



**Date:** Thursday, 15 December 2022  
**Time:** 4:00pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**15 December 2022**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 15 DECEMBER 2022 AT 4:00PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), 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), Anne Rands (Executive Assistant), Claire Golder (Town Planner)

Temora Independent – Mr Alan Wilson

**1 OPEN AND WELCOME**

Public Forum was held commencing at 3:00pm with NBN Local, Riverina Murray – Mr Andrew Cotterill and Sean O'Reilly.

Closed Public Forum – Dr Parry Homes, Apollo Place

Cr Anthony Irvine left the meeting at 4:04 pm.

**2 ACKNOWLEDGEMENT OF COUNTRY**

CR ANTHONY IRVINE RETURNED TO THE MEETING AT 4:06 PM.

**3 APOLOGIES**

**RESOLUTION 196/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

That apologies from Cr Graham Sinclair be received and accepted.

**CARRIED**

**4 OPENING PRAYER**

The opening prayer was conducted by Mayor Rick Firman

A presentation was made to long serving employees for 40 years service Mr Rod Oliver and Mr Allan Doolan.

**5 CONFIRMATION OF MINUTES**

THE MINUTES WERE SET ASIDE TO BE CONFIRMED AT THE JANUARY 2023 MEETING.

**RESOLUTION 197/2022**

Moved:

Seconded:

That the minutes of the Ordinary Council Meeting held on 24 November 2022 be confirmed.

**CARRIED**

**6 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Anthony Irvine	REP22/1480	Pecuniary Interest	Left the meeting
Cr Jason Goode	REP22/1497	Pecuniary Interest	Left the meeting
Cr Claire McLaren	REP22/1583	Pecuniary Interest	Left the meeting

**7 MAYORAL MINUTES****7.1 MAYORAL MINUTE - DECEMBER 2022**

**File Number:** REP22/1615  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FIRST HEADING**

1. Council will reflect on our recent adoption of an 'Acknowledgement of Country' as part of the Code of Meeting Practice. Whilst this certainly created a great deal of discussion, both publicly and privately, Council have resolved to include this Acknowledgement, going forward. I spent considerable time working on a draft Acknowledgement to present to Councillors, with the kind assistance of others. To this end, I thank Council for agreeing to the 'Acknowledgement of Country' I delivered a moment ago. The words I've just read were taken to both a Workshop and Committee meeting and was endorsed by Council. I now recommend to Council that we review the 'Acknowledgement of Country' in December 2023, to determine if the Acknowledgment continues to be appropriate, in terms of its wording etc.
2. I wish to clarify to Council and the Temora Shire community the long-standing issue of Heavy Vehicle Alternate Routes (HVAR). As many would be aware, Temora Shire Council has been working very hard on this issue for over two decades. To suggest it's not an easy fix would be a significant understatement. In recent times, a Councillor, namely Cr Irvine, has raised his suggestion of an alternate heavy vehicle route. This Councillor is fully entitled to do so, it must be said, however, this proposal is from Cr Irvine – not a Council adopted position as many seem to believe. Council have referred this suggestion together with the three other options that Council have at present. The HVAR is not a new issue for Council, far from it. This Council, together with previous Councils, have worked tirelessly on this issue. We will continue to do so. Council does sincerely extend our apologies for the worry and concern that recent debate has caused. However, this Council remain fully committed to working hard as a Council, together with the community to find a suitable solution, with minimal amount of impact to the residents.
3. It is Council's very real pleasure to formally acknowledge two of our longest serving Staff Members in Messrs Allan Doolan and Rodney Oliver. Both gentlemen have served Temora Shire Council and the community for 40 years each. This is a significant commitment of service and I place on record Council's and the community's warm gratitude to both Mr Doolan and Mr Oliver. Their commitment as dedicated members of our Outdoor Staff is outstanding and we thank them for their service.
4. Finally, I would like to thank every Councillor, General Manager, Directors, Managers, Indoor and Outdoor Staff for your exceptional service to Council and the community over this past year. Once again, the past year has presented us with challenges – particularly the flooding events that wreaked havoc across sections of our sealed and unsealed road network. However, I know that each of you give your best to serve the Citizens, to the best of our ability. I wish all

of Council, together with every member of our cherished Temora Shire community a very Happy & Holy Christmas. I know that 2023 will be another hectic one, especially with the recruitment process to find our new General Manager to commence. However, I firmly believe our new year will be filled with even more exciting projects for us to immerse ourselves in. I thank you for your solid support of me, as your Mayor. Please know it's never, ever taken for granted.

**RESOLUTION 198/2022**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Mayoral Minute be noted

AND FURTHER

That Council review the 'Acknowledgement of Country' in December 2023.

**CARRIED**

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

**8 REPORTS FROM COMMITTEES****8.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 6 DECEMBER 2022****File Number:** REP22/1566**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 6 December 2022**RESOLUTION 199/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED****RESOLUTION 200/2022**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**Date:** Tuesday, 6 December 2022  
**Time:** 9:00am  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Youth Advisory Committee Meeting

**6 December 2022**

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**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 9:00AM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Belinda Bushell, Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Gary Lavelle (General Manager), Sheree Elwin (Youth Development Officer)

**1 OPEN MEETING**

9:00am

**2 APOLOGIES**

**COMMITTEE RESOLUTION 19/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

That apologies from Director of Administration & Finance Elizabeth Smith be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

## 4 REPORTS

### 4.1 YOUTH UPDATE - DECEMBER 2022

**File Number:** REP22/1524  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

##### Take Charge:

On Wednesday the 31<sup>st</sup> of August, the YPC attended the Take Charge Forum at the Range Function Centre in Wagga Wagga from 9am-1pm. Unfortunately, she had to leave at the lunch break to make it back to Temora in time to organise the after school activities.

The Guest Speakers- Hon Ben Franklin MLC | Minister for the Arts, Minister for Aboriginal Affairs, and Minister for Regional Youth and Zoë Robinson | Advocate, Office of the Advocate for Children and Young People- did an outstanding job explaining their roles and why they are important to young people.

YPC attended 3 of the 4 workshops. These workshops were tailored perfectly for the young people to remain engaged and absorb the information. Each workshop was relevant to young peoples needs and encouraged self-development and extremely useful information for use in real-life situations.

The YPC feels this event was highly successful and is looking forward to attending annually.

#### Sept/Oct School Holiday Workshops

##### Junior MasterChef Class:

On Tuesday the 27<sup>th</sup> of September YPC travelled to Wagga with 16 young people to attend a Junior MasterChef Class at *foodiam*. This workshop was completely booked out, with another 5 young people on the waiting list to attend.

The class was taught by the head chef Hannah Blackman. Hannah taught the young people correct knife skills and hygienic practices as well as simple, healthy recipes they can use at home.

The young people worked as a group to create 3 dishes- Baked Pork Spring Rolls, Chicken San Choy Bow and Fried Rice.

At the conclusion of the workshop Hannah taught the group table etiquette and place setting before they sat down to eat their feast.

The young people described this workshop as “100/10” and “the best workshop we’ve ever had”. This workshop was funded by the Spring Holiday Break Program.

##### CSI Forensics (Fizzics Education Workshop #1):

On Wednesday the 28<sup>th</sup> of September 11 young people attended the CSI Forensics workshop hosted by Fizzics Education at Platform Y. This workshop was open to 8-13 years.

The young people were given a crime scene and story and then had to forensically examine 10 clues to narrow down suspects and find the perpetrator.

Each young person was involved in fingerprinting and blood typing, facial reconstruction through computer

and real models, hair and fibre analysis, fluorescence of oils and DNA comparisons, latent image detection, chromatography and shoe impression casting.

This workshop was super interesting for the young people and a great way to develop problem-solving and team-work skills. This was funded by the Spring Holiday Break grant.

### **Lego Robotics (Fizzics Education Workshop #2)**

On Wednesday the 28<sup>th</sup> of September 8 young people attended the Lego Robotics hosted by Fizzics Education at Platform Y. This workshop was open to 8-13 years.

At the beginning of the workshop the young people were given a demonstration on how to do simple programming on a laptop to make the robot go forward and back. Once this was mastered, they were then given two challenges- make the robot go in a perfect circle and make it go in a perfect square. The participants had to change their programming little by little to ensure their angles and number of wheel rotations were exact to complete the challenge.

The young people were then free to program their robot how they would like- some added faces and sounds, some danced and some were made into obstacle avoidance robots.

YPC received extremely positive feedback from the young people. Photos from both Fizzics Education workshops were put on Temora Youth social media.

This workshop was funded by the Spring Holiday Break Grant.

### **Ariah Park Craft:**

On Thursday the 6<sup>th</sup> of October 11 young people between the ages of 8-17 attended the Let's Get Crafty workshop at Ariah Park Memorial Hall.

The session began with the young people exploring the different colors and shades to create an abstract rainbow using crepe paper and cotton balls.

The participants then moved onto decorating the first initial of their name with second-hand buttons. This encouraged conversations regarding upcycling and recycling. Sustainability is one of the values we hold at Platform Y.

It is always encouraging to see more attendees with every workshop that we hold in Ariah Park. This was a great opportunity to promote Platform Y's term-based workshops as well as other upcoming school holiday workshops at Platform Y.

Photos from this workshop were posted on the Temora Youth social media pages.

### **UP&UP Music and Art Program:**

On Thursday the 6<sup>th</sup> and Friday the 7<sup>th</sup> of October 13 young people attended the Hip Hop Music and Art Program at Platform Y.

This program was facilitated by UP& UP, a company based in Newcastle. UP & UP run music and art programs for young people between the ages of 9-18. The Team consists of experienced youth workers and producers to deliver programs that nurture young people's confidence and creative expression.

The program takes a theme that the young people choose, in this case they decided to write about the Temora Community and gives an avenue for the young people to express their opinions about it.

Each young person wrote a 4 -line wrap with the main theme as Temora. The Up and Up Team then put all of these raps together to create a professional song and music video that is developed when the program commences.

The group also focused on creating art with words they associate with the Temora Community.

This program was funded by the Children and Young People Recovery Initiative and was a massive success, with the feedback from the participants extremely positive.

### **Temora Show Platform Y Display:**

On Friday the 23<sup>th</sup> September YDO set up a display for the Temora Show promoting Platform Y. This area included information on the workshops and program held at Platform Y as well as contact details for the YDO and YPC.

### **YOUth-Made Market 2022**

Our third Youth Made Market (YMM) Program was held Saturday 15<sup>th</sup> October. Now fully funded through our youth programs, the YMM 2022 was held at the courtyard area of the Fed and Bed. Originally scheduled to coincide with the Warbirds event, the decision to go ahead proved fruitful for the young entrepreneurs.

We had 8 young stall holders complete the program (we had one stall holder withdraw two weeks prior to the market), partaking in weekly workshops to build skills in business development, financial literacy and budgeting, marketing, visual display and customer service. Stall holders recorded great sales and several will be taking part in the TBEG Christmas Fair. One member has also joined the Young Entrepreneurs team. We once again had the Temora Community Centre attend with a stall, running numerous games and competitions during the morning. A hamper of products from the young makers was raffled to help fund future YMM program.

YMM mentors were: Michael Harper, Sam Dart, Belinda Lawrence, Marnie Smith, Libby Kite, Jody Cameron, Kim Sandgren and Gary Lynch.

### **YOUth-Made Market- Platform Y Cafe:**

On Saturday the 15<sup>th</sup> of October the senior members of the Hospitality and Leadership Team ran the Platform Y Café at the YOUth-Made Market event. At this event the Team sold sandwiches, hotdogs, hot and cold beverages and slices. Unfortunately, the YPC could not attend this event so a special mention is to be made of Belinda Lawrence, Elizabeth Smith, Leanne Oliver and Steffi Haynes for volunteering their time to help the team out with the prep and clean-up of the market stall, with Belinda Lawrence also helping the Team during the busy service periods.

All profits from the day go back into programs and resources for the young people at Platform Y.

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

**Take the Lead Leadership Program:**

The Take the Lead program saw six young people participate in workshops and activities to develop their leadership skills under the guidance of local and guest mentors. Seven sessions were held over two months, covering a range of topics related to leadership and self-development. This inaugural program was funded by the NSW Department of Communities and Justice and is an initiative of the Temora Youth programs through Temora Shire Council.

This program culminated in a graduation dinner on Saturday the 22<sup>nd</sup> of October at the Temora Town Hall with guest speaker Sean Dondas- the 2022 ACT Young Australian of the Year. Participants shared heartfelt, personal reflections with the audience during the evening, which was a highlight for those in attendance.

Participants were:

Alex Gillard- supported by: *Temora HS* Volunteer organisation: *Platform Y*

Michael Dominic Laxina- supported by: Temora Shire Council- Engineering Department  
Volunteer organisation: *Christine Wishart Dance Studios*

Emma Lockley- supported by: *Temora HS* Volunteer organisation: *Temora Town Library*

Will Matthews- supported by: *Temora Fliers Inc.* Volunteer organisation: *Temora Fliers Inc.*

Samantha Riley- supported by: *Temora HS* Volunteer organisation: *Temora Rotary Bookshop*

Anneliesa Soliman- supported by: *St Andrews Presbyterian Church*  
Volunteer organisation: *St Andrews Presbyterian Church*

We are grateful to Ruth Sinclair (People and Culture Consultant; Leadership Coach) for donating her time and expertise to this program.

The YDO is excited to report approval has been granted to use remaining funds to run a second TAKE THE LEAD- Temora Youth Leadership program in early 2023.

**Family Expo:**

On Wednesday the 26<sup>th</sup> of October YPC attended the Family Expo at the Town Hall. Platform Y/ Temora Youth Teams shared a stall with the Library. YPC took the Platform Y promotional folder which contains photos and information regarding all events and workshops pertaining to Platform Y. YPC found the day to be highly successful and beneficial for all involved. YPC has sent feedback regarding the day to TSC Community Events Program Coordinator.

**Dramatic Minds Catering Opportunity:**

The Community Drug Action Team (CDAT) asked the Temora Youth Hospitality Team to provide catering for the *Dramatic Minds Festival* held on Thursday the 3<sup>rd</sup> of November at the Town Hall. The Team was excited to be offered this opportunity and planned the catering boxes in the Hospitality lesson. The 3 boxes consisted of meats, cheeses, biscuits, slices and fruit. All

preparation was done by 3 Temora Youth volunteers. The boxes were delivered by the YDO, who attended the performance of *The Rainmaker* at the event. The Team made a profit of \$140 from this opportunity and are grateful to CDAT for supporting the Temora Youth Team.

Council contributed funding to support CDAT in the staging of this live performance. Unfortunately, only a small audience was in attendance, with minimal support from the community and local schools. It is noted the ongoing rain events may have contributed to the disappointing attendance. The production was high quality and addressed the themes of resilience, inclusion, masculinity, anti-bullying and positive relationships.

**Platform Y Attendance:**

Currently we have over 35 young people accessing Platform Y during a weekly period.

Hospitality Team- 15 members

Culture and Performing Arts Team- 13 members

Gaming Team- 7 members

Green Team- 4 members

Young Entrepreneurs Team- 6 members

**Oran Park Platform Y Visit:**

On Friday the 25<sup>th</sup> of November the Oran Park Anglican College “Dusty Boots” crew visited Platform Y. The group consisted of 15 young people and 3 teachers. When they arrived the YDO explained the significance of Platform Y and the programs on offer, before introducing the YPC and senior members of the Temora Youth Team.

The YPC then ran a teams-based “Minute to Win It” tournament where the 2 groups of young people had the chance to socialize and form connections.

The YDO alongside a teacher from Oran Park cooked a BBQ which the young people enjoyed after the games.

This event was not only a great way for the Oran Park young people to relax and unwind after their week of volunteering, but it was also an important experience for our young people. Mixing with young people from a different demographic allowed the Temora Youth Team to challenge their social skills and exchange experiences from their different environments. YPC had discussions with multiple teachers, who praised the Temora Council for their dedication to young people in the Shire.

The Temora Youth Team are looking forward to hosting this event again when the “Dusty Boot” crew revisits in 2023.

**Summer School Holiday Workshop Schedule:**

Monday the 19<sup>th</sup> of December- Christmas Craft. Arianah Park Memorial Hall 10:30am-11:30am. Platform Y 1:30pm-2:30pm. Ages 8+

Thursday the 22<sup>nd</sup> of December- Christmas Baking at Platform Y. 10am-11:30am. Ages 8+. This workshop completely booked out within 24 hours.

Thursday the 5<sup>th</sup> of January-Cooking Class with Teresa McCrone. 9am-10:30am. Ages 8-20. Participants receive free cookbook and apron at the end of workshop.

Friday the 6<sup>th</sup> of January- Wagga Trip- 2 x free games of laser tag, lunch and shopping at the malls. High school age only.

Monday the 9<sup>th</sup> of January- Yoga with Bec Wilesmith. 9:30am-10:15am. Ages 12-24.

Monday the 9<sup>th</sup> of January- Mixed Media Art Workshop with Kim.Baker.Design. 11am-2:30pm  
Participants will explore polymer clay designs, watercolor painting and the art of sketching. Ages 8-12.

Thursday the 12<sup>th</sup> of January- Gaming Day. 10am-11:30am Virtual Reality Headsets, card games, board games and switches. Ages 8+

All January workshops are funded by the Summer Holiday Break program.

### **COMMITTEE RESOLUTION 20/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

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

**CARRIED**

### ***Report by Kassi Owen & Sheree Elwin***

#### **1. ARIAH PARK YOUTH HALL - ACCESS & BOOKING SYSTEM**

Need to look at access and booking system for the Arianh Park Youth Hall.

### **COMMITTEE RESOLUTION 21/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

The Committee resolved to recommend to Council to investigate access to the youth hall at Arianh Park and the booking system.

**CARRIED**

#### **2. CR FIRMAN**

Placed on record congratulations to Sheree Elwin on her nomination for Citizen of the Year.

5        CLOSE MEETING

The Meeting closed at 9:34am.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 6 December 2022.

.....  
GENERAL MANAGER

.....  
CHAIRMAN



**8.2 MINUTES OF THE SIGNAGE COMMITTEE MEETING HELD ON 6 DECEMBER 2022****File Number:** REP22/1567**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Signage Committee Meeting held on 6 December 2022

Cr Anthony Irvine declared a pecuniary interest in relation to item REP22/1480, due to owning a Signage Business.

Cr Anthony Irvine left the meeting at 4:19 and took no further part in the discussion.

**RESOLUTION 201/2022**

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 202/2022**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that in relation to Item 4.1 REP22/1480 Council

1. Endorse the concept of investigating the inclusion of free-standing complementary Indigenous acknowledgement signage at the Temora Shire boundary entrances,
2. Commence discussions between Council officers and the Temora High School Aboriginal Education Team regarding the project, signage design and seek preliminary feedback from an Indigenous Elder,
3. Receive a future report on the outcome of the design process and cost estimates for the project, and
4. Support the concept of preparing a Wiradjuri language place name Shire map and seek a quote to prepare this map.

**CARRIED**

Cr Anthony Irvine returned to the meeting at 4:21pm.

**RESOLUTION 203/2022**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**Date:** Tuesday, 6 December 2022  
**Time:** 9:36am  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Signage Committee Meeting

**6 December 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
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4.1	Indigenous acknowledgement on Council signage .....	4
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<b>5</b>	<b>Close Meeting .....</b>	<b>34</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
SIGNAGE COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 9:36AM**

**PRESENT:** Cr Nigel Judd, Cr Claire McLaren, Cr Rick Firman (Mayor) (Acting Chair), Cr Anthony Irvine, Cr Belinda Bushell (arrived at 9:50am)

**IN ATTENDANCE:** Alex Dahlenburg (Engineering Works Manager), Kris Dunstan (Director of Environmental Services), Claire Golder (Town Planner)

**1 OPEN MEETING**

9:36am

**2 APOLOGIES**

**COMMITTEE RESOLUTION 5/2022**

Moved: Cr Claire McLaren

Seconded: Cr Anthony Irvine

That apologies from Cr Lindy Reinhold be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Anthony irvine	REP22/1480	Pecuninary Interest	Left the Meeting

## 4 REPORTS

### 4.1 INDIGENOUS ACKNOWLEDGEMENT ON COUNCIL SIGNAGE

**File Number:** REP22/1480

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:** 1. Email from Bill Speirs

#### REPORT

At the October 2021 Assets and Operations Committee meeting, the Committee considered a report to consider the inclusion of the Aboriginal country name of Wiradjuri, on the Shire and town entrance signs. Councillors considered a number of options including adjustments to existing signs, stand-alone signs and signage at the Bundawarra Centre.

The recommendation of this Committee was:

That the Committee recommend to Council to receive a future report following consultation with Aboriginal Lands Council and discussion at future Regional Development meeting.

This recommendation was subsequently endorsed by Council.

Since this meeting, Council officers have made very little progress.

However, recent consultation with the Temora High School Aboriginal Education Team, in conjunction with Bundawarra Centre Manager, Mr Bill Speirs, in relation to Bradley Park was very successful. Council officers would like to build upon the success of this project and consider the advice provided by the Bundawarra Centre Manager attached to this report, to progress further investigation of this project.

The advice of the Bundawarra Centre Manager is:

1. Investigate installing cost effective free-standing complementary signage, within the Temora Shire Council boundary, just after the existing Temora Shire boundary signs as motorists enter Temora Shire. There is an opportunity to consult with the Temora High School Aboriginal Education Team in relation to the design of the signage.
2. Investigate preparing a Temora Shire map that identifies places within Temora Shire in Wiradjuri language, to display at the Visitor Information centre

The Bundawarra Centre Manager recommends a procedure of producing a draft design of the signage and seeking endorsement/refinement from a respected Indigenous Elder.

Cr Anthony Irvine declared a pecuniary interest in relation to item REP22/1480, due to owning a Signwriting business.

Cr Anthony Irvine left the meeting at 9:39am and took no further part in the discussion.

### COMMITTEE RESOLUTION 6/2022

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council to:

1. Endorse the concept of investigating the inclusion of free-standing complementary Indigenous acknowledgement signage at the Temora Shire boundary entrances,
2. Commence discussions between Council officers and the Temora High School Aboriginal Education Team regarding the project, signage design and seek preliminary feedback from an Indigenous Elder,
3. Receive a future report on the outcome of the design process and cost estimates for the project, and
4. Support the concept of preparing a Wiradjuri language place name Shire map and seek a quote to prepare this map.

**CARRIED**

***Report by Claire Golder***

Cr Claire McLaren left the meeting at 9:45 am.

Cr Anthony Irvine returned to the meeting at 9:49am.

Cr Belinda Bushell arrived at the meeting at 9:50am.

---

**Claire Golder**

---

**From:** Bill Speirs  
**Sent:** Thursday, 10 November 2022 1:19 PM  
**To:** Claire Golder  
**Cc:** Craig Sinclair; Sally Hurst  
**Subject:** Indigenous acknowledgement on Council Signage.

**Follow Up Flag:** Follow up  
**Due By:** Friday, 11 November 2022 8:00 AM  
**Flag Status:** Flagged

Good afternoon, Claire.

As discussed at our meeting:

The need to include Indigenous acknowledgement on Council signage has been considered by Council and the matter referred to us for investigation.

Council's existing suite of signage is in good condition and the financial burden its' complete replacement at this time would incur, would be difficult to justify.

Council has the option of installing cost effective free-standing complementary signage, of appropriate size, in proximity to its existing shire boundary demarcation signs.

In my opinion, the important elements to include on such signage would be:

1. Headline message "Wiradjuri Country"
2. Iconic graphic "Gugaa" (Goanna)
3. Greeting in Wiradjuri language as defined by: Grant, Stan (Snr.) & Rudder, Dr. John, "A New Wiradjuri Dictionary", Pub. Restoration House, 2010.

On entry side – 'gawaymbanha" (Welcome).

On departure side – "yanha-nha-dhu" (Goodbye)

To engage the indigenous community in the process of developing the project I would first produce a draft design for each sign and a recommendation for geographical placement acceptable to the relevant Government authority. I would then endeavour to seek endorsement/refinement from the Young LALC and a respected Elder, Uncle James Ingram (perhaps), or someone he recommends.

A second opportunity to advance public awareness of indigenous presence in Temora Shire would be to produce a shire map which highlights the many local place names that are derived from the Wiradjuri language. This could be rendered in anodised aluminium, similar to the "Historic Places" map at the Visitor Information Centre.

Regards,

Bill



## 4.2 PUBLIC TOILET SIGNAGE

**File Number:** REP22/1484  
**Author:** Engineering Trainee  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Signage Photos/Locations

### REPORT

Investigations of public toilet signage within Temora were recently undertaken by the Economic Development Manager and Engineering Trainee. The goal was to understand any difficulties or issues present with the current signage network and put forth suggestions for improvement. The target audience being non-locals passing through, often on state roads.

The findings are outlined below with supporting photos in the attachment. All recommendations are in accordance with Australian Standard - AS 1742.6-2004 Manual of Uniform Traffic Control Devices - Tourists & Services Signs.

#### 1. Paleface Park

There are a several existing signs pointing towards the toilets in Paleface Park – all are difficult to see from a road user's perspective.

- 1.1 Location:** Hoskins Street / Kitchener Road intersection (Apex Park)
- Issue:** From most points of approach, the sign is unnoticeable due to its size, location, and orientation. Advanced signage for public toilets is often used where road users need to deviate from their route of travel; since Paleface Park is adjacent the main route, advanced signage along the main route should be non-directional.
- Recommendation:** Remove and replace with blue non-directional sign including rest area and accessible toilet symbols and '850m' (adding 'Paleface Park' could also be viable) - orientate facing south.
- 1.2 Location:** North-east of the Hoskins Street / Loftus Street Roundabout
- Issue:** Easily overlooked when traveling on the road due to its distance from the carriageway and surrounding obstructions such as low-hanging trees and other signs. This sign primarily and effectively targets pedestrians but lacks accessibility to road users.
- Recommendation:** Duplicate sign underneath Loftus Street road name sign to increase visibility from both directions along Hoskins Street; trim low-hanging branches on tree as pictured in attachments.
- 1.3 Location:** Victoria Street / Hoskins Street roundabout
- Issue:** None, possible location for additional signage.
- Recommendation:** Addition of Public toilet signage underneath 'Long Vehicles' sign as pictured in attachments.
- 1.4 Location:** Hoskins Street (Cut & Run)

**Issue:** Location, size, and orientation of the sign render it redundant this sign severely lacks effectiveness as it is small and orientated parallel to the road and pathway, limiting accessible visibility when moving.

**Recommendation:** Council to discuss removal of sign on the grounds of ineffective communication - do not replace if other signage options are actioned.

1.5 **Location:** Hoskins St (The Railway Hotel)

**Issue:** Refer to 1.4.

**Recommendation:** Refer to 1.4.

## 2. Bundawarra Centre

There exists signage around Temora positioned for the information centre but excludes facility symbols for the public toilets available.

2.1 **Location:** 5-ways intersection

**Issue:** Signage cracked and faded. Does not include public toilet symbol along with the information symbol.

**Recommendation:** Remove and replace information sign with new sign including both information and public toilet symbols, increase size of sign so that both symbols are of adequate size and realign both new information sign and caravan park sign so that they are the same width as Wagga Wagga directional sign.

2.2 **Location:** Old Junee Road (before 70km/h speed zone change signs)

**Issue:** No glaring issues, does not include public toilet symbol along with the information symbol.

**Recommendation:** Remove and replace information sign with new sign including both information and public toilet symbols, increase size of sign so that both symbols are of adequate size.

2.3 **Location:** Information Centre sign

**Issue:** Although the gold signs contribute to the aesthetic design of the unique architecture, they may be easily overlooked as they deviate from the commonly used blue signs indicating community facilities.

**Recommendation:** Remove and replace with blue signs OR leave as is for aesthetic benefits given that the previously addressed signages are actioned.

2.4 **Location:** Hoskins Street / Victoria Street roundabout

**Issue:** No glaring issues, does not include public toilet symbol along with the information symbol.

**Recommendation:** Public toilet symbols could be a viable addition to the area as the intersection for two state roads (either on information signs OR on Rural Museum tourism signages), although the further addition of symbols could overwhelm drivers due to the large number of signs currently surrounding the roundabout.

### 3. Lake Centenary

There exist tourism signs for the lake as this is often a popular attraction to Temora; all signage present include public toilet facility symbols.

- 3.1 **Location:** Airport Street / Goldfields Way intersection
- Issue:** No glaring issues, the first advanced sign moving north on Goldfields Way – other tourism signs in Temora positioned towards the lake do not state distance or facilities.
- Recommendation:** Expansion of the tourism position sign for Aviation Museum to include Lake Centenary and facilities; addition of facility symbols on existing Lake Centenary tourism signs - Council to discuss possible outcomes as these signs ascend Council jurisdiction.
- 3.2 **Location:** Thanowring Road / Goldfields Way intersection
- Issue:** No glaring issues, the first advanced sign moving south on Goldfields Way.
- Recommendation:** None
- 3.3 **Location:** Lake Centenary entrance
- Issue:** None
- Recommendation:** None

### 4. Hillview Park

- 4.1 **Location:** None
- Issue:** Currently does not have any signage leading to the park or its amenities.
- Recommendation:** Install public toilet facility signage OR 'Hillview Park' signage under Polaris Street sign on corner of Polaris Street / Kitchener Road – Council to discuss the necessity/lack of necessity for any additional advanced signage.

### 5. Recreation Centre

The public toilet facility at the Recreation Centre is not in an obvious location (back of the building). Unless signage is very clear to its location, travellers will be unaware of the facility or avoid the area due to its isolation; therefore, hindering it's potential as a public facility due to this lack of use.

- 5.1 **Location:** Bridge railing near footpath/culvert
- Issue:** One could assume that the sign is intended for pedestrians walking along the footpath due to the location and size of the sign, but this is not clearly visible to road users. There is also no other signage positioned for the Recreation Centre.
- Recommendation:** Install public toilet signage under Bowling Club Lane sign; Council to discuss additional advanced signage before lane in both directions along Loftus St.
- 5.2 **Location:** Near pathway behind old pool centre

- Issue:** Sign covered by tree branches.
- Recommendation:** Remove sign and relocate onto fence in same location (to avoid obstruction from surrounding trees); install additional sign on the south-east corner of the old pool centre to better lead pedestrians to the facility

## 6. Temora West Park

- 6.1 **Location:** Victoria Street / Twynam Street intersection
- Issue:** None, sign clearly states location, facilities, and distance, clear of obstructions.
- Recommendation:** None
- 6.2 **Location:** Loftus Street/Vesper Street intersection
- Issue:** None, clearly states location, facilities, and distance, clear of obstructions
- Recommendation:** None
- 6.3 **Location:** Loftus Street / Camp Street intersection
- Issue:** No glaring issues, signage clearly states location, facilities, and distance, clear of obstructions.
- Recommendation:** None; could be viable to add 'Temora West Park' but due to the remote location of the sign and the short distance to the park it could be feasible to leave as it currently stands.

## 7. Gloucester Park

Currently there is no advanced signage towards Gloucester Park and its facilities; as the park is more established and less hidden in comparison to other parks/facilities, minimal signs may be needed to develop clear and effective direction for road users.

- 7.1 **Location:** Victoria Street / Redmond Street intersection
- Issue:** No issue, viable location to place new sign.
- Recommendation:** Currently there exists a position sign for the Temora Hospital, replace this with a new sign to include Temora Hospital (with hospital symbol) and Gloucester Park (with public toilet, park, and picnic seating symbols).
- 7.2 **Location:** Redmond Street / Loftus Street intersection
- Issue:** None, no sign exists.
- Recommendation:** Continuing from location 1. install Public Toilet or Gloucester Park signage underneath Loftus Street signpost.
- 7.3 **Location:** Carson Street / Victoria Street intersection
- Issue:** Sign is small and easy to miss due to the number of signs located at the signpost (Victoria St, Carson St x2 and facility symbols). These signs also do not follow Australian Standards – street name signs should be installed above facility signs as they take precedence.

**Recommendation:** Council to consider removal of Carson Street 'Street of the Year' sign to declutter signpost and relocate facility sign below street name signs.

## 8. Temora Railway Station

Signage for the Railway Station is more focused on the caravan parking facility. Signage exists for the area but does not mention the availability of the public toilets, the station itself, nor Federal Park.

**8.1 Location:** Caravan parking signage at 103 Hoskins St

**Issue:** Sign leads road users to the caravan parking lot next to the Temora Railway Station, no public toilet symbol is present on this sign.

**Recommendation:** Replace sign with addition of public toilet symbol.

**8.2 Location:** Parkes Street / Loftus Street roundabout (north-west corner)

**Issue:** Refer to 8.1.

**Recommendation:** Refer to 8.1.

**8.3 Location:** Turners/Furniture One on Hoskins Street

**Issue:** Refer to 8.1.

**Recommendation:** Refer to 8.1.

**8.4 Location:** Front of railway station

**Issue:** None, effective visibility from road entrance and caravan parking lot.

**Recommendation:** None

**8.5 Location:** In front of Federal Park (Crowley St) beside footpath

**Issue:** No issue as the sign is intended for pedestrians or people using the park (points down footpath through the path leading to the railway station/caravan park).

**Recommendation:** None; Council to discuss development of signage for Federal Park as the public toilets for the Railway Station service both the station/caravan park and the park – possible locations for Federal Park signage include Victoria Street / Crowley Street intersection, Kitchener Road / Crowley Street intersection, and along Airport Street (to give caravan users an alternative area to park if the Temora Airport is at capacity).

## Budget Implications

Materials for new signposting, signs and labour would need to be budgeted for – given that any works actioned are for Council owned facilities, expenditure would be listed under maintenance for each area.

## COMMITTEE RESOLUTION 7/2022

Moved: Cr Anthony Irvine

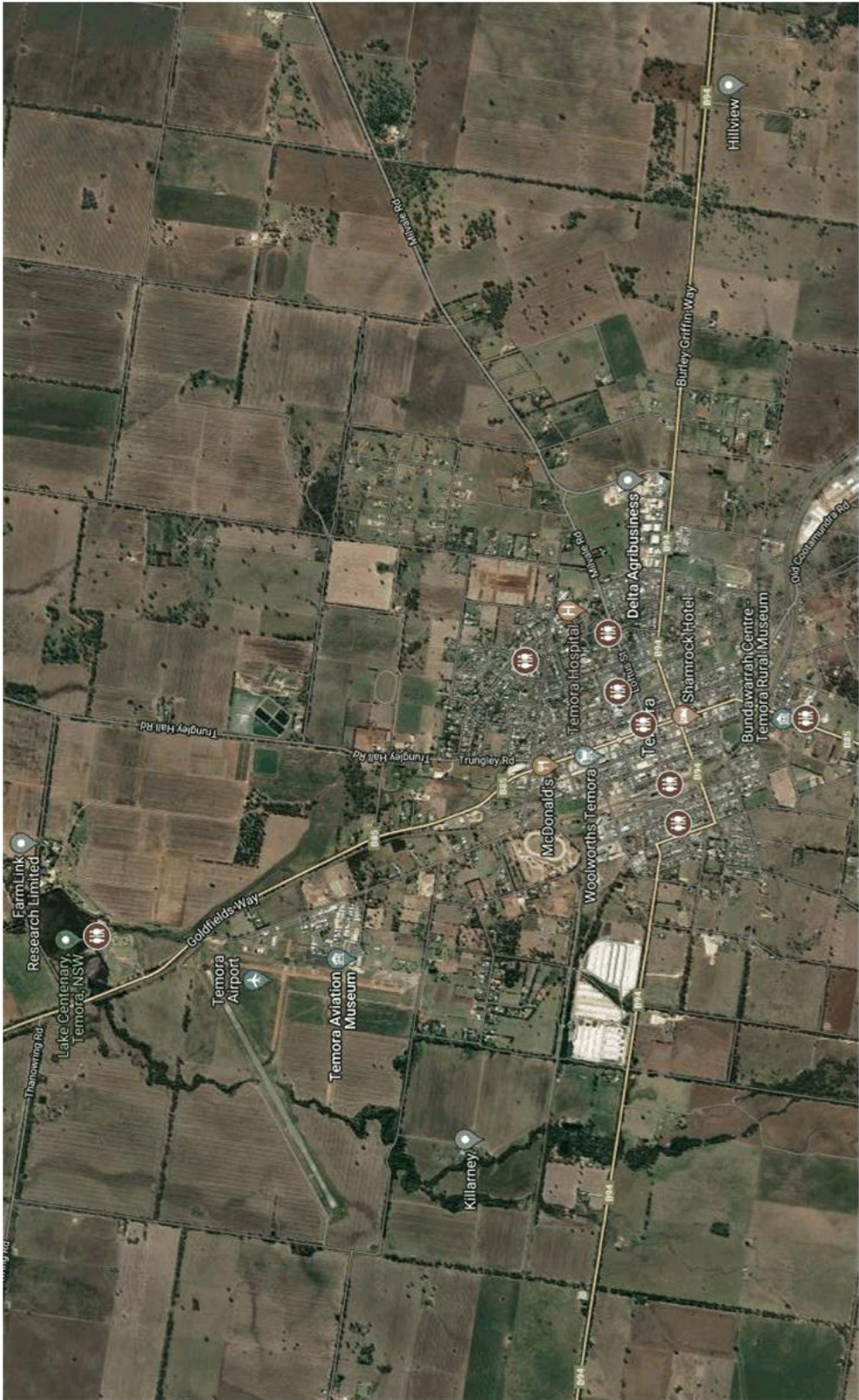
Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council to consider the findings and recommendations of the investigation and discuss any further solutions.

**CARRIED**

***Report by Michael Laxina***

Public Toilet Signage Photos





1. Paleface Park

1.1 Hoskins Street / Kitchener Road intersection (Apex Park)

Action: Replace



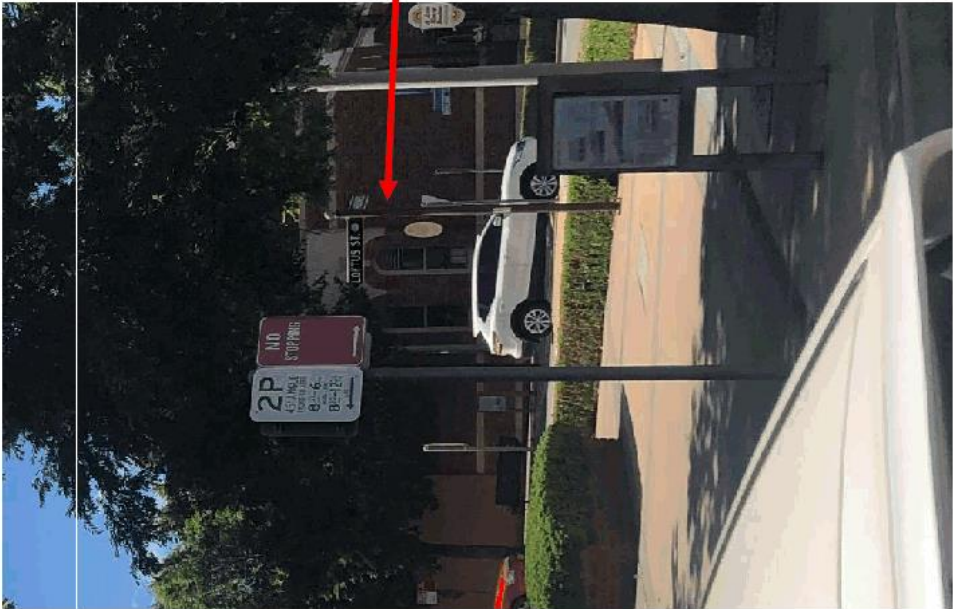
Example replacement:





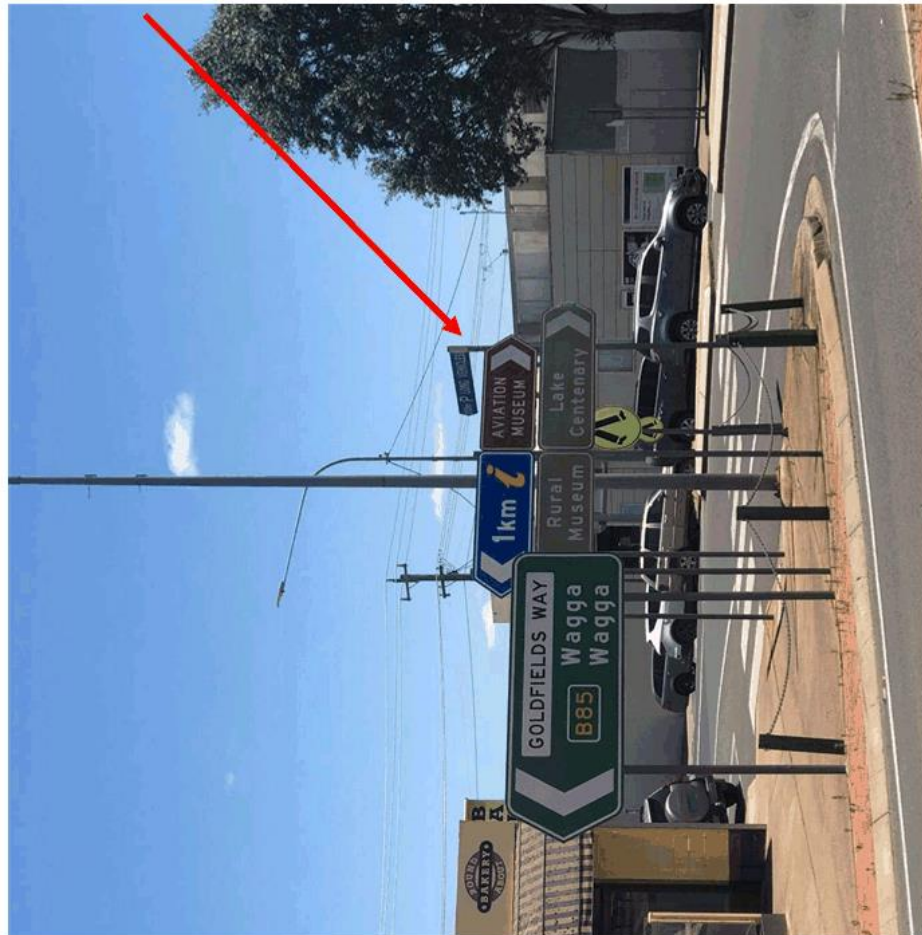
1.2 North-east of the Hoskins Street/Loftus Street Roundabout

Action: Duplicate signs



### 1.3 Victoria Street / Hoskins Street roundabout

Action: Install

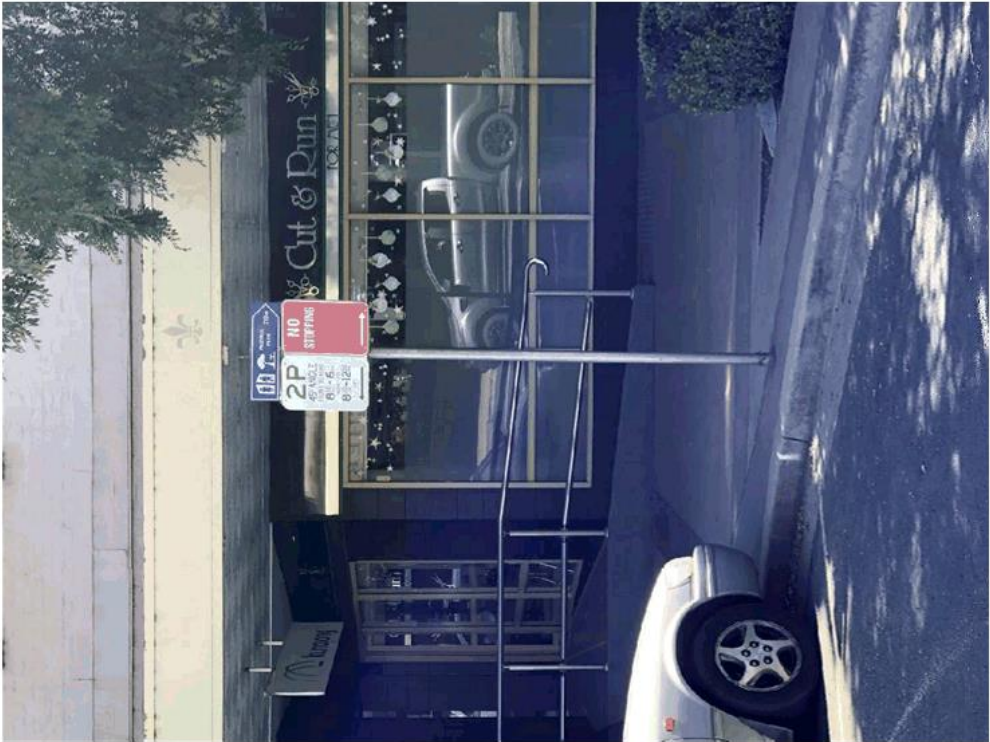


Example sign:



1.4 / 1.5 Hoskins Street (Cut & Run and The Railway Hotel)

Action: Discuss removal





**2. Bundawarrah Centre**  
**2.1 5-ways intersection**

Action: Replace



Example replacement:



2.2 Old Junee Road (before 70km/h speed zone change signs)

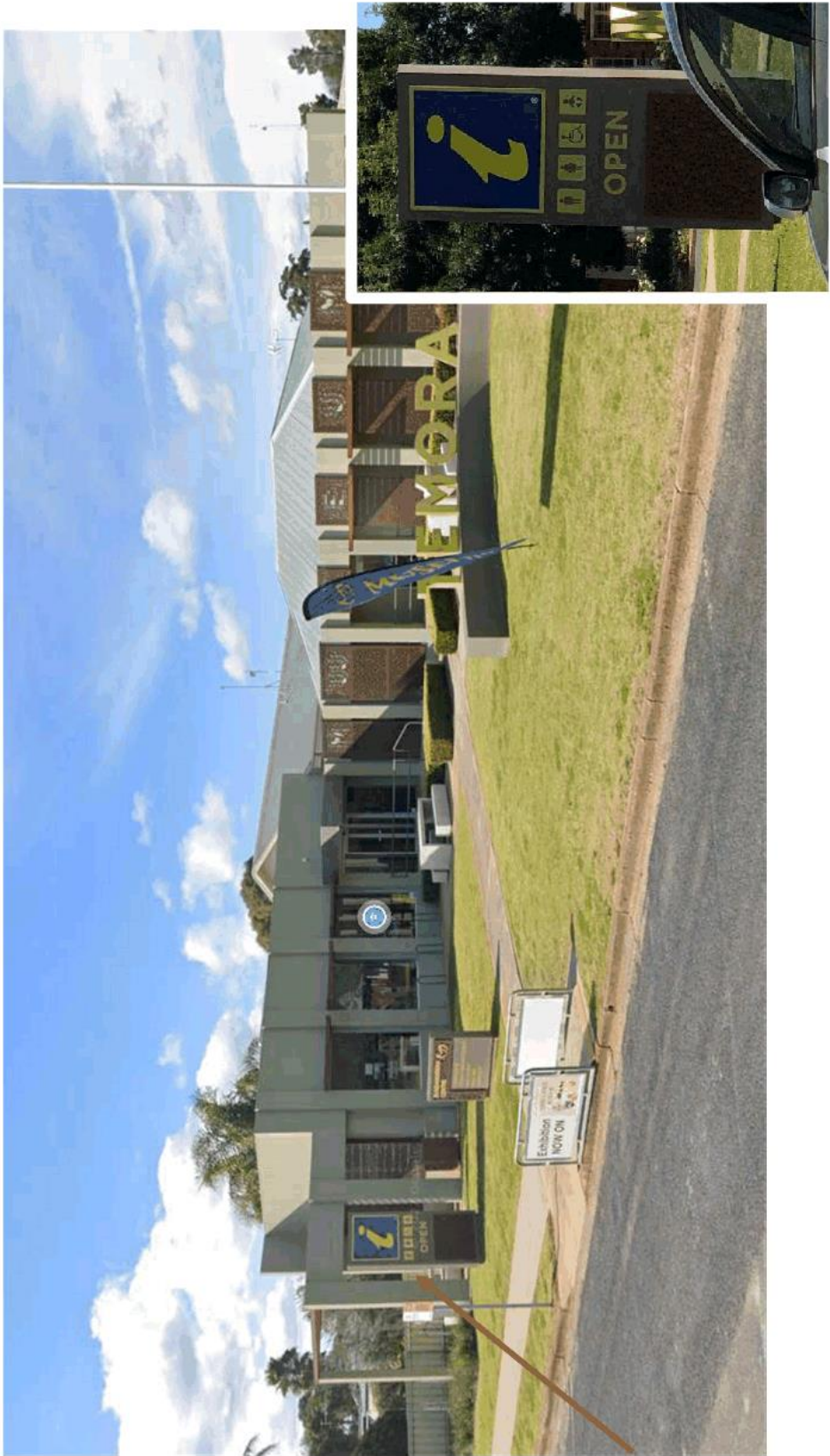
Action: Replace



Example replacement:



2.3 Information Centre sign





2.4 Hoskins Street / Victoria Street roundabout

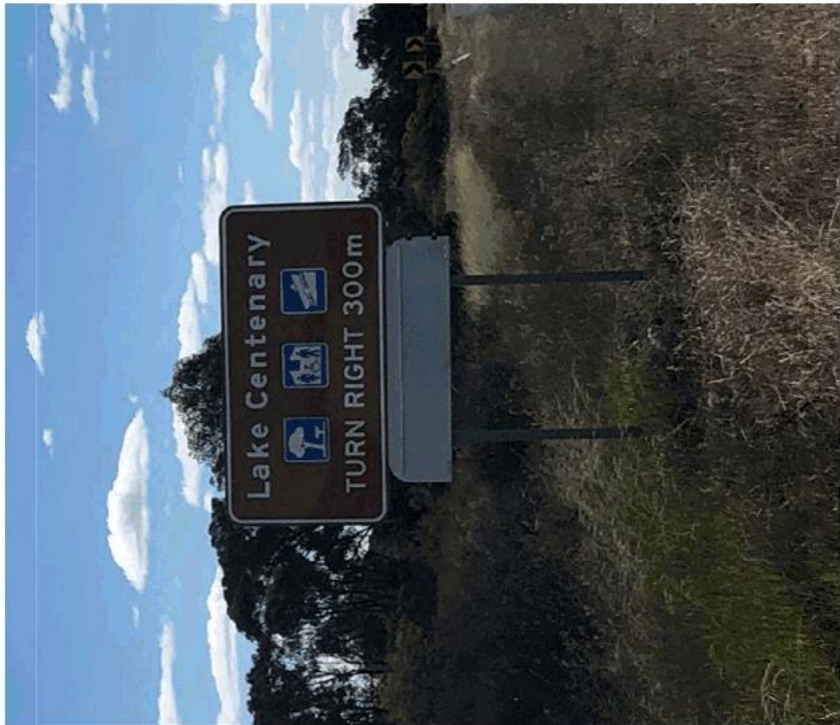
Action: Discuss addition of facility symbols



3. Lake Centenary

3.1 Airport Street / Goldfields Way intersection

Action: Discuss addition of Lake Centenary on Aviation Museum advanced tourism sign as pictured





3.3 Lake Centenary entrance

Action: None



3.2 Thanowring Road / Goldfields Way intersection

Action: None



4. Hillview Park

4.1 Polaris Street / Kitchener Road intersection

Action: Install



Example sign:



5. Recreation Centre  
5.1 Bridge railing near footpath/culvert

Action: Install





5.2 Near pathway behind old pool centre

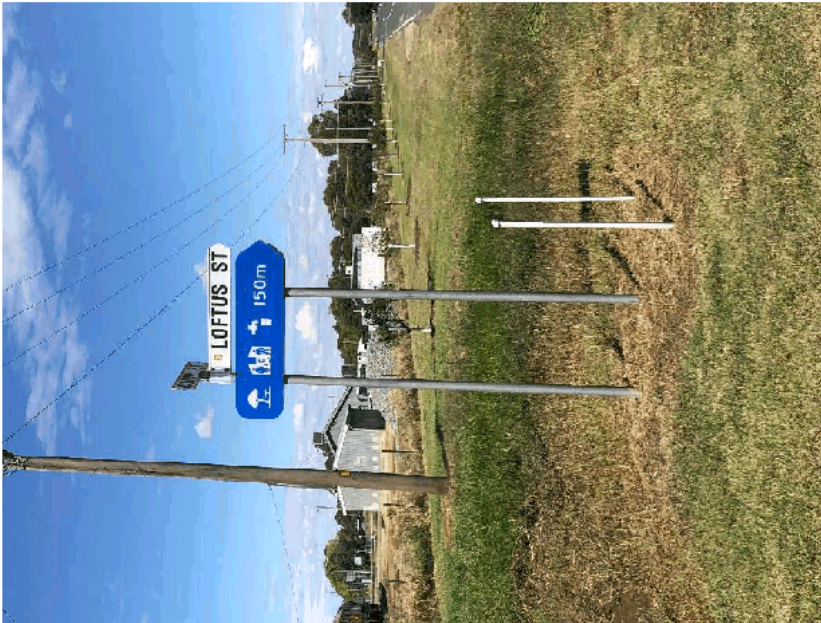
Action: Relocate current and install new



**6. Temora West Park****6.1 Victoria Street / Twynam Street intersection****Action:** None**6.2 Loftus Street/Vesper Street intersection****Action:** None

6.3 Loftus Street / Camp Street intersection

Action: Discuss replacement to match other signage





7. Gloucester Park

7.1 Victoria Street / Redmond Street intersection

Action: Replace



Example replacement:



7.2 Redmond Street / Loftus Street intersection

Action: Install





7.3 Carson Street / Victoria Street intersection

Action: Discuss removal of Carson Street 'Street of the Year' sign to declutter signpost; relocate facility sign below street name signage



8. Temora Railway Station

- 8.1 Caravan parking signage at 103 Hoskins St
- 8.2 Parkes Street / Loftus Street roundabout (north-west corner)
- 8.3 Turners/Furniture One on Hoskins Street

Action: Replace



8.5 In front of

Action: None



Action: None



**1. CR IRVINE**

The signage at the new nail salon is unattractive.

***Director of Environmental Services advised that awning signage is exempt from requiring Council consent.***

**5 CLOSE MEETING**

The Meeting closed at 9:53am.

This is the minutes of the Signage Committee meeting held on Tuesday 6 December 2022.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.3 MINUTES OF THE ACCESS & EQUITY COMMITTEE MEETING HELD ON 6 DECEMBER 2022****File Number:** REP22/1571**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Access & Equity Committee Meeting held on 6 December 2022**RESOLUTION 204/2022**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

**CARRIED****RESOLUTION 205/2022**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

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

**CARRIED**





**Date:** Tuesday, 6 December 2022  
**Time:** 12:10pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Access & Equity Committee Meeting

**6 December 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Disclosures of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Reports .....</b>	<b>4</b>
4.1	Pedestrian Access Ramp 124 Baker Street.....	4
4.2	Accessible Parking Request - Temora Ex Services Club.....	6
4.3	Council footpaths projects .....	10
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4.5	Accessible Parking Request - Hoskins Street.....	15
<b>5</b>	<b>Confidential Reports.....</b>	<b>20</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>21</b>



**MINUTES OF TEMORA SHIRE COUNCIL  
ACCESS & EQUITY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 12:10PM**

**PRESENT:** Community Rep Jane Sanders, Temora Community Centre Deb Patterson, Community Rep Robert Jordan, Cr Belinda Bushell, Mr Dale Wiencke, Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Kris Dunstan (Director of Environmental Services), Claire Golder (Town Planner), Engineering Asset Manager Rob Fisher,

**1 OPEN MEETING**

12:10pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 19/2022**

Moved: Cr Belinda Bushell

Seconded: Mr Dale Wiencke

That apologies from Cr Claire McLaren and Director of Administration & Finance Elizabeth Smith be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 REPORTS****4.1 PEDESTRIAN ACCESS RAMP 124 BAKER STREET****File Number:** REP22/1482**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Letter from Temora Girl Guides**REPORT**

Council has received correspondence from the Temora Girl Guides requesting reinstatement of the pedestrian access ramp that used to be out the front of their property at 124 Baker Street.

They advise that several years ago an access ramp into the kerb was installed. However, at this time a metal pedestrian access ramp was removed. They advise that due to recent rain events, the access ramp is underwater. They are requesting that Council consider reinstating the metal ramp adjacent to the kerb access ramp.

**COMMITTEE RECOMMENDATION**

Moved: Community Rep Robert Jordan

Seconded: Mr Dale Wiencke

That the Committee resolved to recommend to Council to support reinstatement of a new ramp being installed in the location of previous ramp.

AND FURTHER

Refer to Council decision for funding.

***Report by Claire Golder***



Temora Girl Guides  
124 Baker Street  
TEMORA NSW 2666

21<sup>st</sup> October 2022

Temora Shire Council  
105 Loftus Street  
TEMORA NSW 2666

To Whom It May Concern

**RE: REQUEST FOR REINSTALLATION OF PEDESTRIAN ACCESS RAMP**

Several years ago, Temora Shire Council built a wonderful new wheelchair access ramp into the curb and guttering out the front of the Temora Girl Guides property at 124 Baker Street, Temora. In doing so they also removed an existing metal pedestrian access ramp that bridged from the road to the pathway.

The addition of the wheelchair access ramp was a good idea and worked well when it was installed, in the middle of the drought. Unfortunately, we are now in a season of flood and whenever it rains the gutter is often nearly a foot deep in water meaning people accessing the pathway either need to take a running jump to make it across or walk 100m down to the gym to cross over safely on the ramp there.

As this situation is compromising access to our property during periods of rain and increased risk of injury to those who choose to jump over the water in the gutter, we are asking that Council please consider reinstalling the original metal ramp adjacent to the wheelchair access ramp. On the south-eastern side would be preferable as it won't be blocked by parked cars.

I look forward to Councils' response in this matter and hope that Council can also see the benefits of reinstating the ramp for the benefit our wider community.

Yours sincerely

Alison Davy  
District Manager  
Temora Girl Guides  
[temoradm@girlguides-nswactnt.org.au](mailto:temoradm@girlguides-nswactnt.org.au)  
0403 531 209



**4.2 ACCESSIBLE PARKING REQUEST - TEMORA EX SERVICES CLUB**

**File Number:** REP22/1485  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

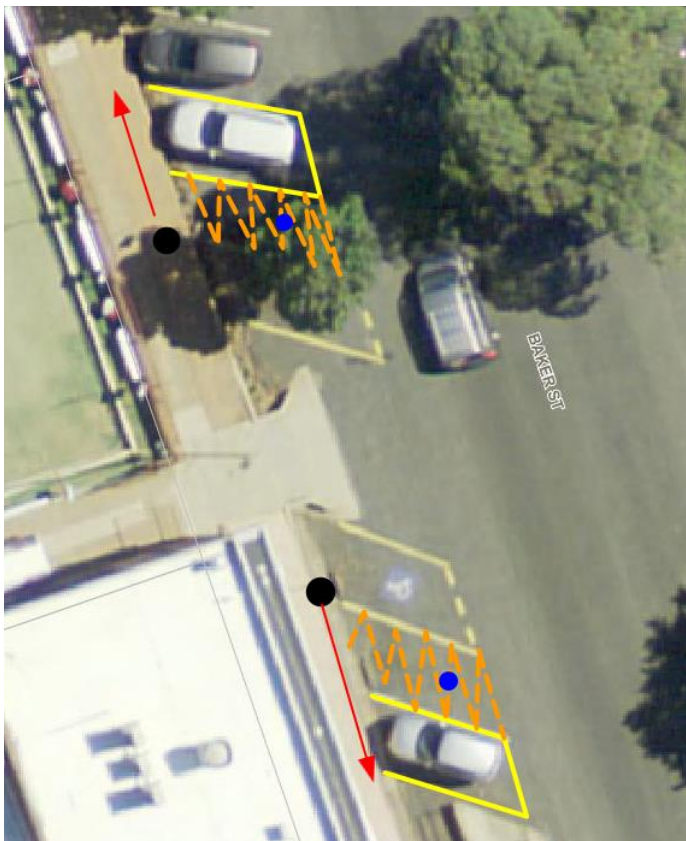
**REPORT**

Council has received correspondence from the Temora Ex-Services Club requesting the installation of two additional accessible parking spaces in close proximity to the Club.

Currently, there are two accessible parking spaces outside of the premises, either side of the vehicle access ramp (which is being utilised as a shared zone). The provision of two additional parking spaces would require the loss of 3 - 4 regular parking spaces, depending on the location of the new parks. The proposed options are provided below.

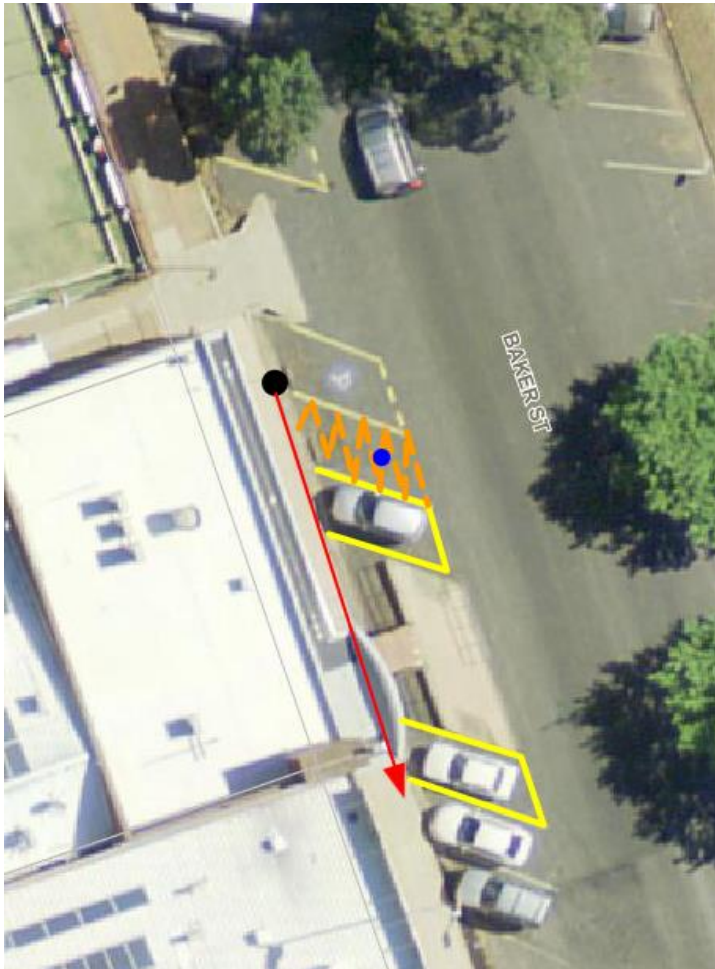
**Option 1 – Install two additional parks either side of the existing**

This option involves installation of two new accessible parking spaces. A shared zone would be required for each new parking space (2 in total) as per Australian Standards; therefore 4 existing parks would be lost to accommodate this. A bollard would also be required to be positioned within each shared zone, as well as the relocation of two signs. See below diagram, with the orange section representing the hatched shared zone.



**Option 2 – Install two additional parks either side of the entrance bridge**

This option involves installation of two new accessible parking spaces. It would require only one shared zone on the northern side of the entrance bridge; therefore 3 existing parks would be lost. A shared zone would not be required on the southern side of the bridge, as the kerb ramp can be utilised as an access point in this instance. A bollard would also be required within the shared zone, in addition to the relocation of one sign only. See below diagram.

**Option 3 –**

Take no action

**Note**

It should be noted that the minimum width for on-street angled accessible parks is 3.2m and the minimum depth is 5.4m. The dimensions of the existing regular parking spaces in this location are between 3.2m - 3.8m wide and 5.4m deep, therefore ensuring compliance if directly converted.

**Previous Disabled Carpark Requests:**

Council have previously received similar requests for installation of accessible parking. In each instance the elected Council moved to take no action, as detailed below:

- On the Move Gym (next door to the current premises on Baker Street): a request was submitted by the neighbouring property owner as access to their residency is being affected by Gym customers. Council resolved to take no action.
- Baptist Church (on Baker Street): As an alternative Council approved for the Church to display their own temporary signage during service times only.
- Temora Podiatry Clinic (on Hoskins Street adjacent to McGuirks): the request stated that the parking spaces out the front of their premises were being occupied by McGuirks customers. Council resolved to make no changes to the parking arrangements, based on several factors.
- On the Move Gym (the old premises on Hoskins Street – now Diamonds and Dust): a request was raised as part of the Walk and Talk tour and no action was taken.

### Budget Implications

#### Option 1 (line mark new parks + reinstate existing)

Item	Unit	Quantity	Rate	Cost (GST Ex)
Relocate sign (in concrete path)	Each	1	\$340.00	\$340.00
Relocate sign (in nature strip)	Each	1	\$180.00	\$180.00
Bollard (including installation)	Each	2	\$400.00	\$400.00
Disabled parking logo (thermoplastic)	Each	4	\$194.15	\$776.60
B3 disabled parking line (yellow)	lm	64	\$3.58	\$229.12
Shared zone hatching (yellow)	m <sup>2</sup>	36	\$19.80	\$712.80
<i>Note: Site establishment costs additional, however would be bundled with another works program to absorb.</i>				
<b>TOTAL:</b>				<b>\$ 2,638.52</b>

#### Option 2 (line mark new parks + reinstate existing)

Item	Unit	Quantity	Rate	Cost (GST Ex)
Relocate sign (in concrete path)	Each	1	\$340.00	\$340.00
Bollard (including installation)	Each	1	\$400.00	\$400.00
Disabled parking logo (thermoplastic)	Each	4	\$194.15	\$776.60
B3 disabled parking line (yellow)	lm	64	\$3.58	\$229.12
Shared zone hatching (yellow)	m <sup>2</sup>	18	\$19.80	\$356.40
<i>Note: Site establishment costs additional, however would be bundled with another works program to absorb.</i>				
<b>TOTAL:</b>				<b>\$2,102.12</b>

#### Option 3 – Nil Cost

**COMMITTEE RESOLUTION 20/2022**

Moved: Cr Belinda Bushell

Seconded: Temora Community Centre Deb Patterson

That the Committee resolved to recommend to Council to support option 2 with negotiation about the location of parking the courtesy bus.

**CARRIED**

***Report by Amanda Colwill***

### 4.3 COUNCIL FOOTPATHS PROJECTS

**File Number:** REP22/1486  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

#### REPORT

As part of the Federal Government's Local Roads and Community Infrastructure Program, Council allocated \$200,000 for the construction of four footpaths, which were:

1. Gloucester Street (across top of high school and around corner into Anzac St)
2. Deboos St Seg 2 western side between Polaris St and Parkes St
3. Asquith St Seg 2 western side between Anzac St and Loftus St
4. Polaris St – between Crowley St and Camp St

All of these projects are yet to commence.

The Polaris Street footpath project was reviewed at the September Assets and Operations Committee meeting, due to unresolved issues relating to the railway crossing pedestrian facility. At this meeting, the Committee recommended that Council allocate the funds to Aurora Street Seg 3 footpath between Anzac and Polaris Street on the eastern side of the road. This recommendation was endorsed by Council.

Since this meeting, Council officers have been notified that they have been successful in securing funding under the NSW Government's Get NSW Active program to deliver the Aurora Street footpath.

Council officers also note that due to increases in material and labour costs for delivery since estimates were provided for funding, it is likely that the \$200,000 allocated to four projects will lead to over expenditure. It is therefore proposed that Council seek to allocate across only three projects.

Council has also been successful to secure funding for an additional project under NSW Government's Get NSW Active program - Crowley Street concrete footpath 1.5m wide western side between Polaris St and Grey St.

There is an opportunity for Council to apply for the next round of the Get NSW Active program. The projects that Council is considering applying for funding are:

#### Footpaths

##### Construction

1. Gardner Street Seg 1 & 2, (Temora) 1.5m concrete footpath western side Loftus St to Victoria St
2. Gallipoli Street Seg 3, (Temora) 1.5m concrete footpath western side Victoria St to Britannia St
3. Coolamon Street seg 1, (Temora) 1.5m concrete footpath eastern side Wellman St to the Peppers at Back Arianah Park Rd



**Design Only**

1. Polaris Street Level Crossing Pedestrian Facility for Southern side of crossing

**Cycleways****Construction**

1. Airport Rd/Goldfields Way Intersection including level crossing facility. Designs previously developed.

**COMMITTEE RESOLUTION 21/2022**

Moved: Cr Belinda Bushell

Seconded: Temora Community Centre Deb Patterson

That the Committee resolved to recommend to Council to:

1. Support the completion of three footpath projects under the Local Roads and Community Infrastructure Program,
2. Note the funding of two projects under the Get NSW Active Program and
3. Support the identified applications to be made for the next round of the Get NSW Active Program.

**CARRIED**

***Report by Claire Golder***

**4.4 MACAULEY STREET - TEMFM FOOTPATH ACCESS**

**File Number:** REP22/1498  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Macauley Street Correspondence

**REPORT**

As per correspondence attached from Council's Bundawarra Centre Manager its requested that Council consider improving access to the TEMFM building off Macauley Street by referring the works to Council future budget estimates.

**Budget Implications**

\$4,000 (Concrete Kerb Ramp, 1.5m wide pathway and extension of concrete path across the building frontage as per diagram attached)

**COMMITTEE RESOLUTION 22/2022**

Moved: Cr Belinda Bushell  
Seconded: Mr Dale Wiencke

That the Committee resolved to recommend to Council to support the concept and refer to Council for funding.

**CARRIED**

***Report by Alex Dahlenburg***

90221



**THE BUNDARRAH CENTRE**  
**HOME OF TEMORA'S HERITAGE COLLECTIONS**

TEMORA HISTORICAL SOCIETY Inc.

P.O. Box 181  
TEMORA NSW 2666

Phone 0428 771 291  
E. [ruralmuseum@temora.nsw.gov.au](mailto:ruralmuseum@temora.nsw.gov.au)

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

Dear Gary,

**Re. Path extension at TEMFM Broadcast Centre**

At the September meeting of the Bundawarra Centre Advisory Committee concern was raised regarding safe access to the TEMFM Broadcast Centre from the Macauley Street road pavement.

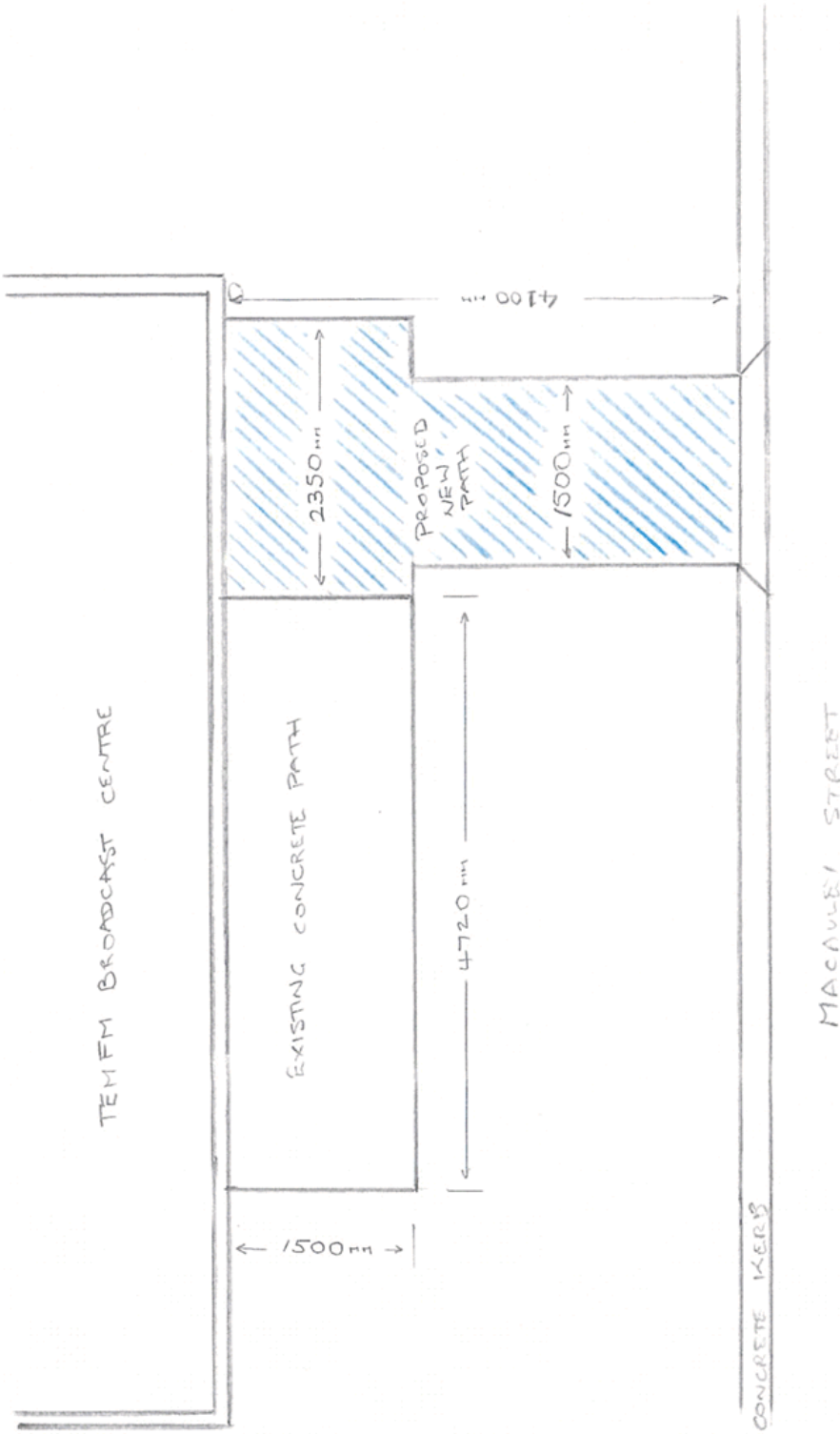
The committee was advised that the Centre is presently staffed by some volunteers who have chronic mobility issues that present them with challenges when attempting to access the south-facing door of the Centre which opens onto the Macauley Street footpath.

