



**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date:** Thursday, 19 October 2023  
**Time:** 4:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **AGENDA**

## **Ordinary Council Meeting**

**19 October 2023**

**Melissa Boxall**  
**General Manager**



## Order Of Business

<b>1</b>	<b>Open and Welcome .....</b>	<b>5</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>5</b>
<b>3</b>	<b>Apologies .....</b>	<b>5</b>
<b>4</b>	<b>Opening Prayer .....</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
<b>6</b>	<b>Disclosures of Interest .....</b>	<b>5</b>
<b>7</b>	<b>Mayoral Minutes .....</b>	<b>5</b>
	Nil	
<b>8</b>	<b>Reports from Committees .....</b>	<b>6</b>
8.1	Minutes of the Youth Advisory Committee Meeting held on 10 October 2023 .....	6
	Youth Update - June, July, August, September 2023 .....	10
8.2	Minutes of the Assets & Operations Committee Meeting held on 10 October 2023 .....	16
	Acknowledgement of Country at Council Meeting .....	20
	Community Building Partnership Grant 2023 .....	22
	Essential Energy Updated Draft MoU .....	23
	EW8 Urban Tree Management Plan .....	71
	EW12 - Public Lighting .....	93
8.3	Minutes of the Economic Development and Visitations Committee Meeting held on 10 October 2023 .....	109
<b>9</b>	<b>Delegates Reports .....</b>	<b>115</b>
<b>10</b>	<b>Mayoral Report .....</b>	<b>116</b>
10.1	Mayor's Report - September 2023 .....	116
<b>11</b>	<b>Staff Reports .....</b>	<b>120</b>
<b>12</b>	<b>General Manager .....</b>	<b>121</b>
12.1	Calendar of Events - October 2023 .....	121
12.2	Seals - October 2023 .....	122
12.3	Operational Plan - Quarter 1 Review 2023/2024 .....	123
12.4	Alcohol Free Zones .....	194
<b>13</b>	<b>Engineering Services .....</b>	<b>195</b>
	Nil	
<b>14</b>	<b>Environmental Services .....</b>	<b>196</b>
14.1	Ariah Park and Springdale Floodplain Risk Management Study and Plan .....	196
<b>15</b>	<b>Administration and Finance .....</b>	<b>198</b>

---

Nil	
<b>16</b>	<b>Correspondence ..... 199</b>
16.1	TBEG Christmas Street Fair - Potential Date Change 2023 ..... 199
16.2	Temora Public School Presentation Day 2023 ..... 200
<b>17</b>	<b>Business with Notice ..... 202</b>
Nil	
<b>18</b>	<b>Notice of Motion ..... 203</b>
18.1	Notice of Motion - Pushbike Racks ..... 203
<b>19</b>	<b>Business without Notice - Urgent..... 208</b>
<b>20</b>	<b>Councillors Information Paper ..... 209</b>
20.1	Works Report - October 2023 ..... 209
20.2	Building Approvals - September 2023..... 211
20.3	Regulatory Control - September 2023 ..... 213
20.4	Borrowings ..... 215
20.5	Cash and Investments for period ending 30 September 2023 ..... 216
20.6	Rates Report - September 2023 ..... 220
20.7	Town Hall Theatre - September 2023 ..... 223
20.8	Temora Memorial Town Hall - Income & Expenditure September 2023 ..... 225
20.9	Temora & District Sports Council minutes held 16 August 2023 ..... 227
20.10	Imagine Temora minutes held 12 September 2023..... 232
20.11	LGNSW - David Reynolds ..... 234
20.12	Lifblood Mobile Donor Centre Visit 2024..... 236
<b>21</b>	<b>Confidential Reports..... 237</b>
21.1	Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 10 October 2023 ..... 237
21.2	Update on Emulsion Bitumen ..... 237
21.3	Aboriginal Land Claim..... 237
<b>22</b>	<b>Meeting Close ..... 238</b>



**1 OPEN AND WELCOME**

The following Public Forum requests have been received:

- NIL

**2 ACKNOWLEDGEMENT OF COUNTRY****3 APOLOGIES****4 OPENING PRAYER****5 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 21 September 2023

**6 DISCLOSURES OF INTEREST****7 MAYORAL MINUTES**

Nil

## 8 REPORTS FROM COMMITTEES

## 8.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 10 OCTOBER 2023

**File Number: REP23/1293**

**Author:** Executive Assistant

**Authoriser:**                      **General Manager**

**Attachments:**      1.    **Minutes of the Youth Advisory Committee Meeting held on 10 October 2023**

## RECOMMENDATION

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



**Date:** Tuesday, 10 October 2023  
**Time:** 11:00am  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Youth Advisory Committee Meeting**

**10 October 2023**

Order of Business

1    Open Meeting ..... 3

2    Apologies ..... 3

3    Disclosures of Interest ..... 3

4    Reports ..... 4

      4.1    Youth Update - June, July, August,September 2023 ..... 4

5    Close Meeting ..... 9

**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 10 OCTOBER 2023 AT 11:00AM**

**PRESENT:** Cr Belinda Bushell

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

**DUE TO THE LACK OF A QUORUM THE MEETING DID NOT PROCEED.**

**1 OPEN MEETING**

**2 APOLOGIES**

**RECOMMENDATION**

That apologies from Cr Rick Firman be received and accepted.

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed

**4 REPORTS****4.1 YOUTH UPDATE - JUNE, JULY, AUGUST, SEPTEMBER 2023**

**File Number:** REP23/1281  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****Take the Lead – Temora Youth Leadership Program**

The second phase of the TAKE THE LEAD Temora Youth Leadership Program culminated in a Graduation Dinner on Friday 9th June. Our 3 graduates- Sonya Kovacevic, Elizabeth West and Chelsea Coleman- gave heartfelt testimonials about what they had gained from the program, which was well received by those in attendance. Guest speaker Kate McBride (Parliamentary Liaison Officer- The Australia Institute) was an excellent choice for the event. She spent time with each of the young leaders before the dinner and later presented an engaging address, where she shared her interesting- and somewhat unexpected- journey to her current role with guests, which was warmly received. Ms McBride took the time to mingle with guests and has offered to assist with the program moving forward.

The Hospitality team volunteered as helpers for the dinner.

This program was funded by a \$12,746 NSW Youth Opportunities Grant and has been acquitted. Special mention must be made of program facilitator Ruth Sinclair for her generous and insightful contribution to the program. YDO and Ms. Sinclair will be discussing the prospect of seeking some funding to ensure the program can continue to be offered to the young people in Temora Shire.

**Temora Arts Centre Discovery Day**

Five team members and the YPC attended the Temora Arts Centre Discovery Day on Sunday 11<sup>th</sup> June 2023. They were able to put into action their 'scone making' skills learnt from Heather Stimson during the weekly workshops, preparing and serving scones for attendees, as well as tea and coffee. Homemade jam was sourced from Temora Own Arts & Craft centre.

The Temora Arts Centre paid \$300 to the Temora Youth Team to cover costs and time as well as \$86 in donations.

**WINTER SCHOOL HOLIDAY WORKSHOPS**

The school holiday workshops were funded by the Winter School Holiday Grant program through the Office for Regional Youth.

**Owen Lyons Art Workshop – Stencil Art (Monday 3/7/23)**

This workshop was held as part of our NAIDOC week celebrations, where participants were guided through creating a drawing of an animal found on Wiradjuri Country. This gave participants further

understanding of Wiradjuri culture and symbols used in Wiradjuri art. Pencils and other art supplied were donated by Temora Arts Centre. 19 young people created art works, which were later transferred to fabric and used to create bunting for the NAIDC week display at the Town Hall cinema foyer for 'The Last Daughter' screening.

### **Cooking Class with Teresa McCrone**

On Wednesday 5<sup>th</sup> July, 16 young people between the age of 8-15 attended the cooking class hosted by Teresa McCrone from Red Hen Hospitality at Platform Y. Teresa began the workshop with important hospitality hygienic practices before moving on to instruct the young people on how to make sticky date pudding with caramel sauce. This workshop was fully booked, with a waiting list.

### **The Last Daughter Film Screening**

Temora Youth team partnered with Temora High School to present 'The Last Daughter' on Tuesday 11<sup>th</sup> July, as part of our NAIDOC Week events. Prior to the screening, guests enjoyed a visual display of posters featuring images of local people and what NAIDOC Week means to them, music from Loddy Whitmore, bunting created during the Owen Lyons art workshop and food prepared by staff from Temora High School. The menu of kangaroo sliders, lemon myrtle cheesecakes, scones with quandong jam and cream was thoroughly enjoyed by guests. The acknowledgement of Country was delivered by Brenton Hawken and Lisa Muller, which was followed by a heartfelt address from Bill Speirs, outlining his personal reflection on his deepening knowledge of Indigenous history. The film was a heartwarming and emotional story of reconciliation and hope.

### **Wagga Wagga Bus Trip**

Sixteen young people enjoyed a day of activities in Wagga on 10<sup>th</sup> July. Activities included *Flip Out* trampolining and ice skating, which were very popular with the participants. These activities are not readily available in Temora and provide our young people with the opportunity to venture out of their comfort zone and experience new things.

## **SPRING SCHOOL HOLIDAY WORKSHOPS**

The school holiday workshops were funded by the Spring School Holiday Grant program through the Office for Regional Youth.

### **Cooking with Dilini**

On Tuesday 26<sup>th</sup> September, 18 young people between the age of 8-15 attended the cooking class hosted by Dilini from *Sugar and Spice* at Platform Y. The young people decorated pre-prepared gingerbread men, as well as using cookie cutters to cut out and bake their own. Dilini shared her tips on decorating and presenting sweet treats. This was fully booked and was enjoyed by all in attendance.

### **GLOW Roller Disco**

Twenty young roller skaters had a wonderful time gliding around the Treffle Shed at the Temora Agricultural Innovation Centre. The Temora Maxi Taxi was used to transport those who needed assistance getting to and from the venue. Briana and Christine from Glow Roller Disco did a fabulous job facilitating games and activities during the 2-hour session. The young people agreed it was fantastic to have this activity in Temora at such a wonderful venue. Unfortunately, there were no attendees for the adult session.

**Mario- Kart Gaming Tournament**

This program was facilitated by gaming mentor Jeremy Kruckle, with 2 hours of fun competitions taking place between our keen gamers. The overall winner was awarded with an appropriate gaming DVD of their choice, with other people awarded prizes from the lucky draw. Several new faces joined us for this workshop, and we hope they will join our gaming team.

**Into the Backwoods Bushwalk**

This program had not taken place at the time of reporting and will be held Friday 6<sup>th</sup> October.

**TBEG AWARDS DINNER**

YDO attended the TBEG Business Awards Dinner on Friday 4<sup>th</sup> August. We were delighted to see Platform Y receive the award for Outstanding Community Organisation. The YDO acknowledged the support of TSC for Youth Programs, the Economic and Community Development Team, as well as their co-nominee The Temora Community Centre. This was a great celebration of our local business community and the YDO would like to acknowledge the wonderful work TBEG does for Temora.

**YOUTH PROGRAMS COORDINATOR POSITION**

On the 20<sup>th</sup> June, Ms. Sigrid Carr resigned from her position as YPC, to take up full-time employment at Temora and District Hospital. In the short time Sigrid was with us, she showed genuine passion for our young people, and we thank her for her commitment during her time at Temora Shire Council. This position currently remains unfilled despite the efforts of Council to find a suitable candidate.

**CANBERRA CAREERS XPO**

For the first time since COVID, all 3 local secondary schools attended the Canberra Careers Xpo, held Thursday 10<sup>th</sup> August at the National Exhibition Centre. Approximately 100 students (THS: 50; St Annes: 23; Arianah Park: 21) attended the event and were able to gain a wealth of information about their possible career paths. The transportation to the Xpo is funded by Council to ensure all students have equal access to this event. It exposes our isolated young people to a diverse range of career and further education opportunities. YDO Sheree Elwin attended this event with the schools and received positive feedback from the young people and staff alike.

**ADULTING 101**

On Monday 4<sup>th</sup> September, 28 Year 12 students from Temora High School participated in the Adulting 101 program. The aim of the program is to prepare them for the next phase of their life post school. Presenters included: Anne McAuley- *Temora Community Centre*; Tom Walker-*Temora Shire Council*; Sheree Elwin – *TSC*; Lachlan Pellow- *McGrath Real Estate*; Dr Rachel Christmas- *Temora Medical Complex*; Kim Sandgren- *Inspired Health and Prosperity*.

**TEMORA YOUTH CAREERS NETWORK**

YDO remains actively engaged in facilitating this group, with the next meeting on Monday 16<sup>th</sup> October.

**THE RESILIENCE PROJECT catering**

The hospitality team assisted with the catering for the Resilience Project launch at Temora Town Hall on 5<sup>th</sup> September. Opportunities such as these provide the team with valuable experience, as



well as giving the group a financial benefit (\$400). The leadership team will discuss ways to best utilise these funds for our hospitality group.

### **YOUTH MADE MARKET**

YOUth Made Market 2023 will be held at the Fed and Bed courtyard on Saturday 14<sup>th</sup> October.

We have 12 young people (10 market stalls) eager to 'dip their toe' in the business world. Stalls include: dog walking; baked goods; bookmarks; hair accessories; 3D printed gadgets; small hand painted boxes; dog accessories; tee- pee party hire and more.

We acknowledge and appreciate the local businesspeople who have mentored our young people during workshops: Sam Dart (PSD); Belinda Lawrence (TSC); Emma McAuley (GWCC); Anne Cooper (Anne Cooper Photography); Gary Lynch (former owner *Gazza's*); Jody Cameron (Elusive Dream Designs); Kim Sandgren (Inspired Health and Prosperity); Jade Brabin (Sage Aura); Brooke Allen (The Posy Hive).

### **RIVERINA-MURRAY YDO NETWORK AND REROC YOUTH AND COMMUNITY DEVELOPMENT**

Most YDO are now participating in the Riverina- Murray Regional Youth Meetings, convened by Office for Regional Youth. As a consequence, to limit the duplication of effort involved in attending that meeting as well as the REROC meeting, Ms. Julie Briggs (REROC CEO) has proposed we focus our efforts on the Take Charge Leadership Forum. This will be further discussed when we meet on 7<sup>th</sup> November 2023.

### **WEEKLY WORKSHOPS**

Instability in the YPC role and changes in mentors has contributed to some inconsistency in participant numbers for the weekly workshops.

### **Hospitality**

Numbers were steady in Term 2 but dropped of a little in Term 3. A highlight was having Mrs. Heather Stimson attend Platform Y on Tuesday & Wednesday 6<sup>th</sup> & 7<sup>th</sup> June to demonstrate how to make scones.

With the resignation of the YPC, Tracey Robinson (Tuesday) and Megan Hawkesworth (Wednesday) were asked to step in and lead these groups as paid mentors. The hospitality workshops require a great deal of time to prepare and it was unrealistic to expect someone to volunteer that large amount of time each week. Both mentors did an excellent job ensuring we were able to continue to offer this popular program but are unable to continue in these roles for Term 4.

The YDO is hoping to secure a mentor in a similar capacity for both days for next term.

### **CAPA**

Mentor Morgan Robinson stepped down from her position as CAPA mentor at the end of Term 2 to have her second baby. Lizzy West (CAPA Leader) has been undertaking mentorship duties until a new mentor is found.

### **Leadership**

The Leadership team was joined by Taylor Hampton on Monday 29<sup>th</sup> May, who grew up involved in various youth groups and then went on to become a Cultural advisor and write a book 'Our Mob'. We thank Lauren Carr from TAFE Temora for facilitating this connection.

On 27<sup>th</sup> June, the Leadership team held their meeting at Temora Deli as a reward for the hard work and dedication. The team was excited to be presented with their Judges Recognition Award from the Local Government Excellence Awards! It was a way to thank our fantastic Leadership team, which consistently shows initiative and commitment to our local community.

The Leadership Team have been a great support to the YDO during the challenging months without a YPC.

**Green Team**

The Green team commenced fortnightly meetings in Term 3. They have propagated strawberry cuttings from the Platform Y kitchen garden which they hope to sell at the next YMM (Youth Made Market). We acknowledge the efforts of Sally and Martin Bushby as mentors for this small group.

**Gaming**

The Gaming team is flourishing under the guidance of mentors Jeremy Kruckle and Aaron Flakelar. Both men are providing a popular range of gaming activities during the weekly workshops, with numbers in this group on the rise. Mentor Jeremy Kruckle has started a Gaming group at the Ariaiah Park Youth Hall and will step back from the Temora gaming group this term. This is very exciting, and we thank Jeremy for his dedication to our young people. We are currently seeking another mentor to assist Aaron Flakelar with the Temora group.

**YET**

This small group of Young Entrepreneurs have been meeting each month under the guidance of mentor Craig Sinclair ECDM. He is hoping to take a step back from this role next term and we are currently investigating a new mentor for this group.

**RECOMMENDATION**

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

***Report by Sheree Elwin***

5        CLOSE MEETING

The Meeting closed at [enter time](#).

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 10 October 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

**8.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 10 OCTOBER 2023****File Number:** REP23/1292**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 10 October 2023**RECOMMENDATION**

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



**Date:** Tuesday, 10 October 2023  
**Time:** 2:05PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Assets & Operations Committee Meeting**

**10 October 2023**

**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	Acknowledgement of Country at Council Meeting .....	4
4.2	Community Building Partnership Grant 2023 .....	6
4.3	Essential Energy Updated Draft MoU .....	7
4.4	EW8 Urban Tree Management Plan.....	55
4.5	EW12 - Public Lighting.....	77
<b>5</b>	<b>Close Meeting .....</b>	<b>92</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 10 OCTOBER 2023 AT 2:05PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor)(Chair), Cr Belinda Bushell(arrived at meeting 3:04pm via Zoom), Cr Jason Goode, Cr Anthony Irvine

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), Kris Dunstan (Director of Environmental Services) (arrived 2:17pm), Elizabeth Smith (Director of Administration & Finance), Melissa Boxall (General Manager), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:05pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 121/2023**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

That apologies from Engineering Works Manager Alex Dahlenburg be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Anthony Irvine	REP23/1260	Non Pecuniary	Stayed in Meeting

## 4 REPORTS

### 4.1 ACKNOWLEDGEMENT OF COUNTRY AT COUNCIL MEETING

**File Number:** REP23/1283  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

On 15 December 2022 Council resolved the following in relation to the acknowledgement of Country at Council Meetings:

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

Reconciliation Australia state that an Acknowledgement of Country is:

*....an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.*

*An Acknowledgement of Country can be offered by any person and is given at the beginning of a meeting, speech or event.*

Reconciliation Australia also state that there are no set protocols or wording for an Acknowledgement of Country.

The current Acknowledgement of Country for Council meetings has been included within the Code of Meeting Practice and was adopted by Council on 24 November 2022. It states:

*As we begin our meeting today – Temora Shire Councillors, our Senior Staff and I would like to acknowledge the Traditional Owners of Temora Shire's land and waters – the Wiradjuri People. We pay our heartfelt respect to their Elders – both Past and Present – acknowledging the role they have and will continue to play, as members of our Temora Shire community – a special place we all proudly call 'Home'.*

The Temora Shire Community Strategic Plan (CSP) adopted by Council on 20 July 2023 and includes the following acknowledgement of Country:

*Temora Shire in the NSW Riverina region recognises the Wiradjuri people, who are the traditional custodians of these lands. We pay respect to the Wiradjuri people both past and present, and recognise the culture, strength, resilience and capacity of the Wiradjuri people. We also acknowledge the contributions of Aboriginal Australians to this country we all live in and share together.*

In preparing an Acknowledgement of Country, it is suggested that the following be considered:

1. Consult with the local Aboriginal community to find out who's land you are on – this is relevant if giving an acknowledgement away from your own community, and/or if there is uncertainty regarding who is the traditional custodians of the land on which you are meeting.



2. Adapt to suit the context – a script may be prepared or one written by the individual giving the Acknowledgement of Country.
3. Avoid using past tense
4. Use respectful and correct terminology, eg Aboriginal not ATSI or Aborigine.

In undertaking the review of the current Acknowledgement of Country for Council Meetings it is recommended that the above are taken into consideration. As the Wiradjuri people are recognised within Temora Shire as the traditional custodians it is not necessary to undertake engagement with the local Aboriginal community in relation to the preparation of the Acknowledgement of Country at Council Meetings, however it is recommended that consultation should be undertaken with them as part of the review of the next Community Strategic Plan to ensure that the Aboriginal community have had input into the Acknowledgement of Country within that strategic community context.

#### **COMMITTEE RESOLUTION 122/2023**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

That the Committee resolved to recommend to Council that Councillors provide feedback to the General Manager by 15 November 2023 in relation to the current Acknowledgement of Country for Council Meetings and this feedback be presented at the Asset and Operations Meeting on 21 November 2023.

**CARRIED**

***Report by Melissa Boxall***

**4.2 COMMUNITY BUILDING PARTNERSHIP GRANT 2023**

**File Number:** REP23/1263  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

Council has been notified that the NSW Government's Community Building Partnership Grant 2023 is open. Applications close on 27 October 2023. The program is open to Councils and community organisations. The funding is competitive, with \$300,000 allocated per electorate.

Council officers have identified that the most suitable project is to seek funding to plant screening trees on the Western boundary of Bob Aldridge Park. The value of this project is \$10,000 and is identified in the 2024/25 Council budget.

Council would seek funding of \$5,000 to assist with the delivery of this project, in accordance with the grant requirements for Council's to contribute 50% towards project costs.

**COMMITTEE RESOLUTION 123/2023**

Moved: Cr Max Oliver  
Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council that an application be submitted by Council for funding of \$5,000 under the Community Building Partnerships Grant towards Bob Aldridge Park – Western boundary screening trees.

**CARRIED**

***Report by Claire Golder***

**4.3 ESSENTIAL ENERGY UPDATED DRAFT MOU****File Number:** REP23/1256**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. August Council Report
2. Revised Draft MoU
3. Revised Appendix A of Draft MoU

**REPORT**

Council has recently received a revised draft Tree Management MoU from Essential Energy incorporating Councils comments.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 124/2023**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That the Committee recommend that Council accept the MoU from Essential Energy.

**CARRIED**

***Report by Rob Fisher***

## CONFIDENTIAL ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

8 AUGUST 2023

**5 CONFIDENTIAL REPORTS****5.1 DRAFT MEMORANDUM OF UNDERSTANDING - ESSENTIAL ENERGY****File Number:** REP23/1040**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:**

1. Original Council Report (June 2023)
2. Draft Memorandum of Understanding (Markup)
3. Request for Comment - Councillors

The Council is satisfied that, pursuant to Section 10A(2) of the *Local Government Act 1993*, the information to be received, discussed or considered in relation to this agenda item is:

- g advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**REPORT**

Following the June 2023 Council report in relation to a Memorandum of Understanding (MoU) between Council and Essential Energy (attached), please see the attached proposed Councillor amendments responding to the June 2023 resolution (68/2023).

Also attached is a marked-up version of the proposed MoU queries provided by Cr Goode and the email with staff comments sent to Councillors following the June 2023 Council resolution.

**COMMITTEE RESOLUTION 101/2023**

Moved: Cr Rick Firman

Seconded: Cr Anthony Irvine

That the Committee resolved to recommend to Council that staff enter into negotiations with Essential Energy regarding the proposed changes to the MoU.

**CARRIED**

*Report by Amanda Colwill*

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

6 JUNE 2023

## 4.3 DRAFT MEMORANDUM OF UNDERSTANDING - ESSENTIAL ENERGY

**File Number:** REP23/756  
**Author:** Engineering Technical Officer  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Draft MOU  
2. Annexure A  
3. Essential Energy Presentation  
4. Essential Energy Information

## REPORT

Following the presentation by Essential Energy and discussion between Council and Essential Energy at the May 2023 Assets and Operations Committee Meeting, Essential Energy is seeking Council enter into a Memorandum of Understanding (MoU) with Essential Energy in relation to management of trees within the Temora LGA.

The MoU is standard across the state and the finer detail of the MoU resides in Appendix A. There is provision in Appendix A for Council to add local considerations to the MoU.

With conflict between Council managed Urban vegetation and Essential Energy managed overhead power, it makes sense for Council to have some form of agreement with Essential energy as to how this issue managed. The MoU is relatively flexible with generally standard conditions and a termination clause available with 1 month notice from either party.

## Considerations

If Council were to sign the MoU, I would recommend signing subject to:

1. A commitment from Essential Energy to reduce the vegetation maintenance cycle to 12 months from 18 months. This will essentially mean less tree will need to be cut for the tree to remain outside the clear zone prior to the next maintenance cycle.
2. Essential energy furnishes Council with a complete list / view of trees they have identified as incompatible. Currently they only notify of the ones they have the budget to remove as opposed to Council having a holistic view.
3. Essential provide Council access to all related or subsidiary documents related to Appendix A.

## COMMITTEE RECOMMENDATION

Moved: Cr Claire McLaren

That the Committee resolved to recommend to Council to refer the matter to Council's Solicitor for advice.

The motion lapsed for lack of a seconder.

## COMMITTEE RESOLUTION 68/2023

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee resolved to recommend to Council that Councillors provide any proposed

~~CONFIDENTIAL ASSETS & OPERATIONS COMMITTEE MEETING MINUTES~~~~6 AUGUST 2023~~

---

**ASSETS & OPERATIONS COMMITTEE MEETING MINUTES****6 JUNE 2023**

---

amendments to the Memorandum of Understanding for consideration at a future Assets & Operations Committee meeting.

**CARRIED***Report by Rob Fisher*



## Essential Energy Memorandum of Understanding

### Temora Shire Council Management of Trees

DRAFT

**MEMORANDUM OF UNDERSTANDING****BETWEEN**

ESSENTIAL ENERGY (ABN 37 428 185 226) a statutory State Owned Corporation established by the *State Owned Corporations Act 1989* (NSW) and constituted by the *Energy Services Corporations Act 1995* (NSW)

Of PO Box 5730, Port Macquarie NSW 2444 ("**Essential Energy**")

AND

TEMORA SHIRE COUNCIL (ABN 55 048 860 109)

Of PO Box 262, Temora NSW 2666 ("**Council**")

**BACKGROUND**

- A. Essential Energy and Council are interested in working together in connection with the Project which is described in this Memorandum.
- B. This Memorandum sets out the initial relationship between Essential Energy and Council as well as the respective rights and responsibilities of each party.
- C. This Memorandum is not intended to be legally binding but is intended to document the expectations of each party.
- D. Each party respectively is expected to act in good faith in accordance with this Memorandum.

**IT IS AGREED****1. DEFINITIONS**

"**Completion Date**" means the date being 5 years after the Date of this Memorandum.

"**Date of this Memorandum**" means the date on which the last party signs this Memorandum

"**Memorandum**" means this Memorandum of Understanding.

"**Project**" means the management of street trees near powerlines by Essential Energy and Council as outlined in Annexure A to this Memorandum.

**2. PROJECT**

- 2.1. The parties intend to investigate the prospect of working together and/or to actually work together on the Project.

**3. NON BINDING MEMORANDUM**

- 3.1. The parties hereby acknowledge and agree that:

- (1) the terms of this Memorandum are not intended to be legally binding;
- (2) the terms of this Memorandum are not exhaustive;
- (3) the terms of this Memorandum are expressly "subject to contract" until a final written contract in relation to the Project is entered into by the parties;

what is  
the contract





- (4) nothing in this Memorandum will be construed as creating any legal relationship between the parties;
- (5) this Memorandum does not create any rights, obligations or duties for any party;
- (6) this Memorandum is a statement of intent by the parties and is intended to encourage mutual cooperation;
- (7) nothing in this Memorandum affects any other agreement(s) which may exist between the parties as at the Date of this Memorandum or at any subsequent date; and
- (8) notwithstanding the preceding subclauses, this Memorandum provides an accurate representation of the the parties' respective intentions as at the Date of this Memorandum.

#### 4. TERM

- 4.1. This Memorandum will commence on the Date of this Memorandum and remain in effect until the Completion Date, or until terminated by the parties.

#### 5. TERMINATION

- 5.1. Either party may terminate this Memorandum by providing one month's written notice to the other party.
- 5.2. In the event this Memorandum is terminated:
  - (1) neither party will, under this Memorandum, incur any financial liability to the other party;
  - (2) notwithstanding the preceding subclause, either party may incur liability towards the other party in connection with matters outside of this Memorandum, which may include but are not limited to liability in relation to breach of contract, tort or equity; and
  - (3) in the event that a party ("First Party") is in possession of any equipment, materials, documents, intellectual property, data or other information ("Items") that are the property of the other party ("Second Party"), then the First Party must promptly return all Items to the Second Party, or destroy any items if directed to do so by the Second Party.

?? what is this

#### 6. CONFIDENTIALITY

- 6.1. The parties agree that they shall not, at any time, while or after executing the Project activities of this Memorandum, disclose any information in relation to these Project activities, or the affairs of business, or method of carrying on business of the other without the consent of the other party, unless required by law or regulation. Where law or regulation requires a party to disclose any information in relation to these activities, or the affairs of business, or method of carrying on business, the parties agree that the disclosing party will provide written notification to the other party within 14 days.

We can't disclose

#### 7. GOVERNING LAW AND JURISDICTION

- 7.1. Notwithstanding that this Memorandum is not legally binding, the parties agree that in the event that laws need to be applied to it, the law of New South Wales will apply and each party submits to the non-exclusive jurisdiction of the courts of New South Wales.

#### 8. COUNTERPARTS

- 8.1. This Memorandum may be executed in any number of counterparts. All counterparts together constitute one instrument.



Signed for and on behalf of  
**Essential Energy** by its Attorney, pursuant to  
Power of Attorney Registered Book **4745** No **85**  
who declares that he/she has not received any  
notice of revocation of same, in presence of:

.....  
Signature of Witness

.....  
Signature of Attorney

.....  
Name of Witness

.....  
Name of Attorney

.....  
Date Signed

Signed for and on behalf of  
**Temora Shire Council** by its authorised person,  
pursuant to a delegated authority:

.....  
Signature of Witness

.....  
Signature of Authorised Person

.....  
Name of Witness

.....  
Name of Authorised Person

.....  
Date Signed



ANNEXURE A  
Management of Trees Near Powerlines  
(Refer Attached)

DRAFT

## CONTENTS

1. EXECUTIVE SUMMARY.....	2
2. SCOPE .....	3
3. PURPOSE .....	3
4. OBJECTIVES.....	4
5. ESSENTIAL ENERGY RESPONSIBILITIES .....	4
5.1 Consultation.....	4
5.2 Qualifications for Vegetation Management.....	4
5.3 Vegetation Management Trimming Cycle.....	5
5.4 Emergency Work.....	5
5.5 Vegetation Corridor Management.....	5
5.6 Working Hours.....	6
5.7 Roadside Management .....	6
5.8 Hazardous Trees.....	6
5.9 Incompatible Vegetation.....	6
5.10 Fall-In Risk Vegetation Hazard Management.....	7
5.11 Vegetation Height Reduction.....	7
5.12 Saplings and Regrowth .....	7
5.13 Management of Cut Materials.....	7
5.14 Herbicides.....	8
5.15 Heritage Sites.....	8
5.16 Significant Vegetation .....	8
6. COUNCIL RESPONSIBILITIES.....	9
6.1 Supply of Information.....	9
6.2 Existing Trees Under Powerlines.....	9
6.3 Street Tree Planting .....	9
6.4 Management of Cut Materials Following Emergency Restoration Work - Urban.....	9
6.5 Unsolicited Plantings .....	10
6.6 New Powerlines .....	10
7. ALTERNATIVES TO PRUNING .....	10
7.1 Engineering Options.....	10
7.2 Tree Removals Identified by Essential Energy – Urban Areas .....	10
7.3 Tree Removals Identified by Essential Energy – Rural Areas.....	11
7.4 Tree Removals Identified and Requested by Council .....	11
8. REPLACEMENT TREE PLANTING PROGRAM.....	12
9. DISPUTE RESOLUTION .....	12
10. ADDITIONAL LOCAL CONSIDERATIONS .....	12
11. DEFINITIONS.....	13

## 1. EXECUTIVE SUMMARY

This Memorandum of Understanding (MOU) between Essential Energy and Temora Shire Council (Council) has been established to formalise the manner in which vegetation near powerlines will be managed in a joint consultative approach that balances community expectations with the organisational objectives and legislative responsibilities of each party.