To address this issue, the committee resolved to ask Council to consider linking the existing concrete landing in front of the Macauley Street door with the existing layback in the adjacent kerb and guttering, by the installation of a short concrete footpath. A sketch of the desired new footpath is attached.

The Committee asks that you would please place their request before Council seeking sympathetic and favourable consideration of their proposal.

Yours faithfully.

Bill Speirs  
Manager, the Bundawarra Centre  
29<sup>th</sup> October 2022



**4.5 ACCESSIBLE PARKING REQUEST - HOSKINS STREET**

**File Number:** REP22/1500  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Correspondence

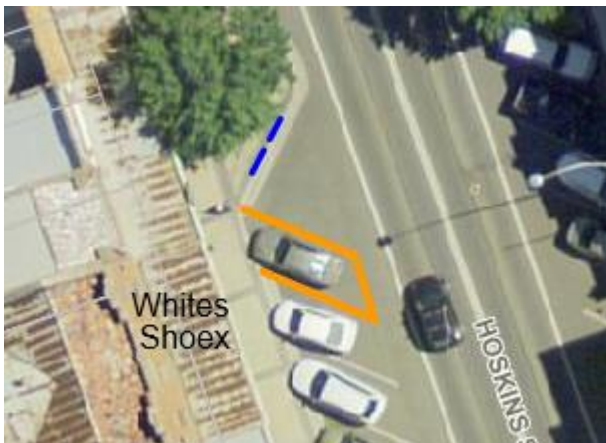
**REPORT**

Council has received correspondence from a resident requesting consideration for increased accessible parking spaces in the Hoskins Street CBD, specifically the northern block. Currently, there are five accessible parking spaces within the two central blocks - three in the southern block, and two in the northern block.

The two proposed options are detailed below:

**Option 1 – Install one additional park in the northern CBD block**

This option involves converting one regular parking space, positioned closer to the centre of the block. A shared zone would not be required in this location provided a kerb ramp was installed on the adjacent blister.

**Option 2 –**

Take no action



Northern Block



Southern Block

**Previous Disabled Carpark Requests:**

Council have previously received similar requests for installation of accessible parking. In each instance the elected Council moved to take no action, as detailed below:

- On the Move Gym (next door to the current premises on Baker Street): a request was submitted by the neighbouring property owner as access to their residency is being affected by Gym customers. Council resolved to take no action.
- Baptist Church (on Baker Street): As an alternative Council approved for the Church to display their own temporary signage during service times only.
- Temora Podiatry Clinic (on Hoskins Street adjacent to McGuirks): the request stated that the parking spaces out the front of their premises were being occupied by McGuirks customers. Council resolved to make no changes to the parking arrangements, based on several factors.
- On the Move Gym (the old premises on Hoskins Street – now Diamonds and Dust): a request was raised as part of the Walk and Talk tour and no action was taken.

**Budget Implications****Option 1 -**

Item	Unit	Quantity	Rate	Cost (GST Ex)
Sign blade & post	Each	2	\$70.00	\$140.00
Install sign (in concrete path)	Each	2	\$340.00	\$680.00
Disabled parking logo (thermoplastic)	Each	4	\$194.15	\$776.60
B3 disabled parking line (yellow)	lm	32	\$3.58	\$114.56
Kerb ramp installation	Each	1	\$3,000.00	\$3,000.00
<i>Note: Site establishment costs additional, however would be bundled with another works program to absorb.</i>				
<b>TOTAL:</b>				<b>\$ 4,711.16</b>

**Option 2 – Nil Cost****RECOMMENDATION**

That the Committee recommend to Council to support the concept and refer to Council for funding.

**AND FURTHER**

That the Engineering Department to confirm the most suitable location for a mid-block parking space.

***Report by Amanda Colwill***





29<sup>th</sup> November, 2022

The General Manager  
Mr Lavelle  
Temora Council

Dear Mr Lavelle,

I would like to ask Councillors to please consider allocating more disabled car parking spaces, especially in the Westpac Bank-Railway Hotel Block.

There have been countless occasions where myself and others I know, who have consistently experienced a lack of spaces catering for the disabled. This is a very important matter, as far as I'm concerned.

I would appreciate it if Council could please seriously consider my request.

Thank you very much.

Yours Sincerely,



**1. ROBERT JORDAN**

Enquired about installing a footpath on Gloucester Street.

***Engineering Asset Manager advised that this is in this year's budget.***

**2. CR BUSHELL**

Seeking advice about how mobility scooters could be parked in an orderly fashion at the front of the Ex Services Club.

**COMMITTEE RESOLUTION 23/2022**

Moved: Cr Belinda Bushell

Seconded: Community Rep Robert Jordan

That the Committee recommends to Council to write a letter outlining concerns and offer to discuss, with the Road Safety Officer to conduct education campaign about scooter parking etiquette.

**CARRIED**

**3. DALE WIENCKE**

Enquired about providing scooter and disabled parking at Temora Memorial Town Hall.

***Engineering Asset Manager advised that a survey of the site has commenced. Requires a quote for specialised design.***

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 24/2022**

Moved: Mr Dale Wiencke

Seconded: Temora Community Centre Deb Patterson

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 12:45pm:

**5.1 Aria Park Portable Ramps**

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 25/2022**

Moved: Mr Dale Wiencke

Seconded: Community Rep Jane Sanders

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 12:57pm.

This is the minutes of the Access & Equity Committee meeting held on Tuesday 6 December 2022.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.4 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 6 DECEMBER 2022****File Number:** REP22/1573**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 6 December 2022**RESOLUTION 206/2022**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

**CARRIED****RESOLUTION 207/2022**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that the report 22/1494 FAGS be laid on the table until January 2023.

**CARRIED****RESOLUTION 208/2022**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

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

**CARRIED**



**Date:** Tuesday, 6 December 2022  
**Time:** 2:00pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Assets & Operations Committee Meeting

**6 December 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Disclosures of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Reports .....</b>	<b>4</b>
4.1	FAGS .....	4
4.2	Electric Vehicle Destination Charging Feasibility Assessment .....	15
4.3	Final Draft IWCM Strategy.....	36
<b>5</b>	<b>Confidential Reports.....</b>	<b>124</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>125</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 2:04PM**

**PRESENT:** Cr Rick Firman (Mayor)(Chair), Cr Nigel Judd, Cr Max Oliver, Cr Belinda Bushell, Cr Anthony Irvine

**IN ATTENDANCE:** Gary Lavelle (General Manager), Rob Fisher (Engineering Asset Manager), Alex Dahlenburg (Engineering Works Manager), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:04pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 139/2022**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

That apologies from Cr Claire McLaren, Cr Graham Sinclair, Director of Administration & Finance Elizabeth Smith and Cr Jason Goode, Cr Lindy Reinhold, Kris Dunstan (Director of Environmental Services), be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			



## 4 REPORTS

### 4.1 FAGS

**File Number:** REP22/1494

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. AEC Report - FAG  
2. Financial Assistance Grants Fact Sheet

### REPORT

At the monthly meeting of Council held 24 November, it was resolved that Council write to the Federal Member requesting consideration be given for the change of the Commonwealth Grants Commission Act to allow flexibility in the per capita contribution in the range of 10-30%. It was further resolved that Council receive a report in consideration of our position in relation to FAGS grant and associated matter.

The issue at point is the question as to how the grant funding for regional areas, who have the lowest flexibility in revenue raising can be increased. Simply, this can be achieved in one of two ways, namely:

- Change the mix of funding at the State Grants Commission to allow further funding to regional areas at the expense of urban areas or,
- Increase the amount of funding flowing from the Federal Government

The issue is complex and requires a degree of analysis to determine a way forward.

### Legislation - Commonwealth

There are two key pieces of legislation that determine the flow of funds under the Financial Assistance Grants Program. The first is in the Federal jurisdiction, the Local Government (Financial Assistance) Act 1995. The 2<sup>nd</sup> is the NSW Local Government Act 1993 (S613-620). The Federal Act sets the minimum grants required to be allocated on a per capita basis by the states. The legislation is as follows (relevant section highlighted):

“LOCAL GOVERNMENT (FINANCIAL ASSISTANCE) ACT 1995 - SECT 6

*National principles governing allocation by States among local governing bodies*

*(1) The Minister, after consulting the [relevant State Ministers](#) and with a body or bodies representative of local government, must formulate national principles for the purpose of allocating among local governing bodies amounts payable to [States](#) (other than the Australian Capital Territory) under this Act in the [year](#) beginning on 1 July 1996 and later [years](#).*

*(2) In formulating national principles, the Minister:*

*(a) is to have regard to the need to ensure that the allocation of funds for local government purposes under [section 9](#) is made, as far as practicable, on a full horizontal equalisation basis; but*

(b) must ensure that no local governing body in a State will be allocated an amount under section 9 in a year that is less than the amount that would be allocated to the body if 30% of the amount to which the State is entitled under that section in respect of the year were allocated among local governing bodies in the State on a per capita basis.

(3) The reference in paragraph (2)(a) to the allocation of funds for local government purposes on a full horizontal equalisation basis is a reference to an allocation of funds that:

(a) ensures that each local governing body in a State is able to function, by reasonable effort, at a standard not lower than the average standard of other local governing bodies in the State; and

(b) takes account of differences in the expenditure required to be incurred by local governing bodies in the performance of their functions and in their capacity to raise revenue.

(4) The Minister may, after consulting with relevant State Ministers and with a body or bodies representative of local government, revoke or vary any principles formulated under subsection (1).

(5) The Minister must cause to be given to the relevant State Minister of each State other than the Australian Capital Territory and to a body or bodies representative of local government a copy of any instrument formulating principles under subsection (1) and a copy of any instrument under subsection (4) revoking or varying any of those principles.

(6) National principles formulated under subsection (1), and revocations or variations of national principles under subsection (4), are legislative instruments.

Note 1: Section 42 (disallowance) of the Legislation Act 2003 does not apply to the principles: see subsection 44(1) of that Act.

Note 2: Part 4 of Chapter 3 (sunsetting) of the Legislation Act 2003 does not apply to the principles: see subsection 54(1) of that Act.

(7) If there are no national principles in force under this section, paragraph 11(2)(d) is to be read as requiring the Commission to make the recommendations on the same basis as the basis on which the Minister is, under subsection (2) of this section, required to act in formulating national principles (see paragraphs (2)(a) and (b)).

(8) For the purposes of this section, any possibility of a reduction in the amount allocated to any local governing body in complying with the condition in paragraph 15(aa) is to be disregarded."

This is the section of the Act that representations have been made to Local Member, Hon Michael McCormack. Without a change to the Commonwealth legislation, the Local Government Grants Commission of NSW is restricted in its potential actions.

It should be noted that the change to this section of the Act is not supported by Local Government NSW or Australian Local Government Association (ALGA) and due to a potential negative financial implication to a part of their memberships, is unlikely to be supported.

#### **Increasing Financial Assistance Grants**

The other way to increase the flow of funds to regional local government is to increase the amount of grants from the Federal Government. The current policy of LGNSW and ALGA is to seek an amount equivalent to 1% of federal tax revenue. As expected however, this is not as straight forward as one might expect.

There are currently a number of funding pools<sup>®</sup> available from the Federal Government. These include:

1. Financial Assistance Grants (FAG)
2. Local Roads and Community Infrastructure Program (LRCIP)
3. Local Roads Investment Program
4. Roads to Recovery (R2R)
5. Black Spot Program
6. Disaster Mitigation Program
7. Growing Regions Program
8. Miscellaneous programs such as Local Government Place Based Health and Activity Program, Stronger Regional Digital Connectivity Package, Local Government Working with Indigenous Communities, Local Government Arts and Culture, Circular Economy (waste), Local Government Climate Response to name a few. These programs are generally not ongoing or widespread. In the past, local government also benefitted from the Building Better Regions Fund and Community Development Grants Program, although these are now discontinued.

<sup>®</sup> Source: 2022/23 Federal Budget

The details of these programs need to be assessed to determine the current contribution from the Federal Government, namely:

**1. Financial Assistance Grants.** FAG's are untied and may be used by local government bodies at their discretion to meet the needs and priorities of local communities.

In 2022/23, the Australian Government will provide \$2.921B in FAG's. This is complicated by the prepayment of a portion of this amount. ALGA have estimated FAG's, as a proportion of Commonwealth Tax Revenue in 2022/23 to be 0.52%.

**2. Local Roads and Community Infrastructure Program.** This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local communities. Funding is based on road length.

The Federal Government have committed to funding until 2025-26 on the following basis:

2022-22	\$956.6M
2023-24	\$349.6M
2024-25	\$249.7M
2025-26	\$249.7M

Funding received from this program is largely discretionary and not specifically tied.

**3. Local Roads Investment Program.** This program is a strategic local roads investment program to address first and last mile issues and congestion on roads. The program includes the Heavy Vehicle Safety and Productivity Program with funds allocated as follows:

2022-23	\$70M
2023-24	\$90M
2024-25	\$100M
2025-26	\$100M

The fund also includes \$80M for heavy vehicle rest stops.

**4. Roads to Recovery.** The Roads to Recovery Program supports the construction and maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improves safety, economic and social outcomes. Each funding recipient's Roads to Recovery allocation is fixed for the life of the program.

Roads to Recovery Program allocations for local governments are distributed according to a formula based on population and road length set by the Local Government Grants Commission for each state. These are based on the roads component of the Financial Assistance Grant program.

The total fund is as follows:

2022-23	\$492.3M
2023-24	\$483.9M
2024-25	\$499.5M
2025-26	\$499.5M

The allocation for Temora Shire Council in 2022-23 is \$825,968 (est)

**5. Black Spot Program.** This program funds safety measures such as traffic signals and roundabouts at locations where serious crashes have occurred or are at risk of occurring. The funding is allocated on a competitive basis and allocations are as follows:

2022-23	\$120.1M
2023-24	\$120.1M
2024-25	\$120.1M
2025-26	\$120.1M

**6. Disaster Mitigation Program.** This program is designed to reduce cost from natural disaster and improve infrastructure resilience. The allocation from the fund is \$200M annually for 4 years. The program includes the Disaster Ready Fund, Disaster Relief Australia, Disaster Support, Improving drought resilience and Plan for Disaster Readiness.

**7. Growing Regions Program.** This program is to support community and place-based investment in rural and regional Australia, through both a competitive grants program and collaborative partnerships program. There is \$1B available over 3 years from 2023-24.

Although it is difficult to quantify, it is likely that local government receive, in total terms, funding at a level that is close to the requested 1% of commonwealth revenue. The current system is flawed however in the manner in which allocations are made, as it:

1. Gives no surety to local government of ongoing funding
2. A number of the grants are tied, taking away the community flexibility of the FAG's grants
3. The targeted grant approach is open to political, ideological or government policy influence, rather than the needs and aspirations of the community.

The proposal by our peak bodies to seek a set, untied portion of the total commonwealth tax revenue should be supported however assurance need to be forthcoming as to which programs would be absorbed into such payments.

For Council Information

#### **COMMITTEE RESOLUTION 140/2022**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

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

**CARRIED**

***Report by Gary Lavelle***

# Financial Assistance Grants

Financial Assistance Grants support the financial sustainability and health and wellbeing of every Australian community.



## IMPORTANCE OF THE FINANCIAL ASSISTANCE GRANTS

Local government Financial Assistance Grants are provided by the Commonwealth Government to help councils provide local services and infrastructure. The grants are not tied and can be used by local government bodies at their discretion to meet the needs and priorities of local communities.

The Financial Assistance Grants in 2021/22 totalled \$2.7B. Historically, local government was funded by the Commonwealth Government through a tax sharing arrangement, ensuring funding was aligned with the growth of the Australian economy. In 1989 however, this arrangement was changed to only increase by a population growth and consumer price indexation (inflation). As a consequence, these important grants have fallen to just 0.53 percent of Commonwealth taxation revenue.

Financial assistance to local governments from the Commonwealth is relied upon by all councils to provide local services and infrastructure that enable the liveability of our communities.

The funding provided is a major contributor to local employment and the development of the workforce through traineeships and apprenticeships. Without these grants, councils would need to generate additional revenue to maintain the required levels of service and meet the expectation of all Australians. Alternatively, councils would need to decommission infrastructure and reduce services to communities to remain financially viable.

*A fair share of Commonwealth tax revenue is essential to the continued liveability of our communities.*





FINANCIAL AND ECONOMIC BENEFITS OF FINANCIAL ASSISTANCE GRANTS (2021/22)

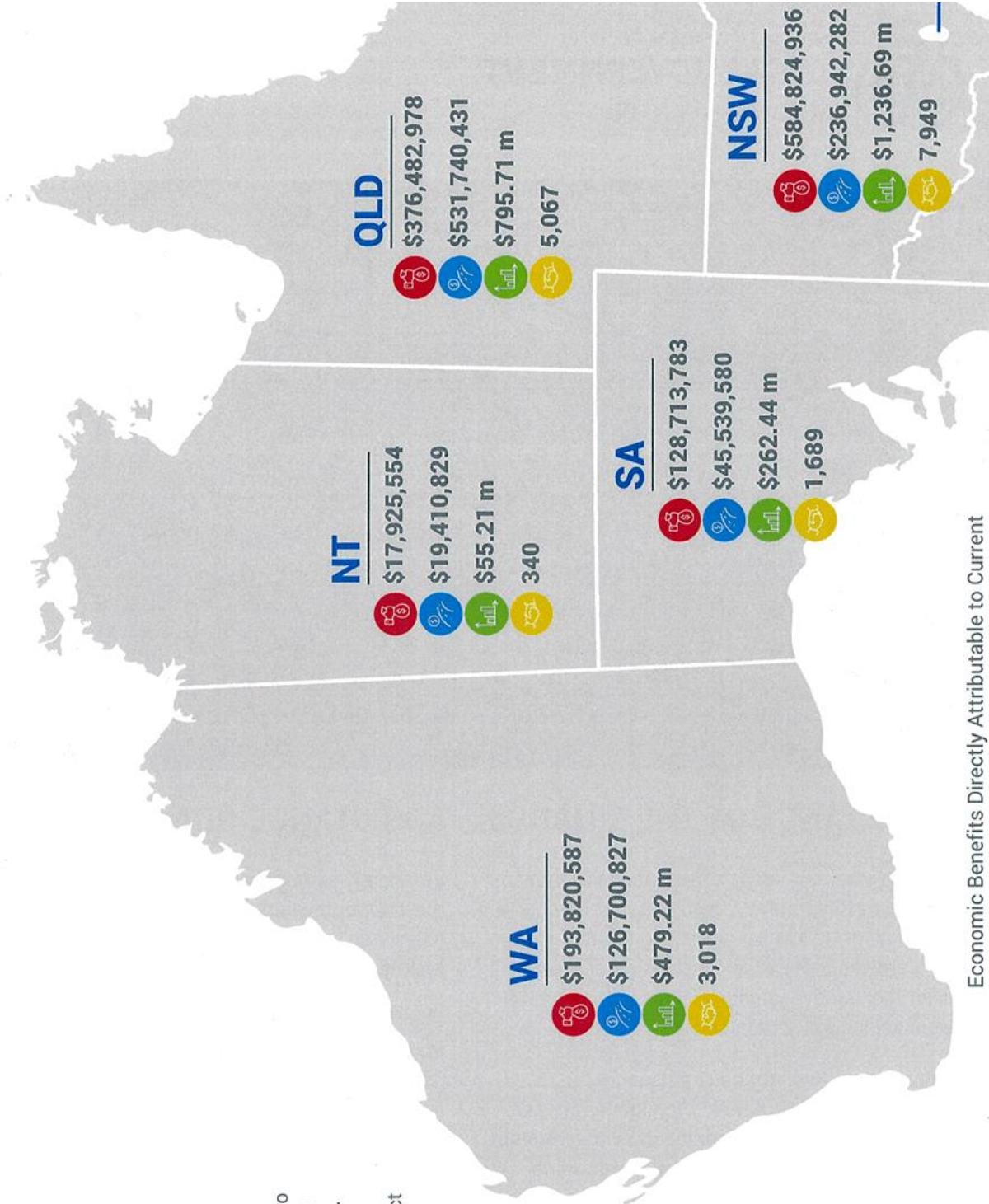
Benefits of Achieving 1% of Commonwealth Tax Revenue

Increasing the Financial Assistance Grants to 1% of total Commonwealth taxation revenues would provide \$5,125M in funding to local government in 2021-22, which is an additional \$2,429M in funding.

An additional \$2,429M would increase the Gross Regional Product (GRP) by \$3,439M and support an additional 22,814 jobs full-time equivalent jobs.

Reliance Upon Grants for Financial Sustainability

Financial Assistance Grants contribute more than 10% of the total operating revenue for 270 (or 50%) of local government bodies in Australia - the grant funding contributes more than 20% of total operating revenue for 123 (or 23%) of local government bodies.





## A GREATER SHARE OF COMMONWEALTH TAXATION WOULD INCREASE COUNCIL SERVICE LEVELS, IN PARTICULAR IN THE FOLLOWING AREAS

### INFRASTRUCTURE

Sealed road maintenance; unsealed road maintenance; footpaths and cycleways; stormwater drainage; and waste disposal and recycling.

### ENVIRONMENTAL AND REGULATORY

Road safety/ traffic management; management of natural areas/ biodiversity; animal control and pounds.

### COMMUNITY

Parks and open spaces; aquatic centres, leisure centres, and sports fields; community grants; and community halls and venues.

## RESTORING FINANCIAL ASSISTANCE GRANTS

Core federal funding to local government has been in relative decline since the mid-1980s. The ability of many councils to continue providing necessary services and infrastructure was further impacted when the indexation of Financial Assistance Grants was frozen in the 2014-15 Federal Budget, before being reinstated three years later in 2017-18. ALGA's 2021 National State of the Assets report indicates that around 10 percent of the infrastructure owned and managed by Australian councils is in poor condition and requires intervention.

Financial Assistance Grants are particularly valuable for local government, as the funding is untied, meaning it can be spent where it is most needed. This can include building new infrastructure, delivering new programs that meet community needs, as well as maintaining local pools, libraries, sporting grounds and roads. Untied funding provided to councils also enables them to invest in their workforces, through bringing on new staff or upskilling or retraining existing employees, helping address Australia's workforce capacity challenges.

**ALGA POLICY:** ALGA is seeking a commitment from the Australian Government to restore Financial Assistance Grants to at least one percent of Commonwealth taxation revenue via a phased approach.

**IF FUNDED:** Jobs created: 22,813 Contribution to annual GDP : \$3.44 billion

**WHAT'S THE ISSUE?** The value of Financial Assistance Grants provided to local government has declined over the past three decades from around 1 percent of Commonwealth taxation revenue to around 0.53 percent.

**WHY DOES IT MATTER?** Local governments only collect around 3.5 percent of taxation nationally and need support from other spheres of government to provide and maintain the infrastructure their communities need such as swimming pools, playgrounds, sports facilities, regional airports, and roads.

For further information on the research into financial, economic and social benefits of Financial Assistance Grants, contact ALGA or AEC Group.



P 02 6122 9400  
E [info@alga.org.au](mailto:info@alga.org.au)

Graham Jarvis  
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# Financial Assistance Grants 2022-23

## Fact Sheet 2022



Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their ratepayers. The allocation is paid in quarterly instalments.

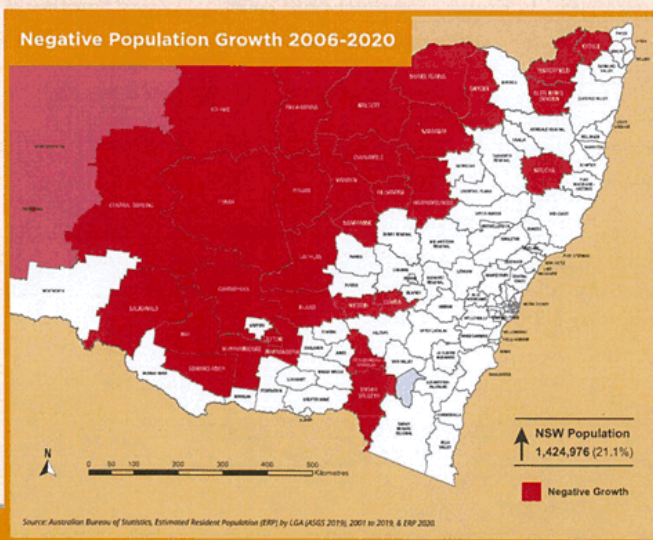
### 2022 Update

In 2013 the Independent Local Government Review Panel recommended, "Subject to any legal constraints, seek to redistribute Federal Financial Assistance Grants and some State grants in order to channel additional support to councils and communities with the greatest needs." Following an extensive review of the financial assistance grant model 2013 to 2016, recommendations were made to refine and improve parts of the expenditure allowance under the General Purpose Component (GPC). In 2018 the Commission (Commission) implemented refinements consistent with the National Principles and the NSW Government policy to allocate grants, as far as possible, to councils with the greatest relative disadvantage. However, the model refinements remain in a transition stage.

Since entering transition in 2018-19, the Commission has implemented transition arrangements, which limit the variation percentage of individual councils' annual GPC levels, as follows:

- Upper limit (cap) of +5%
- Lower limit (collar) of 0%

Historically, the Commission set a range between +5% and -5%. The Commission is looking to restore caps and collars within a range of +6% to -4%. Retaining a 0% collar is resulting in more funds continuing to shift from councils with greater relative disadvantage to councils with more relative advantage. The Commission will keep the transitional arrangements for the 2022 recommendations. It is consulting with the sector about the recommendations for 2023 and beyond and the most appropriate approach to resume the original lower limit, which may include a staged option.



Nowra 7-8 October: NSW Grants Commission hosted the 2021 National Conference of Local Government Grants Commissions, "The Road Ahead".

### Councils with greatest relative disadvantage:

Councils with greatest relative disadvantage are generally rural and remote councils with:

- Small and declining populations
- Limited capacity to raise revenue
- Financial responsibility for sizeable networks of local roads/infrastructure & diminishing financial resources
- Relative isolation

The ongoing challenge for the Commission has been how to allocate a fairer share of the GPC to such councils when a fixed 30% of the GPC grant must be allocated based on population increases/decreases.

### General information

Funds are allocated to NSW on the basis of the National Principles under the Federal legislation - the *Local Government (Financial Assistance) Act 1995*. It comprises two pools of funds - the GPC and the Local Roads Component (LRC). For 2021-22 the estimated entitlement for the GPC is \$584,824,936, and the LRC is \$236,942,282, but the funds are untied. The GPC incorporates:

- Expenditure Allowance
- Revenue Allowance
- Isolation Allowance
- Pensioner Rebate Allowance
- Relative Disadvantage Allowance



# Financial Assistance Grants 2022-23

## Fact Sheet 2022



### Why refine the model?

It's important to note that the Commission is not implementing a new model. Over time, the model had become very complex with an increasing number of functions and disability factors. The model had 20 expenditure functions and 47 disability factors applied across 128 councils plus more than 100 individual occurrences of discretionary disability factors. The Commission has taken advice, tested the competing propositions and decided to implement the recommended refinements and improvements.

### The refined model:

- Allocates a higher proportion of grant funding to councils with greatest relative disadvantage
- Is consistent with the National Principles
- Is consistent with NSW policy of grant allocation
- Is transparent and publishable
- Is robust, statistically verifiable and auditable
- Uses best practice financial and modelling principles
- Is modern, simplified and more flexible

### Per capita minimum grant

The legislation provides for a per capita minimum grant. The per capita minimum for 2021-22 is \$21.48. Councils on the minimum grant generally:

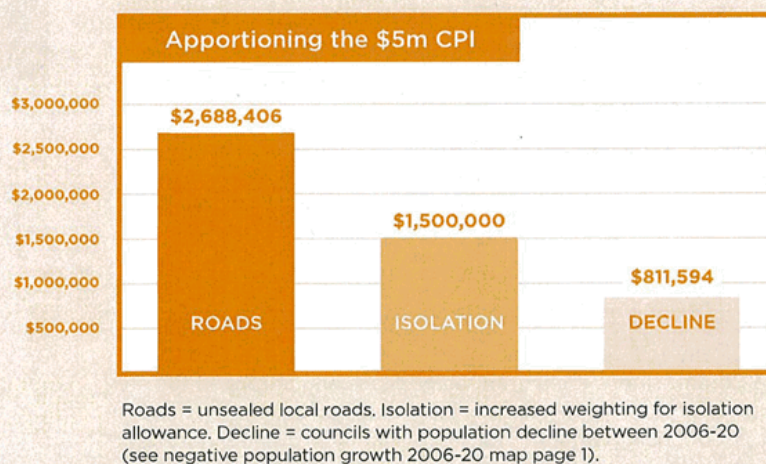
- Have greater revenue raising capacity
- Are not relatively disadvantaged
- Have economies of scale
- Are geographically smaller
- Experience year on year growth

There are 16 councils on the minimum grant, all located in the Sydney area. Just under 30% of the State's population live in those council areas.

Four minimum grant councils received a higher than state average increase of 1.7%, including the City of Sydney with an increase of 1.74%.

### Relative Disadvantage Allowance

The Commission quarantined \$5m of the CPI increase and apportioned it as an allowance for relative disadvantage.



### General Purpose Component (GPC)

The GPC expenditure allowance remains based on council expenditure reported against Financial Data Return grouped as follows:

- Administration & Governance
- Recreation & Culture
- Community Amenity
- Community Services & Education
- Roads, Bridges, Footpaths & Aerodromes
- Public Order, Health, Safety & Other

The 20 council functions are being retained but consolidated to six. The state average per capita cost for each function is still calculated by aggregating expenses (reported by all councils in their Financial Data Returns) for each function and divided by NSW's population.





# Financial Assistance Grants 2022-23

## Fact Sheet 2022



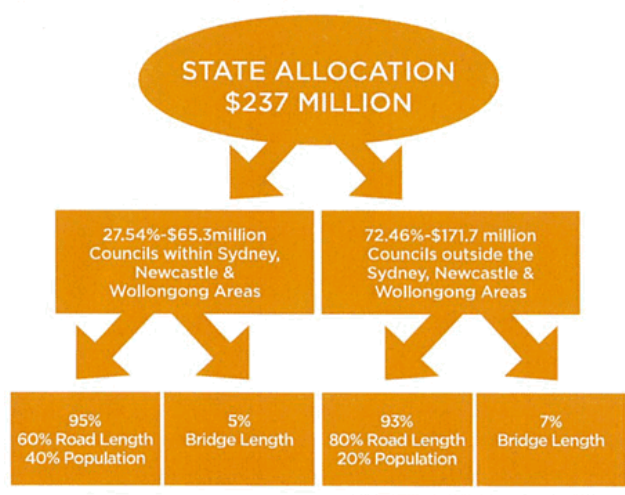
The **GPC expenditure allowance** includes five Cost Adjusters (or Disability Factors/Measures) to enable the Commission to compare councils' relative disadvantage/advantage:

- Population (ABS – Total for LGA)
- Aboriginal & Torres Strait Islanders (ABS – %)
- Local road length (council – km)
- Environment (ABS – ha environmental land)
- Rainfall, topography and drainage (Consultants Willing & Partners – index)

The expenditure allowance formula is also retained:

$\text{No. of Units (LGA Population)} \times \text{State Ave \$Cost/capita for the function} \times \text{council's disability factor} = \$ \text{expenditure allowance.}$

### Distribution of Local Roads Component 2021-22 (29% of the national pool)



### Submissions

Special submissions from councils will be considered by the Commission. The purpose of a submission is to give a council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology. This allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

### Contact the NSW Local Government Grants Commission

5 O'Keeffe Ave, Nowra NSW 2541  
Locked Bag 3015, Nowra 2541  
Telephone 4428 4100  
grants@olg.nsw.gov.au

Related information:

<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>  
Includes information such as prior fact sheets, Grants Commission Circulars, reports and grant schedules.

### Background and call for the review

The Independent Local Government Review Panel recommendation (Fact Sheet page 1) was supported by a number of other reviews and reports including:

#### 2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:

*"A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants. However, a significant number of councils, particularly in rural (87%) and remote (95%) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments."*

#### 2010 Australia's Future Taxation System Report:

*"The current requirement that each council receives 30% of its per capita share of untied financial assistance grants may prevent state grants commissions from redistributing to councils that require greater assistance."*

#### 2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission Review:

*... "we have seen an increase in concerns being raised about:*

- the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils;
- increasing infrastructure needs;
- declining population."

#### 2014 The NSW Government's Response to the Local Government Review Panel:

*"The Government supports targeting Financial Assistance Grants to communities with the greatest need. It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles. It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution."*

#### 2017 Shifting the Dial: 5 year Productivity Commission Review:

*"The Commission's study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations."*

## 4.2 ELECTRIC VEHICLE DESTINATION CHARGING FEASIBILITY ASSESSMENT

**File Number:** REP22/1489  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Feasibility Assessment

### REPORT

As part of the Sustainable Councils and Communities Program in partnership with REROC, Council has recently had electrical consultant ChargeWorks assess public sites within Temora and Ariaiah Park for potential destination charging opportunities.

This work has taken place across all REROC Councils and is targeted at opportunities through the NSW Government Electric Vehicle Destination Charging Grant Program.

Following consideration, I am of the view the sites are not highly conducive to destination charging and of the 3 sites considered, I believe Ariaiah Park is likely the most suitable but still isn't the strongest case. A better solution for Ariaiah Park may be to work with the Ariaiah Park Hotel aiming place a destination charger in Davey Park or at the rear of the Hotel accessible from Davey Park.

The main issue I see is that with chargers being AC type charging infrastructure, the maximum charging rate to an electric vehicle is 7kW/h essentially meaning that to receive any meaningful charge to an electric vehicle you would have to remain at the site for likely 4 hours minimum. I am of the view this is likely to long a period when other forms of faster charging will be available in the area.

Considering the report and the charging type on offer the likely more suitable options for destination chargers in both a public and private context are as follows:

- Caravan parks
- Motels / Hotels

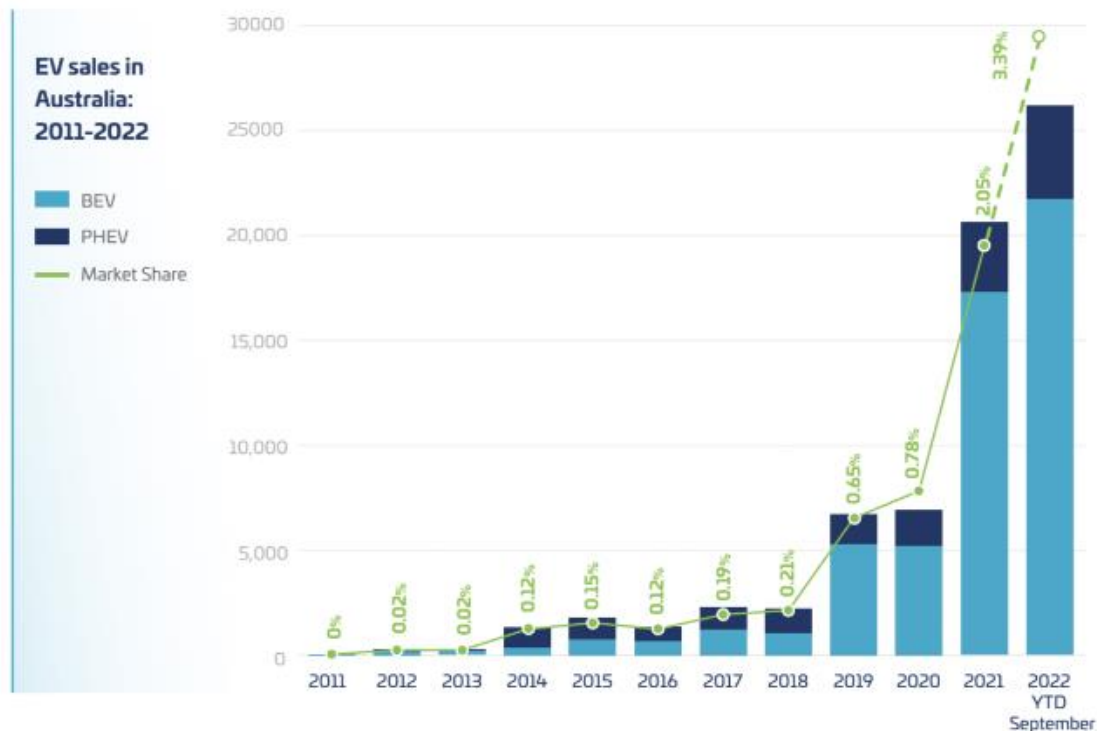
With the grant program available the cost to install destination chargers at these sites could be as little as \$3,000 - \$5,000

### Further discussion

Electric vehicles sales are increasing at an accelerating rate in Australia and it is almost certain that the Temora LGA will experience a continued increase in electric vehicle traffic into the foreseeable future. For Council to accommodate this change in demand and take full advantage of the regional tourism market, I am of the view Council needs to remain progressive in this space and somewhat lead by example / encourage private investment, particularly in relation to electric vehicle charging infrastructure availability within the LGA.

As of October 2022, battery electric vehicle sales make up only approximately 3% of the annual total light vehicle sales volume, which is about 30,000 battery electric vehicle annually, however this has increased significantly in recent years and due to many factors now encouraging the purchasing of battery electric vehicles (see below). It is foreseeable and projected that the total market share of the overall light vehicle market will increase significantly in the near term as shown by the NSW government projections below.

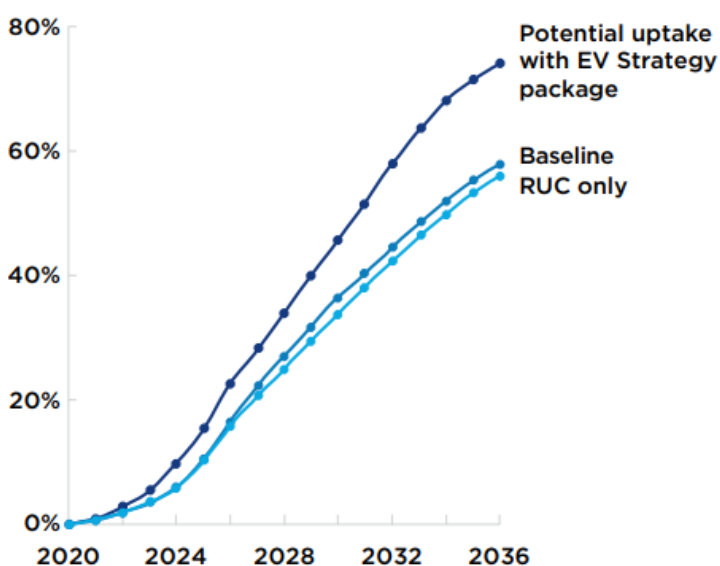
## EV Sales figures across Australia



## NSW Government Electric Vehicle Strategy Projections



Through the actions outlined in this strategy the NSW Government plans to stimulate the market to increase demand for and availability of EVs in New South Wales, allowing more consumers to benefit from the new transport technology.

Under the strategy, EVs are expected to make up 52% of new car sales in 2030-31 and it is the NSW Government's objective to achieve that uptake and see the vast majority of new car sales as EVs by 2035.



**Figure 6** Share of battery electric vehicles in annual sales.

## NSW Government Electric Vehicle Strategy Incentives











Type of vehicle	No stamp duty*	Rebate	Fleet incentives	Public charging network	Priority driving lanes	Road user charge**
 EVs	✓	✓	✓	✓	✓	✓
 Plug-in hybrids	✓	-	-	✓	-	✓

\* From 1 September 2021 for EVs under \$78,000. All other EVs and plug-in hybrids will pay no stamp duty from 1 July 2027 or when EVs make up 30% of new car sales.

\*\* From 1 July 2027 or when EVs make up 30% of new car sales.

### Usage of the Temora NRMA Charger

Please note this only picks up users logging into PlugShare and only picks up a percentage of usage. Advice from ChargeWorks indicates this may be about 50-60% of total usage.

	✓ gmichalk Tesla Model 3 CCS/SAE 43 Kilowatts	Nov 30, 2022
	✓ fb Levin Electric Tesla Model 3 CCS/SAE 45 Kilowatts	Nov 30, 2022
	✓ Paul Darmanin BYD Atto 3 CCS/SAE In no rush. Message if you need	Nov 29, 2022
	✓ YUK01L Tesla Model 3	Nov 29, 2022
	• John Tesla Model 3 There 30 minutes to 95%.	Nov 27, 2022
	✓ John Tesla Model 3 CCS/SAE There are at 7m 50 minutes . No complaints.	Nov 24, 2022
	✓ Sean Tesla Model 3 CCS/SAE	Nov 24, 2022
	✓ jayr Hyundai Kona Electric 2022 CCS/SAE Will be here for 30mins	Nov 24, 2022
	✓ Ross my Y Tesla Model Y CCS/SAE Great charge please have more in better positions like near park.	Nov 17, 2022
	✓ byd BYD e3 Done by 10.45	Nov 15, 2022



**Budget Implications**

N/A

**COMMITTEE RESOLUTION 141/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That the Committee take no action in relation to the charging sites identified,

And Further

Council staff investigate cost associated with EV charging at the Airport Caravan Park in preparation for a potential grant application in April 2023. The EV charger would notionally cover the Caravan Park, Airport Cabins and the Temora Aviation Museum,

And Further,

Council work with local service station owners regarding the potential installation / grant opportunities for installation of ultra-fast chargers and local motel owners regarding potential installation / grant opportunities for installation of destination charging infrastructure.

**CARRIED**

***Report by Rob Fisher***





## Electric Vehicle Destination Charging Feasibility Assessment



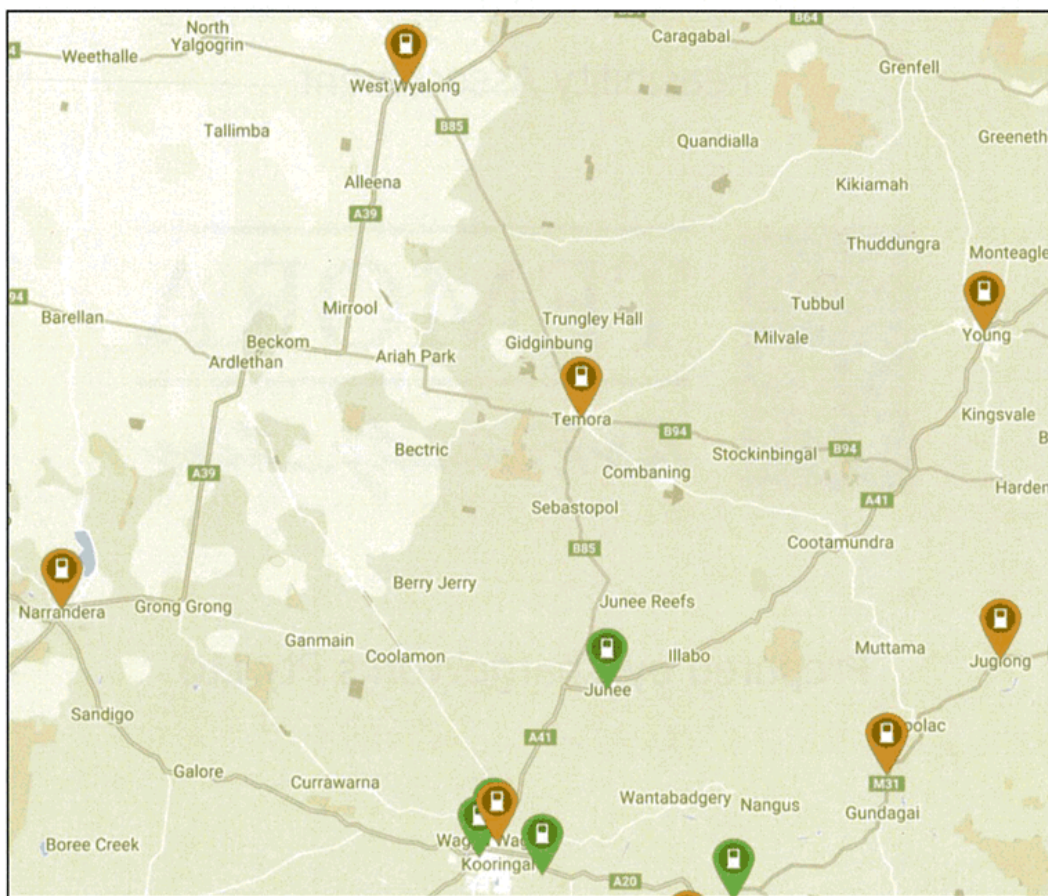
Prepared by ChargeWorks Pty Ltd

### Executive Summary

This report provides recommendations around the suitability of Temora Shire Council sites for electric vehicle charging. It is intended to guide Council decision on whether to pursue NSW grant funding opportunities for regional EV destination charging.

The NSW government is investing heavily in encouraging electric vehicle tourism throughout regional NSW. Installing charging infrastructure in Temora Shire is an opportunity to attract new visitors, stimulate tourism as well as support the local community.

Up until recently, Temora Shire has had no publicly available EV charging infrastructure. Fortunately in August 2022, NRMA installed a 50kW fast charger in Little Hoskins St behind the Council building (orange below). Whilst this charger services the short-term need for EV charging, Temora lacks destination charging infrastructure for visitors staying for longer durations.



*[Plugshare](#) EV Charging Map – Temora Shire*

This report recommends that Temora Shire Council invest in destination charging infrastructure (green above) so that tourists, and locals, may charge their electric vehicles in the LGA whilst visiting a range of shops, restaurants and attractions. Well positioned EV charging will enhance the visitor experience, encourage longer dwell times and support the NSW public charging network as EV adoption increases.

### Proposed Sites

Council sites included in this feasibility assessment include:

Description of Car Park	Priority	Number of Suitable Charging Ports	Nearby Destinations	Estimated Cost to Council after grant funding (ex GST)
<b>Temora Visitor Information Centre</b>	Moderate	4	Visitor Information Centre/Museum, Accommodations	<b>\$19,663</b>
<b>Ariah Park</b>	Moderate	2	Town Centre	<b>\$10,447</b>
<b>Temora Library</b>	Low	2	Town Centre, Shops, Restaurants	<b>\$18,870</b>

This report recommends that Council request quotations for the supply and install of EV charging at the Visitor Information Centre and Ariah Park. Based on the proposed costs, Council may look to submit a 2<sup>nd</sup> round application for grant funding in April 2023.

Council owned locations within Temora, whilst feasible, aren't the most desirable locations for drivers to park whilst they visit Temora. Council should look to assist local businesses and accommodation providers to pursue 2<sup>nd</sup> round grant funding applications.

The NRMA charger near the Council building will service the short-term need for charging in Temora however will quickly become over-utilised as EV adoption increases. There is also a risk of vehicles becoming stranded if this equipment experiences any technical faults and becomes out of order.

Installing public charging infrastructure will support NSW growing charging network and provide visitors and locals with charging infrastructure to support a variety of use cases.



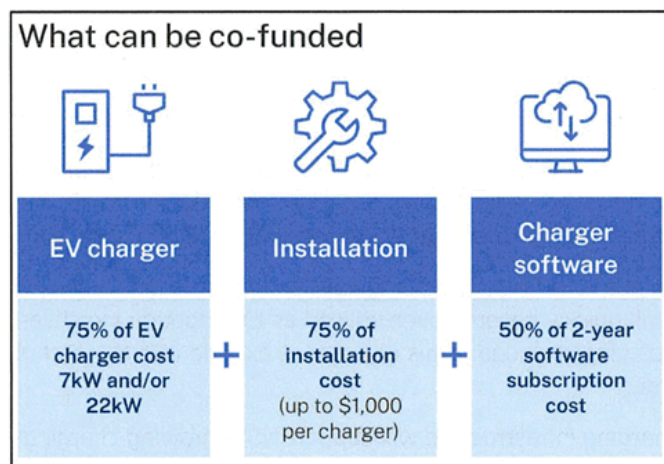
## Introduction

In June 2021 the NSW Government published its [NSW Electric Vehicle Strategy](#) detailing a commitment to accelerate the uptake of EVs in NSW. This strategy identifies a \$171 million investment over 4 years to develop a world-class charging network across the state.

Of the total investment:

- \$131 million is for **ultra-fast** charging infrastructure in areas with limited off-street parking, as well as to build EV Commuter Corridors and Super Highways
- \$20 million is for charging infrastructure in or near commuter carparks and other popular Transport for NSW sites
- \$20 million is for **destination** charging infrastructure at **regional tourist locations**, such as motels, restaurants and wineries.

The first round of [Destination Charging Funding](#) closed to Council and businesses on the 11<sup>th</sup> November 2022. Future funding rounds are expected in April 2023 and beyond.



Eligible Council destinations include but are not limited to:

- Visitor Information Centres, Libraries, Art Gallery, Museums
- Parks and Gardens in the middle of town
- Public carparks nearby to a destination – with existing power
- Pools and Sports Facilities
- Caravan parks

A well-placed charger at these locations, whilst not necessarily an EV driver's primary destination, will facilitate access to nearby shops, restaurants, and other local businesses. Public destination charging will encourage regional tourism and stimulate the local economy.

In locations where Council sites are unsuitable, ChargeWorks recommends that Council support local businesses such as hotels, motels, attractions, and clubs to pursue destination grant funding. This will result in a better outcome for EV drivers and higher utilisation of charging infrastructure.

### About ChargeWorks

The NSW Sustainable Councils program, in partnership with REROC, has engaged ChargeWorks to assist Councils with the implementation of destination charging throughout the region.

ChargeWorks is an independent consultancy with no pecuniary interest in any brand or product. We strive to provide the best possible outcome for Councils and the community.

As part of these services, ChargeWorks is engaged to:

- Conduct feasibility assessments of shortlisted sites (this document)
- Facilitate quotations from charging providers
- Assist with grant applications

### How to Read this Report

The aim of this report is to provide clear direction around the suitability of shortlisted destination charging locations and inform Council decision making about whether to proceed with grant funding applications.

The recommendations in this report are based on the suitability of locations in terms of:

1. Use case – (refer Appendix 1)
2. Physical and electrical constraints
3. Cost of implementation

At each location ChargeWorks determined:

- Future use case for both local and visiting EV drivers including impact on Council and nearby residents and businesses.
- Suitable equipment size to satisfy use case requirements.
- Electrical considerations including required upgrades to service required capacity.
- Considerations for future expansion.
- Impact on existing carparking i.e. space availability.
- Considerations for potential EV charging providers.
- Indicative price for implementation.

## Temora Visitor Information Centre

### Recommendations

Temora Visitor Information Centre is a candidate for a 2x dual-port 7kW destination chargers to service 4 parking spaces.

This site should be considered a **moderate priority** for a grant application.



### Use Case

This visitor information centre is located approximately 10-minute walk from the centre of town. This location is attractive for tourists visiting the VIC and museum however is somewhat inconvenient if wanting to visit the shops or restaurants found in the town centre. This site is nearby to the Temora Caravan Park and other overnight accommodations.

It is recommended that Council choose to install multiple chargers in this location. This is so that these parking spaces can be shared by both electric and internal combustion engine vehicles without inconveniencing either type – i.e. these spaces should **not** be EV only.

### Physical and Electrical Considerations

Installing EV charging out the front of the VIC will require a new cable run from the Sub-Board #1 located at the rear of the building. The cable run may be facilitated via the ceiling space, surface mounted conduit and an underground trench to get to the road side. The installation cost at this site may be prohibitively expensive. Council may choose to perform trenching and civil works internally to reduce costs.

Chargers should be free standing and located between 2 parking spaces.

The NSW government recommends that destination chargers be offered for free at least initially to incentivise EV tourism and longer dwell times. Council may offer charging for free or implement a fee for service depending on the amount of utilisation.

One option may be to offer free charging for 1 hour (or only during business hours) to ensure that drivers do not take advantage of the infrastructure. This can be easily configured by the software provider at Council's direction. As this location is surrounded by residential area it may be necessary to implement fee for service in the evening and overnight to ensure local EV drivers are not taking advantage of free power.

This infrastructure will benefit locals, tourists, and nearby businesses.



**Estimated Cost of Implementation**

	Cost (ex GST)	Grant Funding Contribution	Cost to Council
EV Chargers	\$13,200	\$9,900	\$3,300
Installation* (Materials and labour)	\$17,763	\$2,000	\$15,763
Software (2 years)	\$1,200	\$600	\$600
<b>TOTAL</b>	<b>\$32,163</b>	<b>\$12,500</b>	<b>\$19,663</b>

*\*Installation costs subject to large variation between contractors. Formal quotes should be sourced from local contractors where possible.*

**Alternative Option**

For a lower cost alternative, Council may consider installing EV charging on Macauley St nearby to the site's main switchboard. Installation costs will be significantly lower at this location however the driver experience will be diminished.



## Ariah Park

### **Recommendations**

Ariah Park is a candidate for a 1x dual-port 7kW destination charger to service 2 parking spaces.

This site should be considered a **moderate priority** for a grant application.



### **Use Case**

This site is located in the town centre nearby to local shops and restaurants. This location is attractive for tourists to park and visit a variety of destinations in Ariah Park.



**Physical and Electrical Considerations**

Electric vehicle charging infrastructure may be supplied from an existing switchboard located nearby to the central parking area. This site requires trenching to the parking location to facilitate the cable run, adding cost to the installation.

ChargeWorks was unable to access the switchboard during our site visit. If required, Council can restrict the total power demand from the charger to ensure the capacity of the switchboard is not exceeded. The maximum demand of a 7kW dual port charger is 63A single phase.

**Estimated Cost of Implementation**

	<b>Cost (ex GST)</b>	<b>Grant Funding Contribution</b>	<b>Cost to Council</b>
EV Charger	\$6,600	\$4,950	\$1,650
Installation* (Materials and labour and shipping)	\$9,497	\$1,000	\$8,497
Software (2 years)	\$600	\$300	\$300
<b>TOTAL</b>	<b>\$16,697</b>	<b>\$6,250</b>	<b>\$10,447</b>

*\*Installation costs subject to large variation between contractors. Formal quotes should be sourced from local contractors where possible.*

## Temora Library and RSL Museum

### **Recommendations**

Temora Library is a candidate for a kerbside 7kW dual port destination charger.

The estimated cost of install at this site is prohibitively expensive and this site should be considered a **low priority** for a grant application.



### **Use Case**

The library is more centrally located than the Visitor Information Centre within walking distance of a range of local shops and restaurants. The library as a destination is less attractive for tourists to visit and offers less benefits to Temora tourism.

Should Council proceed with this location, this report recommends that the proposed parking spaces be shared by both electric and internal combustion engine vehicles without inconveniencing either type – i.e. these spaces should **not** be EV only.

**Physical and Electrical Considerations**

This site has a 63A three phase electricity supply that is supported by a large solar array on the roof. This site has sufficient capacity to supply a 7kW (single phase) dual port destination charger.

The proposed location requires a long cable run over the roof of the building as well as concrete cutting across the footpath. This cable path may also affect the visual aesthetics of the building façade.

Temora Library is expected to be similar cost to the visitor information centre however will only provide charging in 2 vehicles at a time compared to 4 at the visitor centre.

**Estimated Cost of Implementation**

	<b>Cost (ex GST)</b>	<b>Grant Funding Contribution</b>	<b>Cost to Council</b>
EV Charger	\$6,600	\$4,950	\$1,650
Installation* (Materials and labour)	\$17,920	\$1,000	\$16,920
Software (2 years)	\$600	\$300	\$300
<b>TOTAL</b>	<b>\$25,120</b>	<b>\$6,250</b>	<b>\$18,870</b>

*\*Installation costs subject to large variation between contractors. Formal quotes should be sourced from local contractors where possible.*



### Operating Considerations

Council should consider the ongoing operational requirements of EV charging infrastructure.

#### **Maintenance**

Electric vehicle destination chargers have no moving parts and require very little maintenance. Council (and the software operator) will automatically be alerted of any system faults via the monitoring software. Depending on Council's service level agreement, an electrician can be engaged by the software operator to immediately repair any issues.

Recommended maintenance practices include:

- Basic physical inspections
  - Check for physical damage
  - Check for water ingress in charging port
  - Check that any components have not come loose
- As per Australian Standards, RCDs in the distribution board must be checked once per year by a licensed electrician.

Council may elect to enter a maintenance agreement with a charging provider or local electrician to perform regular maintenance of each charger.

#### **Electrical Cost**

The cost of electricity varies depending on hours of use, site electricity rates and the charging speed determined by the vehicle.

Typical costs to Council are:

- 7kW charger - \$1.50 per hour
- 22kW Charger - \$1.50-\$3 per hour (depending on the vehicle)

Depending on utilisation, Council may choose to implement billing at certain hours to recover costs.

#### **Software**

Monitoring software subscriptions range from \$150-\$390p.a. per charging port depending on the provider.

Additional 4G sim card fees may be applicable in some cases which range from \$100-\$200 p.a. per site.

### Summary of Recommendations

This report recommends that Council source quotations for EV charging at Temora VIC and Arian Park. Depending on the quoted cost of install, Council may choose to submit a round 2 grant application expected to open in April 2023.

ChargeWorks recommends that Council continue to encourage local businesses to install EV charging under the funding program. Privately owned locations such as motels or the bowling club may serve a better use case than the Council locations and be more highly utilised.

ChargeWorks is engaged to assist Council throughout the grant application process and can provide ongoing recommendations around types of chargers, software etc. to ensure successful implementation of charging infrastructure.

ChargeWorks, at Council's direction, may request formal quotes on behalf of Council which may be submitted with grant applications.

Description of Car Park	Priority	Number of Suitable Charging Ports	Nearby Destinations	Estimated Cost to Council after grant funding (ex GST)
<b>Temora Visitor Information Centre</b>	Moderate	4	Visitor Information Centre/Museum, Accommodations	<b>\$19,663</b>
<b>Arian Park</b>	Moderate	2	Town Centre	<b>\$10,447</b>
<b>Temora Library</b>	Low	2	Town Centre, Shops, Restaurants	<b>\$18,870</b>

## Appendix 1 - EV Charging in a Regional Setting

Electric Vehicle charging requirements in a regional setting differ greatly from urban environments. This is primarily due to the greater distances travelled, smaller town size, lower population density and the increased availability of home charging.

The table below details the different use cases for EV charging in a regional setting:

Use Case	Behaviour
Legitimate Destination or Tourism Charging	<p>Drivers <b>without</b> home charging, including tourists, who specifically seek to visit charging stations when it is convenient to do so whilst completing other tasks.</p> <p>Visiting drivers will select their destinations based on availability of charging infrastructure. EVSEs* will be visible on car GPS, mobile apps or online such that installing an EVSE in a small town may serve to "Put it on the map".</p> <p>Suitable destinations may include a lunch stop in a small town or overnight accommodation.</p> <p>Local drivers will visit locations such as workplaces, restaurant precincts or shopping centres regularly and will plan their weekly charging habits around these visits.</p> <p>This type of user typically spends between 1-3 hours charging - usually enough time to recharge a vehicle close to 100% state of charge when charging a few times per week.</p>
Fast Charging	<p>Drivers that <b>do not</b> have access to home or convenient destination charging may require the use of fast chargers.</p> <p>This use case is similar to the conventional petrol station model where drivers specifically go to recharge for between 5 and 30 minutes.</p> <p>This is not the norm for EV drivers except for very long journeys and very occasionally when EVs are accidentally left without charge.</p> <p>Fast charging sites should be close to major roads and be quickly and easily accessed.</p>
Opportunity Charging	<p>Drivers may choose to take advantage of public charging when they happen to be visiting a location for other reasons.</p> <p>This opportunistic charging is performed not because it is essential, but because it is free (or at least cheaper than charging at home).</p> <p>In a regional setting, most residents live in a free-standing home with access to overnight charging.</p>

*\*EVSE - Whilst more commonly referred to as a 'charger', Electric vehicle supply equipment (EVSEs) can be understood simply as devices that supply electricity to EVs. The battery charger is in fact located on-board an electric vehicle and it is the vehicle that controls the charging process.*

## Appendix 2 - Overview of Electric Vehicle Supply Equipment

Electric vehicle supply equipment (EVSEs) can be understood simply as devices that supply electricity to EVs.

An EVSE is not a 'charger', or at least no more of a charger than a standard power point is. The battery charger is located on-board an electric vehicle and it is the vehicle that controls the charging process.

The rate at which an EV can charge depends on both the vehicle and the electrical infrastructure of the supply equipment. The charging power of the equipment is broadly categorised into three levels:

Level	Format	Description	Charging Power	Charging Speed (extra range / hour)
Level 1	Single Phase	AC power supplied via standard power point socket	2.0kW – 2.4kW	Up to 15 km / hour
Level 2	Single Phase	AC power supplied using dedicated EVSE, single phase	3.6kW – 9.6kW	Up to 55 km / hour
	Three Phase	AC power supplied using dedicated EVSE, three-phase	3.6kW – 22kW	Up to 130 km / hour
Level 3	DC	DC fast charging power dedicated EVSE and electrical infrastructure	25kW – 350kW	Up to 2,000km / hour

The type of EVSE at each location must suit the use case of a particular location as well as the expected demand as the amount of EVs increases over the next decade.



### EVSE Plugs and Cables

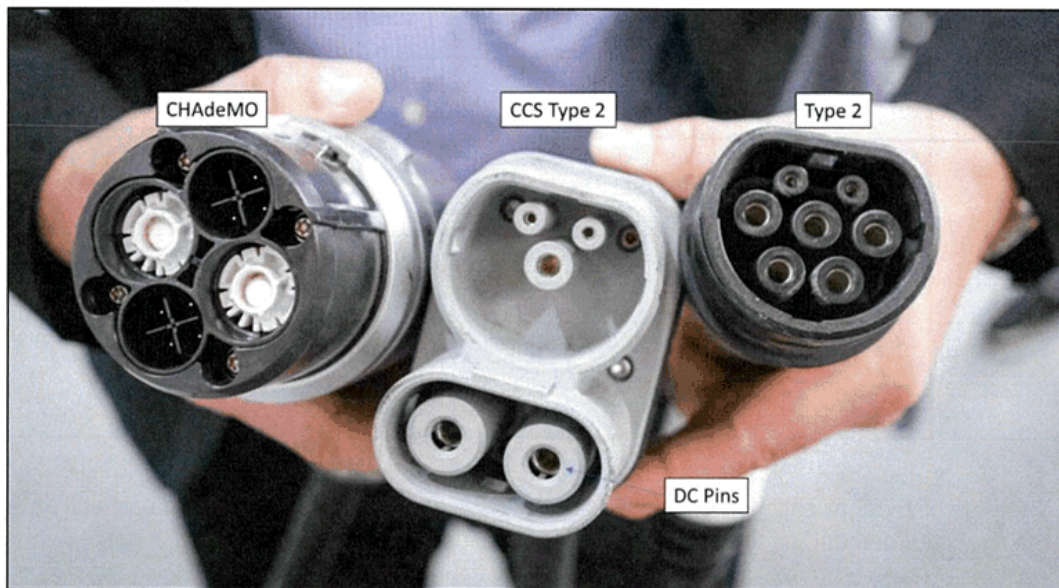
#### **Plugs: Type 2 and CHAdeMO**

Most EVs in Australia use a Type 2 plug. Type-2 plugs have 7 pins and provide the ability to charge with either three-phase or single-phase. This covers all types of vehicles and all charging speeds.

CCS Type 2 plugs are used exclusively for DC fast charging. They are the same form-factor as regular type-2 plugs with the addition of two dedicated DC pins below.

Nissan brand cars use type-2 plugs for level 2 AC charging but use a CHAdeMO plug for DC fast charging.

A comparison of each can be seen below.



Most DC fast-charging systems in Australia simultaneously offer both CCS 2 and CHAdeMO.

For all AC charging, Type-2 has become all but ubiquitous (all new vehicles now use this standard plug). Council, in considering EVSEs, should similarly choose AC EVSEs with type-2 plugs and DC chargers with both CCS 2 and CHAdeMO plugs.



### **Cables**

EVSEs feature either a **tethered plug-and-lead** or **socket**.

A tethered plug and lead is designed to plug directly into the charging port of a vehicle.

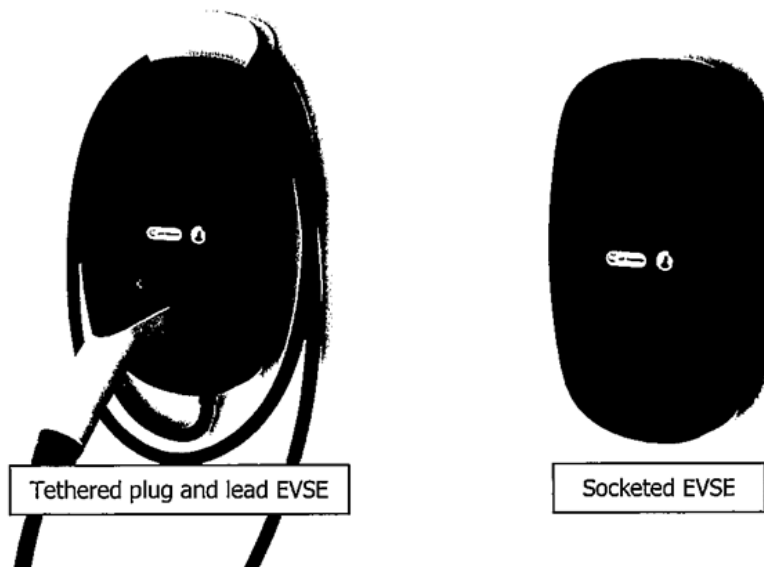
- The advantage of tethered plugs is the user experience - it is easy for drivers to simply park and plug-in.
- The disadvantage is that these cords get damaged over time, particularly in high use public car parks. If the cord of a tethered EVSE is destroyed then the whole device must be replaced at high cost.
- Tethered plug-and-lead is the norm for fast charging. Larger fast charging units have built in cable management systems.

A socketed (also known as 'universal') EVSE requires drivers to Bring Your Own Cable (BYOC).

- The advantage of BYOC is that between charging sessions there are no cables lying around, mitigating the risk of tripping and reducing the risk of vandalism or theft.
- The disadvantage of BYOC is the user experience of needing to retrieve a stored, furled cable from the vehicle and then plugging it into both the EVSE and the vehicle.

Tethered leads are better suited to fast charging and home charging, whilst more exposed locations such as public car parks and workplaces are often better suited to a socketed EVSE.

This report recommends that Councils applying for grant funding focus on socketed EVSEs to limit risk and reduce maintenance issues.



**4.3 FINAL DRAFT IWCM STRATEGY**

**File Number:** REP22/1534  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Final Draft IWCM Strategy

**REPORT**

Council has recently received the final draft IWCM Strategy Prepared by Public Works Advisory. The Strategy has been sent onto Department of Planning and Environment (DPIE) for review and concurrence.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 142/2022**

Moved: Cr Max Oliver  
Seconded: Cr Nigel Judd

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

**CARRIED**

***Report by Rob Fisher***



# Temora Shire Council

## Integrated Water Cycle Management Strategy

Report Number:  
November 2022

Prepared for:



## Document control

Version	Author(s)	Reviewer	Approved for issue	
			Name	Date
Draft 1.0	Shilpa Shashidharan / M Sundar	M Sundar / Glenn Fernandes	Glenn Fernandes	07/11/2022
Final Draft - incorporating Council review comments	Glenn Fernandes	M Sundar	Glenn Fernandes	29/11/2022

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## Executive Summary

The Integrated Water Cycle Management (IWCN) Strategy is a local water utility's (LWU's) 30-year strategy for the provision of appropriate, affordable, cost-effective, and sustainable urban water services that meet community needs and protect public health and the environment. The key outcomes of a LWU's IWCN Strategy are a 30-year Total Asset Management Plan (TAMP), a 30-year financial plan and an Emergency Response Contingency Plan (ERCP). The development of Temora Council's Water's IWCN Strategy has followed the Department of Planning and Environment (DPE) Water IWCN Strategy Check List. This IWCN Strategy report outlines the adopted IWCN Scenario and includes a Total Asset Management Plan (TAMP) and a Financial Plan (FP).

### Temora Local Government Area (LGA)

Temora Shire is a Local Government Area (LGA) in the Riverina region of NSW. The LGA covers an area of approximately 2,813 square. Temora Shire Council (TSC) provides sewerage services to the town of Temora. Water supply to the town of Temora and many surrounding rural areas in the LGA are provided by the Goldenfields Water County Council (GWCC).

Residential growth in Temora is being driven by growth in agriculture and related industries, including a large chicken farm, as well as new retirement facilities, and Council's endeavour to strengthen tourism (such as aviation and aviation tourism), aged-care services and promotion of Temora as a place to live for older prospective residents. The town also experiences relocation of City population.

### Population and demographic projections

Council has nominated a growth rate of 0.9% per year (or about 33 new people per year) in Temora. The projected projections are shown in Table S-1. Council has advised that Aria Park and Springdale are not expected to experience any growth. The spatial distribution of the growth is shown in Figure S1 and the projected population and dwelling is shown in Table S1.

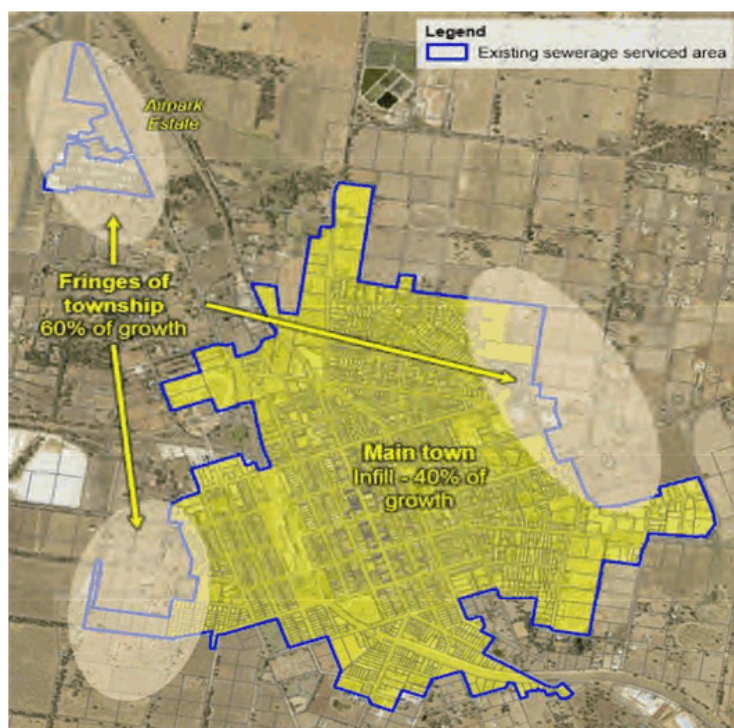


Figure S-1: Spatial distribution of growth in Temora



**Table S-1: Temora service area population and dwelling projection**

	2018	2023	2028	2033	2038	2043	2048
Serviced population	3,617	3,780	3,943	4,105	4,268	4,431	4,594
<b>New population</b>	<b>0</b>	<b>163</b>	<b>326</b>	<b>488</b>	<b>651</b>	<b>814</b>	<b>977</b>
Occupied dwellings	1,644	1,718	1,792	1,866	1,940	2,014	2,088
<b>New dwellings</b>	<b>0</b>	<b>74</b>	<b>148</b>	<b>222</b>	<b>296</b>	<b>370</b>	<b>444</b>

### Issues and Options

A review of the business performance and regulatory issues was undertaken against Council's adopted objectives and targets contained within the Levels of Service framework. The issues identified and the shortlisted options to address the issues, are summarised below.

**Customer Relationship Management System** – The system should be set-up so it can clearly distinguish whether an issue is on Council owned service lines or in the customer owned sewer lateral. This will help in assessing performance against levels of service.

**Liquid trade waste management** – Council needs to adopt a liquid trade waste policy so that appropriate fees and charges can be levied for trade waste discharges.

### Sewage treatment plant performance

- An additional aerator is required to provide sufficient aeration capacity to achieve the treatment requirements.
- There have been multiple non-compliances with the EPL over the last ten years. The most common type of non-compliance observed from the STP was the exceedance of faecal coliform concentration limits, likely due to re-contamination from birds. Council should negotiate a change to the licensed monitoring point to a location which is not affected re-contamination.

### Effluent reuse scheme

- The effluent quality from O'Shanessy, Railway and Callaghan Park Dam do not meet the requirements of the Australian Guidelines for Water Reuse (AGWR) for the particular end use application.
- Callaghan Park Dam and Railway Dam store both stormwater and STP effluent. There is a potential risk of exposure to the public when the effluent flows through unsecured open channels in an urban area.

The options to address these issues are :

1. Providing treatment of effluent at the STP, before distribution to the effluent storages
2. Providing treatment of effluent locally, after the effluent storages

Option 1 is preferred as it consolidates all treatment at the STP site, the effluent quality discharged to the environment at the STP is improved, it maximises utilisation of the existing distribution infrastructure, any wastewater generated is returned to the STP inlet, and the stormwater and effluent storages are de-coupled.

### Performance of On-site Sewage Management Systems (OSSMS)

Ariah Park and Springdale have lot sizes smaller than the minimum recommended area for effluent disposal from OSSMS. This creates a public health risk of potential human contact (contamination) with effluent.

Three options have been investigated for addressing the issues in the unserved communities. These are:

1. Improving the performance of OSSMS under Section 68 Part F of the Local Government
2. Construct a sewage collection transfer and centralised treatment system.
3. Transfer sewage to the Temora sewerage scheme.

The cost of improving the performance of the OSSMS is borne by the individual property owner. However, if a sewage collection and treatment system is provided every lot will be charged a connection fee and this amount will vary based on whether the cost of the scheme is distributed over the entire rate base of Temora, or if it is borne only by the residents of Ariaiah and Springdale. For the recommended IWCM Scenario, the option to improve the performance of the OSSMS' has been considered.

### Recommended Scenario

Following the creation, analysis, and triple bottom line assessment, the recommended IWCM Scenario are presented in Table S- 4.

**Table S-4: Short-term works (5 to 10 years) for preferred scenario**

Issue	Identified work	Year
Management systems	<ul style="list-style-type: none"> <li>Set-up information in CRM to clearly distinguish issues that are Council's responsibility and those that are the customer's responsibility</li> <li>Adopt and implement the new Liquid Trade Waste Policy</li> </ul>	2023
STP performance	<ul style="list-style-type: none"> <li>Provide a new jet aerator to achieve sufficient aeration</li> <li>Negotiate the relocation of the EPA monitoring point so as to reduce the influence of bird life on the effluent quality</li> </ul>	2023
Effluent quality not meeting AGWR for reuse applications.	Treat and store the effluent at the STP to achieve the desired quality before distribution to the reuse sites.	2023
Public Health issues at Ariaiah Park and Springdale due to OSSMS being located on small lots	In accordance with Section 68 Part F of the Local Government Act, direct residents to replace septic tanks with Aerated Water Treatment Systems.	2023

### Typical Residential Bill (TRB) Analysis for IWCM Scenarios

As part of the IWCM Checklist requirements for assessment of IWCM scenarios, approximate annual Typical Residential Bills (TRBs) for the Council's sewerage services have been estimated by way of setting up financial models using FINMOD 4 software. The TRB forecasts were made under a no government grant/ subsidy consideration.

The model forecasts show that compared to the baseline, sewerage TRBs for all the IWCM scenarios will need to gradually increase from the current level of \$524 p.a. over a 4-year period of 2023-24 to 2027-27 for all the IWCM scenarios. The forecast rates of TRB increase and the long-term price path forecast for the IWCM scenarios presented in Table S-5 and Figure S-1.



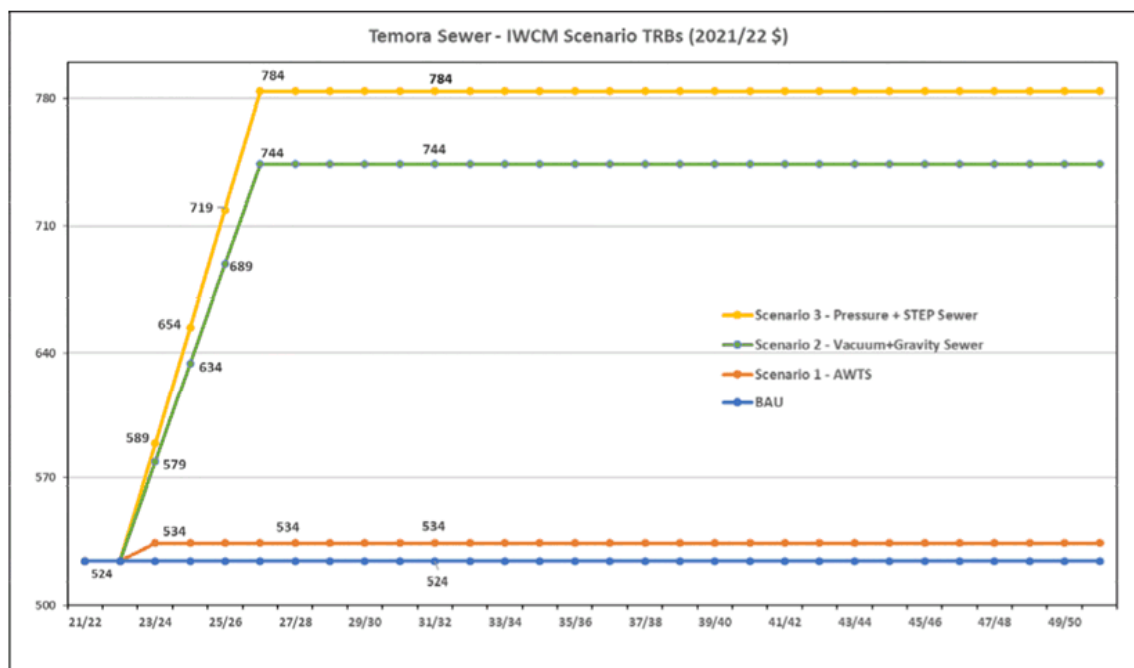


Figure S-1: Comparison of TRB Forecasts for the IWCM Scenarios

Table S-5: Typical Residential Bills for IWCM Scenarios (2021-22\$)

IWCM Scenario	Rate of TRB p.a. from 2023-24 (\$ per year)	Sewer TRB p.a. from 2027-28 onwards (\$2021-22)
Baseline	0	524
Scenario 1	10 (one-off)	534
Scenario 2	55	744
Scenario 3	65	784

### Long-term financial plan

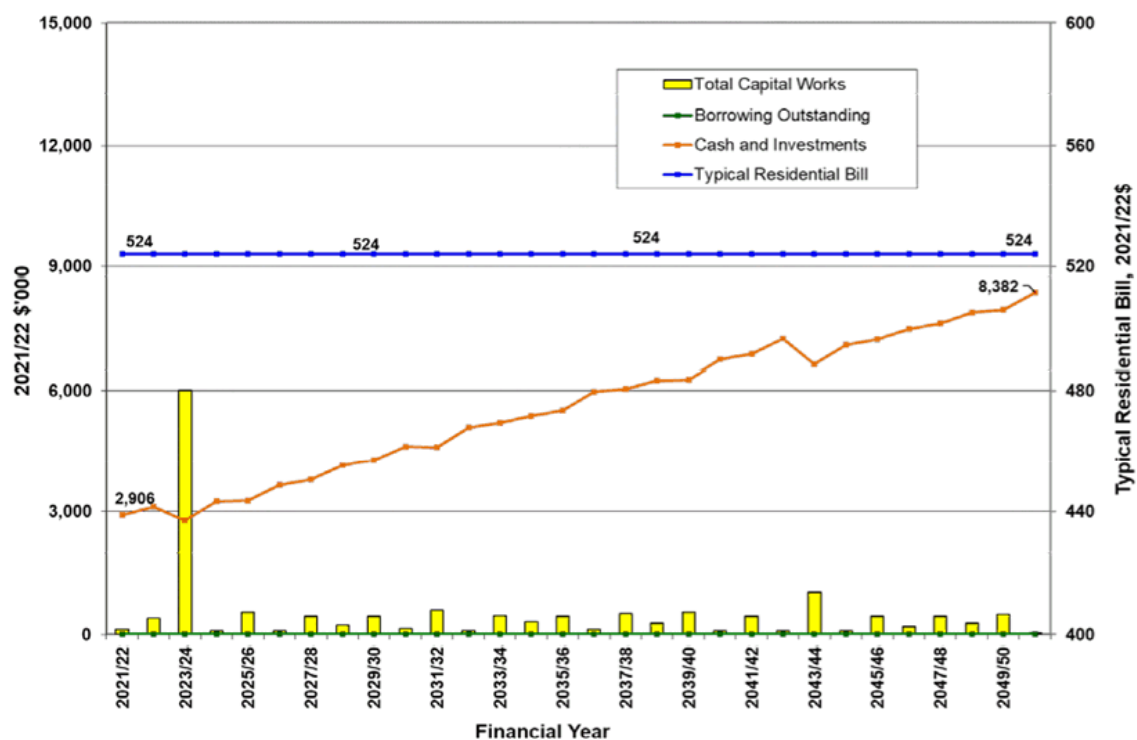
Council's Total Asset Management Plan for Sewerage has been updated to include the growth and Improved Level of Service (ILOS) capital works identified to address the IWCM issues by the preferred strategy. Financial models for sewer fund developed for the TRB analysis have been further reviewed and refined to forecast the lowest stable sustainable price path for sewerage services on which to base Council's tariff structure. The revision also included the consideration of availability of 90% Government grant or subsidy under the Safe and Secure Water Program for the Temora STP upgrade for reuse. Note, all the forecast values are in 2020-21 dollars.

Council has already adopted and published an increased level of TRB of \$550 p.a. for 2022-23 (equivalent to \$524 p.a. in 2021-22\$). The financial model forecasts for the preferred IWCM scenario show that the sewerage TRB can be maintained at the currently adopted level of \$524 p.a. for the remaining forecast period.

The projected sewerage price path is sufficient to maintain liquidity with a minimum of \$7.5 Million of cash and investments in the sewer fund over the forecast period.

There is no current outstanding borrowing for sewer fund as of 30 June 2021. The model forecast shows that with the adopted price path and the minimum cash and investment levels, no new loans will be required for funding the planned capital works during the forecast period.

The levels of TRB, cash and borrowing outstanding during the model forecast period are shown in Figure S4. For detailed discussions of the sewer fund financial model forecast for the preferred IWCM scenario 1, refer to Section 14.5.



**Figure S4: Sewer Fund Financial Model Forecasts for the preferred IWCM Scenario**

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## 1. The IWCM Strategy

### 1.1 Process

The Integrated Water Cycle Management (IWCM) Strategy is a local water utility's (LWU's) 30-year strategy for the provision of appropriate, affordable, cost-effective, and sustainable urban water services that meet community needs and protect public health and the environment. The IWCM Strategy:

- Identifies the water supply and sewerage needs of an LWU;
- 'Right sizes' any infrastructure projects and determines their priority;
- Identifies the lowest level of stable Typical Residential Bill (TRB) to meet the levels of service;
- Includes a 30-year Total Asset Management Plan and Financial Plan; and
- Identifies strategies to mitigate identified organisation risks such as drought, water quality health-based targets, climate change and community expectations on levels of service.

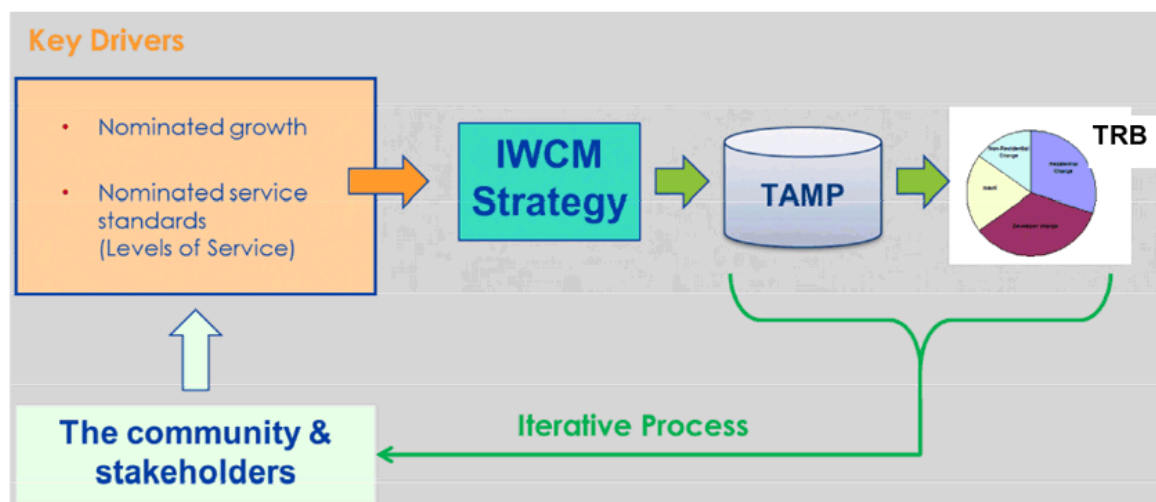
The process of preparing this IWCM Strategy followed the 2019 Department of Planning and Environment (DPE) Water's IWCM Strategy Check List and broadly includes the following:

- Preparation of an IWCM Issues Paper
- Evaluation of feasible options
- Developing the IWCM Strategy; and
- Preparation of a Total Asset Management Plan (TAMP) and Financial Plan.

The key outcomes of a Local Water Utility's (LWU) IWCM Strategy are:

- 30-year Total Asset Management Plan;
- 30- year Financial Plan; and
- Drought and Emergency Response Contingency Plan (DERCP)

The process of preparing an IWCM is shown in Figure 1-1.



**Figure 1-1: Process of preparing an IWCM Strategy**

The nominated growth and levels of service (LOS) targets are the key drivers that impact the development of the TAMP. The 30-year financial plan determines the revenue requirements to support the TAMP and forecasts the Typical Residential Bill (TRB) and the Developer Charge (DC) for the

preferred strategy. The process is iterative, and an affordable level of service and DC is determined through community and stakeholder consultation.

## **1.2 Progress**

The development of Temora Shire Council's (TSC) IWCM Strategy has followed the DPIE Water IWCM Strategy Check List. The following tasks have been completed to:

- **IWCM Issues Paper**

This report identified and outlined the current and 30-year projected issues relating to Temora Council's regulatory requirements, growth, levels of service (LOS), and performance of the sewerage services. The Issues paper addresses Tasks 1 to 8 of the IWCM Check List.

- **Technical studies**

A number of technical studies were completed to evaluate options to address the issues and risks identified in the Issues Paper. and shortlist the individual options for subsequent bundling into scenarios. The Technical studies address Tasks 9 and 10 of the IWCM Check List.

- **Scenario Bundling**

Following the evaluation and shortlisting of options, IWCM Scenarios were created using a mix of options that, together, address the urban water service issues. A Triple Bottom Line (TBL) assessment method was used to assess and identify the scenario which provides the best value for money taking full account of the social, environmental, and economic considerations. This addressed Tasks 11 and 12 of the IWCM Check List.

- **Stakeholder and community consultation**

Stakeholder and community consultation has been undertaken through workshops with the Project Reference Group (PRG) established by Temora Council.

- (i) Workshop 1 was held at the completion of the IWCM Issues paper; and
- (ii) A Technical Review meeting was held at the completion of the scenario assessment and financial modelling.

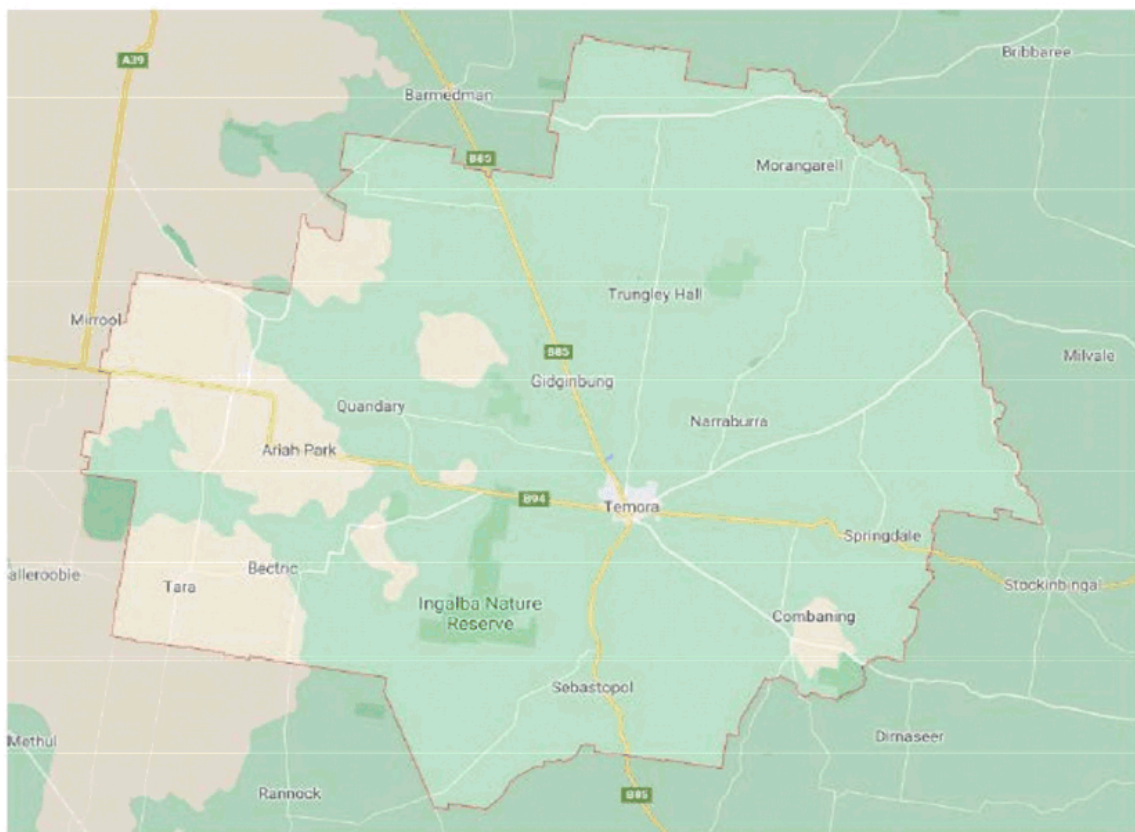
## 2. Background information

Temora Shire Council (TSC) is a local government area (LGA) in the Riverina region of NSW. The LGA covers an area of approximately 2,813 square kilometres with people living in the main urban centre of Temora. TSC provides sewerage services to the town of Temora. Water supply to the town of Temora and many surrounding rural areas in the LGA are provided by Goldenfields Water County Council (GWCC).

Grain / wheat production and sheep and chicken production for wool and meat are the main industries, but other significant enterprises centre on cattle, including a major feedlot and pig production on a large intensive piggery.

TSC commissioned the preparation of an IWCM Strategy to cover only the sewerage services of Temora LGA as the water services are covered in the GWCC IWCM Strategy. This report provides a summary of the sewerage service issues and all the outcomes from items 2 to 7 of DPE Water's July 2019 IWCM Checklist.

TSC operates a sewerage scheme for the town of Temora. Municipal sewerage services are not available outside the town which are serviced by On-site Sewage Management Systems (OSSMS).



**Figure 2-1: Map of Temora Shire LGA, from Google Maps**

TSC provides sewerage services to the town of Temora. There are two small villages, Ariah Park and Springdale, that are within the LGA that are not serviced by a sewerage scheme. The serviced and unserved towns/villages Temora Shire are given in Table 2-1.

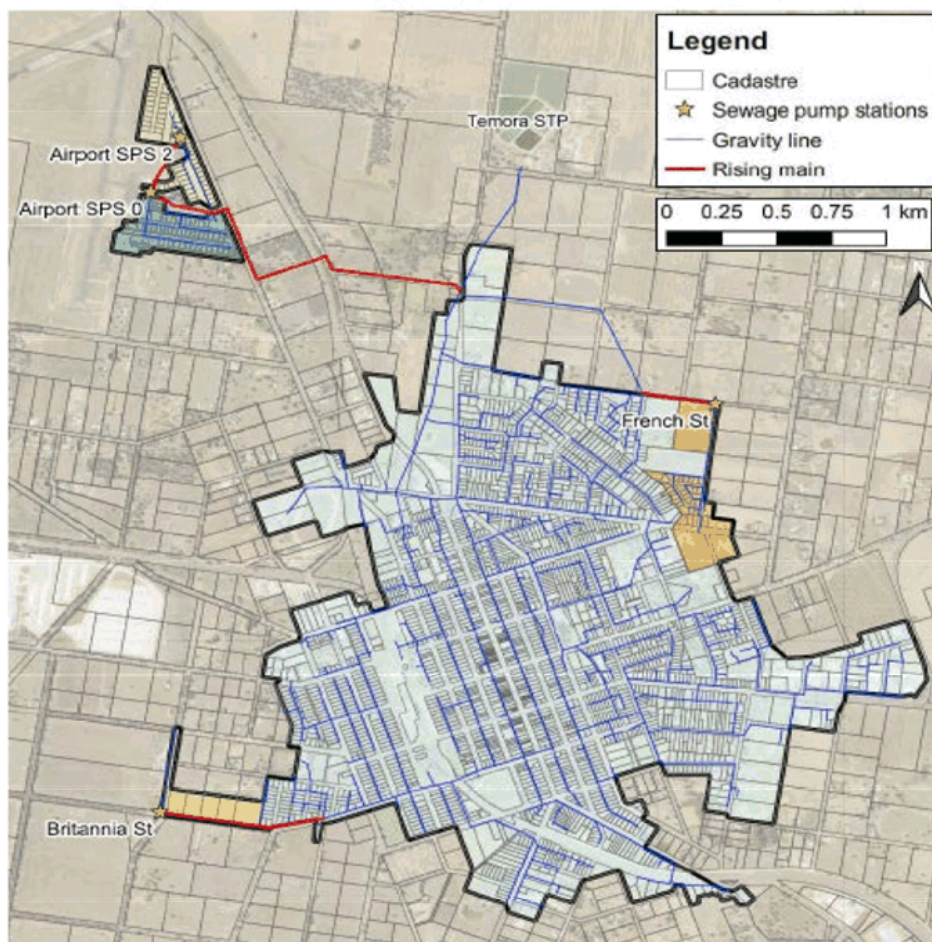


**Table 2-1: Serviced areas within Temora Shire LGA**

Community	Water supply scheme	Sewerage service
Temora	Reticulated by GWCC	Temora Sewerage Scheme
Ariah Park	Reticulated by GWCC	OSSMS
Springdale	Reticulated by GWCC	OSSMS

## 2.5 Catchment characteristics

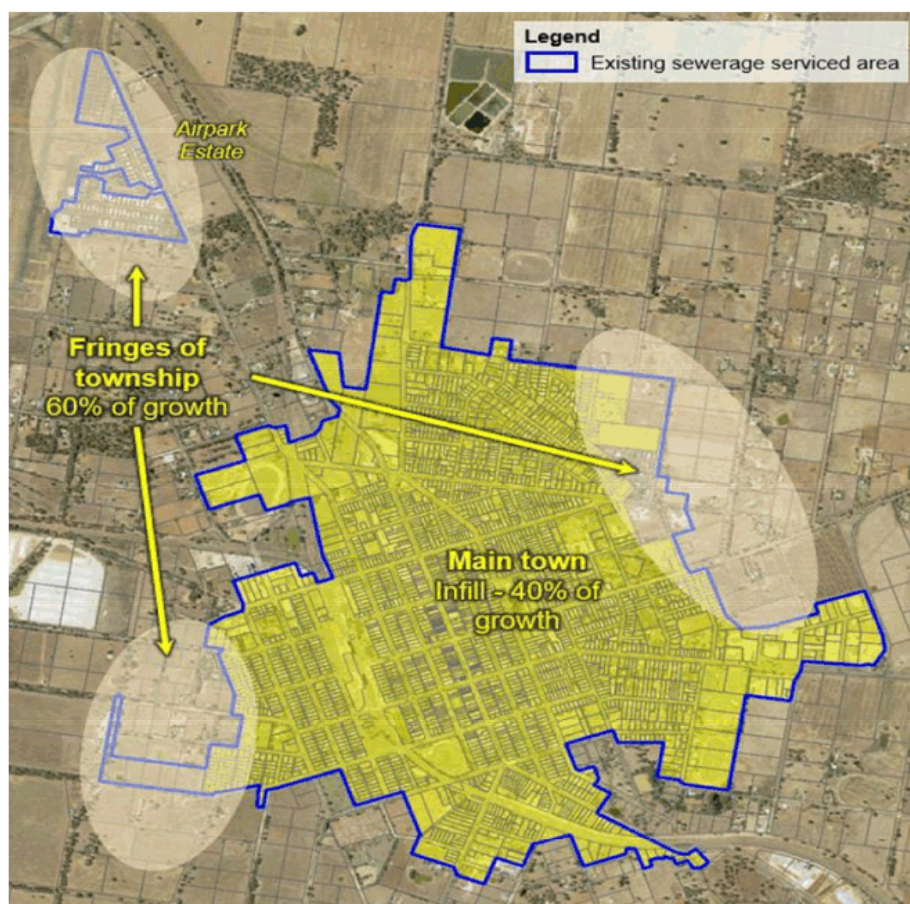
Temora sewerage scheme is a conventional gravity system which contains four sewage pumping stations (SPS). Sewage from most of town flows by gravity north to the STP, and there are four small areas on the edge of the system that require sewage to be pumped to the gravity catchment. Sewage from the "Airport SPS 2" catchment is pumped directly into the wet well of "Airport SPS 0", which then pumps to the gravity trunk main near the STP. "French St" SPS also pumps to a gravity trunk main near the STP. "Britannia St" SPS pumps into the gravity network in the south of town. The Temora sewerage service area is shown in Figure 2-2.

**Figure 2-2: Temora sewerage scheme service area**

## 2.6 Residential population growth and economic drivers

Residential growth in Temora is being driven by growth in agriculture and related industries, including a large chicken farm, as well as new retirement facilities, and Council's endeavour to strengthen tourism (such as aviation and aviation tourism), aged- care services and promotion of Temora as a place to live for older prospective residents. The town also experiences relocation of City population. Council has nominated a residential growth rate of 0.9% per year for the next 30 years in the Temora sewerage serviced area. Council has advised that Aria Park and Springdale are not expected to experience any growth.

For the new dwellings associated with the new growth, 40% will occur in the main part of town (in the form of infill developments), and 60% will occur in the fringes of the township (that is, around French Street, Britannia Street and the Airport). This spatial distribution of growth within Temora is shown in Figure 2-3.



**Figure 2-3: Spatial distribution of growth within Temora.**

The projected Shire wide population is given in Table 2-2.

**Table 2-2: Temora serviced area population and dwellings projection**

	2018	2023	2028	2033	2038	2043	2048
Serviced population	3,617	3,780	3,943	4,105	4,268	4,431	4,594
<b>New population</b>	<b>0</b>	<b>163</b>	<b>326</b>	<b>488</b>	<b>651</b>	<b>814</b>	<b>977</b>



**Integrated Water Cycle Management Strategy**

	2018	2023	2028	2033	2038	2043	2048
Occupied dwellings	1,644	1,718	1,792	1,866	1,940	2,014	2,088
<b>New dwellings</b>	<b>0</b>	<b>74</b>	<b>148</b>	<b>222</b>	<b>296</b>	<b>370</b>	<b>444</b>

### 3. Business Objectives and Targets

The list of business objectives has been provided in Appendix A **Error! Reference source not found..** Each objective has one or more measurable performance indicators which relate to a Service Standard (or Design Basis) drawn from legislation, best practice guidelines, and industry practice. Council has nominated a target for some performance indicators against which the performance of Council's water supply and sewerage schemes will be assessed. For some of the objectives and indicators, performance targets still need to be assigned.

## **4. Temora urban water services**

### **4.1 Water supply schemes**

The water supply infrastructure within the towns of Temora, Aria Park and Springdale is owned and operated by Goldenfields Water up to the customer meter.

### **4.2 Urban stormwater**

#### **4.2.1 Temora**

The stormwater scheme in Temora consists of lined and unlined surface channels, and kerb and gutter along with underground drainage. There are two main lined stormwater channels that run through Callaghan Park Dam and Railway Dam, with both channels converging just north of the town before flowing into Lake Centenary, a man-made lake on Trigalong Creek. Both dams also store effluent from the Temora effluent reuse scheme.

Agricultural, farming and grazing areas to the south of Temora, that eventually drain through the town, have the potential to affect stormwater.

Council has received funding to undertake a Flood Plain Risk Management Plan and Study for Temora.

#### **4.2.2 Aria Park and Springdale**

Stormwater infrastructure in Aria Park and Springdale consists of kerbs, gutters and lined or unlined surface channels.

Aria Park does not have a clearly defined watercourse in and around the immediate surrounds of the village. During heavy rain events, overland flow infiltrates the village from the south and the east. This flow makes its way in a northerly direction to a railway dam located north of the village. Stormwater collected in the railway dam is recycled and used within the village to help with the watering of the bowling club and is also used in road construction works in and around the village. Council has indicated that water not crossing the rail line in Aria Park is a major issue and is a major factor in the village flooding in wet years.

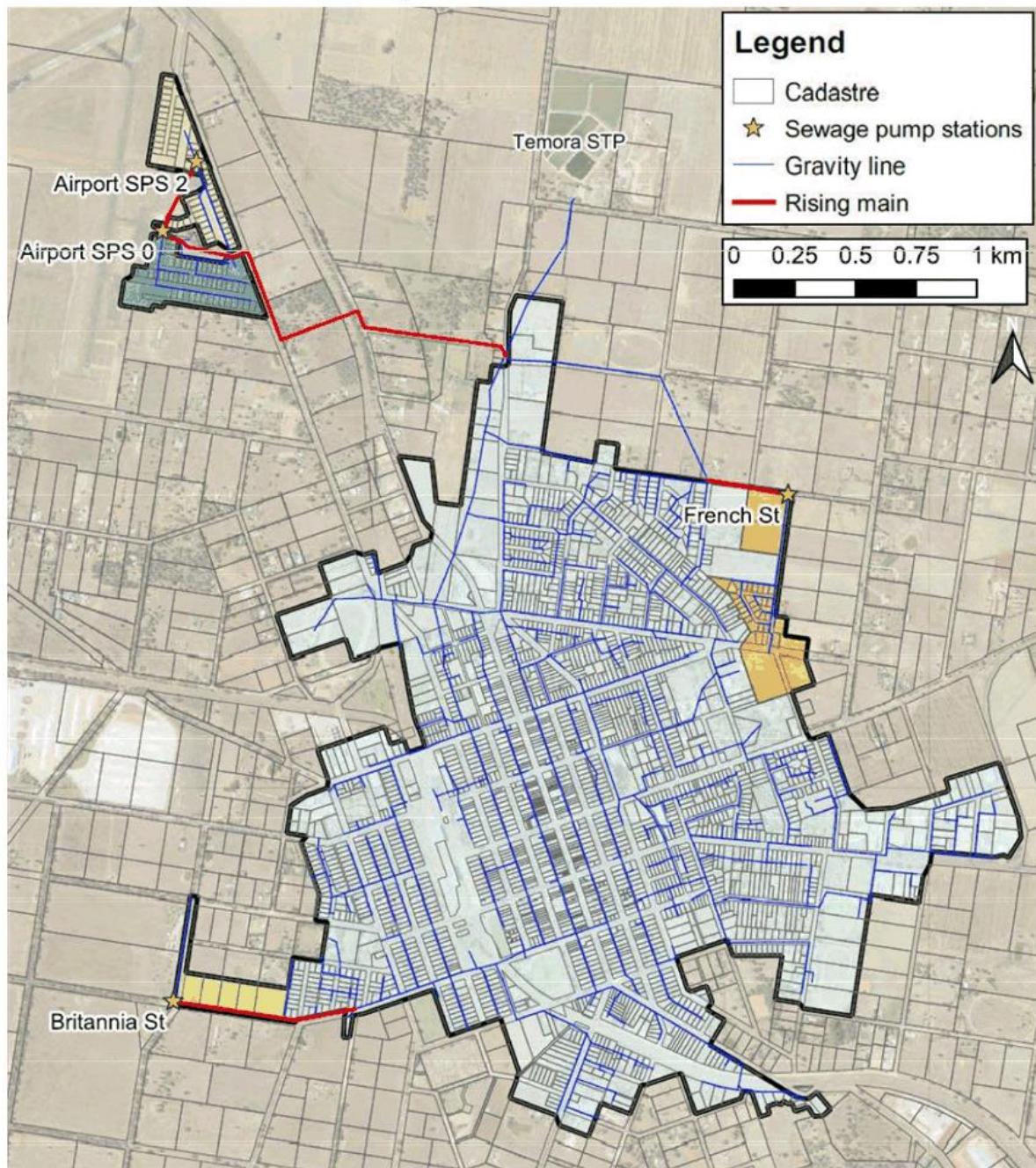
Springdale has a clearly defined watercourse running from south to north through the middle of the village. Stormwater flows from the village to the headwater of Gundibindyal Creek just north of the village. The creek joins with Narraburra Creek, which in turn flows into Bland Creek.



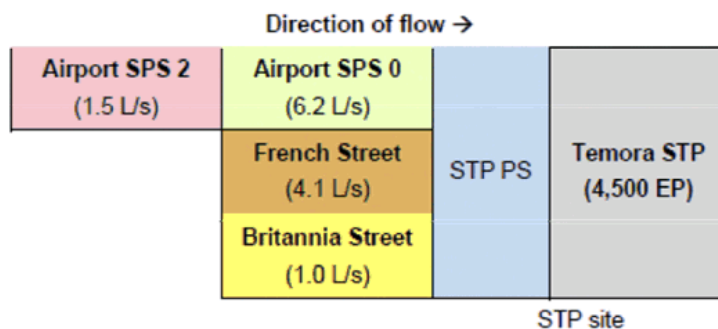
## 5. Temora sewerage scheme

### 5.1 Sewage collection and transfer

Temora sewerage scheme is a conventional gravity system which contains four sewage pumping stations (SPS). The service area of the Temora sewerage scheme is shown in Figure 5-1 and the SPS hierarchy diagram is shown in Figure 5-2.



**Figure 5-1: Temora sewerage service area**



**Figure 5-2: Temora sewerage scheme pump hierarchy**

## 5.2 Growth

The forecast Equivalent Tenements (ET) by SPS catchment, is shown in

**Table 5-1: Projected ET by sewer catchment**

	SPS	2018	2023	2028	2033	2038	2043	2048
Total ET	Gravity catchment	2,041	2,071	2,119	2,149	2,178	2,208	2,238
	Airport SPS 2	9	16	22	29	36	40	40
	Airport SPS 0	32	51	95	102	108	118	131
	French Street	62	84	131	153	175	198	220
	Britannia Street	16	24	33	42	51	60	69
	<b>Total</b>	<b>2,159</b>	<b>2,245</b>	<b>2,401</b>	<b>2,475</b>	<b>2,549</b>	<b>2,623</b>	<b>2,697</b>

## 5.3 Sewage Treatment Plant description

The original Temora sewage treatment plant (STP) was constructed in the 1960's and was a trickling filter plant. The STP was upgraded in 2005. The current plant consists of the following processes:

- Inlet works, equipped with a screw auger to collect screenings. During high flows, sewage is bypassed to flow through a manual screen.
- A raw sewage lift pumping station located after the inlet works.
- Two aerated lagoons (Lagoons 1 and 2), operated in a duty/standby arrangement.
- Three oxidation ponds (Lagoons 3, 4 and 5) which provide polishing.
- One effluent storage pond (Lagoon 6), in which some disinfection occurs.

An aerial photograph of the Temora STP is shown in





**Figure 5-3 – Layout of the Temora STP**

#### **5.4 Effluent Management**

Council manages an effluent reuse scheme (Temora Recycled Water Scheme – TRWS) within the Temora township, which was completed in 1985. Effluent is currently reused for irrigation purposes (such as parks and gardens, sportsgrounds).

The TRWS consists of the following assets:

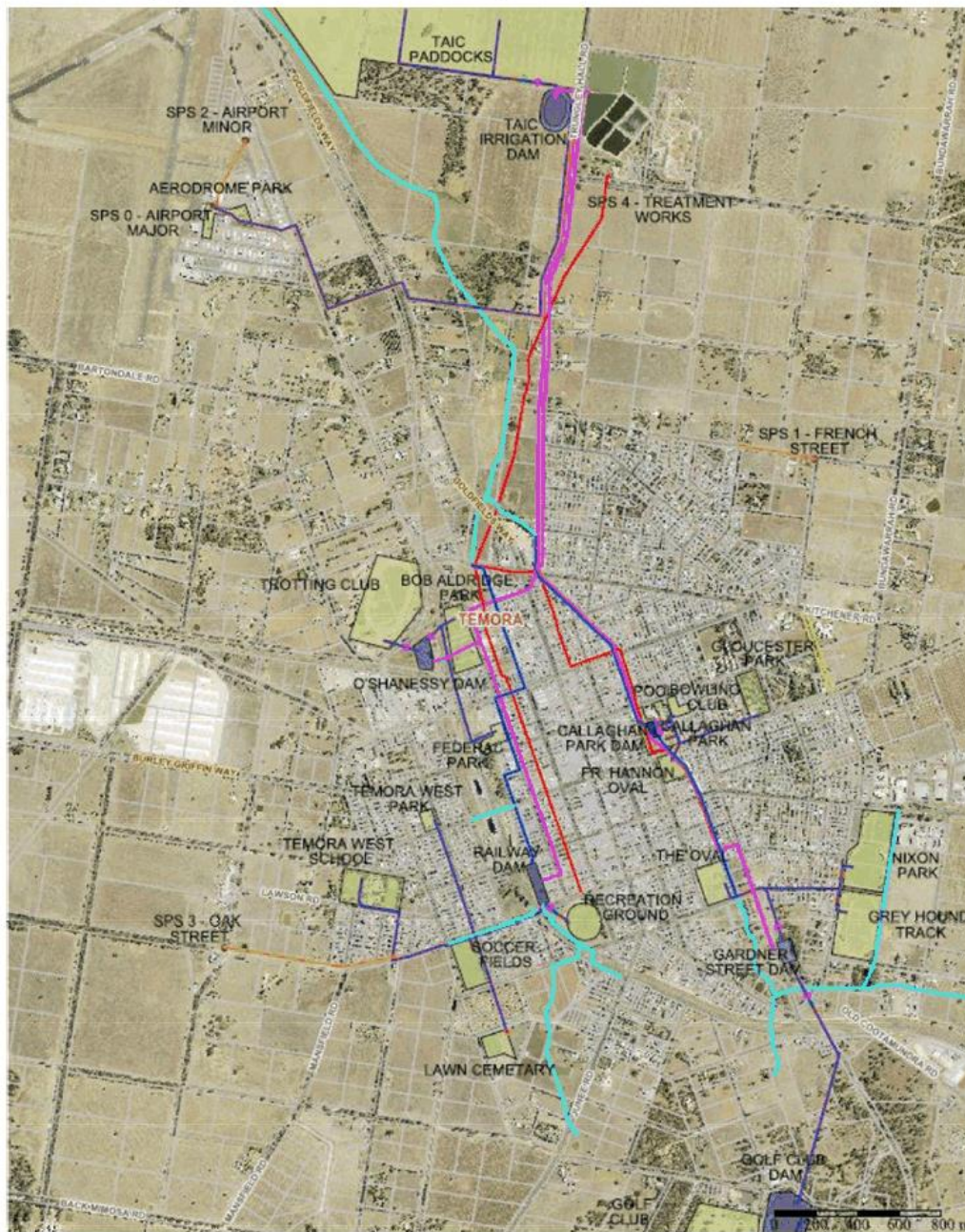
- Four recycled water storage dams (O'Shanessy, Railway, Callaghan Park and Gardiner Street Dams),
- Eleven recycled water pump stations
- 12.4 km PVC effluent reticulation mains, and
- Irrigation infrastructure (i.e. automatic pop-up sprinkler systems).

Effluent is currently transferred to all four effluent storage dams in the TRWS via two delivery lines from Lagoon 6 at the STP. Effluent is also pumped from Lagoon 6 to the 35 kL airport tank for use at the airport for irrigation.



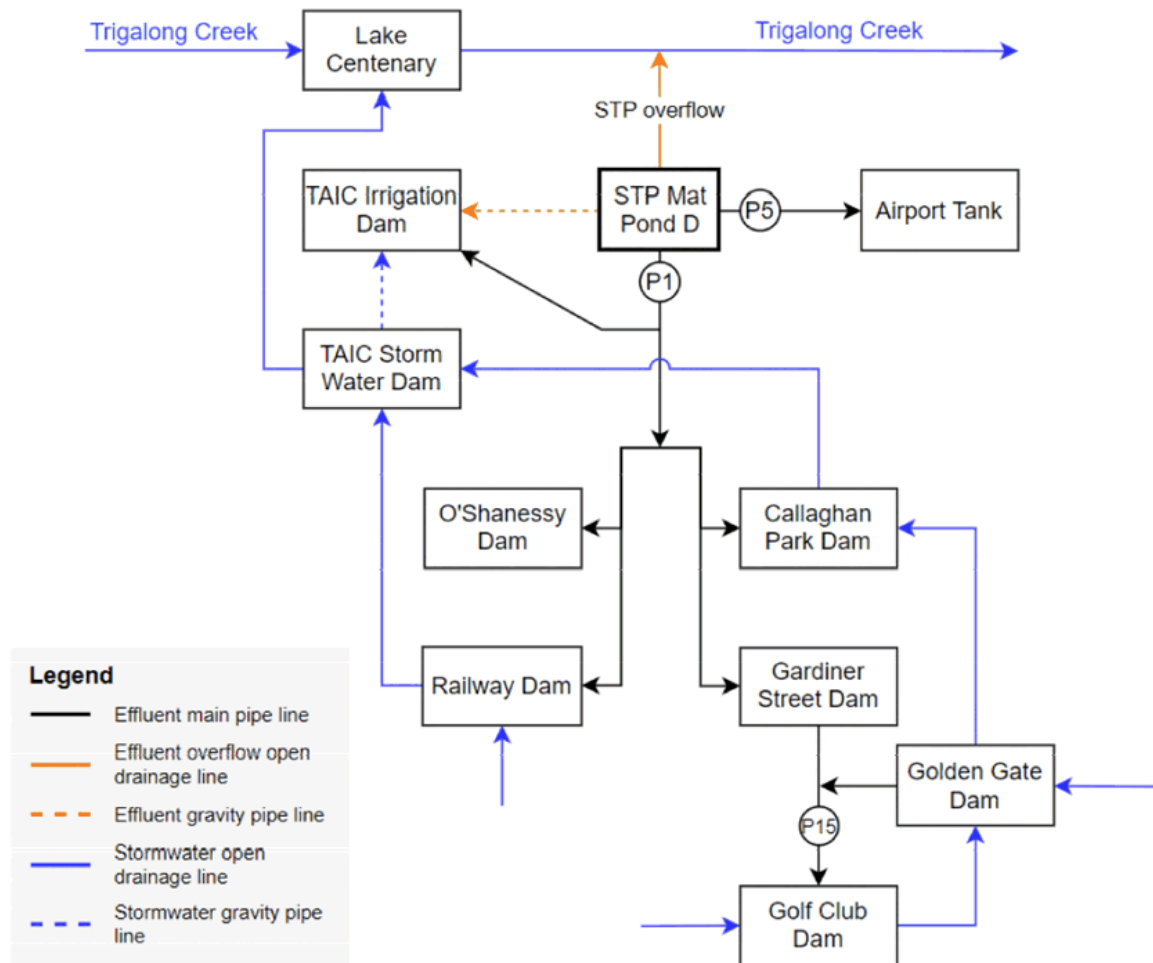
The Temora Agricultural Innovation Centre (TAIC) Dam was constructed in 2018, which is connected to Lagoon 6 at the STP. The intention of this dam is to capture the effluent overflow from Lagoon 6 and to reuse the effluent for crop irrigation research purposes at the paddocks in TAIC. It has a storage capacity of 100 ML.

Traditionally, the Temora Golf Club has been pumping recycled water from the Gardiner Street Dam and into the Golf Club Dam, owned by the NSW Government and leased by the Club. The Golf Club will now reuse water collected from the Golden Gate Dam, which Council had recently constructed. It is also noted that the Golf Club could still access recycled water from the TRWS. An aerial image for the TRWS is shown in Figure 5-4.



**Figure 5-4 – Aerial image of the TRWS**

A schematic arrangement of the scheme is shown in Figure 5-5.



**Figure 5-5: Temora effluent reuse scheme and integration with stormwater system**

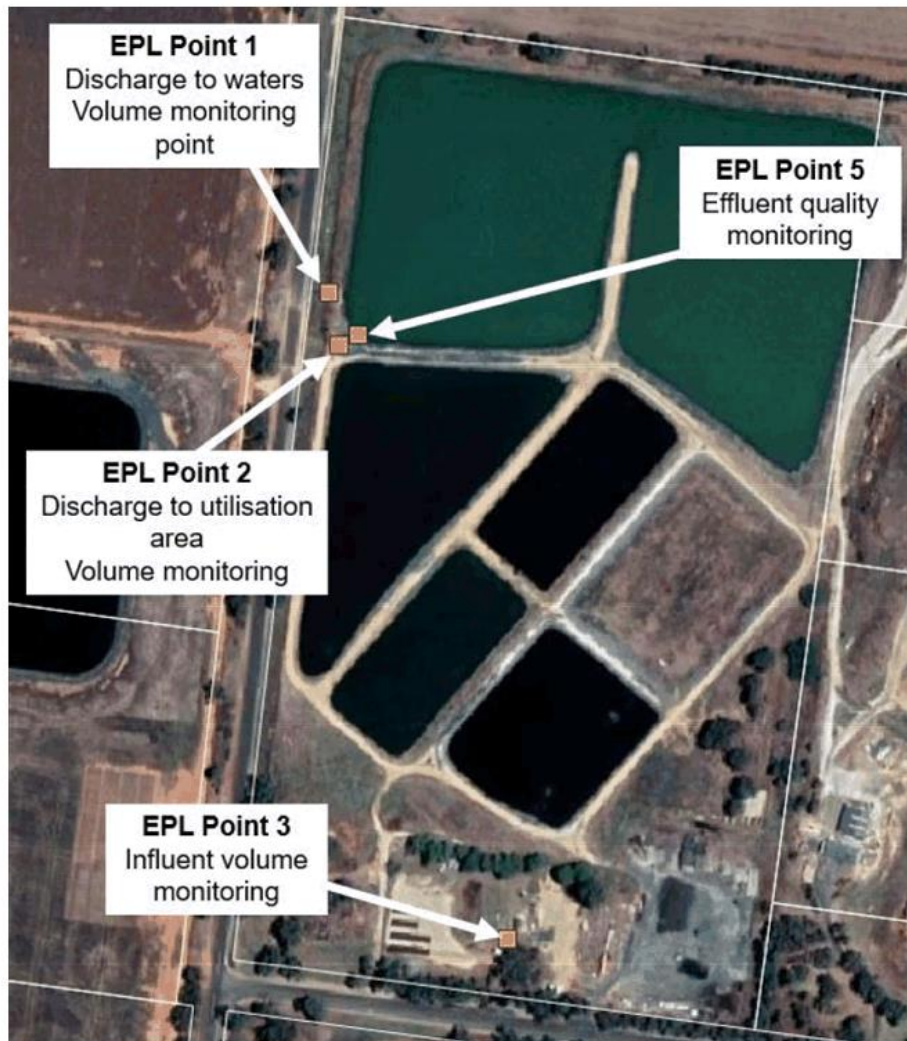
Effluent from the STP storage pond (Lagoon 6) that is not reused is discharged to the environment via a surface table stormwater drain at Tringley Hall Road, which then flows to Tringlong Creek.

All solids removed from the plant is transported to landfill.

### 5.5 Environment Protection License

Council operates Temora STP under the Environment Protection Licence (EPL) number 2523. The locations of the volume and concentration monitoring points are shown in Figure 5-6 for the STP and Figure 5-7 for the TRWS.





**Figure 5-6: EPA monitoring points at Temora STP**



**Figure 5-7: EPA monitoring points for the Temora effluent reuse scheme.**

There have been multiple non-compliances with the EPL over the last ten years. The most common type of non-compliance observed from the STP was the exceedance of faecal coliform concentration limits.



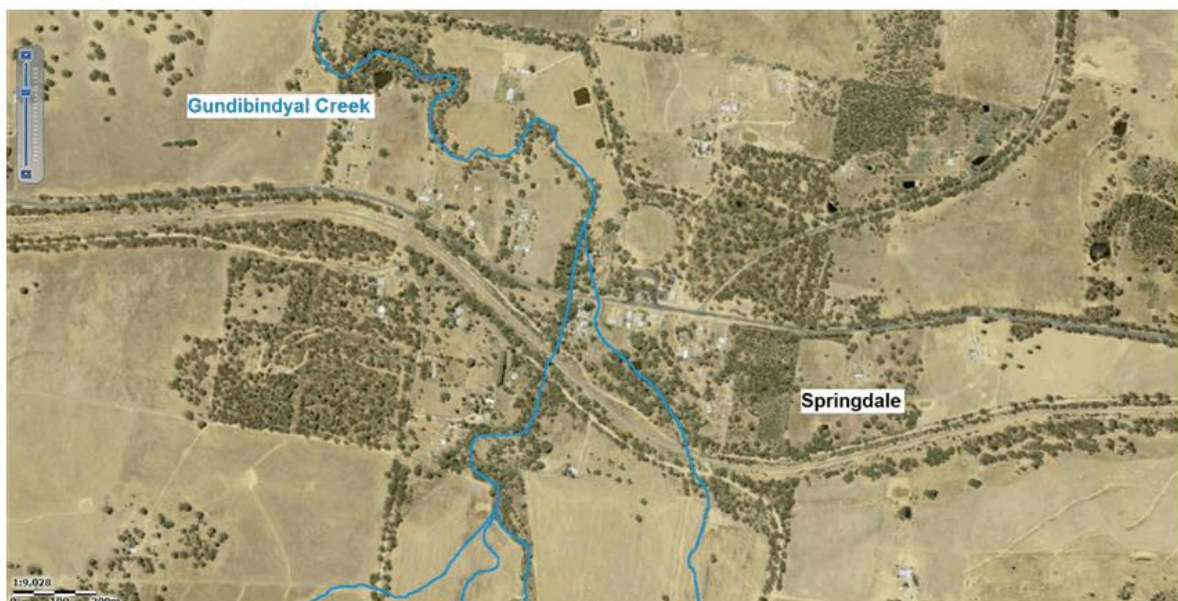
## 6. Unserviced Communities

There are numerous remote small villages and rural localities throughout the LGA without sewerage services. In Council's On-Site Sewage Management Plan, it is estimated that Temora Shire has some 1,300 on-site sewage management systems (OSSMS) which generally serve the large rural holdings throughout the Shire. Some unserviced properties treat their sewage with aerated wastewater treatment systems (ATWS). The largest villages are Aria Park and Springdale. The village of Aria Park is shown in Figure 6-1. It is located about 30-km west of Temora.



**Figure 6-1: Unserviced Areas – Aria Park**

The village of Springdale is shown in Figure 6-2. It is located 18km East of Temora.



**Figure 6-2: Unserviced Areas – Springdale**

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

The local soil type at Springdale has been found to be coarse light sandy clay loam. This is expected to be somewhat poorly drained, therefore a lot size of 4,000m<sup>2</sup> is considered sufficient for effluent disposal by adsorption trenches. Most dwellings have a lot size of 1,100 m<sup>2</sup>, and therefore there may be insufficient area for effluent disposal, which could potentially create a public health risk via human contact.

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

## 7. Asset Condition

PWA undertook a condition assessment of the above-ground assets for Council's sewerage and effluent reuse infrastructure from the 8th to 9th September 2020. The asset condition assessment was undertaken using the Institute of Public Works Engineering Australasia (IPWEA) 2016 Condition Assessment & Asset Performance Guidelines Practice Note 7 V3 2016, Water Supply and Sewerage. The asset condition ratings, adjusting for equipment criticality, are provided in Table 7-1. Council's agreed LOS acceptable condition rating is Level 3.

**Table 7-1: Sewerage and effluent reuse asset condition ratings**

Asset/Facility	Condition Rating		
	Civil	Electrical	Mechanical
<b>Effluent reuse</b>			
Aerodrome Storage Tank (Airport Tank)	3.0	2.5	3.0
Callaghan Park Dam	2.5	2.5	2.5
Gardiner St Dam	2.0	2.0	2.5
Railway Dam	3.0	2.5	2.5
Trotting Club Dam (O'Shanessy Dam)	2.5	3.0	3.0
TAIC Dam	2.0	2.0	1.5
Temora STP – effluent reuse assets	2.0	2.0	2.5
<b>Sewerage</b>			
Pump Station 0 (Airport SPS 0)	1.5	1.5	2.5
Pump Station 1 (French Street)	1.5	2.5	1.5
Pump Station 2 (Airport SPS 2)	2.5	2.5	2.5
Pump Station 3 (Britannia Street)	2.0	2.0	1.5
Pump Station 4 (Treatment Works)	3.5	3.0	2.5
Temora STP	2.5	3.0	2.5

**Asset condition rating as stated in the IPWEA Guidelines Practice Note 7 V3 2016**

1. Condition Rating	2. Description
1	Excellent condition – routine maintenance is preserving the asset condition
2	Good condition – routine maintenance is supporting asset condition and reducing the rate of deterioration
3	Fair condition – overhaul or specific remedial actions could return the asset to a better condition
4	Poor condition – renewal required within short term (possibly in the next 2 to 5 years)
5	Very poor condition – major work including replacement or rehabilitation required urgently

A 30-year asset renewal plan was prepared using information from the condition assessment and information available for the condition of the below ground assets. This renewal plan was used as the baseline for the scenario analysis and to develop the Total Asset Management Plan for the preferred Scenario.



## 8. Fees and charges

Council's sewerage and effluent reuse fees and charges are summarised in Table 8-1. Data was sourced from Council's Schedule of Fees and Charges as of 1 July 2020 to 30 June 2021.

**Table 8-1: Council's sewerage fees and charges for 2020/21**

Item	Unit	Unit cost (incl. GST)
<b>Sewer access charge</b>		
Residential and commercial vacant	\$	476.20
20 mm commercial	\$	375.90
25 mm commercial	\$	587.34
32 mm commercial	\$	962.30
40 mm commercial	\$	1,503.59
50 mm commercial	\$	2,349.36
80 mm commercial	\$	6,014.36
100 mm commercial	\$	9,397.43
Commercial sewer usage rate	\$ per kL	0.47
<b>Effluent reuse charges</b>		
GBOT	\$ per kL	1.10
St Annes School	\$ per kL	1.10
Temora Golf Club*	\$ per kL	0.75
Temora West School	\$ per kL	0.75

\* Only charged for water on demand. Historically, Council has pumped excess water to the Temora Golf Club at no charge.

### Liquid trade waste policy

Council's current Liquid Trade Waste Policy (Nov 2017) requires all individuals wishing to discharge liquid trade waste to obtain Council's approval as stated in Section 68 of the Local Government Act 1993. This policy divides liquid trade waste discharges into charging categories 1, 2 and 3. The procedure for approval is governed by Chapter 7 of the Local Government Act and is subject to the Local Government (General) Regulation 2005.

There are no liquid trade waste fees and charges specified within the recent Council's fees and charges. Council has also indicated that the trade waste is not heavily regulated.

## 9. Performance review and risks

A review of Council's sewer systems performance was undertaken by analysing historical information. The IWCM Issues Paper presents the analysis that have been undertaken and the IWCM Issues that have been identified through the analysis. These are summarised below.

### Regulatory and best practice

- No regular Work Health and Safety audits are undertaken at the Temora STP.
- Council currently does not have liquid trade waste fees and charges specified within their pricing policy, and trade waste is not appropriately regulated.
- There have been multiple non-compliances with the EPL over the last ten years. The most common type of non-compliance observed from the STP was the exceedance of faecal coliform concentration limits, likely due to re-contamination from birds.
- The effluent quality from O'Shanessy, Railway and Callaghan Park Dam do not meet the requirements of the Australian Guidelines for Water Reuse (AGWR) for the particular end use application.

### Public Health

- Callaghan Park Dam and Railway Dam store both stormwater and STP effluent. There is a potential risk of exposure to the public when the effluent flows through 2.8 km of unsecured open channels through an urban area on its way to Lake Centenary.
- Arian Park and Springdale have lot sizes smaller than the minimum recommended area for effluent disposal from OSSMS. This creates a public health risk of potential human contact (contamination) with effluent due to insufficient space for absorption trenches

### System performance

- The customer complaints management database does not delineate between sewer chokes in Council-owned service lines or in the sewer lateral on private property, which may affect LOS performance monitoring of sewer chokes.
- The treatment capacity of the aerated lagoon is limited by the aeration system. With three aerators in operation, there is insufficient aeration to meet the oxygen demand in the aerated lagoons.
- There is no regular sludge or biosolids removal in the lagoons at the STP.
- The sewage pumping stations at French Street and Britannia Street may need to be reviewed in about 10 years to cater for growth in those catchments.
- The Golf Course and the TAIC Paddock 18A East reuse areas have soil salinity that may cause a moderate limitation to sustainable effluent reuse, and will need to be closely reviewed at the next soil sampling round.



## 10. Options evaluation and assessment

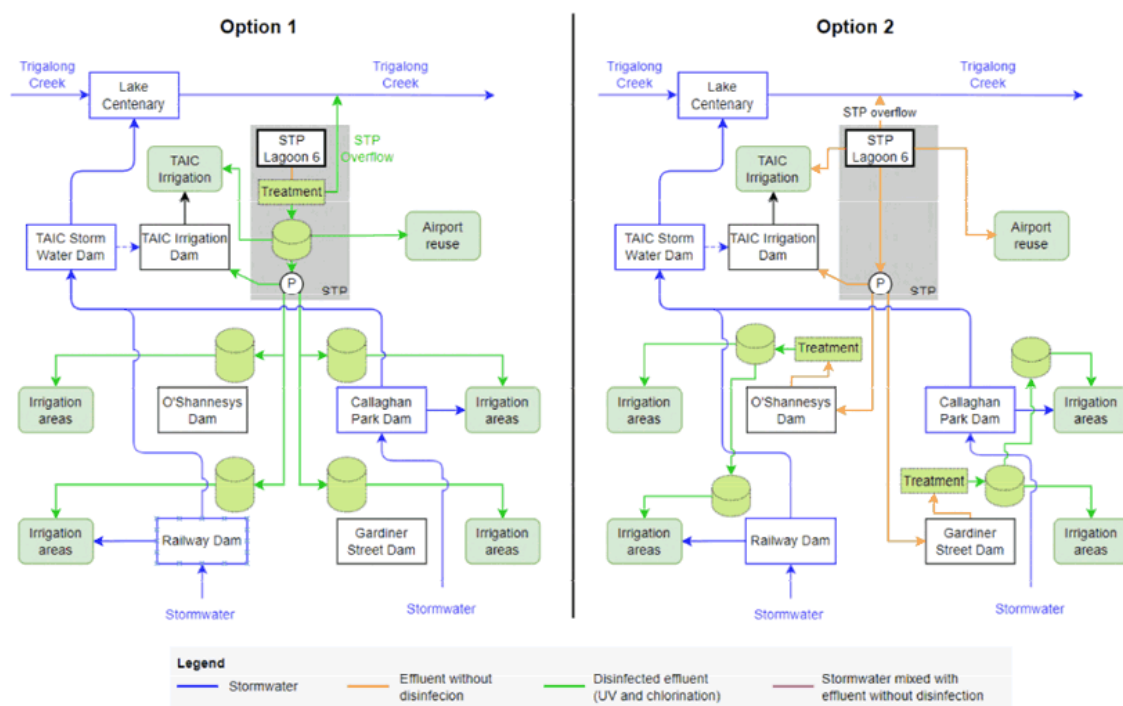
### 10.1 Effluent quality improvement to comply with AGWR

Two options that would address this issue were evaluated:

1. Providing treatment of effluent at the STP, before distribution to the effluent storages
2. Providing treatment of effluent locally, after the effluent storages

The proposed options will decouple the stormwater and reuse schemes. Treated effluent will be stored in covered storage tanks to prevent recontamination. These tanks will be located close to the existing dams.

The two options are shown together in Figure 10-1.



**Figure 10-1: Temora Recycled Water Scheme – Proposed Options 1 and 2 upgrades**

Council have advised they want to continue using the stormwater for irrigation. In the proposed options, Railway and Callaghan Park Dams will remain part of the stormwater system and stormwater can be used to irrigate the Public Open Spaces (POS). Following discussions with Council and DPE Water, it was agreed that Option 1 is the preferred option for the following reasons:

- It is more practical for Council to consolidate the treatment at the STP site rather than operate multiple treatment systems across the TRWS.
- For Option 1 the effluent discharged from the STP to the environment will be treated to a better quality than it is currently. For Option 2 the discharged STP effluent remains untreated. EPA advised that the Option 1 system is preferred.
- Option 1 utilises more of the existing transfer system compared to Option 2.

- For Option 1, any filter backwash associated with the effluent treatment system can be returned to the head of the STP. For Option 2, the filter backwash will have to be discharged to the sewer system. This will need to be managed as a trade waste and will put additional load on the sewer network.
- For Option 1, untreated effluent is no longer held in any of the storage dams, reducing the risk of exposure to the public. In Option 2, the O'Shannesys and Gardiner Street Dams are still used to store untreated effluent, and O'Shannesys Dam can overflow to the environment.

Council have advised they do not currently pay LBL fees as the STP discharges less than 219 ML/year to the environment. If the proposed upgrade option is adopted, the effluent volume discharged from the STP will be lower than at present because Council will be able to irrigate the open spaces only using effluent should they choose and allow the stormwater ponds to overflow to the Trigalong Creek. The estimated NPV for the 30-year planning period with a 7% discount rate is provided in Table 10-1.

**Table 10-1: Net present value cost estimate at 7% discount rate for TRWS Option 1**

Item description	Amount (\$'000)
Total capital cost (incl. contingencies)	5,321
Total operation and maintenance costs	469
Net present value (30 years at 7%)	5,768

## 10.2 Performance of On-site Sewage Management Systems (OSMS)

This options assessment details the evaluation of options for sewage collection and transfer and providing sewage treatment to the currently unserved villages of Arah Park and Springdale. Three options have been investigated for addressing the issues in the unserved communities:

**Option 1:** Improving the performance of existing on-site systems under Section 68 Part F of the Local Government

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

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

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

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

In this Option, septic tank systems are replaced with Aerated Wastewater Treatment Systems (AWTS). AWTS minimise the risk to public health by aeration and disinfection (by UV or chlorination) of the effluent, thereby reducing pathogen numbers. Effluent from an AWTS can be used to irrigate lawns, providing more area for effluent disposal compared to an absorption trench.

**Table 10-2: Advantages and disadvantages of improved OSMS**

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

### Option 2 – Develop reticulated sewerage system

A town sewerage system will be constructed for the unserved villages of Ariah Park and Springdale. There are different sewage collection and transfer system, sewage treatment process and effluent management options. For this option, four sewage collection and transfer sub-options, and three sewage treatment process and effluent management sub-options are considered.

The following sewage collection and transfer sub-options were considered:

**Sub-option 1** – Conventional gravity sewer system,

**Sub-option 2** – Pressure sewer system,

**Sub-option 3** – Vacuum sewer system, and

**Sub-option 4** – Septic tank effluent pumping (STEP) system.

**Table 10-3: Comparison of sewage collection and transfer sub-options**

Sub-option	Conditions	Advantages	Disadvantages
1. Modified gravity sewer system	Requires set pipe gradients so that self-cleansing velocity (typically minimum 0.6 m/s) is achieved to convey sewage effectively	High reliability Transfers raw sewage Operation and maintenance is the responsibility of Council and not householders	<ul style="list-style-type: none"> <li>Can be costly to implement</li> <li>May require deep trenches</li> <li>May require more pumping stations and lift pumps</li> <li>Potential for stormwater infiltration</li> </ul>
2. Pressure sewer system	Requires a grinder pump to be able to pump raw sewage into the system	System can handle difficult and variable terrain Transfers raw sewage Shallow construction and smaller diameter pipes No infiltration to system	<ul style="list-style-type: none"> <li>Mechanical and electrical components require maintenance and have an operating cost</li> <li>Many pumps need to be maintained throughout the system</li> <li>Possible exfiltration due to pressure</li> </ul>
3. Vacuum sewer system	Requires a specialised valve for each holding tank and a vacuum	Shallow construction and smaller diameter pipes Centralised power utilisation Transfers raw sewage	<ul style="list-style-type: none"> <li>Regular maintenance of valves and vacuum pumps are required</li> <li>Limited lift due to vacuum limitations</li> </ul>



Sub-option	Conditions	Advantages	Disadvantages
	pump to maintain negative pressure	Requires only one vacuum pump for the entire system No exfiltration from system	<ul style="list-style-type: none"> <li>Less tolerance to flows exceeding design values</li> <li>Possible infiltration due to negative pressure</li> </ul>
4. STEP sewer system	Requires onsite storage for solids. The STEP system also requires individual pumps for each tank	Economic option for existing onsite septic tanks Reduced construction costs due to smaller diameter pipes and shallower trenches Simpler treatment process.	<ul style="list-style-type: none"> <li>Does not handle solids</li> <li>STEP system requires pumps</li> <li>Odour and septicity problems can be more severe than in a conventional sewerage system</li> <li>Relies on individual property owners maintaining the septic tanks</li> </ul>

The following sewage treatment and effluent management options were considered:

**Sub-option A** – Oxidation pond system with effluent disposal by evaporation,

**Sub-option B** – Oxidation pond system with effluent reuse for agricultural irrigation, and,

**Sub-option C** – Activated sludge system with effluent reuse for irrigation of public open spaces, or discharge to the environment

**Table 10-4: Comparison of sewage treatment and effluent management sub-options**

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

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





**11. IWCM Scenarios**

Table 11-1 shows the bundled scenarios segregated for convenience into sewerage schemes. The issues that are being addressed by each option are also listed.

Table 11-1: Shire Wide IWCM Scenarios – infrastructure needs and staging

Target for compliance	Issue	Option	Scenario 1	Scenario 2	Scenario 3
<b>STP issues</b>					
STP capacity – insufficient oxygen requirements in aerated lagoon	The treatment capacity of the aerated lagoon is limited by the aeration system. With three aerators in operation, there is insufficient aeration to meet the oxygen demand in the aerated lagoons. Four aerators in operation is required to meet the oxygen demand.	Provide new standby jet aerator	✓ 2023	✓ 2023	✓ 2023
<b>Effluent reuse issues</b>					
Effluent quality requirements for end use on public open spaces	Current treatment barriers at the STP do not achieve target pathogen LRVs for effluent use on public open spaces. Non-treatment barriers are not practical to enforce. Potential risk of exposure to public when mix of effluent and stormwater from Railway and Callaghan Park Dams flow through unsecured open channels through the town on its way to Lake Centenary. Open storage dams result in re-contamination of effluent.	Provide treatment and storage of effluent at the STP before distribution to the irrigation sites	✓ 2023	✓ 2023	✓ 2023

Public Works NSW GOVERNMENT		Temora Council			
Public Works Advisory		Integrated Water Cycle Management Strategy			
Target for compliance	Issue	Option	Scenario 1	Scenario 2	Scenario 3
<b>Unserved areas</b>					
Public health risks from on-site sewage management systems	Ariah Park – most dwellings have small lot sizes, which could potentially create a public health risk via human contact.	Improved OSSMS performance	✓ 2024	-	-
		Vacuum sewer system with oxidation ponds, maturation ponds and opportunistic reuse	-	✓ 2027	-
		Pressure sewer system with oxidation ponds, maturation ponds and opportunistic reuse	-	-	✓ 2027
	Springdale – most dwellings have small lot sizes with poorly drained soils, which could potentially create a public health risk via human contact. The Gundibindyal Creek runs through the town with several lots being less than 100 m from the creek.	Improved OSSMS performance	✓ 2024	-	-
		Gravity sewer system with oxidation ponds, maturation ponds and opportunistic reuse	-	✓ 2030	-
		Septic tank effluent pumping sewer system with oxidation ponds, maturation ponds and opportunistic reuse	-	-	✓ 2030

### 11.1 Present Value Analysis of IWCM Scenarios

Table 11-2 presents the summary of the estimated total cost of capital outlay and the present value of the capital, and the operating and maintenance (O&M) cost estimates over the 30 years in each IWCM Scenario based on 2021-22 dollars. The detail net present value cost estimate for the four scenarios is provided in Appendix B.

**Table 11-2: Summary of capital and present value costs for the IWCM Scenarios**

Scenario	Total Capital Cost over 30 years (\$'000)	Present Value of capital cost \$K @7%	Total present value \$K @7%
Scenario 1	6,179	5,358	5,827
Scenario 2	15,384	11,546	13,164
Scenario 3	15,475	11,755	14,306

A present value analysis of each scenario at annual real discount rates of 4%, 7% and 10% has been undertaken in accordance with Topic 11 of the IWCM Check List. Results for the 7% discount rate have been presented.

### 11.2 Typical Residential Bill (TRB) Analysis of IWCM Scenarios

As part of the assessment of IWCM scenarios, approximate annual Typical Residential Bills (TRBs) for the Council's sewerage services have been estimated by developing a sewer fund financial model. The financial model was developed using DPE Water's FINMOD 4 financial modelling software. The financial model has been developed with reference to the historic input details based on Council's 2019-20 and 2020-21 sewer income and financial position statements submitted as part of the financial data returns to the Office of Local Government (OLG). Approximate TRBs forecast by the model are expected to be within about 10% of the final TRBs that will be calculated in the Financial Plan for the adopted IWCM Strategy. All the input and forecast financial data are in 2021-22\$.

The financial model for IWCM scenarios has been built upon the base line scenario which corresponds to the Council's 'business-as-usual' 30-year sewerage asset renewal plan. The estimated capital costs of the IWCM initiatives for each of the scenarios have then been incorporated to the baseline capital works program for the purpose of analysis. The 30-year sewerage capital works for the IWCM scenarios and the 'baseline' scenario are compared in Figure 11-1. The operation, maintenance and administration (OMA) cost estimates for each scenario including additional expenses for IWCM initiatives and the recommended management are compared in Figure 11-2.

The financial model does not consider any grant or subsidy for the new Temora STP Reuse upgrade capital works recommended in the IWCM scenarios or for the sewerage scheme options for Aria Park and Springdale.

Council's sewerage TRB for 2021-22 and 2022-23 is \$524 p.a. (in 2021/22\$) and the forecast TRBs for each of the IWCM scenarios are compared in Figure 11-3.

At the forecast levels of TRB, since no government grant/subsidy will be available for the STP upgrade options of the IWCM scenarios, new loans will be required to fund the recommended capital works as shown in Figure 11-4.

The financial modelling forecasts presented in this section are intended as a means for comparing the IWCM scenarios to support the selection of a preferred scenario. Details of further financial modelling has been carried out after selection of preferred scenario and required adjustments made in keeping with Council's internal financial planning processes are described in detail in Section 14.