The amenity and habitat value of trees and other vegetation and their importance to our environment is recognised by both Essential Energy and Council. Of particular importance is the remnant vegetation within roadside reserves that provide vital habitat and corridor links for native fauna in the area.

It is also recognised that vegetation must be managed near powerlines to maintain safety to individuals, to protect and minimise harm to the environment and to prevent damage to property.

Essential Energy has the responsibility under the Electricity Supply Act 1995 to ensure that its assets are maintained and operated in a manner that delivers a safe and reliable supply of electricity to all customers. Central to these responsibilities is the management of vegetation within existing powerline corridors.

Local government organisations have broad legislative and governance responsibilities for planning, construction, maintenance, safety, amenity, and environmental performance of streetscapes and roadside reserves. In fulfilling these broad responsibilities local government organisations must consider, among other things, urban design, vegetation management, community safety and road safety, along with electricity safety.

Effective processes for consultation are acknowledged as the vital key for successful long term management of vegetation near powerlines and this document seeks to capture and build on the working relationship between Essential Energy and Council to fulfil their joint responsibilities to the community in this regard.

This MOU will also alleviate the need to redefine "understandings" over time as a result of staff succession.

The benefits to Temora Shire Council in entering into this Memorandum of Understanding include:

- The establishment of a notification process to Council of vegetation management activities to be undertaken by Essential Energy near powerlines.
- Formal arrangements regarding the removal of cut materials (debris).
- A working relationship which minimises the cost to the community associated with vegetation management near powerlines.
- A safer community through co-operation relating to any Council plantings that may interfere with the Essential Energy network.
- Provision of technical advice from Essential Energy staff relating to vegetation management issues near to powerlines.
- Essential Energy's support in developing and maintaining aesthetically pleasing streetscapes.
- Confidence in Essential Energy's commitment to Councils Roadside Vegetation Management Plans.
- Comfort that Temora Shire Council Memorandum of Understanding with Essential Energy is consistent with the agreements Essential Energy has with other Councils within its franchise area of operation.
- Establish a formal link between Essential Energy's Vegetation Management Plan and the day-to-day working relationship between Essential Energy and Council.

In addition, the benefits to Essential Energy include:

- Confidence that vegetation management works undertaken within Council's area is in accordance with Council's requirements and with consideration of community and environmental factors.
- Sustained reliability of electricity supply to the community.
- The ability to maintain a high standard of safety to the public, vegetation management workers and electrical maintenance workers.
- Assistance from Council to promote and control responsible planting near powerlines.
- The ability to minimise the risk of causing harm to the environment, e.g., bushfires.

Whilst this MOU does not seek to finalise the manner for allocating/sharing of costs between Essential Energy and Temora Shire Council it is anticipated that it will promote a positive working relationship to assist in reaching consensus in the future.

## 2. SCOPE

This Memorandum of Understanding applies to the management of vegetation on land owned by or under the control of Temora Shire Council and recognises a joint commitment between Council and Essential Energy in the safe and environmentally responsible management of vegetation near powerlines by integrating community, safety and environmental values.

The MOU addresses the issues directly related to vegetation management work conducted near existing powerlines including:

- Public and employee health and safety,
- The Minimum Vegetation Clearance Zone required between vegetation and powerlines that is to be maintained to ensure a safe environment (this includes an allowance for regrowth),
- The protection of assets, including trees, from unnecessary damage,
- Tree removal/replacement programs, and
- Methods of restricting future planting of inappropriate/incompatible vegetation near powerlines.

## 3. PURPOSE

To provide processes for consultation and agreement for vegetation management work near powerlines to be undertaken in a manner that:

- Facilitates compliance with each party's legal responsibilities for maintaining safe vegetation clearances from powerlines.
- Jointly fulfills each party's responsibilities at minimum community cost and environmental impact by the sharing of resources and an equitable system of cost allocation.
- Improves the safety, reliability and environmental compatibility of the electricity distribution system.
- Fosters the development and implementation of strategies to enable the long-term elimination of routine maintenance and associated costs related to the electricity distribution system.

## 4. OBJECTIVES

The key objectives of this MOU are to:

- Minimise danger to the public, vegetation management workers and electrical maintenance workers.
- Minimise the environmental impact of vegetation management works near powerlines.
- Maintain clearances around Essential Energy's assets in accordance with Essential Energy's Network Management Plan, Essential Energy's Vegetation Management Plan and the Electricity Association of NSW "Guide to Vegetation Management Near Powerlines" (ISSC3) including procedures for emergency trimming and removal.
- Maintain existing and established powerline corridors free from regrowth of incompatible and unsuitable species.
- Establish complimentary policies to provide for any necessary upgrading or additions to the electricity distribution system to be compatible with the local environment, for example the undergrounding of new residential subdivisions.
- Enable additional opportunities for electricity distribution system upgrade to be taken at least cost through co-ordination of works, for example prior to programmed footpath restoration/upgrade.
- Develop and implement and agreed program for the staged removal/replacement of unsuitable and incompatible vegetation and ensure only appropriate vegetation is planted near the distribution system.
- Ensure that all personnel involved in the various programs are suitably trained, accredited and use modern arboricultural practices.
- Provide for community consultation, education and participation in the development and implementation of the various programs.
- Promote public awareness of responsible tree planting near Essential Energy's electricity distribution system.

## 5. ESSENTIAL ENERGY RESPONSIBILITIES

### 5.1 CONSULTATION

Essential Energy will through the course of this MOU establish effective communications with nominated Council employees to promote safe, efficient, and effective management of vegetation near powerlines and powerline corridors.

Essential Energy will inform Council approximately 6-weeks prior to any scheduled Vegetation Treatment activities near powerlines on land owned by or under the control of Council. At this time, Council will be provided with a file of priority Fall-In Risk and/or Incompatible Vegetation identified for removal.

To aid in production and efficiencies, Essential Energy request that a review of supplied data and subsequent approval by Council shall occur prior to the commencement of the scheduled Vegetation Treatment.

*Not enough for*

### 5.2 QUALIFICATIONS FOR VEGETATION MANAGEMENT

Vegetation management workers must be appropriately qualified and authorised to carry out vegetation control work where the tree, the workers or the equipment is to come within 3-metres of any powerlines. All appropriate Legislation, Codes of Practice and Essential Energy Safety procedures shall be followed.

Trees are pruned to arboriculture standards set forth by Australian Standards AS4373-2007 "Pruning of Amenity Trees". Council acknowledges that compliance with AS4373, especially in relation to the final pruning cut, cannot always be achieved while maintaining personal clearances from the conductors. Compliance with AS4373 should be achieved whenever reasonably practicable while also ensuring:



- safe approach distances are maintained
- a safe work environment when working at heights
- minimum clearance is achieved
- an affordable level of productivity.

Service Provider personnel, responsible for scoping hold a Certificate III in Arboriculture and they are trained in applying Essential Energy vegetation strategy as described in Essential Energy's Vegetation Management Plan (CEOP 8008).

### 5.3 VEGETATION MANAGEMENT TRIMMING CYCLE

Trimming shall be carried out on a 12-18-month cycle in Urban areas depending on location and growth rates and a 36-48-month cycle in Rural areas. Incompatible species that are unsuitable near powerlines shall be investigated for alternative long-term solutions in conjunction with Council.

### 5.4 EMERGENCY WORK

Essential Energy may trim or remove trees or other vegetation in an emergency and Council shall be notified as soon as possible thereafter. All efforts will be made to minimise the impact emergency work may have on trees but, in some cases, this may be difficult to achieve for example due to availability of specialised equipment.

Council agrees to collect and dispose of all cut materials (debris) from Council trees following non-scheduled emergency vegetation maintenance resulting from storms or other emergency situations affecting the Essential Energy Network.

### 5.5 VEGETATION CORRIDOR MANAGEMENT

The vegetation corridor is the land surrounding Network Assets, in which vegetation treatment occurs or has previously occurred, and is either:

- Contemplated under section 53 of the Electricity Supply Act 1995 (NSW) (Statutory Corridor); or
- Established by an encumbrance registered on the title of land, usually to a nominated width, conferring a right onto Essential Energy to construct, operate, maintain, repair, renew, replace, or upgrade electrical infrastructure (Registered Easement Corridor).

Essential Energy typically manages vegetation within the dimensions of the previously cleared Vegetation Corridor. Where the width of previous vegetation treatment is not discernible, the Vegetation Corridor outer dimension or width is equal to the lesser of:

- The Mature Tree Line (if discernible); or
- The applicable nominated easement width, as per Local Land Services ACT 2013 – Schedule 5A, Clause 24, summarized below.

Nominal Operating Voltage of Powerline	Maximum Clearing Distance
Not more than 11 kV	20 metres
Above 11 kV up to and including 33 kV	25 metres
Above 33 kV up to and including 66 kV	30 metres
Above 66 kV up to and including 132 kV	45 metres
Above 132 kV up to and including 330 kV	60 metres
Above 330 kV	70 metres



## 5.6 WORKING HOURS

Except for Emergency work, programmed vegetation management works will be undertaken in daylight hours; between 7:00am and 6:00pm Mondays to Saturdays, excluding public holidays, to minimise any nuisance or annoyance to members of the public. Work after 6pm Monday to Saturday and on Sundays and public holidays may be required on major roads and in heavy pedestrian traffic areas such as highways and shopping centres. Where appropriate, Council will be notified prior.

## 5.7 ROADSIDE MANAGEMENT

non emergency / emergency

The principles and guidelines of the NSW Roadside Vegetation Environment Committee (REC) and those within Council's Roadside Vegetation Management Plans will be supported.

## 5.8 HAZARDOUS TREES

Essential Energy staff and its contractors may record the location of any defective vegetation identified while they are performing their work. Identified vegetation may not necessarily pose a risk to powerlines however may present a potential risk to public safety and/or public assets. This information will be passed on to Council in order to take corrective action.

## 5.9 INCOMPATIBLE VEGETATION

Essential Energy & Council acknowledge pruning may not be possible or reasonably practical for all vegetation.

Essential Energy will remove vegetation where an inspection has determined that the relevant vegetation to be Incompatible Vegetation, for example where the vegetation presents an unacceptable safety risk or is physiologically not suited to pruning in a manner required to maintain the specified Minimum Vegetation Clearance Zone during the Nominated Vegetation Management Cycle.

Essential Energy shall consider the following as examples of 'unacceptable safety risks' when determining whether Vegetation is Incompatible Vegetation:

- a) Tree workers are unable to access and/or prune the tree in a safe manner.
- b) Residual tree form which is potentially unstable and/or hazardous to people, property, or Network Assets.
- c) Growth rate and habit cannot be effectively kept outside the specified Minimum Vegetation Clearance Zone during the nominated Vegetation Management Cycle.
- d) Trees are capable of being climbed by children and/or would otherwise facilitate access by any person to a live powerline.

Vegetation types with physiology susceptible to being considered incompatible vegetation include, but are not limited to:

- a) Palms
- b) Vines
- c) Vegetation suffering die-back from repeated pruning
- d) Vegetation suffering from extensive rot or disease
- e) Vegetation requiring greater than two-thirds (2/3) of the vegetation to be removed to achieve the specified Minimum Vegetation Clearance Zone.

The Vegetation in question is defined within the Electricity Supply Act 1995 as: 'situated on any premises that could destroy, damage or interfere with its electricity works or could make its electricity work become a potential cause of bushfire or a potential risk to public safety' and 'may involve serving notification to the owner or occupier of the premises

to trim or remove that tree' (Section 48, Electricity Supply Act 1995).

#### 5.10 FALL-IN RISK VEGETATION HAZARD MANAGEMENT

Fall-In Risk Vegetation means visibly defective Vegetation (Vegetation that is structurally unsound including as a result of the Vegetation being dead or dying, as identified from the perspective of the Electrical Network Asset, as far as is reasonably practicable to do so), that is outside the Minimum Vegetation Clearance Zone.

*Council should have the right to have it assessed*

In such circumstances where an inspection has determined that the relevant vegetation presents an unacceptable safety risk, Council will not oppose any request from Essential Energy for pruning, cutting, height reduction, or removal to prevent an unreasonable risk of the Vegetation falling, dropping, and contacting Network Assets, subject to Essential Energy informing Council prior to any scheduled Vegetation Treatment activities.

#### 5.11 VEGETATION HEIGHT REDUCTION

Vegetation Height reduction is the practice of removing enough of the tree canopy and trunk to eliminate the potential for the tree to, at any time, enter the Minimum Vegetation Clearance Zone. This practice is used in conjunction with Herbicide Treatment.

This practice may be used where it is desirable to retain the Vegetation structure, post herbicide treatment for animal habitat etc.

Council acknowledges that all trees subjected to the practice of height reduction will already be dead or have at the time of canopy removal, had herbicide treatment in a method that ensures 100% kill rate. This practice will not be utilised in trafficable or public areas, as the residual stem/trunk is likely to be a safety hazard in situ or when falling/fallen over.

#### 5.12 SAPLINGS AND REGROWTH CONTROL

It is important that saplings and regrowth of tall growing species are controlled before maturing to a point where more extensive works are required which is costly and resource intensive.

Council will not object to Essential Energy controlling saplings and regrowth within powerline corridors where appropriate legislation has been complied with. Essential Energy will use a mix of mechanical, targeted herbicide treatment and manual methods to control regrowth

Low growing species may be retained in situations where there is low risk to Network Assets and significant environmental benefit to be gained.

#### 5.13 MANAGEMENT OF CUT MATERIALS (DEBRIS)

In Urban Areas when conducting planned vegetation management work, all cut materials will be chipped, removed, and disposed of, typically no later than the same business day that Essential Energy has generated such cut materials.

*- who removes*

In Rural Areas, small native debris may be left where it will not pose a safety or fire risk, to decompose naturally. The mulching and removal of native debris may be undertaken for large amounts of debris.

#### 5.14 HERBICIDES

Essential Energy considers the appropriate use of herbicide Treatment as a highly cost effective and environmentally sustainable vegetation treatment method for managing vegetation. The use of herbicides is permitted provided that all personnel comply with:

- Relevant mandatory requirements including legislation and Essential Energy Technical Standards.
- Requirements for use and application of chemicals (including herbicides, pesticides) such as Landholder negotiation and consent, environmental requirements and training requirements.

Council acknowledges that the use of off-the-shelf products in quantities of no more than 20 litres of "ready to use" product or no more than 5 litres concentrated product and being applied by hand or by hand-held equipment is exempt from the need to hold AQF3 Accreditation.

#### 5.15 HERITAGE SITES

Cultural and heritage features including aboriginal sites and non-aboriginal historic structures, memorial gardens, parks, tree plantings and landscapes, including those listed on either local, State, or National heritage registers, must not be removed, disturbed, or destroyed.

Cultural and heritage features must be identified before any works proceed. Work must cease upon discovering an aboriginal object whereby that work may impact or continue impact that object, and the appropriate authority must be contacted.

Council trees could be protected by a number of mechanisms under the respective Local Environmental Plans (LEPs) and by State Environmental Planning Policies (SEPPs).

Such locally listed heritage trees may require more frequent trims to minimise impact, or the consideration of alternative solutions as detailed in the section called *Alternatives to Pruning*.

Pruning or clearing State heritage trees, including those that form part of the curtilage for State heritage listed items will require approval from NSW Heritage unless there is a valid exemption order in place.

#### 5.16 SIGNIFICANT VEGETATION

Essential Energy will, prior to carrying out Vegetation Treatment, identify Trees or vegetation with community recognised significance during the Vegetation Inspection and Scoping process. Personnel involved in performing Vegetation Treatment are made aware of the location of Vegetation with 'community recognised significance' during pre-planning.

Essential Energy would seek assistance from Council in providing information to the location of Vegetation with 'community recognised significance' during pre-planning.

Types of Trees or Vegetation considered as having community recognised significance include, but are not limited to, those on heritage registers or protected by legal instrument.

Council should proceed and Essential should agree



## 6. COUNCIL RESPONSIBILITIES

### 6.1 SUPPLY OF INFORMATION

Council will make available information to assist Essential Energy and/or Contractors employed by Essential Energy. This information may include:

- Contact details for key Council staff associated with the management of vegetation
- Roadside Vegetation Management Plan
- Council Tree Preservation Code
- List of noxious weed species for the Council area
- Heritage listed items or Local Environmental Plans
- List of threatened species threatened ecological communities and other trees or vegetation communities of significance.

*Essential!  
don't provide  
these.*

### 6.2 EXISTING TREES UNDER POWERLINES

Many factors affect the extent of clearing required to maintain the Minimum Vegetation Clearance Zone. These include the length of the span, the conductor material, the amount of sag on hot days with heavily loaded lines, the amount of conductor swing, the degree of whip of adjacent trees on a windy day, the type of vegetation, regrowth rates, and the terrain.

Council will assist Essential Energy in identifying and removing Incompatible Vegetation. Council also undertakes to promote the removal of incompatible and unsuitable tree species planted on Council and/or private lands in the interest of electricity supply reliability and to minimise danger to the public, vegetation management workers and electrical maintenance workers.

*essential choose  
trees to remove  
and we need to  
assist  
we have no say*

### 6.3 STREET TREE PLANTING

Council agree that no replanting is to be undertaken underneath Essential Energy's network that could damage, destroy, or interfere with Essential Energy's electricity network.

Additionally, a minimum clearance of 2-metres is to be maintained in all directions around an Essential Energy pole, structure or stay wire. No replanting is to be undertaken that has the potential for vegetation to encroach upon the buffer zone.

In the event that new trees are replanted by Council that have the potential to damage, destroy or interfere with the electricity network, Council will bear the costs of removing that tree(s) in accordance with an Essential Energy notice.

For the purpose of this MOU, a notice will only be issued to Council by a nominated representative from Essential Energy in the event that a Council planted incompatible tree(s) is identified within a bay.

The notice will include the:

- i. Location of the incompatible tree(s)
- ii. Date identified and by whom

Council will then be responsible for either removing and or/managing the tree(s) in accordance with Essential Energy's Vegetation Management Plan.

### 6.4 MANAGEMENT OF CUT MATERIALS FOLLOWING EMERGENCY RESTORATION WORK – URBAN AREAS

As per Clause 5.4, Council will make available resources to collect and dispose of all cut

*Emergency*

materials (debris) from Council Street trees following non-scheduled emergency vegetation maintenance resulting from storms or other emergency situations affecting the Essential Energy Network.

#### 6.5 UNSOLICITED PLANTINGS

*It's how our responsibility*  
Council will endeavor to control Street tree planting by private residents on Council owned land and will negotiate for the removal or relocation of incompatible planted trees brought to its attention by Essential Energy.

#### 6.6 NEW POWERLINES

Clearances associated with construction of new lines is not within the scope of this project. However, to prevent the need for trimming trees near powerlines and improve public and worker safety, Essential Energy encourages Council to stipulate underground electricity mains and services in:

- New urban and rural residential subdivisions
- New urban multi occupancy development approvals
- Rural subdivisions containing small land parcels

### 7. ALTERNATIVES TO PRUNING

#### 7.1 ENGINEERING OPTIONS

There are several methods of maintaining clearances between powerlines and vegetation; the most common and economically viable method used is trimming to an appropriate clearance.

The following engineering options may be considered as alternatives to trimming or removal:

- The use of insulated conductors such as aerial bundled cable to minimize the amount of trimming.
- Relocating powerlines to avoid vegetation.
- Undergrounding supply to eliminate the need for maintenance.

Alternative methods may be considered if they are economically feasible or where the vegetation concerned is of significant cultural or heritage value or listing.

*at council's cost*  
Where Council seeks to implement these options, Essential Energy shall be consulted and may give consideration to contributing to the cost of the work in lieu of reductions in the cost of future vegetation control.

#### 7.2 TREE REMOVALS IDENTIFIED BY ESSENTIAL ENERGY – URBAN AREAS

Permission must be obtained from Council to remove any tree on land owned by or under the control of Council, which is not defined as regrowth or is not an exempt species.

*of efficient* → Essential Energy will provide Council with a priority list of Incompatible or Fall-In Risk trees for consideration into a resourcing strategy and/or Council's Street Tree Management program 6-weeks prior to the scheduled Vegetation Treatment work commencing. To assist in production and efficiencies, Essential Energy request that a review of this supplied data and subsequent approval by Council occurs within this 6-week period.

Where trees are identified by Essential Energy, costs for achieving the removal of the tree canopy and trunk along with all associated cut materials, shall be borne by Essential Energy.

Vegetation stumps shall have no sharp pointed edges and be left at surrounding average ground height. Essential Energy will supply a list of all removed trees to Council at regular intervals.

### 7.3 TREE REMOVALS IDENTIFIED BY ESSENTIAL ENERGY – RURAL AREAS

Where an inspection by an Authorised Officer has determined that vegetation is either Regrowth, Incompatible Vegetation (Clause 5.9) or presents Fall-In Risk (Clause 5.10), Essential Energy shall not be required to gain express consent from Council to carry out the most appropriate vegetation treatment method, provided that all relevant legislation has been complied with.

In an effort to foster and enhance positive relationships and goodwill, a fair and reasonable attempt will be made to notify nearby landholders of the proposed work.

In rural areas not exposed to probable pedestrian or vehicular traffic, Essential Energy will be permitted to leave vegetation stumps in situ to a height of no more than 150mm above the average surrounding ground level, subject to the remaining stump having no sharp pointed edges.

Stump  
height

### 7.4 TREE REMOVALS IDENTIFIED AND REQUESTED BY COUNCIL

Where vegetation near Essential Energy's Network Assets is requested for removal by Council, and an Essential Energy inspection has determined that the relevant vegetation is either "Incompatible" or presents "Fall-In Risk" as per Clauses 5.9 and 5.10, Essential Energy will support Council with its removal.

In such cases, Essential Energy shall remove a sufficient amount of the tree canopy and trunk to a safe height below the electricity network that will allow Council to safely manage the remaining tree stump.

Once Essential Energy has reduced the tree canopy and trunk to a safe height, Council will be responsible for the management of the remaining tree stump and all associated cut materials produced by the removal activity.

Council  
responsible

Should Traffic Management be required, Council will be responsible for overseeing this function for all stages of the tree removal process, including those stages involving Essential Energy activities.

and at  
Essential's time

To maximise efficiencies, the scheduling of Council initiated removals shall align with the Essential Energy Vegetation Management Cycle scheduled for the associated Vegetation Management Area

Trimming or removal of trees near powerlines is extremely dangerous and should not be attempted by untrained persons. Unauthorised persons should not do any trimming or removal works within the restricted approach distances set out in the WorkCover Code of practice:



## 8. REPLACEMENT TREE PLANTING PROGRAM

Council and Essential Energy agree to jointly develop and implement an agreed program for the staged removal and replacement of incompatible vegetation and ensure only appropriate vegetation is planted near powerlines.

This will be achieved by:

- The vegetation management practices adopted and practiced by both Essential Energy and Council appropriately balancing public and worker safety, continuity of electricity supply and the costs associated with Council and community objectives and expectations for aesthetic outcomes and environmental preservation.
- Ensuring there is proper consultation and notification for inspection, maintenance and/or removal of Council Street trees.
- Any existing conflicts between Council Street trees and the Essential Energy network are resolved by:
  - removing and/or replacing existing incompatible vegetation with appropriately selected low growing species in a staged approach spanning several vegetation management cycles; or
  - removing existing incompatible vegetation in a staged approach and planting new, healthy trees in locations better suited to growing without interfering with powerlines on both Council and private land to create a future environmental legacy for the community.

Essential  
are final  
say

## 9. DISPUTE RESOLUTION

Both parties are committed to complying with all terms of this Memorandum. However, in the event of a dispute arising between the parties concerning any part of this Memorandum these shall be resolved through good faith negotiations between representatives of both parties.

## 10. ADDITIONAL LOCAL CONSIDERATIONS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

## 11. DEFINITIONS

**Authorised Officer** – A person with technical knowledge or sufficient experience who has been approved, or who has authority to act on behalf of Essential Energy, to perform the duty concerned under all applicable Essential Energy Policies or Procedures.

**Bay** - The entire area and distance between two Essential Energy structures (for example poles, towers) including the area immediately surrounding each structure at either end of the Bay and including electrical apparatus that may be mounted/attached such as stay wires, transformers etc.

**Council** – means Temora Shire Council and includes its representatives and assigns.

**Critical Habitat** - habitat declared under Biodiversity Conservation Act 2018

**Essential Energy** – means Essential Energy, and includes its representatives, successors, and assigns.

**Heritage Listed** - an item listed on the State Heritage Register under the *NSW Heritage Act 1977*, an item listed on heritage schedules or in "special character areas" on local and regional environmental plans (LEP's and REP's) and development control plans (DCP's) prepared under the *NSW Environmental Planning and Assessment Act 1979*; an item listed on the register of the National Estate by the Australian Heritage Commission and classified by the National Trust of Australia.

**Minimum Vegetation Clearance Zone**: Means the three-dimensional area surrounding Network Assets that must be maintained clear of vegetation, so far as is reasonably practical.

**Native Vegetation** – trees and plants that are indigenous to Australia.

**Naturally propagated** - vegetation that has been naturally propagated, including by birds or animals.

**Powerline** - means an electricity powerline, structure and/or equipment used for or in connection with the supply of electricity that forms part of Essential Energy's distribution system but does not include third party telecommunication cables.

**Premises** – Means the place where Vegetation Management is to be performed, including but not limited to Council owned and controlled land including roads and footpaths.

**Regrowth** -

- o naturally propagated saplings, seedlings, suckers, and other vegetation, either native or exotic, which has regrown in a powerline corridor after previous control works.
- o tree shoots that grow back into the clearance space after a tree has been pruned.

**Regrowth Allowance** – The additional clearance allowance that Essential Energy must add to the Minimum Vegetation Clearance Zone accounting for the total probable vegetation growth towards a Network Asset and to which Essential Energy must prune or clear vegetation when carrying out Vegetation Treatment to ensure the Minimum Vegetation Clearance Zone is maintained clear of vegetation so far as is reasonably practicable, between Vegetation Management Cycles.



**Rural Area** - Usually means areas where property road frontages are greater than 40 metres per property and/or properties are located within an area that has a speed limit of greater than 50 km/h.

**Threatened Species** - Those species, populations and ecological communities that are specified in Schedules 1 and 2 of the *Threatened Species Conservation Act 1995*; or those species, populations and ecological communities that are specified in Schedules 4 and 5 of the *Fisheries Management Act 1994*.

**Tree** - a plant taller than 3 metres or having a canopy more than 3 metres in maximum diameter or having a trunk with a circumference at a height of 1 metre from the ground of more than 0.3 metres.

**Urban Area** - An area where more than 5 adjacent premises have a road frontage of less than 40 metres per property and/or premises are located within an area that has a speed limit of 50 km/h or less.

is it and o.  
or

**Vegetation Management Area** - a geographical area which defines a section of Essential Energy Network Assets, typically grouping Network Assets of similar environmental attributes such as Urban Area, Rural Area and/or by Bushfire Risk Priority Rating.

**Vegetation Management Cycle** - The length of time between performance of successive Scheduled Delivery in each Vegetation Management Area or Bay, which Essential Energy determines as optimal and is stipulated by Essential Energy in the Nominated program Schedule.

**Vegetation Treatment** - Means the activities that Essential Energy must carry out and complete to treat vegetation as part of its Vegetation Management obligations.

## Vegetation Strategy

### Overview presentation to Temora Shire Council



CONFIDENTIAL ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

8 AUGUST 2023

**From:** Jason Goode <[jgoode@temora.nsw.gov.au](mailto:jgoode@temora.nsw.gov.au)>

**Sent:** Monday, July 10, 2023 1:54 PM

**To:** Rob Fisher <[rfisher@temora.nsw.gov.au](mailto:rfisher@temora.nsw.gov.au)>

**Subject:** Fwd: Essential Energy MoU

Hi Rob

I agree with your points . I've just made a couple of comments

Regards

Jason Goode

---

**From:** Rob Fisher <[rfisher@temora.nsw.gov.au](mailto:rfisher@temora.nsw.gov.au)>

**Sent:** Thursday, June 29, 2023 11:53:31 AM

**To:** Councillors <[councillors@temora.nsw.gov.au](mailto:councillors@temora.nsw.gov.au)>; Kris Dunstan <[kdunstan@temora.nsw.gov.au](mailto:kdunstan@temora.nsw.gov.au)>;

Elizabeth Smith <[esmith@temora.nsw.gov.au](mailto:esmith@temora.nsw.gov.au)>; Alex Dahlenburg

<[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)>; Gary Lavelle <[glavelle@temora.nsw.gov.au](mailto:glavelle@temora.nsw.gov.au)>

**Cc:** Amanda Colwill <[acolwill@temora.nsw.gov.au](mailto:acolwill@temora.nsw.gov.au)>

**Subject:** Essential Energy MoU

Dear Councillors,

Attached is Councillor Goodes marked up version of the proposed MoU between Essential Energy and Temora Shire Council. I have had a crack at working through Cr Goodes highlighted clauses below.

I believe this MoU document is a state wide EE doc, so I am not sure how much they will be willing to change, however I note we are not obliged to sign and this may make them consider.

I am confident the operational arm of Essential are genuine with wanting to work together in relation to street tree management and note we can terminate with one month's notice if we see fit. I do see benefit in trying to clear up any issues or clauses we don't necessarily agree to at this point to prevent this MoU possibly being referred back to at a future point.

If you could have a look through and provide any comment by Friday 14<sup>th</sup> July, from here I will compile and send back to an assets meeting.

Cheers

Rob

Clause	RF Comment	RF Recommendation <b>JAG Comments</b>
3.1 Not legally binding Subject to contract Does not create obligations or duties for any party.	"subject to contract" I assume this means there is no obligation to follow the terms of the MoU until signed.	Seek rewording removing contract. This is a stronger term than required in an MoU.  The terms of this Memorandum are not agreed until signing of the MoU by both parties is executed.
5.2 (2)	I assume it means clause 5.2 (1) does not extend to matters outside the MoU	<b>This subclause should be excluded. They should not be able</b>

CONFIDENTIAL ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

8 AUGUST 2023

Clause	RF Comment	RF Recommendation <b>JAG Comments</b>
	and actions delivered under the MoU but covered by another law or contract.	to incur liability towards us
6.1	This is likely a bit over the top. I am not sure what they are targeting here but I am sure they don't intend for us not to be able to inform the community.	Seek removal or clarification on what is not to be spoken about and demand that we will discuss EE tree pruning and removal activities with the community.
5.1	6 Weeks is likely enough unless an issue arises.	Seek a change to 8 weeks??  It is likely covered by the clause below where work will not commence until approval of Council is granted.
5.4	Don't have an issue in the Urban areas and this already happens. We wouldn't remove debris in rural areas unless impacting the road.	Add something to say only on Council land in urban areas.
5.6	We would likely say yes in all instances unless it conflicted with our work.  I think where appropriate could mean non-emergency and when on Council land.	Consider amending to say when planned afterhours Work is conducted on Council owned land Council will be notified prior.
5.8	Corrective action is our choice.	Remove in order to undertake corrective action. <b>It is their judgment that they think vegetation is defective. We should have the right to make an assessment as to whether we will take corrective action</b>
5.10	Agree Council should have the right to challenge removal or pruning activities that will result in death.	Add challenge mechanism
5.11	Don't see a major issue. I see this as them being allowed to leave tree stumps in rural areas for fauna habitat where it doesn't pose a risk to traffic or is located in a public use area.	
5.12	Don't have an issue. Talking about tree regrowth and unintended sucker / sapling growth.	
5.13	Essential does this	Add and disposed of by essential energy or its representatives, typically
5.14	This is correct.	