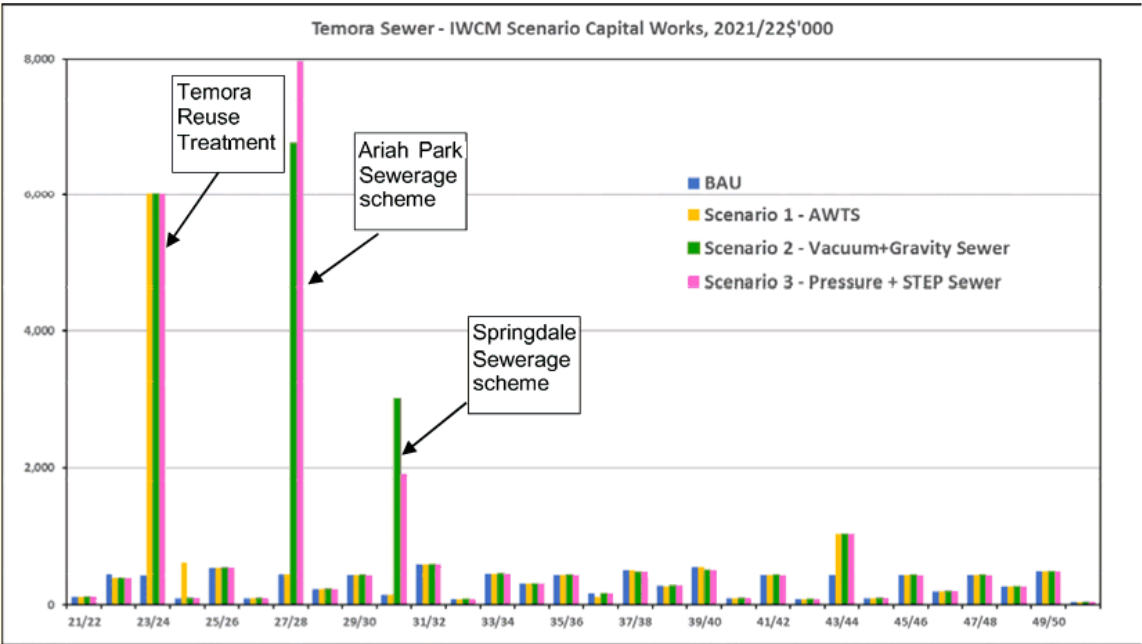


Figure 11-1: Comparison of 30-year Capital Works Programs

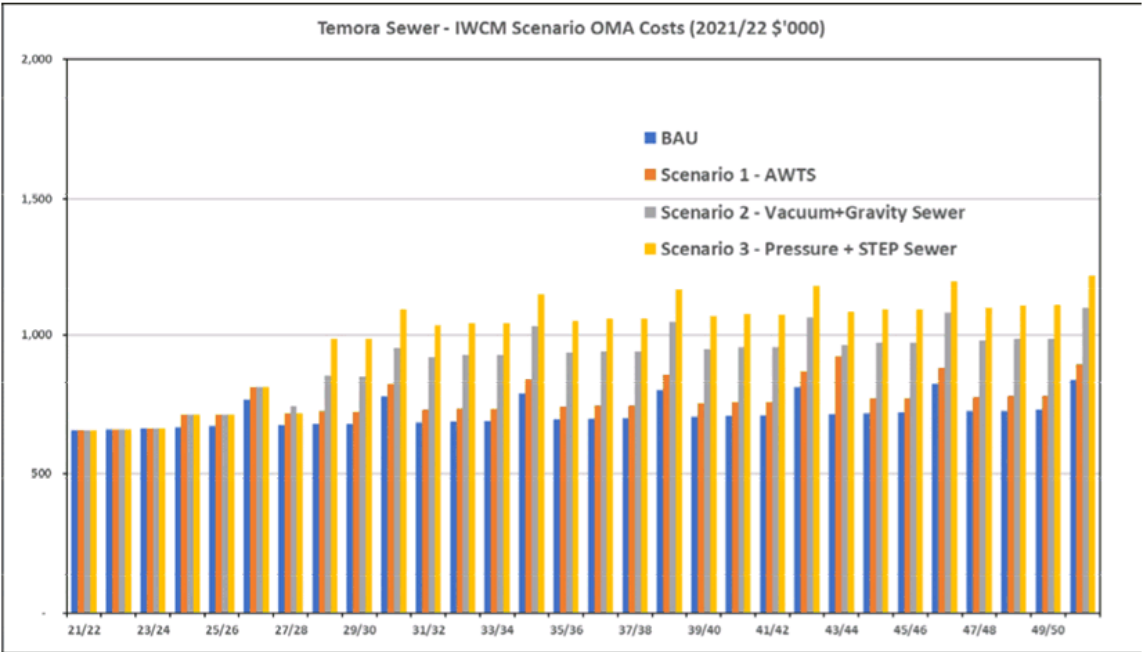


Figure 11-2: Comparison of 30-year OMA Costs



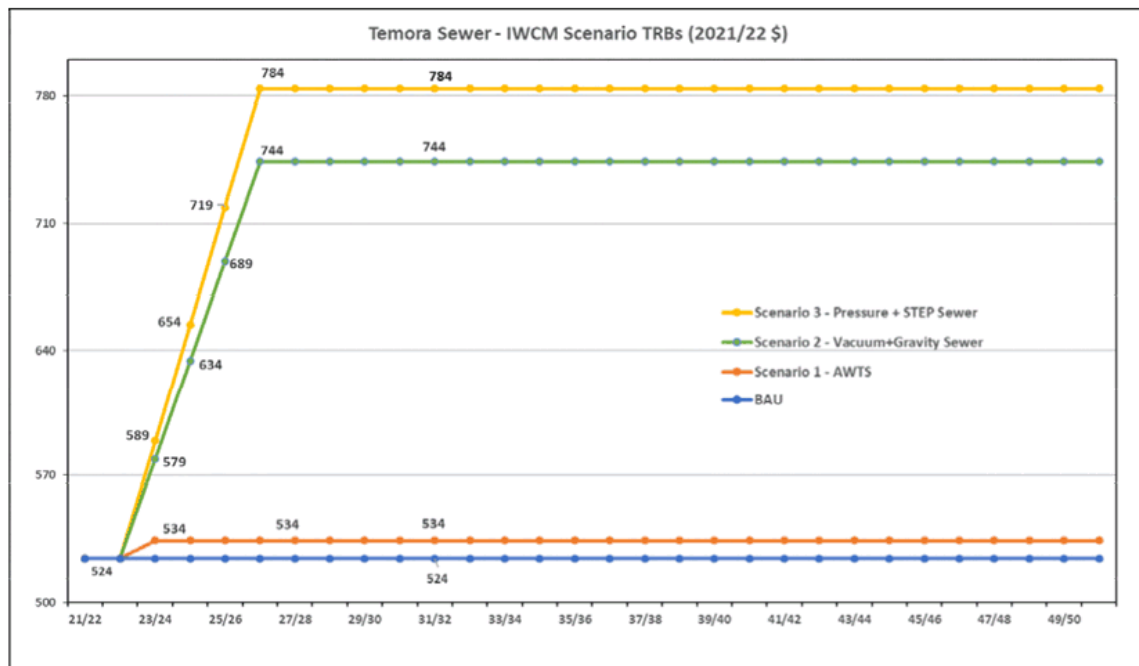


Figure 11-3: Comparison of TRB Forecasts for IWCM Scenarios

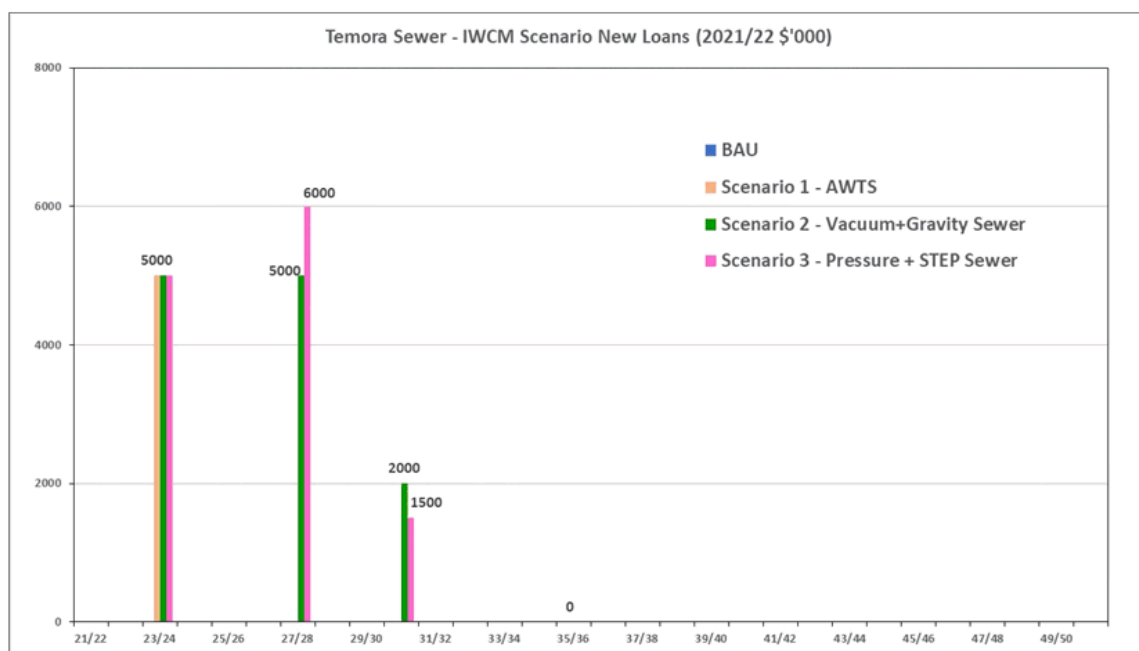


Figure 11-4: Comparison of New Loans for IWCM Scenarios

### 11.3 Triple Bottom Line Assessment of Scenarios

A total of seven environmental and social targets have been used to score the IWCM Scenarios as to how they address the IWCM Issues. The targets were based on selected social and environmental objectives. Suitable weightings were assigned to the targets. The targets and their objectives are shown in Table 11-3.

**Table 11-3: Social and Environmental Performance Targets and Objectives**

TBL Category	Environmental	Objective	Key performance targets	Weighting
		Sustainably manage water resources for economic opportunities	Increase in reuse / recycling of wastewater	0.3
		Protect and manage the region's many environmental assets	Maintain and enhance the health of waterways.	0.3
			Reduce impact on environment due to construction	0.2
		Promote the diversification of energy supplies through renewable energy generation	Reduction in energy consumption	0.2
		<b>Total weighted environmental score</b>		<b>1.0</b>
	Social	Provision of sports facility that are well maintained, planned and meet the expectations of the community	Number of sports facilities irrigates with recycled water	0.3
		Deliver healthy built environments and improved urban design	Towns and villages sewered	0.3
		Ensure that costs of providing infrastructure are managed to prevent such costs forming an unreasonable barrier for future development.	Typical residential bill	0.4
		<b>Total weighted social score</b>		<b>1.0</b>

The environmental and social scoring for all the scenarios is provided in Appendix C. The outcome of the environmental and social scoring for each IWCM Scenario across the targets is shown in Table 11-4.

**Table 11-4: Summary of Triple bottom line score for IWCM Scenarios**

Scenario	Environmental Score	Social Score	Environmental and Social Score(ESS)
Scenario 1	4.1	3.4	7.5
Scenario 2	3.9	3.8	7.7
Scenario 3	3.9	3.8	7.7

Table 11-5 presents the ranking of the IWCM Scenarios following the DPE Water ranking methodology.

**Table 11-5: IWCM Scoring Ranking**

Scenario	Total present value for sewer (\$M)	ESS	ESS/NPV	Rank
Scenario 1	5.8	7.5	1.29	<b>1</b>
Scenario 2	13.2	7.7	0.58	<b>2</b>
Scenario 3	14.3	7.7	0.54	<b>3</b>

Council have advised that Scenario 1 be considered as the preferred Scenario for development of the draft Strategy.

## 12. The recommended scenario

The works that are included in the recommended Scenario 1 and the timeframe for their implementation, are presented below.

### 12.1 Short-term works

These are the works identified to be required in the next 5 to 10 years and are presented in Table 12-1.

**Table 12-1: Short-term works (5 to 10 years) for recommended scenario**

Issue	Identified work	Year
<b>STP Issues</b> – Insufficient oxygen requirements in aerated lagoon	Increase the treatment capacity of the aerated lagoon <ul style="list-style-type: none"> <li>• Provide new standby jet aerator</li> </ul>	2023
<b>Effluent reuse issues</b> -Treatment and non-treatment barriers at Temora Recycled Water Scheme	Implement actions to prevent the re-contamination of effluent and aim to improve the effluent quality so that it complies with the Australian Guidelines for Water Recycling. <ul style="list-style-type: none"> <li>• Provide treatment and storage of effluent at the STP before distribution to the irrigation sites.</li> </ul>	2023
<b>Ariah Park</b> Public health risks from on- site sewage management systems	Eliminate public health risk (via human contact) due to small lot sizes that house the on – site sewage management system. <ul style="list-style-type: none"> <li>• Improve the OSSMS performance in accordance with Section 68 of the Local Government Act.</li> </ul>	2024
<b>Springdale</b> Public health risks from on- site sewage management systems	Eliminate public health risk (via human contact) due to small lot sizes that house the on – site sewage management system. <ul style="list-style-type: none"> <li>• Improve the OSSMS performance in accordance with Section 68 of the Local Government Act.</li> </ul>	2024

### 13. Total Asset management Plan

Total asset management plan (TAMP) provides the details of proposed capital works and recurrent operations, maintenance, and management (OMA) expenditure over a 30-year planning horizon and is essential for managing infrastructure assets to meet the levels of service in the most cost-effective manner for the present as well as the future customers.

TAMP provides vital inputs for Council to develop their long-term funding strategies by linking to a long-term financial plan which identifies funds required to implement capital and recurrent expenditure at affordable levels of customer charges.

#### 13.1 Capital Works

The recommended IWCM strategy enables Council to develop a schedule of capital works into the future to satisfy the forecast service demands in terms of growth, improved levels of service and renewal and replacement of existing assets.

Growth works	Works required to increase the capacity of facilities, to service new release areas, subdivisions, etc.
Improved level of service works – Improved Level of Service (ILOS), including backlog works	Works to provide better public health and environmental standards, better service, higher reliability, or an extension of services to currently unserved existing development. Works in this category may be eligible for Government grants.
Asset renewal	Renewal and replacement of existing assets which have aged and reached the end of their effective economic service life

The recommended IWCM strategy develops the growth and ILOS capital works over the planning horizon based on the preferred options to address the identified IWCM issues. Additionally, anticipating the need and timing for asset renewal and replacement is critically important to ensure that funding is available to carry out the identified works in a timely manner.

##### 13.1.1 Asset Renewal

Identification of the timing and costs of renewal work requirements for sewerage assets has been undertaken adopting the following methodology in line with the IPWEA Practice Note 7, V3, 2016:

- Collation of the water and sewer assets/ facilities and components recorded for each of the asset/facility from the Council's asset database/ asset registers. Council has been using a spreadsheet-based asset register to maintain and manage the records of sewerage assets.
- Labelling of components of assets with different useful lives as civil, mechanical, electrical and telemetry/instrumentation components. This is in line with the Australian Accounting Standards (AAS 16 and AASB116) that require assets comprised of significant parts with different useful lives to be depreciated separately (referred to as "componentisation") to enable a meaningful and accurate timing and costs of future renewals.
- Updating of the current replacement costs of the assets/ components based on the latest revaluation records to the 2021-22 financial year using the relevant Construction Cost Index (CCI) prescribed by the NSW Reference Rates Manual – Valuation of water supply, sewerage, and stormwater assets (2020 update)
- Assessment of the condition of all the above-ground sewerage assets based on a visual inspection to assign a condition rating in accordance with the physical condition rating classification recommended by the NSW Office of Local Government, further refined in line with the IPWEA's Practice Note 7 (March 2016).



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- Estimation of 'condition adjusted' remaining useful lives as a % of adopted useful lives of components as listed in the asset registers. Where condition rating details of asset component levels are unavailable (underground assets), age based remaining useful lives has been considered.
- For the purpose of prioritisation of renewal timing, the estimated remaining useful lives have been further adjusted for 'criticality' of the assets/ facilities in consideration of the consequence of asset failure. The assets/ facilities with severe consequences of failure as identified by the Council have been assigned higher criticality and have been prioritised for earlier renewal to avoid probable major failures to service provision
- Following the adjustment to the remaining useful life in consideration of criticality, the scheme/ facility-wise timing and cost (in terms of current replacement cost - CRC) for asset renewal for the first 30-years starting 2020/21 has been collated.
- The collated 30-year asset renewal works have been further reviewed to align with the Council adopted 10-year capital budget, and to disaggregate the lumped-up renewal requirements with a view to spread-out and moderate the capital funding requirements.

The details of asset condition and criticality rating classifications and the ratings assigned to Council's above-ground sewerage assets are provided in Table 7-1.

The renewal works schedule including assets with the end of remaining useful lives falling within the IWCM planning horizon, have been included in the 30-year sewerage capital works program of the preferred scenario (IWCM Scenario 1). Details of 30-year sewerage capital works program is shown in Table 13-1 and summarised in Table 13-2 and Figure 13-1.

#### 13.1.2 Recurrent Costs

Administration/ Management costs	Reflects true overheads associated with providing a service. Any cross subsidies with the General Fund should be eliminated or explicitly disclosed in the Annual Accounts.
Operations and Maintenance (O&M) costs	It is assumed that the current level of costs shown in the Financial Statements reflects a realistic level of expenditure for the current schemes. The projections assume costs increase in proportion to growth.
Model cost overrides	Additional costs are included where specific activities have been identified for future years. This includes new initiatives, plus additional costs associated with new capital works identified as part of the adopted IWCM scenario.

Details of overrides include additional recurrent expenditure and are as follows:

- Administration – as estimated and adopted by Council.
- Engineering and supervision – as estimated and adopted by Council.
- Operation and maintenance expenses – as estimated and adopted by the Council. Additional OM costs for the Temora STP upgrade for reuse (average \$41 K/year from 2025) identified in the preferred IWCM scenario has been included.
- Energy costs – as estimated and adopted by Council.
- Chemical costs – as estimated and adopted by Council.
- Other expenses – as estimated by Council.
- Other revenue, grants, and contributions – as estimated by Council.

Summary of 30-year OMA cost forecasts for sewerage services are presented in **Figure 13-2** and Table 13-3.

**Table 13-1: 30-Year Sewerage Capital Works Schedule – Preferred Scenario**

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## Integrated Water Cycle Management Strategy

Table 13-2: Summary of 30-Year Capital Works Program – Sewerage

2021/22 (\$'000)	Growth and Minor Works	Improved Levels of Service	Asset Renewals	Total Capital Works	Expected Subsidy	Cost to Council
2021/22	80	0	40	120	0	120
2022/23	0	310	90	400	0	400
2023/24	0	5,628	380	6,008	5,065	943
2024/25	0	0	90	90	0	90
2025/26	0	0	540	540	0	540
2026/27	0	0	90	90	0	90
2027/28	0	0	444	444	0	444
2028/29	0	140	90	230	0	230
2029/30	0	0	440	440	0	440
2030/31	0	0	148	148	0	148
2031/32	0	0	596	596	0	596
2032/33	0	0	90	90	0	90
2033/34	0	0	456	456	0	456
2034/35	0	0	317	317	0	317
2035/36	0	0	440	440	0	440
2036/37	0	0	119	119	0	119
2037/38	0	0	514	514	0	514
2038/39	0	0	275	275	0	275
2039/40	0	0	554	554	0	554
2040/41	0	0	90	90	0	90
2041/42	0	0	440	440	0	440
2042/43	0	0	90	90	0	90
2043/44	0	601	440	1,041	0	1,041
2044/45	0	0	90	90	0	90
2045/46	0	0	440	440	0	440
2046/47	0	0	196	196	0	196
2047/48	0	0	440	440	0	440
2048/49	0	0	275	275	0	275
2049/50	0	0	493	493	0	493
2050/51	0	0	40	40	0	40
<b>Total</b>	<b>80</b>	<b>6,679</b>	<b>8,747</b>	<b>15,506</b>	<b>5,065</b>	<b>10,441</b>



Public Works  
Advisory

Temora Council

### Integrated Water Cycle Management Strategy

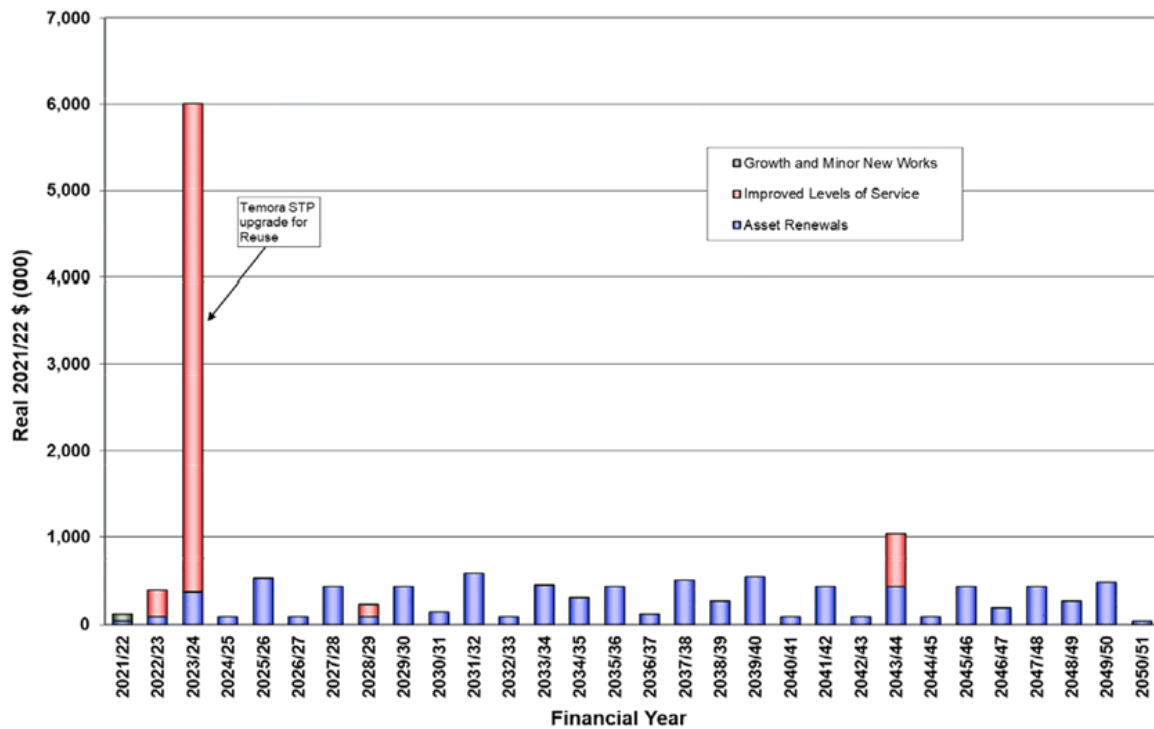


Figure 13-1: 30-year Capital Works Summary (\$'000)

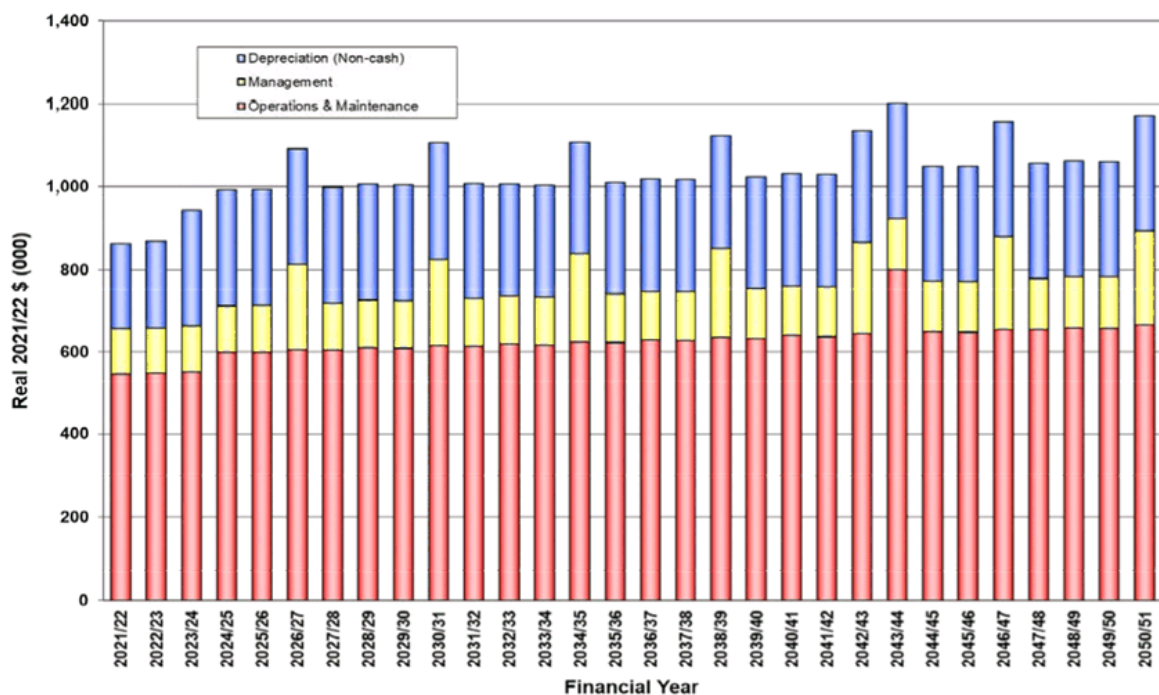


Figure 13-2: 30-year Recurrent O&M Expenditure Summary (\$'000)

Table 13-3: Summary of 30-Year Recurrent O&amp;M Expenditure (\$'000)

2021/22 (\$'000)	Management	Operations & Maintenance	Depreciation (Non-cash)
2021/22	111	545	207
2022/23	112	547	211
2023/24	112	551	281
2024/25	113	599	280
2025/26	114	599	280
2026/27	208	605	279
2027/28	115	603	279
2028/29	116	609	280
2029/30	116	608	280
2030/31	212	614	279
2031/32	117	613	277
2032/33	118	619	269
2033/34	118	616	268
2034/35	215	624	269
2035/36	119	622	270
2036/37	119	629	270
2037/38	120	627	270
2038/39	219	634	270
2039/40	121	632	270
2040/41	121	639	270
2041/42	122	637	270
2042/43	222	644	270
2043/44	123	801	278
2044/45	123	649	278
2045/46	124	647	278
2046/47	226	654	278
2047/48	125	653	278
2048/49	125	659	278
2049/50	126	657	278
2050/51	230	664	278



## 14. Financial Plan

### 14.1 Overview

This section presents the details of long-term financial plans for sewerage services for preferred IWCM scenario (scenario 1). The overall goal of financial planning is to determine the lowest, sustainable price path for the sewerage services on which to base Council's tariff structure. The details of assumptions, input data and output financial projections for the adopted IWCM capital works and growth are presented in this plan. The plan also presents the sensitivity of financial projections to possible changes in key model variables.

### 14.2 Financial Modelling Methodology

FINMOD 4.0, the software developed by the Department of Primary Industries Water was used to develop the sewer fund financial model. The financial model have been developed for a 30-year planning horizon.

A stable level of annual residential charges for sewerage services has been achieved using Finmod by optimising the long-term funding strategy in meeting the demands of the capital works programme and day-to-day operations, while ensuring a minimum level of cash liquidity. Also, for a particular Level of Service (LOS), FINMOD enables an examination of a range of funding options to determine the best mix of borrowing and internal funding.

The financial model balances the forecast income and expenditure for each service delivery option over the projected modelling period.

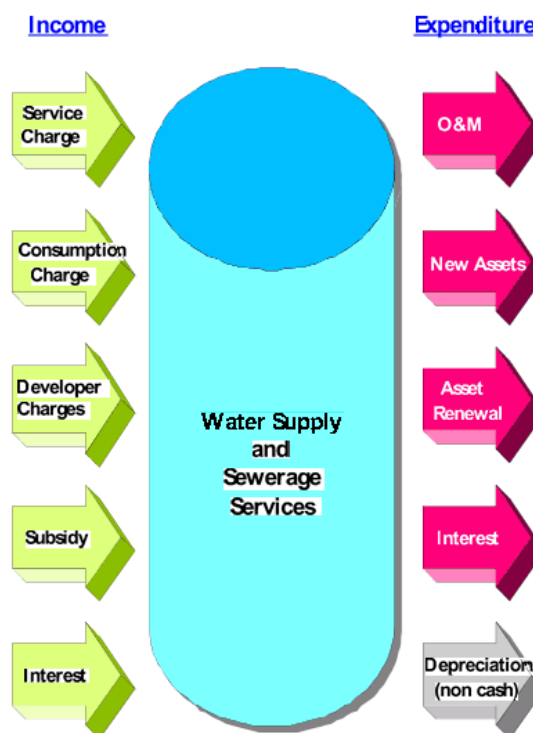
Figure 14-1 illustrates the main elements which affect the financial modelling.

The goals of the financial modelling task are to:

- optimise the long-term funding strategy
- meet the demands of the capital works programme and other life cycle costs of the system assets
- ensure a minimum level of cash liquidity; and
- provide a forecast of the average residential annual charges over the long- term.

The long-term financial plans demonstrate the sustainability of future actions and also demonstrate the sensitivity of model outcomes to some of the key assumptions made.

Funding is usually achieved from a mix of borrowing and direct revenue and can also be offset by receiving Government grants and subsidies where available.



**Figure 14-1 – Elements of Financial Modelling**

Renewal programs would usually be funded from revenue, and some cash would be accumulated in anticipation of major projects, in order to reduce the need for borrowing. The Department of Planning, Industry and Environment (DPE) Water encourages the use of long-term loans because they support

the idea of intergenerational equity, and thereby reduce the requirement of raising funds from existing customers in the short term.

If the resulting annual charges are considered unacceptable or unaffordable, some input variables, such as levels of service, can be adjusted to arrive at a satisfactory projection of annual charges. For example, to reduce the level of annual charges, Council may delay some of the capital works, may increase developer charges, or may take long-term or structured loans. Council's charging and pricing policies will also take into account corporate policies, approach to risk and the acceptability of charges to the community. Some of these risks are evident from the sensitivities presented in this plan.

While the preferred model reflects the expected performance of the systems, it does not give any indication of the sensitivity of the proposed solutions should the basic assumptions used prove significantly different in practice.

For that reason, a sensitivity analysis is carried out if it is perceived that a variable may change significantly in the future. The value of a sensitivity analysis is that it shows:

- The sensitivity of the results to assumptions (uncontrollable variables); and
- The impact of changing controllable variables.

The DPE Water Guidelines suggest that several sensitivities should be carried out to test the robustness of the plan. With regards to controllable variables, such as type of loan structure, and level of developer charges, the model enables Council to make decisions to establish the most appropriate management policies.

With uncontrollable variables, Council is at the mercy of change. The downside risk of increased interest rates, or lower than forecast growth rates, or rise in energy costs, may be significant.

Council's charging and pricing policies will also take into account corporate policies, approach to risk and the acceptability of charges to the community. Some of these risks are evident from the sensitivities presented in this section.

### **On-going Review**

Over time, changes in model variables can have a significant impact on the model's accuracy, and this has implications for forward planning. It is recommended that the financial model be reviewed annually, and the financial planning be revisited regularly, preferably on a 3-yearly basis. If Council has an active capital works programme that requires grant or subsidy, annual updates are recommended by DPE Water.

### **14.3 Financial Model Inputs**

A summary of major variables and assumptions that have been used in the development of the base case of the sewer fund financial model is presented in Table 14-1 and detailed in Appendix D.

The model assumptions are based on a representative view of the impact of a number of factors. They have been grouped into five main policy areas and are discussed below:

1. Charges
2. Revenues and Expenditures
3. Service Provision
4. Funding Capital Works
5. Performance Measures

**Table 14-1: Key Input Parameters – Sewer Fund Financial Model**

Data Type	Input Data/ Assumption
Historical Data	Temora Council sewer fund income statements and financial position statements from the Financial Data Return for 2019-20 and 2020-21.
Financial Data	Average annual long-term inflation rate: 2.5% p.a. Annual Investment Interest Rate: 5.5% p.a. (default) – 3.0% p.a. adopted Annual Borrowing Interest Rate: 6.5% p.a. (default) – 4.5% p.a. adopted
Demographic Base Data (2020-21)	No. of Residential Assessments: 2,240 (116 vacant/unoccupied) No. of Non-Residential Assessments: 295 (50 vacant/unoccupied) Pensioner Assessments: 478 (25.58%) Assessment Growth Rate – As forecast for IWCM strategy development At the adopted levels of growth rate, an average 16 new customers per year across the Council's service areas have been estimated to be connecting to sewerage services for the first 5 years of forecast period. Thereafter, the forecast no. of new customers connecting to the sewerage services will be 10 per year.
Opening Balances (as of June 2021)	Outstanding Loan: Nil Total Cash and Investments: \$ 2.37 Million Minimum cash and investment (for modelling): \$1.0 Million Term of new loans: 20 years
Revenue Splits	From 2021/22 onwards – 80.6%: 19.4% (Residential: Non-residential)
Current Charges (2021-22)	Residential: Availability Charge (Vacant): \$524 p.a. Availability Charge (Occupied): \$524 p.a.
	Sec.64 Developer Charges for Sewerage: Nil

\* - For larger than 20 mm meter size non-residential water connections, the annual sewerage access charges increase by the square of the proportion of larger meter sizes to 20 mm.

### 14.3.1 Charges

#### Charging Structure

The projection of typical residential bills (TRBs) for sewerage are made in real (2021-22) dollars and, where feasible, a stable price path in real terms is maintained to demonstrate the lowest long-term price path that can be achieved based on assumptions made. The forecast TRBs should be increased in line with the CPI (consumer price index) on an annual basis.

Typical residential bills calculated by the financial model will be higher than the average bills because the model considers account revenue losses due to vacant and/or unoccupied tenements and pensioner rebates. Council can use this information in fixing its service pricing tariffs. The tariff structure is to be reviewed at least every 5 years and indexed in the interim.

#### Developer Charges

Currently, Council is not levying Sec.64 developer charges for the new developments. The model forecasts are based on the assumption that Council will be continuing not to levy developer charges during the forecast period.



**Cash and Investments**

Minimum cash levels of \$1 Million for the sewer fund have been considered, as required by the Council.

**14.3.2 Revenues and Expenditures****Inflation**

Average long-term inflation rate of 2.5% p.a. for general and capital works financial activities has been adopted for financial model.

**Interest Rates**

The interest rates adopted in this analysis are 4.50% p.a. for all new borrowing from 2021-22 onwards and 3.0% p.a. for all investments.

**Capital Works**

The capital work expenses form a significant component of the inputs. The capital works program adopted for financial modelling includes all the capital works for the preferred IWCM Scenario (scenario 1) as incorporated in the 30-year Total Asset Management Plan (refer to Section 13.1).

**Recurrent Costs**

The financial model considers a number of ongoing recurrent costs from historic input details. By default, the model increases historical operation and maintenance expenses pro-rata assessment growth. This has been overridden where Council has provided revised estimates, for example, where the IWCM action plan requires new initiatives or where new works require additional operating resources as described in Section 13.1.2.

**14.3.3 Service Provision****Growth Projections**

The assessment growth forecast for the IWCM strategy development has been used for the financial forecasts. At the adopted levels of growth rate, an average 16 new customers per year across the Council's service areas have been estimated to be connecting to sewerage services during the first 5-year period. Thereafter, the customer numbers decreases to 10 per year for the remainder of the forecast period.

In line with Council's adopted development policy, the growth has been assumed to occur mainly in Temora.

**Expected life of assets**

The default average life of the system assets is based on the weighted average of long-lived structures and shorter-lived mechanical plant. These average lives are currently estimated by Council as 80 years.

Depreciation is a non-cash expense, which is dependent upon asset lives. The age of assets directly affects the level of future asset renewal works, which are part of the capital works program.

**14.3.4 Funding Capital Works**

Some, or all, capital works can be funded directly from accumulated cash reserves. To overcome intergenerational equity issues, it is considered to be general practice to fully fund renewal programs out of internally generated cash (where practicable) and to borrow against new capital acquisitions.

Funds which are surplus to requirements can be used to further reduce or eliminate borrowing requirements, and to reduce interest payments.

Loans are taken out as required to maintain the adopted minimum cash levels for the water and sewer funds.

Revenue – Typical Residential Bills are maintained at constant level in real terms, unless where an increase is required for long-term financial viability.

#### **Subsidies/Grants for Capital Works**

Financial assistance in the form of grants for capital works may be received under various funding programs by the State and Federal Governments such as the Restart NSW or the National Stronger Regions Fund (NSRF). The Program's guidelines, published by the Department of Planning and Environment and Infrastructure NSW and Commonwealth Department of Infrastructure and Regional Development, define the extent of the available grants/ subsidies.

The financial model for the sewer fund has considered availability of 90% Government grant or subsidy under the Safe and Secure Water Program for the Temora STP upgrade for reuse.

#### **14.3.5 Performance Measures**

Council will be reviewing performance of the sewer fund as required under the strategic planning processes of the Regulatory and Assurance Framework for Local Water Utilities, July 2022.

#### **14.4 Assumptions and Limitations of the Model**

The projections of the financial models are mainly based on the previous two years historical financial records. Allowance is made for new initiatives, future rate forecasts, and maintenance of sustainable Levels of Service (LOS) as identified and adopted by Council.

The Total Asset Management Plan (refer to Section 9) shows the long-term capital, operational and maintenance expenditures used in the models for projecting the financial position over the next 30 years. Models will require updating as more accurate expenditure schedules become available.

The net operating results in the financial projections should be seen in light of the fact that the depreciation shown in the operating statement is not a cash item. The financial model manages the cash flow and keeps a running tally of the cumulative depreciation so that Council can appreciate the potential future liability for maintaining the value in the system and the LOS. By planning ahead and making optimum use of existing assets, a more cost effective and efficient service should result.

Typical Residential Bills are used as the performance indicators representing overall revenue requirements from residential customers. This should not be confused with the pricing structure. Pricing, that is, the distribution of charges according to consumption or special customer groups, is the subject of a separate revenue planning exercise. Tariff structure for the services will need to take into account corporate policies, approach to risks such as lower than adopted growth rates, increase in interest rates, and the acceptability of charges to the community.

Financial model is not a substitute for normal budgeting, (i.e., short-term financial planning). The model assumes that all expenses and income occur at the beginning of the year and it is therefore not appropriate to track cash flow throughout the year. It is important, however, that the budgeting process is carried out within the framework of the long-term financial plan.



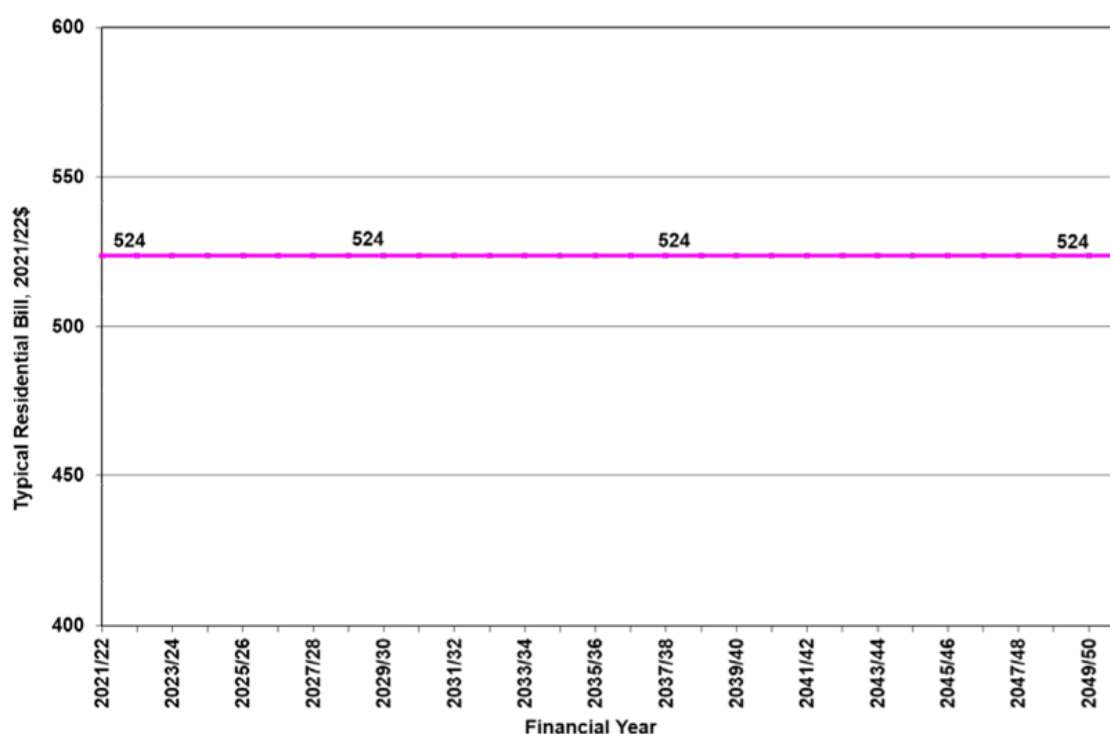
## 14.5 Financial Model Outcomes

### 14.5.1 Projected Financial Position

The first year of model projections is 2021-22 and CPI should be applied accordingly. All costs and revenues in the input data and the model outcomes are in 2021-22 dollars unless stated otherwise. The financial projections should be reviewed annually with respect to material changes to the proposed capital works program and/or changes to any of the underlying assumptions.

The preferred IWCM scenario of the sewer fund financial model has considered 90% government grant or subsidy for the Temora STP upgrade capital works during the forecast period. Accordingly, the TRB forecasts determined by the model for the next 30 years is presented in Figure 14-2.

Council has already published an increased level of TRB of \$550 p.a. for 2022-23 (equivalent to \$524 p.a. in 2021-22\$.). The model forecasts show that the sewerage TRB can be maintained at the currently adopted level of \$524 p.a. for the remaining forecast period.



**Figure 14-2: Typical Residential Bill for Sewerage**

The projected level of charges is sufficient to maintain liquidity with a Council required minimum of \$1.0 Million of cash and investments in the sewer fund over the forecast period.

There is no current outstanding borrowing for sewer fund as of 30 June 2021. The model forecast shows that with the adopted price path and the minimum cash and investment levels, no new loans will be required and all the planned capital works can be funded from internal revenue and cash reserves. The levels of cash and borrowing outstanding during the forecast period are presented in Figure 14-3.

Projected financial results for the sewer fund are presented in the table next page. Note that all the projected values are in (2020-21) dollars and will require indexing for CPI in future years. More detailed financial output statements are presented in Appendix E.

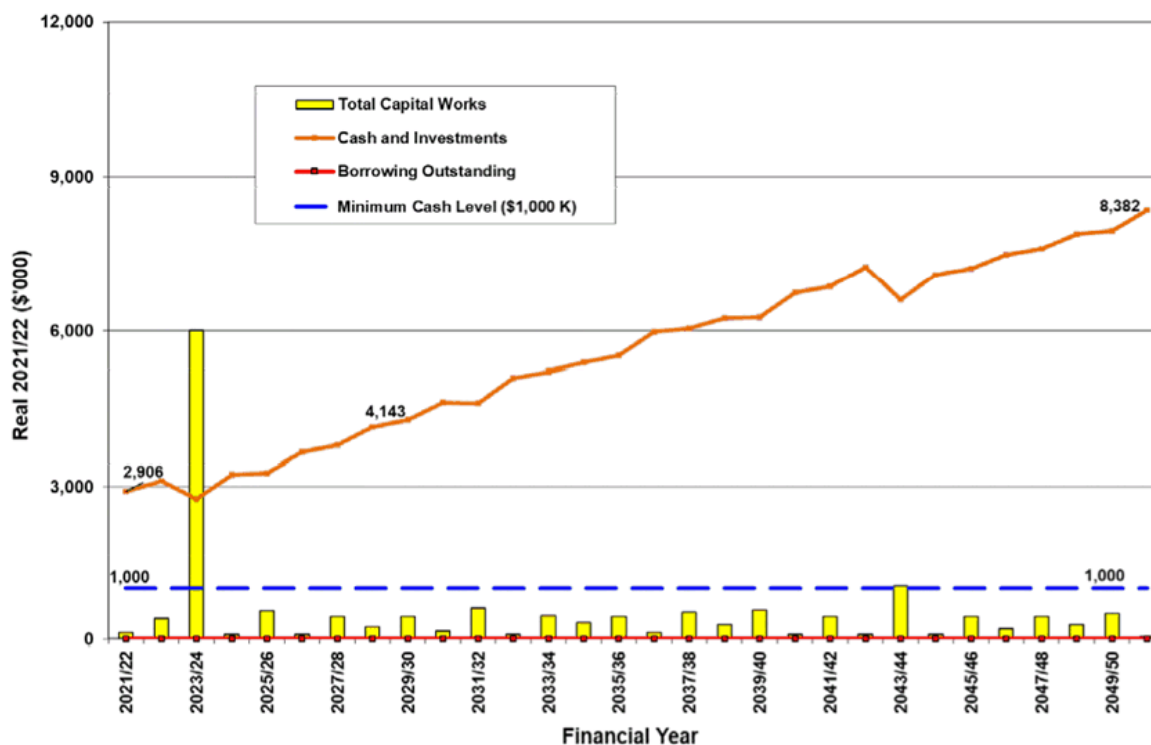


Figure 14-3: Cash &amp; Borrowing Projections for Sewerage

#### 14.5.2 Sensitivity of Financial Projections

Sensitivity of the sewer fund model forecasts were analysed for lower growth rates and the impact on the sewerage TRB forecasts as summarised in Table 14-2 and in Figure 14-4, Figure 14-5, and Figure 14-6.

Table 14-2: Sensitivity Analysis – Sewer Fund

Sensitivity	Values of Variables for Analysis	Effect on TRB compared to the Preferred Scenario
No government grant/ subsidy	No government grant/ subsidy for the Temora STP upgrade works (90% of the capital cost estimate)	The TRB needs to be increased by \$10 to \$534 p.a. in year in 2023-24 and to be maintained at that level for the remainder of the forecast period. Also, Temora STP upgrade work will need a \$5 Million loan that can be fully retired in 2042-43.
Lower than forecast assessment growth rate	0.0% p.a. instead of growth adopted for IWCM Strategy Development.	No impact on TRB.
Higher capital work costs	Estimated costs of capital works during the planning period increase by 25%	No impact on TRB.

Table 14-3: Projected Financial Results - Sewer Fund

2021/22 (\$'000)	Revenue and Expenses			Capital Transactions		Financial Position					System Assets			
Financial Year	Total Revenue	Total Expenses	Operating Result (Before Grants)	Acquisition of Assets	Principal Loan Payments	Cash and Investments	Borrowings	Total Assets	Total Liabilities	Net Assets Committed	Current Replacement Cost	Less: Accumulated Depreciation	Written Down Current Cost	Typical Residential Bills
2021/22	1,394	863	531	120	0	2,906	0	17,366	0	17,366	20,003	8,267	11,736	524
2022/23	1,415	870	544	400	0	3,108	0	17,773	0	17,773	20,313	8,377	11,937	524
2023/24	6,485	944	5,541	6,008	0	2,763	0	23,171	0	23,171	25,942	8,267	17,675	524
2024/25	1,429	993	436	90	0	3,239	0	23,473	0	23,473	25,941	8,446	17,496	524
2025/26	1,443	993	450	540	0	3,267	0	23,778	0	23,778	25,941	8,174	17,767	524
2026/27	1,453	1,092	361	90	0	3,661	0	23,992	0	23,992	25,941	8,353	17,588	524
2027/28	1,462	996	467	444	0	3,795	0	24,303	0	24,303	25,941	8,177	17,764	524
2028/29	1,473	1,005	468	230	0	4,143	0	24,611	0	24,611	26,081	8,357	17,724	524
2029/30	1,481	1,004	478	440	0	4,282	0	24,921	0	24,921	26,081	8,187	17,894	524
2030/31	1,492	1,106	386	148	0	4,616	0	25,136	0	25,136	26,081	8,308	17,772	524
2031/32	1,499	1,007	492	596	0	4,598	0	25,448	0	25,448	26,080	7,982	18,099	524
2032/33	1,511	1,006	505	90	0	5,091	0	25,774	0	25,774	26,081	8,160	17,920	524
2033/34	1,519	1,003	516	456	0	5,217	0	26,099	0	26,099	26,081	7,973	18,108	524
2034/35	1,526	1,108	418	317	0	5,380	0	26,322	0	26,322	26,081	7,925	18,156	524
2035/36	1,530	1,011	519	440	0	5,518	0	26,642	0	26,642	26,081	7,755	18,327	524
2036/37	1,544	1,018	526	119	0	5,981	0	26,965	0	26,965	26,081	7,906	18,175	524
2037/38	1,549	1,017	532	514	0	6,043	0	27,283	0	27,283	26,081	7,662	18,419	524
2038/39	1,554	1,123	430	275	0	6,241	0	27,498	0	27,498	26,081	7,657	18,424	524
2039/40	1,559	1,023	535	554	0	6,259	0	27,812	0	27,812	26,081	7,373	18,708	524
2040/41	1,571	1,030	540	90	0	6,746	0	28,131	0	28,131	26,081	7,553	18,528	524
2041/42	1,578	1,030	548	440	0	6,878	0	28,444	0	28,444	26,081	7,383	18,697	524
2042/43	1,586	1,137	449	90	0	7,258	0	28,655	0	28,655	26,080	7,563	18,517	524
2043/44	1,581	1,202	379	1,041	0	6,615	0	28,786	0	28,786	26,681	7,401	19,280	524
2044/45	1,589	1,050	539	90	0	7,098	0	29,093	0	29,093	26,681	7,589	19,092	524
2045/46	1,594	1,049	545	440	0	7,226	0	29,394	0	29,394	26,681	7,427	19,254	524
2046/47	1,600	1,158	442	196	0	7,491	0	29,589	0	29,589	26,681	7,510	19,171	524
2047/48	1,608	1,056	551	440	0	7,615	0	29,886	0	29,886	26,681	7,348	19,333	524
2048/49	1,615	1,062	553	275	0	7,902	0	30,182	0	30,182	26,681	7,351	19,330	524
2049/50	1,618	1,061	557	493	0	7,968	0	30,474	0	30,474	26,681	7,137	19,545	524
2050/51	1,627	1,172	454	40	0	8,382	0	30,663	0	30,663	26,681	7,374	19,307	524

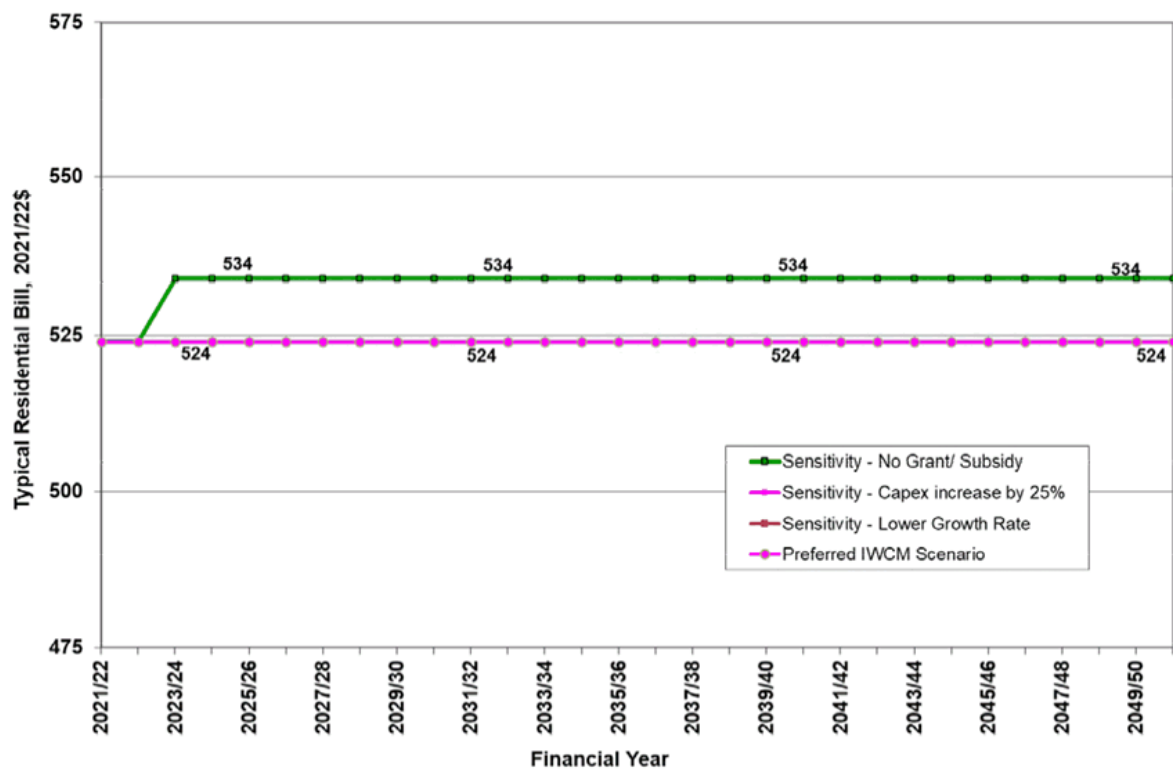


Figure 14-4: Sensitivity of Typical Residential Bill for Sewerage

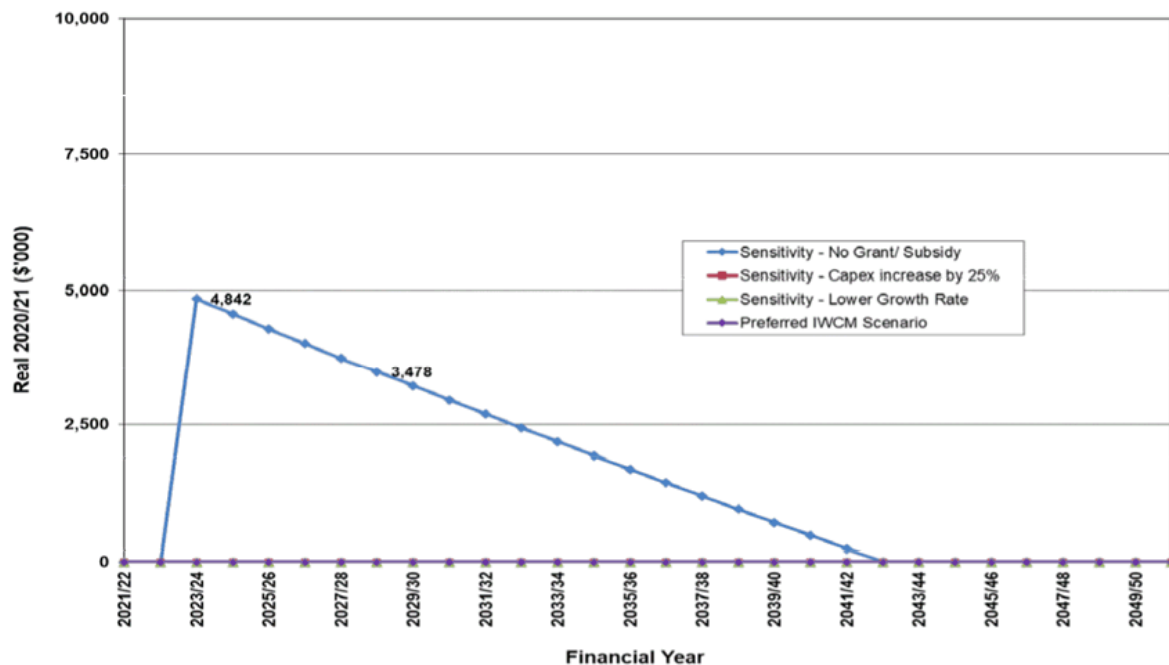


Figure 14-5: Sensitivity of Borrowing Levels for Sewerage

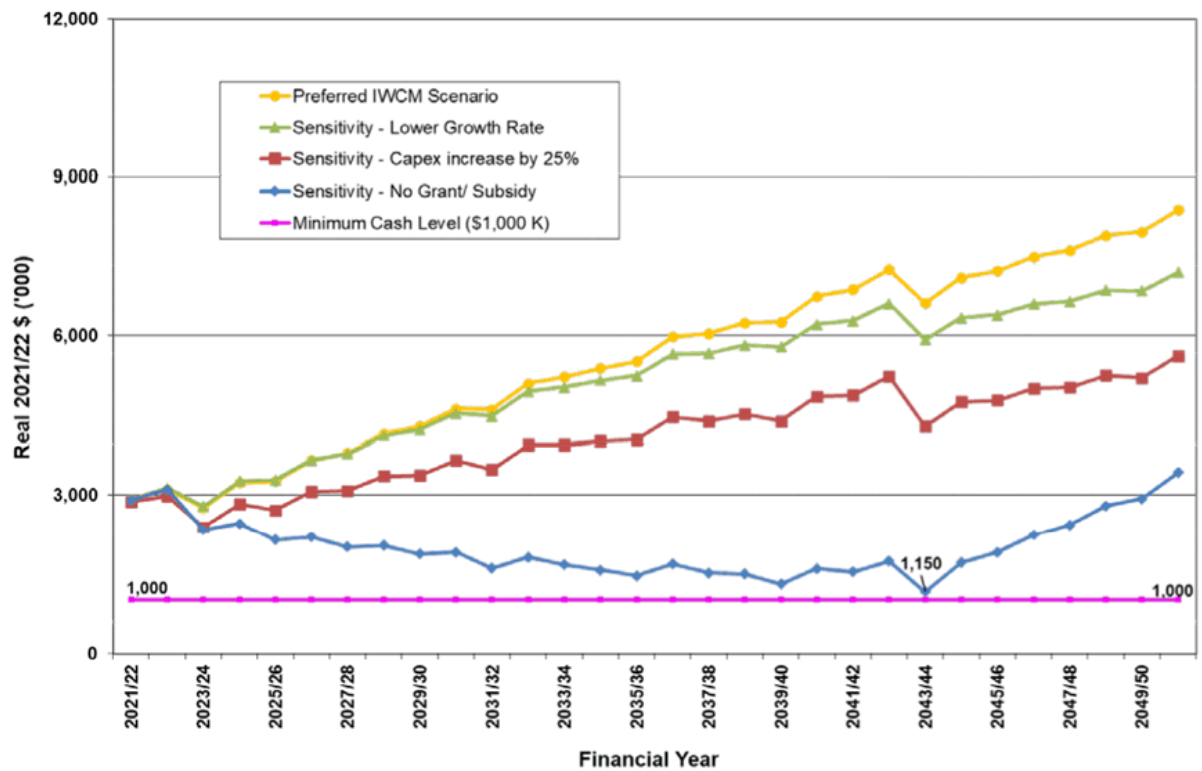


Figure 14-6: Sensitivity of Cash and Investment Levels for Sewerage



## 15. References

1. IWCM Issues Paper – *Public Works, Advisory April 2021*
2. Integrated Water Cycle Management Strategy – *Scenario Analysis Report – July 2022*
3. Unsewered Villages Options Assessment – *March 2022*
4. Temora Recycled Water Scheme Upgrade- April 2022
5. Temora IWCM Strategy – IWCM Scenario analysis



Temora Council

Integrated Water Cycle Management Strategy

## Appendices



Temora Council

Integrated Water Cycle Management Strategy

## **Appendix A      Business Objectives and Levels of Service**

A-1

## Integrated Water Cycle Management Strategy

Table A1: General Service Objectives and Targets

Objective	Service standard (design basis)	Performance indicator	Target (example targets are in blue text)
Community wellbeing			
Public open spaces (POS) are maintained green with fit-for-purpose cost-effective water	Greener parks, ovals and open spaces	Percentage of all POS to be maintained green independent of weather patterns	100%
Environmental sustainability			
Minimise dependence on grid power	On-site generation of renewable sources of electricity where economical	▪ Number of facilities with on-site renewable energy generation system	50%
		▪ % per capita reduction in greenhouse gas emissions since 2015	5%
Financial sustainability			
Revenue meets on-going commitments	Common LGA wide <b>OR</b> individual town/system specific sewer service charges	Extent of community acceptance of sewer service charges	>=80% community acceptance of sewer service charges in annual survey
	Full cost recovery	▪ Economic rate of return ▪ Total OMA / rates and charges ▪ ROI ▪ Accounting surplus/deficient	>= 0% <sup>1</sup> <= 80% <sup>1</sup> >= 2% <sup>1</sup> Maintain surplus
	Supports Council's hardship policy	Level of pensioner rebate per property	100% of eligible pensioners offered rebate
Efficient operation delivering stable price paths	Evidence based robust total asset management plan (TAMP), financial plan (FP) & business continuity plan (e.g. DCERP)	TAMP, FP & DCERP – annually reviewed & regularly audited	Compliant current TAMP, FP & DCERP
Pricing signal for sewerage services is fair and strong to encourage efficient use of services	Sewer tariff is compliant with best-practice guidelines	Percentage compliance with best-practice pricing guidelines	100% compliance
	All users/customer properties with a sewer connection are charged	Percentage of users/customer properties with a sewer connection charged	95%

## Integrated Water Cycle Management Strategy

Objective	Service standard (design basis)	Performance indicator	Target (example targets are in blue text)
Developer charges that are competitive to attract economic growth	Common LGA wide <b>OR</b> individual town/system specific sewer developer charges that is compliant with guideline	<ul style="list-style-type: none"> <li>Extent of community acceptance</li> <li>Percentage compliance with developer charges guidelines</li> </ul>	<p>&gt;90% community acceptance of developer charges as measured in annual survey</p> <p>100%</p>
	Full cost or cross-subsidised as per guideline	Extent of community support to cross-subsidy OR full cost	>90% community acceptance of cross-subsidies as measured in annual survey
<b>Asset management</b>			
Maintain up-to-date asset register	Asset register compliant with Accounting standard <sup>4</sup>	<ul style="list-style-type: none"> <li>Extent of assets captured in the asset register</li> <li>Accuracy of assets in the management system and what is in-ground</li> </ul>	<p>100% of Council's assets in asset register</p> <p>90% of in-ground assets accurately captured in asset register – measured in audit</p>
	Asset management system drives service delivery	Percentage usage in work scheduling	100% of works scheduled based on asset management system
<b>Safety of staff and members of the public</b>			
Work Health and Safety	WHS issues Council's sewerage sites	Number of WHS issues recorded in WHS inspections	Zero WHS issues across all sites
Public Health	Prevent public from coming into contact with STP effluent	Publicly available sites where STP effluent is	Zero
	Prevent public from coming into contact with septic tank effluent	Sightings of pools of OSSMS effluent	Zero per year



Table A2: General Service Objectives and Targets

Objective	Service Standard (Design Basis)	Performance Indicator	Target (example targets are in blue text)
<b>Reliability of collection and treatment infrastructure</b>			
Maintain Continuous Service Availability	Asset condition rating (default rating 3)	Number of unplanned service interruptions due to asset failure: <ul style="list-style-type: none"> <li>Mains breaks and chokes</li> <li>Backup of sewage into properties</li> <li>Overflows due to pump failure</li> </ul>	<u>Chokes</u> : <20 times per 100 km per year <u>Breaks</u> : 1 time in 25 years 0 inundation of home 1 inundation in private land 1 time in 10 years
	Workforce resourcing	Response time to incidents: <ul style="list-style-type: none"> <li>Major/moderate spill</li> <li>Minor spill/blockage</li> </ul>	30 minutes (during working hours) 45 minutes (after hours) 30 minutes (during working hours) 45 minutes (after hours)
<b>Protect the environment and receiving waters</b>			
System Performance	Compliance with the EPL	<ul style="list-style-type: none"> <li>Non-compliances with EPL</li> </ul>	100% compliance
	Contain 8 hours sewage at ADWF within each SPS	<ul style="list-style-type: none"> <li>Number of overflows from SPS at ADWF without pump failure</li> </ul>	Zero times
	Overflows during wet weather	<ul style="list-style-type: none"> <li>Number of overflows during wet weather events below selected "allowable overflows" event</li> </ul>	Zero overflows
	Compliance with biosolids guidelines	<ul style="list-style-type: none"> <li>Non-compliances</li> </ul>	Zero non-compliances recorded in EPA audit
	Reduce effluent discharge from the STP	<ul style="list-style-type: none"> <li>% effluent reuse</li> </ul>	100% reuse
	Minimise odours	<ul style="list-style-type: none"> <li>Number of odour complaints</li> </ul>	2 times per year
Effluent reuse quality	Comply with the Recycled Water Management System (RWMS)	<ul style="list-style-type: none"> <li>Non-compliance to the RWMS</li> </ul>	<u>Zero non-compliances reported in</u>

A-4

## Integrated Water Cycle Management Strategy

Objective	Service Standard (Design Basis)	Performance Indicator	Target (example targets are in blue text)
			RWMP annual report
Sound regulation of sewerage and trade waste	Liquid trade waste (LTW) policy complies with best-practice guidelines	<ul style="list-style-type: none"> <li>Compliance against guideline</li> </ul>	Zero non-compliances recorded in DPIE audit
	Compliant LTW classification, acceptance and approval processes	<ul style="list-style-type: none"> <li>Percentage of compliant systems/premises</li> </ul>	90% of dischargers compliant with LTW policy
	Full cost recovery pricing model or pricing model based on Appendix D of the LTW Guidelines	<ul style="list-style-type: none"> <li>Pricing model based on Appendix D of the LTW Guidelines</li> </ul>	Full cost recovery from pricing model



Temora Council

Integrated Water Cycle Management Strategy

## **Appendix B      Present Value IWCM Scenario Cost estimates**

[illegible]

Temora Shire Council ICM - Scenario 2																																									
ITEM	ILOR	Growth	DESCRIPTION	QTY	AMT \$100k	%	%	PRESENT WORTH (\$100k)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	
1.0	100%	1%	CAPITAL COSTS																																						
1.1	100%	1%	Temora Bypass Scheme - Option 1 (Effluent treatment at STP)	1	40	36	1%	36																																	
1.2	100%	0%	Removal of 100% of effluent	1	1,886	1,544	1.33%	1,465																																	
			Additional treatment at Temora STP	1	2,046	3,300	3.26%	3,177																																	
			New effluent pipeline to Bradley Park	1	166	166	1%	166																																	
			Microdewatering	1	296	292	1%	292																																	
1.3	100%	0%	Temora Bypass Scheme - Option 2B (Sewerage scheme with on-drain ponds + effluent treatment at STP)	1	1,305	1,070	0.82%	1,047																																	
			Removal of 100% of effluent	1	2,650	1,425	0.78%	1,425																																	
			Sewerage treatment plant	1	1,172	916	0.83%	916																																	
			Removal of 100% of effluent	1	1,172	916	0.83%	916																																	
1.4	100%	1%	Sewerage treatment plant - Option 2B (Sewerage scheme with on-drain ponds + effluent treatment at STP)	1	1,446	1,027	0.79%	1,027																																	
			Removal of 100% of effluent	1	476	340	0.72%	340																																	
			Sewerage treatment plant	1	172	127	0.1%	127																																	
			Removal of 100% of effluent	1	172	127	0.1%	127																																	
2.0			TOTAL CAPITAL COST INCLUDING 30% CONCESSIONS, 10% ILOR, 10% PM & LCM	1	15,344	12,831	14.42%	12,831																																	
2.1	100%	1%	Temora STP Upgrade	1	11	11	1%	11																																	
2.2	100%	0%	Temora Bypass Scheme - Option 1 (Effluent treatment at STP)	1	305	267	1%	267																																	
			Maintenance Costs	1	829	407	1%	407																																	
2.3	100%	0%	Temora Bypass Scheme - Option 2B (Sewerage scheme with on-drain ponds + effluent treatment at STP)	1	2,000	1,627	0.66%	1,627																																	
			Distribution system - operation and maintenance	1	250	128	0.5%	128																																	
			SIP - operation and maintenance	1	128	74	0.4%	74																																	
			Sewerage treatment plant - Option 2B (Sewerage scheme with on-drain ponds + effluent treatment at STP)	1	1,546	1,225	0.79%	1,225																																	
			Removal of 100% of effluent	1	476	340	0.72%	340																																	
			Sewerage treatment plant	1	172	127	0.1%	127																																	
			Removal of 100% of effluent	1	172	127	0.1%	127																																	
2.4	100%	0%	Temora Bypass Scheme - Option 3 (Sewerage scheme with on-drain ponds + effluent treatment at STP)	1	1,102	825	0.76%	825																																	
			Distribution system - operation and maintenance	1	136	66	0.5%	66																																	
			SIP - operation and maintenance	1	88	24	0.6%	24																																	
			Removal of 100% of effluent	1	476	340	0.72%	340																																	
			Sewerage treatment plant	1	172	127	0.1%	127																																	
			Removal of 100% of effluent	1	172	127	0.1%	127																																	
3.0			TOTAL OPERATION & MAINTENANCE COSTS	1	4,792	2,471	1.15%	2,471																																	
			AVOIDED COSTS	1	0	0	0%	0																																	
			TOTAL WORKED COSTS	1	0	0	0%	0																																	
			TOTAL PRESENT VALUE	1	24,116	15,408	11.5%	15,408																																	



Tempra Shire Council WCM - Scenario 3																	
ITEM	ILOS	Growth	DESCRIPTION	City	AMT	PRESENT WORTH (M)											
					1000	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	12%
1.1	100%	0%	CAPITAL COSTS														
1.2	100%	0%	Tempra STP Upgrade														
1.3	100%	0%	Tempra STP Upgrade														
1.4	100%	0%	Tempra STP Upgrade														
1.5	100%	0%	Tempra STP Upgrade														
1.6	100%	0%	Tempra STP Upgrade														
1.7	100%	0%	Tempra STP Upgrade														
1.8	100%	0%	Tempra STP Upgrade														
1.9	100%	0%	Tempra STP Upgrade														
1.10	100%	0%	Tempra STP Upgrade														
1.11	100%	0%	Tempra STP Upgrade														
1.12	100%	0%	Tempra STP Upgrade														
1.13	100%	0%	Tempra STP Upgrade														
1.14	100%	0%	Tempra STP Upgrade														
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1.19	100%	0%	Tempra STP Upgrade														
1.20	100%	0%	Tempra STP Upgrade														
1.21	100%	0%	Tempra STP Upgrade														
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1.23	100%	0%	Tempra STP Upgrade														
1.24	100%	0%	Tempra STP Upgrade														
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1.26	100%	0%	Tempra STP Upgrade														
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1.41	100%	0%	Tempra STP Upgrade														
1.42	100%	0%	Tempra STP Upgrade														
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1.45	100%	0%	Tempra STP Upgrade														
1.46	100%	0%	Tempra STP Upgrade														
1.47	100%	0%	Tempra STP Upgrade														
1.48	100%	0%	Tempra STP Upgrade														
1.49	100%	0%	Tempra STP Upgrade														
1.50	100%	0%	Tempra STP Upgrade														
1.51	100%	0%	Tempra STP Upgrade														
1.52	100%	0%	Tempra STP Upgrade														
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1.64	100%	0%	Tempra STP Upgrade														
1.65	100%	0%	Tempra STP Upgrade														
1.66	100%	0%	Tempra STP Upgrade														
1.67	100%	0%	Tempra STP Upgrade														
1.68	100%	0%	Tempra STP Upgrade														
1.69	100%	0%	Tempra STP Upgrade														
1.70	100%	0%	Tempra STP Upgrade														
1.71	100%	0%	Tempra STP Upgrade														
1.72	100%	0%	Tempra STP Upgrade														
1.73	100%	0%	Tempra STP Upgrade														
1.74	100%	0%	Tempra STP Upgrade														
1.75	100%	0%	Tempra STP Upgrade														
1.76	100%	0%	Tempra STP Upgrade														
1.77	100%	0%	Tempra STP Upgrade														
1.78	100%	0%	Tempra STP Upgrade														
1.79	100%	0%	Tempra STP Upgrade														
1.80	100%	0%	Tempra STP Upgrade														
1.81	100%	0%	Tempra STP Upgrade														
1.82	100%	0%	Tempra STP Upgrade														
1.83	100%	0%	Tempra STP Upgrade														
1.84	100%	0%	Tempra STP Upgrade														
1.85	100%	0%	Tempra STP Upgrade														
1.86	100%	0%	Tempra STP Upgrade														
1.87	100%	0%	Tempra STP Upgrade														
1.88	100%	0%	Tempra STP Upgrade														
1.89	100%	0%	Tempra STP Upgrade														
1.90	100%	0%	Tempra STP Upgrade														
1.91	100%	0%	Tempra STP Upgrade														
1.92	100%	0%	Tempra STP Upgrade														
1.93	100%	0%	Tempra STP Upgrade														
1.94	100%	0%	Tempra STP Upgrade														
1.95	100%	0%	Tempra STP Upgrade														
1.96	100%	0%	Tempra STP Upgrade														
1.97	100%	0%	Tempra STP Upgrade														
1.98	100%	0%	Tempra STP Upgrade														
1.99	100%	0%	Tempra STP Upgrade														
2.0	100%	0%	Tempra STP Upgrade														
2.1	100%	0%	Tempra STP Upgrade														
2.2	100%	0%	Tempra STP Upgrade														
2.3	100%	0%	Tempra STP Upgrade														
2.4	100%	0%	Tempra STP Upgrade														
2.5	100%	0%	Tempra STP Upgrade														
2.6	100%	0%	Tempra STP Upgrade														
2.7	100%	0%	Tempra STP Upgrade														
2.8	100%	0%	Tempra STP Upgrade														
2.9	100%	0%	Tempra STP Upgrade														
2.10	100%	0%	Tempra STP Upgrade														
2.11	100%	0%	Tempra STP Upgrade														
2.12	100%	0%	Tempra STP Upgrade														
2.13	100%	0%	Tempra STP Upgrade														
2.14	100%	0%	Tempra STP Upgrade														
2.15	100%	0%	Tempra STP Upgrade														
2.16	100%	0%	Tempra STP Upgrade														
2.17	100%	0%	Tempra STP Upgrade														
2.18	100%	0%	Tempra STP Upgrade														
2.19	100%	0%	Tempra STP Upgrade														
2.20	100%	0%	Tempra STP Upgrade														
2.21	100%	0%	Tempra STP Upgrade														
2.22	100%	0%	Tempra STP Upgrade														
2.23	100%	0%	Tempra STP Upgrade														
2.24	100%	0%	Tempra STP Upgrade														
2.25	100%	0%	Tempra STP Upgrade														
2.26	100%	0%	Tempra STP Upgrade														
2.27	100%	0%	Tempra STP Upgrade														
2.28	100%	0%	Tempra STP Upgrade														
2.29	100%	0%	Tempra STP Upgrade														
2.30	100%	0%	Tempra STP Upgrade														
2.31	100%	0%	Tempra STP Upgrade														
2.32	100%	0%	Tempra STP Upgrade														