~~CONFIDENTIAL ASSETS & OPERATIONS COMMITTEE MEETING MINUTES~~~~8 AUGUST 2023~~

Clause	RF Comment	RF Recommendation <b>JAG Comments</b>
5.16	Agree I am don't see why Essential would identify trees of community significance.	Seek reword
6.1	Agree Essential should provide contacts also.	Add essential responsibilities.
6.2	Don't see a major issue. We would assist to the extent we do now.	
6.3	Possibly a bit strongly worded but essentially once removed it is expected we don't replant with something fast growing that will get up into the power lines.	Will essential accept slow growing that get close?
6.5	This is not an issue. Residents are not supposed to plant on the nature strip, however there are some legacy issues. If a new incompatible tree is planted on Councils road reserve we will request its removal.	
6.6	Already occurs	
7.1	This is where if Council wants to protect a specific tree or tree corridor through the removal and replacement of the overhead wires with some form of tree friendly solution EE will consider contributing.	
7.2	Same as 5.1	Increase to 8 Weeks
7.3	Is this an issue? Do we want to know every time they treat a tree in a rural area?? Potentially if more than 3 mature trees to be removed Council want to know?	Consider
7.4	This is only on Council requested removal and makes sense.	
8	Think this is ok. This is essentially what will happen.	
9		
	Potentially consider changing the definition of Rural to include speed limit greater than 80km/h.	



# **Essential Energy Memorandum of Understanding**

---

## **Temora Shire Council Management of Trees Near Powerlines**

DRAFT



## MEMORANDUM OF UNDERSTANDING

### BETWEEN

ESSENTIAL ENERGY (ABN 37 428 185 226), a NSW state-owned corporation constituted by the *Energy Services Corporations Act 1995* (NSW)

Of PO Box 5730, Port Macquarie NSW 2444 ("**Essential Energy**")

AND

TEMORA SHIRE COUNCIL (ABN 55 048 860 109)

Of PO Box 262, Temora NSW 2666 ("**Council**")

### BACKGROUND

- A. Essential Energy and Council have agreed to document the manner in which they will work together to ensure the safe and environmentally responsible management of vegetation, within the Temora Shire Council local government area, which is near powerlines owned by Essential Energy (**Vegetation Management**).
- B. On a non-binding basis, this Memorandum sets out the expectations of each party in respect of Vegetation Management.
- C. Each party has agreed to act in good faith in giving effect to this Memorandum.

### IT IS AGREED

#### 1. DEFINITIONS

Unless the context otherwise requires, in this Memorandum:

"**Completion Date**" means the date being five (5) years after the Date of this Memorandum.

"**Date of this Memorandum**" means the date on which the last party to this Memorandum signs this Memorandum.

"**Memorandum**" means this Memorandum of Understanding, and includes Annexure A.

"**Vegetation Management**" has the meaning given to it in the Background.

#### 2. UNDERSTANDING

- 2.1. The parties agree that Annexure A to this Memorandum documents particular objectives, processes and arrangements, and the parties' respective responsibilities, in respect of Vegetation Management, which have been developed and agreed by the parties.
- 2.2. The parties will, on a best endeavours basis and acting in good faith, and without limiting or affecting any party's responsibilities or rights under any applicable law:
  - (1) work together in a collaborative manner in accordance with, and so as to meet the objectives set out in, Annexure A; and
  - (2) perform their respective responsibilities described in Annexure A.





### 3. NON-BINDING MEMORANDUM

3.1. The parties hereby acknowledge and agree that:

- (1) this Memorandum merely constitutes a statement of the parties' mutual intentions as at the Date of this Memorandum and does not contain all matters upon which agreement between them might have to be reached in order for the matters contemplated by this Memorandum to be put into effect;
- (2) with the exception of clauses 5, 6, 7, 8 and the dispute resolution provisions in Annexure A, the terms of this Memorandum are not legally binding upon any party;
- (3) subject to clause 3.1(2), nothing in this Memorandum will be construed as creating any legal relationship between the parties;
- (4) subject to clause 3.1(2), this Memorandum does not create any legal right(s) in favour of either party; and
- (5) nothing in this Memorandum affects any other agreement(s) which may exist between the parties as at the Date of this Memorandum or at any subsequent date, including in respect of the management of vegetation.

### 4. TERM

- 4.1. This Memorandum will commence on the Date of this Memorandum and remain in effect until the Completion Date, unless terminated earlier by the written agreement of the parties or in accordance with clause 5.1.
- 4.2. The Completion Date may be extended by written agreement between the parties.

### 5. TERMINATION AND LIABILITY

- 5.1. Either party may terminate this Memorandum by providing one month's written notice to the other party.
- 5.2. Unless this Memorandum expressly states otherwise (or the parties agree otherwise in writing), neither party will incur any financial liability to each other party under this Memorandum (including in connection with any termination of this Memorandum).
- 5.3. Upon the expiry or earlier termination (howsoever arising) of this Memorandum, in the event that a party ("**First Party**") is in possession of any equipment, materials, documents, data or other information or intellectual property ("**Items**") that are the property of the other party ("**Second Party**"), then the First Party must (at the request of the Second Party) promptly return all such Items to the Second Party, or destroy (or in the case of machine readable records, erase) any Items if directed to do so by the Second Party.

### 6. CONFIDENTIALITY

- 6.1. Without limiting clause 7.2, the parties agree that they will not, at any time, disclose any information in relation to the affairs of business, or method of carrying on business, of the other without the consent of the other party, unless required:
  - (1) by law or regulation or for the purposes of Government accountability; or
  - (2) to perform its responsibilities under this Memorandum.
- 6.2. The parties agree that general information about the parties' arrangements in respect of Vegetation Management may be disclosed by either party to members of the public.
- 6.3. A party disclosing information under this clause 6 will provide written notification of that disclosure (including the context in which the disclosure was made) to the other party as soon as reasonably practicable following the disclosure.

### 7. INTELLECTUAL PROPERTY

- 7.1. In the event that a party generates, creates, contributes to, writes or produces any document, material or other thing in connection with this Memorandum ("**IPR Item**"), that party will retain





any and all intellectual property rights, and any other right, title or interest, in that IPR item (unless the parties agree otherwise in writing).

- 7.2. To the extent that a party ("**Licensee**") requires the use of any intellectual property (including an IPR Item) owned by the other party ("**Licensor**") for the purposes of performing its responsibilities under this Memorandum, then the Licensor grants to the Licensee a non-exclusive and royalty-free licence to use that intellectual property for that purpose only, subject to such terms (if any) as the Licensor might reasonably impose (including the execution of a written agreement).

#### **8. GOVERNING LAW AND JURISDICTION**

- 8.1. The parties agree that in the event that laws need to be applied to this Memorandum, the laws of the State of New South Wales will apply and each party hereby submits to the non-exclusive jurisdiction of the courts of the State of New South Wales and any courts competent to hear appeals therefrom.

#### **9. COUNTERPARTS AND ELECTRONIC EXECUTION**

- 9.1. The parties agree that this Memorandum may be:
- (1) executed in any number of counterparts, and all such counterparts together constitute one and the same instrument;
  - (2) executed electronically in accordance with applicable laws and using an encrypted digital code applied to an electronic document that verifies a person's intention to sign this Memorandum; and
  - (3) executed partly electronically in accordance with clause 9.1(2) and partly by hand, in which case the electronically executed document may be printed and signed and will be treated as the original Memorandum.

#### **10. AMENDMENTS**

- 10.1. Both parties acknowledge that this Memorandum may be reviewed, updated, and amended from time to time, if the requirement arises, by the written agreement of both parties.



Signed for and on behalf of  
**Essential Energy** (ABN 37 428 185 226) by its Attorney,  
pursuant to Power of Attorney Registered Book **4795**  
No **694**  
who declares that they have not received any  
notice of revocation of same, in presence of:

.....  
Signature of Witness

.....  
Signature of Attorney

.....  
Name of Witness

.....  
Name of Attorney

.....  
Date signed

Signed for and on behalf of  
**Temora Shire Council** (ABN 55 048 860 109)  
by its delegate, who represents and warrants that  
they are duly authorised to execute this Memorandum  
under the *Local Government Act 1993* (NSW),  
in the presence of:

.....  
Signature of Witness

.....  
Signature of Delegate

.....  
Name of Witness

.....  
Name of Delegate

.....  
Date signed



**ANNEXURE A**

**Management of Trees Near Powerlines**

(Refer Attached)

DRAFT

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES"

## CONTENTS

<b>1. EXECUTIVE SUMMARY .....</b>	<b>2</b>
<b>2. SCOPE .....</b>	<b>3</b>
<b>3. PURPOSE .....</b>	<b>3</b>
<b>4. OBJECTIVES.....</b>	<b>4</b>
<b>5. ESSENTIAL ENERGY RESPONSIBILITIES .....</b>	<b>4</b>
5.1 Consultation .....	4
5.2 Qualifications for Vegetation Management.....	4
5.3 Vegetation Management Trimming Cycle.....	5
5.4 Emergency Work.....	5
5.5 Vegetation Corridor Management.....	5
5.6 Working Hours .....	6
5.7 Roadside Management.....	6
5.8 Hazardous Trees.....	6
5.9 Incompatible Vegetation .....	6
5.10 Fall-In Risk Vegetation Hazard Management.....	7
5.11 Vegetation Height Reduction.....	7
5.12 Saplings and Regrowth.....	7
5.13 Management of Cut Materials.....	7
5.14 Herbicides .....	8
5.15 Heritage Sites.....	8
5.16 Significant Vegetation .....	9
<b>6. COUNCIL RESPONSIBILITIES .....</b>	<b>9</b>
6.1 Supply of Information.....	9
6.2 Existing Trees Near Network Assets .....	9
6.3 Street Tree Planting .....	9
6.4 Management of Cut Materials Following Emergency Restoration Work - Urban.....	10
6.5 Unsolicited Plantings.....	10
6.6 New Network Assets .....	10
<b>7. ALTERNATIVES TO PRUNING.....</b>	<b>10</b>
7.1 Engineering Options.....	10
7.2 Tree Removals Identified by Essential Energy – Urban Areas .....	11
7.3 Tree Removals Identified by Essential Energy – Rural Areas.....	11
7.4 Tree Removals Identified and Requested by Council .....	11
<b>8. REPLACEMENT TREE PLANTING PROGRAM.....</b>	<b>12</b>
<b>9. DISPUTE RESOLUTION .....</b>	<b>12</b>
<b>10. ADDITIONAL LOCAL CONSIDERATIONS.....</b>	<b>12</b>
<b>11. KEY TERMS AND DEFINITIONS.....</b>	<b>13</b>

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

## 1. EXECUTIVE SUMMARY

This Memorandum of Understanding (MOU) between Essential Energy and Temora Shire Council (Council) has been established to formalise the manner in which vegetation near Network Assets will be managed in a joint consultative approach that balances community expectations with the organisational objectives and legislative responsibilities of each party.

The amenity and habitat value of trees and other vegetation and their importance to our environment is recognised by both Essential Energy and Council. Of particular importance is the remnant vegetation within roadside reserves that provide vital habitat and corridor links for native fauna in the area.

It is also recognised that vegetation must be managed near Network Assets to maintain safety to individuals, to protect and minimise harm to the environment and to prevent damage to property.

Essential Energy has the responsibility under the Electricity Supply Act 1995 (NSW) to ensure that its assets are maintained and operated in a manner that delivers a safe and reliable supply of electricity to all customers. Central to these responsibilities is the management of vegetation within existing Vegetation corridors.

Local government organisations have broad legislative and governance responsibilities for planning, construction, maintenance, safety, amenity, and environmental performance of streetscapes and roadside reserves. In fulfilling these broad responsibilities local government organisations must consider, among other things, urban design, vegetation management, community safety and road safety, along with electricity safety.

Effective processes for consultation are acknowledged as the vital key for successful long term management of vegetation near Network Assets and this document seeks to capture and build on the working relationship between Essential Energy and Council to fulfil their joint responsibilities to the community in this regard.

This MOU will also alleviate the need to redefine "understandings" over time as a result of staff succession.

The benefits to Temora Shire Council in entering into this Memorandum of Understanding include:

- The establishment of a notification process to Council of vegetation management activities to be undertaken by Essential Energy near Network Assets.
- Formal arrangements regarding the removal of cut materials (debris).
- A working relationship which minimises the cost to the community associated with vegetation management near Network Assets.
- A safer community through co-operation relating to any Council plantings that may interfere with the Essential Energy network.
- Provision of technical advice from Essential Energy staff relating to vegetation management issues near to Network Assets.
- Essential Energy's support in developing and maintaining aesthetically pleasing streetscapes.
- Confidence in Essential Energy's commitment to Councils Roadside Vegetation Management Plans.
- Comfort that Temora Shire Council Memorandum of Understanding with Essential Energy is consistent with the agreements Essential Energy has with other Councils within its franchise area of operation.
- Establish a formal link between Essential Energy's Vegetation Management Plan and

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

the day-to-day working relationship between Essential Energy and Council.

In addition, the benefits to Essential Energy include:

- Confidence that vegetation treatment undertaken within Council's area is in accordance with Council's requirements and with consideration of community and environmental factors.
- Sustained reliability of electricity supply to the community.
- The ability to maintain a high standard of safety to the public, vegetation workers and electrical maintenance workers.
- Assistance from Council to promote and control responsible planting near Network Assets.
- The ability to minimise the risk of causing harm to the environment, e.g., bushfires.

Whilst this MOU does not seek to finalise the manner for allocating/sharing of costs between Essential Energy and Temora Shire Council it is anticipated that it will promote a positive working relationship to assist in reaching consensus in the future.

## 2. SCOPE

This Memorandum of Understanding applies to the management of vegetation on land owned by or under the control of Temora Shire Council and recognises a joint commitment between Council and Essential Energy in the safe and environmentally responsible management of vegetation near Network Assets by integrating community, safety and environmental values.

The MOU addresses the issues directly related to vegetation management work conducted near existing Network Assets including:

- Public and employee health and safety,
- The Minimum Vegetation Clearance Zone required between vegetation and Network Assets that is to be maintained to ensure a safe environment (this includes an allowance for regrowth),
- The protection of assets, including trees, from unnecessary damage,
- Tree removal/replacement programs, and
- Methods of restricting future planting of inappropriate/incompatible vegetation near Network Assets.

## 3. PURPOSE

To provide processes for consultation and agreement for vegetation management work near Network Assets to be undertaken in a manner that:

- Facilitates compliance with each party's legal responsibilities for maintaining safe vegetation clearances from Network Assets.
- Jointly fulfills each party's responsibilities at minimum community cost and environmental impact by the sharing of resources and an equitable system of cost allocation.
- Improves the safety, reliability and environmental compatibility of the electricity distribution system.
- Fosters the development and implementation of strategies to enable the long-term elimination of routine maintenance and associated costs related to the electricity distribution system.

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES"

#### 4. OBJECTIVES

The key objectives of this MOU are to:

- Minimise danger to the public, vegetation workers and electrical maintenance workers.
- Minimise the environmental impact of vegetation treatment activities near Network Assets.
- Maintain clearances around Essential Energy's assets in accordance with Essential Energy's Network Management Plan, Essential Energy's Vegetation Management Plan and the Electricity Association of NSW "Guide for the Management of Vegetation in the vicinity of Electricity Assets" (ISSC3) including procedures for emergency trimming and removal.
- Maintain existing and established Vegetation corridors free from regrowth of incompatible and unsuitable species.
- Establish complimentary policies to provide for any necessary upgrading or additions to the electricity distribution system to be compatible with the local environment, for example the undergrounding of new residential subdivisions.
- Enable additional opportunities for electricity distribution system upgrade to be taken at least cost through co-ordination of works, for example prior to programmed footpath restoration/upgrade.
- Develop and implement and agreed program for the staged removal/replacement of unsuitable and incompatible vegetation and ensure only appropriate vegetation is planted near the distribution system.
- Ensure that all personnel involved in the various programs are suitably trained, accredited and use modern arboricultural practices.
- Provide for community consultation, education and participation in the development and implementation of the various programs.
- Promote public awareness of responsible tree planting near Essential Energy's electricity distribution system.

#### 5. ESSENTIAL ENERGY RESPONSIBILITIES

##### 5.1 CONSULTATION

Essential Energy will through the course of this MOU establish effective communications with nominated Council employees to promote safe, efficient, and effective management of vegetation near Network Assets and Vegetation corridors.

Essential Energy will inform Council approximately 6-weeks prior to any scheduled Vegetation Treatment activities on land owned by or under the control of Council. At this time, Council will be provided with a file of priority Fall-In Risk and/or Incompatible Vegetation identified for removal.

To aid in production and efficiencies, Essential Energy request that a review of supplied data and subsequent approval by Council shall occur prior to the commencement of the scheduled Vegetation Treatment.

##### 5.2 QUALIFICATIONS FOR VEGETATION MANAGEMENT

Vegetation management workers must be appropriately qualified and authorised to carry out vegetation control work where the tree, the workers or the equipment is to come within 3 metres of any Network Assets. All appropriate Legislation, Codes of Practice and Essential Energy Safety procedures shall be followed.

**Commented [MC1]:** Due to staff succession, Essential Energy will provide Contact details for key staff at regular intervals outside of this document

**Commented [MC2]:** This 6-week period aligns with the Essential Energy contract specification for the vegetation management services.

6-weeks is the time between the vegetation being scope when the vegetation treatment crews will notionally be deployed into the area to commence cutting activities. In most cases, the number of Fall-In Risk and Incompatible trees that require Council consent aren't large. Any delay past 6-weeks could potentially mean the cuttings crews moved out of the area. Anytime crews need to be redeployed back to an area to complete work creates negative financial implications.



## "ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES"

Trees are pruned to arboriculture standards set forth by Australian Standards AS4373-2007 "Pruning of Amenity Trees". Council acknowledges that compliance with AS4373, especially in relation to the final pruning cut, cannot always be achieved while maintaining personal clearances from the conductors. Compliance with AS4373 should be achieved whenever reasonably practicable while also ensuring:

- safe approach distances are maintained
- a safe work environment when working at heights
- minimum clearance is achieved
- an affordable level of productivity.

### 5.3 VEGETATION MANAGEMENT TRIMMING CYCLE

Trimming shall be carried out on an 12-18-month cycle in Urban areas and a 36-48-month cycle in Rural areas depending on location and growth rates. Incompatible species that are unsuitable near Network Assets shall be investigated for alternative long-term solutions in conjunction with Council.

### 5.4 EMERGENCY WORK

Essential Energy may trim or remove trees or other vegetation in an emergency and Council shall be notified as soon as possible thereafter. All efforts will be made to minimise the impact emergency work may have on trees but, in some cases, this may be difficult to achieve for example due to availability of specialised equipment.

Council agrees to collect and dispose of all cut materials (debris) from Council Street trees following non-scheduled emergency vegetation maintenance resulting from storms or other emergency situations affecting the Essential Energy Network.

**Commented [MC3]:** Refer to Section 2. Scope.  
This MOU applies to the management of vegetation on land owned by or under the control of Temora Shire Council.

### 5.5 VEGETATION CORRIDOR MANAGEMENT

The vegetation corridor is the land surrounding Network Assets, in which vegetation treatment occurs or has previously occurred, and is either:

- a) Contemplated under section 53 of the Electricity Supply Act 1995 (NSW) (Statutory Corridor); or
- b) Established by an encumbrance registered on the title of land, usually to a nominated width, conferring a right onto Essential Energy to construct, operate, maintain, repair, renew, replace, or upgrade electrical infrastructure (Registered Easement Corridor).

Essential Energy typically manages vegetation within the dimensions of the previously cleared Vegetation Corridor. Where the width of previous vegetation treatment is not discernible, the Vegetation Corridor outer dimension or width is equal to the lesser of:

- I. The Mature Tree Line (if discernible); or
- II. The applicable nominated easement width, as per Local Land Services ACT 2013 – Schedule 5A, Clause 24, summarized below.

Nominal Operating Voltage of Powerline	Maximum Clearing Distance
Not more than 11 kV	20 metres
Above 11 kV up to and including 33 kV	25 metres
Above 33 kV up to and including 66 kV	30 metres
Above 66 kV up to and including 132 kV	45 metres
Above 132 kV up to and including 330 kV	60 metres
Above 330 kV	70 metres



"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

## 5.6 WORKING HOURS

Except for Emergency work, programmed vegetation management works will be undertaken in daylight hours; between 7:00am and 6:00pm Mondays to Saturdays, excluding public holidays, to minimise any nuisance or annoyance to members of the public.

Programmed work after 6pm Monday to Saturday and on Sundays and public holidays may be required on major roads and in heavy pedestrian traffic areas such as highways and shopping centres. In these circumstances, Where appropriate, Council will be notified prior.

Commented [MC4]: Inserted text

Commented [MC5]: Revised text

## 5.7 ROADSIDE MANAGEMENT

The principles and guidelines of the NSW Roadside Vegetation Environment Committee (REC) and those within Council's Roadside Management Guidelines and Plans will be supported.

## 5.8 HAZARDOUS TREES

Essential Energy staff and its contractors may record the location of any defective vegetation identified while they are performing their work. Identified vegetation may not necessarily pose a risk to Network Assets however may present a potential risk to public safety and/or public assets. This information will be passed on to Council. in order to take corrective action.

Commented [MC6]: Remove text

## 5.9 INCOMPATIBLE VEGETATION

Essential Energy & Council acknowledge pruning may not be possible or reasonably practical for all vegetation.

Essential Energy will request to remove vegetation where an inspection has determined that the relevant vegetation to be Incompatible Vegetation, for example where the vegetation presents an unacceptable safety risk, pruning to Australian Standard AS4373 cannot be reasonably achieved, or the vegetation is physiologically not suited to pruning in a manner required to maintain the specified Minimum Vegetation Clearance Zone, during the Nominated Vegetation Management Cycle.

Essential Energy shall consider the following as examples of 'unacceptable safety risks' when determining whether Vegetation is Incompatible Vegetation:

- a) Tree workers are unable to access and/or prune the tree in a safe manner.
- b) Residual tree form which is potentially unstable and/or hazardous to people, property, or Network Assets.
- c) Growth rate and habit cannot be effectively kept outside the specified Minimum Vegetation Clearance Zone during the nominated Vegetation Management Cycle.
- d) Trees are capable of being climbed by children and/or would otherwise facilitate access by any person to a live powerline.

Vegetation types with physiology susceptible to being considered incompatible vegetation include, but are not limited to:

- a) Palms
- b) Vines
- c) Vegetation suffering die-back from repeated pruning
- d) Vegetation suffering from extensive rot or disease
- e) Vegetation requiring greater than two-thirds (2/3) of the vegetation to be removed to achieve the specified Minimum Vegetation Clearance Zone.

The Vegetation in question is defined within the Electricity Supply Act 1995 (NSW) as:

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

*'situated on any premises that could destroy, damage or interfere with its electricity works or could make its electricity work become a potential cause of bushfire or a potential risk to public safety' and 'may involve serving notification to the owner or occupier of the premises to trim or remove that tree' (Section 48, Electricity Supply Act 1995).*

#### 5.10 FALL-IN RISK VEGETATION HAZARD MANAGEMENT

Fall-In Risk Vegetation means visibly defective Vegetation (Vegetation that is structurally unsound including as a result of the Vegetation being dead or dying, as identified from the perspective of the Electrical Network Asset, as far as is reasonably practicable to do so), that is outside the Minimum Vegetation Clearance Zone.

In such circumstances where an inspection has determined that the relevant vegetation presents an unacceptable safety risk, Council will not object to Essential Energy conducting pruning, cutting, height reduction, or Removal to prevent an unreasonable risk of the Vegetation falling, dropping, and contacting Network Assets, subject to Essential Energy informing Council prior to any scheduled Vegetation Treatment activities.

Only trees or branches identified with a high probability of failure (high risk) will be nominated for trimming or removal during the inspection process.

#### 5.11 VEGETATION HEIGHT REDUCTION

Vegetation Height reduction is the practice of removing enough of the tree canopy and trunk to eliminate the potential for the tree to, at any time, enter the Minimum Vegetation Clearance Zone. This practice is used in conjunction with Herbicide Treatment.

This practice may be used where it is desirable to retain the Vegetation structure, post herbicide treatment for animal habitat etc.

Council acknowledges that all trees subjected to the practice of height reduction will already be dead or have at the time of canopy removal, had herbicide treatment in a method that ensures 100% kill rate. This practice will not be employed in trafficable or public areas, as the residual stem/trunk is likely to be a safety hazard in situ or when falling/fallen over.

#### 5.12 SAPLINGS AND REGROWTH CONTROL

It is important that saplings and regrowth of tall growing species are controlled before maturing to a point where more extensive works are required which is costly and resource intensive.

Council will not object to Essential Energy controlling saplings and regrowth within Vegetation corridors where appropriate legislation has been complied with. Essential Energy will use a mix of mechanical, targeted herbicide treatment and manual methods to control regrowth.

Low growing species may be retained in situations where there is low risk to Network Assets and significant environmental benefit to be gained.

#### 5.13 MANAGEMENT OF CUT MATERIALS (DEBRIS)

In Urban Areas when conducting planned vegetation management work, all cut materials will be chipped, removed, and disposed of, typically no later than the same business day that Essential Energy has generated such cut materials. This shall also extend and include

**Commented [MC7]:** Section 5.10 only relates to Hazardous Fall-In Risk (not incompatible) Trees that are visibly defective and present the highest risk to not only Assets, but potentially Council infrastructure & the general public. In most instances we need to urgently remove the identified tree due to it being a hazard to life or property.

As per Section 7.2, where Fall-In Risk trees are identified in an Urban area, Council will be consulted, due to a full tree removal being the most likely outcome (Height Reduction won't occur in trafficable or public areas as per Section 5).

In Rural areas, EssE are seeking blanket consent from Council to conduct the most appropriate vegetation treatment method (pruning, cutting, height reduction, or removal) the proviso that all environmental due diligence has been undertaken. This would align with Section 7.3 of Annexure A.

**Commented [MC8]:** All of Section 5 relates to "Essential Energy Responsibilities". Happy to include additional text around debris if required by Council.

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

other areas such as the approaches to Towns where vegetation management work has occurred on the peripheral to an Urban area.

**Commented [MC9]:** Text inserted to address Council concerns regarding town approaches.

In Rural Areas, small native debris may be left where it will not pose a safety or fire risk, to decompose naturally. The mulching and removal of native debris may be undertaken for large amounts of debris.

#### 5.14 HERBICIDES

Essential Energy considers the targeted application of herbicide as a highly cost effective and environmentally sustainable Vegetation Treatment activity for managing vegetation.

Herbicide application is generically for the management of regrowth within the Vegetation Corridor. Essential Energy shall not be required to gain explicit consent from Council to carry out the most appropriate Herbicide application method (stem injection, cut and paint, foliar) on each and every scope of works in the Vegetation Corridor depending on the site and sensitivity of location. Information pertaining to Herbicide use will still be provided to Council for visibility of the task undertaken.

The following shall apply:

- All Herbicide activities undertaken by Essential Energy and/or its Contractors comply with *Pesticides Act 1999* and *Pesticides Regulation 2017*, that being:
- All staff undertaking this activity are ChemCert 3 Accredited
- Activities include spot spraying regrowth underneath or within maximum clearance distances in accordance with *Local Land Services Act 2013*
- For use >20 Litres mixed product for each job (as defined) all activities are recorded through an application record compliant with *Pesticide Regulation 2017, Part 4, Records relating to use of pesticides*.
- Environmental evidencing (threatened species checks) is visible on geospatial systems through NSW Bionet Atlas.
- Use selective based herbicides such as Grazon or derivatives for Vegetation Corridors and/or spot spraying.
- When within riparian zones Roundup Bioactive is the only approved chemical to be used.

Any use of Herbicides in an Urban Area is only permitted with prior Council approval.

**Commented [MC10]:** This Section has been updated.

#### 5.15 HERITAGE SITES

Cultural and heritage features including aboriginal sites and non-aboriginal historic structures, memorial gardens, parks, tree plantings and landscapes, including those listed on either local, State, or National heritage registers, must not be removed, disturbed, or destroyed.

Cultural and heritage features must be identified before any works proceed. Work must cease upon discovering an aboriginal object whereby that work may impact or continue impact that object, and the appropriate authority must be contacted.

Council trees could be protected by a number of mechanisms under the respective Local Environmental Plans (LEPs) and by State Environmental Planning Policies (SEPPs).

Such locally listed heritage trees may require more frequent trims to minimise impact, or the consideration of alternative solutions as detailed in the section called *Alternatives to Pruning*.

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

Pruning or clearing State heritage trees, including those that form part of the curtilage for State heritage listed items will require approval from NSW Heritage unless there is a valid exemption order in place.

#### 5.16 SIGNIFICANT VEGETATION

Essential Energy will, prior to carrying out Vegetation Treatment, identify Trees or vegetation with community recognised significance during the Vegetation Inspection and Scoping process. Personnel involved in performing Vegetation Treatment are made aware of the location of Vegetation with 'community recognised significance' during pre-planning.

Types of Trees or Vegetation considered as having community recognised significance include, but are not limited to, those on heritage registers or protected by legal instrument.

**Commented [MC11]:** This Section requires assistance from Council. Refer to Section 6.1 Supply of Information

### 6. COUNCIL RESPONSIBILITIES

#### 6.1 SUPPLY OF INFORMATION

Council will make available information to assist Essential Energy and/or Contractors employed by Essential Energy. This information may include:

- o Contact details for key Council staff associated with the management of vegetation
- o Roadside Vegetation Management Plan
- o Urban Street Tree Register
- o Policies relating to Trees and Vegetation on Council Managed Public Land in Urban Areas
- o Council Tree Preservation Code
- o List of noxious weed species for the Council area
- o Heritage listed items or Local Environmental Plans
- o List of threatened species threatened ecological communities and other trees or vegetation communities of significance.

#### 6.2 EXISTING TREES NEAR NETWORK ASSETS

Many factors affect the extent of clearing required to maintain the Minimum Vegetation Clearance Zone. These include the length of the span, the conductor material, the amount of sag on hot days with heavily loaded lines, the amount of conductor swing, the degree of whip of adjacent trees on a windy day, the type of vegetation, regrowth rates, and the terrain.

Council will assist Essential Energy in identifying and removing Incompatible Vegetation. Council also undertakes to promote the removal of incompatible and unsuitable tree species planted on Council and/or private lands in the interest of electricity supply reliability and to minimise danger to the public, vegetation workers and electrical maintenance workers.

#### 6.3 STREET TREE PLANTING

Council agree that no replanting is to be undertaken underneath Essential Energy's network that could damage, destroy, or interfere with Essential Energy's electricity network.

In the event that new trees are replanted by Council that have the potential to damage, destroy or interfere with the electricity network, Council will bear the costs of removing that tree(s) in accordance with an Essential Energy notice.

For the purpose of this MOU, a notice will only be issued to Council by a nominated

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

representative from Essential Energy in the event that a Council planted incompatible tree(s) is identified within a bay.

The notice will include the:

- i. Location of the incompatible tree(s)
- ii. Date identified and by whom

Council will then be responsible for either removing and or/managing the tree(s) in accordance with Essential Energy's Vegetation Management Plan.

#### **6.4 MANAGEMENT OF CUT MATERIALS FOLLOWING EMERGENCY RESTORATION WORK – URBAN AREAS**

Council will make available resources to collect and dispose of all cut materials (debris) from Council Street trees following non-scheduled emergency vegetation maintenance resulting from storms or other emergency situations affecting the Essential Energy Network.

#### **6.5 UNSOLICITED PLANTINGS**

Council will endeavor to control Street tree planting by private residents on Council owned land and will negotiate for the removal or relocation of incompatible planted trees brought to its attention by Essential Energy.

#### **6.6 NEW NETWORK ASSETS**

Clearances associated with construction of new lines is not within the scope of this project. However, to prevent the need for trimming trees near Network Assets and improve public and worker safety, Essential Energy encourages Council to stipulate underground electricity mains and services in:

- o New urban and rural residential subdivisions
- o New urban multi occupancy development approvals
- o Rural subdivisions containing small land parcels

### **7. ALTERNATIVES TO PRUNING**

#### **7.1 ENGINEERING OPTIONS**

There are several methods of maintaining clearances between Network Assets and vegetation; the most common and economically viable method used is trimming to an appropriate clearance.

The following engineering options may be considered as alternatives to trimming or removal:

- o The use of insulated conductors such as aerial bundled cable to minimize the amount of trimming.
- o Relocating Network Assets to avoid vegetation.
- o Undergrounding supply to eliminate the need for maintenance.

Alternative methods may be considered if they are economically feasible or where the vegetation concerned is of significant cultural or heritage value or listing.

Where Council seeks to implement these options, Essential Energy shall be consulted and may give consideration to contributing to the cost of the work in lieu of reductions in the cost of future vegetation control.



"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

## 7.2 TREE REMOVALS IDENTIFIED BY ESSENTIAL ENERGY – URBAN AREAS

Permission must be obtained from Council to remove any tree on land owned by or under the control of Council, which is not defined as regrowth or is not an exempt species.

Essential Energy will provide Council with a priority list of Incompatible or Fall-In Risk trees for consideration into a resourcing strategy and/or Council's Street Tree Management program 6-weeks prior to the scheduled Vegetation Treatment work commencing.

To assist in production and efficiencies, Essential Energy request that a review of this supplied data and subsequent approval by Council occurs within this 6-week period.

Where trees are identified by Essential Energy, costs for their removal shall be borne by Essential Energy.

Vegetation stumps shall have no sharp pointed edges and be left at surrounding average ground height. Essential Energy will supply a list of all removed trees to Council at regular intervals.

## 7.3 TREE REMOVALS IDENTIFIED BY ESSENTIAL ENERGY – RURAL AREAS

Where an inspection by an Authorised Officer has determined that vegetation is either Regrowth, Incompatible Vegetation (Clause 5.9) or presents Fall-In Risk (Clause 5.10), Essential Energy shall not be required to gain consent from Council to carry out the most appropriate vegetation treatment method, provided that all relevant legislation has been complied with.

In an effort to foster and enhance positive relationships and goodwill, a fair and reasonable attempt will be made to notify nearby landholders of the proposed work.

In rural areas not exposed to probable pedestrian or vehicular traffic, Essential Energy will be permitted to leave vegetation stumps in situ to a height of no more than 150mm above the average surrounding ground level, subject to the remaining stump having no sharp pointed edges.

## 7.4 TREE REMOVALS IDENTIFIED AND REQUESTED BY COUNCIL

Where vegetation near Essential Energy's Network Assets is requested for removal by Council, and an Essential Energy inspection has determined that the relevant vegetation is either "Incompatible" or presents "Fall-In Risk" as per Clauses 5.9 and 5.10, Essential Energy will support Council with its removal.

In such cases, Essential Energy shall remove a sufficient amount of the tree canopy and trunk to a safe height below the electricity network that will allow Council to safely manage the remaining tree stump.

Once Essential Energy has managed the tree canopy and trunk to a safe height, Council will be responsible for the management of the remaining tree stump and all associated cut materials produced by the removal activity.

Should Traffic Management be required, Council will be responsible for overseeing this function for all phases of the tree removal process, including those involving Essential

**Commented [MC12]:** This 6-week period aligns with Essential Energy contract specification for the vegetation management services.

6-weeks is the time between the vegetation being scope when the vegetation treatment crews will notionally be deployed into the area to commence cutting activities. In most cases, the number of Fall-In Risk and Incompatible trees that require Council consent aren't large. Any delay past 6-weeks could potentially mean the cuttings crews moved out of the area. Anytime crews need to be redeployed back to an area to complete work creates negative financial implications.

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

Energy activities.

To maximise efficiencies, the scheduling of Council initiated removals shall align with the Essential Energy Vegetation Management Cycle scheduled for the associated Vegetation Management Area.

Trimming or removal of trees near powerlines is extremely dangerous and should not be attempted by untrained persons. Unauthorised persons should not do any trimming or removal works within the restricted approach distances set out in the WorkCover Code of practice: *Work Near Overhead Power Lines 2006 Chapter 5*.

## 8. REPLACEMENT TREE PLANTING PROGRAM

Council and Essential Energy agree to jointly develop and implement an agreed program for the staged removal and replacement of incompatible vegetation and ensure only appropriate vegetation is planted near Network Assets.

This will be achieved by:

- The vegetation management practices adopted and practiced by both Essential Energy and Council appropriately balancing public and worker safety, continuity of electricity supply and the costs associated with Council and community objectives and expectations for aesthetic outcomes and environmental preservation.
- Ensuring there is proper consultation and notification for inspection, maintenance and/or removal of Council Street trees.
- Any existing conflicts between Council Street trees and the Essential Energy network are resolved by:
  - removing and/or replacing existing incompatible vegetation with appropriately selected low growing species in a staged approach spanning several vegetation management cycles; or
  - removing existing incompatible vegetation in a staged approach and planting new, healthy trees in locations better suited to growing without interfering with Network Assets on both Council and private land to create a future environmental legacy for the community.

## 9. DISPUTE RESOLUTION

Both parties are committed to complying with all terms of this Memorandum. However, in the event of a dispute arising between the parties concerning any part of this Memorandum these shall be resolved through good faith negotiations between representatives of both parties.

## 10. ADDITIONAL LOCAL CONSIDERATIONS

.....  
.....  
.....  
.....

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

## 11. KEY TERMS AND DEFINITIONS

**Authorised Officer** – A person with technical knowledge or sufficient experience who has been approved, or who has authority to act on behalf of Essential Energy, to perform the duty concerned under all applicable Essential Energy Policies or Procedures.

**Bay** - The entire area and distance between two Essential Energy structures (for example poles, towers) including the area immediately surrounding each structure at either end of the Bay and including electrical apparatus that may be mounted/attached such as stay wires, transformers etc.

**Council** – means Temora Shire Council and includes its representatives and assigns.

**Critical Habitat** - habitat declared under Biodiversity Conservation Act 2016

**Emergency** – means any of the following situations requiring immediate action:

- I. The security of electricity supply is under immediate threat; or
- II. There is a likelihood of danger to Landholders, the general public, property, a Network Asset or Electricity Network, Contractor personnel etc; or
- III. Vegetation has been identified as an immediate bushfire risk.

**Emergency Work** – means Vegetation Treatment required immediately as a result of an Emergency.

Commented [MC13]: New Definition included

**Essential Energy** – means Essential Energy, and includes its representatives, successors, and assigns.

**Heritage Listed** - an item listed on the State Heritage Register under the *NSW Heritage Act 1977*, an item listed on heritage schedules or in "special character areas" on local and regional environmental plans (LEP's and REP's) and development control plans (DCP's) prepared under the *NSW Environmental Planning and Assessment Act 1979*; an item listed on the register of the National Estate by the Australian Heritage Commission and classified by the National Trust of Australia.

**Minimum Vegetation Clearance Zone**: Means the three-dimensional area surrounding Network Assets that must be maintained clear of vegetation, so far as is reasonably practical.

**Native Vegetation** – trees and plants that are indigenous to Australia.

**Naturally propagated** - vegetation that has been naturally propagated, including by birds or animals.

**Network Asset** – A component of the Essential Energy electricity supply network or infrastructure or supporting assets found on or above ground (including overhead), such as poles, conductors, service mains, lattice steel towers, insulators and crossarms, brackets and associated mounting hardware, stays, Access Tracks, Vegetation Corridors and the



"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

like:

Commented [MC14]: New Definition included

**Powerline** - means an electricity powerline, structure and/or equipment used for or in connection with the supply of electricity that forms part of Essential Energy's distribution system but does not include third party telecommunication cables.

**Premises** - Means the place where Vegetation Management is to be performed, including but not limited to Council owned and controlled land including roads and footpaths.

**Regrowth** -

- o naturally propagated saplings, seedlings, suckers, and other vegetation, either native or exotic, which has regrown in a powerline corridor after previous control works.
- o tree shoots that grow back into the clearance space after a tree has been pruned.

**Regrowth Allowance** - The additional clearance allowance that Essential Energy must add to the Minimum Vegetation Clearance Zone accounting for the total probable vegetation growth towards a Network Asset and to which Essential Energy must prune or clear vegetation when carrying out Vegetation Treatment to ensure the Minimum Vegetation Clearance Zone is maintained clear of vegetation so far as is reasonably practicable, between Vegetation Management Cycles.

**Rural Area** - Usually means areas where property road frontages are greater than 40 metres per property and/or properties are located within an area that has a speed limit of greater than 50 km/h.

**Sapling** - An immature tree.

Commented [MC15]: New Definition included

**Threatened Species** - Those species, populations and ecological communities that are specified in Schedules 1 and 2 of the *Biodiversity Conservation Act 2016*; or those species, populations and ecological communities that are specified in Schedules 4 and 5 of the *Fisheries Management Act 1994*.

**Tree** - a plant taller than 3 metres or having a canopy more than 3 metres in maximum diameter or having a trunk with a circumference at a height of 1 metre from the ground of more than 0.3 metres.

**Urban Area** - An area where more than 5 adjacent premises have a road frontage of less than 40 metres per property and/or premises are located within an area that has a speed limit of 50 km/h or less.

**Vegetation Corridor** - Is applied only in Rural Areas and is the land surrounding Network Assets, in which Vegetation Treatment occurs or has previously occurred, and is either:

- a) contemplated under sections 53(1) and 53(2) of the *Electricity Supply Act 1995* (NSW) (Statutory Corridor); or
- b) established by an encumbrance registered on the title of land, usually to a nominated width, conferring a right onto Essential Energy to construct, operate, maintain, repair, renew, replace or upgrade electrical infrastructure (Registered Easement Corridor).

Commented [MC16]: New Definition included

**Vegetation Management Area** - A geographical area which defines a section of Essential Energy Network Assets, typically grouping Network Assets of similar environmental attributes such as Urban Area, Rural Area and/or by Bushfire Risk Priority Rating.

**Vegetation Management Cycle** - The length of time between performance of successive Scheduled Delivery in each Vegetation Management Area or Bay, which Essential Energy

"ANNEXURE A - MANAGEMENT OF TREES NEAR POWERLINES

determines as optimal and is stipulated by Essential Energy in the Nominated program Schedule.

**Vegetation Treatment** – Means the activities that Essential Energy must carry out and complete to treat vegetation as part of its Vegetation Management obligations. **Vegetation Treatment** includes activities such as:

- a) Pruning;
- b) Vegetation removal;
- c) Mechanical clearing;
- d) Herbicide treatment;
- e) Vegetation height reduction;
- f) Application of vegetation growth regulators;
- g) Chipping, removal and disposal of by-products and cut materials generated by carrying out vegetation management.

**Commented [MC17]:** Definition expanded to include activities.

#### 4.4 EW8 URBAN TREE MANAGEMENT PLAN

**File Number:** REP23/1260

**Author:** Engineering Asset Manager

**Authoriser:** Engineering Asset Manager

**Attachments:** 1. Public Submission  
2. Revised EW8 Urban Tree Management Plan.

#### REPORT

Council Policy EW8 Urban Tree Management Plan was placed on public exhibition following the July 2023 Council meeting. Council received one public submission to the plan which is attached.

#### Staff responses to the public submission

##### Point 1 – Establish a Street Tree Committee

- Street tree management is a relatively specialised area and opinions / preferences will be widely variable. Advice and direction should likely come from the appropriate resources either internally or externally. A specialist vegetation advisor like our heritage advisor would be beneficial to Council.
- Tree requests coming to formal meetings of Council will be significantly reduced with implementation of this Urban Tree Management Plan framework. The adopted framework will remove most requests being tabled at Council meetings.

To support the current framework it is recommended that Council consider further what they want regarding tree removal. E.g. large scale removal. Council officers position moving forward would be Council staff manage requests using the adopted framework (80% + requests) and staff would come to Council when damage to private property is alleged, or significant removal is proposed or requested (Essential Energy removal requests, staff proposing bulk removal of a street or tree avenue).

##### Point 2 – Develop a Replacement Program

- Supported. Historically street tree replacement has been confined to replace on failure, based on visual condition, CRM and / or tree audit. Council now has enough condition data and information to proactively replace groups of street trees in identified locations (broader scale street tree renewal). Current locations would be areas such as DeBoos Street (Grey to Polaris), Deutcher Street, Carson Street, Loftus Street (adjacent to Callaghan Park) and areas of incompatible trees identified by Essential Energy. These areas have street trees that exhibit one or many of the following properties. Trees are at the back end of life; trees are damaged or diseased and / or trees are conflicting with utility infrastructure. Any proactive large-scale removal and replacement would be proposed through a report to Council.

##### Point 3 – Private Planting Process

- Unauthorised planting and pruning on Council's nature strip is an issue that Council does not currently enforce robustly. Council needs to give further consideration to the range of private nature strip improvements (trees, gardens, ornaments, boundary hedges, etc)

including their ongoing maintenance requirements and determine if allowed, and if so, what the limits are. Some Council's allow nature strip planting, or at least, do not restrict private plantings on the nature strip and there is a trend for nature strips to be utilised more as public recreation space including landscaping/beautification. Currently Council discourages community nature strip planting through Policy, but don't intervene unless the planting will cause a significant issue. Noting Council has intervened on a number of occasions where the concrete footpath has been encroached.

Issues arising from community nature strip plantings include:

- Overplanting of the nature strip can be detrimental to other functions of the nature strip including pedestrian transport and utility corridor.
- Potential Council liability, or future liability for inappropriate nature strip improvements.
- Increase Council maintenance costs.
- Once a private tree is planted on the nature strip, some residents continue to believe the tree/s remain their property and they continue to maintain as they see appropriate (mostly pruning) often detrimental to the tree / streetscape.

Point 4 – Develop a list of desirable tree characteristics.

- Council has this information to a fair extent, and we can apply trees based on the framework / internal knowledge. Section 4.2 talks about location characteristics, but doesn't explicitly talk about matching this with the available Tree Species information in Appendix A.

Appendix A has already been scrutinised heavily with many unsuitable trees removed for various reasons. Council could potentially expand on Appendix A to include information such as life expectancy, growth rate, root systems, etc. This process was commenced but found widely variable data and significant gaps in data.

- Support trialling new plantings that are being used in similar climates preferably in a public context. The road nature strip is a harsh environment compared to a private yard, however trialling new plantings to provide further optionality / potentially better diversity / solutions for Council makes sense. It is recommended any plantings Council wish to trial we plant and if successful include in the planting list in future revisions.

Point 5 – Leverage the work of others

- Not supported. The plan is fit for purpose. If Council would like to add or remove specific elements such as a register of significant trees, this can be accommodated however as far as leveraging the work of others this has already been done to the extent that TSC needs. The consultant auditing Council's Street trees went through the plan as part of his work and found the plan fit for purpose covering the essential elements required.
- Incompatible plantings are identified in Appendix C of the plan. At this stage Council has identified the Kurrajong and the White Cedar as undesirable and we remove these species in a staged fashion as resources permit. Comparing the street tree audits will support this. Council can add to the undesirable species list as they see appropriate.

The biggest factor preventing optimal results in the urban tree management space is available resources. Council maintains around 6000 trees in public spaces, and work associated with street trees competes with other P&G work that is more time critical and potentially seen as higher priority (watering, mowing, snipping, gardening, sweeping, etc). Council is likely never going to have the resources to be perfect in this space, however, Council will continue making improvements in the tree management within the confines of our available resources.

Summary of Council considerations:

- At what point would Council get involved in a tree removal process (currently only structural damage). It is recommended that a catch all threshold is needed. E.g. If greater than 3 mature trees are requested to be removed in any removal scenario, a report shall be tabled to Council prior to approval or otherwise.
- Whether a tree committee and / or regular specialist support is needed. With Council Officers recommending specialist support as the preferred option being utilised on an as needs basis.
- Whether Appendix A should be expanded.
- Council's position and limits on the range of nature strip improvement; including, boundary hedges, gardens, trees, hardstand material, path or garden edging, tree guards, etc.
- Whether Council wants to add or remove trees from the undesirable list triggering staged removal of the tree species over time.

Cr Anthony Irvine declared a non-pecuniary interest in relation to item REP23/1260, due to lodging the submission.

Cr Rick Firman left the meeting at 2:50 pm.

Cr Max Oliver left the meeting at 2:58 pm.

Cr Rick Firman returned to the meeting at 2:58 pm.

Cr Belinda Bushell joined the meeting via Zoom at 3:04pm

### **COMMITTEE RESOLUTION 125/2023**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

That the Committee recommend that Council adopt the Urban Tree Management Plan

AND FURTHER

1. That Council implement a catch all threshold that the removal of greater than 3 mature trees, not on the 5-year removal list, in any removal scenario, will require a report to Council prior to approval and Council officers consider business processes for identifying significant trees to inform tree removal practices.
2. That specialist support be utilised on an as needs basis.

3. That additions to Appendix A be considered by Council on its merits, following trial plantings.
4. That Council officers provide a further report in relation to nature strip improvements.

**CARRIED**

***Report by Rob Fisher***

Submission: Temora Shire Council Urban Tree Management Plan  
[REDACTED]

As a first term Councillor I have been surprised by the number and consistency of tree related issues consuming a serious amount of time in both the Assets and Operations Committee meeting and the subsequent full Council monthly meeting to learn, discuss and try to determine appropriate outcomes.

Suggestion: Establish a dedicated Committee to manage the Urban Forest in Temora. Aria Park and Springdale. This may be a sub-committee of Assets and Operations and interested members of the Community should be encouraged to participate.

Fundamentally the issues stem from poor selection of many legacy plantings relative to site specific conditions in a large number of locations. Change of use in an area or significant works also impact previously suitable plantings. The "growth" of some trees have eventually brought them into conflict with buildings, infrastructure or services after significant periods. The Claret Ash plantings are a good example of a street tree that served a purpose but are causing significant damage now. I personally hold grave concerns that the plantings of London Plane Trees are a similar, if not worse, ticking time bomb with very probable issues of maintenance, damage, ongoing pruning, drainage, conflict with infrastructure etc. I note that these trees have been moved from a Street Tree option in the list of Approved Species Register to a Park species. The dimensions listed are grossly understated in the Register. The most obvious examples of inappropriate site selection are the many Plane Trees planted under power lines in Temora as low as 8 metres when Plane Trees can easily reach a mature height of 30 to 40 metres. The inevitable pruning or replacement costs are obvious.

Suggestion: Develop a replacement strategy and commence staged implementation as a priority.

The current Plan prohibits unauthorised plantings on nature strips etc. however many unauthorised plantings are occurring. When community members ask for permission their requests are denied. This situation is unfair and creates risk for Council. By not removing unauthorised plantings Council are, by default, sanctioning the plantings and assuming the risks associated. These plantings are occurring in plain sight in the urban areas of Temora and the villages.

Suggestion: Develop a process to support residents who wish to plant on nature strips and road reserves. This may result in an increased feeling of ownership and sense of place with the added benefits of reduced costs to Council. Care may need to be taken to avoid overreach by residents however I am sure the benefits will hugely outweigh the negatives.

The current plan is limited to a very small number of suitable species. There is also a preference for uniform plantings with a single species. Whilst the Classic Avenue style of planting certainly has merit and will continue to have a place there also needs to be areas of multi species plantings and mini ecosystems developed. This will enhance resilience and biodiversity supporting much more insect and bird life throughout the full year.

Suggestion: Develop lists of desirable characteristics for plants in specific applications. This approach will massively increase the number of options available for planting provided the selected cultivar meets most of the desirable characteristics for the specific purpose. Mature height would be a specific characteristic for planting below power lines.

Minimal spread at maturity may be required for narrow spaces etc. Non-invasive roots near sewer lines etc.

Many plants exist in the urban areas that are not included in the Approved Species Register that may be great options. These trees provide rich data existing as mature in-situ test cases having existed in the local climatic, soil and rainfall conditions for many, many years. Some trees may exist in nearby towns which could indicate suitability in Temora Shire. For others a test and assessment trial planting regime would need to be implemented. There are many less conspicuous locations where trial plantings of likely candidates could be undertaken with little risk.

The Urban Tree Management Plan is very brief. It fails to address a number of key areas. An example may be the lack of a register of "Significant Trees" or even a clear definition of what criteria may define a significant tree. There also appears to be a failure to identify incompatible plantings pro-actively and to develop sensible, staged, replacement strategies.

Suggestion: Leverage the work of others.

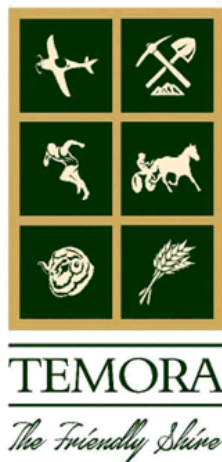
There is a huge amount of street tree information available. The City of Sydney have recently completed a comprehensive review of their processes and almost every aspect of urban street tree management has been addressed in detail. This level of review comes at great cost. I suggest TSC borrow heavily from these resources. City of Sydney have an application where you can interact with a map and the species planted in every street is available. The massive cost of such a comprehensive management system is beyond the reach of TSC but I am sure sharing of some of this information between LGA's is desirable. It seems every Council tries to have their own, stand alone strategy. TSC would do well to cherry pick the best elements of all of these separate documents to address our specific needs. This approach would free up resources to make sensible, long term decisions.

If the correct species is planted in a particular location it will do well, have low care and maintenance costs, reach maturity and enhance the amenity of that location. The alternative is to plant, struggle, maintain, repair infrastructure, remove, rehabilitate and replant in much shorter and very much costlier cycles without ever reaching the beauty and amenity of a mature tree.





## TEMORA SHIRE COUNCIL



## URBAN TREE MANAGEMENT PLAN

**ACTIVE**

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: 4<sup>th</sup> October, July 2023  
Page Number: Page 1 of 16

### Review Details

#### ABOUT THIS RELEASE

DOCUMENT NAME: Urban Tree Management Plan  
 CODE NUMBER: EW8  
 AUTHOR: Temora Shire Council  
 ENDORSEMENT DATE: October 2005

#### REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
October 2008	Risk management strategies added		
July 2009	Table of suitable tree characteristics added-appendix 3 & listings of tree plantings & removals transferred to separate register.		GCL
October 2020	Reconstruction	17 November 2020	GCL
July 2023	General Review		

#### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
November 2017	Review Currency		Urban Overseer
June 2022	General Review		Urban Overseer
June 2025	General Review		Engineering Asset Manager

Revision Number: 4  
 File Name: Urban Tree Management Plan

Revision Date: 4<sup>th</sup> October, July 2023  
 Page Number: Page 2 of 16

### 1. Purpose

The purpose of this plan is to provide a framework for stakeholders to understand Councils requirements relating to urban tree management, along with providing operational framework for Council staff deliver management and maintenance of urban trees within the Temora LGA.

### 2. Scope

The plan is confined to urban public areas within the Temora LGA. This includes but is not limited to urban road reserves, public parks and gardens, general public recreation and open space.

The plan applies to all stakeholders of urban public areas within the Temora LGA. This includes but is not limited to, residents, property owners, public authorities, visitors, Council officers, contractors and developers.

### 3. Objectives

The underlying objective of the Urban Tree Management Plan is to sustainably improve the visual amenity and quality of streetscapes, parklands and general public land within urban areas of the Temora Local Government Area (LGA)-Council footprint. We plan to achieve this objective through;

- Preserve and enhance streetscape amenity,
- Maintaining best-practice tree management and maintenance standards,
- Establish and maintain maximum tree canopy cover within urban areas including an optimal level of age and species diversity,
- Promoting efficient and cost-effective management of the urban trees,
- Selecting, positioning, and maintaining trees appropriately to maximise their benefit and minimise hazards, nuisance, and infrastructure damage,
- Maintaining an up-to-date electronic management system for street trees and trees in public open space, and
- Define the circumstances under which existing trees may be removed.

### 4. Tree Management

The urban environment is significantly enhanced by the appropriate installation, maintenance and management of trees. Council is committed to the preservation and enhancement of green spaces throughout the Council area and endeavours to continue to deliver a high level of community service through the implementation and periodic review of this plan.

#### 4.1 Tree Inspection

Inspections of urban trees will be undertaken routinely, with condition data being recorded in Council's GIS system. The frequency of urban tree inspection should not exceed a maximum of 5 years ~~between inspections~~.

Reactive inspections of Council trees resulting from customer requests will be managed through Councils Customer Request System (CRM), with requests ~~actioned~~ investigated as soon as reasonably practical (generally within 10 business days).

#### 4.2 Species Selection

The following location characteristics must be considered prior to the selection of a tree species:

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~ July 2023  
Page Number: Page 3 of 16

- The nature strip width and type in relation to growth space and mature tree size,
- Environmental conditions (soil, water, salt, etc.),
- Housing styles and proximity of structures to tree sites,
- The existing streetscape and any shade requirements,
- Proximity to infrastructure services,
- Private plantings and their impact upon the tree species, and
- Street maintenance and the overall scale of the streetscape in relation to the length and width of the pavement.

Exotic and native tree species can be used to complement a given landscape. If a significant or dominant stand of trees is present and the trees are suitable, then the theme should be continued. Otherwise, a new selection will be made.

Tree species selection shall be guided by Council's Approved Tree Species Register located in Appendix A.

#### 4.2.1 Undesirable Urban Tree Species

Not all tree species are suitable for use as street trees. New street tree plantings should be selected in accordance with section 4.2. Undesirable species may exist within Councils urban streetscapes; however, it is envisaged these species will be phased out over time as they reach the end of their life or are removed as a result of development, redevelopment or Council ~~S~~street tree removal program.

General reasons for species being listed as undesirable include;

- Self-pruning of larger limbs;
- enormous mature size of canopy or roots;
- invasive or shallow root systems;
- susceptibility to insect and pathogen infestation;
- aggressive self-seeding;
- suckering or adventitious growth patterns;
- hazardous spines, thorns or appendages;
- toxic, allergenic or irritant properties;
- producing large fleshy fruits, or numerous small hard fruits;
- being a declared noxious weed; and
- Low aesthetic value compared to other tree species.

An Undesirable Tree Species Register is located in Appendix C.

### 4.3 Tree Planting

#### 4.3.1 Planting Location within Reserves

In general terms, Council encourages uniformity relating to the placement of trees in the road reserve. The preferred option, where practical, is plantings on the nature strip, however there are some legacy areas where nature strip planting is impractical due to road ~~or road~~ reserve width and other infrastructure obstacles.

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~ July 2023  
Page Number: Page 4 of 16

It is not acceptable for trees to be planted on both the footpath and the road pavement within the same reserve. In these instances, the trees in the non-preferred location should be removed (generally the road pavement).

Commented [RF1]: Do Council agree

Council will develop, and implement where appropriate, a range of planting designs and engineering solutions for difficult locations and/or legacy sites. This could include:

- Use of underground root barrier,
- Using in road cut outs or pits,
- Construction of on road landscape areas (kerb blisters, and tree borders), and
- Explore alternatives to standard power lines in key streets, such as Aerial Bundled Cabling or underground power.

#### 4.3.2 Planting Guidelines

The process of planting is extremely individual and will vary dependent on the site situational aspects. The following planting principals shall be considered when undertaking planting on Council land:

- Uniform patterns or avenues of trees are preferred to random plantings in a streetscape setting,
- Ideally tree plantings will be uniformly spaced at between 15-25m, aiming to have 1 street tree per lot, centrally located on the lot frontage,
- Ensure mature dimensions of selected tree species are appropriate for the area,
- Ensure infrastructure clearance distances are observed and risk of infrastructure damage is minimised,
- Private plantings on Councils Road reserve are not allowed,
- Attention to be paid to the effect on street lighting by plantings,
- Consideration be given in all instances to the use of advanced species,
- Minimum excavation for a street tree shall be twice the width of the root ball size (mm). E.g. 450mm x 450mm x 450mm root ball requires a 900mm x 900mm x 900mm excavation.
  - ☞ Small 600 x 600 x 600
  - ☞ Medium 750 x 750 x 750
  - ☞ Large 900 x 900 x 900
- Manufactured planting material and fertiliser be considered to aid establishment, and
- Details of new plantings shall be recorded in the Reflect Urban Tree Management Database within 7 days and entered in Councils GIS system in a timely manner.

Commented [RF2]: Do Council accept private plantings

#### 4.3.3 Infrastructure Planting Clearances

Tree species approved by Council shall ~~should~~ be planted in accordance with the following minimum infrastructure clearance distances,

Infrastructure	Minimum Clearance Distance
Property boundary	1.5m
Footpath or kerb line	1.2m
Gas, Water or Sewer Main	1.0m
Street / park light or electricity pole	3.0m
Vehicle crossover or driveway	1.2m

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: 4<sup>th</sup> October July 2023  
Page Number: Page 5 of 16

Stormwater outlet	1.0m
Service pit or lead in	1.0m
From intersection	8.0m measured from kerb line

*\*Distances provided may be subject to change dependent upon the site and species selected.*

#### 4.3.4 Tree Stock and Early Care/Maintenance

Performance of newly planted trees is highly dependent on the quality of the tree stock at the time of planting. Tree stock sourced for Council will meet the criteria specified in the Australian Standard AS2303:2015 *Tree Stock for Landscape Use*. All tree stock must be in a sound and healthy condition and be self-supporting.

Early care and maintenance of any tree is paramount to its long-term success as a community asset. Council ~~are~~<sup>is</sup> committed to implementing the following early maintenance procedures for new plantings:

- Formative pruning (AS4373–2007),
- Regular irrigation or watering over summer months until established (minimum 3 seasons),
- Support staking with wooden stakes,
- Base mulching, however, ~~is~~<sup>not</sup> directly adjacent to the stem, and
- Regular maintenance of the above items until established (minimum 3 seasons).

#### 4.3.5 Replacement Planting

All trees removed from the streetscape are to be replaced as quickly as possible depending on the season. Replacement planting shall occur between May to September, not during summer, ~~or~~<sup>and</sup> a period of prolonged drought.

Details of replacement plantings shall be recorded in the Reflect Urban Tree Management Database within 7 days and entered in Councils GIS system in a timely manner.

### 4.4 Routine Maintenance

This section provides guidelines for ongoing maintenance/care of urban trees. Necessary tree maintenance will vary throughout the life of the tree depending on the circumstances during any given season. In order to ensure Council achieves a high level of success on investments made in urban amenity through the planting of trees, Council must be committed to resourcing the variable demands that arise as a result of managing a large number of trees.