Temora Council

Integrated Water Cycle Management Strategy

## **Appendix C      Social and Environmental assessment of Scenarios**

C-1

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Temora Council

Integrated Water Cycle Management Strategy

## Appendix D      Financial Model Input Data

D-1

# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario

## Historical Operating Statement

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	2019/20*	2020/21*
<b>NSSES</b>		
ement Expenses	96	205
Installation	96	205
Testing and Supervision		
ion and Maintenance Expenses	431	528
ation Expenses	291	285
aintenance Expenses	86	192
ty Costs	54	51
ital Costs		
lation	243	209
im Assets	231	189
ts & Equipment	12	20
Expenses		
Expenses		
EXPENSES	770	942
<b>NUSES</b>		
& services Availability Charges	1048	1098
ental	833	885
-Residential	215	213
(Water Charges)		
ility and Charges	3	2
Charges		
Income	34	21
Revenues	71	59
ts for Acquisition of Assets	23	23
lower Rebate Subsidy	23	23
r Grants		
utions	0	0
loper Charges		
loper Provided Assets		
r Contributions		
REVENUES	1179	1203
TING RESULT	409	261
TING RESULT (less Grants for Acq of	409	261

d 4/11/2022 Values in \$'000

Page 1



Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario  
Historical Statement of Financial Position

	2019/20*	2020/21*
nd Investments	2085	2370
Assets	1952	2532
ty, Plant & Equipment	12145	11644
Assets (1)	12004	11523
Equipment	141	121
Assets	1	1
ASSETS	16183	16547
ILITIES		
Overdraft		
ty		
ing		
ent		
LIABILITIES	0	0
SETS COMMITTED	16183	16547
TY		
Used Operating Result	9150	9410
Revaluation Reserve	7033	7137
EQUITY	16183	16547
Index to System Assets		
nt Replacement Cost	20278	19437
Accumulated Depreciation	8274	7914
in Down Current Cost	12004	11523

# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario Base Forecast Data

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	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
<b>Global Data</b>																									
n Rate - General (%)	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.5
n Rate - Capital Works (%)	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.5
ding Interest Rate for New Loans (%)	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.5
ment Interest Rate (%)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.0
<b>er of Assessments</b>																									
Rate (%)	0.82	0.82	0.81	0.80	0.80	0.80	0.49	0.49	0.49	0.48	0.48	0.48	0.48	0.48	0.47	0.47	0.47	0.47	0.46	0.46	0.46	0.46	0.46	0.45	0.4
Residential Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Assessments	0.71	0.71	0.70	0.70	0.69	0.69	0.43	0.43	0.43	0.42	0.42	0.42	0.42	0.42	0.41	0.41	0.41	0.41	0.41	0.41	0.40	0.40	0.40	0.40	0.4
<b>r of New Assessments</b>																									
Residential	16	16	16	16	16	16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	1
New Assessments	16	16	16	16	16	16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	1
<b>ed Number of Assessments</b>																									
Residential	1061	1077	1093	2009	2025	2035	2045	2055	2065	2075	2085	2095	2105	2115	2125	2135	2145	2155	2165	2175	2185	2195	2205	2215	222
Residential	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	295	29
Project Assessments	2236	2272	2288	2304	2320	2330	2340	2350	2360	2370	2380	2390	2400	2410	2420	2430	2440	2450	2460	2470	2480	2490	2500	2510	252
<b>g Assessments</b>																									
Residential	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Biological Assessments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>over Charges / Vacant Assessments (Values in 2021/22 \$)</b>																									
per Charge \$/Assessment																									
Residential	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>or Vacant Residential Assessments</b>	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	11
per Charge of Vacant Assessments	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	10
Accrued Assessments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
lication of Existing Plant and Equipment (Values in 2021/22 \$'000)																									
Replacement Cost of System Assets	19923																								
1 Down Current Cost of System Assets	11811																								
1 Depreciation of Existing System Assets	194																								
1 Down Value of Plant and Equipment	121																								
1 Depreciation of Existing Plant and Equipment	12	12	12	12	12	12	12	12	12	12	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario

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## Base Forecast Data

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
Loan Payments (Values in Trillion \$'000)																									
g Loan Payments : Principal (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
g Loan Payments : Interest (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Loan Payments (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Works Program (Values in 2021/22 \$'000)																									
Fixed Scheme (Total 667)	0	310	5628	0	0	0	0	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	601	0	0
New System Assets (Total 38)	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All (Total 374)	40	90	380	90	540	90	444	90	440	148	596	90	456	317	440	119	514	275	554	90	440	90	440	90	44
Capital Works (Total 1544)	120	400	6008	90	540	90	444	230	440	148	596	90	456	317	440	119	514	275	554	90	440	90	1041	90	44
Per Acquisition of Assets (% of Fixed Scheme)	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Per Acquisition of Assets (\$)(Total 1544)	0	0	5065	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Per Provided Assets (Total 3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
and Equipment Expenditure / Asset Disposal (Values in 2021/22 \$'000)																									
Equipment Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposal of Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# **Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario** **Revised/Additional Forecast Data**

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	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
Join Payment Overrides (Values in Millions \$'000)																									
rd Loan Payments: Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
rd Loan Payments: Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0





Temora Council

Integrated Water Cycle Management Strategy

## Appendix E      Financial Model Output Data

E-1

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## Operating Statement

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	
NSES																										
Current Expenses																										
Installation	111	112	112	113	114	208	115	116	116	212	117	118	118	215	119	119	120	219	121	121	122	222	123	123	12	
Networking and supervision	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Travel and Maintenance Expenses	545	547	551	599	596	605	603	609	608	614	613	619	616	624	622	629	627	634	632	639	637	644	601	649	64	
Station Expenses	294	296	298	345	343	348	346	351	349	354	352	357	354	360	357	363	360	366	363	369	366	372	528	375	37	
Finance Expenses	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	22	
Capital Costs	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	5	5	
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Information Technology	207	211	281	286	286	279	279	280	286	275	277	269	268	269	270	270	270	271	270	270	270	270	278	278	27	
Other Assets	195	198	269	269	269	269	268	270	270	270	270	269	268	269	270	270	270	270	270	270	270	270	278	278	27	
IT Equipment	12	12	11	11	11	11	10	10	10	10	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EXPENSES	863	870	944	993	993	1092	996	1005	1004	1106	1007	1006	1003	1108	1011	1018	1017	1123	1023	1030	1137	1202	1050	104	104	
NUES																										
Grants & Service Availability Charges	1228	1238	1246	1256	1286	1273	1279	1285	1296	1296	1305	1310	1316	1322	1327	1335	1341	1342	1352	1358	1364	1366	1372	1382	138	
Financial	985	994	1004	1012	1021	1028	1034	1040	1045	1051	1057	1064	1070	1075	1081	1087	1093	1098	1105	1110	1116	1122	1127	1134	113	
Residential	243	244	244	244	245	245	245	246	245	245	246	246	246	247	246	247	247	247	247	248	248	248	248	24	24	
Water Charge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bills and Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subsidies	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Income	79	89	85	85	90	94	97	102	105	109	109	114	117	118	117	123	123	124	122	126	128	130	119	121	12	
Revenue	61	61	62	62	63	63	63	63	64	64	64	65	65	65	65	66	66	66	66	67	67	67	68	68	6	
Grants for Acquisition of Assets	23	23	5087	22	22	21	21	20	20	20	20	19	19	18	18	17	17	16	17	16	15	15	15	15	1	
Other Repts. Subsidy	0	0	5065	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grants	23	23	23	22	22	21	21	20	20	20	20	19	19	18	18	17	17	16	17	16	15	15	15	15	1	
Subsidies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Pooled Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
REVENUES	1384	1415	6485	1429	1443	1453	1462	1473	1481	1482	1489	1511	1519	1526	1530	1544	1549	1554	1559	1571	1578	1586	1581	1589	159	
NETTING RESULT	531	544	5541	436	450	361	467	468	478	386	482	505	516	418	519	526	532	430	535	540	449	379	539	539	54	
NETTING RESULT (less Grants for Acq of	531	544	476	436	450	361	467	468	478	386	482	505	516	418	519	526	532	430	535	540	449	379	539	539	54	

# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario

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## Cashflow Statement

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
<b>Flow From Operating Activities</b>																									
<b>Income</b>																									
Income	1231	1241	1251	1259	1268	1275	1281	1288	1293	1299	1306	1313	1319	1325	1330	1337	1343	1348	1354	1361	1367	1372	1378	1385	139
Expenses	79	89	85	85	90	94	97	102	105	109	109	114	117	118	117	123	123	124	122	126	128	130	119	121	12
Revenues	61	61	62	62	63	63	63	63	64	64	64	65	65	65	65	66	66	66	66	67	67	67	68	68	6
Subtotal	23	23	5087	22	22	21	21	20	20	20	20	19	19	18	18	17	17	16	17	16	16	15	15	15	1
Capital from Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Flow From Investing Activities</b>																									
Investment (plus WCM)	111	112	112	113	114	208	115	116	116	212	117	118	118	215	119	119	120	219	121	121	122	222	123	123	12
Expenses	627	629	634	683	682	681	680	686	686	693	691	697	695	704	701	709	707	715	713	721	718	726	883	732	73
Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payments from Operations	738	741	746	796	796	889	795	803	802	905	809	815	813	918	820	828	827	934	834	841	840	948	1006	855	85
Investment	656	673	5738	633	647	564	667	670	680	587	691	695	706	607	710	716	722	620	725	729	737	638	574	734	74
<b>Flow from Financing Activities</b>																									
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	120	400	6008	90	540	90	444	230	440	148	596	90	456	317	440	119	514	275	554	90	440	90	1041	90	44
Investment	-120	-400	-6008	-90	-540	-90	-444	-230	-440	-148	-596	-90	-456	-317	-440	-119	-514	-275	-554	-90	-440	-90	-1041	-90	-44
<b>Flow from Financing Activities</b>																									
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	536	273	-269	543	107	474	223	441	240	439	95	605	250	290	270	597	208	345	171	639	297	548	-466	644	30
Investment	536	273	-269	543	107	474	223	441	240	439	95	605	250	290	270	597	208	345	171	639	297	548	-466	644	30
Investment	2370	2835	3032	2686	3160	3187	3572	3702	4042	4177	4504	4486	4967	5090	5249	5384	5835	5896	6089	6106	6581	6711	7081	6454	692
Investment	2906	3108	2763	3239	3267	3661	3795	4143	4282	4616	4598	5091	5217	5380	5518	5981	6043	6241	6259	6746	6878	7238	6615	7098	722
<b>Flow from Financing Activities</b>																									
Investment	80	310	563	0	0	0	0	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	601	0	44
Investment	40	90	380	90	540	90	444	90	440	148	596	90	456	317	440	119	514	275	554	90	440	90	440	90	44
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Investment	120	400	6008	90	540	90	444	230	440	148	596	90	456	317	440	119	514	275	554	90	440	90	1041	90	44

d 4/11/2022

Values in 2021/22 \$'000

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# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario Statement of Financial Position

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	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
nd Investments	2906	3108	2763	3239	3267	3661	3795	4143	4282	4616	4598	5091	5217	5380	5518	5981	6043	6241	6259	6746	6878	7258	6615	7088	722
Assets	2614	2632	2651	2670	2686	2699	2711	2722	2734	2746	2757	2768	2779	2791	2803	2814	2826	2838	2849	2861	2873	2884	2896	2907	291
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plants & Equipment	17845	12031	17756	17564	17822	17831	17796	17745	17902	17773	18002	17914	18102	18150	18321	18170	18414	18411	18703	18523	18603	18512	18272	19087	1924
Assets (1)	11736	11937	17675	17496	17767	17588	17764	17724	17894	17772	18099	17920	18108	18156	18327	18175	18419	18424	18708	18528	18697	18517	19280	19092	1925
Equipment	109	95	81	68	55	43	32	21	11	1	-6	-6	-6	-6	-6	-6	-5	-5	-5	-5	-5	-5	-5	-5	-
Assets	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ASSETS	17366	17773	23171	23473	23778	23982	24303	24511	24821	25136	25448	25774	26099	26322	26642	26965	27283	27498	27812	28131	28444	28655	28786	29093	2939
LIABILITIES																									
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liabilities	0	0	0																						

# Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario

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## Performance Indicators

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46
Residential Bills	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	524	52
Residential Bills (2021/22)	502	502	504	504	505	505	505	506	506	506	507	508	509	509	509	510	510	509	510	510	511	511	511	512	51
Cost Assessment(2021/22)	49	50	49	49	49	89	49	50	49	90	49	50	49	89	49	49	49	89	49	49	89	49	49	49	4
Water Assessment(2021/22)	291	291	290	309	307	348	307	309	307	348	307	309	306	348	306	308	306	348	306	308	306	348	369	308	30
Water Sales Margin (%)	34.37	34.36	29.29	26.12	26.64	19.70	27.04	26.69	27.07	20.03	27.54	27.99	28.47	21.33	28.46	28.38	28.67	21.46	28.78	28.67	29.00	21.89	17.77	28.46	28.7
Water Rate of Return (%)	3.82	3.79	2.20	2.00	2.02	1.52	2.07	2.06	2.08	1.56	2.12	2.18	2.21	1.65	2.19	2.22	2.22	1.67	2.21	2.24	2.25	1.72	1.35	2.19	2.2
Service Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
Quality Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
TCover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
Debt on Capital (%)	3.06	3.06	3.11	1.86	1.89	1.51	1.92	1.90	1.92	1.54	1.93	1.96	1.98	1.59	1.95	1.95	1.95	1.57	1.92	1.92	1.93	1.57	1.32	1.85	1.8
Debt Investments (2021/22)	2906	3108	2763	3239	3267	3661	3795	4143	4282	4616	4588	5091	5217	5380	5518	5981	6043	6241	6259	6746	6878	7258	6615	7098	722
Outstanding (2021/22)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt (2021/22)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Temora IWCM Sewer Fund Financial Model 2022 : Preferred IWCM Scenario  
Summary Report of Assumptions and Results

	2021/22	2025/26	2030/31	2035/36	2040/41	2045/46	2050/51
n Rate - General (%)	2.50	2.50	2.50	2.50	2.50	2.50	2.50
n Rate - Capital Works (%)	2.50	2.50	2.50	2.50	2.50	2.50	2.50
ine Interest Rate (%)	4.50	4.50	4.50	4.50	4.50	4.50	4.50
n New Loans (Years)	20	20	20	20	20	20	20
rent Interest Rate (%)	3.00	3.00	3.00	3.00	3.00	3.00	3.00
1 Rate - Residential (%)	0.82	0.80	0.48	0.47	0.46	0.45	0.44
per Charges per Assessment - ntal (2021/22 \$)	0	0	0	0	0	0	0
ired Scheme Capital Works (\$m)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
on Acquisition of Assets (\$m)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
als (\$m)	0.04	0.54	0.15	0.44	0.09	0.44	0.04
als (%)	0.20	2.08	0.57	1.69	0.35	1.65	0.15
nd Investments (\$m)	2.91	3.27	4.62	5.52	6.75	7.23	8.38
ine Outstanding (\$m)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
t Cost / Assessment	49	49	90	49	49	49	89
quity Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00
est Per Assessment	291	307	348	306	308	306	348
mic Real Rate of Return (%)	3.82	2.02	1.56	2.19	2.24	2.20	1.71
on Capital (%)	3.06	1.89	1.54	1.95	1.92	1.85	1.48
bt (\$m)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ervice Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00
re Residential Bills	502	505	506	509	510	512	514
l Residential Bills	524	524	524	524	524	524	524
d 4/11/2022	Values in 2021/22 \$						



66 Harrington Street, Sydney NSW 2000  
PO Box N408, Grosvenor Place NSW 1220  
[www.publicworksadvisory.nsw.gov.au](http://www.publicworksadvisory.nsw.gov.au)

Document No. PWF-3006b Nov. 2018



**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 143/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 2:51pm:

**5.1 Gravel Resheet Projects**

This matter is considered to be confidential under Section 10A(2) - diii 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, reveal a trade secret.

**CARRIED**

**COMMITTEE RESOLUTION 144/2022**

Moved: Cr Belinda Bushell

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 3:11pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 6 December 2022.

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**GENERAL MANAGER**

.....

**CHAIRMAN**



**8.5 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD ON 6 DECEMBER 2022****File Number:** REP22/1575**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee  
Meeting held on 6 December 2022**RESOLUTION 209/2022**

Moved: Cr Claire McLaren

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

**CARRIED****RESOLUTION 210/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**Date:** Tuesday, 6 December 2022  
**Time:** 3:23pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Economic Development and Visitations Committee Meeting

**6 December 2022**

## Order of Business

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
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**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 3:23PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Nigel Judd, Cr Belinda Bushell, Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Gary Lavelle (General Manager), Craig Sinclair (Economic Development Manager)(Arrived at 4:04pm), Claire Golder (Town Planner)

**1 OPEN MEETING**

3:23pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 88/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

That apologies from Cr Claire McLaren, Cr Graham Sinclair and Director of Administration & Finance Elizabeth Smith, Kris Dunstan (Director of Environmental Services), be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

## 4 REPORTS

### 4.1 REGIONAL HOUSING DELIVERY PLANS

**File Number:** REP22/1512

**Author:** Economic Development Manager

**Authoriser:** Director of Administration & Finance

**Attachments:**

1. Regional Housing Delivery Plans - Council Briefing
2. Regional Housing Delivery Plans - FAQs

#### REPORT

The purpose of this report is to inform Council of the forthcoming plans by the Department of Regional NSW to produce Regional Housing Delivery Plans.

Delivery Plans will:

1. Undertake a place-based assessment of a region's housing needs,
2. Identify barriers to new supply
3. Recommend practical short-medium term solutions to address the barriers.

Delivery Plans do not replace or duplicate regional or local planning strategies, including housing strategies. However, any existing strategies will inform the development of the Plans. Delivery Plans are based on Functional Economic Regions (FERs) and tranche 2 includes 17 FERs throughout regional NSW, including the South West Slopes FER.

The Department is in the procurement process of appointing consultants to work with Councils, government agencies and local industry stakeholders to write the Plans. It is anticipated that the successful candidates will be appointed by the end of this November.

It is anticipated that the Plans will be completed by May 2023.

Further information is provided in the attached documents.

#### COMMITTEE RESOLUTION 89/2022

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

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

**CARRIED**

*Report by Craig Sinclair*





## **Regional Housing Supply Unit**

Council Briefing - Regional Housing Delivery Plans tranche 2

*The Department of Regional New South Wales acknowledges that it stands on Country which always was and always will be Aboriginal land.*

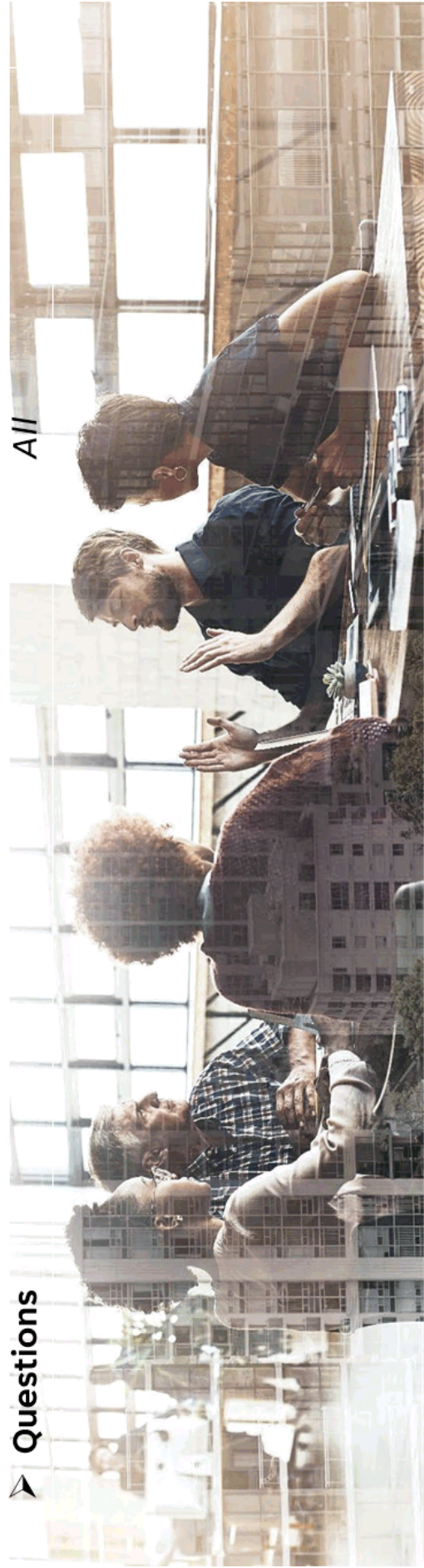
*We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past, present and emerging. We are committed to providing places in which Aboriginal people are included socially, culturally and economically through thoughtful and collaborative approaches to our work land.*

November 2022

# REGIONAL HOUSING DELIVERY PLANS

## Agenda

- Introducing the Regional Housing Supply Unit *Ash Albury*
- The concept behind the Regional Housing Delivery Plans *Ash Albury*
- Project outline *Madeleine Boulton*
- Questions *All*



## REGIONAL HOUSING DELIVERY PLANS

### Place-based practical solutions to regional housing supply

- **Identify** specific constraints and barriers to new housing supply and identify practical solutions to overcome these.
- **Respond** to local housing needs and assist regional communities to facilitate new housing supply, thereby alleviating housing pressure and helping communities face future demand.
- **Provide** concrete actions that, if funded and implemented, will place downward pressure on housing markets.

# REGIONAL HOUSING DELIVERY PLANS

## Tranche 1 - summary

Focused on **Functional Economic Regions (FERs)**, as well as areas identified within **Special Activation Precincts (SAP)**, **Renewable Energy Zones (REZ)** and **Regional Job Precincts (RJP)**

- Central Orana FER
- Eastern Riverina FER
- Far South Coast FER
- Lower North West FER
- Mid Lachlan FER
- Mid-Western FER
- Queanbeyan-Palerang FER (excluding the ACT)
- Snowy Monaro FER
- Southern New England High Country FER
- Upper North West FER

# Regional Housing Delivery Plan

## Common themes & issues identified so far – Tranche 1

- All councils are reporting **housing shortages and pressures** across their LGAs, and an increase in demand for housing over the past 2 years
- Concerns regarding the **impact of major projects** and SSDs coming online now and in the near future, incl where new workers will be housed given extremely low rental vacancy rates
- Strong **capacity issues within councils** due to staff shortages, staff losses (incl to State govt), inability to attract and recruit planners & engineers
- **Infrastructure capacity constraints** to new supply e.g. need for sewer / water upgrades and limited ability to fund these
- **Skills and materials shortages** and price increases
- Difficulty finding housing for **essential workers** e.g. nurses, doctors, teachers, pharmacists, paramedics
- Concerns with some **planning policies** and applicability in regional settings
  - E.g. Seniors Living SEPP, Affordable Housing SEPP, difficulties with use of complying development
- Need for more **seniors housing**



# REGIONAL HOUSING DELIVERY PLANS

## Delivery Plan locations – Tranche 2

- Abercrombie FER, Orange, Blayney & Cabonne FER, and Cowra FER
- Albury-Wodonga FER
- Castlereagh FER
- Coffs Coast FER, Nambucca FER, and Hastings Macleay FER
- Murray FER
- Northern New England High County FER
- Western Riverina FER
- Far West FER
- Snowy Valleys FER
- South West Slopes FER
- Western Plains FER
- Wingecarribee FER

Tranche 2  
Commencing  
December 2022  
Plans finalised May  
2023  
Reviewing timeframes  
due to current  
flooding disaster

# Regional Housing Delivery Plan

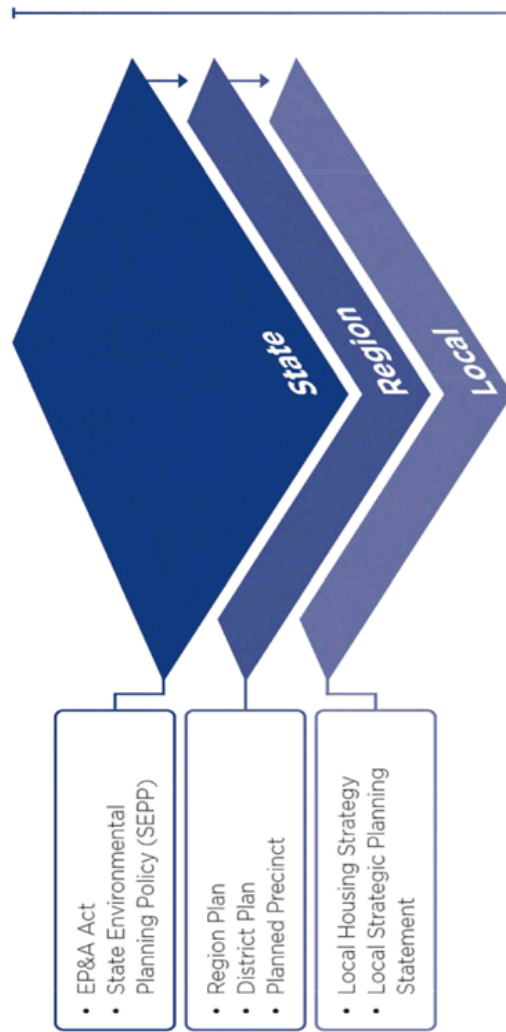
## What will a Delivery Plan look like?

- **Area Profile**
  - Study Area
  - Demographic Profile
  - Housing Affordability
- **Housing Demands**
  - Housing Targets
  - Demand for Short Term Rental Accommodation, Rental and Owner / Occupier Housing
  - Demand for Typologies of Housing
- **Factors Impacting Housing Supply**
  - Short term rental accommodation, flood damage, infrastructure requirements
- **Capacity to Delivery Housing**
  - Strategic Planning Capability
  - Local Infrastructure Capacity
  - Local Government & Industry Capacity
  - Skills Shortages / Materials
- **Key Findings**
- **Recommendations and Action Plan**

# REGIONAL HOUSING DELIVERY PLANS

## Relationship to the Strategic Planning Framework

- **Delivery Plans** are not publicly consulted documents, so are not placed to make strategic land use or policy directions (e.g. earmarking land as a new urban release)
- **Some actions** will already be identified by Council either through experience or in existing strategies/plans
- **Delivery Plans** will pick up and/or develop any existing recommendations into a single evidence-based plan



## REGIONAL HOUSING DELIVERY PLANS

### Key outcomes

- **Delivery Plans** can be used to inform policy and program design around key gaps that are highlighted
- **Delivery Plans** will provide a list of potential short to medium term actions that can improve housing supply
- **Delivery Plans** will target gaps in local knowledge and provide an evidence base for further actions in a consistently formatted, state-wide NSW Government document
- **Delivery Plans** can be used to prioritise actions undertaken by Council and communicate priorities to NSW Government



# Regional Housing Supply Unit

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Dept. Regional NSW





## Regional Housing Delivery Plans – Council Briefing

### Frequently Asked Questions

#### ***Which regions will get Housing Delivery Plans?***

- The Delivery Plans are based on Functional Economic Regions. FERs are made up of one or more Local Government Areas in regional NSW that work together to create smaller economies with strong economic links, based on travel to work times. The REDS provide a clear economic development strategy for the region.
- Tranche 1 focused on Special Activation Precincts (SAP), Bushfire Recovery Areas, Renewable Energy Zones (REZ) and Regional Job Precincts (RJP), and covered the following Functional Economic Regions (FER):
  - Central Orana FER (Dubbo Regional and Narromine)
  - Eastern Riverina FER (Wagga Wagga City Council, Lockhart Shire Council, Junee Shire Council, Coolamon Shire Council)
  - Far South Coast FER (Bega Valley Shire and Eurobodalla Shire)
  - Lower North West FER (Tamworth Regional, Gunnedah Shire, Liverpool Plains Shire)
  - Mid-Lachlan FER (Lachlan Shire Council, Parkes Shire Council, Forbes Shire Council)
  - Mid-Western FER (Mid-Western Regional)
  - Queanbeyan-Palerang FER (Queanbeyan Palerang Regional Council, excluding Australian Capital Territory)
  - Snowy Monaro FER (Snowy Monaro Regional Council)
  - Southern New England High Country FER (Armidale Regional, Uralla Shire, Walcha)
  - Upper North West FER (Moree Plains Shire, Gwydir Shire, Inverell Shire, Narrabri Shire)
- Tranche 2 Delivery Plans are being prepared for the following Functional Economic Regions (FERs):
  - Abercrombie FER (Bathurst Shire and Oberon)
  - Albury-Wodonga FER (Albury City, Federation and Greater Hume Shire)
  - Castlereagh FER (Gilgandra and Warrumbungle)
  - Coffs Coast FER (Coffs Harbour City and Bellingen Shire)
  - Cowra FER (Cowra)
  - Far West FER (Broken Hill City and Central Darling City)
  - Hastings Macleay FER (Kempsey Shire and Port Macquarie-Hastings)
  - Hunter FER (Dungog Shire, Muswellbrook, Singleton and Upper Hunter), note excludes LGAs within the Greater Cities Commission remit
  - Lithgow FER (Lithgow City Council)
  - Murray FER (Berrigan Shire, Edward River and Murray River)
  - Nambucca FER (Nambucca)
  - Northern New England High Country FER (Glenn Innes Severn and Tenterfield Shire)
  - Orange, Blayney and Cabonne FER (Orange City, Blayney Shire and Cabonne)
  - Snowy Valleys FER (Snowy Valleys)
  - South West Slopes FER (Bland Shire, Cootamundra-Gundagai Regional, Hilltops, Temora Shire and Weddin Shire)



- Western Murray FER (Balranald Shire, Hay Shire and Wentworth Shire)
- Western Plains FER (Bogan Shire Bourke Shire, Cobar Shire, Coonamble Shire, Walgett Shire and Warren Shire)
- Western Riverina FER (Carathool Shire, Griffith City, Leeton Shire, Murrumbidgee and Narrandera Shire)
- Wingecarribee FER (Wingecarribee Shire)

***What is the timeframe to complete the Regional Delivery Housing Plans tranche 2?***

- Delivery Plans will be finalised in a staggered approach between April and May 2023. Once consultants are awarded contracts program dates will be finalised taking into account the impacts on councils resourcing as a result of the current flooding being experienced.

***What is the purpose of Delivery Plans?***

- Delivery Plans will be used to develop a considered understanding of what the housing needs are across targeted FERs including specific pressure points and to identify potential actions to address local barriers to housing, bringing forward new housing supply.
- Delivery Plans may also provide a mechanism for local government to explore current housing issues and address any gaps in information.

***How will these Delivery Plans relate to existing plans, strategies or other work prepared by local or state government?***

- Delivery Plans are not intended to duplicate or replace existing plans or strategies prepared by local or state government.
- Existing plans or strategies may already include some actions required to deliver housing. It is envisioned that the Delivery Plans will 'fill in the gaps' in evidence and options analysis.
- Each Delivery Plan will therefore be different in terms of the total amount of research and analysis required, depending on the work already undertaken by local or state government for that area.

***How are Delivery Plans different from local housing strategy plans and other Council policies and plans?***

- Delivery Plans are not designed to set high level policy, so are not placed to make strategic land use or policy directions (e.g., earmarking land as a new urban release). They also will not be subject to full public consultation.
- Some actions will already be identified by Council either through experience or in existing strategies/plans.
- Delivery Plans will consider existing recommendations for inclusion in their short to medium term actions that would generate and/or accelerate new supply.



***Will Local Councils be consulted?***

- Yes, DRNSW will co-ordinate a face-to-face council round table engagement session and site visit in each region. Council's engagement and insights form a critical part of the Delivery Plans. You know your communities best and therefore are best placed to provide on the ground insights and solutions.

***Will the community be consulted?***

- No, the scope of works is currently limited to local government, state government agencies, and targeted local stakeholders such as community providers and the development industry.

***Who are the main stakeholders to be included during the engagement process?***

- At a minimum the process should involve local government, key local development industry and housing stakeholders as well as relevant NSW government agencies including regional teams from the Department of Planning and Environment and the Department of Regional NSW. Other groups could include professional bodies, relevant NGOs, etc.

***How will cross-border communities be addressed?***

- DRNSW will work with relevant Councils to consider how cross border communities will be addressed.

***What are the key outcomes of the Delivery Plans?***

- Delivery Plans will provide a list of potential short to medium term actions that can unlock housing supply
- Delivery Plans will target gaps in local knowledge and provide an evidence base for further actions in which Delivery Plans can be used to prioritise actions undertaken by Council and communicate priorities to NSW Government
- Delivery Plans can be used to inform policy and program design around key gaps that are highlighted

***Who are the consultants for this project?***

- Once we have a procurement outcome, the Regional Housing Supply Unit will advise the councils of the successful supplier. Contracts will be awarded to successful candidates late November / early December 2022.



***Will Council get to review the draft? Who are they being presented to?***

- Yes, Council will have to opportunity to review and provide feedback on the draft recommendations and plans.
- The Delivery Plans are documents developed by the Department of Regional NSW and are not intended for public release.

***Will the Delivery Plans review the current FER boundaries?***

- No, the Delivery Plans will not consider the boundaries of the FERs. This is out of scope for the program.

***Re 'local housing demands across each FER' - will the report show aggregated demand? Or differentiate between cities?***

- Yes, the Delivery Plans will consider the various demands across each of the main centres within each FER.

***Renewable Energy Zones – will these be specifically addressed? Have you been in discussion with EnergyCo? Is there opportunity to leverage off the REZ?***

- Yes, the Delivery Plans will address the REZ.

#### **4.2 ECONOMIC & COMMUNITY DEVELOPMENT UPDATE**

**File Number:** REP22/1528  
**Author:** Economic Development Manager  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

#### **REPORT**

The following report provides an update on activities undertaken by the Economic & Community Development team.

#### **Country Change**

December is the focus month for Temora Shire in the Country Change program. Officers have supplied content to the marketing agency that is coordinating the promotion, including a video update, photographs, and case studies.

#### **Regional Activators Alliance**

The relocation story of Council's Engineering Technical Officer, Anil Ancharya, was selected to feature in one of a series of videos being produced for the Regional Australia Institute's Move to More campaign. Anil and his wife, Ruju, kindly shared their story of moving to Temora in the hope it will encourage others to consider relocating from metropolitan to regional areas. Facilitated by the EDM, the opportunity arose as a result of Council's membership in the Regional Activators Alliance program.

#### **NSW GROW**

The EDM participated as a panel member on an online information session hosted by the NSW Minister for Multiculturalism and facilitated by Professor Peter Shergold. Multicultural NSW's Community Forum introduced the NSW GROW Pilot program to Western Sydney community faith and cultural leaders, highlighting the opportunities and the work being completed at the local level to welcome newcomers.

Planning is underway to coordinate a visit to Temora and Leeton for community leaders who are based in Western Sydney. The tour schedule is designed give participants first-hand experience of life in the Riverina, so they are better equipped to influence their communities about the benefits of regional living.

As the GROW program approaches 6 months since the official launch, work is underway to evaluate the success of the program so far and elicit any key learnings. So far, two people have relocated to the Western Riverina under the program. Employers in Temora Shire are being onboarded and candidates are starting to filter through for consideration to fill job vacancies.



### **ADF Parachute School**

The EDM worked with the ADF Parachute School to renew the hire agreement to utilise Council's hangar at the airport up to the 30<sup>th</sup> June 2023. The school provides a significant boost to the local economy during their visits to Temora approximately once per quarter.

### **COMMITTEE RESOLUTION 90/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

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

**CARRIED**

### ***Report by Craig Sinclair***

#### **1. CR IRVINE**

Interest in Griffiths skills attraction program. Encourage Council to monitor this space.

Enquired if gift certificates are available for the slide at the pool.

***Town Planner advised that gift certificates are available to purchase.***

#### **2. CR BUSHELL**

Hearing good feedback on the pool and it is all very positive.

**5 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 91/2022**

Moved: Cr Nigel Judd

Seconded: Cr Belinda Bushell

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 3:37pm:

**5.1 CSIRO Integrated Resilience Assessment**

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.

**5.2 Developer Infrastructure Deferred Payment Policy**

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 92/2022**

Moved: Cr Nigel Judd

Seconded: Cr Belinda Bushell

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 4:15pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 6 December 2022.

.....  
GENERAL MANAGER

.....  
CHAIRMAN

**8.6 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 6 DECEMBER 2022****File Number:** REP22/1577**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 6 December 2022**RESOLUTION 211/2022**

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

**CARRIED****RESOLUTION 212/2022**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

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

**CARRIED**



**Date:** Tuesday, 6 December 2022  
**Time:** 6:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Aerodrome Users Committee Meeting

**6 December 2022**



Order of Business

1    **Open Meeting ..... 3**

2    **Apologies ..... 3**

3    **Disclosures of Interest ..... 3**

4    **Reports ..... 4**

      4.1    Aerodrome Works ..... 4

      4.2    Bitumen Surface Protection ..... 5

5    **Close Meeting ..... 7**

**MINUTES OF TEMORA SHIRE COUNCIL  
AERODROME USERS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 DECEMBER 2022 AT 6:00PM**

**PRESENT:** Cr Nigel Judd (Chair), Mr Grant Johnson, Mr Geoff King, Mr Robert Maslin, Cr Max Oliver, Mr Peter Harper, Cr Anthony Irvine (Observer), Mr Graham Engel, Mr Mike Cleaver, Mr Rob Matthews

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager)

**1 OPEN MEETING**

6:00pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 21/2022**

Moved: Cr Max Oliver

Seconded: Mr Peter Harper

That apologies from Building Inspector/Quality Assurance Officer James Durham and Mr Frank Lovell be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 REPORTS****4.1 AERODROME WORKS****File Number:** REP22/1525**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:** Nil**REPORT**

Council is in the final stages of completing the upgrade works at the Temora Aerodrome.

Works recently completed includes:

- Surface lockdown treatment
- Lighting reinstatement
- Line marking
- Concrete blast pad construction

Works remaining:

- Drainage connection on north-eastern end of 05/23. This is where some drainage crossings of 18/36 were removed as well as drainage at the minor taxiway between the Ag apron and 05/23.
- Minor tidy up works
- Update of the Aerodrome Manual.

The Building Better Regions grant funds have been fully expended and it is likely that remaining works will push into the 2023 calendar year.

Council will continue to monitor the surface enrichment trial on Taxiway E over the summer months and if successful will roll out this treatment on remaining spray sealed surfaces (Taxi C, Ag Apron, Display Taxiways) around April 2023.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 22/2022**

Moved: Mr Peter Harper

Seconded: Mr Robert Maslin

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

**CARRIED**

***Report by Rob Fisher***

## 4.2 BITUMEN SURFACE PROTECTION

**File Number:** REP22/1526  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

### REPORT

On Monday the 28<sup>th</sup> November 2022, following an inspection by James Durham, some minor bitumen surface bleeding was identified. Following further inspection, the bleeding was evident on what I suspect are seal overlap joints where Taxiway D & E join Runway 18/36.

It can be expected with hotter weather and traffic/use, more bleeding in isolated areas may appear and we will need to continue to monitor the new surfaces regularly. On the severe end of what could possibly occur, bleeding could appear on extensive areas of new work in higher trafficked areas (wheel tracks, intersections, etc) and if this were to occur, Council would need to consider how to manage this and in the worst-case access would have to be denied.

In an effort to mitigate this issue we will need to spread fine sand on the isolated areas and may need to repeat this process as required. In a road context, when bleeding occurs, sealing aggregate is applied to make the area trafficable. This is not an option at an airport, so we will need to actively manage access, combined with application of fine sand to maintain trafficability.

A few items to watch for / practices consider are as follows:

- Bleeding is most likely to occur at spray seal joints with intersections the highest risk due to multiple joints. High trafficked areas such as CL and outer main wheel gear traffic lines are also at higher risk. In an effort to protect the quality of the surface and minimise damage, please ensure:
  - If you see bleeding preferably you manoeuvre around the area.
  - Where possible / practical during taxiing don't travel on the centreline (spread the travel across the pavement)
  - Do not park or hold on bleeding areas. Stopping on flushed or bleeding areas can give live bitumen a chance to grab on to aircraft wheels. On an initial seal with no underlying stiff surface, this could result in a wheel peeling the seal layer up back to gravel pavement (essentially pulling a chunk out of the surface that would be then stuck to the tyre).
- Being an initial seal (over gravel pavement) as opposed to a reseal (seal over an existing seal), combined with multiple bitumen applications in a short time frame (two coat seal followed by locking coat), the new surface is much more susceptible to both damage due to the soft surface / lots of bitumen, and damage from turning / traffic manoeuvres. In an effort to protect the quality of the surface and minimise damage, please ensure:
  - Not to turn wheels when stationary in planes or vehicles,
  - Turn in as wide a radius as possible
  - Take alternative travel paths (don't continually turn in the same spot)

Bitumen surfaces will be quite active for 12 to 24 months, with the risks most evident in environmental extremes of hot and cold. Stone loss is a risk in the winter months and bleeding / damage from bleeding is a risk in the summer months.

There was bleeding evident following the 2012 enrichment of the central 1km of 05/23 including Taxiway A and B and I recall the CL line marking almost being blacked out following this work. This enrichment was over an older existing spray seal (8 years old) and was located along way from parking / hangar areas which gives time for bitumen to be worked off wheels prior to parking or being stored in a hangar. This makes this scenario more challenging being new work (initial sealing) and close to parking areas and we will need to continue to monitor closely.

At this stage we will continue to watch this space with no change to access, however as it gets hotter, if the bleeding continues to worsen, we may look at using the parallel taxiway to access 05/23 and try to stay off 18/36 and connecting taxiways while the hot weather persists and in the extreme case may need to prevent access.

### **Budget Implications**

N/A

### **COMMITTEE RESOLUTION 23/2022**

Moved: Cr Max Oliver

Seconded: Mr Grant Johnson

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

**CARRIED**

### ***Report by Rob Fisher***

#### **1. ENGINEERING ASSET MANAGER**

Advised of Calendar of Events

- 4-11 February 2023 - Gliding State Championship
- 26 December 2022 – 25<sup>th</sup> January 2023 – Gliding Summer Comp
- March, June and July 2023 - Training Weekend (Aeroclub Hangar)
- 20<sup>th</sup> – 26<sup>th</sup> February 2023 – Aerobatics
- 22<sup>nd</sup> April 2023 – Antique Flyers
- October 2023 – Aerobatics
- TAM Showcase
  - 1<sup>st</sup> April 2023
  - 6<sup>th</sup> May 2023
  - 16<sup>th</sup> September 2023
  - 21<sup>st</sup> October 2023

#### **2. GRANT JOHNSON**

Council to consider Public Access across Taxiway C to Airport Road. Noncompliance noted recently



where public were walking from the Airport Caravan Park across the Airfield to Spitfire Drive and onto Lake Centenary.

**3. GRAHAM ENGEL**

Operational issues of uncontrolled driving on the airfield and damage to grass runways caused by collection vehicle during wet weather.

Request Glider watering points be finished.

**4. PETER HARPER**

Wish to commence the process to establish right hand circuits at the Temora Airport.

Temora Aviation Museum undergoing some changes

- Moving the Gift Shop and hopeful of establishing a café (third party to operate).
- Decommissioning of the theatre with installation of aircraft simulators.

**5 CLOSE MEETING**

The Meeting closed at 7:03pm.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 6 December 2022.

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**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.7 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 7 DECEMBER 2022****File Number:** REP22/1589**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Traffic Committee Meeting held on 7 December 2022

Cr Jason Goode declared a pecuniary interest in relation to item REP22/1497, due to being the Solicitor of the applicant.

Cr Jason Goode left the meeting at 4:33pm and took no further part in the discussion.

**RESOLUTION 213/2022**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 214/2022**

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

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

**CARRIED**

Cr Jason Goode returned to the meeting at 4:34pm.



**Date:** Wednesday, 7 December 2022  
**Time:** 2:05PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Traffic Committee Meeting

**7 December 2022**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
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**MINUTES OF TEMORA SHIRE COUNCIL  
TRAFFIC COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON WEDNESDAY, 7 DECEMBER 2022 AT 2:05PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Max Oliver, TfNSW Kim Schultz, Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Alex Dahlenburg (Engineering Works Manager), Rob Fisher (Engineering Asset Manager)

**1 OPEN MEETING**

2:05pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 27/2022**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

That apologies from Road Safety Officer Karen Trethowan be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			



**4 REPORTS****4.1 LOFTUS STREET PARKING****File Number:** REP22/1492**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Letter of Correspondence**REPORT**

Council is in receipt of correspondence relating to parking on the southern side of Loftus Street between Redmond Street and Carson Street.

Onsite this section of road shoulder has no signage indicating parking controls and as per NSW road rules that automatically determines it parallel parking. Unless signage is present a vehicle must park parallel and as close to the kerb as possible, same direction as traffic, within any line markings and at least 1m in front of or back from any other parked vehicles.

As indicated in the correspondence all blocks West of this heading down Loftus St have sign posted 45-degree angle parking, as does the same block on the opposite side along Gloucester Park.

The residential block further east between Redmond Street and Gallipoli Street also doesn't have any parking signage however in this block the kerb narrows in closer to the through lane so no signage meaning parallel parking as default suits this block.

For the block of Loftus Street questioned there are two options.

1. Leave the southern side of Loftus Street between Redmond Street and Carson Street with no signage for parking controls making the default parking parallel as current.
2. Sign post the southern side of Loftus Street between Redmond Street and Carson Street as 45-degree angle parking like the other blocks of Loftus Street.

**Budget Implications**

2x Parking signs installed each end of the block (Labour and materials)

Cost to maintenance fund less than \$400

**COMMITTEE RECOMMENDATION**

Moved: Cr Max Oliver

That the Committee recommend to Council to take no action.

Lapsed for the want of a Secunder

**COMMITTEE RESOLUTION 28/2022**

Moved: Cr Rick Firman

Seconded: TfNSW Kim Schultz

That the Committee resolved to recommend to Council to install 45° angle parking signs funded out of maintenance.

**CARRIED**

**From:**  
**Sent:** Monday, 28 November 2022 8:49 AM  
**To:** Temora Shire Mayor <[mayor@temora.nsw.gov.au](mailto:mayor@temora.nsw.gov.au)>  
**Subject:** Parking requirements

Good morning Rick.

I have a bit of a strange question.

I live at Loftus (the block that is adjacent to Gloucester Street/Park/Hospital.

The block I live on has parallel parking as there is no sign posted that states to angle park. However, at OOSH across the road and all the other blocks going down towards the main street there is angle parking (sign posted to park this way).

My question is what determines what parking is used? I could understand if the width of the street was to play a role in this determination, but the width of the street where my block is, is the same width as all the other blocks going down the hill.

Can you please advise as to why the parking on my block is different and if it can be changed (assuming no one else on the block has an issue with it).

Thanks,

**4.2 PARKES STREET PEDESTRIAN CROSSING PROPOSALS**

**File Number:** REP22/1507  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Pedestrian Crossing Correspondence  
2. Pedestrian Crossing Guidelines Section 6

**REPORT**

Council is in receipt of the attached correspondence requesting that pedestrian crossings be considered for Parkes Street either side of the Hoskins Street roundabout. These would coincide with the existing pedestrian infrastructure such as kerb blisters/ramps and central islands.

Details around requirements for a pedestrian crossing are noted in the NSW Government Pedestrian Crossing Guidelines section 6 attached.

Further noting section 6.1.4 Local Traffic Committee in this guideline where it notes that appropriate consultation, technical/design assessments, supporting data and foreseeable risks be investigated and demonstrated before seeking consideration of the Local Traffic Committee. This report is being presented without this data to determine if council wishes to pursue investigating the matter further and commit the funding involved. If the concept is considered and investigated than those details specified can be presented back in a future report.

**Note:**

1. Onsite safety audit, review or assessment not undertaken to date
2. No investigation into street lighting or possible additional street lighting for safety for a marked pedestrian crossing considered within this report
3. Risk assessment or review not undertaken to date

**Budget Implications**

Consultation, technical/design assessment/review including lighting component, risk assessment/review and any other supporting data.

Estimated cost to be between \$5,000 and \$10,000 this would either need accommodating in maintenance funds or refer to future budget estimates as a design/investigation only project.

Line marking \$1,800 per pedestrian crossing = Total \$3,600 for 2x requested locations

Signage (Changes to signage to install new advanced warning signs in Parkes St for the pedestrian crossings) = \$400

Cost Estimate Install (Not including lighting) = \$4,000

**COMMITTEE RESOLUTION 29/2022**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

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

And Further

Refer the report to be considered as part of the Hoskins Street Stage 2 upgrade project.

**CARRIED**

***Report by Alex Dahlenburg***

From:  
Sent: Wednesday, 30 November 2022 3:25 PM  
To: [mayor@temora.nsw.gov.au](mailto:mayor@temora.nsw.gov.au)  
Subject: Pedestrian crossing Proposal

Sent from [Mail](#) for Windows  
To Whom it may concern

I am writing this email to put forth a proposal for the council's next meeting, addressing the concerns of our local community and the increase of both "scooter" and "walker" access to the main street or our town.

The concern is that tho there are enough crosswalks in town access to get to them is blocked at the roundabout on the corner of southwest ford and the railway hotel. It is a fact there is a crosswalk in the main street there from QPL to the Railway hotel there is no walkway on park street.

And I will have to say that you have done a great job thus far in hearing and improving our town I feel and others have voiced to me personally that this proposal would be a benefit as to ensure that not only are they better looked after but also in help slowing down the traffic that heading towards the local school as well.

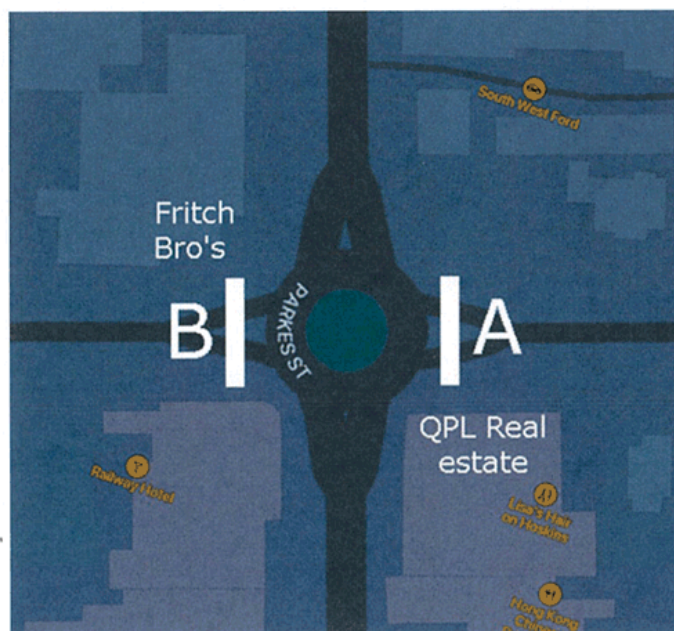
A, to put a crosswalk from the southwest ford building to the QPL building on the eastern side of the roundabout.

B, to put a crosswalk from the Railway hotel building across to the Fritch Bro's Building on the western side of the roundabout.

I thank you for listening to my concerns and my thoughts on ways of helping the community that I love.

Please find attached a PNG image of both proposals.

Yours Sincerely







**TS 00043:1.0**

**Guide**

# **Pedestrian Crossing Guideline**

Issue date: 13 September 2022

Effective date: 13 September 2022

© State of NSW through Transport for NSW 2022

## 6 Guidelines

### 6.1 Guidelines for all pedestrian crossings

The minimum criteria set out for pedestrian crossings in AS 1742.10 are:

- non-arterial road
- 50 km/h or less
- no more than one lane of moving traffic on each approach
- adequate sight distances (refer to Austroads *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*)
- adequate kerb ramps (refer to AS 1428)
- adequate lighting (refer to AS/NZS 1158.4).

#### 6.1.1 Identifying movement and place characteristics

Legally, a person is not permitted to cross the road within 20 m on either side of a regulatory crossing. Therefore, pedestrian and vehicle movements need to be understood to ensure the installation of a pedestrian crossing does not reduce pedestrian safety and/or amenity at a particular location. Common locations where pedestrian crossings are considered include near school gates, main street areas, and community centres.

While minimum vehicle volumes are not required to justify the installation of a pedestrian crossing on a non-arterial road, traffic characteristics (such as vehicle type and volumes, 85th percentile speeds, flow dynamics, and frequency/duration of suitable gaps and crash data) should be observed to inform decision-making about whether a pedestrian crossing is the most suitable treatment at a location to solve a problem and contribute to the location's desired movement and place outcomes.

Refer to the *Practitioner's Guide to Movement and Place* for more detailed information on understanding the movement and place characteristics of a road or street and its surroundings.

#### 6.1.2 Pedestrian demand calculation

Local governments may choose to use TfNSW's warrants outlined in the *Supplement to Australian Standard AS 1742.10-2009*. However, the threshold of combined pedestrian and vehicle volumes required by the TfNSW warrants may be difficult to achieve on local or sub-arterial roads.

As an alternate to the TfNSW warrants, councils may use the following pedestrian demand calculation:

- In each of two separate one-hour periods in a typical day, the pedestrian flow per hour (P) crossing the road is, or is expected to be, equal to or greater than 20.
- Children and elderly or mobility impaired pedestrians count as two pedestrians.

### 6.1.3 Road safety audits

If there is any doubt or contention over safety aspects of a proposed pedestrian crossing, a road safety audit is recommended. The audit will provide an independent assessment of issues and help to determine whether the proposal poses an unacceptable road safety risk.

### 6.1.4 Local Traffic Committee

Pedestrian crossings on roads and road-related areas (such as council-managed car parks) are regulatory devices therefore they are subject to Local Traffic Committee processes.

TfNSW supports a flexible, context-sensitive approach by local governments. However, councils should demonstrate they have undertaken appropriate consultation and technical and design assessments, can provide supporting data, and have addressed foreseeable risks prior to seeking consideration from the Local Traffic Committee.

## 6.2 Pedestrian desire lines

Installing the crossing on the pedestrian desire line is one of the most important considerations when deciding the location of a pedestrian crossing. Utilising the pedestrian desire line means the crossing will seamlessly fit into people's trips, meeting their needs and achieving compliant crossing behaviour.

If a discrete desire line cannot be identified, look at existing and future trip generators, such as schools, shops, parks, and bus stops, which will help to determine an appropriate location for the crossing. If, by using the pedestrian desire line, the pedestrian crossing does not meet essential safety criteria, such as sight distances, consider whether complementary treatments may be used to mitigate the risks and retain the desire line. Consider also, the broader network and whether a precinct-wide approach needs to be taken to make the area more pedestrian friendly if that is the desired function of the street.

## 6.3 Sight distances

Sight distances represent the distance/s at which road users must be able to see each other or a pavement marking, sign, and so on, in order to react appropriately, including stopping, to avoid a crash. Adequate sight distances are essential safety criteria for pedestrian crossings. They are related to vehicle approach speeds and are the reason for statutory NO STOPPING zones on approach/departure to pedestrian crossings. Refer to Austroads *Guide to Road*

*Design Part 4A: Unsignalised and Signalised Intersections* and TfNSW technical direction TDT 2002/12c for more information on sight distance.

Kerb extensions or blisters and raised crossing thresholds may also improve sight distances at a crossing (refer to Appendix D for complementary treatments).

## 6.4 Vertical and horizontal curves

Where pedestrian crossings are proposed on or near vertical or horizontal curves, sight distances still apply but practitioners may also need to take into account the risk of vehicle rear-end crashes and include suitable mitigating treatments.

## 6.5 Lighting

Adequate lighting at pedestrian crossings is particularly important as they are in operation at all times and clear visibility is essential to ensure drivers are able to give way to people on the crossing at any time (refer to AS/NZS 1158.4).

Daytime shadowing may also affect visibility and should be taken into account when considering risk factors.

## 6.6 Pedestrian crossings at intersections

Pedestrian crossings may be installed at intersections where there is a genuine need based on guidance in this document. Careful consideration needs to be given to the installation of pedestrian crossings at intersections. Pedestrian crossings should not be used just to reinforce NSW *Road Rules 72* or *73* (which require drivers turning into a side street or slip lane to give way to people who are crossing the side street or slip lane at or near the intersection).

Overuse of pedestrian crossings may lead to diminished safety because drivers ignore or no longer see them. Alternate treatments should be first investigated. Pedestrian crossings can be provided by exception to address safety risks at intersections where safe driving compliance to the road rules is inconsistent.

## 6.7 Pedestrian crossings and patterned pavements

Pedestrian crossings are first and foremost a pedestrian safety device. NSW Road Rule 81 defines a pedestrian crossing as a place with white stripes on the road surface that run lengthwise, of approximately equal length and parallel to one another for the width of the crossing. A key attribute of a pedestrian crossing is that it is universally recognisable and understood as a pedestrian safety and traffic management device.

For these reasons, pedestrian crossings must not be installed in conjunction with patterned pavements or street art. A monochrome background road surface may be installed as an alternative to asphalt, for example a terracotta pavement finish (see Figure 1).





Figure 1 – Pedestrian crossing with terracotta coloured pavement, Katoomba Street, Katoomba

## 6.8 Identifiable walking routes

In addition to safety and prioritisation purposes, pedestrian crossings may be installed to improve the legibility of key walking routes that are likely to attract a diverse demographic, for example to a swimming pool, library, theatre, or sports ground. In such cases, directional signs and wayfinding elements should also be installed to improve the customer's experience (see Figure 2). Refer to AS 1742.10 and AGTM10-20 for more information on wayfinding.



Figure 2 – Pedestrian way finding, Cleveland Street (left) and Darling Harbour (right)

**4.3 DEVELOPMENT APPLICATION - ADAPTIVE REUSE OF FORMER FLOUR MILL AS HOTEL, BREWERY AND FUNCTION CENTRE**

**File Number:** REP22/1497  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** 1. Flour mill development plans

**REPORT**

Council has received a development application for the flour mill redevelopment to hotel, brewery, restaurant and function centre, located at 63 Polaris Street Temora. A site plan of the proposed development is attached, along with artist impressions of the future development

The development proposes the adaptive reuse of the existing flour mill building to provide restaurant and bar area of 475.4m<sup>2</sup> (90 seats indoor and 76 seats outdoor). Maximum occupation is 90 guests indoor, 76 verandah, 19 staff, total 279 people. The development application also proposes a function centre (marquee) to seat up to 250 additional guests (average of 150 guests), with a likely maximum of 40 functions per year.

The development application includes the following information in relation to car parking and vehicle movements.



## Car Parking

Heading	Comment
1 Objectives	Sufficient car parking has been provided
2 Car parking requirements	<p>On site car parking should be provided in accordance with the Roads and Traffic Authority publication "Guide to Traffic Generating Developments Version 2.2"</p> <p><b>Hotels</b> – Comparisons should be drawn with regard to similar developments.</p> <p><b>Restaurants</b> – Whichever is greater of 15 spaces per 100m<sup>2</sup> GFA of restaurant or function centre or 1 space per 3 seats</p> <p><b>Industries (factories)</b> – 1.3 spaces per 100m<sup>2</sup> of GFA.</p> <p>Brewery 35.9m<sup>2</sup> (0.46spaces)  Dining &amp; Bistro, Bar 288.4m<sup>2</sup> (43.26 spaces)  Outdoor terrace 187m<sup>2</sup> (28.05 spaces)  150 person function marquee (50 spaces)</p> <p><b>TOTAL 121.77 spaces</b></p> <p>It is proposed to provide 21 secure car spaces and 113 spaces in the general car park (total <b>134 car spaces</b>).</p> <p>It is also proposed to construct 9 spaces + valet parking in from of the development within the road reserve.</p>
3 Loading and unloading facilities	<p>Adequate provision should be made on site for the loading and unloading of delivery vehicles within designated loading bays.</p> <p>A loading dock is provided at the rear of the site as shown on the plans.</p>

The development proposes the following changes to Polaris Street:

- new pedestrian crossing with pram ramps
- new angle and parallel parking spaces – currently 9 spaces although this may change to be fewer spaces due to the need to include accessible parking
- valet parking area
- deletion of existing long vehicle parking
- new carparking area opposite the flour mill with new driveway accesses (x 2), 135 spaces guest spaces, 26 staff spaces
- loading dock provided to the rear of the property. There is an agreement in place with the neighbouring landowner to obtain access to this area.

The development has:

- proximity to railway level crossing – proposed pedestrian crossing approximately 37m west from railway crossing,
- connection to existing footpaths and railyard trail
- connection to existing route used by heavy vehicles
- proposed secure, solid fencing to the rail corridor

- ability for all vehicles to enter and exit the sites in a forward direction

Transport for NSW has been formally notified of this development as they are an adjoining landowner, adjacent to the proposed carpark site.

The Development Application is on public exhibition until 6 January 2023.

### **COMMITTEE RESOLUTION 30/2022**

Moved: Cr Max Oliver

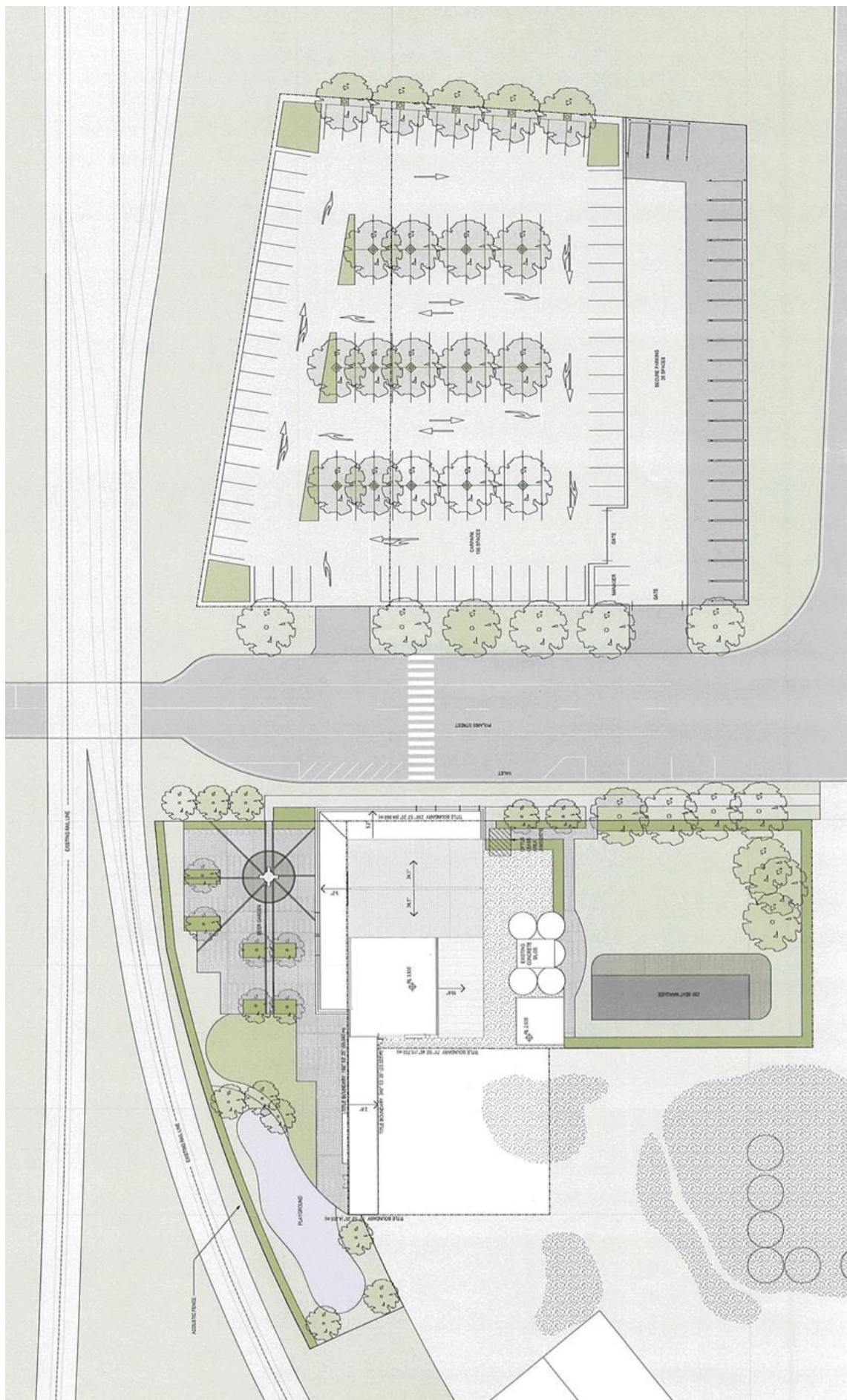
Seconded: TfNSW Kim Schultz

That the Committee resolved to recommend to Council to propose the following comments to be considered as part of the Development Application assessment:

- Consider a pedestrian refuge instead of a pedestrian crossing
- Enhance lighting and line of sight as required
- Provide an alternative long vehicle decoupling site. Options may be investigated further west of the development site. Heavy vehicle drivers to be informed of the new arrangements at the appropriate time
- Provide pram ramps as required
- Show existing footpath on the southern side of the development site
- Show extension of existing footpath along the southern side of the railway line and work with Transport for NSW to develop a suitable design
- Consider low maintenance landscaping along the rail corridor

**CARRIED**

***Report by Claire Golder***



PRELIMINARY

**Project /**  
**PARDY'S FLOUR MILL**  
41-42 Pictoria Street, Tamworth

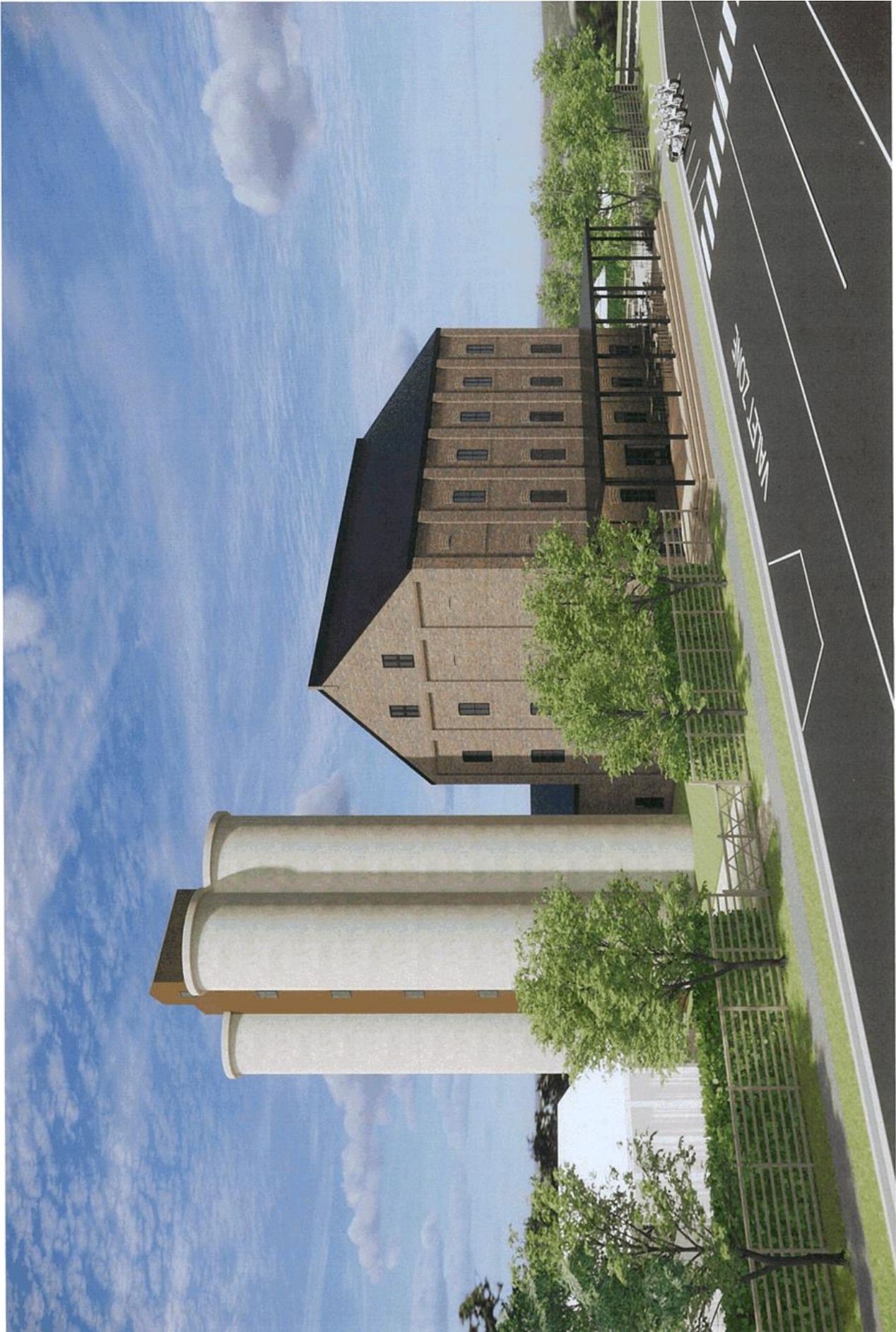
Drawing / **PROPOSED SITE PLAN** / Project No / **221022** / Date / **04.11.22**

Author / **DM** Scale: 0 AS / **1 : 250**

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**4.4 ACTIVE TRANSPORT GRANTS**

**File Number:** REP22/1561  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

Council has the opportunity to make an application for funding for construction of new footpaths under Get NSW Active funding for the 2023/24 financial year. Applications are due 6<sup>th</sup> January 2023.

A Traffic Committee recommendation, agreeing to the nominated projects applying for funding, as is a requirement of the funding applications.

All three projects are identified in the PAMPS Plan and Council's capital works program included in the Council Delivery Plan.

These being:

1. Gardner Street Concrete Footpath 1.5m wide West side between Loftus St and Victoria St
2. Gallipoli Street Concrete Footpath 1.5m wide West side between Victoria St and Britannia St
3. Coolamon Street (Ariah Park) Concrete Footpath 1.5m wide East side from Wellman St to "The Peppers" near back Ariah Park Road.

No co-contribution from Council is requested, funded fully by the proposed grant funding application and resident contributions.

**COMMITTEE RESOLUTION 31/2022**

Moved: Cr Max Oliver

Seconded: TfNSW Kim Schultz

That the Committee resolved to recommend to Council to support the applications for funding to construct new footpaths in Gardner Street, Gallipoli Street and Coolamon Street

**CARRIED**

***Report by Claire Golder***

**5 CLOSE MEETING**

The Meeting closed at 2:56pm.

This is the minutes of the Traffic Committee meeting held on Wednesday 7 December 2022.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**9 DELEGATES REPORTS****1. CR FIRMAN**

Attended REROC board meeting in Wagga last Friday 9 December 2022 . As from 1 July 2023 the Riverina JO will formally go into hiatus and the roles of JO will go back to REROC.

Ally Dench, Executive Director of the Office of Local Government has resigned.

NSW Country Mayors – Will be meeting with leaders of the state political parties to outline state election priorities.



**10 MAYORAL REPORT****10.1 MAYORAL REPORT - NOVEMBER 2022**

**File Number:** REP22/1515

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

**REPORT**

**1<sup>st</sup> November** – I had teleconferences with the Mayors of Shellharbour, Parkes, Dungog, Hay, Murrumbidgee, Murray River, Cowra and Weddin Shires.

**2<sup>nd</sup> November** – I had teleconferences with Mayors of Gilgandra Shire, Eurobodalla, Moree Plains Shire.

- I had a meeting with the CEO of Riverina Eastern Regional Organisation of Councils (REROC), Mrs Julie Briggs.
- I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack MP.