Ongoing routine maintenance considerations:

#### 4.4.1 Pruning

- All pruning activities are to be carried out in cooler months to reduce stress on subject trees.
- Hazard avoidance pruning may be undertaken in any season.
- All pruning activities are to be undertaken by Parks and Gardens Staff or approved contractors under the direction of the Recreation and Open Space Coordinator.
- Pruning by the general public is not permitted.

#### 4.4.2 Watering

- Summer watering of all new plantings is to be provided on a minimum weekly basis for at least the first 3 seasons, or as directed by the Recreation and Open Space Coordinator after planting.

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~<sup>July</sup> 2023  
Page Number: Page 6 of 16

- Summer watering of stressed urban trees at risk of death or permanent damage may be considered at the discretion of the Recreation and Open Space Coordinator.
- Watering of street trees adjacent to private property by residents is encouraged.

#### 4.4.3 Mulching

- All new plantings (until established) are to be maintained with mulch to assist with water retention and weed suppression.

#### 4.4.4 Root Pruning

- Tree root pruning for the protection of assets should be undertaken only by a qualified horticulturalist or arborist (minimum AQF level 3) and in accordance with AS4373–2007. If roots are severed or removed, the following steps should be taken:
  - Prune the root with as little damage as possible.
  - Remove only the amount of root that is necessary.

#### 4.4.5 Form Maintenance

- Tree stake maintenance shall be undertaken as required.
- Formative pruning is to be undertaken at the discretion of the Recreation and Open Space Coordinator.

#### 4.4.6 Infrastructure Maintenance Clearances *Guidelines* (tree canopy)

- Powerlines – Delivered by electricity distributor.
- Footpaths – 2.5m height to lowest foliage or limb.
- Driveways – 3.0m height to lowest foliage or limb.
- Roadways – Nominal 4.0m height at kerb line and 5.0m height over road-a traffic lane to the lowest structural limb.
- Street Names – Visible from 50m in either direction.
- Traffic Sight Lines – Vehicles approaching an intersection must be visible to pedestrians and other vehicles from the following distances:
 

Speed Limit (kph)	Distance (m)
40	40
50	60
60	80
80	120
100	180
- Road Signs – Must be visible from the distance outlined above.
- Street Lights – Should be able to radiate clearly to ground level at 45 degrees.

### 4.5 Tree Removal

Council follows a clear and fair process to accurately assess tree removals. Any trees that are removed shall be replaced where possible in order to maintain the appearance and consistency of the street or reserve. The replacement species will follow the selection criteria outlined in section 4.2 of this Plan.

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~ July 2023  
Page Number: Page 7 of 16

If Council is considering the removal of multiple street plantings, the following factors should be considered:

- The contribution of the plantings to the overall streetscape,
- The maintenance requirements of the trees in question,
- Whether removal would comply with the tree removal criteria below,
- Potential damage from roots to services above and below ground,
- The overall condition of the trees,
- The replacement species,
- The significance of the existing trees, and
- Adjacent resident consultation and notification.

#### 4.5.1 Tree Removal Criteria

Tree removal will occur only if one or more of the criteria listed below are met in an assessment by Councils Recreation and Open Space Coordinator:

- The tree is dead, dying, damaged or diseased and remedial action would be ineffective in saving it,
- The tree is infested with a pest (e.g. insect) for which the appropriate control would be ineffective,
- The tree is a public nuisance or hazard due to its species, condition, location or size and cannot be remedied by appropriate techniques,
- The tree is interfering with the growth and development of new plantings or a more desirable species,
- The aesthetic value of the tree within the given streetscape is very poor or distracting,
- Unauthorised works close to the tree have irreparably damaged it,
- Removal ~~may be~~ necessary to allow the construction of access to property where no other alternative exists,
- The street tree is considered by Council to be an undesirable species, see section 4.2.1.
- It can be demonstrated that the tree has caused, is causing, or is likely to cause, substantial damage to private property or public infrastructure and the estimated cost of ongoing repairs outweighs the value of the tree, and there is no reasonable alternative, e.g. root barrier or pruning, to solve the problem.
- The tree forms part of a Council tree removal program or is required to be removed for Council infrastructure development or redevelopment.

Trees will not be removed on the basis that they cause the following nuisance:

- Drop leaves, fruit or twigs,
- Provide habitat for insects or small mammals,
- Might harbour termites,
- Induce allergies,
- Do not comply with an individual's species preference,
- Block solar access and views,

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~ July 2023  
Page Number: Page 8 of 16



- Interfere with telecommunications reception,
- Hinder the growth of nearby plants, and
- "Might" cause damage in future – as outlined above, damage to infrastructure by a tree must be demonstrated to the Responsible Authority

#### 4.5.2 Tree Removal Process

Residents may submit a request for a tree within Council owned land to be considered for removal due to safety or other concerns. A written request (Appendix B) must be submitted to Council for consideration.

Once the request is received, it is to be submitted as an attachment to a Customer Request Management (CRM) entry. An investigation will be carried out by Council's Recreation and Open Space Coordinator and action decided in the context of section 4.5.1 Tree Removal Criteria.

- Upon review of the request, the Recreation and Open Space Coordinator is to complete the 'Council use only' section on the written request form (Appendix B) and forward to the Engineering Secretary to be filed on Council's Record Management System.
- Additionally, correspondence must be made by the Recreation and Open Space Coordinator via the preferred method of contact stipulated on the form, to advise the outcome of the request.
- If the request is approved, affected residents are to be notified outlining the reason for removal.
- Where a request is not approved, the applicant may wish to object to the decision.
- Objections must be submitted in writing within ten (10) business days of the decision made.
- Council's ~~Recreation and Open Space Coordinator~~ Engineering Asset Manager will assess the objections and respond to the objector/s with the outcome. If the objector/s is still not satisfied, the matter will be referred to the General Manager for determination.
- In all instances where greater than 3 mature street trees are to be removed as part of a request or project, a report shall be tabled to Council for consideration.

#### 4.5.3 Method of Removal

Where practical and possible, tree removal including the root system will be undertaken by mechanical methods (excavator, backhoe, etc.) under the guidance of Council Parks and Gardens Staff.

Where it is deemed unsafe to remove part or all of a tree by mechanical means, the removal process should be undertaken manually by qualified horticulturalist or arborist (minimum AQF level 3) in compliance with all relevant standards and codes.

In all cases where the public may access the area, the stump must be removed completely, or at minimum removed to below ground level and the area made safe. All stumps awaiting removal must be delineated with appropriate safety devices to alert the public of the tripping danger.

Where a tree is removed from an existing road pavement, the root system is to be extensively removed and the area heavy patched to a minimum depth of 200mm and reinstated to a condition consistent to adjacent pavement.

#### 4.5.4 Hazardous Trees

Trees can develop hazards through poor form, borer damage, root problems, storm damage, etc. Where an inspection and risk assessment reveals that a tree poses an unacceptable level of risk

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: ~~4<sup>th</sup> October~~ July 2023  
Page Number: Page 9 of 16

that cannot be mitigated to an acceptable level using arboriculture practices, its removal must be actioned in a timely manner. Details of the removal shall be recorded in the Reflect Urban Tree Management Database within 7 days and entered in Councils GIS system in a timely manner.

Removal of trees that are of an immediate risk will be undertaken as soon as practicable and therefore any nearby affected residents may not be notified.

#### 4.5.5 *Trees Allegedly Causing Structural Damage*

Tree roots may on occasion invade private property, causing damage to structures, pipes and paths. Removal of trees will only be considered where all other arboriculture interventions have been deemed inappropriate.

#### 4.5.6 *Tree Removal for Infrastructure Development*

When an application is made for a tree's removal for infrastructure development, the guidelines for removal shall be the same as in section 4.5. However, when no other site is available for the infrastructure development, a tree/s may be removed provided that:

- Affected residents have been notified and have had the appropriate opportunity to lodge an objection,
- A suitable replacement tree species of advanced specimen is to be selected by Council, and
- The cost of the tree's removal, replacement and any other works associated with the tree removal are to be borne by the owner/developer.

#### 4.5.7 *Procedures for Tree Removal (Vehicle Crossover)*

Vehicle crossover applications are to be lodged with Council's Engineering Works Department.

- If a tree(s) is affected by the crossover and requires removal and all other avenues have been explored, Council will grant approval for removal, subject to conditions of section 4.5.6.

#### 4.5.8 *Disputes*

When an objection is received, the removal will be suspended until the ~~Recreation and Open Space Coordinator~~ Engineering Asset Manager examines the objections and a final decision is made. If no resolution can be found, the matter will be referred to Council's General Manager for determination. The ~~Recreation and Open Space Coordinator will~~ Engineering Asset Manager will advise the objector in writing of the final decision.

### 4.6 Claims

Council endeavors to limit potential damage to property from Council owned trees through regular tree audits and prompt response to notification of potential hazards. Council will not reimburse costs associated with damage from falling tree branches unless there is a clear case of negligence on behalf of Council.

#### 4.6.1 *Tree Root Damage Claims*

Council is not responsible for the remediation of damages caused to properties by tree roots prior to notification of the potential nuisance except to the extent that negligence is proven by law.

All claims for alleged damage to private property from tree roots must be made in writing to the General Manager of Temora Shire Council for consideration by Council and/or Council's insurer.

Claims must be accompanied by professionally documented evidence of the extent of the alleged damage and the cause of damage. For example, a report from a structural engineer and/or a consulting arborist, with photographs of any damage, clearly identifying the link between the alleged damage and Council's trees.

Any claim received by Council alleging tree root damage must follow this procedure:

- Preliminary inspection of the tree will be undertaken by the Recreation and Open Space Coordinator to determine the potential impact of the tree on property and possible damage mitigation strategies and a report provided to the General Manager.
- Reports should, where possible, contain full details of the site, photographs, and recommendations for remedial works.
- If the claim involves the potential for significant damage to private property, a consulting arborist may be appointed by the ~~Engineering Recreation and Open Space Coordinator~~ Asset Manager to provide an independent report as to the cause of damage and most appropriate mitigation strategies.

Remedial work on trees allegedly causing root damage may include:

- The installation of a tree root barrier. The type and depth will depend on the severity of the problem and the species of tree. Lineal root barriers should be used only in appropriate cases ~~„The roots will be pruned, if practical, to property lines and will only be undertaken~~ where the tree's health and stability are not compromised. Trees of historical value will be considered for this type of remedial work,
- Tree root pruning, and
- Tree removal if;
  - a practical arboriculture solution cannot be implemented effectively,
  - the tree is an inappropriate species, or
  - it is in an inappropriate location.

#### 4.7 Record Management

New plantings, removals and/or replacement of trees will be recorded in an electronic Urban Tree Management Database using Reflect.net software.

Resident request for new plantings, removals and / or replacements of trees will be recorded on the form Resident Request - Tree Planting / Removal Request (Appendix B).

## Appendix A – Approved Tree Species Register

Botanical Name	Common Name	Size	Dimensions	Foliage Type	Type	Growth	Planting
<b>Native</b>							
<b>Corymbia / Eucalyptus</b>							
Corymbia citriodora Scentuuous	Dwarf Lemon Scented Gum	Medium	7 x 4	Evergreen	Native	Fast	Street
Corymbia eximia Nana	Dwarf Yellow Bloodwood	Medium	8 x 28	Evergreen	Native	Fast	Street
Corymbia Summer Beauty	Grafted Flowering Gum	Small	64 x 4	Evergreen	Native	Fast	Street
Corymbia Summer Red	Grafted Flowering Gum	Small	64 x 4	Evergreen	Native	Fast	Street
Eucalyptus leucosylon subsp.	Euky Dwarf	Medium	7 x 5	Evergreen	Native	Fast	Street
<b>Bottlebrush</b>							
Callistemon Kings Park Special	Kings Park Special Bottlebrush	Small	4 x 4	Evergreen	Native	Fast	Street
Callistemon Harkness	Harkness Bottlebrush	Small	4 x 3	Evergreen	Native	Fast	Street
<b>Wattles</b>							
Acacia implexa	Lightwood	Medium	8 x 6	Evergreen	Native	Fast	Street
Acacia pendula	Weeping Myall	Medium	8 x 26	Evergreen	Native	Fast	Street
<b>Casuarinas</b>							
Allocasuarina luehmannii	Buloke	Medium	15 x 8	Evergreen	Native	Fast	Street/Park
Allocasuarina verticillata	Drooping She-oak	Medium	8 x 6	Evergreen	Native	Fast	Street
<b>Banksias</b>							
Banksia integrifolia	Coast Banksia	Medium	158 x 6	Evergreen	Native	Moderate	Street/Park
Banksia marginata	Silver Banksia	Medium	5 x 5	Evergreen	Native	Moderate	Street
<b>Other Native Genera</b>							
Brachychiton populneus X acerifolius Jerilderie Red	Jerilderie Red Kurrajong	Medium	8 x 6	Evergreen	Native	Moderate	Street/Park
Callitris glaucophylla	White Cypress Pine	Medium	15 x 8	Evergreen	Native	Moderate	Street/Park
Geijera parviflora	Willga	Medium	9 x 7	Evergreen	Native	Slow	Street
Hakea laurina	Pin Cushion Hakea	Small	5 x 4	Evergreen	Native	Moderate	Street/Park
Melaieuca lanceolata	Moonah	Medium	7 x 5	Evergreen	Native	Moderate	Street
Pittosporum angustifolium	Weeping Pittosporum	Medium	105 x 68	Evergreen	Native	Moderate	Street/Park
<b>Exotic</b>							
<b>Maple</b>							
Acer negundo - Sensation	Box Elder Sensation	Medium	9 x 6	Deciduous	Exotic	Moderate / Fast	Street
Acer campestre 'Elsrijk'		Medium	7 x 6	Deciduous	Exotic	Moderate	Street
Acer rubrum 'October Glory'	October Glory Red Maple	Medium	123 x 9	Deciduous	Exotic	Fast	Street/Park
Acer x Freemanii 'Jeffersred'	Autumn Blaze Maple	Medium	13 x 10	Deciduous	Exotic	Fast	Park
Acer x freemanii 'Scarsen'	Scarlet Sentinel	Medium	12 x 7	Deciduous	Exotic	Moderate / Fast	Park
<b>Ash</b>							
Fraxinus angustifolia 'Raywood'	Claret Ash	Medium	12 x 9	Deciduous	Exotic	Moderate / Fast	Park

Formatted Table

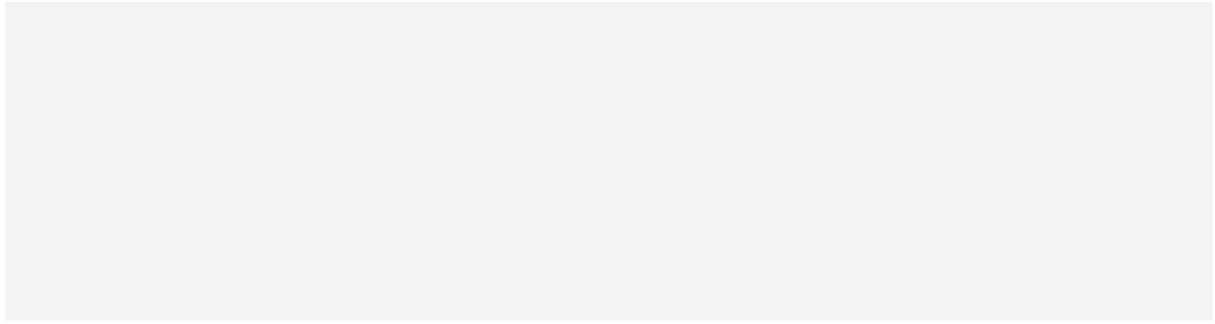
Revision Number: 4  
 Revision Date: 4<sup>th</sup> October 2023  
 File Name: Urban Tree Management Plan  
 Page Number: Page 12 of 16

Formatted Table

Botanical Name	Common Name	Size	Dimensions	Foliage Type	Type	Growth	Planting
Fraxinus griffithii	Evergreen Ash	Small	6 x 4	Evergreen	Exotic	Moderate	Street
Fraxinus pennsylvanica 'Urbideff'	Urbanite Ash	Medium	15 x 8	Deciduous	Exotic	Moderate	Street
<b>Crepe Myrtle</b>							
Lagerstroemia indica x fauriei 'Kiowa'	Crepe Myrtle - Kiowa (White)	Medium	10 x 8	Deciduous	Exotic	Moderate / Fast	Street
Lagerstroemia indica x fauriei 'Natchez'	Crepe Myrtle - Natchez (White)	Small	76 x 54	Deciduous	Exotic	Moderate	Street
Lagerstroemia indica x L. fauriei 'Biloxi'	Crepe Myrtle - Biloxi (Pale Pink)	Small	6 x 4	Deciduous	Exotic	Moderate	Street
Lagerstroemia indica x L. fauriei 'Tuscarora'	Crepe Myrtle - Tuscarora (Dark Pink)	Small	76 x 4	Deciduous	Exotic	Moderate	Street
<b>Magnolia</b>							
Magnolia grandiflora 'Exmouth'	Magnolia - Exmouth	Medium	15 x 8	Evergreen	Exotic	Moderate / Fast	Street/Park
<b>Plane</b>							
Platanus x acerifolia	London Plane 'Liberty'	Medium	25 x 4 x 10	Deciduous	Exotic	Moderate	Park
Platanus orientalis var. 'Insularis'	Autumn Glory Plane	Medium	15 x 10	Deciduous	Exotic	Moderate	Park
<b>Ornamental Pear</b>							
Pyrus calleryana 'Chanticleer'	Chanticleer Pear	Medium	11 x 6	Deciduous	Exotic	Moderate	Street
Pyrus calleryana 'Capital'	Capital Pear	Medium	11 x 3	Deciduous	Exotic	Moderate	Street
Pyrus calleryana 'Valzam Vallant'	Valzam Vallant Pear	Medium	9 x 5	Deciduous	Exotic	Moderate	Street
Pyrus fauriei 'Westwood'	Korean Sun Pear	Small	4 x 5	Deciduous	Exotic	Moderate	Street/Park
Pyrus betulifolia 'Southworth' Dancer	Southworth Dancer Pear	Medium	7 x 5	Deciduous	Exotic	Moderate	Street
<b>Oak</b>							
Quercus cerris	Turkey Oak	Large	20 x 15	Deciduous	Exotic	Moderate	Park
Quercus ilex	Holm Oak	Medium	15 x 10	Evergreen	Exotic	Slow	Park
Quercus palustris	Pin Oak	Large	20 x 8	Deciduous	Exotic	Fast	Park
Quercus phellos	Willow Oak	Medium	15 x 10	Deciduous	Exotic	Moderate	Park
Quercus robur f. fastigiata	Common Oak fastigiata	Medium	13 x 4	Deciduous	Exotic	Slow / Moderate	Park
<b>Elm</b>							
Ulmus minor 'Variegata'	Silver Elm	Large	20 x 13	Deciduous	Exotic	Moderate	Park
Ulmus parvifolia 'Emer II'	Allee Elm	Medium	13 x 10	Deciduous	Exotic	Moderate / Fast	Street/Park
Ulmus parvifolia	Chinese Elm 'Todd'	Medium	10 x 10	Deciduous	Exotic	Fast	Street
<b>Other Genera</b>							
Ceratonia siliqua	Carob	Medium	15 x 8	Evergreen	Exotic	Slow	Park
Cercis siliquastrum	Judas Tree	Small	6 x 4	Deciduous	Exotic	Moderate	Street/Park
Jacaranda mimosifolia	Jacaranda	Medium	10 x 4	Deciduous	Exotic	Fast	Street/Park
Liquidambar styraciflua	Liquidambar / Sweet Gum	Large	20 x 10	Deciduous	Exotic	Fast	Park
Olea europaea Swan Hill	Swan Hill Olive	Medium	8 x 6	Evergreen	Exotic	Slow	Street
Pistachia chinensis	Chinese Pistachio	Medium	8 x 6	Deciduous	Exotic	Moderate	Street
Populus x euramericana	Poplar 'Veronese'	Large	20 x 6	Deciduous	Exotic	Fast	Park
Prunus cerasifera	Oakville Crimson Spire	Small	6 x 2	Deciduous	Exotic	Medium	Street

Revision Number: 49th October 2023  
Page Number: Page 13 of 16

Revision Number: 4  
File Name: Urban Tree Management Plan



Revision Date: 4<sup>th</sup> October 2023  
Page Number: Page 14 of 16

Revision Number: 4  
File Name: Urban Tree Management Plan

## Appendix B – Tree Planting / Removal Request

<h2>Resident Request</h2> <h3>Tree Planting/Removals</h3>			
<b>REQUEST DETAILS</b>			
Planting <input type="checkbox"/>	Removal <input type="checkbox"/>	Date:	
Quantity:		Species:	
Details:			
Address:			
Work Plan Sketch:			
<b>CUSTOMER DETAILS</b>			
Name		Preferred Method of Contact	<input type="checkbox"/> Phone <input type="checkbox"/> Email
Phone Number		Email	
<b>Office Use Only</b>			
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signed:		
Justification:			
Action:			
Returned Correspondence <input type="checkbox"/>	Form uploaded as an attachment to a CRM (mandatory) <input type="checkbox"/>		
<small>           Description: TSC-GM-XXX Resident Request - Tree Planting or Removals            File path: T:\Engineering Works\Administration &amp; Legislative\MS\Initial Draft Doc\General\TSC-GM-XXX Resident Request - Tree Planting or Removals.docx            Developed: 10/10/2020            Reviewed:            Version Number: 1.0            Page: 1 of 1         </small>			

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: 4<sup>th</sup> October July 2023  
Page Number: Page 15 of 16

**Appendix C – Undesirable Tree Species Register**

<b>Botanic Name</b>	<b>Common Name</b>
Brachychiton populeneus	Kurrajong
Melia azedarach	White Cedar

Revision Number: 4  
File Name: Urban Tree Management Plan

Revision Date: 4<sup>th</sup> October, July 2023  
Page Number: Page 16 of 16



**4.5 EW12 - PUBLIC LIGHTING****File Number:** REP23/1271**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. August Council Report
2. Essential Energy Correspondence
3. Revised EW-12 Public Lighting

**REPORT**

Following the attached August 2023 Council resolution, I have the following attached further information provided by Essential Energy, along with proposed amendments to the revised EW12 Policy.

**Budget Implications**

N/A

Cr Belinda Bushell left the meeting at 3:13 pm.

**COMMITTEE RESOLUTION 126/2023**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

That the Committee recommend to Council to adopt the revised policy EW 12 Public Lighting.

AND FURTHER

That the word 'than' is added to paragraph 14.0 of the policy after the word 'greater'.

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

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

8 AUGUST 2023

**4.2 EW12 - STREET LIGHTING POLICY SUBMISSION****File Number:** REP23/1041**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. Submission**REPORT**

At the June 2023 Council meeting, Council resolved to place the Street Lighting Policy (EW12) on 28-day public exhibition.

Council received one submission (attached) in relation to light pollution and consideration of mitigation measures within the Policy.

Under the current Street Lighting arrangements between Council and Essential Energy, all streetlighting components are stringently controlled by Essential Energy who maintain an approved register of street lighting components for application across their network (much of NSW). I am confident lighting pollution is a factor considered within Essential Energy's material specifications.

Lighting pollution is a valid concern, and I would be happy to seek information from Essential Energy with the view of adding a small section into the policy that reflects contemporary lighting pollution standards.

**COMMITTEE RESOLUTION 94/2023**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee resolved to recommend to Council that Council staff seek input from Essential Energy regarding light pollution and report back to Council with proposed amendments.

**CARRIED*****Report by Amanda Colwill***

23/06/2023

General Manager  
Temora Shire Council  
PO Box 262  
Temora NSW 2666

Re: DOCUMENT NAME: EW12 Public Lighting

Dear General Manager,

I am writing to express my concern regarding the issue of light pollution in Temora and to propose a valuable addition to your ongoing review of public lighting. It is disheartening that just outside of town, one can marvel at the beauty of the night sky, while in Temora, stargazing is a futile endeavour. Therefore, I urge you to consider the incorporation of measures to minimise light pollution as an objective in the updated public lighting policy.

To facilitate this endeavour, I would like to draw your attention to the Planning NSW Government's Dark Sky Planning Guidelines, which outline the principles of minimising light pollution. By adhering to these guidelines, we can create a more environmentally conscious lighting system that not only preserves the splendour of our night sky but also benefits our community as a whole. The key principles include:

1. Eliminate upward spill light
2. Direct light downwards, not upwards
3. Use shielded fittings
4. Avoid 'over' lighting
5. Switch lights off when not required
6. Use energy efficient bulbs
7. Use asymmetric beams, where floodlights are used
8. Ensure lights are not directed towards reflective surfaces
9. Use warm white colours

Please give due consideration to these principles and incorporate them into your future public lighting projects. By doing so, not only will we contribute to the preservation of our natural environment, but we will also provide an opportunity for future generations to enjoy the awe-inspiring beauty of our night sky.

Thank you for your attention to this matter. I look forward to witnessing the positive impact of your actions and the collective efforts towards minimising light pollution in Temora.

Yours sincerely,

**Rob Fisher**

---

**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:** RE: EW12 Public Lighting Submission

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

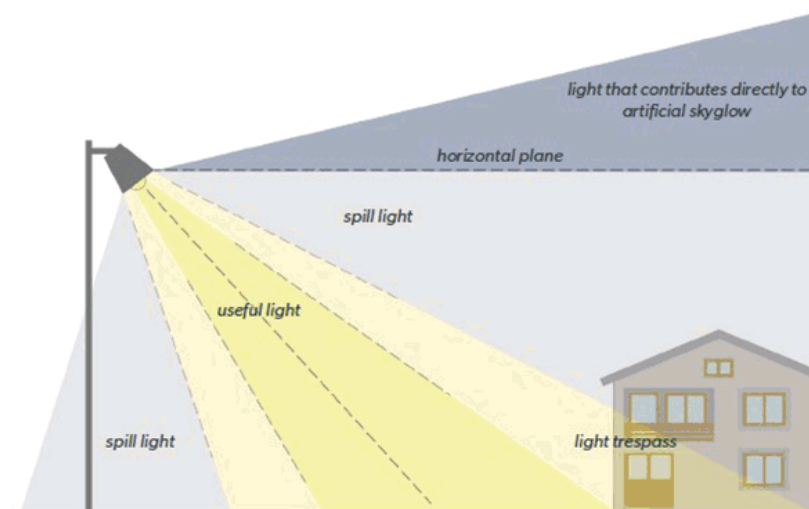
Morning Rob,

Thanks for reaching out mate. I can see the customer has had a quick read of the 'Dark Sky Planning Guideline 2016' which is specific to Siding Springs Observatory and surrounding region. Their request is word for word from the 'contents' page of this document.

Essential Energy conducted extensive testing concerning Radiant and Luminous flux values when in reference to sky glow. Simply by changing from the old HID technology to LED, we saw a 97% reduction in radiant flux, and a 53% reduction in luminous flux on average for testing conducted using Gunnedah inventory (Other locations saw similar results). Upward waste light experienced with HID lamp technology was 3.8% whilst LED technology saw up to a maximum of 0.6% upward waste light ratio (UWLR).

We do have various colour temperatures available for use ranging from 2200K to 4000k. The 2200K resembles a warmer Orange colour, whilst the 4000K is a cool white. Our typical installations for Category P LEDs are all 3000K and Category V are 4000K – These colour temps being recognised as the safest colours for motorist and pedestrian safety. When sky glow is concerned, the colour temperatures closer to 'RED' or warmer end of the spectrum are preferred for star gazers as the warmer colours show less particle spread through the atmosphere to the naked eye. 2200K installations are considered only by special request for environmentally sensitive areas, or regions agreed under the Dark Sky planning Guideline – noting this is only a guideline and subject to councils agreement to install a lower colour temperature with public safety in mind.

Considerations taken prior to performing bulk Led upgrades include Upward waste light, reflective light pollution, colour temperature, public safety.



Wattage	Technology	Visor shape	UWLR @ 5° tilt	UWLR @ 0° tilt	Category	Technology
70W	HPS	SCO	3.80%	3.40%	P3	Before
33W	LED SLA	CO	0.00%	0.00%	P3	After
27W	LED Otek	CO	0.30%	0.30%	P3	After
42W	CFL	SCO	3.30%	2.90%	P4/P5	Before
17W	LED SLA	SCO	0.60%	0.60%	P4/P5	After
22W	LED Otek	CO	0.30%	0.30%	P4/P5	After
150W	HPS	SCO	1.70%	1.60%	V3	Before
150W	HPS	CO	0.30%	0.20%	V3	Before
80W	LED SLA	SCO	0.30%	0.20%	V3	After
71W	LED Otek	CO	0.40%	0.40%	V3	After
250W	HPS	SCO	1.70%	1.50%	V1	Before
250W	HPS	CO	0.10%	0.10%	V1	Before
150W	LED SLA	SCO	0.30%	0.30%	V1	After
150W	LED SLA	SCO	0.30%	0.30%	V1	After

How do we address lighting pollution?

Lighting pollution is addressed through the use of glare shields which can only be requested of Essential Energy through the road authority/council (form attached). In addition to shields, council may request a change in lighting classification/wattage at a specific location. We can provide this service under the minor capital works process.

Customer Concerns below:

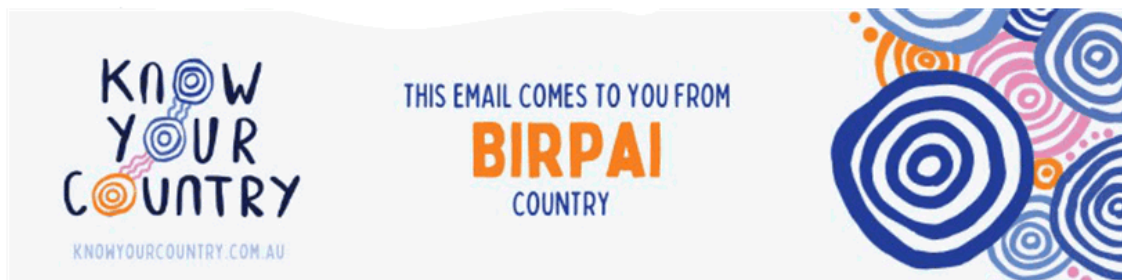
1. *Eliminate upward spill light* – LEDs have a reduced upward waste light as explained above
2. *Direct light downwards, not upwards* – our Led replacements occur as a like for like replacement which applies to both the classification of the light being replaced and the upcast angles.
3. *Use shielded fittings* – can be installed at request of Council (Regulated rates applicable)
4. *Avoid 'over' lighting* – as mentioned above, EE applies a like-for-like replacement strategy to ensure we maintain existing lighting levels.
5. *Switch lights off when not required* – public safety at risk in this scenario
6. *Use energy efficient bulbs* – LED technology saw a ~50% reduction in energy consumption when compared to HID technology
7. *Use asymmetric beams, where floodlights are used* – All of our current LED Floodlights are Asymmetric in lighting display

8. *Ensure lights are not directed towards reflective surfaces* – Lights are primarily directed towards the road surface, in some instances the road surface will be reflective.

9. *Use warm white colours* – considered only by request of council and approved for environmentally sensitive areas.

Please give me a call if you would like to have a chat about it all Rob

*Kind regards,*



know safety, work safely

October is Safe Work, Mental  
Health and Cyber Safety Month

**Make safety your own**

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

## TEMORA SHIRE COUNCIL



## PUBLIC LIGHTING POLICY

**ACTIVE**

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 1 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

## Review Details

### ABOUT THIS RELEASE

DOCUMENT NAME: Public Lighting  
 CODE NUMBER: EW12  
 AUTHOR: Temora Shire Council  
 ENDORSEMENT DATE: 16 August 2018

### REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
July 2018	General Review	1	16/8/2018	Gary Lavelle
August 2018	Council meeting	2	16 August 2018	Gary Lavelle
June 2023	General Review	3		Gary Lavelle

### PLANNED REVIEW

Planned Review Date	Revision Description		Review by
July 2019	General Review		Engineering Technical Manager
October 2021	Review		Engineering Works Manager

Revision Number: 3  
 File Name: Public Lighting

Revision Date: May 2023  
 Page Number: Page 2 of 9



Function: Engineering Works

Temora Shire Council

Policy Number: EW12

## 1.0 Purpose

The purpose of this policy is to provide Council framework pertaining to the provision of public lighting for the purpose of pedestrian access, traffic safety, public amenity and crime prevention.

In the context of this policy the term public lighting covers lighting arrangements relating to Council roads and unsecured outdoor public areas. This includes; roads, parks, reserves, pedestrian zones, paths, car parks, cemeteries and other public areas.

## 2.0 Councils Role

Council is responsible for the provision of public lighting in accordance with AS1158, as such, Council is required to approve all new lighting projects proposed and accept the ongoing maintenance costs associated with management of these new assets.

## 3.0 Essential Energy's Role (Essential Energy Managed Assets Only)

Essential Energy (Local Electricity Distributer) is responsible for maintaining public lighting assets consistent with AS1158 and service levels stipulated by the Public Lighting Code 2006. This includes;

- Assessment and approval of contestable works projects.
- Biannual maintenance patrols of Category V roadways.
- Management of network faults.
- Maintenance and renewal of failed assets.
- Bulk network lamp replacements.
- Asset component condition assessment (4 year cycle).
- Quality assurance of network renewal and upgrade works.
- Vegetation management.
- Asset data collection, maintenance and management.

## 4.0 Objectives

The objectives of the policy are:

- To provide a safe, secure and attractive visual environment for pedestrian and vehicular traffic during times of inadequate natural light.
- Provide lighting with illumination levels appropriate to the lighting environment and generally in accordance with AS/NZS1158 series of standards and the NSW Public Lighting Code Version 1.3.
- To provide a cost-effective public lighting service.
- To conserve energy and promote sustainability.

## 5.0 Scope

This policy shall apply to public roads and all unsecured public areas within the Temora LGA.

## 6.0 Related Documents

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 3 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

Documents related to this policy are:

- AS1158 Public Lighting Standards
- NSW Public Lighting Code Version 1.3
- Service Level Agreement
- Service Provider Management Plan
- Vegetation Management Agreement

## 7.0 Public Lighting by Local Environmental Plan (LEP) Zoning

LEP land zoning, segments areas of the Temora LGA into distinct parcels of land, where particular development controls exist over that parcel of land. LEP zones accommodate a wide range of development activities, some of which are heavily dependent on public lighting, whilst others do not require public lighting.

Council has chosen to use its LEP as a tool to differentiate between areas requiring public lighting, along with setting public lighting standards in these respective areas.

### 7.1 RU1 Primary Production and RU3 Forestry

This zone covers land used for extensive agriculture, horticulture, intensive livestock enterprises, mining, forestry, and extractive industries. Dwellings are usually some distance apart and the need for lighting is minimal.

- State Roads  
Street lighting may be provided at major intersections at the discretion of Council, in consultation with Transport for NSW (TfNSW) (state road authority).

### 7.2 RU 5 Village and R1 General Residential

The RU5 zone covers Ariah Park and Springdale in which there is a mix of residential and related uses suited to village needs. The R1 zone covers the bulk of the existing and future residential lands in urban Temora. The majority of this land has a minimum lot size of 750m<sup>2</sup>.

- State Roads  
A minimum of AS1158.1 Lighting subcategory V5 will be provided in this zone.
- Regional Roads  
AS1158.1 Lighting subcategory V5 should be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.
- Local Roads  
AS1158.3 Lighting subcategory P4 and P5 will be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.
- Laneways  
Consideration will be given to providing one light at each end of a laneway in accordance with AS1158.3 Lighting subcategory P4 and P5.
- Parks and Reserves

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 4 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

Lighting will be considered on a case by case basis at the discretion of Council. Where lighting is implemented, it should be in accordance with AS1158.3 Lighting subcategory P8.

### 7.3 R5 Large Lot Residential

This zone applies to land on the outskirts of Temora town and Aria Park, and caters for the demand for houses on large lots in a semi-rural setting.

- State Roads  
Lighting subcategory V5 may be provided at intersections at the discretion of Council, in consultation with RMS (state road authority).
- Regional Roads  
Lighting subcategory V5 may be provided intersections at the discretion of Council.
- Local Roads  
Lighting subcategory P4 or P5 may be provided at intersections at the discretion of Council.

### 7.4 B2 Local Centre

This zone covers the town centre of Temora, extending along Hoskins Street from Austral Street to Grey Street, including the eastern side of Baker Street.

- State Roads  
A minimum of AS1158.1 Lighting subcategory V5 will be provided in this zone.
- Local Roads  
AS1158.3 Lighting subcategory P3 and P4 will be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.
- Laneways  
Consideration will be given to providing one light at each end of a laneway in accordance with AS1158.3 Lighting subcategory P4.
- Car Parks  
AS1158.3 Lighting subcategory P11 and/or P12 will be considered on a case by case basis at the discretion of Council.

### 7.5 B4 Mixed Use

This zone, located on the western edge of the town centre is designed to encourage a range of business, medium density housing and related uses which do not need a prime town centre location. Most Mixed Use zoned land has a minimum lot size of 500m<sup>2</sup>.

- Local Roads  
AS1158.3 Lighting subcategory P4 and P5 will be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.
- Laneways

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 5 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

Consideration will be given to providing one light at each end of a laneway in accordance with AS1158.3 Lighting subcategory P4 and P5.

## 7.6 B6 Enterprise Corridor and IN1 General Industrial

The B6 zone applies to land located north of Kitchener Road, between Airport Street, Goldfields Way and Trungley Hall Road. The IN1 General Industrial zone covers the existing primary industrial areas on the eastern side of Temora town.

- State Roads  
AS1158.1 Lighting subcategory V5 will be provided in this zone.
- Regional Roads  
AS1158.1 Lighting subcategory V5 should be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.
- Local Roads  
AS1158.3 Lighting subcategory P3, P4 and P5 will be provided in this zone. Additional supplementary lighting required by AS1158 will be installed at facilities such as pedestrian crossings, pedestrian refuges, and roundabouts.

Security lighting shall not be installed or connected to the street lights for private industrial property. Owners are to install their own security lighting.

## 7.7 SP1 Special Activities

This zone applies to the airpark estate, which limits development to business premises, residential, tourist and visitor accommodation, incidental with aviation. This zone also applies to the stock and sale yards, grain handling facilities and sewerage treatment works site.

- State Roads  
Street lighting will not be provided in this zone. Lighting subcategory V5 may be provided at major intersections where agreement is reached between Council and RMS (state road authority).
- Local Roads  
AS1158.3 Lighting subcategory P4 and P5 will be provided in this zone.

Formatted: Indent: First line: 1 cm

## 7.8 SP2 Infrastructure

This zone is used for railway infrastructure facilities, airport, former Council depot, cemetery, waste management facility, hospital, Greenstone Lodge, and electrical infrastructure.

Generally public lighting is not applicable to this zone. Where public lighting is required on adjacent road and street frontage, this public lighting is to be installed as per the requirements of the adjacent LEP zone.

Council provides lighting for Council owned infrastructure – airport, cemetery, waste management facility. The standard of this lighting is at the discretion of Council.

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 6 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

Note: All lighting work around the Temora airport shall be undertaken in consultation with TSC and the Civil Aviation Safety Authority (CASA).

## **7.9 RE1 Public Recreation**

This zoning covers publicly owned parks and reserves.

Lighting of urban parks will be considered where the park is used for night time recreation and/or where public safety is a significant issue or when the park is used as an access from one road to another.

The lighting of the park should be considered taking into account the amenity considerations of the neighbouring properties.

Public lighting implemented in recreation areas should be provided consistent with AS1158.3 lighting subcategory P3 or P4.

## **7.10 RE2 Private Recreation**

This zoning covers the golf course, Greyhound Park and the showground – all of which are privately owned or managed.

Lighting within the property will not be provided by Council. Street lighting leading to these developments will be as per the surrounding land use.

## **7.11 E1 National Parks and Nature Reserves**

This zone applies to Nature Reserves located at Ingalba, Pucawan, Narraburra and Quandary.

Council does not provide lighting within this zone.

## **7.12 W2 Recreational Waterways**

This zone applies to Lake Centenary

Lighting within the facility is provided for security purposes at the discretion of Council.

## **8.0 Subdivisions and General Development**

All new subdivisions or public developments will have street lighting installed in accordance with this policy.

For public lighting associated with new residential, commercial and industrial subdivisions, the lighting is to become operational when the public roads are created and opened to the public.

## **9.0 Street Lighting Structures**

Street lighting provided on public roads shall be standard structures and components approved by Essential Energy. Approved structures and components are available through Essential Energy's Standards Online Portal available on Essential Energy's website.

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 7 of 9

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

## 10.0 Pole setback

Pole setback shall be in accordance with AS1158.1.2.

## 11.0 Asset Ownership

All street lighting on public roads within Council's area will be owned and maintained by Essential Energy. Council may, at its discretion choose to retain ownership of new lighting assets.

## 12.0 Standard Default Luminaries

The following luminaries will be installed as standard defaults for new and replacement work across the Council area.

Road Type	Default Luminaries	Notes
Local	17W to 300W LED. Refer to Essential Energy's standard materials list and construction standard document	
State and Regional	80W to 300W LED. Refer to Essential Energy's standard materials list and construction standard document	

## 13.0 Public Lighting Modification/Upgrade Requests

Council will consider public lighting modification and upgrade requests on a merit based, case by case basis. Council will maintain regard for AS1158 when considering all new installations.

Funding of modification and upgrade works resulting from public requests, should be considered and determined within each request.

## 14.0 Lighting Pollution

Council will work with essential energy to minimise potential over lighting and lighting pollution caused by public lighting. Where it is established lighting pollution is greater accepted standards, Council will consider installing glare shields or reducing the level of light in the area to mitigate the issue.

### 14.015.0 Vegetation Maintenance

Vegetation maintenance associated with public lighting should be managed by agreement with Essential Energy. Currently there is no vegetation management agreement with Essential Energy; however, Council is considering an agreement in June-October 2023.

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 8 of 9

Formatted: Font: 14 pt, Bold

Formatted: Outline numbered + Level: 1 + Numbering style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0  
Indent at: 1.27 cm

Function: Engineering Works

Temora Shire Council

Policy Number: EW12

#### **15.016.0 Retrospective Lighting Standards**

This Policy was adopted by Council on (195<sup>th</sup> ~~June of October~~ 2023-) and is the basis for the installation of new lighting. Some existing public roads may have a lighting standard that varies from this Policy.

The adoption of this Policy does not commit Council to upgrading public lighting assets. Upgrading to standards set out in this policy will be at the discretion of Council.

#### **Appendix A – Temora LEP MAPs**

Temora LEP maps can be located at the following link; [Temora LEP Maps](#).

Revision Number: 3  
File Name: Public Lighting

Revision Date: May 2023  
Page Number: Page 9 of 9

**5        CLOSE MEETING**

The Meeting closed at 3:22pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 10 October 2023.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**



**8.3 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD ON 10 OCTOBER 2023****File Number: REP23/1287****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Economic Development and Visitations Committee  
Meeting held on 10 October 2023****RECOMMENDATION**

It is recommended that the reports be received.

It is recommended that the reports and recommendations as presented be adopted.



**Date:** Tuesday, 10 October 2023  
**Time:** 3:40PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

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

**10 October 2023**

**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>Confidential Reports.....</b>	<b>4</b>
<b>5</b>	<b>Close Meeting .....</b>	<b>5</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 10 OCTOBER 2023 AT 3:40PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Belinda Bushell (arrived 4:01pm Zoom), Cr Anthony Irvine (Observer), Cr Lindy Reinhold (Observer arrived 4:30pm)

**IN ATTENDANCE:** Craig Sinclair (Economic Development Manager), Elizabeth Smith (Director of Administration & Finance), Claire Golder (Town Planner), Melissa Boxall (General Manager)

**1 OPEN MEETING**

3:40pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 35/2023**

Moved: Cr Rick Firman

Seconded: Cr Graham Sinclair

That apologies from Cr Jason Goode and Cr Max Oliver be received and accepted

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 36/2023**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 3:40pm:

**4.1 Regional Precincts and Partnerships Grants Program**

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 37/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Rick Firman

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

**CARRIED**

**5 CLOSE MEETING**

The Meeting closed at 5:04pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 10 October 2023.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**9 DELEGATES REPORTS**

**10 MAYORAL REPORT****10.1 MAYOR'S REPORT - SEPTEMBER 2023**

**File Number:** REP23/1262  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

**1<sup>st</sup> September** – I attended Council Chambers.

- I had a teleconference with the Murrumbidgee Local Health District Executive Services Manager re: NSW Country Mayors Association Health Forum.

**3<sup>rd</sup> September** – Happy Father's Day to all Temora Shires Fathers – those who are in heaven, and to those who are here with us now.

**4<sup>th</sup> September** – I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

- I attended a Zoom videoconference meeting with NSW Country Mayors Association Executive Board.
- I chaired a meeting of Temora Local Health Advisory Council. We heard from guest speaker, Ms Debra Patterson (Manager of Temora Community Centre). This was most informative to the members, and we encourage our shire community to find out more of the extensive services available.
- I had a teleconference with our State Member for Cootamundra, Ms Steph Cooke MP.

**5<sup>th</sup> September** – The General Manager (Ms Melissa Boxall) and I attended a meeting with the Deputy Secretary of NSW Office of Local Government, Mr Brett Whitworth. Mr Whitworth was accompanied by our OLG Engagement Officer, Mr Cameron Templeton.

- I attended the official launch of the Resilience Project, held at the Temora Memorial Town Hall. General Manager (Ms Boxall) acted as the Mistress of Ceremonies and did a very good job. Council congratulates our five schools for being involved with this impressive initiative for our youngsters.
- I was delighted to attend the Temora University of the 3<sup>rd</sup> Age (U3A) meeting, held at the Bundawarra Centre. Police Inspector Justin Falkiner (Temora Police Officer in Charge) and I spoke on local law and order. It was terrific to see our former, long-serving General Manager, Mr G C Lavelle PSM involved with this important community group.

**7<sup>th</sup> September** – The General Manager (Ms Boxall), Cr Max Oliver (Chairman of the Temora Police & Community Committee) and I met with Police Inspector Justin Falkiner.

- The General Manager (Ms Boxall) and I met with the Group Editor of the Temora Independent, Mr Peter Mahoney. This was a formal introduction.
- I had a meeting with the Principal of the Temora High School, Mr Ian Pattingale.
- I chaired the meeting of the Temora Shire Australia Day Council.



- The Deputy Mayor (Cr Sinclair) and Engineering Assets Manager (Mr Fisher) represented Temora Shire at the National Roads & Transport Conference in Canberra.

**8<sup>th</sup> September** – I had interviews with the Temora Independent and Channel 7 News Wagga.

- I attended Council Chambers.
- I chaired a meeting of the Rural & Regional Health Forum Sub-Committee. This is an initiative of NSW Country Mayors Association.
- I had a teleconference with the Treasurer of REROC (Mr Tony Donoghue PSM – General Manager of Coolamon Shire).

**10<sup>th</sup> September** – I had a teleconference with State Member for Cootamundra, Ms Steph Cooke MP.

**11<sup>th</sup> September** – I had a series of meetings with the NSW Country Mayors Association Chairman - Mayor Jamie Chaffey & LGNSW President – Cr Darriea Turley AM.

- As a Commissioner, I attended a sitting of the NSW Local Government Boundaries Commission. We are currently conducting an inquiry into the de-merger proposal of Inner West Council.
- I had a meeting with MLHD Executives.

**12<sup>th</sup> September** – Councillors, General Manager, Senior Staff and I attended Council's Committee Day. Meetings were held for the Access & Equity (Chairman – Mr K J Dunstan), Railway Precinct Masterplan, Assets & Operations (Chairman – Deputy Mayor Cr Sinclair), Economic Development (Chairman – Cr McLaren) and Aerodrome Users (Chairman – Cr Judd).

**13<sup>th</sup> September** – I had the honour of officially opening REROC's Energy & Innovation Conference in Wagga. Over 100 attended the two-day session, held at the Range Conference Centre.

**14<sup>th</sup> September** – The General Manager (Ms M K Boxall) and I attended a luncheon with Mayors of both Tamworth and Gunnedah, in Wagga.

- The General Manager (Ms Boxall) and I attended a tour of the Special Activation Precinct in wagga, hosted by Mayor Dallas Tout.
- I attended a meeting at Wagga Base Hospital with Chairman of NSW Country Mayors Association (Mayor Chaffey).
- The General Manager (Ms Boxall) and I attended a Mayoral Reception, hosted by the Mayor of Wagga City, Mayor Dallas Tout. This was in honour of the visiting NSW Country Mayors Association Members.
- The General Manager (Ms Boxall) and I hosted a dinner in Wagga with LGNSW President (Cr Turley) and newly appointed Chief Executive (Mr David Reynolds), including several Mayors and General Managers.

**15<sup>th</sup> September** – The General Manager (Ms Boxall) and I attended the NSW Country Mayors Association Rural Health Forum. This was held at Wagga Base Hospital, in the Theatre. We had over 70 Mayors and General Managers in attendance, to listen and learn from a range of guest speakers. This was a tremendous success and thank you to MLHD Chief Executive, Mrs Jill Ludford, Executive Manager, Mrs Millie Brown and the entire team at MLHD for making the facilities available.

**18<sup>th</sup> September** – I attended Council Chambers.

- I had a meeting at Temora & District Hospital re: Temora & District Hospital's Open Day.
- I had teleconferences with LGNSW President (Cr Turley), Mayor Chaffey & Mrs Briggs.

**19<sup>th</sup> September** – I had teleconferences with Mayor Chaffey & CEO of REROC (Mrs Briggs).

**20<sup>th</sup> September** – On behalf of Temora Shire Council and community, I extended congratulations to Bland Shire Mayor Brian Monaghan on his re-election, newly elected Mayors at both Junee Shire (Cr Bob Callow) and Parkes Shire (Mayor Neil Westcott). I also reached out to former Mayors of Junee and Parkes (Cr Neil Smith and Cr Ken Keith OAM). Both men have been exceptional servants of their Shire communities, their regions and – in Cr Keith's case, the state of NSW.

- I had the honour of presiding over a Naturalisation Ceremony for three new Australian Citizens. Mrs Shirley Aldridge, Mrs Elisa Balon and Mrs Nida Warne are now (formally) Australian Citizens from this day forth. The General Manager (Ms Boxall) accompanied me at the ceremony.
- The General Manager (Ms Boxall) and I were invited as guests of St Anne's Central School to attend their 25<sup>th</sup> annual Showcase of Talent Concert. This was, as usual, an outstanding evening and we warmly congratulate the Principal (Mr Grant Haigh), the Students, Staff and Parents for hosting what was a night to fondly remember.

**21<sup>st</sup> September** – The General Manager & I attended the Federal Senate's Rural Banking Inquiry. This was held in Junee and we were grateful for the opportunity for us to present our Council's and community's views on the manner in which some of the larger Banking institutions have treated our citizens. We also offered a potential solution, which seemed well received, in principle, by Senate Committee Chairman – Senator Matt Canavan and fellow Senators.

- Councillors, the General Manager (Ms Boxall), Senior Staff and I attended the formal monthly meeting of Temora Shire Council. This is where we also elect our Mayor and Deputy Mayor. I was deeply honoured to have been re-elected, unopposed as Mayor of Temora Shire for my 11<sup>th</sup> term. Congratulations are extended to our Deputy Mayor, Cr Graham Sinclair on his re-appointed, also without challenge, for the role. I warmly thank our fellow Councillors for their support of our leadership. We have a very good team of Councillors and a dedicated Staff. Together with a caring Shire community, we make a solid team.
- I extended congratulations to re-elected Mayor of Coolamon Shire, Mayor David McCann OAM, together with Mayor Jamie Chaffey of Gunnedah Shire.

**22<sup>nd</sup> September** – I attended the Temora & District Hospital Open Day, as one of the organisers. Hosted by the Temora Local Health Advisory Council, we had a large number of stalls – including a team from NSW Health Infrastructure re: our new Hospital. A good cross section of our community attended the event.

- We had an onsite meeting with our State Member for Cootamundra, Ms Steph Cooke MP.

**23<sup>rd</sup> September** – I was honoured to have officially opened the 136<sup>th</sup> annual Temora Show. I was shocked to have had Temora Show Society President, Mrs Narelle Pellow-Djukic present me with a Life Member's Badge. This was a very special moment and one I shall not forget. Thank you to Mrs Djukic and her hard-working Committee for the honour, and for maintaining the tradition of our Temora Show. This is our longest running Temora Shire event, and we all need to play our role to ensure it continues long into the future.

**25<sup>th</sup> September** – It was a real pleasure to have been invited to extend the official welcome to the University of the 3<sup>rd</sup> Age (U3A). the Riverina Group held their Forum in Temora, being they are the newest group formed. Congratulations to Temora's U3A President, Mrs Deidre Flakelar, Mr Gary Lavelle PSM and the Members on the positive work that's being done, even during its infancy.

**26<sup>th</sup> September** – I had a meeting with Intersales Chief Executive – Mrs Amanda Blachut and her husband, Mr Adam Blachut – who also serves a Director on the Intersales Board.

**27<sup>th</sup> September** – As a Commissioner of the NSW Local Government Boundaries Commission, I attended a sitting of the Commission to further consider the Inner West Council De-merger proposal.

- I had teleconferences with Federal Member for Riverina, the Hon Michael McCormack MP and State Member for Cootamundra, The Hon Steph Cooke MP.
- I had a meeting with our REROC Chief Executvie, Mrs Julie Briggs.

**28<sup>th</sup> September** – I was honoured to have officially opened Smith's Cooking System's Temora Factory. The Managing Director, Mr John Smith, his family and his team are to be warmly commended for their initiative, drive and exceptional skills. It was terrific to have had our Federal MP, the Hon Michael McCormack also make time to attend and address the audience.

- Our Federal Member for Riverina, the Hon Michael McCormack MP and I hosted an afternoon tea with Temora Shire local, Master Billy Krause, his sister, Stella and parents, Mr & Mrs Brent Krause.
- I chaired a meeting with Mrs Annie Drummond-Henman, re: Luke Breust Sportsman Dinner on 10<sup>th</sup> November.
- I had a meeting with Federal Member for Riverina, the Hon Michael McCormack MP.
- 

**29<sup>th</sup> September** – I chaired a meeting of the REROC Executive Board.

- The Deputy Mayor (Cr Sinclair) represented myself and Council in officially opening the Temora Shire Council's Art Prize Exhibition.
- Cr Oliver represented myself and Council at the Riverina Police Remembrance Day Memorial Service in Wagga. Cr Oliver was accompanied by TPCC Patron, Mr A H Hetherington OAM.
- I attended the annual Riverina Australian Football Umpires Association Presentation Dinner, in Wagga.

**30<sup>th</sup> September** – My mother (Mrs Beth Firman) and I went to Lake Centenary to select the Mayor's Choice for the Regency Ramblers & Hot Rods. They certainly give our community a big lift.

- Cr Belinda Bushell represented Council and I at the annual Temora Rugby League Football Club's Presentation ceremony. The Dragons are to be warmly commended for a tremendous season – especially the League-Tag Ladies for their Premiership.
- I had a meeting with our NSW Member for Cootamundra, Ms Steph Cooke MP.
- I had a teleconference with the now former Mayor of Lachlan Shire, Cr John Medcalf OAM.

## RECOMMENDATION

It is recommended that the Mayor's report is noted.

***Report by Mayor Rick Firman***

**11 STAFF REPORTS**

**12 GENERAL MANAGER****12.1 CALENDAR OF EVENTS - OCTOBER 2023**

**File Number:** REP23/1253  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**OCTOBER 2023**

5 Mayoral Reception – The Hon Michael McCormack  
10 Committee Meetings  
18 Mayors Public Speaking Competition – Town Hall – 1:30pm  
19 Council Meeting  
26 Walk & Talk Tour

**NOVEMBER 2023**

2 Mayoral Reception & Citation – Can Assist – 6:00pm  
12/13/14 Local Government NSW Conference - Parramatta  
21 Committee Meetings  
23/24 Country Mayors - Sydney  
30 Council Meeting

**DECEMBER 2023**

7 Councillors Christmas Party – 6:00pm Frank Matthews Room Ex-Services Club  
12 Committee meetings  
13 Bob Aldridge – Opening New Building 4:00pm  
21 Council Meeting  
22 Christmas Party – All Staff 12:30pm  
25 Dec – 1 Jan Office Closed

**RECOMMENDATION**

It is recommended that the Calendar of Events be noted.

**12.2 SEALS - OCTOBER 2023****File Number:** REP23/1252**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

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

- Licence Agreement – TAIC Workshed 3, Lab 1 & 2
- TCorp - Amendments to Loan Agreements

**RECOMMENDATION**

It is recommended that Council endorse the Seal being affixed to the above documents.

**12.3 OPERATIONAL PLAN - QUARTER 1 REVIEW 2023/2024****File Number:** REP23/1249**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Operational Plan - Q1 Review 2023-24 [↓](#) **REPORT**

Attached is the Operational Plan Review for Quarter 1 of 2023/2024

**RECOMMENDATION**

It is recommended that the Operational Plan Quarter 1 Review 2023/2024 be noted.

***Report by Melissa Boxall***



**TEMORA SHIRE COUNCIL  
OPERATIONAL PLAN  
QUARTER 1  
2023/2024  
REVIEW**







## Administration

Key Functions - Administration Services, Human Resources, Information Technology, Records Management, Financial Services

- Policy Direction
- To manage all records in accordance with the State Records Act
  - Commitment to e-commerce strategies
  - Support a larger share of taxation revenue for Local Government
  - Ensure Council's investment portfolio is properly managed to obtain highest possible secure interest yield within allowable form of investments

***To provide efficient and effective secretarial/clerical, reception, information technology, and financial support services for Council to internal and external customers, which meet the needs of the customer.***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop Records Management policies and procedures	Policy and procedures developed	Administration and Finance Manager	Not Progressing		0%	No progress has been made this quarter due to resourcing pressures and end of year processes including preparation of Financial Statements and audit.
Develop, review and test IT internal systems and administration policies, procedures and documentation.	Test completed Develop or review and test 4 policies or procedures annually	Administration and Finance Manager	Not Progressing		0%	No progress has been made this quarter due to resourcing pressures and end of year processes including preparation of Financial Statements and audit.
Introduce actions that address issues raised in the Human Resources functional review	Develop HR strategy to address issues identified in HR review	Payroll/Human Resources Officer	Progressing		10%	Council are working on improvements to internal communication processes. Recent implementation of a weekly "whats on" document will be circulated by the Communications Officer to the Administration & Finance team, as well as electronic circulation of the Narraburra News to all staff. Council has adopted Policy WHS-125: Managing Psychological Hazards in June 2023.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
	Implement prioritised action from HR Review					Council conducted its first "Wellbeing Week" in August 2023, which was well received by staff. A review and rewrite of the performance review questions was conducted. The questions were simplified and made more tangible, they were used for the 2022/23 review period and will again be reviewed for effectiveness prior to next years annual reviews.
Special Rate Variation - Assess and make application for SRV for 2024/25	Review LTFP and note changes required for report to Council	Director of Administration and Finance	Not Progressing		0%	No progress on this item for this quarter.
	Review IPR Documents and note changes required					





## Airport

Key Function - Temora Aerodrome

Policy Direction

- Compliance with all CASA requirements to maintain registration
- Maintain sufficient land stock for future development of the Temora Aerodrome
- Lobby for the development of a Multipurpose Facility at the Aerodrome to meet the needs of user groups

***To develop and market the airport as a premier tourist attraction and first rate facility for recreational aviation enthusiasts, plus promote both the commercial and residential aerodrome development in order to attract business and residents to Temora***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Seek opportunities for the attraction of aviation business to Temora Airpark	Attraction of business to the Aerodrome precinct	Economic Development Manager	Progressing		25%	<ul style="list-style-type: none"> <li>- Discussions ongoing with several aviation businesses regarding establishing in Temora.</li> <li>- Three development applications received for house and hangar projects at the Airpark Estate.</li> <li>- Temora Gliding Club accommodation and clubhouse building in final stages of construction.</li> </ul>
Review the actions detailed in the Aerodrome Master Plan and Aerodrome security audit	Plan implemented	Engineering Assets Manager	Progressing		50%	Presented Aerodrome Master Plan update to the September Aerodrome Users Committee. Will look to present remaining actions to Council for consideration, update and scheduling as appropriate.
Support activities that attract appropriate recreational aviation users of Temora Airport	Conduct of events at Temora Aerodrome	Economic Development Manager	Progressing		25%	Support provided to the organisers of the National Aerobatics Championships to be held in November 2023
Hold regular meetings of the Aerodrome Committee	Meeting frequency	Engineering Assets Manager	Progressing		25%	Last meeting held in September 2023.






## Aged & Special Needs Care





Key Functions - Aged Care, Home & Community Services (HACC), Persons with Disabilities, Senior Citizens Policy Direction

- Support existing providers of aged care services in the development and retention of facilities and services
- Undertake regular and comprehensive consultation to ensure that the current and future needs of senior residents are met • Continue to seek funding for programs that improve the options available for frail aged and disabled

***To provide frail, older people and young people with disabilities and the carers of these people with a range of basic services to enable them to live comfortably in their own homes and avoid inappropriate or premature institutionalization, and:• To provide an environment for our senior citizens that is safe, well serviced and meets the expectations of residents***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Attendance and participation in Interagency Meetings by relevant staff including Pinnacle, Youth and Community Services	Attendance at meetings and referral of minutes to GM	Economic & Community Development Officer	Progressing	▲	25%	Council officer attended the Interagency meeting held in August 2023.
Pinnacle Community Services - Maintain Aged Care Provider approval	Meet all standards in Aged Care Quality Standard Audit	PCS - Manager	Progressing	▲	15%	No date has been set for the audit, however preparation work has commenced with reviewing policies and procedures.
Pinnacle House - shed upgrade to enable increased community inclusion for Pinnacle day program groups	Completion of plans and quotes for upgrades	PCS - Manager	Progressing	▲	10%	Design plans completed by draftsman. Plans had been sent to local builders for quotes to enable applying for suitable grants. Not progressed further at this stage due to no quotes being received. Priority for follow up quotes deferred until early 2024 due to time constraints.
	Application for grant funding					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Disability Services - Provide disability awareness training to staff, new and current, as well as Councillors	Investigate training providers	Payroll/Human Resources Officer	Progressing		10%	To investigate training providers for training to be delivered in early 2024.
Provide donation equivalent to 25% of General rate to the following: • Ariah Park Senior Housing, • Ariah Park CWA	Donation made	Administration and Finance Manager	Not Progressing		0%	No applications received from Ariah Park Senior Housing and Ariah Park CWA to process donation.
Pinnacle Community Services - Maintain NDIS registration	Meet requirements of full onsite audit	PCS - Manager	Progressing		25%	Preparation work has commenced with reviewing of policies and procedures. On-site full audit due to be completed by June 2024.
Pinnacle Community Services - Hold an acknowledgement function for Carers annually	Hold Carers Function in Carers Week	PCS - Manager	Progressing		75%	Planned Carer's morning tea scheduled for Friday 20th October 2023 at Lake Centenary. \$300 grant received from Carer's NSW. Activities planned included guest speaker from Carer Gateway and each carer will receive a handmade pamper bundle which will include donated goods from supportive local businesses in acknowledgement of their dedication to their loved one/s they care for.
Disability Services - Maintain a Temora Shire Disability Inclusion Action Plan	Report to Council	Economic & Community Development Officer	Progressing		25%	An update of the existing Temora Shire Disability Action Plan has been commenced. It is due to be completed by December 2023.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Aged Care Services - Conduct a positive ageing expo/ information session - Biennial event next due 2024/25	Event held	Economic & Community Development Officer	Completed		100%	Council resolved this event will be held biennially. Next event to be held in financial year 2024/25.
Aged Care Services - Advocate for additional funding for Whiddon Homes in their efforts to redevelop Greenstone Lodge	Formal advocacy to government	General Manager	Progressing		25%	Ongoing advocacy provided.
Support developments that increase the volume of affordable, senior and disability accommodation	Support Dr Parry Homes proposal to develop Apollo Place	Economic Development Manager	Progressing		25%	Apollo Place - Council officers maintained communication with Dr Parry Homes regarding the affordable seniors housing project. Project is in initial design phase.
Access & Equity - Review access to public buildings and businesses in conjunction with TBEG and Access and Equity Committee	Review by Access and Equity Committee and approach to business regarding assistance	Director of Environmental Services	Progressing		25%	Town Hall Entrance ramp under investigation. Others considered/addressed as issues raised.