**3<sup>rd</sup> November** –

- I enjoyed Afternoon tea with one of Temora Shire's young leaders, Miss Annaleisa Soliman and her Father, Mr Roy Soliman.
- Councillors, Senior Staff and I attended a briefing session on Roads Network / Flooding events in Temora Shire. This is a serious issue for us and we are extremely grateful to our Engineering and Outdoor Staff, and Emergency Service personnel. We continue to work closely with the Federal and State MPs as we seek financial assistance with what is a major challenge – but one we will eventually get on top of. We thank the residents for their patience and assistance.
- I had a Teleconference with Premier's Office and Deputy Premier.
- I had a meeting with the Federal Member for Riverina, the Hon Michael McCormack MP.

**4<sup>th</sup> November** – The Deputy Mayor (Cr Graham Sinclair), Cr Nigel Judd OAM and I attended a dinner in honour of The Hon Steph Cooke MP. This was held at the Temora Ex-Services Memorial Club, with Federal Member for Riverina, the Hon Michael McCormack MP acting as the Master of Ceremonies.

**5<sup>th</sup> November** – I had a teleconference with State Member for Cootamundra, the Hon Steph Cooke MP.

- I had a teleconference with Australian Local Government Association (ALGA) President, Cr Linda Scott. Cr Scott generously donated \$200 extra in Temora Shire Gift Cards to go towards prize pool for the Temora Shire Flood Photo Competition.

**7<sup>th</sup> November** – I attended a meeting of the Temora LHAC Executive.

- I chaired a meeting of the Temora Local Health Advisory Council (LHAC).
- I had a teleconference with the Chairman of the NSW Joint Organisation Chairmen's Forum, Mayor Jamie Chaffey (Gunnedah Shire).

**8<sup>th</sup> November** – I attended Council offices.

**9<sup>th</sup> November** – The General Manager (Mr Lavelle) and I attended a meeting with NSW Transport for NSW representatives.

- I had a teleconference with Mayor Greg Verdon, of Lockhart Shire.

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

**10<sup>th</sup> November** - I had a meeting with the NSW Pharmacy Guild Board Executive, as a Member of the NSW Regional Health Ministerial Advisory Panel.

- I had interview with ABC Riverina re: Roads issue
- I had an interview with Seven News Riverina.
- I had a teleconference with NSW Country Mayors Association Chairman, Mayor Ken Keith OAM.
- Cr Judd chaired a meeting of Arian Park residents re: sewerage treatment options. Several Councillors and Senior Staff attended this important meeting.

**11<sup>th</sup> November** – I had an interview with ABC Riverina re: Braille project (initiated by Mrs Kristy Wallace).

- I attended Remembrance Day ceremony in Temora's Callaghan Park. LEST WE FORGET.
- I chaired a meeting of REROC Executive.
- I had a teleconference with the Chairman of NSW Regional Health Ministerial Advisory Panel.

**12<sup>th</sup> November** – I was proud to have conducted the Temora Business Enterprise Group (TBEG) Gift Horse Christmas Draw. Thank you to the Executive Officer, Mrs Ashlee Smith, who assisted me very well. TBEG are to be commended on this positive initiative.

- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

**13<sup>th</sup> November** – 'World Day of Kindness'. 'If we can be anything in this world – Be Kind' – Anonymous.

**14<sup>th</sup> November** – I attended Council office. Council office ...

- The Deputy Mayor (Cr Sinclair), Cr Oliver and I attended the Temora Shire Australia Day Council meeting.

**15<sup>th</sup> November** – Councillors and I attended a long but productive Council Committee Day. We also held Workshops on various Policy documents for Council.

- I had teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.
- I had meetings with Mayor Ken Keith OAM (Parkes Shire) and Mayor Jamie Chaffey (Gunnedah Shire).

**16<sup>th</sup> November** – Councillors, Senior Staff and I hosted the NSW Grants Commissioners. We enjoyed learning how the grant allocations of the Federal Assistance Grants work.

- The Deputy Mayor (Cr Sinclair), General Manager (Mr Lavelle), Engineering Assets Manager (Mr Robert Fisher) and I attended a meeting with Transport for NSW officials.
- I had a teleconference with Chairman of the NSW Joint Organisation Chairman's Network, Mayor Jamie Chaffey.
- I held a teleconference with the Presidents of both Australian Local Government Association (ALGA), Cr Linda Scott and Local Government NSW, Cr Darriea Turley AM.
- I had a teleconference with the NSW Regional Health Minister, the Hon Bronnie Taylor MLC.

**17<sup>th</sup> November** – I flew to Sydney with the General Manager (Mr Lavelle).

- I attended the NSW Joint Organisation Chairmen's Forum meeting, at Parliament House, Sydney. That was the Annual Meeting and I stood down as the Deputy Chairman of this organisation. I'll continue to sit on the Board, whilst I'm Chairman of Riverina JO.
- I attended the NSW Country Mayors Association Executive meeting, held at Parliament House, Sydney.

- The General Manager (Mr Lavelle) and I went to a dinner with other Mayors & General Managers across rural and regional NSW.

**18<sup>th</sup> November** – The General Manager (Mr Lavelle) and I represented Temora Shire at the NSW Country Mayors Association (CMA) annual general meeting. We farewelled Chairman, Mayor Ken Keith OAM of Parkes Shire, who stood down after two years as the esteemed leader. I presented Mayor Keith with a caricature of himself, done by Temora Artist, Mr Mark Hughes. Mayor Jamie Chaffey of Gunnedah Shire was elected, unopposed as the new Chairman. I was deeply honoured to have been elected as the Deputy Chairman. This is a vitally important organisation, which takes the lead in advocating for rural and regional Councils across NSW.

**21<sup>st</sup> November** – I had a teleconference with ALGA President, Cr Linda Scott.

- I had a teleconference with the NSW Country Mayors Chairman, Mayor Jamie Chaffey (Gunnedah Shire).
- I had an interview with the Temora Independent re: NSW CMA Meeting.
- I had a teleconference with Mayor Kevin Beatty of Cobonne Shire. They are going through some very challenging times but will come through the other side. I've offered the ongoing prayers, strength and support of all of us here at Temora Shire.

**22<sup>nd</sup> November** - I chaired a Board meeting of the Temora & District Education Fund. Interviews will take place in early December, with a presentation ceremony to take place on 3<sup>rd</sup> February 2023.

- I had a teleconference with the Chief Executive of REROC, Mrs Julie Briggs.
- I attended Council offices.

**23<sup>rd</sup> November** – Councillors, Senior Staff and I hosted an afternoon tea, to thank the very special Year 10 Students from Oran Park Anglican College. These very kind-hearted youngsters donated a week of their time to help the Temora Shire community in many and varied ways. Their spirit of generosity is most inspiring.

- I had a meeting with the Chairman of the NSW Regional Health Ministerial Advisory Panel, Mr Richard Colbran PhD.

**24<sup>th</sup> November** – I attended Council Chambers.

- Councillors, Senior Staff and I attended the formal, monthly meeting of Temora Shire Council. We covered a lot of business, which is very exciting.
- Council formally joined with LGNSW and NSW Country Mayors Association in declaring a Statewide Roads Emergency.

**25<sup>th</sup> November** – I was honoured to have delivered the Eulogy for our most Senior Citizen in Temora Shire, the late Ronald Loftus McGuirk. Mr McGuirk's memory will live on, and our prayers and thought remain with Mr McGuirk's devoted family.

- I was invited to draw the 'Win A Tinny' Boat/Trailer Competition at the Temora Ex-Services Memorial Club.

**28<sup>th</sup> November** – I spoke to the Mayor of Cobonne Shire to offer Council's and the community's continued prayers and support to his flood ravaged communities.

- I attended Council for meetings with the General Manager and the Engineer.
- I had a meeting with the Chairman of NSW Country Mayors Association, Mayor Jamie Chaffey (Gunnedah Shire).

**29<sup>th</sup> November** – I spoke to Mayor John Medcalf OAM (Lachlan Shire) to offer prayers and love to his Council and community during their recent flooding events.

- I had a teleconference with NSW Member for Cootamundra, the Hon Steph Cooke MP.

**30<sup>th</sup> November** - I attended Council Chambers.

**RESOLUTION 215/2022**

Moved: Cr Lindy Reinhold

Seconded: Cr Jason Goode

It was resolved that the Mayoral Report for November 2022 be noted.

**CARRIED**

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

**11 STAFF REPORTS**

**RESOLUTION 216/2022**

Moved: Cr Nigel Judd

Seconded: Cr Belinda Bushell

It was resolved that Council receive Staff reports.

**CARRIED**

**12 GENERAL MANAGER****12.1 CALENDAR OF EVENTS - DECEMBER 2022**

**File Number:** REP22/1519  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****DECEMBER 2022**

2 Visit by Governor The Hon Margaret Beazley (Tentative)  
6 Committee Meetings  
7 Committee Meetings  
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 Opening of the Runway upgrade – 4:40pm

**JANUARY 2023**

19 Council Meeting  
26 Australia Day – Gloucester Park & Breakfast at Davey Park, Aria Park  
27 Councillors Christmas Party – 6:30pm Fed & Bed

**FEBRUARY 2023**

7 Committee Meetings  
16 Council Meeting


**RESOLUTION 217/2022**

Moved: Cr Jason Goode  
Seconded: Cr Max Oliver

It was resolved that the Calendar of Events be noted.

**CARRIED**



**12.2 MODEL CODE OF CONDUCT****File Number:** REP22/1532**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
**1. G17 - Draft Model Code of Conduct** [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#)   
**2. Procedures for the Administration of the Model Code of Conduct** [!\[\]\(ce158fc5e55633398941d0898ae45661\_img.jpg\)](#) **REPORT**

The Local Government Act 1993, requires Council, within 12 months of an ordinary election to review its adopted code (S440(7))

This review is set against an announcement by the Minister for Local Government that a review of the regulatory framework for dealing with Councillor misconduct was being undertaken. It was suggested in Post-Election Guide that Council may wish to defer the review of their Codes of Conduct until the review has been completed and any outcomes of the review are implemented, provided that this occurs within 12 months of the elections.

It is now evident that the review has not been completed and the Code needs to be formally adopted. When the new Model Code is available, this will be provided to Council through a workshop.

**RESOLUTION 218/2022****Moved:** Cr Jason Goode**Seconded:** Cr Anthony Irvine

It was resolved that Temora Shire Council adopt the Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct as required by S440(7) of the Local Government Act 1993.

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

# TEMORA SHIRE COUNCIL



## Model Code of Conduct

DRAFT

Function: Governance

Temora Shire Council

Policy Number: G17

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**Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Model Code of Conduct  
**CODE NUMBER:** G17  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** December 2022

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
December 2022				

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by

Revision Number: 1  
File Name: Model Code of Conduct

Revision Date: December 2022

*Function: Governance*

*Temora Shire Council*

*Policy Number: G17*

**3**

# The Model Code of Conduct for Local Councils in NSW

2020

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*Revision Number: 1*  
*File Name: Model Code of Conduct*

*Revision Date: December 2022*

*Function: Governance**Temora Shire Council**Policy Number: G17***4**

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## **PART 1 INTRODUCTION**

This *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2005* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

Note: References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

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

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**PART 2 DEFINITIONS**

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
	delegate of council a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation

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joint organisation	a joint organisation established under section 400O of the LGA
LGA	<i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
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
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

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## PART 3 GENERAL CONDUCT OBLIGATIONS

### General conduct

3.1 You must not conduct yourself in a manner that:

- a) is likely to bring the council or other council officials into disrepute
- b) is contrary to statutory requirements or the council's administrative requirements or policies
- c) is improper or unethical
- d) is an abuse of power
- e) causes, comprises or involves intimidation or verbal abuse
- f) involves the misuse of your position to obtain a private benefit
- g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.

3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

### Fairness and equity

3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:

- a) is not wanted by the person
- b) offends, humiliates or intimidates the person, and
- c) creates a hostile environment.

### Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct

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- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 *Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:*

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

#### Work health and safety

3.12 *All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:*

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

#### Land use planning, development assessment and other regulatory functions

3.13 *You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.*

3.14 *In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.*



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### Binding caucus votes

- 3.15 *You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.*
- 3.16 *For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.*
- 3.17 *Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.*
- 3.18 *Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.*

### Obligations in relation to meetings

- 3.19 *You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.*
- 3.20 *You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).*
- 3.21 *You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.*
- 3.22 *If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:*
- a) *leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or*
  - b) *submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or*
  - c) *deliberately seek to impede the consideration of business at a meeting.*

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## PART 4 PECUNIARY INTERESTS

### What is a pecuniary interest?

- 4.1 *A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.*
- 4.2 *You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.*
- 4.3 *For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:*
- (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 *For the purposes of clause 4.3:*
- (a) Your “relative” is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
  - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 *You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):*
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### What interests do not have to be disclosed?

- 4.6 *You do not have to disclose the following interests for the purposes of this Part:*
- (a) your interest as an elector
  - (b) your interest as a ratepayer or person liable to pay a charge
  - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code

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- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii) security for damage to footpaths or roads
  - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

*4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.*

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

*4.8 Designated persons include:*

- (a) the general manager

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- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

*4.9 A designated person:*

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

*4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.*

*4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.*

*4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.*

*4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.*

What disclosures must be made by council staff other than designated persons?

*4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.*

*4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.*

What disclosures must be made by council advisers?

*4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.*

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4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

4.19 For the purposes of clause 4.18, a “council committee member” includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

4.20 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

- (a) they made and lodged a return under that clause in the preceding 3 months, or
- (b) they have ceased to be a councillor or designated person in the preceding 3 months.

4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.

4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.

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4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

- (a) at any time during which the matter is being considered or discussed by the council or committee, or
- (b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:

- (a) a member of, or in the employment of, a specified company or other body, or
- (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.



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4.35 *Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.*

4.36 *Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:*

- (a) *the matter is a proposal relating to:*
  - (i) *the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or*
  - (ii) *the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and*
- (b) *the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and*
- (c) *the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.*

4.37 *A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:*

- (a) *be in the form set out in schedule 3 of this code and contain the information required by that form, and*
- (b) *be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.*

4.38 *The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:*

- (a) *that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or*
- (b) *that it is in the interests of the electors for the area to do so.*

4.39 *A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.*

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## PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

### What is a non-pecuniary conflict of interest?

- 5.1 *Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.*
- 5.2 *A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.*
- 5.3 *The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.*
- 5.4 *Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.*
- 5.5 *When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.*

### Managing non-pecuniary conflicts of interest

- 5.6 *Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.*
- 5.7 *If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.*
- 5.8 *How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.*

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5.9 *As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:*

- a) *a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household*
- b) *other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.*
- c) *an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.*
- d) *membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter*
- e) *a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1*
- f) *the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.*

5.10 *Significant non-pecuniary conflicts of interest must be managed in one of two ways:*

- a) *by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or*
- b) *if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.*

5.11 *If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.*

5.12 *If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.*

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5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

#### Political donations

5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.17 For the purposes of this Part:

- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
- b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

#### Loss of quorum as a result of compliance with this Part

5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
  - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
  - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and

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- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 *The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:*

- a) *that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or*
- b) *that it is in the interests of the electors for the area to do so.*

5.22 *Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.*

#### Other business or employment

5.23 *The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.*

5.24 *A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.*

5.25 *The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.*

5.26 *A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.*

5.27 *Members of staff must ensure that any outside employment, work or business they engage in will not:*

- a) *conflict with their official duties*
- b) *involve using confidential information or council resources obtained through their work with the council including where private use is permitted*
- c) *require them to work while on council duty*
- d) *discredit or disadvantage the council*
- e) *pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.*

#### Personal dealings with council

5.28 *You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation*

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*to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.*

- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.*



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## PART 6 PERSONAL BENEFIT

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

- a) items with a value of \$10 or less
- b) a political donation for the purposes of the Electoral Funding Act 2018
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- d) a benefit or facility provided by the council to an employee or councillor
- e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
  - i) the discussion of official business
  - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
  - iii) conferences
  - iv) council functions or events
  - v) social functions organised by groups, such as council committees and community organisations.

### Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

### How are offers of gifts and benefits to be dealt with?

6.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in

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writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit, and
- d) the date on which the gift or benefit was received.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

#### Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
- b) gifts of alcohol that do not exceed a value of \$100
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$100 in value.

#### Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

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*“Cash-like gifts”*

6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

*Improper and undue influence*

6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.

6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

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## PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

### Obligations of councillors and administrators

7.1 *Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.*

7.2 *Councillors or administrators must not:*

- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
- b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 *Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.*

### Obligations of staff

7.4 *Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.*

7.5 *Members of staff of council must:*

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

### Inappropriate interactions

7.6 *You must not engage in any of the following inappropriate interactions:*

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to

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- broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
  - f) councillors and administrators being overbearing or threatening to council staff
  - g) council staff being overbearing or threatening to councillors or administrators
  - h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
  - i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
  - j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
  - k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
  - l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

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## PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

### Councillor and administrator access to information

- 8.1 *The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the Government Information (Public Access) Act 2009 (the GIPA Act).*
- 8.2 *The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.*
- 8.3 *Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.*
- 8.4 *Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.*
- 8.5 *Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.*
- 8.6 *Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.*

### Councillors and administrators to properly examine and consider information

- 8.7 *Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.*

### Refusal of access to information

- 8.8 *Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.*

### Use of certain council information

- 8.9 *In regard to information obtained in your capacity as a council official, you must:*
- a) subject to clause 8.14, only access council information needed for council business
  - b) not use that council information for private purposes



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- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

#### Use and security of confidential information

8.10 *You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.*

8.11 *In addition to your general obligations relating to the use of council information, you must:*

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

#### Personal information

8.12 *When dealing with personal information you must comply with:*

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the *Information Protection Principles and Health Privacy Principles*
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

#### Use of council resources

8.13 *You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.*

8.14 *Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:*

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

8.15 *You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.*

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- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.

#### Internet access

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

#### Council record keeping

- 8.21 You must comply with the requirements of the State Records Act 1998 and the council's records management policy.
- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the State Records Act 1998 and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the State Records Act 1998.

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Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

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## PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

### Complaints made for an improper purpose

- 9.1 *You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.*
- 9.2 *For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:*
- a) to bully, intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i) to prevent or disrupt the effective administration of this code under the Procedures.

### Detrimental action

- 9.3 *You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.*
- 9.4 *You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.*
- 9.5 *For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:*
- a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

### Compliance with requirements under the Procedures

- 9.6 *You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.*
- 9.7 *You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.*
- 9.8 *You must comply with a practice ruling made by the Office under the Procedures.*

### Disclosure of information about the consideration of a matter under the Procedures

- 9.9 *All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.*

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- 9.10 *You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.*
- 9.11 *You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.*
- 9.12 *You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.*
- 9.13 *Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the Public Interest Disclosures Act 1994.*

Complaints alleging a breach of this Part

- 9.14 *Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.*
- 9.15 *Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.*

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## **SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21**

### Part 1: Preliminary

#### Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

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- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.

*return date* means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are

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related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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## Part 2: Pecuniary interests to be disclosed in returns

### Real property

5. A person making a return under clause 4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

### Gifts

9. A person making a return under clause 4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

### Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

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13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

#### Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

#### Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

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20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

26. A person making a return under clause 4.21 of this code must disclose:

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

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27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

#### Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
    - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:

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- (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
- (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

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## **SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21**

### 'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]  
[date]

#### A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

#### B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

#### C. Gifts

Description of each gift I received at any time	Name and address of donor

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since 30 June

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
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**I. Dispositions of property**

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**J. Discretionary disclosures**

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### **SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37**

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

#### Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the                      day of                      20     .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	

<sup>1</sup> Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.



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

Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

Revision Number: 1  
File Name: Model Code of Conduct

Revision Date:  
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# **Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

**2020**

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## PART 1 INTRODUCTION

These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

**Note:** References in these procedures to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code Procedures, joint organisations should adapt them 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 Code Procedures, county councils should adapt them to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

**Note:** Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

## PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA

code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser

delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to

### **PART 3 ADMINISTRATIVE FRAMEWORK**

#### The establishment of a panel of conduct reviewers

3.1 The council must establish a panel of conduct reviewers.



- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
  - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - c) knowledge and experience of one or more of the following:
    - i) investigations
    - ii) law
    - iii) public administration
    - iv) public sector ethics
    - v) alternative dispute resolution, and
  - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
- a) a councillor, or
  - b) a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.

- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another

council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.

- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
- a) coordinate the management of complaints made under the council's code of conduct
  - b) liaise with and provide administrative support to a conduct reviewer
  - c) liaise with the Office, and
  - d) arrange the annual reporting of code of conduct complaints statistics.

#### **PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?**

##### What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by the council or a council official
  - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
  - c) complaints about the policies or procedures of the council
  - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of

conduct complaint are to be dealt with under the council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.

- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

## **PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?**

### Delegation by general managers and mayors of their functions under this Part

- 5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

### Consideration of complaints by general managers and mayors

- 5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

### What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
- a) is not a code of conduct complaint, or
  - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
  - c) is trivial, frivolous, vexatious or not made in good faith, or
  - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or

- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.



- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) censure
  - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
  - c) prosecution for any breach of the law
  - d) removing or restricting the person's delegation
  - e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and

- b) the person must be given an opportunity to respond to the allegation, and
- c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are code of conduct complaints about administrators to be dealt with?

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
  - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.
- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the

offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to

be taken as a determination that there has been a breach of the council's code of conduct.

- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the general manager and the mayor to be dealt with?

- 5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:
- a) delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
  - b) refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- a) the complainant consents in writing to the disclosure, or
  - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
  - c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
  - d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
  - e) it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.
- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

Special complaints management arrangements

- 5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
  - b) impeded or disrupted the effective administration by the council of its code of conduct, or
  - c) impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
- a) the code of conduct complaints the arrangement relates to, and
  - b) the period that the arrangement will be in force.
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.
- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.



- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

**PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT  
COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER  
BY CONDUCT REVIEWERS**

Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
- a) a panel of conduct reviewers established by the council, or
  - b) a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- a) they have a conflict of interest in relation to the matter referred to them, or
  - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
  - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or

- d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
  - a) comply with these procedures in their consideration of the matter, or
  - b) comply with a lawful and reasonable request by the complaints coordinator, or
  - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
- a) to take no action
  - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - d) to refer the matter to an external agency
  - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:
- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
  - b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
  - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:
- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
  - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
  - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
  - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the general manager or mayor for resolution

- 6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and

appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.

- 6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.
- 6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

#### Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures
  - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
  - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
  - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
  - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
  - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
  - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
  - i) any previous proven breaches of the council's code of conduct
  - j) whether the conduct complained of forms part of an ongoing pattern of behaviour

- k) whether there were mitigating circumstances giving rise to the conduct complained of
- l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
- m) the significance of the conduct or the impact of the conduct for the council
- n) how much time has passed since the alleged conduct occurred
- o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

## **PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER**

### What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

### How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
  - a) disclose the substance of the allegations against the respondent, and
  - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
  - c) advise of the process to be followed in investigating the matter, and
  - d) advise the respondent of the requirement to maintain confidentiality, and
  - e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
  - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.



- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:
- a) advise them of the matter the investigator is investigating, and
  - b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
  - c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

#### Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of

investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.

7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

#### How are investigations to be conducted?

7.15 Investigations are to be undertaken without undue delay.

7.16 Investigations are to be undertaken in the absence of the public and in confidence.

7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.

7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.

7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

#### Referral or resolution of a matter after the commencement of an investigation

7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:

- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
- b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
- c) refer the matter to an external agency.

- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

#### Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide

the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.

- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

#### Final investigation reports

- 7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 7.35 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
  - b) make a determination that the conduct investigated either,
    - i. constitutes a breach of the code of conduct, or
    - ii. does not constitute a breach of the code of conduct, and
  - c) provide reasons for the determination.
- 7.36 At a minimum, the investigator's final report must contain the following information:
- a) a description of the allegations against the respondent
  - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
  - c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
  - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
  - e) a description of any attempts made to resolve the matter by use of alternative means
  - f) the steps taken to investigate the matter
  - g) the facts of the matter
  - h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - i) the investigator's determination and the reasons for that determination
  - j) any recommendations.

- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor, that the council resolves as follows:
    - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
- a) that the council revise any of its policies, practices or procedures
  - b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
- a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - b) the investigator's determination and the reasons for that determination
  - c) any recommendations, and
  - d) such other additional information that the investigator considers may be relevant.

- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.
- 7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

Consideration of the final investigation report by council

- 7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.
- 7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.



- 7.52 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
  - b) seek an opinion from the Office in relation to the report.
- 7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.58 A council may by resolution impose one of the following sanctions on a respondent:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor:
    - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.
- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.

- 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

## **PART 8      OVERSIGHT AND RIGHTS OF REVIEW**

### The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

### Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

### Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.

- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
- a) that the investigator has failed to comply with a requirement under these procedures, or
  - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
  - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:

- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
- b) the council must:
  - i. review its decision to impose the sanction, and
  - ii. consider the Office's recommendation in doing so, and
  - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.

8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

## **PART 9 PROCEDURAL IRREGULARITIES**

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
  - a) the non-compliance is isolated and/or minor in nature, or
  - b) reasonable steps are taken to correct the non-compliance, or
  - c) reasonable steps are taken to address the consequences of the non-compliance.

## **PART 10 PRACTICE DIRECTIONS**

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

## **PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER**

11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
- b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
- d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

## **PART 12 CONFIDENTIALITY**

12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.

12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.

12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the

general manager or their delegate, and consider any submission made by them.

- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.
- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
- a) the complainant
  - b) the complaints coordinator
  - c) the Office, and
  - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.



**13 ENGINEERING SERVICES****13.1 CHRISTMAS DECORATIONS AND KITCHENER ROAD CONCERNS****File Number:** REP22/1578**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager

**Attachments:**

1. Correspondence Received  
2. Christmas Decorations Report  
3. Christmas Decorations Follow-up Correspondence  
4. Design Plans Kitchener Road Upgrade  

**REPORT**

Council is receipt of the attached correspondence with three separate items.

Item 1 - Christmas Decorations

Previous report to Council on Christmas Decorations attached along with follow-up correspondence from the Director of Environmental services. Previous Council resolution was to refer the Christmas decorations to the draft 2021/22 budget and that the Director of Environmental Services provide a report back to Council outlining potential options.

To date this upgrade to Councils Hoskins Street Christmas Decorations hasn't had budget allocated, currently being removed from the forward budget following previous budget workshop and the idea of a string of LED Festoon style lights comes with complications as per essential energy advice. As per correspondence the only way to achieve this is if the lights were anchored to building facades which comes with complications outlined in attached correspondence.

Item 2 & 3 – Kitchener Road

Widening of Kitchener Road off Bundawarra Road is in Council's long term plans for upgrade. This project is delayed due to developer contribution for the upgrade for developments relating to residential estate on the northern side and commercial development on the southern side by construction of a new nursing home. Design for drainage and roadworks has already been completed as attached in conjunction with the Dustin Rose subdivision design.

This upgrade which includes extending the kerb and gutter along with road widening will remain further out in Council's plan brought forward by development unless Council determines this project needing to be brought forward.

Regarding ducks and the request for signposting ducks crossing on Kitchener Road, typically wildlife signs are erected on high-speed rural roads to warn motorists of hazards from animals that could cause damage or personal injury on collision. High wild-life-vehicle collision rates that are experienced in some areas may be reduced by optimising the road environment through wildlife warning signs.

Numbers of wildlife-vehicle collisions are unknown in this location with the road environment at low speed being an urban 50km/h speed limit. Further the land development in this area during coming years will likely see a change in the environment for wildlife.

**RESOLUTION 219/2022**

Moved: Cr Lindy Reinhold

Seconded: Cr Nigel Judd

It was resolved that Council forward the costings of suitable Christmas decorations to the 2023/2024 draft budget estimates for consideration.

**CARRIED**

**RESOLUTION 220/2022**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that the remainder of the report be noted.

**CARRIED**

***Report by Alex Dahlenburg***

Gary Lavelle

89879

**From:**  
**Sent:** Tuesday, 11 October 2022 10:38 AM  
**To:** Gary Lavelle  
**Subject:** Suggestions

Hi Gary

Firstly I want to say thank you to you for your dedication to your job as General Manager to Temora Shire Council – we will miss your excellence!

You may recall quite some time ago a verbal conversation we had; and now here is my long delayed email in regards to that!!

I have 3 suggestions that I'm wondering if Council would please consider:

1. New Christmas decorations for Hoskins St. Ours are incredibly outdated and very shabby looking. Not that I'm a Santa fan, but even he doesn't have a face in most of them! I would personally prefer no Santa decorations at all as CHRISTmas is truly about the birth of our Saviour Jesus Christ and should be celebrated accordingly. When I was a child Council used to hang large coloured festoon lights diagonally across the street – this was beautiful – just a suggestion! Denmark in particular have beautiful Christmas decorations (as you know!) – perhaps some inspiration there!
2. Kitchener Rd east end – I'm wondering with the expansion of the neighbourhood in this area if Council are considering widening the road to the South East of Narraburra Lodge where the road is narrower – there is a regular pothole on this shoulder which I fear will only get worse with extra traffic.
3. Kitchener Rd east end – also in this stretch there are native ducks who have a new family each spring and live and graze between dam and the side of the road mentioned above. I guess if Council widen this stretch with bitumen it will take out the ducks extra grazing ground on the south east side but I'm wondering if Council would consider erecting a ducks crossing sign to protect these beautiful gentle creatures from, as I've witnessed several times, death by car tyres.

Thanks for your time!  
All the best in your upcoming retirement!  
Kind regards

Sent from Mail for Windows

7yrs.

### 3.4 HOSKINS STREET CHRISTMAS DECORATIONS

**File Number:** REP20/204  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Technical Manager  
**Attachments:** Nil

#### REPORT

A total of \$16,000 is allocated in the 2019/2020 budget for the upgrade of the Hoskins Street Christmas decorations. Subsequently an audit was conducted of each unit's individual condition as shown in Table 1.

It was concluded that of the 36 decorations, there were a total of 18 which were considered to be in 'poor' or 'very poor' condition or with non-functioning lights.

The original decorations were initially installed in 2003 and are nearing their lifespan. Quotations have been sought from a total of five suppliers for complete replacement with prices ranging between \$1,350 and \$3,000 (GST inc.) per unit, with shipping costs additional.

An alternate option is to carry out refurbishment of the current units, by purchasing new garland. This would involve the manual task of removing the existing garland and replacing with new. It is proposed that the refurbishment job could be outsourced to a group such as the Temora Men's Shed at an agreed rate.

The original supplier does not offer a refurbishment option, however it is offered by an alternate supplier. A quotation has been sought and estimations on lengths provided by the supplier. Prices range from \$750 - \$1100 per unit (garland only), with actual manual renewal cost additional. It is possible to renew 16 of the decorations in 'very poor' condition within the budget constraints. Costs are detailed in the below table with a surplus of \$2,360 for labour costs at a rate to be determined.

Decoration	Condition	Cost (GST inc)
Santa	Very Poor	\$ 858.00
Santa	Very Poor	\$ 858.00
Mistletoe	Very Poor	\$ 748.00
Stocking	Very Poor	\$ 1,122.00
Bells	Very Poor	\$ 836.00
Stocking	Very Poor	\$ 1,122.00
Circle Candle	Very Poor	\$ 858.00
Candles	Very Poor	\$ 946.00
Twin Candles	Very Poor	\$ 946.00
Twin Candles	Very Poor	\$ 946.00
Santa	Very Poor	\$ 858.00
Stocking	Very Poor	\$ 1,122.00
Santa	Very Poor	\$ 858.00
Freight		\$ 1,562.00
<b>TOTAL</b>		<b>\$ 13,640.00</b>

Based on the above information the below options are available:

1. Opt for refurbishment of the 16 decorations in 'very poor' condition. This would also involve seeking the collaboration of the Men's Shed and determining a set rate for the works.
2. Opt for staged replacement of units with Councils committing an annual or biennial budget to accommodate complete replacement over time, with a further report to be provided to Council with individual design options.

**Table 1: Christmas Decoration Audit**

Temora Shire Christmas Street Pole Decorations					
Number	Location	Description	Powered	Non-Powered	Condition
1	101 Hoskins St (house)	Twin Candles			Ok
2	Caltex Service Station	Mistletoe			Ok
3	Ambulance Station	Tree			Ok
4	South West Ford Hoskins St	Circle Candle			Ok
5	South West Ford Parkes St	Santa			Very Poor
6	QPL Real Estate	Tree/ Red Stars			Lights Not Working
7	St Vincent De Paul	Santa			Very Poor
8	Shell Service Station	Mistletoe			Very Poor
9	Paleface Park	Candle			Ok
10	Post Office	Red Swirls			Ok
10B	Old ANZ Bank Loftus St	Red Stars/ Swirls			Ok
11	Old Target Building	Stocking			Very Poor
12	Reinhold's Butchery	Twin Candles			Ok
13	Starlings Victoria St	Red swirls			Ok
14	Soil Conservation	Mistletoe			Ok
15	Tigermoth Café	Christmas Tree			Ok
16	Old Medical Centre	Bells			Very Poor
17	Craftsman's Homes Building Britannia St	Stocking			Very Poor
18	Shamrock Hotel	Christmas Tree			Poor
19	Bland's Building	Twin Candles			Ok
20	Temora Deli	Circle Candle			Very Poor
21	Round About Bakery Victoria St	Circle Candle			Poor
22	IGA Victoria St	Mistletoe			Ok
23	MGS Accounting	Red Tree			Ok
24	Royal Hotel	Santa			Poor
25	Temora hotel	Circle Candle			Ok

26	Sadie Michael	Tree With Red Stars			ok
27	Westpac Loftus St	Candles			Very Poor
28	White Rose Café	Red Stars/ Swirls			Lights Not Working
29	Temora French Hot Bake	Twin Candles			Very Poor
30	Dan's/ Millers Trophies	Red Tree			Ok
31	Fritsch Bros	Christmas Tree			Ok
32	Delta Ag	Twin Candles			Very Poor
33	Woolworths	Santa			Very Poor
34	Woolworths Servo Hoskins St	Stocking			Very Poor
35	Woolworths Servo Polaris St	Santa			Very Poor

**COMMITTEE RESOLUTION 1/2020**

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

It was resolved that the Committee recommend to Council that the Christmas Decorations be referred to the 2021/2022 draft budget and that the Director of Environmental Services provide a report back to Council outlining potential options.

**CARRIED**

***Report by Amanda Colwill***



**From:** Kris Dunstan <kdunstan@temora.nsw.gov.au>

**Sent:** Friday, 27 March 2020 3:14 PM

**To:**

**Cc:** Rob Fisher <rfisher@temora.nsw.gov.au>; Gary Lavelle <glavelle@temora.nsw.gov.au>; Cr R B Firman <rfirman@temora.nsw.gov.au>

**Subject:** Christmas Decorations

G'day ,

As discussed, I have been tasked with investigating options relating to improving the Christmas decorations that adorn the street lighting poles along Hoskins Street.

As you know, presently Council (with Essential Energy consent) erects large Christmas themed decorations (Santa, candy cane, holly etc.) which have become damaged and a little tired/tacky over the years.

I suggested to Councillors that a string of LED festoon style lights, strung diagonally from each Hoskins Street light pole to pole from say Britannia Street to Polaris Streets might be an effective way to brighten up the town during the festive season.

I understand that there are several power outlets on the poles already that would be suitable and I would have thought that the load associated with LED festoon string lights would not be too much/any greater than the status quo.

I would appreciate if you could make enquiries, about the possibility of this approach being adopted and under what conditions.

Given the synergies that the lighting proposal has with your company, Essential Energy may even consider partnering with Council in the project in some manner? ☺

Goodness knows, we could all do with a little cheering up in the present climate!

Thanks in advance.

Best.



**Kris Dunstan**

Director – Environmental Services

Temora Shire Council

**p:** 02 6980 1104 **m:** 0408 639688

**a:** 105 Loftus Street (PO Box 262) Temora NSW 2666

**w:** [www.temora.nsw.gov.au](http://www.temora.nsw.gov.au) **e:** [kdunstan@temora.nsw.gov.au](mailto:kdunstan@temora.nsw.gov.au)



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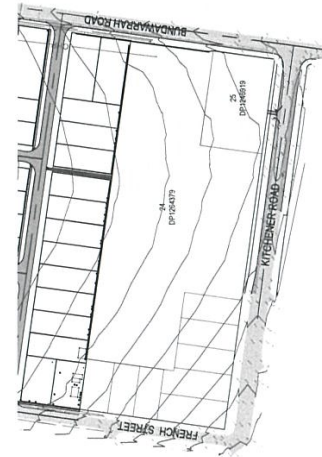
**Director of Environmental Services update**

Got a definite **NEGATIVE** from Essential Energy. The only way we could proceed with Festoon Lighting across the main Street (which I think would look FANTASTIC) is if the lights were anchored to the building facades themselves. Not impossible, but would be expensive and would require the co-operation/permission of most of the Hoskins Street building owners which would be difficult to obtain given the fair percentage of absentee landlords.

# ROAD & DRAINAGE WORKS FOR KITCHENER ROAD RECONSTRUCTION TEMORA



TEMORA  
NSW RIVERINA



LOCALITY PLAN

## DRAWING SCHEDULE:

DWG No	DRAWING TITLE	REV	DATE
20-011-C100	COVER SHEET & INDEX SCHEDULE	A	09/09/21
20-011-C101	GENERAL NOTES SHEET	A	09/09/21
20-011-C101	GENERAL ARRANGEMENT PLAN & LONGITUDINAL	A	09/09/21
20-011-C102	SECTION - KITCHENER ROAD	A	09/09/21
20-011-C103	KERB LONGITUDINAL SECTIONS - KITCHENER ROAD	A	09/09/21
20-011-C103	GENERAL ARRANGEMENT PLAN & KERB	A	09/09/21
20-011-C104	LONGITUDINAL SECTION - BUNDAWARRAH ROAD	A	09/09/21
20-011-C105	KITCHENER ROAD CROSS SECTIONS - SHEET 1	A	09/09/21
20-011-C106	KITCHENER ROAD CROSS SECTIONS - SHEET 2	A	09/09/21
20-011-C107	KITCHENER ROAD CROSS SECTIONS - SHEET 3	A	09/09/21
20-011-C108	BUNDAWARRAH ROAD CROSS SECTIONS - SHEET 1	A	09/09/21
20-011-C109	BUNDAWARRAH ROAD CROSS SECTIONS - SHEET 2	A	09/09/21
20-011-C110	TYPICAL ROAD SECTIONS	A	09/09/21
20-011-C111	KERB RETURNS - KR11 & KR12	A	09/09/21
20-011-C112	CATCHMENT PLAN	A	09/09/21
20-011-C113	STORMWATER DRAINAGE LONGITUDINAL SECTIONS	A	09/09/21
20-011-C114	DRAINS RESULTS	A	09/09/21
20-011-C115	SOIL & WATER MANAGEMENT PLAN	A	09/09/21
20-011-C116	SOIL & WATER MANAGEMENT DIAGRAMS	A	09/09/21

KITCHENER ROAD RECONSTRUCTION  
COVER, LOCALITY & INDEX SHEET

## GENERAL NOTES

- G1. If in doubt AS1.
- G2. These drawings shall be made in conjunction with all other construction drawings and specifications and such other written instructions as may be issued during the course of the contract. Any discrepancy shall be referred to the engineer prior to proceeding with the work.
- G3. Material & workmanship shall be in accordance with relevant standards of Tatters Creek Council other authorities.
- G4. All works to be carried out to the satisfaction of Tatters Creek Council.
- G5. All dimensions and measurements must be verified on site by contractor prior to the commencement of work.
- G6. Construction must be approved in writing by the engineer.
- G7. Unless stated otherwise all levels shown are to the Australian Height Datum.
- G8. Surface information shown on the plans is for information only. It is the responsibility of the contractor to verify the ground level and to make any necessary adjustments to the design levels to suit the actual ground conditions. The contractor shall be responsible for any variations to the design levels.
- G9. Existing surface contours, where shown, are interpolated and may not be accurate.
- G10. Prior to the commencement of any work, the proposed subgrade shall be compacted to a minimum of 95% standard compaction in accordance with test E1.1 of A.S. 1013 for the top 300mm. Any soft spots shall be removed and replaced with compacted material to the required depth and compacted to the required standard.
- G11. Grade levels between finished surface and subgrade shall be shown for clarity. Where finished surface levels are not shown, the surface shall be graded to suit the subgrade and must match adjacent surfaces or structures.
- G12. Unless stated otherwise all pipe shall be constructed using one of the following types of pipes with A. Class A FCR in accordance with A.S. 1342.
- G13. Concrete pipe is to be laid in the type B2 'open' condition in the 1:1 slope, unless shown otherwise. Pipe cover has been determined in accordance with A.S. 1725.2007 for full depth traffic loads only. Contractors are liable for damage to pipes during the construction period.
- G14. Covering for trenching work shall be as follows:
- Class A FCR in accordance with A.S. 1342.
  - Concrete pipe in accordance with A.S. 1725.2007 for full depth traffic loads only.
  - Full 1:1 slope cover.
- G15. Any existing, permanent or temporary drainage, ditch or water course shall be in accordance with A.S. 1742.2.
- G16. All trenching and signs are to be installed in accordance with A.S. 1742.2.
- G17. The contractor shall take care to ensure that any adjacent works are not affected by the proposed work.
- G18. Subsoil shall be laid in accordance with the plan shown on the sheet. These shall be in the correct manner available.
- G19. All pipe shall be laid in accordance with the plan shown on the sheet. These shall be in the correct manner available.
- G20. Check approved street name signs are to be removed or all dimensions.
- G21. The site and drainage works shall be the property of Tatters Creek Council and is subject to design copyright.
- G22. Private hydrant location markers (blue ring) 100mm shall be set out in accordance with Tatters Creek Council.

## ROAD CROSSINGS

- R1. All road crossings are to be at a grade higher than 1%. Trenches are to be backfilled using compacted gravel to a minimum of 95% standard compaction or 2% standard standard sand to subgrade level. Tatters Creek Council to be notified.
- R2. Road crossings on established roads may be open or with the approval of Council. Contractors shall be responsible for the road crossing.
- R3. Ensure minimum 600mm cover measured from back of pipe.

## EROSION &amp; SEDIMENT NOTES

- E1. All erosion and sediment control measures to be in accordance with Tatters Creek Council's Erosion & Sediment Control Manual (referred to as the 'Manual') Volume 1 (2006) & Volume 2 (2008).
- E2. All erosion & sediment control measures to be installed prior to the commencement of any work.
- E3. All erosion & sediment control measures must be inspected after each rainfall event. If found to be ineffective, they shall be replaced.
- E4. Sediment fences, traps & filters shall be installed in accordance with Drawing C11 within the lot.
- E5. Sediment fences, traps & filters shall be maintained in the location shown on the drawing and each time that work is completed and a suitable grass cover is established.

**NOT FOR CONSTRUCTION**

REV	DESCRIPTION	DATE	BY
A	REVISED FOR DISCREPANCY REVIEW	15/06/21	AG

**MCG**  
DRAFTING & DESIGN  
mccgdesign.com.au 0401 011 118

**SMH**  
SURVEILLANCE  
smh@smhgroup.com.au 0447 611 158

**TEMORA**  
COUNCIL  
temora@temora.nsw.gov.au 02 6621 1111

**KITCHENER ROAD  
RECONSTRUCTION  
KITCHENER ROAD, TEMORA**  
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**LG CIVIL**

**GENERAL NOTES**

**CIVIL DRAWING**

Designed: SH  
Drawn: MW  
Checked: AG  
Date: 15/06/21  
Project Engineer/Director  
Drawing No: 20-011 - C101  
Rev: A

## EARTHWORK NOTES

- E1. Earth is to be lifted and deposited in situ. Upon completion of the work, the ground is to be returned to a minimum depth of 100mm over all disturbed road edge areas.
- E2. Finished surface levels indicate topsoil and road pavement materials.
- E3. All lifting for road subgrade is to be in accordance with the relevant standards of Tatters Creek Council other authorities.
- E4. All lifting is to be in accordance with the relevant standards of Tatters Creek Council other authorities.
- E5. All lifting is to be in accordance with the relevant standards of Tatters Creek Council other authorities.
- E6. All lifting is to be in accordance with the relevant standards of Tatters Creek Council other authorities.
- E7. The Contractor is to make immediate notice of the ground conditions when the site is lifted and allow for any settling within 10 days of construction methodology.

## DUST CONTROL NOTES

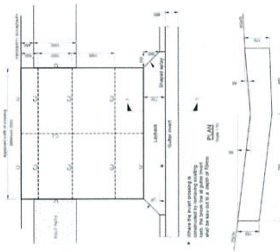
- D1. No earthworks shall be carried out during high winds or as directed by Tatters Creek Council.
- D2. During earthworks the contractor shall have a water cart or similar approved on site and must progressively water down excavation and fill areas to minimise dust.
- D3. All vehicle travel paths and roads shall be regularly watered to minimise dust and dirt on road surfaces.

## SURVEY NOTES

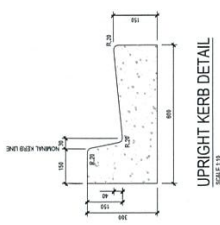
- S1. Bearing and distances are by the surveyor and only. No boundary investigation has been carried out.
- S2. Relationship of improvements to boundaries is diagrammatic only. Where offsets are critical the sheet is to be confirmed by a surveyor.



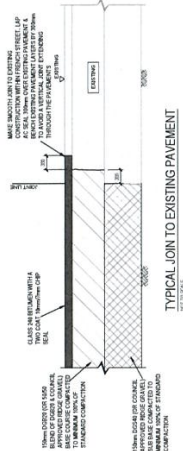
- NOTES:**
- PAVEMENT SUBGRADE CUT AREA TO REMOVE MINIMUM 200mm APPROVED ROAD GRAVEL BASE COURSE COMPACTED TO 95% STANDARD COMPACTED TO 95% STANDARD.
  - PAVEMENT SUBGRADE CUT AREA TO REMOVE MINIMUM 200mm APPROVED ROAD GRAVEL BASE COURSE COMPACTED TO 95% STANDARD.
  - TEMPERATURE CORRECTION OF EACH PAVEMENT STAGE TO BE MADE TO THE SUBGRADE TO BE CONSIDERED FOR THE CORRECTION OF EACH STAGE.
- PAVEMENT COMPOSITION DETAILS**
- N.B.



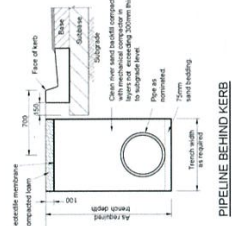
- RESIDENTIAL DRIVEWAY DETAILS**
1. All driveway work shall be in accordance with the relevant standards of Tatters Creek Council other authorities.
2. All driveway work shall be in accordance with the relevant standards of Tatters Creek Council other authorities.
3. All driveway work shall be in accordance with the relevant standards of Tatters Creek Council other authorities.



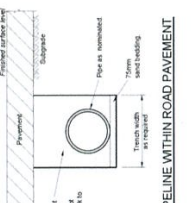
**UPRIGHT KERB DETAIL**  
SCALE 1:10



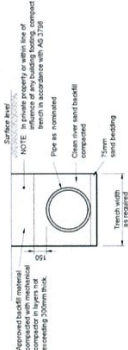
**TYPICAL JOINT TO EXISTING PAVEMENT**  
SCALE 1:10



**PIPELINE BEHIND KERB**

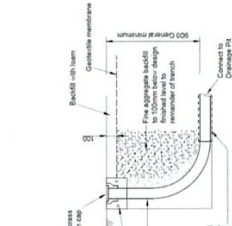


**PIPELINE WITHIN ROAD PAVEMENT**

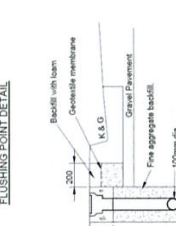


**PIPELINE OTHER AREAS**

**PIPELINE BACKFILLING DETAILS**



**FLUSHING POINT DETAIL**

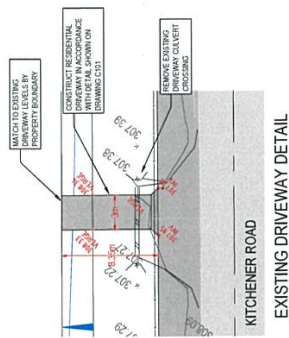


**SUBSOIL DRAINAGE DETAIL**

**SUB-SOIL DRAINAGE DETAILS**

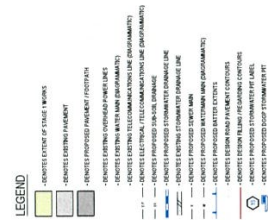
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SCALE: 1:10



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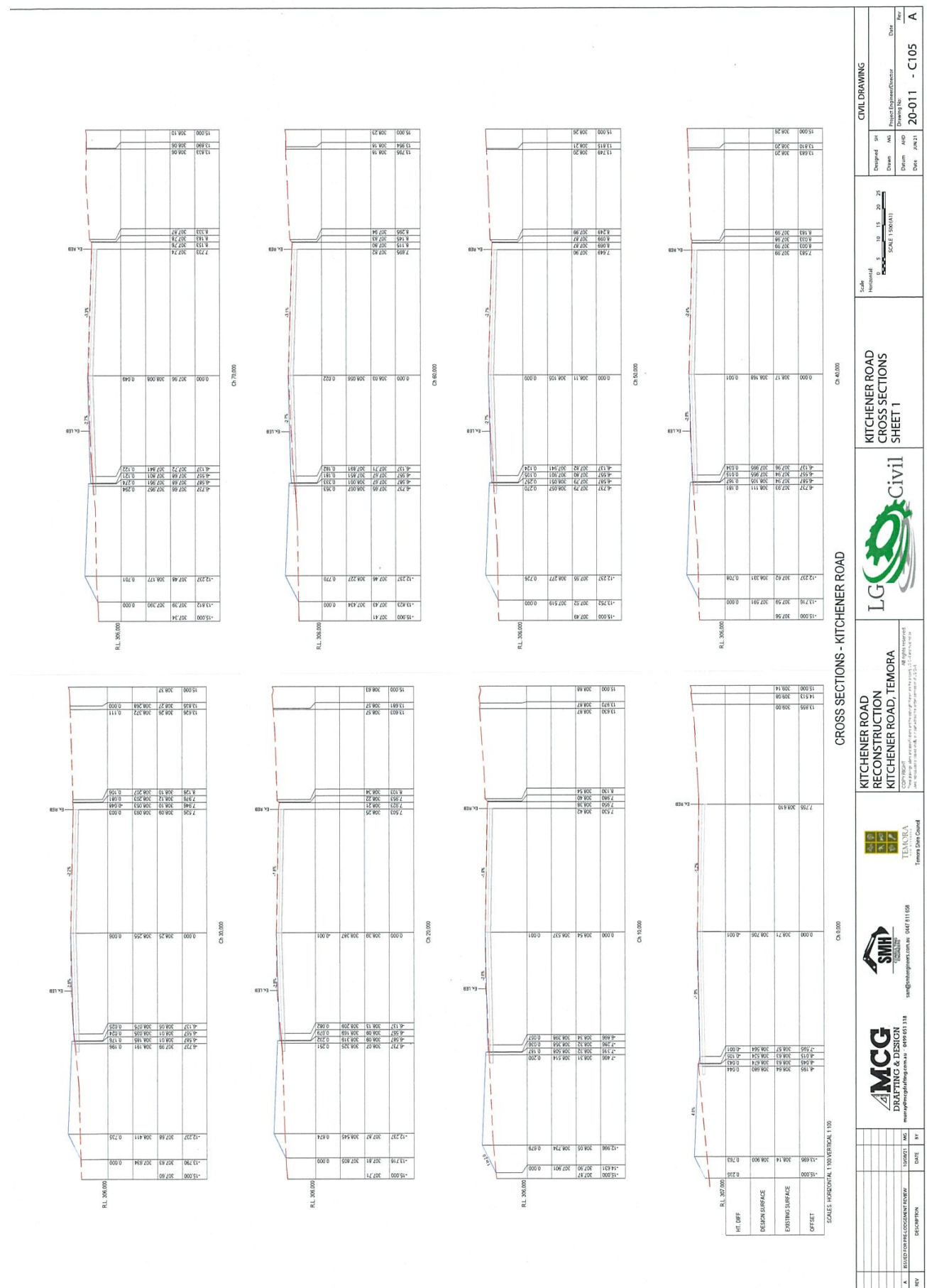
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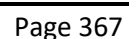


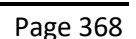


LONGITUDINAL SECTION - BUNDAWARRAH ROAD WESTERN KERB LIP LINE

[illegible]





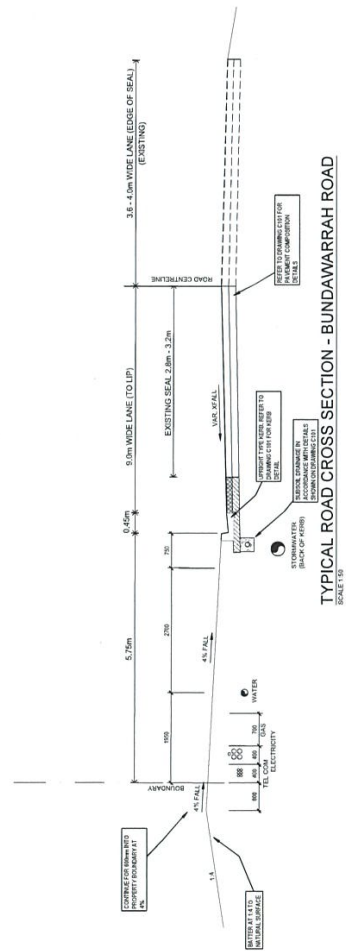


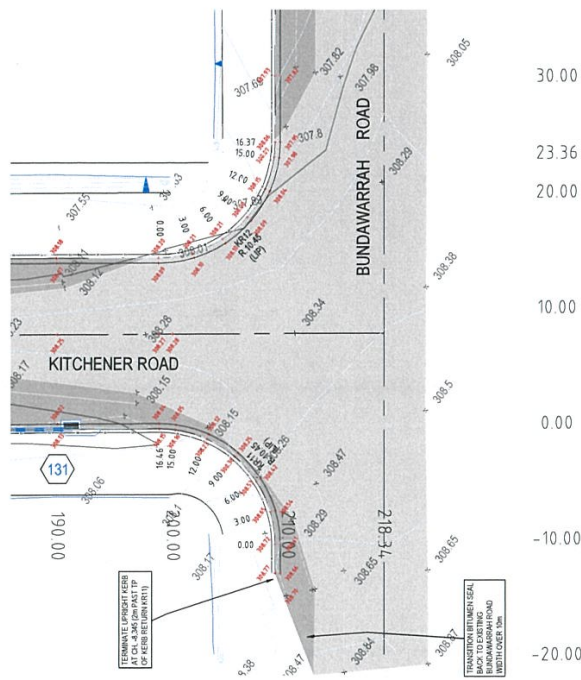




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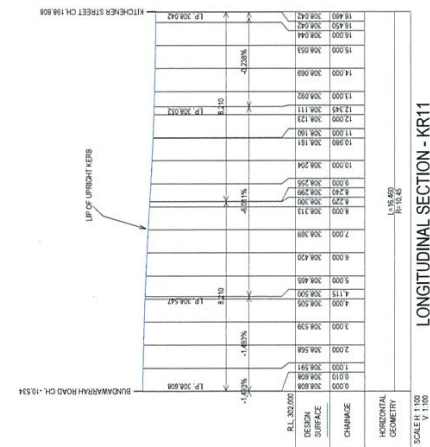


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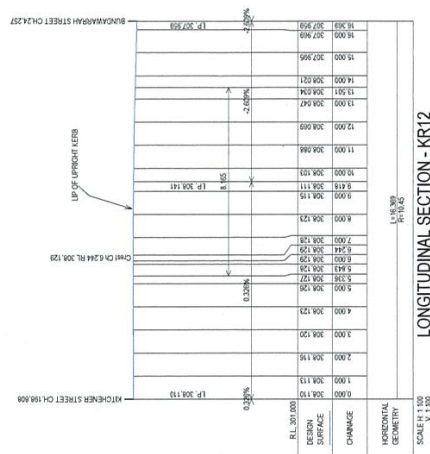


**INTERSECTION DETAILS - KR11 & KR12**  
SCALE: 1:200  
LEVELS SHOWN ARE DESIGN PROPOSED LEVELS  
DESIGN CONTROLS OUTSIDE THE ROAD WIDTH ARE APPROXIMATE ONLY

30.00  
23.36  
20.00  
10.00  
0.00  
-10.00  
-20.00



**LONGITUDINAL SECTION - KR11**  
SCALE: H: 1:100 V: 1:100

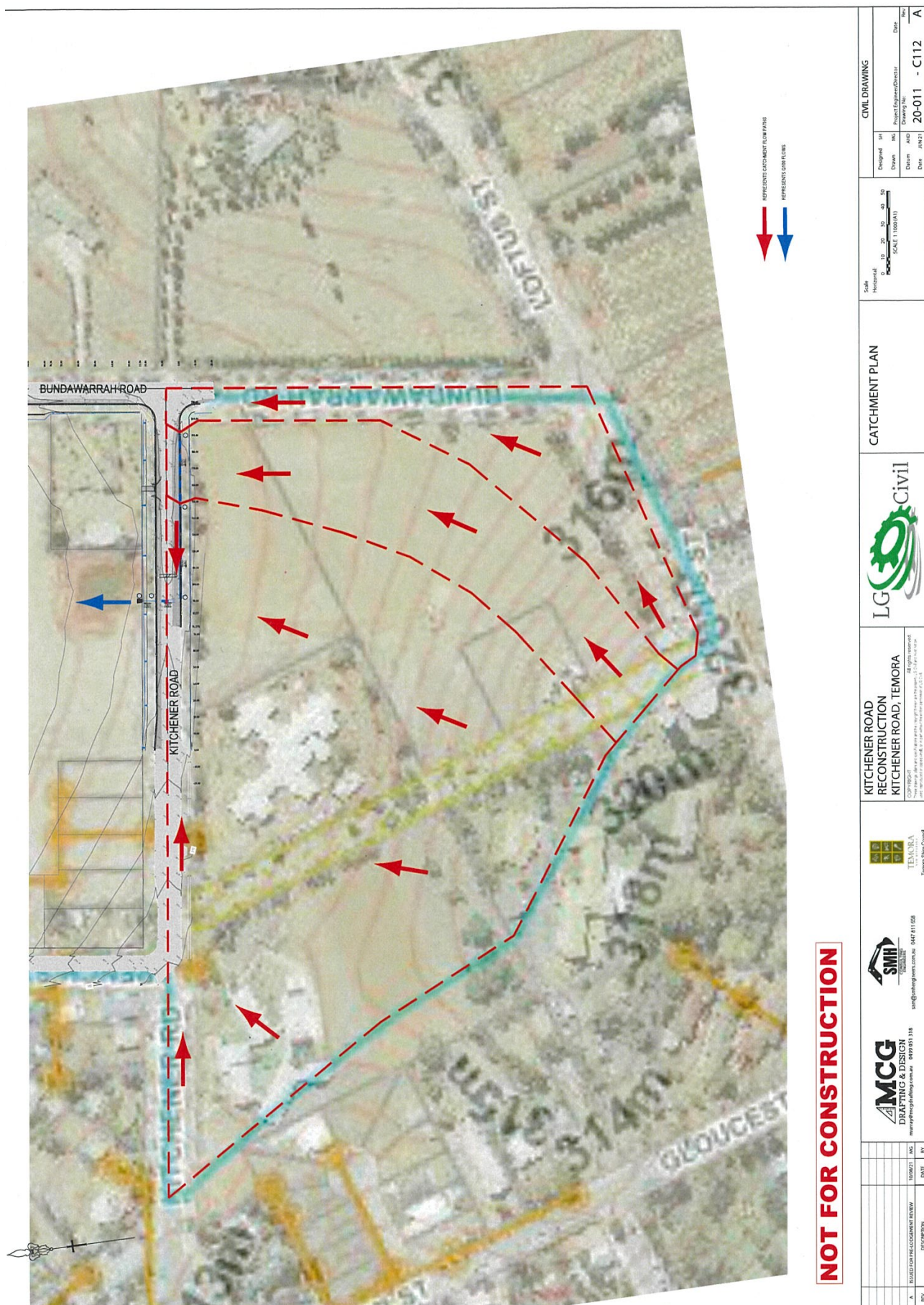


**LONGITUDINAL SECTION - KR12**  
SCALE: H: 1:100 V: 1:100



CIVIL DRAWING		Kerb Returns KR11 & KR12		KITCHENER ROAD RECONSTRUCTION KITCHENER ROAD, TEMORA		MCG DESIGN & DESIGN		SMH SPECIALIST MANAGEMENT		TEMORA Temora Shire Council	
Designed	SH	Drawn	MO	Checked	MO	Checked	MO	Checked	MO	Checked	MO
Project Engineer/Designer	MO	Project Engineer/Designer	MO	Project Engineer/Designer	MO	Project Engineer/Designer	MO	Project Engineer/Designer	MO	Project Engineer/Designer	MO
Drawing No.	20-011 - C111	Drawing No.	20-011 - C111	Drawing No.	20-011 - C111	Drawing No.	20-011 - C111	Drawing No.	20-011 - C111	Drawing No.	20-011 - C111
Date	JAN 21	Date	JAN 21	Date	JAN 21	Date	JAN 21	Date	JAN 21	Date	JAN 21
Rev	A	Rev	A	Rev	A	Rev	A	Rev	A	Rev	A





[illegible]

NOTE: SURFACE LEVEL DENOTES  
INVERT OF GUTTER IN ROADSIDE PITS  
OR LID LEVEL IN INTERALLOTMENT

NOTES:  
Backfill compaction to be in accordance with ASTM'S 3725 loads on buried concrete pipe.  
\* All dimensions are in millimetres.

NOTE: DIAGRAMS SHOW DRAINS  
UNSTEADY ILSAX MODEL  
WITH THE WORST CASE PEAK  
FLOWS & 50% BLOCKAGE  
FACTOR (DRAINS NEW THEORY)  
APPLIED TO Q100 MODELS

DRAINS MODEL - KITCHENER ROAD Q100 RESULTS

DRAINS MODEL - KITCHENER ROAD Q5 RESULTS

**DRAINS MODEL - KITCHENER ROAD**

**NOT FOR CONSTRUCTION**

[illegible]



This model has no pipes with non-return valves.[illegible][illegible][illegible]

 DENOTES SEDIMENT FENCE  
 DENOTES STRAW BALE FILTER  
 DENOTES GEOTEXTILE SAUSAGE



CIVIL DRAWING		Scale		SOIL & WATER MANAGEMENT DIAGRAMS		KITCHENER ROAD RECONSTRUCTION		KITCHENER ROAD RECONSTRUCTION		KITCHENER ROAD RECONSTRUCTION		KITCHENER ROAD RECONSTRUCTION		KITCHENER ROAD RECONSTRUCTION	
Designed	Drawn	Checked	Scale	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector	Project Engineer/Inspector
24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011	20-011
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

### REPLACING TOPSOIL SD4-2

**Construction Notes**

1. All soil and subsoil to be replaced must be tested and found to be suitable for use as topsoil.
2. All soil and subsoil to be replaced must be tested and found to be suitable for use as topsoil.
3. All soil and subsoil to be replaced must be tested and found to be suitable for use as topsoil.
4. All soil and subsoil to be replaced must be tested and found to be suitable for use as topsoil.

### SEDIMENT FENCE SD6-8

**Construction Notes**

1. Sediment fences shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Sediment fences shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Sediment fences shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Sediment fences shall be constructed in accordance with the specifications of the Ministry of Transportation.

### MESH AND GRAVEL INLET FILTER SD6-11

**Construction Notes**

1. Mesh and gravel inlet filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Mesh and gravel inlet filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Mesh and gravel inlet filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Mesh and gravel inlet filters shall be constructed in accordance with the specifications of the Ministry of Transportation.

### ENERGY DISSIPATOR SD5-8

**Construction Notes**

1. Energy dissipators shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Energy dissipators shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Energy dissipators shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Energy dissipators shall be constructed in accordance with the specifications of the Ministry of Transportation.

### KERBSIDE TURF STRIP SD6-13

**Construction Notes**

1. Kerbside turf strips shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Kerbside turf strips shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Kerbside turf strips shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Kerbside turf strips shall be constructed in accordance with the specifications of the Ministry of Transportation.

### SEEDBED PREPARATION SD7-1

**Construction Notes**

1. Seedbed preparation shall be conducted in accordance with the specifications of the Ministry of Transportation.
2. Seedbed preparation shall be conducted in accordance with the specifications of the Ministry of Transportation.
3. Seedbed preparation shall be conducted in accordance with the specifications of the Ministry of Transportation.
4. Seedbed preparation shall be conducted in accordance with the specifications of the Ministry of Transportation.

### STOCKPILES SD4-1

**Construction Notes**

1. Stockpiles shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Stockpiles shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Stockpiles shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Stockpiles shall be constructed in accordance with the specifications of the Ministry of Transportation.

### UTILITY CONSTRUCTION SD 8-1

**Construction Notes**

1. Utility construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
2. Utility construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
3. Utility construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
4. Utility construction shall be conducted in accordance with the specifications of the Ministry of Transportation.

### WEEK EXCAVATING TRENCH

**Construction Notes**

1. Trench excavation shall be conducted in accordance with the specifications of the Ministry of Transportation.
2. Trench excavation shall be conducted in accordance with the specifications of the Ministry of Transportation.
3. Trench excavation shall be conducted in accordance with the specifications of the Ministry of Transportation.
4. Trench excavation shall be conducted in accordance with the specifications of the Ministry of Transportation.

### WEEK BACKFILLING TRENCH

**Construction Notes**

1. Trench backfilling shall be conducted in accordance with the specifications of the Ministry of Transportation.
2. Trench backfilling shall be conducted in accordance with the specifications of the Ministry of Transportation.
3. Trench backfilling shall be conducted in accordance with the specifications of the Ministry of Transportation.
4. Trench backfilling shall be conducted in accordance with the specifications of the Ministry of Transportation.

### ON STEP AND/OR LONG SECTIONS OF TRENCH

**Construction Notes**

1. Trench construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
2. Trench construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
3. Trench construction shall be conducted in accordance with the specifications of the Ministry of Transportation.
4. Trench construction shall be conducted in accordance with the specifications of the Ministry of Transportation.

### STRAW BALE FILTER SD6-7

**Construction Notes**

1. Straw bale filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
2. Straw bale filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
3. Straw bale filters shall be constructed in accordance with the specifications of the Ministry of Transportation.
4. Straw bale filters shall be constructed in accordance with the specifications of the Ministry of Transportation.

NOT FOR CONSTRUCTION

**14 ENVIRONMENTAL SERVICES**

Function: Planning-Regulatory

Policy No: PR5

**14.1 LOCAL ORDERS POLICY**

TEMORA SHIRE COUNCIL

**File Number:** REP22/1562**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Local Orders Policy [↓](#) **REPORT****TEMORA SHIRE COUNCIL**

At the October Council Meeting Councillors considered a report regarding the Draft Local Orders Policy. The purpose of this policy is to regulate the enforcement of common law and the community in relation to the keeping of animals, sewer connections, hairdressers and beauticians. Council officers have made amendments and additional included in the plan and provided some minor

The minor amendments proposed to the plan.

The proposed additional included vegetation.

The draft plan included a provision for the connections of properties at the time of the 2005 and each year Council has time, the majority of properties therefore proposed that Council facilitate the sale of their property requirement to have achieved in Council's sewer system.



**TEMORA**  
*The Friendly Shire*

regulation.

of untidy land and overgrown

of this policy to inspect sewer connections each year. In this suitable sewer connections. It is a requirement from property owners to a certain time having passed for this risk of unsuitable connections to

At this meeting Council resolved that Council

1. Consider the draft policy,
2. Place the draft policy on public exhibition for a period of 28 days and
3. Receive a future report on the outcomes of the public exhibition.

The draft policy was placed on public exhibition between 25 October 2022 and 22 November 2022, including newspaper advertisement and placement on Council's website. No submissions were received.

As no submissions were received, the policy is **ACTIVE** and exhibited.

**RESOLUTION 221/2022**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council adopt the Local Orders Policy, as exhibited.

Revision No: 3  
File Name: Local Orders Policy

Revision Date: October 2022 **CARRIED**  
Page No:

Function: Planning-Regulatory

Policy No: PR5

## TEMORA SHIRE COUNCIL

**Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Local Orders Policy  
**CODE NUMBER:** PR05  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** 16 May 2013

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
April 2013	New Policy	1	16 May 2013	GCL
September 2017	Refresh	2	N/A	GCL
<b>October 2022</b>	<b>Refresh</b>	<b>3</b>		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
<b>October 2026</b>	<b>Refresh</b>		<b>Town Planner</b>

Revision No:**3**  
File Name: Local Orders Policy

Revision Date: **October 2022**  
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## TEMORA SHIRE COUNCIL

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## Part A - Preliminary

### A1. Objectives

Under the Local Government Act 1993, Councils have the authority to issue Orders to do or refrain from doing specified actions. The purpose of this policy is to specify the criteria which the Council will take into consideration in determining whether or not to give an order under Section 124 and 125 as those orders relate to:

- the keeping of animals and birds,
- sewerage compliance methodology,
- regulated premises and
- untidy land and overgrown vegetation

The authority of Councils is not limited to the above items. However, Council is providing further detail about the most common circumstances where issuing an Order may be considered.

### A2. Scope

Parts B, C, and D of this Policy shall apply to:

- (a) All premises and all areas associated with those premises;
- (b) All land within the following planning zones within Temora Shire:

- R1 General Residential zone
- R5 Large Lot Residential zone and
- RU5 Village zone
- B4 Mixed Use zone
- IN1 General Industrial

Part E of this policy applies to all planning zones within Temora Shire, that are serviced by Council's sewer drainage system.

Part F of this policy applies to those businesses identified as Regulated Premises.

Except where otherwise provided or indicated, the Director of Environmental Services shall be responsible for the enforcement of the provisions of this Policy. Refer also to Council's Enforcement Policy for further details about enforcement procedures.

### A3. Related Legislation

This policy is made in accordance with Part 3 of Chapter 7 of the Local Government Act, 1993, and is governed by the requirements of that Act.

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*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5***A4. Procedures for the issuing of Orders**

In accordance with the Local Government Act, 1993, Councils are required to observe certain procedures before giving orders. In particular Section 132 requires that the following be carried out prior to issuing an order namely:

- (i) Give notice to the persons to whom the order is proposed to be given of its intention to give the order, the terms of the proposed order and the period proposed to be specified as the period within which the order is to be complied with.
- (ii) Indicate that the person to whom the order is proposed to be given may make representations to the Council as to why the order should not be given or as to the terms of or period for compliance with order.
- (iii) Indicate that the representations are to be made to the Council or a specified committee of the Council on a specified meeting date or to a specified Councillor or employee of the Council on or before a specified date being, in either case, a date that is reasonable in the circumstances of the case.

All representations are to be made to the General Manager.

In the event that representations are made to the Council and an agreement is not reached the persons affected by the order may still exercise their rights pursuant to Section 138 of the Act and have the matter determined by the Land and Environment Court.

Further details of procedures are included as part of Council's Enforcement Policy.

**A5. Penalties**

Penalties for non-compliance with the terms of orders issued by Council are prescribed under Section 628 of the Local Government Act 1993.

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## Part B – Companion Animals: Dogs, Cats

### B1. Legislation – Companion Animals Act 1998

The Companion Animals Act 1998, and associated Regulation (2018) is designed to benefit pets, their owners and the wider community.

The permanent identification and lifetime registration system which came into effect on 1 July 1999, assists Council in returning lost and injured animals to their owners.

Since 1 July 1999, all dogs and cats in NSW must be microchipped at the point of sale, change of ownership or by 12 weeks of age, whichever occurs first. If a puppy, kitten, dog or cat is purchased in NSW, under the Companion Animals Act 1998, it must be microchipped first.

### B2. Councils Key Regulatory Roles under the Act

Cats	
Section 31	The issuing of a nuisance notice or order – issued where a cat persistently makes a noise or the noise continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premise or where a cat repeatedly damages anything outside the property on which it is ordinarily kept.
Sections 92;30	Issuing of penalty infringement notices – cats found in prohibited places such as food preparation / consumption areas and designated wildlife protection areas.  Note: Roaming cats are not regulated other than in these areas. A notice can also be issued where a cat has not been microchipped, registered or is not properly identified while away from the property on which it is ordinarily kept. Council does not have regulatory powers to restrict roaming cats, unless clear evidence is available that shows the cat is causing a nuisance to neighbours and wildlife.
Dogs	
Section 34	Declaration of a dangerous dog – Council can declare a dog as dangerous or menacing if the authorised officer is satisfied that the dog is dangerous, menacing or the dog has been declared a dangerous or menacing dog. A declaration has effect throughout the State.

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Section 32A: 32B	The issuing of a nuisance notice or order – issued where a dog is habitually at large, persistently barks or makes a noise that continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in another premise; repeatedly defecates outside the property; repeatedly chases or runs at any person, animal or vehicle; endangers the health of any person or animal and / or repeatedly causes substantial damage to anything outside the property on which it is kept.
Section 18;57	Seizure of an attacking and / or biting dog and where control requirements associated with restricted breeds are not complied with.
Sections 92;14;12A;13; 20;57A	Issuing of penalty infringement notices – Dogs found in prohibited places such as Child care centres, children's play areas, school grounds, food preparation and consumption areas (unless in a road reserve), public bathing areas and parks / recreational areas so indicated as prohibiting dogs; and designated wildlife protection areas. Dogs not being contained within a property and not on a leash whilst in a public place other than a designated off leash area; as well as fines for dogs defecating in public place; the sale of a restricted dog or proposed restricted dog, where a dog has not been micro-chipped and registered.

### B3. Control of Dogs

Under the Companion Animals Act 1998 (NSW) dogs must always be under the effective control of their owners including when they are let off the leash in designated off leash areas. A dog is not considered to be under the effective control of a person if that person has more than four dogs under his or her control.

### B4. Off Leash Areas

Dogs are required to be restrained while in a public place with the exception of prescribed dog exercise areas. This area includes the designated area of:

- Gardner Street Reserve, Temora
- Lake Centenary, Temora

Dog owners need to have control over their dogs and it is required by law that dog droppings must be removed and disposed of correctly.

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*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5***B5. Dog Litter**

Owners have a legal and social responsibility to pick up after their dogs. Uncollected faeces pose a potential health risk and can impact on amenity and waterways. This is particularly a problem in playgrounds on sports fields, on neighbours' properties and on public footpaths.

Temora Shire Council Ranger works to ensure dog owners meet their social and legal responsibility to clean up after their dogs by promoting awareness of these responsibilities, including:

- To take a plastic bag with them when they take their dog for a walk, and
- That it is an offence not to put their dog litter in the bin.

**B6. De-Sexing**

Temora Shire Council strongly recommends that pets be desexed unless they are intended for breeding purposes. Council receives hundreds of unwanted, abandoned and stray cats and dogs each year. The majority of these animals are the result of uncontrolled breeding and, unfortunately, many must be euthanised because homes cannot be found for them.

A desexed cat or dog is cheaper to register and can save more than two thirds of the cost of registration.

**B7. Lifetime Registration and Micro-Chipping**

Under *The Companion Animals Act 1998 (NSW)* cat and dog owners must take two steps to provide their pets with lifetime protection; permanent microchip identification and lifetime registration.

This two step system greatly assists Temora Shire Council and other Council's in returning pets to their owners in the event that it is lost, hurt or stolen. It also provides Council with a more effective means of keeping track of cats and dogs for the benefit of the wider community.

The Act requires cats and dogs to be identified by microchip by the age of 12 weeks and lifetime registered by the age of 6 months.

**B8. Lost, Seized and Surrendered Animals**

Temora Shire Council will seek to return all unaccompanied pets safely home to their owners.

Where this is not practicable, or where a dog is found straying on more than one occasion, the animal will be taken to Council's Companion Animal Shelter. Once at the facility, the owner will be given 14 days to claim a registered dog or cat or 7 days to claim an unregistered animal, before the animal becomes the property of Council.

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Animals will not be released from the pound until all appropriate fees and charges are paid and the animal is microchipped and registered.

The only exception to not charge a registration fee is if the owner agrees to have the animal desexed within 28 days of leaving the Companion Animal Shelter. The owner can then pay the lower registration fee immediately there afterwards.

An animal can be surrendered to Council by filling in a Surrendered Animal form and submitting this to Council with the appropriate fee.

Under the Companion Animals Act, once an animal becomes the property of Council, the Ranger will make an assessment of the animal and decide whether the animal is suitable for re-housing or passing onto a welfare agency. Otherwise, the animal will then be euthanised by a Veterinarian.

Council will seek to re-house or foster animals to accredited animal welfare agencies where applicable.

Rangers will only re-house animals when they can be assured that the applicant can adequately care and house the animal and that the animal won't impact on neighbourhood amenity.

### **B9. Cat Management**

Under the Companion Animals Act, cats are required to be identified in the form of a microchip or collar and tags that provides the name of the cat and the address and telephone number of the owner.

Cats are prohibited from wildlife protection areas and food preparation areas, and can be declared nuisance cats if they persistently make noise that unreasonable interferes with the wellbeing of neighbours or if they repeatedly damage the property of others.

Council makes a distinction between domesticated pet cats and feral or stray cats (which don't have an owner). If there are feral cats in built areas, they may be trapped and removed by the Council or by residents with consent from the Council.

If the Council Ranger believes a cat to be a feral or stray animal and not a companion or domestic animal, the animal can be euthanised immediately.

### **B10. Maximum Number of Companion Animals**

In order to maintain the amenity of residential and urban areas and the health and safety of neighborhoods, Council will restrict the number of companion animals per residential property to reasonable levels when it is considered that companion animals are impacting on residential amenity, e.g. continual barking dogs, odour issues associated with poor hygiene, or poor management of animal wastes.

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When this is demonstrated Council will enforce the keeping of no more than four (4) companion animals over the age of six months per residence. Where there are continuing impacts on residential amenity from companion animals on a particular premise, Council will enforce a further reduction in the number.

To enforce this Council will utilise Order number 18 of section 124 of the Local Government Act 1993 that stipulates that Council can issue an Order to:

*Not to keep animals on premises, other than of such kinds,  
in such numbers or in such manner as specified in the order.*

Council can also issue this Order to the occupier of the premises in the case where an inappropriate kind or number are kept or are being kept inappropriately.

The principle does not apply to rural zoned land (RU1).

### **B11. Barking Dogs**

Persistent dog barking can be a neighbourhood nuisance and a major source of community complaint. Persistent barking may be caused by boredom, lack of exercise and stimulation, or confinement to an inappropriately small space.

To address dog barking, Council will pursue positive and proactive approaches such as:

- Providing off leash areas for dogs to socialise;
- Providing community education and training for dog owners;
- Providing a citronella collar for residents to hire.

The Ranger will issue a Nuisance Dog Order where persistent barking is considered to be nuisance behaviour.

### **B12. Dog Attacks**

Dog attacks have been shown to have serious consequences.

Temora Shire Council together with the Department of Local Government and RSPCA will work with residents to educate them about animal behaviour and how to avoid attacks. The Ranger will work with school children in particular to teach them how to safely interact with pets, especially dogs.

Council will also continue to enforce its responsibilities in regard to 'dangerous dogs' and 'restricted breeds'.

The Ranger will follow up all serious complaints of dog attacks immediately.

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*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5***B13. Restricted Breeds**

It is an offence in New South Wales to sell, acquire or breed dogs on the restricted dog list including the offspring of restricted dogs:

- a. American Pit-bull or Pit-bull Terrier;
- b. Japanese Tosa;
- c. Dogo Argentino (Argentinean fighting dog)
- d. Fila Brasileiro (Brazilian fighting dog)
- e. Any dog declared by a Council under Division 6 of the Act to be a restricted dog\*\*
- f. Any other dog of a breed kind, or description prescribed by the Regulation for the purposed of this section.

\*\* This means any dog where the Council is of the opinion that a dog of a breed or kind of dog on the restricted dog list or a cross breed of any such breed or kind of dog.

Owners of restricted breeds (and dogs declared 'dangerous') must ensure:

- The dog is desexed;
- The dog is kept in a child proof enclosure;
- A 'dangerous dog' warning sign is clearly displayed on their property;
- The dog at all times wears a distinctive collar and tag;
- The dog is always leashed and muzzled when in public and under the control of a person over the age of 18 years;
- The dog registration details are up to date;
- Council is immediately notified if the dog attacks or injures a person or animal.

**B14. Dangerous Dogs**

A dog is 'dangerous' if it has without provocation, attacked or killed a person or animal, or, repeatedly threatened to attack or repeatedly chased a person or animal. 'Dangerous dogs' in NSW are dogs that are the subject of a declaration under the Act by a Council or a court that the dog is considered dangerous. Council must give notice to the owner of a dog of the Councils intention to declare the dog to be dangerous.

Police and the Ranger are empowered to impound dogs declared as dangerous. Owners of dogs declared dangerous must comply with all the conditions for restricted breeds listed above and must not be sold to a person under the age of 18 years.

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## **Part C - Horses**

### **C1. Land size**

The establishment of new stables on land zoned R1, B2 or B4 are generally prohibited.

Horses are not permitted on land applicable to this policy if such land is less than 0.4 hectares in total. Exceptions to the above requirement will be considered by Council on a case by case basis.

Any concession made will be subject to compliance with the requirements of "Guidelines for Minimum Standards for keeping horses in urban areas" (Fact Sheet 16) from Department of Primary Industries (refer [www.dpi.nsw.gov.au](http://www.dpi.nsw.gov.au)).

Land of a size exceeding 0.4 hectares shall comply with the requirements of "Guidelines for Minimum Standards for keeping horses in urban areas" (Fact Sheet 16) from Department of Primary Industries (refer [www.dpi.nsw.gov.au](http://www.dpi.nsw.gov.au)).

### **C2. Number of Horses**

The maximum number of horses at any one time shall not exceed two (2).

### **C3. Approvals**

Each application for the keeping of horses shall be treated on its merits and approval to keep horses may not be granted in every case. Applications are to be submitted by the owner of the land.

Persons keeping horses within R1, R5, RU5 and B4 zones, without Council approval, prior to the adoption of this policy are required to apply for approval in accordance with this policy.

Applications for the keeping of horses and the construction of yards and shelters after the appointed day shall be treated as development applications.

The neighbouring owners of the land for which permission is applied for will be advised of each application. Any person who owns and who contends that his or her enjoyment of the land will be detrimentally affected if the development is carried out may object, in writing, to Council.

Stables and yards shall be kept clean and tidy to the satisfaction of Council at all times, so as not to be the cause of a nuisance.

Additional requirements for fencing may also apply for the purpose of preventing damage to an adjoining premise. An adequate fence shall be provided to preclude

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horses within a distance of two (2) meters from any boundary of the adjoining premises.  
Ringlock or barbed wire fencing is not permitted.

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## Part D - Poultry

### D1. Keeping of Poultry

All poultry must be kept in accordance with the Local Government (General) Regulation 2021, Schedule 2, as follows:

Poultry not to be a nuisance or health risk

- (a) Poultry must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health.
- (b) Poultry yards must at all times be kept clean and free from offensive odours.

Poultry not to be kept near certain premises

- (c) Fowls (that is, birds of the species *Gallus gallus*) or guinea fowls must not be kept within 4.5 metres (or such greater distance as the Council may determine in a particular case) of any dwelling or public hall or school or premises used for the manufacture, preparation, sale or storage of food.
- (d) Poultry (other than fowls referred to in subclause c) must not be kept within 30 metres of any building on a property.
- (e) The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this subclause does not apply to poultry houses:
  - (i) that are not within 15.2 metres of an adjoining property boundary, dwelling, public hall or school; or
  - (ii) that are situated on clean sand.
- (f) Poultry yards must be so enclosed as to prevent the escape of poultry.

All food must be stored in sealed vermin proof containers and must not be left uncovered.

Vermin and other pests must be controlled.

All offensive odours must be controlled.

All offensive noise must be controlled.

All poultry must be housed in purpose built facilities. Council approval may be required for these structures.

Waste material, including litter and bedding, must be disposed of in an approved manner that may include composting.

Outside runs must be free draining, not to discharge to neighbouring properties and not be allowed to become muddy.

*Revision Number:3*  
*File Name: Local Orders Policy*

*Revision Date: October 2022*  
*Page Number: 14*

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5***D2. Numbers of Poultry**

The total numbers of poultry kept on premises must not exceed the maximum amount specified below:

<b>Type</b>	<b>Maximum Numbers</b>
Peafowl (Peacocks)	nil
Peafowl (Peahen)	nil
Roosters	nil*
Ducks	nil
Geese	nil
Turkeys	nil
Fowls (chickens)	20
Total	20

\*Roosters may be permitted during the breeding season only. Roosters must be housed in a dark enclosed shed at night during that period.

*Revision Number:3*  
*File Name: Local Orders Policy*

*Revision Date: October 2022*  
*Page Number: 15*

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5*

## **Part E - Sewerage Compliance Methodology**

### **E1. Council Sewerage System**

Council is responsible for managing sewerage disposal within Temora Shire. Council has the authority to inspect connection to Council's sewerage system and can issue an order if, upon inspection, the sewerage system servicing the premises does not comply with Council's requirements. In particular, Council must be able to access the boundary shaft for individual properties. Boundary shaft inspections are required to determine their location for rectifying sewer chokes and to ensure correct disposal of stormwater is occurring.

~~Council will arrange for inspection of sewer connections at the time of the request for a S149 Planning Certificate, and a Sewerage Compliance Certificate can be issued after a satisfactory inspection has been completed. A fee is applicable to this service, however no inspection is required if a satisfactory inspection has been carried out within two (2) years prior to the current request.~~

### **E2. On-site Sewage Management Systems**

Approval from Council under Section 68 of the Local Government Act 1993 is required for all new on-site sewage management systems.

Council will check the specifications of various on-site systems upon applications being lodged with Council.

Council will determine the inspection regime of installed systems. Low risk sites are exempt from regular inspection. Medium risk sites require regular inspections to occur every three (3) to five (5) years to be determined at the time of assessment and High risk sites, regular inspection to occur every one (1) to two (2) years.

Aerated Wastewater Treatment Systems (AWTS), inspection to occur according to the assessed risk determined by Council at the time of assessment. The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit the certificate will result in Council inspecting the AWTS at cost to the owner.

#### Subdivisions in unsewered areas

These developments require a full site and soil assessment consistent with the criteria contained in these development controls.

*Revision Number:3  
File Name: Local Orders Policy*

*Revision Date: October 2022  
Page Number: 16*

*Function: Planning Regulatory*

*Temora Shire Council*

*Policy Number: PR5*

Single sites in unsewered areas

Council has identified the following criteria apply to single sites in unsewered areas:

Allotments 2ha or less in area will require an AWTs facility to be installed.

Allotments between 2ha and 40ha in area will require a site assessment, land capability assessment or the installation of an AWTs.

Allotments greater than 40ha will require the installation of a conventional septic tank with absorption trench or transpiration bed.

All single sites are required to comply with the site assessment, buffer distances, and septic tank and absorption trench requirements in these development controls.

Further details regarding site assessment, buffer distances, soil testing and sizes of septic tanks and absorption trenches are included as part of the Temora Shire Development Control Plan.

Notwithstanding risk category, all buffer distances must be maintained or achieved. If the distances cannot be achieved, then any variation will not be considered unless accompanied by a report prepared by a hydrologist certifying that ground conditions exist in the subject area that will ensure that contamination of water bodies (rivers, streams, dams, bores, lakes or the like) will not occur.

*Revision Number:3  
File Name: Local Orders Policy*

*Revision Date: October 2022  
Page Number: 17*



*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR5*

## Part F - Regulated Premises

Owners, operators or proprietors of hairdressing, beauty and skin penetration premises, and mortuaries are required under Local Government Act 1993 and Public Health Act 2010 to be maintained in a clean and sanitary condition and suitably constructed to ensure hygienic conditions.

Council's officers undertake regular inspections of hairdressers, beauty salons, nail technicians and premises involved in skin penetration, such as ear piercing, and any other procedures prescribed by the regulations.

Good infection control practices will prevent the spread of disease. Procedures that involve skin penetration carry a greater risk of spreading disease because microorganisms (germs) can easily enter the body when the skin barrier is broken.

The objectives of Council's inspections are:

- To ensure the health of the public is protected when they receive treatments or services from a premises;
- To ensure operators are aware of their obligations to carry out safe, clean and hygienic procedures; and
- To ensure that the premises where procedures are undertaken comply with the relevant standards.

Matters which are investigated include:

- cleanliness
- sanitation and sterilisation practices
- adequacy of construction and
- personnel hygiene.

For further information regarding hygiene standards, refer to the NSW Department of Health website, [www0.health.nsw.gov.au/factsheets/environmental/index.asp](http://www0.health.nsw.gov.au/factsheets/environmental/index.asp)

*Revision Number:3  
File Name: Local Orders Policy*

*Revision Date: October 2022  
Page Number: 18*

*Function: Planning Regulatory*

*Temora Shire Council*

*Policy Number: PR5*

## **Part H – Untidy Land and Overgrown Vegetation**

Landowners and occupiers are required to keep their property in a reasonably tidy condition.

Council officers will respond to complaints regarding properties that are kept in an untidy or unhygienic condition that is not considered to be safe or healthy.

Under Section 124 of the Local Government Act 1993, Council can issue an order that requires the owner or occupier of a premises to remove or dispose of waste that is on any residential premises or to refrain from keeping waste on those premises.

Council can order an owner or occupier of land to do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition. This may include managing overgrown vegetation, such as by mowing or slashing long grass or poisoning weeds.

Council can also require the owner or occupier of land to remove or stack articles or matter, to cover articles or matter, to erect fences or screens or to plant trees where land is in the immediate vicinity of a public place and is used for the storage of articles or matter that is likely to create unsightly conditions.

Council officers will follow procedures under the Local Government Act including a warning letter, notice of intention to issue an order, issue of an order and carrying out required works at the owner's expense if the works are not completed within the required timeframe or to a satisfactory standard.

*Revision Number:3  
File Name: Local Orders Policy*

*Revision Date: October 2022  
Page Number: 19*

**15      ADMINISTRATION AND FINANCE**

Nil

**16 CORRESPONDENCE****16.1 AUSTRALIAN RED CROSS BLOOD SERVICE VISITS 2023**

**File Number:** REP22/1473  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Council have received a request from Australian Red Cross Lifeblood requesting approval for their proposed 2023 visits.

The van will be situated in front of Catalyst Accounting on Loftus Street as per previous visits.

Proposed dates are:

Visit 1. 24 – 27 January  
Visit 2. 25 – 28 April  
Visit 3. 25 – 28 July  
Visit 4. 24 – 27 October

The support of the Temora Community has enabled Australian Red Cross Lifeblood to collect 328 donations this year, that's 984 lives saved!

**RESOLUTION 222/2022**

Moved: Cr Max Oliver  
Seconded: Cr Jason Goode

It was resolved that Council grants approval for the dates for the Australian Red Cross Blood Service 2023 visits.

**CARRIED**

**16.2 BECTRIC ROCKS - MOBILE STAGE****File Number:** REP22/1474**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Bectric Recreation Trust - Letter [↓](#) **REPORT**

Council has received a request from the Bectric Recreation Trust to hire the mobile stage for the Bectric Rocks event on Saturday 18<sup>th</sup> March 2023.

*NOTE: Donations for 2022/2023 are \$10,879.80 with a total budget of \$15,000. \$4,120.20 budget remaining*

**RESOLUTION 223/2022**

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

It was resolved that Council accede to the request.

**CARRIED**

19<sup>th</sup> October, 2022

Temora Shire Council  
General Manager  
Mr Gary Lavelle  
P.O. Box 262  
TEMORA NSW 2666

Dear Gary,

On behalf of the Bectric Recreation Reserve Trust and Open Minds Brighter Future I would like to book the Temora Shire Council portable outdoor stage for our up-and-coming outdoor event Bectric Rocks.

This event will be held on Saturday, March 18, 2023, at the Bectric Recreation Reserve Trust grounds. (Weather permitting).

We have decided to hold this event again at the request of the many that were in attendance this year.

This event is to promote our local musical talent and give the community an event that can be enjoyed by all age groups and for family and friends to come together and enjoy an outdoor tranquil atmosphere and raise much needed funds for both these organizations'.

We would be most grateful if council would consider loaning the portable outdoor stage for this event and to have a council employee take responsibility for the transportation and erection of this stage.

The funds raised will be divided between the Bectric Hall which will help with the maintenance of the last standing pise hall in Australia which is over 118 years old and the local Open Minds Brighter Future committee.






I would be more than happy to discuss this further if you wish.

Kind regards  
  
Mrs Deb Coddington  
On behalf of the –  
Bectric Recreation Reserve Trust and Open Minds Brighter Future



**16.3 CYCLE ROAD RACES EVENT****File Number:** REP22/1595**Author:** Secretary Engineering**Authoriser:** General Manager

**Attachments:**

1. Letter [↓](#) 
2. Map 1 [↓](#) 
3. Map 2 [↓](#) 
4. Event Management Plan [↓](#) 
5. Certificate of Currency [↓](#) 

**REPORT**

Council has received correspondence from Cootamundra Cycle Club in relation to their annual Cycle Road Races and Haycarters Race. It is scheduled to be held on 20<sup>th</sup> – 21<sup>st</sup> May 2023.

The roads used will be Old Cootamundra Road, Combaning Road, Dirnaseer Road and Suttons Lane.

A full event management plan, has been developed and any safety mitigation measures are detailed in the following attachments. The event is covered under public and products liability insurance of twenty million dollars (\$20m).

**RESOLUTION 224/2022**

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

It was resolved that Council approve the request for the Cootamundra Cycle Club.

**CARRIED**

**COOTAMUNDRA CYCLE CLUB****(Affiliated with the NSW Cycling Federation)**

Est 1895

Mark Litterton (President)  
Phone (02) 6942 3057

24/10/2022

Dear Sir  
The General Manager  
Temora Shire Council  
Loftus St  
Temora NSW 2666

**APPROVAL TO CONDUCT A ROAD CYCLE RACES ON 20 - 21 MAY 2023**

The Cootamundra Cycle Club seeks approval to conduct Cycle Road Races, the Cootamundra Annual and Haycarters on 20 -21 May 2023.

It is proposed to commence the Annual race on Saturday at 12:30 pm and conclude by approximately 4:00pm.

It is proposed to commence the Haycarters race on Sunday at 10:00 am and conclude by approximately 1:00 pm

The roads used will be Old Cootamundra Rd, Combaning Rd, Dirnaseer Rd and Suttons Lane.

The Cycle Club will ensure all corners and road crossings are marshalled by approved race marshals with Traffic Control qualifications. A lead vehicle will take each group of riders over the course and further First Aid and support vehicles will follow the riders.

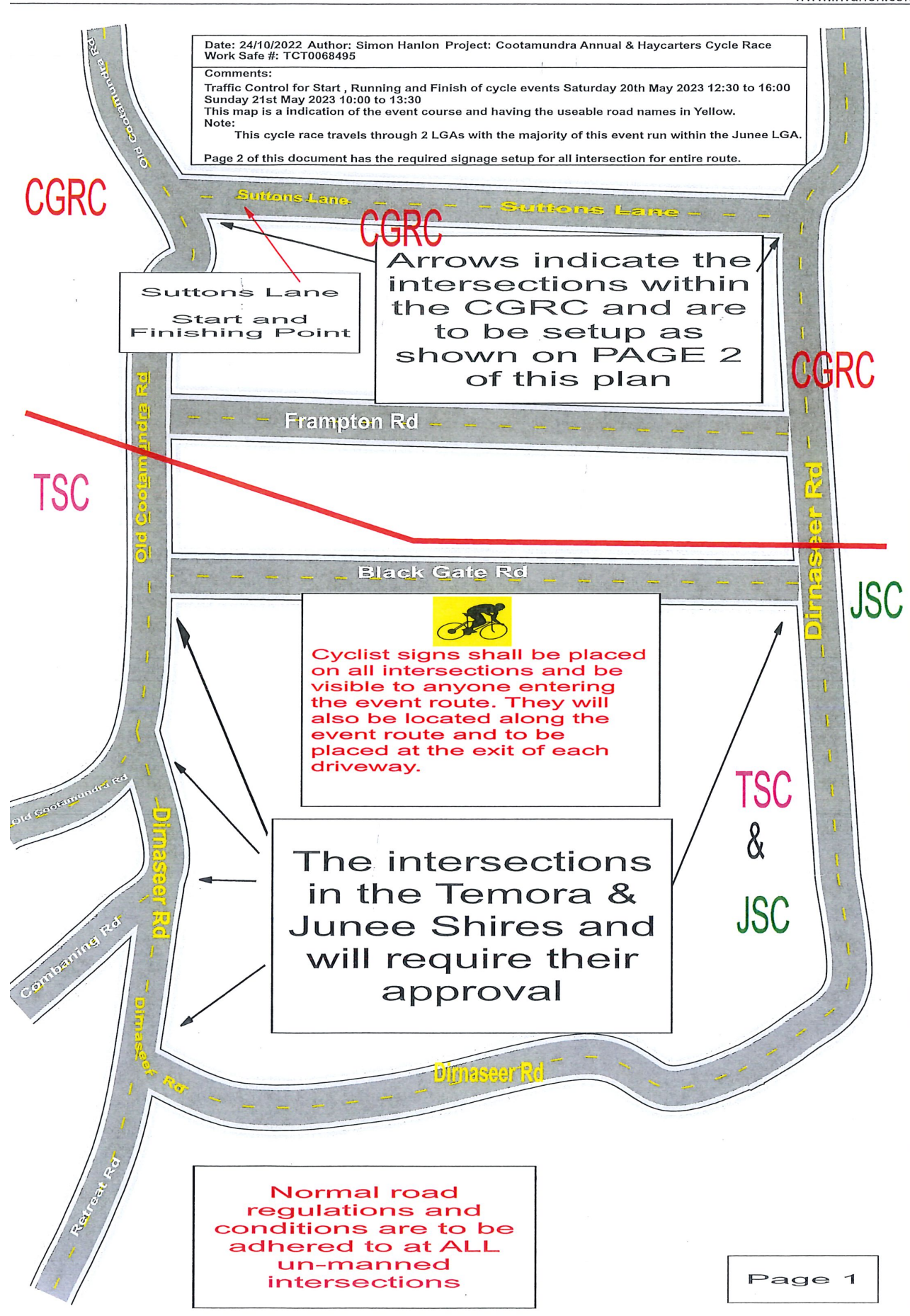
See the Event Management Plan for details.

Any questions please contact on the email address below.

Yours sincerely

Alan Moston  
Race Management  
Cootamundra Cycle Club  
mostoncoota@gmail.com

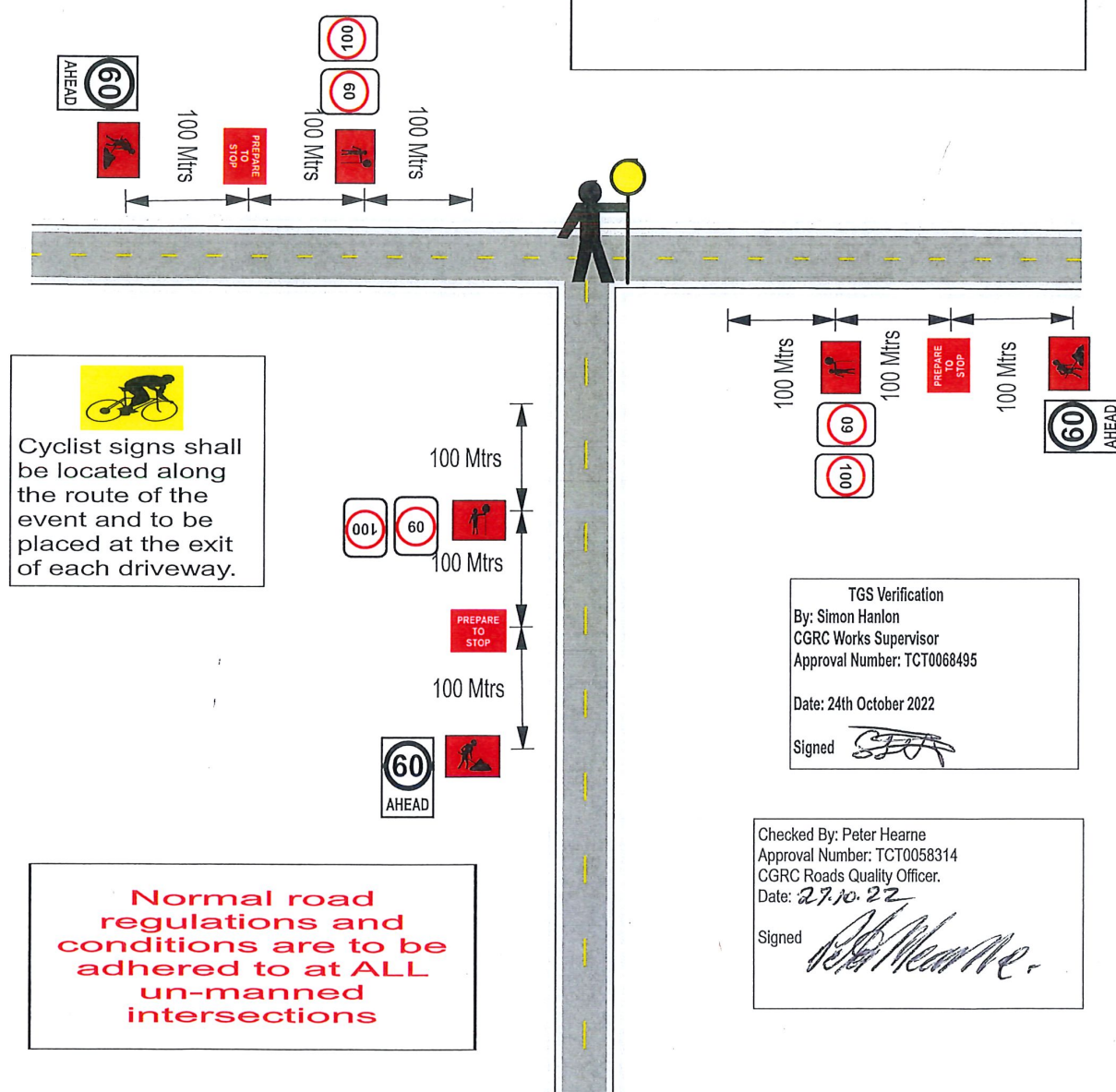






**Speed Zones and  
Traffic Control Signs  
SHALL ONLY be  
moved by  
Authorised  
Personnel and  
Council Verification**

## Typical Signage for Intersections



Date: 24/10/2022 Author: Simon Hanlon Project: Cootamundra Annual & Haycarters Cycle Race  
Work Safe #: TCT0068495

### Comments:

Saturday 20th May 2023 12:30 to 16:00

Sunday 21st May 2023 10:00 to 13:30

Typical signage setup for all road intersections of the event course.

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## **EVENT MANAGEMENT PLAN**

**Cootamundra Annual /  
Haycarters Race Weekend  
20 - 21 May 2023**

### ***A SAFETY GUIDE FOR ORGANISERS***

COOTAMUNDA-GUNDAGAI  
REGIONAL COUNCIL  
PO Box 420  
COOTAMUNDRA NSW 2590  
02 69402100  
[www.cootamundra.nsw.gov.au](http://www.cootamundra.nsw.gov.au)



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EVENTS ON ROADS .....19

## MANAGING YOUR EVENT

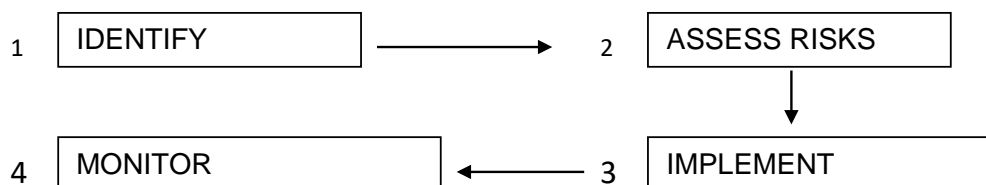
This **Information Pack** is designed to assist you in the planning of your event, activity, stall or function that **will take place on Council land**. It is important that right from the start of your planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

### Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds – and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

### What is risk management?

The basic principles of and processes in Risk Management are: -



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes or depressions in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures and you complete the relevant paperwork.

### So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it. This Pack includes:

- An **Event Safety Checklist** – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organising. This checklist includes the matters you should consider regarding events on roads.

- **You're Event – Things to Consider Guide** provides a guideline to matters that you should think about and address during your event planning.
- A **Pre-Event Audit Sheet** – this sheet gives you a range of possible hazard areas. If you run through the sheet and make those possible hazard areas that are N/A (Not Applicable), then concentrate on the others for the rest of this process. You can use the next sheet (**Hazard Summary**) to summarise your identified hazards. Refer back to the *Pre-Event Audit* sheet just before the event to check off on each item and have your volunteer and other workers sign off that they understand the assessment. Keep this record. Use a similar sheet for the next recurrence of the event/activity/function.
- **Hazard Summary Sheet** – use this sheet to put down all the hazards that you can identify relating to your event. There are some 'triggers' included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.
- An **Events Risk Assessment Sheet** – this sheet provides information that summarises the event/activity/function and shows that you have completed an assessment. This sheet would be signed after you have prepared a separate sheet for each of the possible hazards not marked N/A on the Pre-Event Audit sheet above.
- **Individual Hazard Assessment Sheet** – you will need to copy this sheet and complete for each separate hazard. If you repeat the event/function/activity at other times of the year the initial hazard assessment should remain relevant.
- **Risk Definitions and Classifications Fact-sheet (Appendix)** – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- **Detailed Site/Activity Information Sheet** – this sheet allows you to collect plans, documents etc. that are available for your event and show that you have considered elements of hazards and taken steps to manage these.
- **Catering and Sale of Food for Temporary Food Premises** – this information pack includes an application form if you or a group is to conduct a food stall or provide food at the event. The application is compulsory if food is provided or sold.

### **Planning and Programming**

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Careful planning is vital to make the event, that you are organising, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event the greater the management required. The job will be easier to do next year! The attached **EVENT PLANNING GUIDE** will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;
- Establish a working group or committee if necessary and have named organiser(s) identified.
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead. Longer if you are planning a major event;

- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least three months before the proposed event;
- Book your venue/site 6-12 months ahead and confirm in writing;
- Arrange for local publicity;
- Check the availability of sound and light equipment, marquees etc.;
- Send out first press release as soon as dates are firmed up;
- Book first aid, caterers, judges, compares, dignitaries and any other services 6 – 9 months ahead;
- If holding competitions send out schedules and rules 2 – 4 months ahead;
- Start looking for volunteers and staff 2 – 4 months ahead;
- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;
- Order posters and publicity 3 months ahead and send out 6 –8 weeks prior to the event;
- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;
- Create other plans to achieve publicity and target sponsors;
- Notice for your event or activity should be given to the Visitors Information Centre and at the Council. The minimum notice for small/medium events is 28 days. In the case of a large scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

### **What to do when things go wrong**

---

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were there risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

### **Suggested Action from Here for Risk Assessment**

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- 1 Review the **EVENT SAFETY CHECKLIST** and the **THINGS TO CONSIDER GUIDE**.

- 2 Then use the **EVENT PLANNING GUIDE** to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY SHEET**.
- 4 Copy enough **INDIVIDUAL HAZARD ASSESSMENT SHEETS** to cover each of the hazards listed in step 1 above.
- 5 Fill in the **INDIVIDUAL HAZARD ASSESSMENT SHEET** for each hazard, referring to the **RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX)** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
- 6 Fill in the **DETAILED SITE/ACTIVITY INFORMATION SHEET** noting any plans, documents, forms etc. that you have to attach to support your risk assessment process - including the Temporary Food Permit.
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative – the Risk Manager- for signing.
- 8 Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

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#### Further Information

Information or clarification can be obtained by calling Cootamundra-Gundagai Regional Council - Cootamundra Office and ask for the Risk Officer on 02 6940 2100.

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#### Useful Publications

The APPENDIX includes a list of useful publications that give excellent advice about event management and safety.



## ***YOUR EVENT – THINGS TO CONSIDER GUIDE***

### **Risk Assessment**

---

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

**For example, you need to know:**

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.

Contact your insurance provider for advice and give them **all** the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details.

**\*\* Cootamundra-Gundagai Regional Council as an interested party to be stated on the insurance cover \*\***

### **Stewards**

---

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

### **Communication**

---

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

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**Evacuation**

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You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

---

**First Aid**

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You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

---

**Fire Safety Arrangements**

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You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

---

**Security**

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You must ensure any special security measures are in place for example, if you have VIPS at your event, or large amounts of cash. The Police can advise you on this issue.

---

**Barriers**

---

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

---

**People with Disabilities**

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You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

---

**Signs**

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You must provide clear direction and information signs at your event. Council may be able to assist with signage.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval cannot be assumed nor can it be dealt with immediately.

---

**The Environment**

---

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

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**Food Safety**

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If you are preparing food for your event it is essential you consider the section of this Information Pack on ***Catering and Sale of Food for Temporary Food Premises***. There are a number of regulations you will need to comply with, including:

- Siting of the food
- Design & construction of the facilities & equipment
- Cleanliness & repair of the above
- Washing facilities
- Hand washing facilities
- Waste disposal
- Temperature control
- Staffing including appropriate training
- Food safety practices & supervision
- Safety of temporary power provisions such as LPG, propane & butane cylinders.

If you are a food business within Cootamundra or you are bringing in other food businesses, you must refer to the relevant section in the ***Catering and Sale of Food for Temporary Food Premises***.

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**Facilities**

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You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages)

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**Regulation**

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Please contact police for laws and regulations that might apply to your event.

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**The Event Planning Guide**

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This guide follows. Use the Guide to assist you cover off the various elements for a successful event. You may not need to use all the sections, eg if there is not going to be any type of drinks served then this section can be left blank. The Guide is intended to be used with the Risk Assessment sheets that follow as well.

**PRE-EVENT AUDIT**

File No

<b>Description of Event and Location:</b> <b>Cootamundra Annual and Haycarters Cycle Race Weekend.</b> <b>Location: Cootamundra, Temora and Junee roads.</b>											
<b>Company/Personnel/Organisation Running the Event:</b> <b>Cootamundra Cycle Club</b>											
<b>Date and Time:</b> <b>20 - 21 May 2023, Saturday 12:30 pm and Sunday 10:00 am starts</b>						<b>Stall holder/Activity:</b> where appropriate)					
<b>HAZARD IDENTIFICATION</b> Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory											
						NA		S		US	
<b>Paperwork</b> Licences of Operation <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Specialist certificates required (eg Traffic Control Management) <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Food handling approvals sighted <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US						<b>Public Matters</b> Crowd control measures in Place <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Loud hailer available Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Entry Points Manned Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Fire fighting equipment <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US					
<b>Activities</b> Electrical equipment tagged <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Personal protective equipment (provided and worn) <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US First Aid Kit available <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Lighting is adequate for activity <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Environmental Protection (attach plan if applicable), air water, litter and noise <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Noise control/dust control <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Ladders (Good condition and properly secured) <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Manual handling and lifting equipment <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Gas cylinders and equipment in order & comply <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US						<b>Site</b> Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No ..... ) <input type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Emergency team access <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Site amenities, toilets, fresh water <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US General site conditions, security, signage <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Gas and water mains location and identification <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Rubbish disposal <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Presence of hazardous materials (eg gas cylinders) <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US					
<b>Insurances sighted</b> Public Liability <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Professional Indemnity <input type="checkbox"/> NA <input checked="" type="checkbox"/> S <input type="checkbox"/> US Workers Compensation <input checked="" type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US Other <input type="checkbox"/> NA <input type="checkbox"/> S <input type="checkbox"/> US						<b>COMMENTS/CONTROL MEASURES:</b>					
<b>**Note: Public Liability/Certificate Of Currency Insurance MUST have Council, NSW Police &amp; RMS stated as "Interested Parties" on your policy**</b>											
<b>EVENT ORGANISOR (PLEASE PRINT)</b> Contact Number:											
Name Alan Moston ..... Signature  Date 24/10/2022 .....											

## HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about setting up the event		
Officials being hit by vehicle while setting up the event	Injury to race marshals Damage to signs and/or officials vehicles	Have more then one race marshal to set up course and monitor road for any oncoming traffic
Manual handling	Back strains	Correct handling of signs and equipment
What are the hazards with setting up		
Vehicles ,Oncoming traffic Debris on course	Injury to race marshals Trips/ falls	Keep an watch for oncoming vehicles while setting out the course
Extreme weather	Monitor conditions	Monitor conditions
Think of hazards relating to First Aid, providing food, emergencies, etc		
Inadequate First aid kits No first aid officer available No Emergency procedures in place	Unable to administer first aid treatment correctly or efficiently Unaware of emergency procedures	Have enough first aid officer available at the event Make sure Emergency plans are in place and available to all officials
During the event what could go wrong with people, parking, cash handling, security, communications, etc.		
Signage place incorrectly on the course	Riders going the wrong way	Correct signage place on the course
Officials unaware of their duties during the event	Officials giving riders incorrect information	Brief all official before the event
Rider injured on the course	Unable to administer first aid quickly	Adequate amount of first aid officers for the event
Miscommunication of officials	Officials being misunderstood.	Good communications during the event
Pulling the event down – what might the hazards be		
Signage Poor communications	Signs being left out after event	Make sure all signs are removed after the event

	Radio contact at all times	Keep communications open the event is completed
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**EVENT RISK ASSESSMENT**

Organiser/Hirer	Cootamundra Cycle Club
Activity/Event	Cootamundra Annual / Haycarters Race
Venue	Roads used both days - Old Temora Rd, Sutton's Lane, Dirnaseer Rd, Combaning Rd, Old Cootamundra Rd.
Organiser/Hirer Safety Contact	Mark Loiterton - President
Phone Numbers	6942 3057
Phone Numbers	
Venue Safety Contact	Alan Moston
Phone Numbers	0400 475 905
<p>General Description of Activity:</p> <ul style="list-style-type: none"> <li>Type of Activity: Cycle Race</li> </ul> <p>Number of staff/volunteers:</p> <p>The Club will provide approved race marshals at all necessary corners for the safety of riders and traffic. Appropriate signage and certified traffic controllers will be deployed at the necessary corners according to the Traffic Control Plan. A lead vehicle will precede the riders and a further support vehicle will follow the riders. Each of the race bunches will have a lead car with appropriate signs and lights.</p> <ul style="list-style-type: none"> <li>Description of activity: The races will start and finish at:</li> </ul> <p>12:30 pm start Saturday and conclude by approximately 4:00 pm.</p> <p>10:00 am start Sunday and conclude by approximately 1:30 pm.</p> <p>The race distance is approximately 70 Kms both days. The roads used are Suttons Lane, Old Cootamundra Rd, Combaning Rd, Dirnaseer Rd. The course will be in an anticlockwise direction Saturday and a clockwise direction Sunday.</p>	

**Assessment completed by:**

Date: 24/10/2022 .....



Sign: Alan Moston



Organiser/Hirer Safety Contact

Received by:

Sign:.....

Council Representative

**Revisions by:** (Mark all amendments with an asterisk \* and attach to this cover sheet)

Date: .....

Sign: ~~X~~ .....

Presenter/Hirer Safety Contact

Received by:

Sign:.....

Council Representative

**Attachments** (please provide number of each)

HAZARD SUMMARY SHEET ..... YES / NO	DETAILED SITE/ACTIVITY INFORMATION SHEETS - .....
INDIVIDUAL HAZARD ASSESSMENT SHEETS - .....	INCLUDING FOOD HOLDER PERMIT ..... YES / NO
SUPPLEMENTARY DOCUMENTS (IF REQUIRED) - .....	OTHER - .....

**Required Distribution:**

Organiser/Hirer	Council Representative
Organiser /Hirer Safety Contact	Police & Emergency Services

## INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

### What is the hazard? *eg manual handling, electrical, security*

Participants not complying with ride guidelines and instructions resulting in accident, injury, damage to reputation with financial and/or legal implications

### What is the risk? *eg injured back lifting elements*

- Riders being injured
- Riders unaware of the course
- Residents vehicles unaware of the race in progress
- Alcohol consumption by officials
- Procedures not carried out correctly

### What are the elements of the risk occurring?

Likelihood*	Consequences*	Level of Risk*	Stakeholders
Likely	Major	3 E	Race Director

\* Refer to Australian Standards terminology (Appendix)

### Action to Control the Risk

Action	Who to take Action	Contact
<ul style="list-style-type: none"> <li>- Alcohol not to be consumed during the event</li> <li>- No event staff or volunteers to be under the influence of alcohol or drugs while working at the event</li> <li>- All event staff and volunteers advised of protocol</li> <li>- Offenders will be removed from the event.</li> <li>- The Cootamundra Police will be notified of the action taken</li> </ul>	Chief Commissaire	Police & Council

### Action taken in event of hazard occurring

Action	Who to take Action	Contact
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(a)		
(b) The safety of all riders, official and spectators is a priority in the decision making process in these extreme weather conditions Extreme heat or cold  Excessive rain fall  Bush fire hazard impacting on race route	Chief Commissaire Race Director	Chief Commissaire Race Director
(c)		

### DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

- ☐ ..... Plans,  
☐ ..... Schedules,  
☐ ..... Food handling approval  
☐ ..... Insurance coverage documentation  
☐ ..... Other (please specify) .....

**Provide site plan (showing structures including pegs in ground) etc.**

Identify food handling equipment e.g. hand washbasin, cook-top, gas bottles, etc. (If applicable)

**Assessment completed by:**

Date: 24/10/2022 .....

Sign: Alan Moston



Name: Alan Moston.....

Organiser/Hirer Safety Contact

**Revisions by:**

Date: .....

Mark all amendments with an asterisk \*

Sign: .....

Name: .....

Organiser/Hirer Safety Contact

**Required Distribution:**

Organiser/Hirer	Council Representative
Organiser/Hirer Safety Contact	Any person named in body of document

## APPENDIX

### Australian Standards Risk Definition and Classification

#### Qualitative measures of Likelihood

Level	Descriptor	Description
<b>A</b>	Very Likely	Is expected to occur in most circumstances
<b>B</b>	Likely	Will probably occur in most circumstances
<b>C</b>	Unlikely	Could occur at some time
<b>D</b>	Highly Unlikely	May occur only in exceptional circumstances

#### Qualitative measures of Consequence or Impact

Level	Descriptor	Example and detail description
<b>1</b>	Negligible Injuries (Insignificant)	No injuries, low financial loss
<b>2</b>	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
<b>3</b>	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
<b>4</b>	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

#### Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

**Legend:**

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures



## *EVENTS ON ROADS*

(To be completed if applicable)

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## Events on Roads

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### ***TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION FORM***

#### **Special Event Application Form**

If you are proposing to hold an event on the Road, Street or on the side of the Road or Street, you are required to complete a Special Events Application Form.

#### **What is a Special Event?**

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road and/or street that requires special traffic management arrangements, and may involve large numbers of participants and or spectators. Examples are marathons, fun runs, cycling events, parades, marches, street markets and fundraising events.

The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements.

#### **Why is Traffic and Transport Management required for a Special Event?**

From a traffic and transport perspective, a special event needs to:

- ensure the safe separation of event patrons, participants and volunteers from traffic;
- manage the reduced capacity of the road system; and
- Minimise the traffic impact on the non-event community and emergency services.

#### **What Class does my Special Event fit into?**

**Class 1** An event that impacts major traffic and transport systems and there is significant disruption to the non-event community. This is an event that reduces the capacity of the main highway through a country town.

**Class 2** An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. This is an event that blocks off the main street of a town or shopping centre but does not impact a principle transport route or highway.

**Class 3** An event with minimal impact on public roads and negligible impact on the non-event community.

**Class 4** An event that is conducted entirely under Police control (but is not a protest or a demonstration) i.e. Anzac Day March.



**How do I apply to conduct a Special Event?**

In order to manage these events Cootamundra Gundagai Regional Council has developed a Special Events Application Form, which includes Traffic Management. Applications for Special Events need to be submitted to Council at least **12 weeks** before the event is to be held.

**Special Event Application Process****Step 1**

- This is your initial contact with Council about your event.
- This involves information about the concept/time/location of the event seeking approval in principle for the event (this contact can be by a phone call, letter or email).

**Step 2****CLASS 4 EVENTS**

- This involves completing the event overview (Section 1) and the required documentation (section 3) of the application.
- **NOTE** Class 4 Events are **NOT** required to submit a certified Traffic Management Plan.

**CLASS 1, 2 & 3 EVENTS**

- This involves completing the event overview (Section 1) and the event risk management (Section 2) of the application.
- Submission of these sections is required for approval by Local Traffic Committee/Council and/or the relevant road authority.

**Step 3****CLASS 1, 2 & 3 EVENTS**

- **ONLY** submit this section after Step 2 has been approved and notification has been received from Council.
- This step is the submission of required documentation (Section 3) that must be provided to Council before the staging of your event.

**Are there any costs associated with my application?**

There can be costs associated with the development of a Traffic Management Plan and the use of Council property and staff. Please contact Council on 6940 2100 (for Cootamundra events) or 69 440200 (Gundagai events) to discuss.

**What if my event has been approved before?**

If your event has been approved in previous years and there have been no major changes to this event i.e. change of route, you may wish to submit your entire application utilising the details from your previous application. Please note that you will be required to include **CURRENT** event documentation as outlined in Stage 3 of the application, this includes recertification of your Traffic Management Plan by a certified Traffic Control Planner AND Public Liability Insurance.

**Who can I contact for assistance with my application?**

There are various people who can assist you with your Special Events Application.

**GENERAL INFORMATION AND ASSISTANCE**

Road Safety Officer

Phone No. (02) 6944 0200

**RISK ASSESSMENT MANAGEMENT/PLANS (PUBLIC LIABILITY)**

WHS Risk Management Officer

Phone No. (02) 6940 2122 (Cootamundra) or (02) 6944 0200 (Gundagai)

**TRAFFIC MANAGEMENT PLANS AND TRAFFIC CONTROL PLANS**

Operations and/or WHS Risk Management Officer

Phone No. (02) 6940 2122 (Cootamundra) or (02) 6944 0200 (Gundagai)

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**  
**TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION FORM**

**2. EVENT OVERVIEW – SECTION 1**

**1 Event Summary**

Event Name: ... Cootamundra Annual / Haycarters Race Weekend

Event Location: ...Cootamundra, Temora and Junee Roads

Event Date: 20 -21 May 2022      Event Start Time: 12:30pm    Event Start Time: 10:00 am

Event Setup Start Time: 11:30 am/9:30 am      Event Pack down Finish Time: 4:30 pm/1:30 pm

Event is      Off-street ☐      On-street ☒ moving      On-street ☐ non-moving

Held regularly ☐ throughout the year (calendar attached)

Estimated number participants: 180 cyclists      Estimated number spectators: ... ..

**1.2 Applicant Details**


- Event Organiser: Cootamundra Cycle Club
- Name of person submitting application: Alan Moston

Postal address: 57 Temora Street

Cootamundra... .. Postcode:2590

Phone: X... .. Fax: ... .. Mobile: 0400475905... ..

Email: mostoncoota@gmail.com

Signature: ... ..  Date: 24/10/2022

\*The event organiser is the person or organisation in whose name the Public Liability Insurance is taken out

**1.3 Brief description of the event (one paragraph)**

Cycle Race on the roads north of Cootamundra.  
 Roads used are Old Cootamundra Rd, Combaning Rd, Dirnaseer Rd and Sutton's Lane.  
 RMS Cycle Road Racing Guidelines used in the conducting of the event. ....

.....

.....

.....

This includes the route the event will be taking, what it is i.e. fun run, and any other information which describes the event.

## **2. EVENT RISK MANAGEMENT – SECTION 2**

### **2.1 Work Health and Safety –Event Control**

- ☐ Event Management plan – attach details.

A map or description of the route or location is required e.g. start and finish points, marshalling locations, communication procedures.

As part of the event management plan the Risk Assessment and Traffic Management Plans are required.

- ☐ Risk Assessment/Management plan – attach details.

A Risk Assessment of the event (this includes participants and spectators) must be undertaken. From this control measures must be documented detailing how any identified risks will be managed. A form is included with this package. Assistance with this form can be obtained from Council's WHS Risk Management Officer, contact 69402100 (Cootamundra) or 6944 0200(Gundagai).

- ☐ Traffic Management Plan/s (TMP) – attach details.

Traffic Impact Assessment of the event must be undertaken and includes the impact of access for:

- o event parking
- o through traffic and public transport
- o local residents, businesses, hospitals, emergency services and building sites

From this control measures must be documented detailing how any identified impacts will be managed. This assessment needs to be undertaken by a certified Traffic Control Planner.

These plans are developed by Cootamundra Gundagai Regional Council.

Cootamundra Gundagai Regional Council staff are putting out all signage.

Cootamundra BUG accredited Traffic Controllers are used on intersections that require traffic control.

For further information contact 69402100 (Cootamundra) or 6944 0200(Gundagai).

### **2.2 Closing and Reopening of roads for moving events**

- ☒ This is a moving event – attach details.

- ☐ This is a non-moving event.

It this is a moving event a schedule detailing start and finish times and estimated times that the road will be closed and reopened after the last competitor/entrant passes by various route locations is required.

### **2.3 Traffic management requirements unique to this event**

- ☐ Description of unique traffic management requirements – attach details.

- ☒ There are no unique traffic requirements for this event.

A description of traffic requirements that are not addressed elsewhere in this plan is required. Examples are a special purpose filming vehicle being used, a parade with unregistered vehicles or animals.

**2.4 Contingency plans**

- ☐ Contingency plans. Plans to be supplied prior to event.

A contingency for unplanned incidents that may disrupt traffic and transport before, during or after the event is required. Examples are bad weather, delayed start or end, slow participants, etc. Traffic management contingency plans should be fully documented and include emergency contact names and phone numbers.

**2.5 Privacy Notice**

The “Personal Information” contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Service (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The “personal information” is being collected for submissions of the Transport Management Plan for the event described in Section 1 of this document.

I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.

The “personal information” being supplied is either my own or I have approval of the person concerned to provide his/her “personal information”.

The “personal information” held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.

The person whom the “personal information” relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

Event Organiser: Cootamundra Cycle Club      Date: 24/10/2022 .

Print Name: Mark Loiterton



**3. EVENT DOCUMENTATION – SECTION 3****3.1 Traffic Control/Management**

- ☒ Traffic Management Plan/s (TMP) – attach certified TMP/s.

A TMP is a risk management plan for traffic and describes the use of traffic control devices. A TMP can only be developed and implemented by certified personnel.

These plans can be developed by Council staff and charges do apply. For further information contact 6940 2100 (Cootamundra) or 6944 0200(Gundagai). **NOTE: Class 4 Events** are **NOT** required to submit a certified Traffic Management Plan.

**3.1 Public Liability Insurance**

- ☒ Public Liability Insurance obtained • attach Certificate of Currency.

Event organisers must indemnify and keep indemnified Gundagai Council and Roads & Traffic Authority from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the granting of permission to organise and hold such event. This indemnity shall be in the form of a Public Liability Policy of Insurance to the value of not less than \$20,000,000.

**3.2 Police**

- ☐ Police written approval obtained – attach copy of approval.

Under the Summary Offences Act 1988 – Section 23, Police require a completed Schedule 1 form: Notice of Intention to Hold a Public Assembly. This form is supplied as a part of this application package and needs to be submitted to Police for approval. If the event is a vehicle race the Commissioner's delegated approval is required under Section 40 of the Road Transport (Safety and Traffic Management) Act 1999.

**3.3 Fire Brigades and Ambulance**

- ☒ Fire Brigades Notified – attach copy of notification.
- ☒ Ambulance Notified – attach copy of notification.

Fire Brigade and Ambulance need to be notified about the event. A form for notification is included with this package.

**3.4 Trusts, authorities or Government enterprises**

- ☐ This event utilises a facility or property managed by a trust, authority or enterprise – attach copy of approval.
- ☒ This event does not use a facility managed by a trust, authority or enterprise.

If the event uses a facility/property managed by a trust, authority, or government enterprise, written consent is required.

**OFFICE USE ONLY****AUTHORISATION TO CONDUCT EVENT**

Council's traffic management requirements have been met. Regulation of Traffic is therefore authorised for all **non-classified roads** described in the risk management plans attached to this application.

All required event documentation has been submitted for this event. This event has been authorised to be conducted as detailed in this application.

Authorised by:.....(Cootamundra - Gundagai Regional Council)

Date: ... ..

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Regulate traffic means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

**OTHER FACTORS TO CONSIDER**

1. The impact of an event on heavy vehicles will be assessed by the RMS. Alternate routes may be required. The RMS is responsible for providing alternate routes for heavy vehicles. If a proposed event impacts on an approved B-Double route, the event may proceed only if a suitable alternative approved B-Double route is available. For example, if the main street of a town is an approved B-Double route and no suitable alternative exists, the event would need to be relocated.
2. All applications will be assessed, processed and conducted with reference to the RMS - 'Guide to Traffic and Transport Management for Special Events'.
3. Under the WH&S Act 2011 and WH&S Regulations 2011 the event organiser has a duty of care towards those persons who work at (including volunteers) or attend the event and to ensure that they are not exposed to risks from a public liability perspective.
4. Only qualified persons will undertake any associated traffic control and will be appropriately attired with high visibility clothing. Roadwork fluorescent vests properly worn are appropriate.
5. Provisions of the Australian Road Rules are to be observed.
6. Any Police directions given in accordance with the Australian Road Rules are to be promptly obeyed.
7. The event organiser is to take all reasonable measures to reduce obstruction to pedestrians and vehicles during the course of the event.
8. Participants are not permitted to use the carriageway during periods of poor visibility.
9. The volume of loud hailers or amplifiers used in conjunction with the event should be maintained at a reasonable level.
10. The route and timing of the event must not be altered without Police or Gundagai Council approval.
11. Where a road closure is required, the event organiser will advise (via a letter drop) the residences/ businesses impacted by the closure of the event.
12. Council will undertake to advertise the event in the local newspaper a minimum of 7 days before the event. Any objections received are to be resolved by the event organiser.
13. Appropriate roadside warning signs with black legend on yellow background and conforming to Australian Standards shall be located along the route as per the Traffic Control Plan.
14. Where road warning signs are required the signs are to be located (where possible) 200 metres prior to the intersection with the event route in a 100kph speed zone and 100 metres in a 50kph speed zone as per the Traffic Control Plan.
15. Other event specific conditions may be applied to your event at Councils' discretion.

**Risk Assessment Management Plan**

This risk assessment form is to be used to identify any foreseeable hazards that may be present with the event described on this sheet. An assessment on the potential impact of the identified hazards and the likelihood of it occurring is to be made and then appropriate control measures are to be implemented to either eliminate the hazard altogether or to reduce it to the lowest acceptable risk.

The assessment is to be carried out by the event organising committee and if requested by the Cootamundra - Gundagai Regional Council WHS Risk Management Officer.

Section 1 is to be completed first. This is done by answering yes or no to the question asked, remembering that this list is not definitive, consider all hazards associated with the event.

For every "yes" response, the organising committee needs to assess the likelihood of the event occurring and the possible consequence **"if control measures were not put in place"**. As a group you then need to decide what control measures should be implemented to reduce the hazard to its lowest possible impact?

**Event Name:** Cootamundra Annual / Haycarters Race Weekend

**Event Date:** 20 - 21 May 2023

**Event Contact:** Alan Moston

**Contact Address:** 57 Temora Street Cootamundra

**Contact Phone:** X... ..

**Contact Mobile:** 0400475905 .

**Council  
Employees  
Involved in  
assessment:**

... ..

**SCHEDULE 1 FORM – NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY****SUMMARY OFFENCES ACT 1988 – Sec 23****To the Commissioner of Police**

- 1 I Alan Moston on behalf of Cootamundra Cycle Club notify the Commissioner of Police that
- on the 20<sup>th</sup> and 21<sup>st</sup> May 2023, it is intended to hold
- a public assembly, not being a procession, of approximately
- 20<sup>th</sup> May 2022 less than 180 persons,
  - 21<sup>st</sup> May 2022 less than 120 persons,
- which will assemble at the corner of Suttons Lane and Old Cootamundra Rd at
- approximately:
- 20<sup>th</sup> May 2023 12:30 pm and disperse at approximately 4:00 pm
- 21<sup>st</sup> May 2023 10:00 am and disperse at approximately 1:30 pm
- the cycle races will commence and shall use the roads - Old Cootamundra Rd, Combaning Rd, Diraseer Rd and Sutton's Lane.....
- .....
- .....
- (Specify route, any stopping places, the approximate duration of any stop, and the approximate time of termination. A diagram may be attached).
- 2 The purpose of the proposed assembly are Cycle Races.

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out which is not applicable*):

(i) There will be 16 vehicles involved. The type and dimensions are as follows:

First Aid, Lead and Follow cars in race convoy.

.....

(ii) There will be.....(number) of bands, musicians, entertainers, etc which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

.....

.....

(iv) Other special characteristics of the proposed assembly are as follows:

.....


.....

- 4 Cootamundra Cycle Club takes responsibility for organising and conducting the proposed assembly.

- 5 Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:

.....

Postcode ..... Telephone: ..... Mobile: 0400475905

- 6 Signed: .....  .....

Capacity: Race Management..... Date: 24/10/2022.

**POLICE TO COMPLETE BELOW:**

- 7 I have been notified of the proposed event.

Signed: .....

Capacity: ..... Date: .....



**NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT****To the Officer in Charge Cootamundra Ambulance Station**

- 1 I Alan Moston on behalf of Cootamundra Cycle Club

notify the Officer in Charge of Cootamundra Ambulance Station that on the 20<sup>th</sup> and 21<sup>st</sup> May, 2023, it is intended to hold cycle races. The events will consist of approximately less than 180 persons (20<sup>th</sup>) and approximately less than 120 persons (21<sup>st</sup>).

The races will commence at approximately:

20<sup>th</sup> - 12:30 pm and conclude at approximately 4:00 pm

21<sup>st</sup> - 9:00 am and conclude at approximately 1:30 pm.

The routes / roads the event will use are: Old Cootamundra Rd, Sutton's Lane, Dirnaseer Rd and Combaning Rd.

(Specify route, any stopping places, and the approximate duration of any stop. A diagram may be attached).

- 2 The purpose of the proposed event is cycle race

- 3 I take responsibility for organising and conducting the proposed assembly.

Signed: Alan Moston ... ..

Capacity: Race Management ... .. Date: 24/10/2023

**AMBULANCE TO COMPLETE BELOW:**

- 4 I have been notified of the proposed event.

Signed: ... ..

Capacity: ... .. Date: .....

<b>NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT</b>
---

**To the Officer in Charge Cootamundra Fire Brigade**

1 I Alan Moston on behalf of Cootamundra Cycle Club

notify the Officer in Charge of Cootamundra Fire Station that on the 20 – 21 May, 2023, it is intended to hold a cycle races. The events will consist of approximately less than 180 persons (20th) and approximately less than 120 persons (21st).

The races will commence at approximately:

20th - 12:30 pm and conclude at approximately 4:00 pm

21st - 9:00 am and conclude at approximately 1:30 pm.

The routes / roads the event will use are: Old Cootamundra Rd, Sutton's Lane, Dirnaseer Rd and Combaning Rd.

(Specify route, any stopping places, and the approximate duration of any stop. A diagram may be attached).

The purpose of the proposed event is cycle race.

3 I take responsibility for organising and conducting the proposed assembly.

Signed: Alan Moston ... ..

Capacity: Race Management ... .. Date: 24/10/2023 ... ..

**FIRE BRIGADE TO COMPLETE BELOW:**

4 I have been notified of the proposed event.

Signed: ... ..

Capacity: ... .. Date: ... ..



V Insurance Group Pty Ltd ABN 67 160 126 509  
 Telephone: +61 2 8599 8660  
 Fax: +61 2 8599 8661  
 Direct Line: +61 8599 8667  
 Email: sports@vinsurancegroup.com  
 Address: Level 25, 123 Pitt Street  
 Sydney NSW 2000

21 February 2022

To Whom It May Concern,

## CERTIFICATE OF CURRENCY

Dear Sir/Madam,

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

<b>Named Insured:</b>	<b>AusCycling Limited and all affiliated Clubs</b>
<b>Affiliated Club:</b>	Cootamundra Cycle Club
<b>Class of Insurance:</b>	Combined Liability Insurance
<b>Insurer:</b>	Certain Underwriters at Lloyds of London
<b>Policy Number:</b>	09014411
<b>Limit of Liability:</b>	
Public Liability	\$20,000,000 each and every occurrence
Products Liability	\$20,000,000 each and every occurrence and in the aggregate
Errors and Omissions	\$20,000,000 each and every occurrence and in the aggregate
<b>Policy Period:</b>	4.00pm, 21 February 2022 to 4.00pm, 21 February 2023
<b>Excess:</b>	\$1,000 each and every loss
<b>Geographical Limit:</b>	Worldwide excluding USA & Canada
<b>Interested Party:</b>	<ul style="list-style-type: none"> <li>• Cootamundra Gundagai Regional Council</li> <li>• Transport for NSW</li> <li>• Police NSW</li> <li>• Junee Shire Council</li> <li>• Temora Shire Council</li> </ul>

Noting the above as an interested party but limited to indemnity for Personal Injury and/or Property Damage which arises solely as a result of the negligence by the name insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.



Yours sincerely,

**Rob Veale**  
 Managing Director

### Disclaimer:

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

**16.4 THE BUNDAWARRAH CENTRE - 50TH ANNUAL LIVE EXHIBITION**

**File Number:** REP22/1608  
**Author:** Secretary Engineering  
**Authoriser:** General Manager  
**Attachments:** 1. Letters  

**REPORT**

The Bundawarra Centre have lodged an event application to hold their Annual Live Exhibition on Saturday 11<sup>th</sup> March, 2023.

This will be their 50<sup>th</sup> exhibition.

For this event Macauley Street will be closed from 6am – 6pm.

Task	Time	Rate	Cost
Road Closure: 6:00am – 6:00pm on Saturday 11 <sup>th</sup> March, 2023			
- Friday 1.5 hours setup x 2 Staff	2 hours	\$50/hr	\$200
- Monday 1.5 hours removal x 2 staff	2 hours	\$50/hr	\$200
- Plant Hire 1 Vehicle	4 hours	\$15/hr	\$60
Road Closure Advertisement in the Temora Independent			\$75
20 x Building Site Exclusion Panels, 2 x Stop/Slow Traffic Control Paddles, Directional Parking Sign			
Delivery (2 x Staff)	2 hours	\$55/hr	\$220
Collection (2 x Staff)	2 hours	\$55/hr	\$220
Road closure Application Fee			\$105
Large Event Application Fee <i>Note: Considered a large event as it involves a road closure request</i>			\$105
<b>TOTAL:</b>			<b>\$1,185</b>

**RESOLUTION 225/2022**

Moved: Cr Jason Goode  
 Seconded: Cr Lindy Reinhold

It was resolved that Council accedes to the requests.

**CARRIED**



**THE BUNDAWARRAH CENTRE**  
**HOME OF TEMORA'S HERITAGE COLLECTIONS**

P.O.Box 181

TEMORA NSW 2666

Phone 0428 771 291

Email: [ruralmuseum@temora.nsw.gov.au](mailto:ruralmuseum@temora.nsw.gov.au)

28<sup>th</sup> November 2022

Mr. G.C. Lavelle,  
General Manager,  
Temora Shire Council,  
Loftus St.,  
TEMORA NSW 2666

Dear Gary,

**re. 50<sup>th</sup> Annual Temora Rural Museum ( Bundawarra Centre) Live Exhibition.**

**Request for in-kind assistance.**

Please find herewith our Committee's request for Council's approval of our exhibition.

Should Council grant approval, may we further request the use of 20 building site exclusion panels and bases, 2 stop/slow traffic control paddles and a directional Parking sign for the intersection of Junee Road and Macauley Street.

Col & Keri Perry kindly allow us the use of their paddock on Macauley Street adjoining the Museum for use as event parking, and the abovementioned barriers and signage have, in past years, proved most useful in increasing site security and reducing on-street parking during the event.

Should Council approve our use of these items, I will be pleased to liaise with the appropriate Council staff to arrange for their delivery to and removal from our site.

With kind regards,

Bill Speirs

Manager.



**THE BUNDAWARRAH CENTRE**  
**HOME OF TEMORA'S HERITAGE COLLECTIONS**

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Phone 0428 771 291

Email: [ruralmuseum@temora.nsw.gov.au](mailto:ruralmuseum@temora.nsw.gov.au)

28<sup>th</sup> November 2022

Mr. G.C. Lavelle,  
General Manager,  
Temora Shire Council,  
Loftus St.,  
TEMORA NSW 2666

Dear Gary,

**re. 50<sup>th</sup> Annual Temora Rural Museum ( Bundawarra Centre) Live Exhibition.**

As the management of the Bundawarra Centre is the shared responsibility of Council and Temora Historical Society Inc., I write to ask Council's permission to conduct the 50<sup>th</sup> Annual Live Exhibition of the museum on its grounds beside Junee Road on Saturday 11<sup>th</sup> March 2023.

As this event celebrates the 50<sup>th</sup> anniversary of the museum, the arrangements for the day will build upon the successful formula developed by the Committee in past years.

I will liaise closely with Council's Safety and Systems Co-ordinator, Grant Nicholson, as arrangements for the event take shape.

Our committee looks forward to Council's approval of this important local cultural event.

With kind regards,

Bill Speirs

Manager.





**THE BUNDAWARRAH CENTRE**  
**HOME OF TEMORA'S HERITAGE COLLECTIONS**

P.O.Box 181

TEMORA NSW 2666

Phone 0428 771 291

Email: [ruralmuseum@temora.nsw.gov.au](mailto:ruralmuseum@temora.nsw.gov.au)

28<sup>th</sup> November 2022

Mr. G.C. Lavelle,  
General Manager,  
Temora Shire Council,  
Loftus St.,  
TEMORA NSW 2666

Dear Gary,

**re. 50<sup>th</sup> Annual Temora Rural Museum ( Bundawarra Centre) Live Exhibition.**

**Request for fee waiver.**

Please find herewith our Committee's request for Council's approval of our exhibition.

Should Council grant approval, may we further request the indulgence of Council in regard to the fees it levies with regard to the lodgment of -

1. Major Event Applications
2. Temporary Road Closures
3. Hire of Council equipment

The principal goals of the event are to raise the profile of the Bundawarra Centre Complex as a tourist attraction for the community and to raise funds to maintain and further develop the diverse site.

The Bundawarra Centre site, with all of its fixed assets, is a council asset, maintained and developed under the oversight of Council, with the assistance of Temora Historical Society Inc. volunteers.

All of the funds raised by the management committee, directly benefit the community through their reinvestment in the museum and its associated collections, therefore we request that council favourably consider our request to waive the above fees as further generous in-kind support for the work of our committee.

With kind regards,

Bill Speirs

Manager.



**THE BUNDAWARRAH CENTRE**  
**HOME OF TEMORA'S HERITAGE COLLECTIONS**

P.O.Box 181

TEMORA NSW 2666

Phone 0428 771 291

28<sup>th</sup> November 2022

Mr. G.C. Lavelle,  
General Manager,  
Temora Shire Council,  
Loftus St.,  
TEMORA NSW 2666

Dear Gary,

**re. 50<sup>th</sup> Annual Temora Rural Museum ( Bundawarra Centre) Live Exhibition.**

**Annual Live Exhibition road closures.**

The Bundawarra Centre Management Committee and Temora Historical Society Inc., are planning to hold the 50<sup>th</sup> Annual Live Exhibition at the Museum on Saturday 11<sup>th</sup> March 2023.

In past years, at our request, Council has permitted the temporary closure of Macauley Street between Junee Road and Hinde Street to facilitate the marshalling of the vintage tractor collection outside the museum grounds but close to the side entrance gates. This arrangement significantly improves public safety by relieving congestion within the Museum grounds especially during the parade of vintage tractors and vehicles.

With this in mind, we request the temporary closure of the section of Macauley Street between Junee Road and Hinde Street between the hours of 6.00am and 6.00pm on Saturday 11<sup>th</sup> March 2023.

Please advise me if there are any special conditions required of the management committee this year.

The exhibition is planned for a Saturday. In the event that Council grants permission for the road closure, if it would assist Council, members of the committee would be prepared to arrange the erection of the barricades in Macauley Street on the Saturday morning and their removal from the roadway on Saturday afternoon.

The barricades could be left on the nature strip in Macauley Street on Friday 10<sup>th</sup> March prior to the Exhibition Day and collected by the outdoor staff when they return to work following the weekend.

Thank you in anticipation,

Bill Speirs,

Manager

**16.5     ARIAH PARK AUSTRALIA DAY CEREMONY 2023**

**File Number:**        REP22/1610  
**Author:**             Secretary Engineering  
**Authoriser:**        General Manager  
**Attachments:**       Nil

**REPORT**


Council has received a Small Event Application for the use of Davey Park for the Arianh Park Australia Day Ceremony to be held on Thursday 26<sup>th</sup> January, 2023. The Small Event Application fee of \$50.00 has been requested to be waived.