## Commercial Services

Key Functions - Caravan Parks, Land Stocks, Sale Yards, TAIC

Policy Direction: • Develop the existing caravan parks to a level where commercial interest would find the facilities attractive to lease or buy • Retention of caravan park facilities in Arianah Park and Temora

### *To provide Commercial Facilities that supports the economic development of Temora Shire at minimum cost to council.*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Provide ongoing support for TAIC as detailed in the adopted licencing agreement	Budget provided in accordance with the lease agreement	Director of Administration and Finance	Progressing		25%	This is an ongoing item.
	Conduct meetings of the Management Committee					
Review the promotion of the TAIC in conjunction with Farmlink	Support engagement/promotional events in accordance with the terms of TAIC Community Engagement Strategy (CES)	Director of Administration and Finance	Progressing		25%	This is ongoing, in line with the TAIC Engagement Strategy.
Caravan Park - Installation of solar panels		Director of Environmental Services	Progressing		30%	Tenders Complete. Project awarded to Rands Electrical/Wood Solar. Still awaiting physical work to commence.
Caravan Park - Install 6 concrete aprons on site		Director of Environmental Services	Not Progressing		0%	Will commence project in Jan 2024





Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Caravan Park - Miscellaneous upgrade (clothesline, map replace, tile repair, dump point signage)		Director of Environmental Services	Progressing		25%	Some minor repairs completed. Ongoing








## Communications

Key Function - Narraburra News, Social Media, Websites

*To provide Communications to all stakeholders to ensure that the community are well informed.*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Volunteers - Acknowledge volunteers and promote volunteering opportunities through Narraburra News and digital media	Monthly articles in Narraburra News	Communications Officer	Progressing		25%	Economic Development Officer influenced Jobs Riverina Murray employment portal to include an additional job type category for volunteers. Monthly promotion of Jobs Riverina Murray in Narraburra News. Mayoral morning tea was held on 31 July 2023 to acknowledge volunteers, which was promoted on Temora Shire Councils Facebook page. Drove Pinnacle Community Services need for volunteers through Narraburra News July 2023 edition. Volunteer / community group distribution list set up on marketing platform. Monthly email distributed to promote free courses for volunteers.
	Promotion of events					
Maintain the currency of the Direct Me guide	Volunteer Engagement Plan developed	Communications Officer	Progressing		50%	Direct Me brochure updated September 2023. Published on temora.com.au website and 100 copies printed. Copies distributed to and available at Temora Hospital Open Day, Temora Shire Council, Temora Visitor Information Centre, Temora Library, and local businesses. Next review due early 2024.
Adopt and implement a Diversity Inclusion Action Plan	Ongoing update of document	Communications Officer	Progressing		0%	Due to commence Q1 2024.
	Adoption of plan by Council	Communications Officer	Not Due To Start			

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Hold an annual meeting with rural ratepayers in rural localities on a rotational basis to discuss locality issues in conjunction with the local Councillor	Arrange meeting	General Manager	Completed		100%	A rural ratepayers meeting was held at the Temora Golf Club in August attracting residents from Springdale, Combaning and Sebastapol. Key areas of discussion were rural roads, weed management and communication with Council regarding lodging customer requests.
Undertake a Walk and Talk Tour of Temora for Councillors and support the Coffee with a Councillor Program	Tour undertaken	General Manager	Progressing		15%	A date has yet to be confirmed, however is actively being considered.
	Conduct of Coffee with a Councillor events					
Promote the achievements of Temora Shire residents through the 'Home grown heroes' program	Program developed & published	Communications Officer	Not Due To Start		0%	No activities undertaken due to change in Communications Officer role.
Digital Media - Implement and maintain a grant subscription service for Council and residents	Grant Guru service available to residents	Economic Development Manager	Progressing		25%	<ul style="list-style-type: none"> <li>- Grant Guru subscription maintained.</li> <li>- Grant opportunities promoted via social media and directly to relevant community groups and businesses.</li> </ul>




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Digital Media - Regularly publish a mailer and social media posts for job vacancies in Temora Shire	Publication of job mailer	Communications Officer	Progressing		25%	Emails and social posts were distributed monthly promoting job vacancies in Temora Shire.






## Community Services



Key Functions - Child Care, Cultural Services, Education, Library Services, Town Hall Theatre, Town Hall

Policy Direction • Continuation of a Government funded childcare service through the Bland/Temora Family Day Care Scheme • Continued employment of a Community Services Officer • Support for Imagine Temora and membership of Eastern Riverina Arts (ERA) • Maximise the opportunity for cultural exchange with sister cities • Develop opportunities for relationship with Charles Sturt University (CSU) • Upgrade of the town hall facilities to meet the needs of a modern day conference/ entertainment venue

*To provide Community Services to Temora Shire residents that meet needs in terms of community, cultural and education for the targeted demographic*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Temora Arts Centre - Implement the Plan of Management for Temora Arts Centre and minimise financial impact on Council budget	Implementing priority actions in Plan of Management	Arts Centre Manager	Progressing		25%	Temora Art Centre Advisory Committee meeting regularly. Plan of Management has been reviewed and is being refined. To bring to Council in coming months.
	Review the contents of the Plan of Management					
Arts and Culture - Explore options for youth to utilise Temora Arts Centre including use by schools	Liaise with Temora Arts Centre Manager to determine opportunities and report back to Youth Committee	Youth Development Officer	Progressing		25%	Youth Development Officer regularly liaises with Arts Centre Manager to investigate creative ways to utilise that space as part of our Youth programs. The Youth Team assisted with catering for the Arts Centre Discovery Day and supported the Astronomy evening.
Arts and Culture - Explore options for seniors' to utilise Temora Arts Centre	Increased usage by Seniors	Arts Centre Manager	Progressing		25%	Council received a Reducing Social Isolation for Seniors grant which has been used to run the FLOW program. Pinnacle continues to ensure clients are aware of opportunities at the Art Centre.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Arts and Culture - Maintain membership of Eastern Riverina Arts and attend meetings	Retention of membership	Arts Centre Manager	Progressing		25%	Membership maintained. Art Centre Manager attends meetings.
Arts and Culture - Conduct Temora Shire Council Art Prize	Temora Arts Prize held	Arts Centre Manager	Not Due To Start		0%	Temora Shire Art Prize is held during October.
Arts and Culture - Develop exhibitions and arts events in conjunction with the Temora Arts Centre Advisory Committee	Identify and hold exhibitions	Arts Centre Manager	Progressing		25%	The Art Centre Open Day was supported by the Temora Art Centre Advisory Committee. Members of the Advisory committee provided art works to be exhibited for the Open Day. The Manager and Committee are workings towards starting a pottery club at the Art Centre.
Arts & Culture - Conduct Creative Lifestyles Expo (subject to external funding)	Conduct Creative Lifestyle	Economic & Community Development Officer	Grant Not Available		25%	Grants currently not available to run this expo in the first quarter.
Imagine Temora - Provide a budget to support the Events Donation Policy for Council Committees	Budget provided	Arts Centre Manager	Progressing		25%	Budget provided.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Arts and Culture - Undertake Drench Festival & Embrace Multicultural Festival	Conduct of events	Economic & Community Development Officer	Not Due To Start		25%	The Drench Festival and Embrace Multicultural Festival will be held in the 3rd quarter for 2023/24.
Deliver a program to support and welcome new residents	Program developed	Economic & Community Development Officer	Progressing		25%	A new residents welcoming event has not been held during the first quarter of 2023/2024.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Events - Financial support for the following events (at a minimum) , • International Women's Day • Australia Day • Volunteers Week * Local Government Week * Temora Show Society * Ariah Park Show Society * V8 Jetboats * Country Weekend Hot Rod Run * Ariah Park Christmas Tree * Christmas Eve Mass * Carols by Candlelight * Rural Museum Open Day * Temora Country Music Festival * Ariah Park "Spark in the Park" * Anzac Day/ Remembrance Day Including seeking grant funding for those events	Conduct of successful events	Economic & Community Development Officer	Progressing	▲	25%	Council has provided financial assistance to the following community groups that have held events in the first quarter: - Local Government Week (Local Government Week Committee) - Spent: \$1105.00 - Temora Show Society - Spent: \$314.85 - Ariah Park Society - Spent: \$647.10 - V8 Jetboats - \$253.91 - Country Weekend Hot Rod Run - amount not yet finalised - Ariah Park "Spark in the Park" - \$2000 from Community Event Program grant funding

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Arts and Culture - Develop a comprehensive Public Art Policy	Completion of Public Art Policy	Town Planner	Progressing	▲	10%	Initial research commenced. Not due to be presented to Council until 2024.
Ariah Park Community Hall - Provision of a donation equivalent to rates	Donation Made	Administration and Finance Manager	Progressing	▲	25%	Request for donation is currently being processed.
Springdale Memorial Hall - Provide financial support to Committee	Funds allocated	Director of Environmental Services	Progressing	▲	25%	Support and funding assistance available to committee upon request
Library - Review the promotion and service offerings at Temora Library and Ariah Park Library	Evaluate program offerings and services	Library Manager	Progressing	▲	25%	Investigation into static library addition at Ariah Park, currently in reporting phase. Communication with Riverina Regional Library (RRL) Executive Director/Digital & Engagement Coordinator to research statistics such as member numbers, collection size, loan stats, costings etc. Ongoing program planning to push the Temora Library into the community, addition of Intergenerational Preschool, funded under the National Backyard Cricket scheme (provide educational programming). Communication with external bodies, Bland/Temora FDC to reintroduce monthly sessions. Investigation around services at Springdale, research into Street Library Australia.



Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Library - Promotion of the mobile library service at Ariah Park and review of static library options	Provision of advertising/promotion of mobile service	Library Manager	Progressing	▲	25%	Investigation into static library addition at Ariah Park, currently in reporting phase. Communication with Riverina Regional Library (RRL) Executive Director/Digital & Engagement Coordinator to research statistics such as member numbers, collection size, loan stats, costings etc. Social media utilisation to schedule Mobile timetable across all Library & Council platforms as well as community pages. At present in first quarter have already advertised the recommended yearly quota & more.
Temora Memorial Town Hall - Undertake a promotion and advertising campaign to increase usage of the Temora Memorial Town Hall including Temora Town Hall Theatre	Promotion strategy developed in conjunction with Communications Officer	Environmental Services Technical Officer	Progressing	▲	30%	Researching costings for supply and delivery of additional tables, bar supplies and table linen.

## Economic Development, Tourism & Resident Attraction

Key Functions - Economic Development, Tourism



Policy Directions • To lobby for continued improvement of and access to services, transport, communications and utilities for Temora Shire • To attract grant funding to assist in the development of the Shire • To build a strong and united community force for the growth and sustainability of our Shire. • To plan for the possibility of a sudden upsurge in investment and population which may result from a new mine or other large employer • To keep State and Federal members informed of Temora's needs and our strategies to meet those needs. • To maintain close links with relevant State and Federal Govt. Departments, agencies and Regional Offices. • Increase the access to information regarding TSC and Government programs initiatives and funding opportunities to the community via newsletters and webpage on Council and [www.temora.com.au](http://www.temora.com.au) websites • Maintain membership of Regional Tourism Bodies • Proactively seek business opportunities for Temora Shire including villages




*To create an environment which encourages growth in existing businesses and maximise opportunities for external business investment in the Temora Shire and grows population, recognising tourism as an important industry within the community*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop priority projects to 'shovel ready' in order to take advantage of funding opportunities as they arise.	Temora Aerodrome expansion plans confirmed	Economic Development Manager	Progressing	▲	25%	Railway Precinct Master Plan - Draft concept plans developed and placed on exhibition. Airpark Expansion Project - Finalised negotiations regarding the taxiway and stormwater infrastructure.
Economic Development - Actively target, and support businesses that enhance and diversify the local economy	Attraction of new business	Economic Development Manager	Progressing	▲	25%	- Development Application received for The Reject Shop fitout and signage. Expected to employ approximately 15 staff. - Hustle Fitness opened in July employing approximately 5 people.



Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Economic Development - Provide advice and support to TBEG including provision of assistance to employ an Executive Officer	Support for TBEG	Economic & Community Development Officer	Progressing	▲	25%	Council officers were unable to attend the August meeting, however, officers provided an update to the TBEG Committee. There was no meeting in July or September. Council officer assisted the TBEG executive officer in writing a grant application for Small Business Month. This grant was successful and TBEG secured \$2500 in funding. Officers also attended TBEG Christmas Committee meeting in preparation of the Temora Christmas Fair.
Economic Development - Attend relevant Economic Development Forums and conferences	Attendance at RAI Regions Rising Conference	Economic Development Manager	Progressing	▲	25%	The General Manager, Economic Development Manager, Community & Economic Development Officer, and Town Planner attended the Regions Rising Summit in Canberra in September.
Economic Development - Develop strategies to invigorate the Hoskins St CBD to ensure future prosperity	Report to Council and strategies implemented	Economic Development Manager	Progressing	▲	25%	Main street upgrade - ongoing design work with consultants. Designs reviewed by Transport for NSW.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Economic Development - Support businesses to attract and retain a skilled work force	Support to find skills through the GROW program	Economic Development Manager	Progressing	▲	25%	<ul style="list-style-type: none"> <li>- HR Capability Assessment - consultations conducted with 17 businesses. Report under draft.</li> <li>- HR Lunchbox Session: Hiring Outside the Box seminar held in conjunction with TBEG and TAFE.</li> <li>- Temora Shire Council labouring and IT roles advertised through GROW program</li> <li>- Whiddon Group aged care roles advertised through GROW program</li> <li>- Regular jobs mailers issued to GROW employment hub, Country Change database, and social media</li> <li>- Jobs Riverina Murray website and app promoted to community and businesses</li> <li>- Businesses offered opportunity to promote jobs at the Fairfield Jobs Expo</li> <li>- Planning commenced for a Riverina Country Change Expo scheduled for early 2024</li> </ul>
Support relevant organisations to prepare grant applications and predevelopment templates	Grant assistance advertised Provide grant assistance to local organisations	Economic Development Manager	Progressing	▲	25%	<ul style="list-style-type: none"> <li>- Promotion of grant workshop during small business month.</li> <li>- Five copies of Get The Grant book provided to Library and promoted.</li> </ul>
Economic Development - Participate in relevant Government and Non-Government programs for regional growth	Country Change agreement signed	Economic Development Manager	Progressing	▲	25%	Participating in the following programs: <ul style="list-style-type: none"> <li>- Country Change - Expo planning commenced.</li> <li>- Regional Activators Alliance - Video about local returnee, Josh McCrone, produced and launched as part of the Move to More campaign</li> <li>- NSW Growing Regions of Welcome (GROW)</li> </ul>

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Tourism - Ensure Visit Temora brochures and pdf's are continually updated	Review brochure and stock levels and report to the Economic Development Committee	VIC Manager	Progressing		25%	Brochures are reviewed each time more are required which is approximately monthly.
	Refreshed PDF's are published and distributed					
Tourism - Review the merchandise offerings at VIC including Canola Trail, with a focus on locally produced products	Investigate options for merchandise at Temora VIC with a primary focus on quality local and Australian made products	VIC Manager	Progressing		25%	A Canola Trail magnet was included in the merchandise range. New mugs, wine glasses, whiskey glasses were included in general merchandise.
	Merchandise stocked by VIC to be sourced locally					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Tourism - Encourage all tourism operators to get listed on Get Connected, Council Website, Google and Trip Advisor	Contact all tourism operators regarding status and feedback on listings and report to Economic Development Committee	VIC Manager	Progressing		20%	Eight operators were included on Get Connected this quarter.
	Operators listed on websites and apps					
Tourism - Develop tools that encourage conference and events organisers to come to Temora Shire	Conference and events guide published	VIC Manager	Progressing		25%	A database was completed last year for places to hold events. A review of this database will be conducted this year
Tourism - Work with June and Coolamon Shire's to actively develop and promote the Canola Trail experience and brand in all relevant tourism channels	Report to Council regarding Canola Trail activities	Economic Development Manager	Progressing		25%	<ul style="list-style-type: none"> <li>- Hello Yellow festival of events launched for the Spring period</li> <li>- Canola Trail Tourism Operator Forum held in August at the Temora Aviation Museum</li> <li>- Do Not Enter posters produced for canola farmers to assist with managing trespassers.</li> <li>- Canola Hot Air Balloon flights launched and promoted.</li> <li>- Social media competitions delivered to increase engagement.</li> </ul>

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Visitor Information Centre - Proactively maintain and distribute new residents packs to solicitors and estate agents as well as directly to new residents	Ensure all real estate agents and solicitors have an adequate supply of new resident kits	VIC Manager	Progressing		25%	Five packs were delivered to one of the local real estate agent this quarter.
Tourism - Proactively engage new and existing tourism operators to ensure that they are utilising the full range of services offered by Visit Temora	Temora Shire Tourism Forums held	VIC Manager	Progressing		25%	Emails sent out encouraging Tourism Operators to nominate for the Murray Riverina Tourism Awards. Seven local businesses are finalists. Talks with the Economic Development Officer to discuss future Tourism Forums.
Visitor Information Centre - Research new commercially viable visitor experiences that can be coordinated by the VIC	Provision of update to Economic Development Committee of existing and new experiences quarterly	VIC Manager	Not Progressing		0%	No progress

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Visitor Information Centre - Maintain a Tourism Operators Database	Development and maintenance of a comprehensive database that includes services, contact details, hours of operation at a minimum	VIC Manager	Progressing		25%	A database was created and is reviewed periodically.
	Self preference management email issued to all database contacts					
Economic Development - Work with Environmental Services, state agencies, landowners and local developers to ensure there is a sufficient pipeline of available land for development	Sufficient land to meet needs	Economic Development Manager	Progressing		25%	<ul style="list-style-type: none"> <li>- Private consultant continued working on the rezoning proposal for residential and industrial land on the eastern fringe of Temora.</li> <li>- Funding applications submitted under Regional Housing Strategic Planning fund to review the Development Control Plan.</li> <li>- Letter of Support provided for the RERO application to fund an investigation into undeveloped and vacant land.</li> </ul>




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Youth - Support work experience and school based training programs offered by schools within the Shire	Maintain the Temora Careers Network	Youth Development Officer	Progressing	▲	25%	Temora Youth Careers Network (TYCN) meetings are held regularly, attended by TAFE NSW, local school Careers Advisors, RIEP representative, Youth Development Officer, Economic & Community Development Officer and Rotary in relation to how we can support their mock interview night.
Youth - Promote apprenticeship and traineeship opportunities within the Shire	Apprenticeship and trainee opportunities list promoted through schools and social media	Youth Development Officer	Progressing	▲	25%	Temora Youth Careers Network meet regularly, with representatives from the 3 local high schools, RIEP, TAFE and TSC attending. Youth Development Officer and Youth representatives were part of the HR capability assessment process with Ruth Sinclair exploring human resource strategies and planning in Temora.
Visitor Information Centre - Maintain accreditation	Maintenance of accreditation	VIC Manager	Progressing	▲	50%	Accreditation due in October 2023
Investigate opportunities to assist access to tertiary and vocational education within Temora Shire	Report to Council on opportunities	Economic Development Manager	Progressing	▲	25%	<ul style="list-style-type: none"> <li>- Survey conducted to determine the level of interest in establishing a tertiary education study facility in Temora. Report to council pending.</li> <li>- Temora Careers Network meeting held in July that discussed the implementation of the Regional Industry Education Partnerships (RIEP) Program which designs and delivers bespoke opportunities for employers to connect with secondary schools.</li> <li>- Support provided to the organisers of the Temora High School &amp; Beyond event.</li> </ul>
Economic Development - Lobby for reduction in impost on development due to utility head works charges	Submission and advocacy to utility providers	Economic Development Manager	Progressing	▲	25%	Letter of support provided to business seeking a reduction in headworks charges.

## Emergency Services

Key Functions - Rural Fire Service, State Emergency Service, Fire Brigade, Police and Ambulance

Policy Directions • Support and maintain the zoning arrangement with Bland Shire Council • Ensure that all personnel have adequate training to perform their function




*To ensure the provision of effective facilities for emergency services in the Temora Shire area and development of strong alliances between Emergency Service organisations to ensure residents are provided with well-resourced and effective emergency services*




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Hold 3 (three) meetings of the LEMC annually	Meetings held	Engineering Works Manager	Progressing		30%	First LEMC meeting for 2023/24 held in August 2023. Next meeting scheduled for December 2023.





## Engineering Services

Key Function - Management, Administration, Contract Services, Design, Road Safety, Asset Management, Procurement

### To provide management services to support engineering works

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Development of a maintenance Memorandum of Understanding (MOU) and technical procedure with Goldenfields Water County Council for working within the road reserve and requirements of road re-instatement works possibly through REROC	MOU adopted by Council and signed by Goldenfields Water	Engineering Works Manager	Not Progressing		0%	No further progression in quarter 1
Develop a S138 Policy & Procedure Framework for Works in the Naturestrip / Road Reserve applicable also to utility providers	Policy developed and endorsed by Council	Engineering Assets Manager	Not Progressing		0%	Not started. Aim to start in late 2023 to early 2024.
Review of engineering policies and procedures	Review engineering procedures	Engineering Assets Manager	Not Progressing		0%	Recently completed EW8, EW12 & EW5. Hoping to review EW2 & EW13 in 2023/24.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Review of plant and equipment policy framework and Asset Management Plan	Undertake review and report to Manex to develop policy for presentation to Council	Engineering Works Manager	Progressing		50%	Plant and Equipment policy updated and endorsed by council. Asset Management plan to be reviewed for budget preparation in quarter 2 or 3.
Road Safety - Support programs by the Road Safety Officer that promote responsible behaviour in vehicles pertaining to drugs and alcohol	Increased knowledge of risks associated with drugs and alcohol	Road Safety Officer	Progressing		25%	Road Safety Officer (RSO) has organised social media posts educating the community of the dangers of drink driving. RSO has commenced organising local venues to take up the Plan B Win a Swag competition to be held across December. RSO discussed the dangers of drink driving at Adulting 101.
Car Parking - upgrade car park at rear of Council Chambers, including installation of trees and improvements to aesthetics	Completion of project	Engineering Works Manager	Not Progressing		0%	No work undertaken due to grant funded projects taking precedence.





Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Hold a minimum of one Roads Hierarchy Committee meeting annually with a view to transitioning to comprehensive Asset Management Committee meetings	Conduct of meeting	Engineering Assets Manager	Not Progressing		0%	Have underperformed with this committee. Thinking Council need to develop a committee charter for what this committee does. A fair bit of this business currently goes to A&O Committee as it arises. My view is Asset Management is an important enough function of Council that it should be stand alone meeting, convening 2 to 3 times annually. This is an area we need more focus on across the organisation.
Hold a minimum of 4 Traffic Committee Meetings annually	Conduct of meeting	Engineering Works Manager	Progressing		25%	First Traffic Committee held in September 2023. Next meeting will be scheduled for December 2023 unless priority reports require a meeting be held sooner.
Road Safety - Maintain RSO Facebook page and update Council's social media platforms and website with up-to-date road safety information	Social Media Post	Road Safety Officer	Progressing		25%	Road Safety Officer (RSO) has uploaded on average 3 Facebook posts a week. RSO developed social media posts promoting the Rural Road Safety Month. RSO has developed editorials for local newspapers that covers harvest, heavy trucks, emergency vehicles and the dangers of using your mobile phone when driving. RSO has recommended talking points to General Manager for her Tuesday morning radio segment.
Road Safety - Undertake programs in accordance with the LGRSAP	Programs conducted	Road Safety Officer	Progressing		25%	RSO conducted both an Adulting 101 & Child Seat Restraint program. RSO organised a Caravan Weighing Day in Temora Shire for November. Road Safety Officer (RSO) is working with Council engineering staff to develop a strategy for their Tactile Ground Surface Indicators.

## Engineering Works

Key Functions - Parking, Street Lighting, Street Trees

Policy Directions • Improve the quality of street lighting by the installation of more energy efficient, low maintenance systems • Secure quarry sites strategically located around the shire (subject to quality requirements) to minimise travel time to works

***To provide infrastructure that meets the needs of the community and provides in an aesthetically pleasing and functional way***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Street Trees - Implement priority actions for removal and replacement	Implement priority plan addressing the tree audit findings	Engineering Assets Manager	Progressing		20%	Good progress being made. All priority 1 & 2 removals have started. Some stump removal and replanting will carry over to 2024.
Installation of entrance signs to reflect the indigenous history of the area	Seek funding for installation of signs	Director of Environmental Services	Not Progressing		0%	No Progress to date
Finalise design of Main Street upgrade extension - Temora, including scope and costings	Design completed and accepted by Council	Engineering Assets Manager	Progressing		50%	Extremely complex with multiple stakeholders, legacy infrastructure and inter-related projects. Looking to meet with TfNSW and Council designer in the lead up to Christmas to try to integrate street design, with road design including potential future roundabout to come up with workable solution.
Ariah Park Review replacement of decomposed granite with grass at northern end of Coolamon Street		Engineering Assets Manager	Not Progressing		0%	No action at this stage
	Report to Council					

## Environmental Services

Key Functions - Climate Change, Environmental Management, Noxious Plants and Pests

Policy Directions • Develop/promote initiatives/campaigns relating to energy and water efficiency • Council to lead by example by developing and implementing measures to reduce water-energy usage in Councils buildings and facilities • Establish realistic organisational energy savings targets to be genuinely measured to establish a smaller environmental footprint by Council • Conduct of public education program to explain to residents the issues faced by Council in relation to weeds • Weed Plan Continue with the Weeds Alliance

*That Council considers environmental impact in all of its functions and activities and becomes a champion for environmentally responsible behaviour amongst its residents*


Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Commitment by Council to the Fight the Fruit Fly Committee	Continue to provide funding for the activities of the Committee	Director of Environmental Services	Progressing	▲	25%	Fruit Fly Committee being financially assisted by Council where requested.
Noxious Plants - Review weeds functions to determine actions to maximise effectiveness of Council spend	Review policy and provide report to Council	Director of Environmental Services	Progressing	▲	25%	TSC chairing the RENWA program. St John Wort likely to be a big issue again in summer 2023/24.

## Governance

Key Function - Council relationships (other Councils, Government departments, Local members & Sister City Relationships), Governance, Lobbying and Advocacy


Policy Directions • Membership of Riverina Joint Organisation • Maintain membership to Local Government NSW • Membership to Riverina Eastern Regional Organisation of Councils (REROC) • Maintain membership of Eastern Riverina Arts (ERA) • Maintain membership of Economic Development Officers (EDO) network • Maintain membership of Riverina Regional Library Service (RRLS) • Maintain membership of the Country Mayors Association • Actively maintain relationships with non REROC neighbouring Councils • Seek ways in which Sister City activities can be of benefit to the residents of the Shire • Support for Constitutional recognition of Local Government • Development of robust and transparent internal audit programs within the Council to ensure that the risk to Council is minimized • Provision of training opportunities for all elected members • Support of Councillors who wish to undertake professional development courses • Undertake a comprehensive resident satisfaction survey every 4 years after election • Maintain close relationships with local members and act at all times in a non-political manner • Acknowledge that it is the role of council to represent all areas of the local community to external parties

***To provide responsive and effective governance to Council, ensuring the resident's needs are conveyed to government and potential benefits through external relationships is explored.***




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Investigate corporate offerings for Councillors and Senior Staff representing Council (ties, blazer etc)	Report on options to Council	General Manager	Progressing		5%	Further consideration required regarding the priority of this in relation to the available budget.




Advocate to the State Government on behalf of the Community for the Improvement/retention of: <ul style="list-style-type: none"> <li>* Schools within Temora Shire</li> <li>* Health Services within Temora Shire</li> <li>* Adequate Police Numbers</li> <li>* Secure recurrent local road funding</li> <li>* Electoral Commission re pre-poll voting in Temora in State Elections</li> <li>* Lobby for constitutional recognition of Local Government</li> <li>* Support removal of pre-amalgamation representation on Goldenfields Water for amalgamated councils</li> <li>* Lobby government for ongoing support for TAIC</li> <li>* Lobby government for retention of Library funding</li> <li>* Lobby government for a more equitable and meaningful Rate Pegging system</li> <li>* lobby for the abolition of the cost impost of the ESL</li> <li>* Support the removal</li> </ul>	Advocate in writing and face to face meeting	General Manager	Progressing	▲	25%	<p>Council continues to make representations on behalf of the Temora Shire Community on a range of issues and regular communication is maintained with the State Member for Cootamundra. Meetings have been held with the Minister of Local Government and the Deputy Secretary of the Office of Local Government regarding a range of matters impacting Council including rate pegging, financial sustainability, the management of the Red Fleet and the Emergency Services Levy.</p> <p>Correspondence has been sent to the Minister of Health regarding the ongoing financial commitment from the State Government for the delivery of the Temora District Hospital redevelopment, with confirmation that the project remains in the new State Budget and corresponding has also been sent to Recovery NSW regarding the arrangements associated with their funding model for disaster recovery.</p>
--	--	-----------------	-------------	---	-----	--

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
of RFS Assets from Councils books * Lobby for the retention of TAFE services in Temora * Lobby for changes to the Commonwealth Grants Commission per capita requirements						
Villages - Hold a committee meeting (Assets & Operations) at Springdale	Hold meeting at Springdale	General Manager	Not Due To Start		0%	A meeting is yet to be scheduled and will likely be held in the second half of the financial year.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Advocate to the Federal Government on behalf of the Community for the improvement/retention of: <ul style="list-style-type: none"> <li>* Health Services within Temora Shire</li> <li>* Electoral Commission re pre-poll voting in Temora in Federal Elections</li> <li>* Lobby for the retention of R2R and FAG funding</li> <li>* Lobby for constitutional recognition of Local Government</li> <li>* Lobby government for ongoing support for TAIC</li> <li>* LG seat on National Cabinet</li> <li>* Lobby for access to full Centrelink services</li> <li>* Improved mobile phone coverage</li> <li>* Funding for Whiddon Homes expansion in Temora</li> </ul>	Advocate in writing and face to face meeting	General Manager	Progressing	▲	15%	Council continues to lobby the federal government in relation to a range of matters including making representations to the Senate Banking Enquiry, with the Mayor and General manager presenting to the Senate Hearing in June on 21 September 2023. Regular communication is maintained with the Federal member for the Riverina and a visit to Temora Shire, including a meeting with Councillors by the Honorable Michael McCormack is scheduled for October 2023. A Mayoral Reception is planned with community leaders and volunteers.
Develop a series of workshops to inform volunteer committees	Conduct of information seminars	General Manager	Progressing	▲	15%	Councils representation on volunteer committees was determined at the September Council meeting, further consideration of information session content and timing of presentations to be considered in the next quarter.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Maintain communication at an official level between Council and Temora Hospital administration and LHAC	Communication established	General Manager	Progressing		25%	Introductory meetings have been held with the General Manager and the Murrumbidgee Local Health District and Temora District Hospital staff. A presentation regarding the redevelopment of the Temora District Hospital and proposed Masterplan was provided to the Asset and Operations Committee in July.
	Council representation on LHAC					
Maintain communication at an official level between Council and Temora Police	Regular contact with Police	General Manager	Progressing		25%	Introductory meetings have been held between the General Manager and Mayor with the new Police Inspector and a presentation was made by the Wagga Wagga District Police Superintendent and Inspector at the 17 August 2023 Council Meeting. Ongoing communication between Council and the local Police continue as required.
Maintain communication between Council and the Temora Community Centre	Communication established	General Manager	Progressing		25%	Council continues to work collaboratively with the Temora Community Centre, with regular and ongoing communication maintained. A introductory meeting with the General Manager was held in September.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Maintain membership to following organisations: * Eastern Riverina Arts, * REROC, * Riverina JO (in hiatus), * Visit Riverina, * Local Government NSW, ALGA * Riverina Regional Library Service, * Country Mayors Association, * Lachlan Valley Transport Committee, * Australian Airports Association * Regional Activators Alliance	Membership maintained	General Manager	Progressing		25%	Council continues to hold memberships with a range of organisations. Council officers and Councillors have actively participated in meetings, projects and conferences. Key activities include the Country Mayors Health Forum held at Wagga Wagga on 15 September 2023 and the REROC Energy and Innovation Conference held on 13 and 14 September 2023. Feedback has been provided in relation to the review of the REROC Constitution, the regional approach to Audit Risk and Improvement Committees and input continues to be provided in support of the REROC visit to NSW Parliament House scheduled for early next quarter.