**RESOLUTION 226/2022**

Moved:     Cr Lindy Reinhold  
Seconded: Cr Nigel Judd

It was resolved that Council approves the event at Davey Park on 26 January 2022.

**CARRIED**

**16.6 EVENT APPLICATION - A COO-EE TO MARIE****File Number:** REP22/1611**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Event Flyer [↓](#) **REPORT**

Council has received a Small Event Application from the Bundawarra Centre to hold a Musical Production “Coo-ee to Marie” on 25<sup>th</sup> – 26<sup>th</sup> February, 2023 from 6:30pm – 8:30pm both days. The Small Event Application fee of \$50.00 has been requested to be waived.

**RESOLUTION 227/2022**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that Council notes the report.

**CARRIED**





**A COO-EE TO MARIE**

*Musical Production*

Please scan for bookings



<b>FEBRUARY 25 - 26</b>	<b>2023</b>
<b>6.30pm - 8.30pm Both Days</b>	
<b>Bundawarra Centre. 29 June Road. Temora. 2666. NSW.</b>	

**Tickets and Information:**

- Bundawarra Centre: (02) 6977 5923
- bspeirs@temora.nsw.gov.au
- Bill Speirs: 0421 771 291

**Supporting Partners:**

Motion Arts Temora, Green Beetle Company & Liam Chester, Fizzog Grannies, Illuminart & Brett Green Designs.

**FREE ADMISSION**

**NOTE:**  
The opening scene will be performed in the vicinity of Bradman's Cottage followed by a short walk to the RFS Shed for the balance of the performance

**17 NOTICE OF MOTION**

Nil

**18 BUSINESS WITHOUT NOTICE**



**19 COUNCILLORS INFORMATION PAPER****RESOLUTION 228/2022**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

It was resolved that the Information Reports be received.

**CARRIED**

**RESOLUTION 229/2022**

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

It was resolved that Council support the Engineering Works Manager in applying for a scholarship to IPWEA conference

AND FURTHER

That if unsuccessful in receiving scholarship that Council approve the Engineering Works Manager's attendance at the Conference.

**CARRIED**

**19.1 IPWEA SOUTHERN ZONE FORUM 2022****File Number:** REP22/1606**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Forum Agenda  **IPWEA SOUTHERN ZONE FORUM – COOTAMUNDRA 2022**

Temora Shire Council's Works Engineer, Alex Dahlenburg, and Councillor Nigel Judd, attended the IPWEA Southern Zone Conference at Cootamundra on the 1<sup>st</sup> December, 2022 where the theme was the **"Realities of Climate Change"**.

**Aidan Coates**, Strategic Partnership Manager, IPWEA NSW and ACT – **"Update"**

Heavy vehicle drivers can go onto portal - type in preferred route, and it will give a recommended route for those planning a movement.

Advised the IPWEA state Conference will be in Sydney at Accor Stadium (Sydney Olympic Park) on the 15<sup>th</sup> & 16<sup>th</sup> March 2023. The focus of this years conference is "Building better communities with data and technology".

Early bird tickets close by mid February at a member price of \$1,090 after such the price for a member is \$1,590. Councils engineering works manager being under 35 years of age may be able to apply for a scholarship that covers the conference cost.

**James Thompson & Matt Stubbs**, Chair of YIPWEA NSW (James) and South East sone YIPWEA Rep (Matt) – **"YIPWEA"**

YIPWEA is for young engineers under the age of 35 to network and provide input back to IPWEA. This was a general update of what YIPWEA has been doing and encouragement for participant if under 35 years of age.

**Simon Boulten** – QSTP Project Manager – Queanbeyan-Palerang Regional Council - **"Queanbeyan Sewage Treatment Plant Upgrade"**.

Queanbeyan are planning to upgrade their sewage treatment plant – population now 34500, sometimes peak of 50,000, but planning for future population of 75,000 by 2040

Actual plant is in the ACT so has to be built to ACT standards - runs into the Molonglo River and then into Lake Burley Griffin so has to be good. Plant will need to take out Phosphorus so it stops it running into Lake Burley Griffin and causing Blue Green Algae.

Projected cost \$162 million and maybe higher. Will have an early tender process in case the tender specs needed to be adjusted. Design has 3D modelling – very impressive. How to raise funds - SRV 6.5% for 4 years - seeking \$40-60m in grants.

Note that Canberra's final discharge of treated effluent runs into the Murrumbidgee River.

**Jason Clifford** - Senior Programs Officer, Regional NSW Department -

**"Incorporating Betterment Principles into rebuilding after Natural Disaster"**

Rebuilding better after natural disasters. Infrastructure Betterment - Resilience, Productivity, Economic and Social. Present round applications close 15<sup>th</sup> December.

**Jeff Burton** – NSW Business Manager, Technical Sales -

**“Supersealing”**

Superseal is a high performance water based bitumen emulsion pavement preservation treatment designed to help reflect the sun rays to reduce heat.

Ideal for netball courts as well. Bike paths, walking trails. Checked out for affecting Dog Paws - test 5 secs on back of hand.

Less heat means longer life of concrete and bitumen roads. Uses recycled crushed glass in different proportions for different uses.

**Peter Windley**, Co-ordinator Waste Operations, Shoalhaven Council -

**“Shoalhaven Glass Recycling Facility”**

This glass recycling facility is truly a success story for the Shoalhaven Region and already is processing thousands of tons for roadworks and other uses.

In comparison to Temora Shire Council, Peter noted at the start of his presentation that Shoalhaven council has 86 waste operations staff to show the enormity of their waste and need for recycling processes.

**David Kelly** Transport of NSW -

**“Sustainable Procurement”**

Two pillar approach to measure and drive carbon reduction towards Net Zero. Driven by Industry engagement to get the best ideas

Carbon reduction in procurement. Using recycled materials. Aim is to reduce carbon cost - low carbon aim in contract - decarbonising infrastructure

**Michael Timms** NSW Police – Australasian College of Road Safety - NSW Chapter Vice Chair -

**“Road Safety and Climate Change”**

Climate Change is increasing severe weather events and increasing road hazards. There is a mode shift to public transport.

With this focus to mode shift for transport councils Works Manager asked what communication has been held with the rail Authority and improving infrastructure to support modes of Transport such as cycling and walking. Noting to Michael that for our council we’ve had extreme difficulty in liaising with the rail authority trying to get infrastructure upgrades approved or even investigated giving the example of Polaris Street level crossing.

Conflicts - trees on side of roads, but trees are helpful in mitigating road temperatures.

Transport needs much more raw material – especially recycled materials

New developments need good public transport. The College is proposing 30km/hour in built up areas.

“Place” should be prioritised over “movement”.

Challenge for Net Zero target - difficulty in county areas to replace diesel with electric vehicles.

**Roundtable Discussion -**

**“Local Difficulties and Practical Solutions in Response to Climate Change”**

How do we stop traffic going through water? not a worry with older motors but electronics in modern cars getting wet can cause vehicle to stop. Need to promote this concern and what can happen.

Suggestion to get a drone operator in flooding conditions to report roads not be crossed.

Need to get regular plans of roads and flooding and make up a record for future planning. Drone footage.

Need good records in case of accidents and comeback.

There is sometimes a conflict between Live Traffic Report and GPS - can cause confusion.

**Alex Dahlenburg**, Temora Shire Council Works Engineer

**Cr Nigel Judd**, Council delegate

**07/12/2022**



Time	Agenda
8:30am	Delegate registration/Arrival tea and coffee
9:00 – 9:10am	Event commences
9:10am – 9:30am	Opening Address <b>Cootamundra-Gundagai Mayor – Cr Charlie Sheahan</b>
9:30am – 10:00am	IPWEA NSW & ACT Update <b>Aidan Coates – Strategic Partnership Manager – IPWEA NSW &amp; ACT</b>
10:00am – 10:30am	YIPWEA Update <b>James Thompson, Chair of YIPWEA, Hannah Crockford, South East and Matt Stubbs, South West Rep</b>
10:30am – 11:00am	Morning Tea
11:00am – 11:30am	Queanbeyan Sewage Treatment Plant Upgrade <b>Simon Boulton – QSTP Project Manager – Queanbeyan-Palerang Regional Council (QPRC)</b>
11:30am – 12:00pm	RTD Update – Current Projects and Initiatives <b>Annie Peoples – Research &amp; Policy Officer – Roads and Transport Directorate</b>
12:00pm – 12:30pm	Incorporating Betterment principles into rebuilding after natural disaster <b>Jason Clifford – Senior Programs Officer - Regional NSW</b>
12:30pm – 1:30pm	Lunch
1:30pm – 2:00pm	<b>Jeff Burton – NSW Business Manager – Technical Sales - Supersealing</b>
2:00pm – 2:30pm	Shoalhaven Glass Recycling facility <b>Peter Windley – Coordinator Waste Operations - Shoalhaven Council</b>
2:30pm – 3:00pm	Sustainable Procurement <b>David Kelly - Transport for NSW</b>
3:00pm – 3:30pm	Afternoon Tea
3:30pm – 4:00pm	Road Safety & Climate Change: Policy Position of the Australasian College of Road Safety (ACRS) <b>Michael Timms – ACRS NSW Chapter Vice Chair – Australian College of Road Safety</b>
4:00pm – 4:30pm	RoundTable Discussion: Local difficulties and practical solutions in response to Climate Change
4:30pm – 6:30pm	Closing Ceremony - Networking Drinks and Canapes

Thank you to our Event Partners



**19.2 ROAD SAFETY OFFICER - ACTIVITY REPORT NOVEMBER 2022****File Number:** REP22/1545**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. RSO Activity Report [↓](#) 

## REPORT – TEMORA – NOVEMBER 2022

### ACTIVITIES:

- Prepared and emailed minutes of Four Shires October Quarterly meeting
- Prepared resources and advertising for HLDBSD presentation.
- Assisted Engineering Technical Officer with crash data
- Meeting with Youth Leadership team at Platform Y to discuss how I can assist them in road safety
- Organising driving simulator hire costs for Actively Aging Seniors Expo February 2023
- Attended code of conduct training
- Organising EFT Authorisation with SCB Hire for payment of Swags
- Presented HLDBSD workshop
- Contacted TfNSW to discuss delayed delivery of Plan B Win A Swag promotional materials
- Discussion with GM about recording HLDBSD.
- Prepping resources for Plan B Win a swag campaign
- Meeting with manager Terminus Hotel to discuss Plan B campaign
- Emailed all Primary Schools link to access Kinder library packs 2023
- Wagga to pick up promotional materials
- Preparing Plan B Win A Swag campaign Advertising
- Delivered Swags and resources to Plan B Win A Swag venues:
  - WW Bowling Club
  - Terminus Hotel
  - Shamrock Hotel



### FACEBOOK POSTS:

- Microsleep post x1
- Created two events - Helping Leaner Drivers Become Safer Drivers presentation – Coolamon & Temora
- Pedestrian safety post x1
- Bland shire council road closure update post x2
- Temora shire council road condition post x2
- MotoCap video x1
- Speeding video x1
- Drug driving – stop it or cop it video x1
- Coolamon shire council – Message from the Mayor post x1



- Don't Trust Your Tired Self video x1
- ANCAP used car safety rating video x1
- Ezy-Az 1,2,P driving school post x1
- Level crossing video x2
- Informal bus stops – Be bus aware post x1
- Load your horse float safely
- Who has the right of way post x1
- Emergency vehicle road rules post x1
- T-Intersection Quiz x1
- Keep your child safe getting in and out of the car video
- Road safety in the workplace video x2
- Buying a used car – NSW Dept Fair Trading post x1
- Privately owned E-Scooters are illegal post x1
- Bicycle safety video x1
- Road user handbook video x1
- Speed advisor App video x1
- What's Your Plan B post x1
- Look out for children when reversing post x1
- 

## EDITORIALS:

- HLDBSD presentation advertisement
- Slow Down, Move Over, Give Space – Bus Safety

Free workshops for  
parents and supervisors  
of learner drivers

Helping learner drivers become safer drivers

Want to gain information that will assist you to help make teaching your learner driver a happy experience?

Register for our up-coming Helping Learner Drivers Become Safer Drivers workshop

The two-hour session will offer practical advice about:

- current driving rules and requirements for L and P platons
- how learner's benefit from supervised on-road driving
- how you can help make learning to drive a safe and positive experience

Find out more at:

DATE: Wednesday 30 November 2022  
TIME: 10.00am – 12.00pm  
VENUE: Temora Council Chambers  
COST: FREE  
Workshops are available for the Helping Learner Drivers Become Safer Drivers workshop by contacting:

Temora Shire Council's Road Safety Officer, Karen Treloar

Email: [karen.treloar@temora.nsw.gov.au](mailto:karen.treloar@temora.nsw.gov.au)  
Phone: 02 6921 1000

NSW GOVERNMENT  
ROAD SAFETY  
ROAD SAFETY  
ROAD SAFETY

**19.3 WORKS REPORT - NOVEMBER 2022**

**File Number:** REP22/1605  
**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 Heavy Patching
- Sealing of Heavy Patches
- Call out response to water over MR 57
- Call out response to water over MR 84
- Major pothole dig out and repairs MR 57, 84

**LOCAL ROADS**

- Tara Bectric Seg 4 & 5 upgrade stabilising
- Morangarell Road Segment 2, tree clearing in tabledrains
- Maintenance grading
- Flood damage repair to gravel roads
- Urban streets resealing preparation
- Heavy patching
- Slashing and Spraying
- Maintenance grading, flood damage grading - Trigalong Road, Sebastapol Road, Wienckes Road, Baldwins Road, Trevaskiss Lane, Quades Lane, Wynds Lane, Fergusons Road, Doolans Road
- Pipe culverts Quandary Road

**URBAN TEMORA & ARIAH PARK**

- Murphy Street table drains
- Weed spraying for reseals
- Hopetoun Street box culvert
- Urban slashing and spraying

- Urban K & G repairs
- Urban footpath repairs

**WORKS PLANNED FOR NEXT MONTH – NOVEMBER 2022**

- Morangarell Rd dig out patches
- MR 398 causeway (near Haddrills Road)
- Back Mimosa Subbase and base courses
- Maintenance and flood damage grading
- Weed spraying and slashing
- Pipe Culvert Oak Street
- Tabledrain cleaning Oak Street
- Urban streets bitumen resealing
- Linemarking of urban reseals and state road heavy patches

***Report by Pat Kay***

**19.4 GRANT APPLICATIONS**

**File Number:** REP22/1544  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**GRANT APPLICATIONS SUBMITTED**

The following grant applications have been submitted in the past month:

Female Friendly Community Sport Facilities and Lighting Upgrades Program – Temora Town Tennis Courts Lighting Upgrade, Temora West Sportsground Lighting Upgrade, Bob Aldridge Park Lighting Upgrade

Places to Play – Bradley Park Nature based adventure and water playspace

**GRANT APPLICATION OUTCOMES**

The following grant application outcomes have been advised in the past month:

Australia Day 2023 Community Grants – successful

Get NSW Active Aurora Street footpath and Crowley Street footpath – successful

Community Building Partnerships – Edis Park Upgrade - unsuccessful

**19.5 BUILDING APPROVALS - NOVEMBER 2022**

**File Number:** REP22/1601  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

**BUILDING APPROVALS – NOVEMBER 2022**

- ✓ DA/CC 75/2022 – Lot 107; DP 1229529; 24 Spitfire Drive, Temora – Dwelling & Hanger
- ✓ DA/CC 76/2022 – Lot TBA; DP TBA; 62A Bundawarra Road, Temora – Shed/Three Bedroom Unit
- ✓ DA 78/2022 – Lot 1214; DP 45494; 476 Goldfields Way, Temora – Signage
- ✓ DA 80/2022 – Lot 2; DP 217351; 156 Hoskins Street, Temora – Nail Salon

**COMPLYING DEVELOPMENT ISSUED**

- ✓ CDC 37/2022 – Lot 2; DP 263327; 77 Haig Street, Temora – Dwelling Alterations & Additions
- ✓ CDC 38/2022 – Lot 1; DP 1203676; 8 French Street, Temora – S/F Shed
- ✓ CDC 39/2022 – Lot 1; DP 218922; 88 Deutcher Street, Temora – Patio/Verandah
- ✓ CDC 40/2022 – Lot 1060; DP 750587; 1 Fisher Street, Temora – Dwelling Alterations & Additions
- ✓ CDC 41/2022 – Lot B; DP 384530; 69 Deutcher Street, Temora – S/F Shed

**19.6 REGULATORY CONTROL - NOVEMBER 2022****File Number:** REP22/1604**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	7	No	No	3 x No Issues 1 x Van Broken Down 1 x Camper Moved On 1 x Monitoring 1 x Car Moved On - Abusive
Scooters & Bikes	1	No	No	1 x Spoke to Child – Not riding in a sensible manner
School Zones	35	No	No	All schools checked – No Issues
Noise	3	Yes	No	1 x No Issue 1 x Monitoring 1 x Dog Barking/Wandering - Okay
Air Quality		No	No	
Illegal Dumping/Littering	3	No	No	1 x Tyres on Mary Gilmore Way 1 x Broken Fan on Tonkin Street 1 x Ironing Board on Murphy Street
Overgrown/Untidy Blocks	10	Yes	No	5 x Letter 2 x Completed 2 x Monitor 1 x No Issue
Lake Walking Track – leashed animals	46	No	No	45 x No issues 1 x New Lock for Overflow Gate
Animal Welfare	13	No	No	1 x Concern of Puppy Farm – Okay 1 x Dog Found 1 x Monitor 1 x Cat to Rescue 1 x Public Complaint – Carp caught in Spillway 1 x Feral Cat Disposed 1 x Concern for Resident with Cats – Problem Solved without Action 1 x Dog hit by car – Vets 1 x Dog in Main St – Couldn't catch 1 x Dog in traffic – Owner found 1 x RSPCA 1 x Snake in Hoskins St – Removed 1 x Abused Dog - Rescue
Dangerous Dogs	3	Yes	No	1 x Check – Neighbours have issue with each other 2 x Dogs on Mary Gilmore Way – Checked/Okay
Impounded	5	No	No	5 x Dog

Noise Animals	2	No	No	2 x Dogs Barking – Owner contacted
Nuisance Animals / Trapping	6	No	No	1 x Airport Bird Control – Good 1 x Problem Cat 2 x Remove Feral Cat 1 x Cat Trap 1 x Feral Animals – Eradication Underway
Dead Animal Removal	3	No	No	1 x Concern for Dead Crows – No Issue 1 x Kangaroo 1 x Cat
Keeping of Horses in Residential Areas	1	No	No	1 x Checked - Okay
Main Street Sign Approvals Inspections	2	No	No	2 x Police – Road Conditions – Temora to Young
Rural Stock Incidents	4	No	No	2 x No Issue 1 x Emailed Owner 1 x Put Sheep back in Paddock – Owner Contacted
Fruit Fly		No	No	
Euthanised	4	No	No	4 x Feral Cat
Other	21	No	No	6 x Caravan Parks/Railway/Airport/Showground/ Parking Bays 2 x Pound Clean/Feed 4 x Teal Street Gate 1 x Bee Swarm – Removed 1 x Damage at Pardy Mill Reported 2 x Large Dogs – Owner picked up 1 x Kangaroo removed from residents' yard 1 x Remove tree 1 x Lake Gate 1 x Welfare for abused dog 1 x Rescue – Collect 3 Dogs  <b>Annual Leave – Call Outs</b> 10 x Pound Clean/Feed 1 x Teal Street Gate 1 x Rescue – Collect Cat – More photos of Dogs 1 x Sheep Attack – Taylors Rd – Monitor 1 x Monitor Dog – Neighbours have issue with each other 1 x Dog collected from school – Rescue 1 x Rescue – Dog 1 x Welfare Concern – Cat – Owner in Hospital 1 x Welfare Concern – Chickens on Road – Owners Contacted



				1 x Vets – Concern for safety of Dog - Okay
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***Report by Ross Gillard***

**19.7 CASH & INVESTMENTS FOR PERIOD ENDED 30 NOVEMBER 2022**

**File Number:** REP22/1585

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cash & Investments  



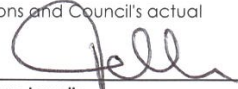
## Temora Shire Council

## Cash &amp; Investments

For the period ended 30th November, 2022

	Original Budget 2022/23	Revised Budget 2022/23	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	2,855,590	2,855,590	3,109,006
Domestic Waste Management	1,245,567	1,245,567	1,254,840
Stormwater Drainage Flood Studies & Construction Programs	92,910	92,910	261,167
S94 Contributions	245,892	245,892	300,172
Unspent Restricted Grants	491,670	797,919	792,678
Pinnacle Externally Restricted	946,449	946,449	1,592,230
<b>Total Externally Restricted</b>	<b>5,878,078</b>	<b>6,184,327</b>	<b>7,310,093</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	2,205,982	2,311,530	2,616,385
Other Waste Management	652,245	652,245	659,493
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	676,038
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	10,195
Medical Complex Development	28,605	28,605	11,304
Infrastructure	1,156,589	1,156,589	1,126,437
Infrastructure - Airpark Estate	0	0	206,908
Digital Two Way Radio Upgrade	80,000	80,000	80,000
Computer Upgrade	211,864	211,864	248,732
Sports Council Requirements	58,566	58,566	58,566
Youth Donations	3,436	3,436	0
Revotes	494,852	399,852	661,364
Airside Maintenance	137,600	137,600	131,833
Temora Agricultural Innovation Centre Maintenance Reserve	10,969	10,969	28,503
Temora Pool Upgrade	295,240	295,240	(0)
<b>Total Internally Restricted</b>	<b>10,353,303</b>	<b>10,363,851</b>	<b>10,820,287</b>
<b>Total Restricted Reserves</b>	<b>\$ 16,231,380</b>	<b>\$ 16,548,177</b>	<b>18,130,380</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			1,512,306
Macquarie Bank DEFT Account			0
AMP Business Saver Account			307,251
AMP Notice Account			818,161
Macquarie Bank Cash Management Accelerator Account			506,134
Westpac Cash Reserve			302,621
Term Deposits held with:			
Bank of Queensland			1,000,000
National Australia Bank			8,128,520
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			0
<b>Total Cash &amp; Investments</b>	<b>\$ 16,231,380</b>	<b>\$ 16,548,177</b>	<b>18,098,788</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>16,231,380</b>	<b>16,548,177</b>	<b>17,098,788</b>
<b>Funding Deficit</b>			<b>(1,031,592)</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

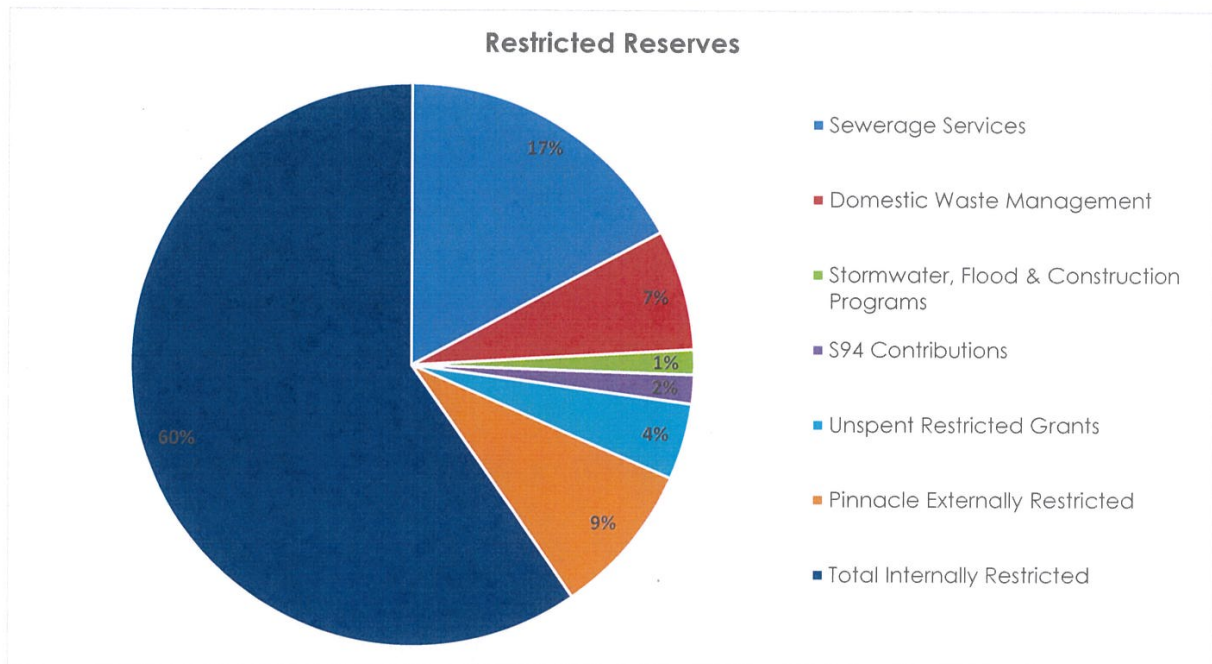
  
**Gary Lavelle**  
 General Manager



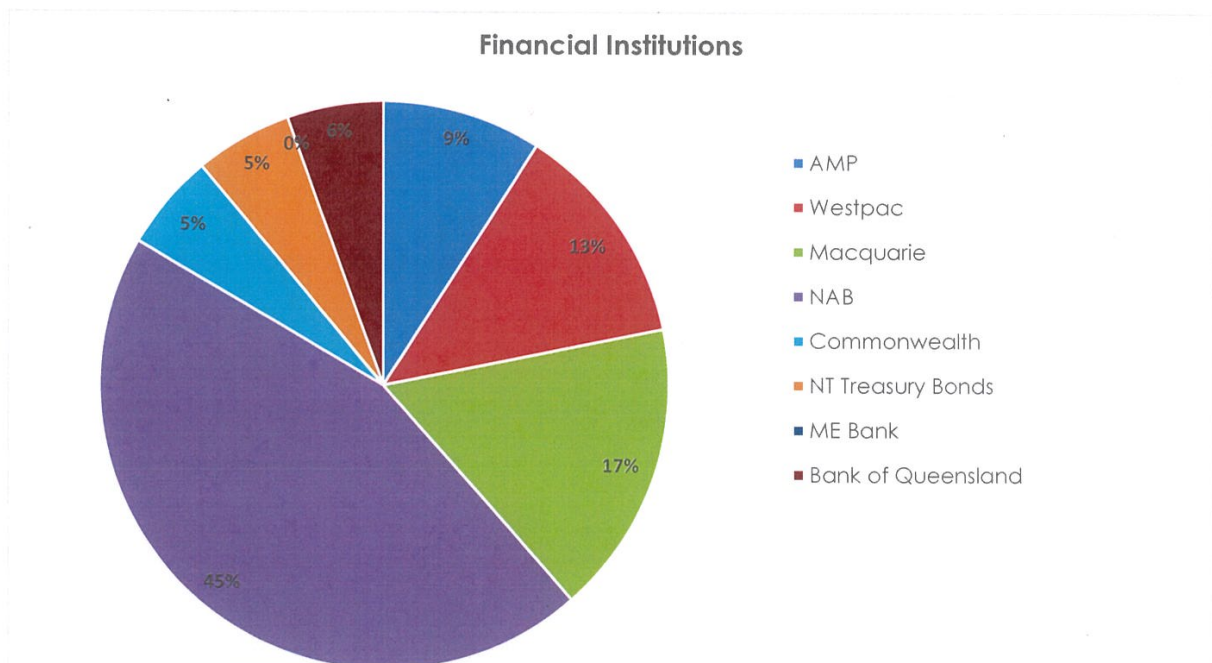
Temora Shire Council

**Cash & Investments**

For the period ended 30th November, 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.





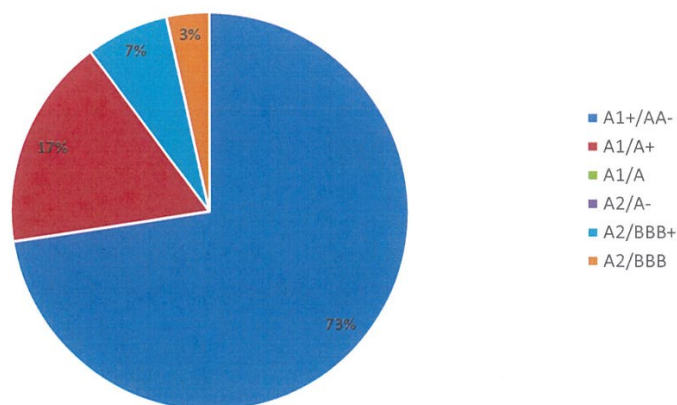
## Temora Shire Council

## Cash &amp; Investments

For the period ended 30th November, 2022

Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
<b>Cash Held</b>								
Westpac Bank	A1+/AA-	Cheque account		0.00%			1,512,306.08	
Westpac Bank	A1+/AA-	Cash Reserve		0.85%			302,621.38	1,814,927.46
Macquarie Bank	A1/A+	DEFT Account		0.00%			0.00	
Macquarie Bank	A1/A+	Cash Management Accelerator Account		2.80%			506,134.36	506,134.36
AMP Bank	A2/BBB	Business Saver		0.50%			307,250.51	
AMP Bank	A2/BBB	31 Day Notice Account		3.30%			818,161.46	1,125,411.97
							<b>Total Cash Held</b>	<b>3,446,473.79</b>
<b>Investments Held</b>								
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	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	10/11/22	4.26%	202	26/07/23	1,008,024.66	8,128,520.17
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	30/11/22	3.82%	98	8/03/23	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
							<b>14,652,313.92</b>	<b>14,652,313.92</b>
<b>Total Cash &amp; Investments</b>								<b>18,098,787.71</b>

Standard &amp; Poors Short Term/Long Term Credit Ratings



Graph One - proportion of investments held by Standard &amp; Poors credit ratings.

**19.8 RATES REPORT - NOVEMBER 2022****File Number:** REP22/1592**Author:** Executive Assistant**Authoriser:** General Manager

**Attachments:**

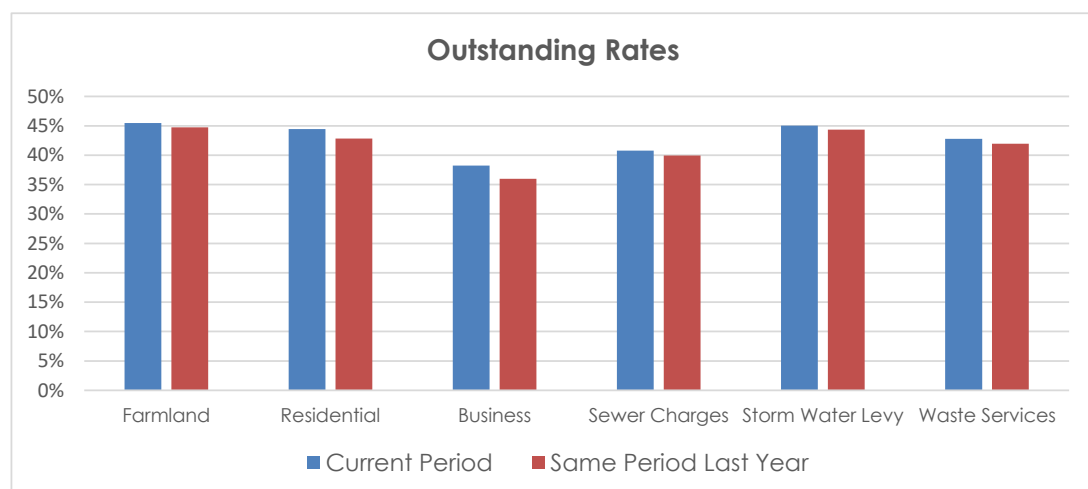
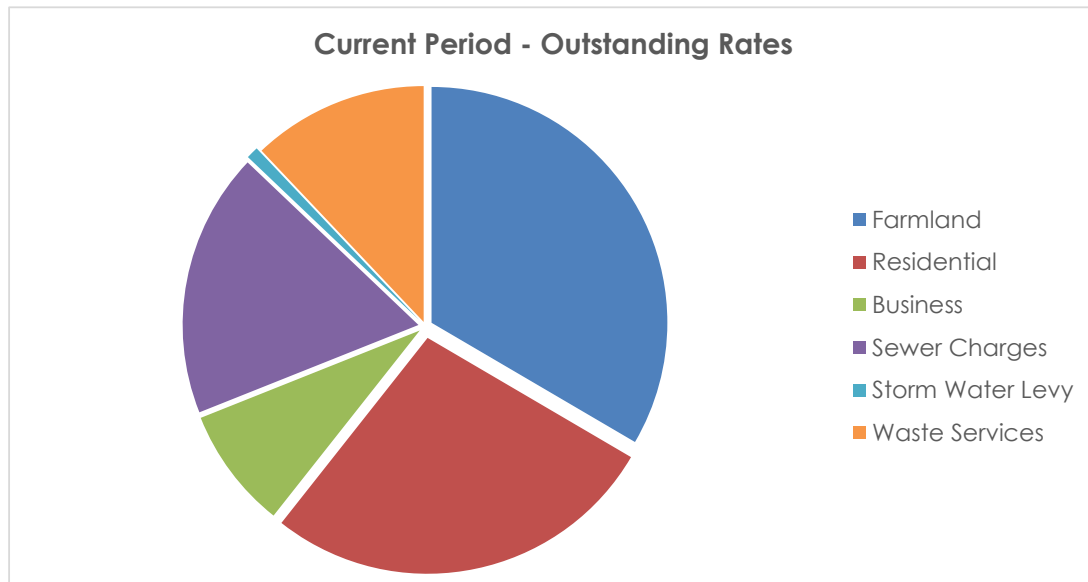
1. Rates Collection November [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#) 
2. Rates Collection Chart [!\[\]\(b985170eefb48b9b3ef593e79310e8f5\_img.jpg\)](#) 




Temora Shire Council  
**Rates Collections**  
 For the period ended 30 November, 2022

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Same Period last year	
				Rates Outstanding \$	Rates Outstanding %
Farmland	2,044,462.21	(3,422.46)	(1,113,249.64)	927,790.11	45%
Residential Temora - Occupied	1,415,039.58	(77,154.37)	(735,536.12)	602,349.09	45%
Residential Temora - Vacant	65,863.07	0.00	(38,649.34)	27,213.73	41%
Residential - Ariah Park	88,496.16	(5,979.80)	(41,133.79)	41,382.57	50%
Residential - Springdale	12,555.46	(988.31)	(5,861.36)	5,705.79	49%
Rural Residential	165,172.08	(9,575.95)	(95,313.89)	60,282.24	39%
Residential - Temora Aviation	45,428.22	(688.44)	(26,781.45)	17,958.33	40%
Business Temora - Hoskins Street	265,632.34		(153,207.91)	112,424.43	42%
Business Temora - Town	278,472.48		(179,136.35)	99,336.13	36%
Business Temora - Aviation	27,854.16		(17,326.21)	10,527.95	38%
Business - Ariah Park	21,493.41		(13,995.96)	7,497.45	35%
Business - Other	10,070.46		(8,989.52)	1,080.94	11%
<b>Services</b>					
Residential Sewer Charges	1,118,474.75	(37,610.71)	(607,054.78)	473,809.26	44%
Non-Residential Sewer Access & Usage Charges	153,697.44		(124,118.05)	29,579.39	19%
Storm Water Levy	51,327.74		(28,216.71)	23,111.03	45%
Domestic & Rural Waste Services	678,414.19	(38,281.18)	(355,216.84)	284,916.17	45%
Trade Waste Services	142,418.52		(92,577.87)	49,840.65	35%
Overpayments	(102,962.41)		79,881.31	(23,081.10)	
Legal charges	13,575.08		(2,435.49)	11,139.59	
<b>Total</b>	<b>6,495,484.94</b>	<b>(173,701.22)</b>	<b>(3,558,919.97)</b>	<b>2,762,863.75</b>	<b>43%</b>
				<b>2,610,802.83</b>	<b>43%</b>





**19.9 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE NOVEMBER 2022****File Number:** REP22/1569**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall [↓](#) 



Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 30th November, 2022

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	20,872	9,672
Other Sundry Income	-	-
<b>Total Income</b>	<b>20,872</b>	<b>9,672</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(4,754)	(3,114)
Rates	(4,313)	(4,129)
Water	(332)	(332)
Cleaning	(4,883)	(4,950)
Maintenance	(3,504)	(4,378)
Administration		
Employee Costs	(2,491)	(2,838)
Depreciation	(29,456)	(26,329)
Insurance	(25,193)	(21,684)
Organisation Support Costs	(10,529)	(10,162)
Other/Miscellaneous	(8)	(1,611)
<b>Total Expenditure</b>	<b>(85,462)</b>	<b>(79,527)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(64,591)</b>	<b>(69,854)</b>
Internal Hire/Donation	2,626	1,797

**19.10 TOWN HALL THEATRE - OPERATING RESULTS NOVEMBER 2022**

**File Number:** REP22/1564

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall Theatre [!\[\]\(c694a3ff3b077d76910920a6a1593ab4\_img.jpg\)](#) 



Temora Shire Council

## Temora Town Hall Theatre Operating Statement

For the period ended 30th November, 2022

	Current YTD	Prior YTD
<b>Candy Bar</b>		
Income	14,233	7,428
Purchases	(7,126)	(2,190)
	7,107	5,238
<b>Admissions</b>		
Income	24,856	13,218
Gold Class Ticket Sales	764	-
Audio Visual Purchases	(18,546)	(8,018)
	7,074	5,200
<b>Other Income</b>		
Facility Hire	373	782
Donations	25	-
	398	782
<b>Other Costs</b>		
Advertising	(50)	(434)
Bank Fees	(573)	(442)
Building Maintenance	(46)	-
Cleaning	(1,618)	(1,254)
Computer Costs	(1,566)	(1,297)
Freight	-	(83)
General Maintenance	(259)	-
Insurance	(6,614)	(5,706)
Licences & Permits	(773)	-
Materials Purchased	(439)	(666)
Rates & Electricity	(3,748)	(3,286)
Employee Costs	(12,066)	(14,773)
Sundry Expenses	29	39
Telephone & Internet	(484)	(181)
Volunteer Support	(60)	(170)
Depreciation	(250)	(733)
	(28,518)	(28,986)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 13,940)</b>	<b>(\$ 17,766)</b>
Internal Hire/Donation	-	-

**19.11    ARIAH PARK MARY GILMORE FESTIVAL MINUTES HELD 6 SEPTEMBER 2022****File Number:**        REP22/1487**Author:**             Executive Assistant**Authoriser:**        General Manager**Attachments:**      1.     Ariah Park Mary Gilmore Festival [↓](#) 

Ariah Park Mary Gilmore festival committee

A Section 355 Committee Of The Temora Shire Council

Minutes From meeting held 6/09/2022

Meeting Opened by president Janet Poople

Present - Chris Mutton, Patty Vearing, Nigel Judd, Margaret Speirs, Janet Popple, Robyn Wall, Bruce Ryan, Sandy Waters, Julie Cowill, Nicky Ryan

Apologies Kevin Popple, Sandy Kosh, Allen Penfod

**Minutes Of Meeting**

Read by Robyn Wall

**Moved Patty** Seconded – Bruce  
**Minutes be Accepted Passed**

**Treasures Report**

Opening Balance	\$25,755.10
-----------------	-------------

**Inward**

Raffle	\$350.00
Raffle	\$ 258.00
Raffle	\$373.00
Raffle	\$286.00
Raffle	\$103.00
Raffle	\$149.00
Raffle	\$315.00
Raffle	\$192.00
Raffle	\$156.00
Sponsorship-Colwills mobil repairs	\$50.00
- Ariah Park hardware	\$50.00
Reconnecting Communities Grant (80 0/0)	\$6,480.00

**TOTAL INCOME**

**\$33,517.60**

**Expenditures**

Printer ink	\$69.82
Advertising -Ariah Park show schedule	\$80.00
Float for sausage sizzle	\$250.00
Skip bin hire	\$306.00
Ariah Park showground hire	\$1700.00
Port -a loo	\$1,584.00



Petty cash \$150.00

**Total expenditure \$ 4,139.82**

**Closing balance \$29,377.78**

Moved Margaret seconded Chris  
Report accepted  
passed

### **Correspondence**

#### **Inward**

e/mail from council to let us know grant of \$8,200 has been granted  
e/mail from Skip bins 2 bins to be delivered on Monday 10/10/22  
phone from council re stage  
phone call from council 8 bins organized to be used around ground at festival  
several phone re festival  
phone re showers and toilets and if we want gas or electric heaters for shower

#### **Outward**

Phone call to council re stage change  
Phone call to Kenards re delivery date for showers and port-a loos  
Phone caller St John ambulance re festival  
3phone call to Robyn Buerckner re grant  
Phone call to school to organize to collect bonnets  
Phone calls to Bruce and Chris to help put up signs

### **Business Arisings**

- 1 new committee to take over in December
- 2 Nigel states that we will need more rides and things for children on Sunday
- 3 cashless to festival Margaret and Bill to organize to teach us how to use someone he has ironed some problems
- 4 Margaret has organized billeting for entertainers same confirmed
- 5 John Waters has offered to take photo's at festival
- 6 Bruce has organized clearers for toilets at festival
- 7 2 buskers needed for festival
- 8 Robyn & Margaret to write letter to new hotel owners for accommodation for artists next year
- 9 golf buggy or similar needed for festival to help person parking vans

#### **Outcome**

Goffer organized for person parking vans same to be delivered on Monday 10/10/22  
2 More free rides have been organized for Sunday market day  
Sandy has 30 stalls booked in for Sunday  
2 buskers found for Sunday markets  
Show trust happy for festival to pay for gas estimated use by both parties  
Show trust e/mail re grounds to be in good condition at start of lease as per lease agreement

### **Discussions**

Pony rides not organized unable to find ponies

Face painter to be hired for Sunday

Stage changed to old stage due to problems with operation of same

Bank signatures to be changed from Chris Mutton to Janet Popple other 2 to remain unchanged

ABN has now been sorted out

Swim club are doing BBQ on Saturday and in street Sunday

Peter Hartwig will be playing music for Phil Moroney extra \$100 fee moved Bruce Seconded Sandy carried

Moved that the committee authorize the treasurer to open an s7 savings account with the SWSCU in the name of Margaret Speirs on behalf of the Mary Gilmore Music festival committee to facilitate the use of the Square EFTPOS terminal .This account to be used for no other transactions moved Chris seconded Bruce passed

Julie Cowill and Sandy Waters are remaining on committee as they were away for AGM and therefore were not included until they returned

Meeting closed 9.28

next meeting 6<sup>th</sup> December

**19.12 TEMORA PERFORMING ARTS AGM MINUTES HELD 24 OCTOBER 2022****File Number:** REP22/1538**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Performing Arts AGM [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) 

**Temora Performing Arts Annual General Meeting 24<sup>th</sup> October 2022****Meeting commenced: 5.35pm****Present:** Susan Jeri, Fran Cahill, Nita McIntyre, Fay Webb, Josie Holloway, Matthew Walker**Apologies:** Dorothy Anderson**Previous Minutes:** Read and Moved by Fran Seconded: Susan. Accepted

All positions were declared vacant, and the election was conducted by Nita.

<b>Position</b>	<b>Nominations</b>	<b>Nominated by</b>	<b>Seconded by</b>	<b>Accepted</b>	<b>Elected</b>
<b>President</b>	Susan Jeri	Fran Cahill	Josie Holloway	Yes	Unopposed
<b>Vice President</b>	Matt Walker	Nita McIntyre	Susan Jeri	Yes	Unopposed
<b>Secretary</b>	Fran Cahill	Susan Jeri	Josie Holloway	Yes	Unopposed
<b>Treasurer</b>	Dorothy Anderson	Fran Cahill	Matt Walker	Yes	Unopposed

**Publicity Officer:** To be shared by President and Secretary**Imagine Representative:** Susan Jeri      **Alternate:** Fran Cahill**Balance** at 30th September 2022: \$3,651.32

Nita McIntyre tendered her resignation from the Committee, but she is happy to help with any concerts.

Susan thanked her for her time on the Committee, and for ideas and help with concerts.

**Meeting closed at 5.40 pm.**

**19.13 TEMORA PERFORMING ARTS MINUTES HELD 24 OCTOBER 2022****File Number:** REP22/1540**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Performing Arts [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#) 

## Temora Performing Arts Meeting 24<sup>th</sup> October, 2022

**Meeting commenced** at 5:40 pm

**Present:** Fran Cahill, Matt Walker, Fay Webb, Josie Holloway, Susan Jeri, Nita McIntyre,

**Apologies:** Dorothy Anderson,

**Minutes:** Read and accepted

**Treasurer's Report:** Balance at 30/9/2021 \$3,651.32

Moved that report be accepted: Fran. Seconded: Susan. Carried

**Correspondence:**

**General Business:**

Susan said the Council has \$10,000 put aside to help defray the costs of hire of Council facilities. This is available to groups in Imagine. Lindy Reinhold checked with Liz Smith, and the money can be used to defray the whole cost of using Council facilities, up to \$1,000 per event, so that is very helpful. Motion Arts has offered to help us with a fundraiser, but we need to liaise with them to see what is possible.

Perhaps we could ask Tony Bozecevic if he is available for a concert.

Matt will ask Jeffrey Xeros early next year about a concert, as he would be too busy with end-of-year things at the moment, and we wouldn't want one before then .


Fran will enquire what the costs and conditions would be to use the Young School of Music facility, but hasn't done it yet.

Dilys Wong contacted Ruth Fritsch and thought Grace may be willing to have a concert in Temora next year if she is doing a tour.

**Christmas Party:** The front room at the Temora Hotel has been booked for 7 pm on Wednesday 14th December. We will ask Merrill Middleton, Fay Hodge, Ruth and Harold Fritsch, Nita & Peter McIntyre, Annie & Pat Thorne and Lindy Reinhold. Susan & Arturo, Dorothy & Keith, Fran & Jim, Matt and Fay Webb would complete the numbers.

**Next Meeting:** Monday 6<sup>th</sup> February, 2023 at 5:30 pm at the Ex-Services Club. Check with reception for venue.

**Meeting closed:** 5.50 pm

**19.14 IMAGINE TEMORA MINUTES HELD 8 NOVEMBER 2022****File Number:** REP22/1529**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora [↓](#) 



## Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 8 November 2022 at 5.10pm

**Present:**

Lindy Reinhold, Denise Clements, Louise Adams, Maxine Linnane, Ken Forster

**Apologies:**

Yianni Johns, Fran Cahill, Susan Jeri

**Minutes from previous Meeting:**

Read by Louise Adams

**Moved** – Maxine Linnane

**Seconded** – Denise Clements

**Correspondence – inward and outward:**

Letter re Pollie Pedal

Letter re Queen's Memorial Service

**Business arising from previous meeting:**

Temora Shire Council will reimburse up to \$1000 per event per Imagine Temora member groups until annual \$10000 Town Hall usage allowance is used up.

Motion Arts have an itemized list of Council charges for Town Hall usage.

Discussion re Temora Art Prize professional section – Denise to do survey to ascertain if this should be altered.

**General business/Around the Room Update:**

**TSC** – Arts Centre – Denise advises the workshops for Seniors have been very well attended and still has several coming up.

Will be running an Arts and Culture Festival (TRENCH) in March 2023.

November and December Art Centre flyers are out now/available soon (Dec).

**Motion Arts** – Christmas play postponed until next year.

Will be holding Carols By Candlelight on December 10 at Gloucester Park, 6.30 BBQ followed by carol singing at 7pm.

It was decided to have Christmas get together/nibbles and drinks at the Art Centre after the December meeting. Please bring nibbles and BYOG.

Meeting closed 5.45pm

**19.15 COUNTRY MAYORS AGM MINUTES HELD 18 NOVEMBER 2022****File Number:** REP22/1476**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Country Mayors AGM [↓](#) 



# Country Mayors Association of NEW SOUTH WALES Inc

Chairperson: Cr Ken Keith  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## AGM MINUTES

### ANNUAL GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022, THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 10.45 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor  
Coonamble Shire Council, Mr Ross Earl, Acting General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Rod Banham, Mayor  
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor  
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Hilltops Council, Cr Margaret Roles, Mayor  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor

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Kiama Municipal Council, Ms Jane Stroud, General Manager  
Kyogle Council, Cr Kylie Thomas, Mayor  
Lachlan Shire Council, Cr John Medcalf, Mayor  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Lockhart Shire Council, Cr Greg Verdon, Mayor  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Terry Dodds, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community  
Wagga Wagga City Council, Cr Dallas Tout, Mayor  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Barry Omundson, General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Craig Bembrick, Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager  
ALGA, Cr Linda Scott, President  
Office of Local Government, Ms Ally Dench, Executive Director  
Office of Local Government, Ms Karen Purser, Manager Engagement

**APOLOGIES**

AS READ

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Adjourned Annual General Meeting held on 11 March 2022 be accepted as a true and accurate record (Temora Shire Council / Bathurst Regional Shire Council).

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**3. Chairman's Report**

Chairman Cr Ken Keith outlined the years highlights and thanked everybody for their support during his terms

RESOLVED That the Chairman's report be received and noted (Parkes Shire Council /Bathurst Regional Council)

**4. Secretaries Report – Financial Report**

RESOLVED That the financial reports for the 2021/22 year as tabled be accepted (Narromine Shire Council Council/ Bland Shire Council)

**5. Position of Immediate Past President**

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Singleton Council / Goulburn Mulwaree Council)

**6. Returning Officer**

RESOLVED That the Returning Officer for the conduct of the elections be Mr Allan Burgess (Inverell Shire Council / Bland Shire Council)

**7. Election of Office Bearers****7.1 Chairperson**

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing for Cr Jamie Chaffey, Gunnedah Shire Council, who was nominated by Temora Shire Council and Narromine Shire Council. As there was only one nomination the Returning Officer declared Cr Jamie Chaffey elected Chairman for the 2022/23 and 2023/24 years

**7.2 Vice Chairperson**

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing. for Cr Rick Firman, Mayor, Temora Shire Council who was nominated by Gunnedah Shire Council and Narromine Shire Council As there was only one nomination the Returning Officer declared Cr Rick Firman elected as Vice Chairperson for the 2022/23 years

**7.3 Secretary/Public Officer**

RESOLVED That Mr Eric Growth General Manager Gunnedah Shire Council, be appointed Secretary/Public Officer (Parkes Shire Council / Uralla Shire Council)

**7.4 Executive**

Twelve nominations were received for the eight ordinary members of the Executive Committee. Nominations were received for Clr Sam Coupland Armidale Regional Council, Clr Craig Davies, Narromine Shire Council, Clr Russell Fitzpatrick, Bega Valley Shire Council, Clr Matthew Hannan, Berrigan Shire Council, Clr Paul Harmon, Inverell Shire Council, Clr Pam Kensit, Upper Lachlan Shire Council, Cr Ken Keith, Parkes Shire Council, Clr John Medcalf, Lachlan Shire Council, Clr

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Phyllis Miller, Forbes Shire Council, Cllr Sue Moore, Singleton Council, Cllr Kylie Thomas, Kyogle Council and Cllr Russell Webb, Tamworth Regional Council. As it was resolved earlier in the meeting that the Immediate Past President shall be a committee member when the constitution is changed Cr Ken Keith withdrew his nomination from the ballot leaving eleven nominations for eight positions. Ballot papers were distributed and a count of the ballot papers was conducted by Cllr Linda Scott and Ms Ally Dench. The meeting continued.

**8. Signatories to CMA Bank Accounts**

RESOLVED that the signatories to the CMA Bank Accounts No 260210575727 and No 250210246625 be the General Manager, CFO (Accountant), and Director Corporate Services of Gunnedah Shire Council (Gwydir Shire Council / Upper Lachlan Shire Council)

**9. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2022/23 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Lockhart Shire Council / Inverell Shire Council)

**8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Gwydir Shire Council / Dubbo Lachlan Council)

**9. Meeting dates for 2021**

RESOLVED that the meeting dates for 2023 be 10 March, 26 May, 4 August and 3 November (Coonamble Shire Council / Inverell Shire Council)

**10. Executive**

To allow the counting of votes to continue the AGM was adjourned at 11.07am and resumed at 11.52am

Following the count of the votes the Returning Officer declared the following delegates elected to the Executive for the 2022/23 and 2023/24 years

- Cllr Russell Webb Tamworth Regional Council
- Cllr Sam Coupland Armidale Regional Council
- Cllr Craig Davies Narramine Shire Council
- Cllr Russell Fitzpatrick Bega Valley Shire Council
- Cr Kylie Thomas Kyogle Council
- Cllr Sue Moore Singleton Council
- Cllr John Medcalf Lachlan Shire Council

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- Cllr Phyllis Miller Forbes Shire Council

There being no further business the meeting closed at 11.54 am.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW



**19.16 COUNTRY MAYORS ASSOCIATION MINUTES 18 NOVEMBER 2022****File Number:** REP22/1478**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Country Mayors Association minutes [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#) 



# Country Mayors Association Inc

## of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.32 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
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Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor  
Coonamble Shire Council, Mr Ross Earl, Acting General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Rod Banham, Mayor  
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor  
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Hilltops Council, Cr Margaret Roles, Mayor  
Inverell Shire Council, Cr Paul Harmon, Mayor

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Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, General Manager  
Kyogle Council, Cr Kylie Thomas, Mayor  
Lachlan Shire Council, Cr John Medcalf, Mayor  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Lockhart Shire Council, Cr Greg Verdon, Mayor  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Terry Dodds, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor  
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Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community  
Wagga Wagga City Council, Cr Dallas Tout, Mayor  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Barry Omundson, General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Craig Bembrick, Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager  
LGNSW, Cr Darriea Turley, President  
ALGA, Cr Linda Scott, President  
Office of Local Government, Ms Ally Dench, Executive Director  
Office of Local Government, Ms Karen Purser, Manager Engagement

**APOLOGIES:**

As submitted

**SPECIAL GUESTS**

(a) Cr Linda Scott, President, ALGA

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- (b) Clr Darriea Turley Am, President, LGNSW
- (c) Mr Craig Carmody, CEO, Port of Newcastle
- (d) Hon Wendy Tuckerman MP, Minister for Local Government
- (e) Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 5 August 2022 be accepted as a true and accurate record (Lachlan Shire Council / Kiama Municipal Council).

**3. Matters Arising from the Minutes**

NIL

**4. Mr Craig Carmody, CEO, Port of Newcastle**

Mr Carmody thanked councils for their support which made a historic difference in seeking the removal of the financial penalty to build the container terminal. Newcastle is the largest port on the east side of Australia and the only port to access inland rail. The port currently is only being 50% utilized. Coal is 70% of the ports income and by 2030 50% of income will come from non coal. Special mention was given to the support from the member of Northern Tablelands, Lake Macquarie, Upper Hunter and the Treasurer Matt Kean. The Bill has passed parliament and is awaiting the Governors assent. The container terminal will cost \$2.4billion to build and will be fully automated on 90 hectares and will take 5 years to get to operational status. The northwest and central west are the ports catchment areas and intermodals are planned for Moree, Narrabri, Gunnedah and Tamworth which will result in lower freight costs, use direct rail to the port, an opportunity to establish storage and packing facilities and be a rail heavy port.

**5. Clr Linda Scott, President, ALGA, Update**

Clr Scott reported on wins from the Federal Budget, the replacement of the building Better Regions Fund with Growing Regions Program and the Precincts Partnership Program, the new Housing Accord, the Independent Inquiry into Australia's Response to COVID 19, Regional Banking Closures and new Childcare Legislation, the National State of the Assets Report and the Final Report-SGS-Local Government -Productivity-Research Report

**6. Clr Darriea Turley Am, President, LGNSW, Update**

Clr Turley AM provided a report on the work of LGNSW since the last meeting including the Annual Conference 2022, and Severe Flooding in NSW and gave an advocacy update on Statewide Roads Emergency, the Federal Budget, IPART Rate

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Peg 2023/24 and review of Methodology, RFS Assets, and Agritourism Reforms  
The Association had advocacy wins with Pothole Funding, IPART Review of Domestic Waste Management Charges, Standard Conditions of Consent Implementation, New Cemetery Licensing Scheme and Unlocking Homes Program

**4. Membership**

RESOLVED that Byron Shire Council and Lismore City Council be admitted as members of the Association (Gunnedah Shire Council / Singleton Council)

**5. Immediate Past President**

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Gunnedah Shire Council / Goulburn Mulwaree Council)

**6. CORRESPONDENCE**

Outward

- (a) Mr Tom O'Dea, Head of NBN Local NSW, thanking him for his presentation at our meeting held on the 5 August 2022
- (b) Cr Jacob Cass, Centre Manager, Parkes Country Universities Centre, thanking him for his presentation at our Skills Forum on the 4 August 2022
- (c) Cr Rick Firman thanking him for his participation in the Skills Forum held on the 4 August 2022
- (d) The Hon Fiona Hash, National Commissioner for Rural Education, thanking her for her presentation at our Skills Forum held on the 4 August 2022
- (e) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, thanking him for his presentation to our Skills Forum held on the 4 August 2022
- (f) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (g) Mr Tim Crakanthorp MP, Shadow Minister for Skills and TAFE and Shadow Minister for Tertiary Education, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (h) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, thanking him for his presentation at our meeting held on the 5 August 2022
- (i) Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce, thanking them for their presentation at our meeting held on the 5 August 2022
- (j) Mr Justin Clancy MP, Parliamentary Secretary for Health, thanking him for his presentation at our meeting held on the 5 August 2022
- (k) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, requesting a meeting to discuss regional and rural policing
- (l) The Hon Dominic Perrottet MP, Premier, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (m) Mr Chris Minns MP, Leader of the Opposition, extending an invitation to attend and present at our meeting to be held on the 18 November 2022

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- (n) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (o) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (p) The Hon James Griffin MP, Minister for Environment and Heritage, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (q) Mr Vik Naidoo, Chief Strategy and Commercial Officer, TAFE NSW, outlining the Skills Forum suggestions for positive change and as the officer responsible for emerging market opportunities seeking ways to work together to improve skills acquisition in regional and rural NSW
- (r) The Chief Executive Officer, Australian Local Government Association, seeking a meeting to discuss the overturning by the Board of the adopted resolution to conduct a review of the Financial Assistance Grant Act 1995
- (s) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, seeking a meeting with him to discuss skills issues that affect regional and rural NSW
- (t) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories requesting a review of the FAG's ACT
- (u) The Hon Andrew Gee MP, Shadow Minister for Regional Development, local Government and Territories requesting support for a review of the FAG's Act
- (v) The Hon Wendy Tuckerman MP, Minister for Local Government advising that the Association does not believe that councils are owners of RFS assets and that councils should maintain their position not to include them in their accounts if they wish to do so
- (w) Cllr Linda Scott, President, ALGA forwarding copy of the letter to Minister McBain regarding a review of the FAG's Act

#### Inward

- (a) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the Distribution Priority Area (DPA) changes
- (b) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health, and Minister for Mental Health regarding regional and rural health initiatives
- (c) Cr Darriea Turley AM, President LGNSW, regarding The Building Better Regions Fund
- (d) Craig Carmody, CEO, Port of Newcastle, regarding the development of Newcastle Deepwater Container Terminal
- (e) Julie Briggs, CEO, Riverina JO, forwarding copy of correspondence sent to the Premier regarding construction times for major infrastructure works
- (f) Julie Briggs, CEO, Riverina JO, forwarding correspondence to Minister Roberts regarding introduction of Local Activation Precincts
- (g) Gwydir Shire Council thanking Country Mayors for our continuing efforts in respect of RFS Asset ownership
- (h) Cr Darriea Turley AM, President LGNSW to Cllr Ken Keith OAM, on behalf of the LGNSW Board, Executive, our staff and members, thank you for your dedicated and highly respected service leading the CMA, and we look forward to continuing our strong alliance with the association.

NOTED

**7. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Inverell Shire Council / Kiama Municipal Council)

**8. Hon Wendy Tuckerman MP, Minister for Local Government**

The Minister thanked the Association for the opportunity to speak to members and advised that major efforts were going into advocacy for the rural roads emergency but current funding is not touching the surface. Approaches are being made to the Commonwealth Government for assistance. Legislation has passed for a Reconstruction Authority and there has been a focus on sustainability and input into the IPART rate increase. Legislation is to be enacted on misconduct after a consultancy period. The Emergency Services Levy will need to be increased

The General Meeting adjourned at 10.45am for the Annual General Meeting and resumed at 11.07am

**9. Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW**

IPART have been asked to investigate and make recommendations on:

1. options to set the rate peg methodology to ensure it is reflective of inflation and costs of providing local government goods and services
2. options to stabilise volatility in the rate peg and options for capturing more timely changes in council costs and inflation
3. alternate data sources to measure changes in councils' costs
4. options for capturing changes in councils' costs caused by external factors outside councils' control
5. the effectiveness of current Local Govt Cost index approach
6. the effectiveness of the population growth factor in achieving its intended purpose.

The current rate components are Rate Peg, Change in LGCI, Population Factor, Productivity Factor and Other Adjustments

Key issues so far are reflecting changes in inflation and costs, accuracy and predictability, accounting for new services and responsibilities, is the population factor working as intended, is climate change driving up costs and reducing complexity. The final report is expected to be available in May 2023. Workshops will be held at Wagga Wagga, Sydney, and Tamworth as well as online specifically for regional and rural and metropolitan

The General Meeting was adjourned at 11.52am for Annual General Meeting election results and resumed at 11.54

**10. Presentation**

Clr Jamie Chaffey Chairman, thanked outgoing Chairman Clr Ken Keith for his contribution to the Association and to the Executive Committee and for his

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leadership over the past two years and Cllr Rick Firman Vice Chairman, presented a gift to Cllr Keith on behalf of the members of the Association

**11. CMA State Election Priority – March 2023**

The Executive have endorsed a discussion paper on the March 2023 State Election Priorities and Cllr Chaffey Chairman outlined the “Asks” that the Association proposes to put to political leaders in the leadup to the State election in respect to

Skills and Education

Health Services

Roads and Transport

Water Security

Housing

Crime, Law and Order

Telecommunications Blackspot Coverage

Disaster Preparedness and Funding

A number of suggestions were received by members such as comparing Bocsar crime statistics with other states with more police, reviewing why police are not coming to Regional and Rural NSW and to add the Red Fleet

It is important that Country Mayors get the Governments and Oppositions responses to the “Asks”

RESOLVED that the Country Mayors Association adopt the discussion paper in principle and members be asked for feedback to be received by the Secretariat by the 2 December 2022 (Gunnedah Shire Council / Gilgandra Shire Council)

**12. Hon Adam Marshall MP**

Mr Marshall thanked members for their efforts in supporting the Port of Newcastle container terminal. The change was made in a bipartisan way. He stressed that Country Mayors will have a lot of influence in getting changes for the benefit of Regional and Rural NSW. There are a lot of opportunities to get commitment from political parties. Speak to parliamentarians and get change

**13. Bland Shire Council RFS Assets**

A motion was moved by Bland Shire Council / Inverell Shire Council that Country Mayors forward a letter to all NSW MP's asking for their position on the RFS assets and how the depreciation should be handled

An amendment was moved by Gunnedah Shire Council / Lachlan Shire Council that a letter be written to all political parties asking their position on the RFS assets and how the depreciation should be handled

The amendment was put and was lost. The motion was put and was carried

RESOLVED that a media release be prepared on the RFS assets (Goulburn Mulwaree Council / Bland Shire Council)

**14. Scholarships Sub Committee Report**

RESOLVED that the Scholarships Sub Committee Report on providing a scholarship to an existing CMA member staff be adopted (Temora Shire Council / Gunnedah Shire Council)

**15. Use of Building Better Regions Fund Round 6**

RESOLVED that Due to the removal of the Federal Building Better Regions Fund and the criteria for the new Growing Region Program (yet to be released) members of the Country Mayors Association call on the Federal Government to establish a supplementary round of the Local Roads and Community Infrastructure Fund. This supplementary funding will assist Local Councils to fund the renewal and replacement of roads and community infrastructure damaged by weather events over the past two years.(Goulburn Mulwaree Council / Bland Shire Council)

There being no further business the meeting closed at 1.05pm.

Cr Ken Keith OAM  
Chairman Country Mayor's Association of NSW

**19.17 HERITAGE COMMITTEE MINUTES HELD 24 NOVEMBER 2022****File Number:** REP22/1517**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Heritage minutes November 2022 [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) 

# MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

**Meeting Held:** Temora Shire Council Chambers on 24<sup>th</sup> November 2022

**Present:** Kris Dunstan (Chair), David Scobie, Cr Nigel Judd, Michael Collins, Wilma McCubbin, Claire Golder, Rod Ballantyne, Ros Hartwig, Cr Max Oliver, Cr Claire McLaren, Cr Anthony Irvine, Cr Jason Goode, Merryl Graham and Sally Hurst

**Apologies:** None

**Commenced:** 12.01 PM

ITEM		ACTION	DATE
1	<p><b>Confirmation of Minutes –</b> It was <b>Moved</b> by Michael Collins and <b>Seconded</b> by Cr Nigel Judd that the minutes be accepted.</p>		
2	<p><b>Business Arising –</b></p> <ul style="list-style-type: none"> <li>• <b>Interpretative Panel Book</b> <ul style="list-style-type: none"> <li>➤ Missing panels have been added to the draft book.</li> <li>➤ New Quandary Run Interpretative Panel has been inserted.</li> <li>➤ Looking to sell copies locally. Once sold out have an e-book version.</li> <li>➤ Borrow money from the Book Fund to cover the cost of printing and reimburse once copies are sold.</li> </ul> </li> <li>• <b>Satellite Airfield Tours</b> <ul style="list-style-type: none"> <li>➤ 1 ½ to 3 tours are ready in text. Possibility of a 4<sup>th</sup> tour.</li> </ul> </li> </ul>	<p><b>Sal</b> to confirm quote, check the number to be printed and follow up.</p>	For 15/12 meeting

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	<p>➤ Briefly discussed the panel - information compiled by Anna Gebles, Mark Rayner to produce layout. Railway Station panel will be used as a model.</p> <ul style="list-style-type: none"> <li>• <b>Oral History Project</b> <ul style="list-style-type: none"> <li>➤ Contact has been made with Rob Willis in regard to training for the Oral History Project. He advised us of the equipment we would need, this equipment has been purchased.</li> <li>➤ Currently have 6-8 people keen to undertake the training. A Facebook post has been uploaded calling for further community involvement. Coralie McKenzie has shown a keen interest to be involved.</li> <li>➤ Nineteen minutes of film is ready/drafted for David Schlunke's Oral History recording. Next step is to match the audio with the images. Launch 17<sup>th</sup> March 2023.</li> </ul> </li> <li>• <b>Main Street Verandah Restoration</b> <ul style="list-style-type: none"> <li>➤ A priority list of verandahs in need of attention based on their need for repair, owners have been notified.</li> <li>➤ Seeking assistance from Council with this project, hopefully part of the 2023-2024 budget.</li> </ul> </li> </ul>	David, Wilma and Ros	Ongoing
			Ongoing
			Ongoing

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3	<b>Heritage Fund Applications –</b> <ul style="list-style-type: none"> <li>Dize Kemp – St Andrews Presbyterian Church requested \$1,000 towards the re-painting of the exterior of the Church. <b>Moved</b> by Cr Judd and <b>Seconded</b> by Ros Hartwig.</li> </ul>		<b>Sal</b> to send a letter advising agreement to assist
3	<b>Heritage Advisors Report –</b> <ul style="list-style-type: none"> <li>Reported and discussed by David</li> </ul>		
4	<b>Meeting Notice –</b> <ul style="list-style-type: none"> <li>Current Projects – all moving along</li> <li>General Business from Notice – Kris put forward the idea of holding the Heritage Committee Meetings every second month as a trial starting February 2023. The in-between months could be used as a meeting time for sub-committees, ongoing projects.</li> </ul>		Start <b>February, 2023</b>
4	<b>General Business from the Meeting –</b> <ul style="list-style-type: none"> <li><b>Cr Judd</b> – Marty Moses was the guest speaker recently at a Rotary Meeting where he discussed his families Lebanese History. It would be interesting to discuss further. It appears that cottages around town looked to have been built in groups of 3 or 4. It would be interesting to see if the builders could be identified ie Matthews/Blands. Will bring some photos to a future meeting. Older records that may assist are archived at the Museum dating back to the 1930's-1940's.</li> <li><b>Claire</b> – The Ambulance Museum DA has been received; Planning Panel</li> </ul>		

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	<p>Council Application has been submitted. A Media Release was printed in the Independent last Friday.</p> <p>Aboriginal Signage Meeting with Bill Speirs next month in regard to the Bradley Park Project. Temora High School students have been assisting with project ideas. Bill will contact Aboriginal Elders to endorse ideas and acknowledge history.</p> <p>The Flour Mill DA will go on Public Exhibition from tomorrow.</p> <ul style="list-style-type: none"> <li>• <b>Max</b> – shared the news of the loss of Mr Ron McGuirk at the age of 104. Such a wonderful gentleman who had a wonderful knowledge of the history of Temora.</li> <li>• <b>Cr McLaren</b> – asked if Ruth Fritsch's name could be added to the Oral History list.</li> </ul>		
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**Next Meeting:** Thursday, 15<sup>th</sup> December, 2022 at the Temora Shire Council Chambers at 12 Noon. Followed by our Christmas party/luncheon at 1 PM at Diamonds & Dust.

**Meeting Closed at** 12.34 PM

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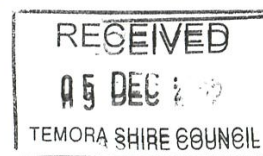


**19.18 JUNEE BUSINESS & TRADES****File Number:** REP22/1590**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Junee Business & Trades [↓](#) 

Junee Business and Trades would like to thank Council for assisting with the mobile stage for this year's Christmas on Broadway.



90858



19<sup>th</sup> November 2022

Dear Temora Shire Council

On behalf of Junee Business and Trades, we would like to thank you for assisting in this year's Christmas on Broadway. We greatly appreciate your contribution and ongoing support you have provided this year and previous year's. We hope that you will continue to support us in years to come.

We, as well as the Junee community, value your contribution of making your Mobile stage available for us to use. Christmas on Broadway is Junee's biggest event of the year, where the Junee Businesses put on a festival to thank the locals for their support throughout the year. We would not achieve such success without your contribution of an asset as good as that, The stage provides an atmosphere for our entertainers and our audience, and for that we thank you.

We hope we can maintain this working relationship in the future.

Warm regards,

Tony Butt

President

Junee Business and Trades

Junee Business and Trades Inc.  
Chamber of Commerce  
PO Box 144

**20 CONFIDENTIAL REPORTS****RESOLUTION 230/2022**

Moved: Cr Belinda Bushell

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 5:13pm.

**20.1 Confidential Minutes of the Access & Equity Committee Meeting held on 6 December 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 197/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 198/2022**

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

In relation to report 22/1506 Ariaiah Park Portable Ramps it was resolved that Council support the concept in the locations shown, but the ramps be stored offsite in Ariaiah Park when not required and that the item be referred to Council's budget estimates for consideration.

**CARRIED**

**RESOLUTION 199/2022**

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

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

**CARRIED**

**20.2 Confidential Minutes of the Assets & Operations Committee Meeting held on 6 December 2022**

This matter is considered to be confidential under Section 10A(2) - diii 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, reveal a trade secret.

**RESOLUTION 200/2022**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 201/2022**

**Moved: Cr Max Oliver**

**Seconded: Cr Belinda Bushell**

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

**CARRIED**

**20.3 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 6 December 2022**

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

**RESOLUTION 202/2022**

**Moved: Cr Claire McLaren**

**Seconded: Cr Belinda Bushell**

**It was resolved that the reports be received.**

**CARRIED**

**RESOLUTION 203/2022**

**Moved: Cr Jason Goode**

**Seconded: Cr Nigel Judd**

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

**CARRIED**

**20.4 Temora Floodplain Risk Management Plan**

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

**RESOLUTION 204/2022**

**Moved: Cr Jason Goode**

**Seconded: Cr Nigel Judd**

**It was resolved that Council provide approval for senior Council staff to speak confidentially to potentially affected landowners regarding the role of their land in flood mitigations solutions in Temora**

**And Further**

**That the Engineering Asset Manager enquire with Lyall & Associates for indicative costs for alternative stormwater solutions and report back to Council.**

**CARRIED**

**20.5 Apollo Place Development**

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

**RESOLUTION 205/2022**

**Moved:** Cr Jason Goode

**Seconded:** Cr Anthony Irvine

**It was resolved that Council note the report.**

**CARRIED**

**CARRIED**

**RESOLUTION 231/2022**

**Moved:** Cr Claire McLaren

**Seconded:** Cr Lindy Reinhold

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

**CARRIED**

**21 MEETING CLOSE**

The Meeting closed at 6:16pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 January 2023.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**