## Heritage




Key Function - Bundawarrah Centre, Heritage, Railway Precinct

Policy Directions • To collect and preserve local history in its various forms in the area generally covered by the Temora Shire Council • Council are committed to the retention of the current management structure at the museum • Commitment to Temora Shire Council Heritage Committee

***To protect and conserve areas and items of historic and landscape heritage value, support and encourage adaptive and sustainable reuse of these places and facilitate development and interpretation of social value through information and education programs***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Commitment to the Temora Shire Sportsman Walk of Honour	Budget provided as nominees are identified	Director of Administration and Finance	Postponed by Council Decision		0%	No budget allocation for 2023/2024. Allocation will be made in future years as required.
Temora Railway Precinct - Undertake master plan	Completion of master plan	Town Planner	Progressing		80%	Temora Railway Precinct Masterplan and Business Case is nearing completion. Community consultation is complete. Due to be reported as final draft to Council in November 2023.
Bundawarrah Centre - Deliver the project for the museum entry walkway to improve visitor flow	Appoint contractor to undertake project Completion of project	Director of Environmental Services	Progressing		30%	Tenders let. M & J Reardon Building have been contracted. Work to commence in November, 2023
Bundawarrah Centre - Produce and implement a volunteer attraction and retention plan for the Bundawarrah Centre	Volunteer Attraction and Retention Plan adopted	Rural Museum Manager	Completed		100%	This plan is complete and only requires annual review. Development of a volunteer drive based upon the plan is at a preliminary stage.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Heritage - Continue the Temora Heritage Advisor program	Seek ongoing funding for the delivery of program	Director of Environmental Services	Progressing		25%	Routine occurrence. Monthly visits usually fully subscribed.
Heritage - Undertake a program of informing the community regarding the activities of the Heritage Committee	Regular updates on Council media outlets	Environmental Services Technical Officer	Progressing		10%	Ongoing discussions at the Heritage Committee Meetings held every second month.
Heritage - Support the Heritage Assistance Fund. Support community heritage groups in accordance with policy	Seek ongoing funding for the delivery of program	Director of Environmental Services	Progressing		25%	Heritage program being rolled out. Bi-monthly meetings of the Heritage Committee being held without fail. Advisory program fully subscribed each visit. Heritage fund advertised and being accessed.
Heritage - Support Verandah Reinstatement Program	Support provided by Council	Director of Environmental Services	Progressing		25%	Awaiting applications to be received. Expecting an application from the owners of the Westminster Hotel in Early 2024
Bundawarra Centre - Develop virtual tour of facility and visitor site map (subject to grant funding)	Specification developed and application made for grant funding	Rural Museum Manager	Completed		10%	The galleries on the site have been numbered sequentially to match the new entry portal presently under construction, and an interim printed guide has been developed and implemented.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Bundawarra Centre - Attraction and conduct of temporary exhibitions	Conduct of exhibitions	Rural Museum Manager	Progressing		25%	The Temora Shire Art Prize Exhibition opened on 29th September 2023. It will be succeeded by the return of the Bald Archy Prize Exhibition on 17th November. The Brush With Art Exhibition is scheduled to open on 22nd December and continue into early 2024.
Bundawarra Centre - Develop ambulance museum (construction and fit out) - Subject to grant funding	Seek funding for project	Rural Museum Manager	Completed		10%	The project planning phase is complete and the Development Application has been approved by the Southern Regional Planning Panel. Further development awaits funding opportunities.
Bundawarra Centre - Land purchase for proposed ambulance museum	Seek funding for Ambulance Museum project	Rural Museum Manager	Completed		100%	The land is secured under sympathetic title awaiting grant funding for the Ambulance Museum building.





## Property Services

Key Function - Cemeteries, Council Properties, Public Toilets,

Policy Directions • Support the operation and activities of the Friends of Temora Shire Cemeteries (FOTSC) and involve the group in Cemetery planning • Upgrade presentation of one public toilet per year to an acceptable standard • Council involvement in real estate development only when private developers do not meet a determined need • Purchase of additional land for expansion of cemetery in the future

**To provide Council properties that are well maintained, planned and meet or exceed the expectations of our community and visitors.**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Lobby for the installation of public toilets at roadside stops	Correspondence sent to TfNSW	Engineering Works Manager	Progressing		25%	Report presented to the September 2023 Traffic Committee and Council Meeting. Further report on this matter to be sent back to committee and council at a future meeting.
Public Toilets - Upgrade of Harper Park toilets	Completion of project	Director of Environmental Services	Progressing		30%	Tenders Let. Adaptive Interior (Wagga) have been allocated the job. Expect to commence in November, 2023
Temora Cemetery - Seal internal car park	Completion of project	General Manager	Not Due To Start		0%	Project is planned for third quarter.
Ariah Park Cemetery - Reseal internal road	Completion of project	Director of Environmental Services	Not Due To Start		25%	Work scheduled for 2024


## Public Health

Key Function - Community Health Programs, Food Control

Policy Directions • To keep public health related business owners and operators informed of changes to legislation, standards and regulations • Conduct an ongoing program to provide or promote swimming pool operator education as per state legislation

- Provide a public health related complaints database/register • Support the Bush Bursary Program on a biennial basis

***To protect the health of the general public by ensuring public health and safety practices are maintained and improved by regularly inspecting commercial public health related premises and educating business owners and employees***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Advocate for the retention of a Visiting Medical Officer and commencement of Pathology services to Arianh Park	Formal representations to doctors and pathology providers	General Manager	Progressing		50%	Correspondence sent in support of pathology services to Arianh Park. Verbal advice has indicated that it can not be supported, however no written correspondence has been received on the matter.
	Advocacy undertaken					
	Visitation by medical practitioner to Arianh Park					
	Commencement of pathology services to Arianh Park					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Provision of accommodation at affordable rates and sponsorship of medical scholarships such as Bush Bursary	Doctors requirements are met	General Manager	Progressing	▲	25%	Ongoing accommodation provided to Medical personnel.
Act as facilitator of CDAT funding	Grant acquittals completed annually	Director of Administration and Finance	Progressing	▲	25%	This item is ongoing.
Proactively support and promote community mental health facilities and programs	Attendance at Interagency Meetings	Economic & Community Development Officer	Progressing	▲	25%	The Resilience Project: - Community Launch held in September and resources provided to attendees in welcome pack - Businesses and community groups invited to implement the program through their organisations Officers attended the interagency meeting in August.







## Recreational Services

Key Function - General Recreational Services, Parks & Gardens, Sporting Grounds, Playgrounds, Temora Recreation Centre, Public Pools







Policy Direction • Sports Council are the body responsible for liaison between Council and users of Sporting Facilities





**To provide, maintain and improve the sporting fields and recreational facilities which meet the needs of the community and are safe enjoyable and attractive**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Nixon Park - Levelling and irrigation of cricket nets/ discuss area	Project completion	Engineering Assets Manager	Not Progressing		0%	Not started.
Nixon Park - Top dressing and reshape ( No 2)	Completion of project	Engineering Assets Manager	Referred to the Next Financial Year		0%	Project has been deferred to allow Temora and District Cricket Finals to be played in Temora in the 2023/24 season.
Nixon Park - Long jump pit & discus ring upgrade	Completion of project	Engineering Assets Manager	Progressing		65%	Project being delivered by Little Athletics Club. Long jump pit nearing completion, discus layout being considered.
Nixon Park - Additional shade	Completion of project	Engineering Assets Manager	Progressing		25%	Currently considering location and athletics configuration.
Temora Tennis Courts - Upgrade lighting to LED	Completion of project on budget	Engineering Assets Manager	Progressing		90%	Nearing completion.
Bob Aldridge Park - Update sportsfield lighting to LED	Completion of project on budget	Engineering Assets Manager	Progressing		90%	Nearing completion. Completion expected October 2023.
Nixon Park - Eastern amenities building upgrade change rooms	Completion of project	Engineering Assets Manager	Progressing		25%	Tender awarded, Construction likely to commence late 2023 / early 2024.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Support upgrade of sports field lighting to LED	Develop scope of non LED fields	Engineering Assets Manager	Progressing		90%	Ariah Park facilities are relatively new lighting. Temora Tennis Courts, Bob Aldridge and Temora West Oval currently being upgraded to LED. Nixon Park lighting is not LED but is in good condition and to a good standard. Temora Rec Ground is not LED and is to a poor standard. Currently obtaining advice for Temora Recreation Ground to see what is possible regarding LED standard using the existing poles.
Temora West Sports ground - Upgrade lights to LED	Completion of project on budget	Engineering Assets Manager	Progressing		75%	Project underway to be complete in October 2023.
Investigate the issue of collection of an equitable contribution towards the provision of sports facilities from sporting groups	Report to Council following the Recreation and Open Spaces Strategy adoption	Engineering Assets Manager	Not Progressing		0%	Not started. Look to commence in late 2023.
Nixon Park - Carpark sealing (Athletic/Netball area)	Completion of project	Engineering Assets Manager	Progressing		0%	Planning commenced. Working with Little Athletics regarding optimal layout. May end up meeting with stakeholders prior to commencement.
Edis Park - Playground swing set	Completion of project	Engineering Assets Manager	Progressing		85%	Long and slow progress but completion expected prior to Christmas.
Edis Park - Remove wood BBQ, replace bins and repair seating shelter	Completion of project	Engineering Assets Manager	Not Progressing		0%	Not started.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Bradley Park - Install new play experience	Completion of project stage 1	Engineering Assets Manager	Progressing	▲	30%	Pre project planning underway. Plan to commence project in early 2024.
Federal Park - Playground replacement inc level & drain wet areas, shade sail replacement, connect footpaths	Completion of project	Engineering Assets Manager	Progressing	▲	25%	Currently working on predelivery works for planned delivery start in early 2024.
Harper Park - Improvements to accessibility	Completion of project	Engineering Assets Manager	Not Progressing	●	0%	Budget has been redirected to the toilet upgrade.
Callaghan Park - Replace BBQ	Completion of project	Engineering Assets Manager	Not Progressing	●	0%	Not started. Will deliver in early 2024.
Provide potable drinking water facilities	Audit availability of potable water at public venues	Engineering Assets Manager	Progressing	▲	25%	Council has a small annual budget to deliver drinking facilities at recreation facilities. 2023/24 will deliver Bradley Park, Federal Park and if funds permit Arianah Park Skate Park.
Lake Centenary - Install bridges on walking track	Completion of project	Engineering Works Manager	Progressing	▲	5%	Onsite meeting with crane company. No other works as project is awaiting warmer weather for lower lake level, likely to be delivered in Quarter 3.
Lake Centenary -- Miscellaneous works (foreshore levelling, sand replacement, retaining walls, picnic settings)	Completion of project	Engineering Assets Manager	Not Progressing	●	0%	Not started. Grant not confirmed yet. Projects submitted in March 2023 and revised in October 2023.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Lake Centenary - Reseal internal roads and car park	Completion of works	Engineering Works Manager	Not Progressing		0%	On hold due to grant funding not yet approved.
Lake Centenary - Additional solar lights	Completion of project	Director of Environmental Services	Progressing		25%	Quote received. Still assessing best value solution
Lake Centenary - Fence Play Equipment, Internal water line	Completion of project	Engineering Assets Manager	Progressing		0%	Water line complete. Need to check fencing. Not sure it is supported / funded. Either way wouldn't start until sand replaced.
Callaghan Park - Replace 125m of poor condition and undersized 900mm wide path to old pool / heated pool entrance (linking BBQ shelter)	Completion of project	Engineering Works Manager	Progressing		5%	Internal project work order developed ready for project delivery. Likely to be completed in Quarter 3 or 4.
Data collection, asset register and mapping of recreational spaces	Complete data collection and develop asset register	Engineering Assets Manager	Completed		100%	Data collection and asset register completed in September 2023. Future project is to integrate with financial system and existing asset values.
Temora Recreation Centre - Upgrade visitor seating and BBQ areas	Project completed	Director of Environmental Services	Progressing		50%	Pool Environs partially upgraded - New Sun Shades/Unbrellas installed/sun lounges/pot plants ordered and will be in place prior to the pool opening on October, 2. BBQ area will be upgraded in 2024 off-season

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Temora Recreation Centre - Review the promotion of Temora Recreation Centre	Prepare new marketing strategy with the opening of the upgraded pool	Director of Environmental Services	Progressing		25%	Looked at changing management structure during first quarter of this reporting period. Status quo adopted. Will be addressed when new manager appointed.
Villages - Support community in the maintenance of the nature walking track and bicycle track from Broken Dam Heritage Area to Ariah Park Cemetery	Scope and feasibility reported to Council	Engineering Assets Manager	Progressing		25%	Project complete. Need to understand maintenance requirements.
Temora West Park- Connecting footpaths	Completion of project	Engineering Works Manager	Progressing		5%	Project scoping and work order developed. Likely to be delivered in quarter 2 or 3
Construction of Antique Motor Club shed (subject to grant)	Application made for grant funding	Director of Environmental Services	Grant Not Available		0%	No grant funding available.






## Regulatory Control

Key Function - Animal Control, Building Control, Land Use Planning, Regulatory Control

Policy Directions • Continued employment of a ranger/law enforcement officer Train/up-skill existing staff member to assist/relieve Ranger • Utilise CCTV and other technologies to enhance effectiveness of enforcement activities • Participation and support for Temora Liquor Accord

***To utilise a mixture of education campaigns and enforcement to gain compliance with relevant legislation and ensure appropriate processes and procedures are in place.***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Ensure that all regulatory inspections are carried out, including <ul style="list-style-type: none"> <li>• Footpath dining</li> <li>• Certificate approval</li> <li>• Inspection of regulated premises</li> <li>• Food premises</li> <li>• Septic tanks</li> <li>• Swimming pools</li> </ul>	Footpath dining compliance inspections completed annually conducted by Ranger/Law Enforcement	Director of Environmental Services	Progressing		25%	Routine and ongoing
	Certificates processing time					
	Regulated premises inspected annually					
	Regulated food premise inspection					
	Onsite Sewerage Management Systems					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
	Private Swimming Pools					
Report statistics of number of Development Applications, Complying Development Applications and assessment times. Planning Reports to Council where required	Statistics collated and presented to Council	Director of Environmental Services	Completed		100%	One and only benefit of the NSW Planning Portal. Reporting is automatic
Provide monthly report to Council about ranger activities incl. parking, companion animals	Report to Council monthly on Ranger activities	Ranger	Progressing		25%	Monthly reports to council regarding all Ranger activities on going, parking, companion animals, complaints regarding noise, litter, blocked clean ups, anti-social behaviour and stock complaints.
Complete amendments to the Temora Local Environmental Plan 2010, as directed by Council and with the support of the NSW Department of Planning, Infrastructure and Environment,	Residential land LEP amendments reviewed by Council	Director of Environmental Services	Progressing		30%	Still awaiting adoption of the Flood Study to enable meaningful progress on these amendments.
	Temora Flood Study report adopted by Council					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
including Ariah Park village, residential land, industrial land and rural land	Ariah Park Flood Study report adopted by Council					
	Ariah Park LEP amendments reviewed by Council					
Use available channels to assist in rehoming companion animals	Number of pets rehomed advised to Council annually	Ranger	Progressing	▲	25%	<p>New organisations are touching base regarding rescue. Dumping of kittens at the moment is a problem, however carers are available until rescue groups arrive.</p> <p>Dog rescue isn't a problem, transporting is still a slow process.</p> <p>RSPCA still unable to help, welfare concerns are passed onto Sydney, very little follow-up on their behalf which is disappointing.</p> <p>Euthanasia numbers are low mainly feral cats anything suitable for rehoming is homed.</p>

## Resident Services

Key Functions - Community Safety, Service NSW, Villages, Volunteers

Policy Directions • Commit to the maintenance and development of the CCTV concept • Work cooperatively with Police & Temora Security Services to ensure a coordinated approach to community safety • Presentation of Council as a professional organisation with a strong customer focus • Development of systems to ensure that communication between Council and stakeholders is best practice • Hold at least one Council meeting per term of Council in Ariah Park • Lobby for continued presence of Service NSW Office in Temora • Lobby for more frequent driver testing in Temora • Lobby for retention and availability of Policing services in the shire • Conduct a comprehensive ratepayer survey once in each term of Council

***To provide a safe and inclusive built environment by working together as a community and to present to the public a caring, courteous and efficient local government service***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Villages - Retain staff member at Ariah Park	Retention of staff member based in Ariah Park on Council payroll	Engineering Assets Manager	Progressing	▲	25%	Staff member retained.
Maintain CCTV system in Temora to a modern standard acceptable to the users of the facility.	Uptime of system Design and install updated of network	Administration and Finance Manager	Progressing	▲	25%	Second part of the upgrade has been completed. Quotes have been requested to provide additional cameras at Depot.
Upgrade Christmas decorations - Hoskins Street	Completion of project	Engineering Assets Manager	Not Progressing	●	0%	Not started. Will aim to report to Council late 2023 or early 2024.
Provide the Service NSW Agency at no cost to Council	Annual review of budget	Director of Administration and Finance	Progressing	▲	25%	This service is meeting its expected outcomes and is being provided at no cost to Council.

## Risk Management

Key Function: Occupational Health and Safety, Risk Management

Policy Directions • Provide suitable education to employees, volunteers, and contractors relating to WH & S risks • Encourage employees to submit near miss incidents to develop better work method statements • Provide training for all staff in relation to WH & S matters, Risk Analysis and Hazard Identification • Maintain Temora Shire Council's WH & S Committee to assist in providing consultation and communication in relation to WH & S matters • Use Councils Policies to improve and monitor WHS and Risk Management Strategies • Conduct of exit medical assessment on employees hearing and sight to benchmark condition • To commit, unreservedly, as an organisation to Workplace Health and Safety and ensure that all possible steps are taken to ensure the safety of each individual • Commitment to StateCover best practice • Commitment to compliance with all Acts, regulations and Codes relating to OH&S and Risk Management

***To provide a safe working environment, for staff, contractors, volunteers and the public that minimises the occurrence of accidents and incidents and where necessary delivers an efficient rehabilitation program and promote a culture of WH & S and Risk Management best practice in the work place***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Integration of Quarry Management Plan into the Council Integrated Risk Management Plan	System integrated into Risk Management Plan	Engineering Works Manager	Progressing	▲	10%	GAP analysis undertaken by external consultant; resources haven't allowed actioning of identified items.
Develop an integrated safety, quality and environmental management system	Undertake a staged ergonomic upgrade for workstations (over 3 years)	Safety and Systems Coordinator	Progressing	▲	25%	The WHS system development is an ongoing process. Some actions have been delayed due to resourcing difficulties. Recently achieved all WHS improvement actions to be eligible for 100% of StateCover Mutual WHS system incentive program payment, for year ending 2022/2023. WHS Audit for 2023/2024 improvement program completed and submitted on time, on track to achieve this incentive again.
	Installation of working at heights safety systems for NRCC House					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Develop and implement the Audit and Risk Improvement Committee	Review and redevelopment of hazardous manual tasks procedures involving Participation in the Safework NSW Council musculoskeletal Disorders Program	Director of Administration and Finance	Not Progressing		0%	No progress on this item for this quarter.
	Review and redevelopment of hazardous manual tasks procedures involving development of hazardous manual task risk assessment					
	Ensure compliance with risk Management framework					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Implement Enterprise Risk Management program	Progressive implementation of program	Safety and Systems Coordinator	Progressing	▲	30%	Risk Management Committee in place and meeting every 4 months, prior to Audit, Risk and Improvement Committee meetings. Risk Management Procedure under development, including review of the Pulse Enterprise Risk Management system. On track to meet requirements of Office of Local Government Risk Management guidelines by the due date of 30 June 2024.
Undertake Employee programs to support employees in the workforce, including: * Hearing Tests * Mental Health Programs * Skin Checks * Employee Assistance Programs * Health Checks * Team Building Exercises	Provide presentation to Manex to develop priority programs for 2023/4  Implement the priorities established by Manex	Payroll/Human Resources Officer	Progressing	▲	80%	Council conducted its first Wellbeing Week in August 2023. Activities included a Skin Check Clinic, EAP presentations and awareness program by Centacare Southwest NSW, a Staff breakfast including keynote speaker Scott Reardon and a Coffee Cart. Outdoor staff were issued with Trade Mutt "Conversation Starter" work shirts for mental health awareness.

## Sewerage Service

Key Functions - • Effluent Reuse System • Sewerage System

Policy Directions • Extension of effluent system to all parks subject to evaluation by staff that there is sufficient water and the extension is economically viable • Support for long term construction of a Sewerage Scheme for Arianah Park • Support extension of sewer mains to non sewer locations in Temora

***To maintain the treatment works and reticulation network to ensure compliance with legislative requirements and improve the quality of effluent***

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Upgrade and renewal works on Sewerage and Recycled Water in accordance with identified program	Program completed	Engineering Assets Manager	Progressing		25%	CCTV complete. Smoke testing is incomplete.
Undertake CCTV inspection, smoke testing and condition rating of sewerage reticulation network including removal of sewerage infiltration	Establishment of program	Engineering Assets Manager	Not Progressing		0%	Haven't been able to resource. I have obtained two external quotations that may be considered for the current financial year if we cannot deliver internally.




## Support Services

Key Functions - Depot & Workshop, Plant & Equipment, Mining, Stores

Policy Directions • Ensure that depot and workshop facilities are adequate to meet the needs of a modern workforce • To provide scheduled and unscheduled maintenance and repairs according to OEM guidelines and Council procedures with minimal downtime • To supply and dispose of fleet assets at the most advantageous cost to Council • To ensure that there are sufficient, well trained staff to service Councils plant

*To provide a Depot Workshop and stores facility that meets all statutory and regulatory requirements and provides the support to allow all Councils works functions to perform in the most efficient and cost effective manner and To provide and maintain a modern plant and equipment fleet that meet its operational requirements with high utilisation in a cost effective manner*




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Depot - Provide a covered storage area	Completion of construction funded in current year	Engineering Works Manager	Progressing		10%	Project planning and development is currently being undertaken so quotations from local suppliers can be sought for delivery.

## Transport Infrastructure

Key Functions - Footpaths and Cycleways, Road Infrastructure




Policy Directions • Policy to generally provide paved footpaths on only one side of urban streets in accordance with the Footpath Hierarchy Plan • Development of a footpath hierarchy plan including pedestrian access mobility plan and cycleway plan • Construction of one length of footpath annually in accordance with adopted plan • Width of all new footpaths to be at least 1.5 mtrs or greater • Review the Roads Hierarchy including review of methodology within the term of each Council


**To provide transport infrastructure that meets community expectation in terms of need, safety, amenity and standard**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake linemarking on Class 2 Roads	Completion of project within budget allocation	Engineering Works Manager	Progressing		95%	Fully completed except for Tara Bectric Road Segment 6 and 7 which will be undertaken in quarter 2 on conclusion of segment 7 upgrade works.
Undertake Footpath construction and maintenance in accordance with the Footpath Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing		40%	Widening of footpath in Anzac St at Recreation Centre completed along with pathway to TEM-FM in Macauley St. Ramps x3 for Coolamon St, Ariah Park ordered awaiting delivery. Unretained slope in Loftus St and footpath replacement through Callaghan and Lions Parks outstanding.
Undertake Cycleway construction and maintenance in accordance with the Cycleway Assets Capital Works Program	Completion of program	Engineering Works Manager	Not Due To Start		0%	No planned cycleway works in council capital budget for 2023/24 financial year.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Rural Unsealed Roads construction and maintenance in accordance with the Rural Unsealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	10%	Progressing but delayed until the end of winter and awaiting gravel to be crushed as required in councils quarries. Now progressing with gravel resheets on Boundary Range Road and Barbys Lane under way. Preparation work commencing for remaining gravel resheets. Maintenance has been undertaken at an increased capacity by contractors using RLRRP funding.
Undertake Rural Sealed Roads construction and maintenance in accordance with the Rural Sealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	20%	Progressing as per planned budget items.
Undertake Urban Unsealed Roads construction and maintenance in accordance with the Urban Unsealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	20%	Progressing with unsealed road pavement upgrade works on Back Mimosa Road, Delavan Street and Wattle Street. Nicholson St yet to commence as are the Fixing Country Roads and Fixing Local Roads round four projects.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Urban Sealed Roads construction and maintenance in accordance with the Urban Sealed Roads Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	15%	Progressing but with delays due to resourcing issues for staff, contractors and materials.
Undertake Kerb and Gutter construction and maintenance in accordance with the Kerb and Gutter Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing	▲	20%	Camp Street kerb completed, with other works yet to commence.
Undertake Regional Roads Program in accordance with the determined program	Completion of program	Engineering Works Manager	Progressing	▲	60%	Shoulder widening works on Mary Gilmore Way completed as per available funding. Lighting at Ariaiah Park intersection with Burley Griffin Way outstanding, with anticipated delivery in quarter 3. Along with ongoing maintenance works to continue for financial year.
Undertake Fixing Country Roads/ Heavy Vehicle Safety and Productivity Program in accordance with the determined program	Completion of program	Engineering Works Manager	Progressing	▲	20%	Tara Bectric Road Segment 7 now 70% completed, with remaining works to be completed in Quarter 2. Howards Road project has commenced development and planning for the 23/24 stage of the project to be delivered.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Undertake Pavement Rehabilitation/ Widening in accordance with the Pavement Rehabilitation / Widening Assets Capital Works Program	Completion of program	Engineering Works Manager	Progressing		25%	Progressing and on track as per budget items
Commitment to the long term facilitation of efficient heavy vehicle access through Temora Shire subject to minimisation of impact on: Resident amenity, Council finances, Resident safety	Reduction in conflict between users and road managers	Engineering Assets Manager	Progressing		25%	Ongoing. Heavy vehicle access within the LGA is a constantly changing and evolving area. I believe Council performs well in this space. HVAR is an ongoing challenge.
	Consultation with community regarding chosen route					
Seek funding (Full) for the installation of a roundabout and associated infrastructure at the corner of Hoskins & Polaris Streets	Lobbying undertaken with new government	Engineering Assets Manager	Completed		0%	Look to meet with TfNSW in lead up to Christmas to discuss project.




Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Road safety audit - Crowley and Polaris St intersection and Anzac Street	Completion of road safety audit	Engineering Assets Manager	Progressing		35%	Safety Audit has commenced.

## Waste Services

Key Functions - Garbage Services, Landfill Sites, Street Cleaning, Trade Waste Services, Recycling

Policy Direction • To provide, maintain and improve facilities, which enhance visual aspects of the CBD and street infrastructure

- **To maintain the town and village streets in a tidy and clean standard • To provide effective household waste services collection and disposal systems for Ariah Park, Springdale and Temora as well as enhancing residents recycling opportunities and participation utilising innovative approaches to education, promotion and service provision**

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Continue support for Cleanup Australia Day program and anti litter promotion	Participation in program	Environmental Services Technical Officer	Not Due To Start		0%	Clean Up Australia Day is first Sunday March, 2024.
Investigate the introduction of kerbside recycling options in Temora Shire	Submit an options report to Council	Director of Environmental Services	Completed		100%	Completed March 2023 - Status quo maintained. Assisting Lions Club to install new baling press
Advocate for a Return and Earn facility at Ariah Park	Lobby government for support for introduction of facility	Director of Environmental Services	Progressing		25%	Nothing since last year representations. Will need assistance of REROC to convince the NSW Govt to change policy to service populations of less than 1000.



## Water Services

Key Function - • Drainage • Water Cycle Management

*To ensure that water resources are utilized in an effective and efficient manner with a view to sustainability*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Deliver Flood Study and Floodplain Risk Management Plan for Arah Park and Springdale	Completion of Risk Management Study and Plan	Engineering Assets Manager	Progressing	▲	75%	Due for completion in first quarter of 2024 calendar year.
Undertake the Temora Floodplain Risk Management Study and Plan	Completion of the Temora Floodplain Risk Management Study	Engineering Assets Manager	Progressing	▲	75%	Due for completion in first quarter of 2024 calendar year.
Complete the development of an Integrated Water Cycle Management Plan (IWCMP)	Completion of IWCMP	Engineering Assets Manager	Progressing	▲	75%	Draft IWCMP has been with DPIE since December 2022. I followed up in June 2023 and the response received was they have a significant backlog and will be some time before they review.
Undertake Stormwater Drainage construction and maintenance in accordance with the Stormwater Assets Capital Works Program	Completion of program	Engineering Works Manager	Not Progressing	●	0%	Works to commence in quarter 2



Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Ariah Park Railway Dam - Enlarge/desilt/fence	Project Completion	Engineering Assets Manager	Not Progressing		0%	Funding not confirmed.
Golden Gate Reserve - Design	Design completion	Engineering Assets Manager	Progressing		25%	Design awarded and underway. Grant program part funding remains uncertain.




## Youth

Key Functions - • Support Youth in their endeavours





Policy Directions • Conduct surveys of Youth to determine “mainstream” concerns and ways to engage the youth of Temora • Support the efforts of our Youth Council • Maintain youth centre facilities at Ariah Park and Temora • Participation in Youth Week/Local Government Week

### *Provision of services for the Youth in the Community that meet the expectations of stakeholders*

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Youth - Support for Youth Week events	Attendance at Youth Week events	Youth Development Officer	Progressing	▲	10%	Youth Development Officer is investigating possible events for NSW Youth Week, which will be held 1st to 21st April, 2024.
Include alcohol and other drug education as part of the Youth education offering	Include drug and alcohol information in all improvement/wellness programs	Youth Development Officer	Progressing	▲	25%	Youth Development Officer discerns if alcohol and other drug education is appropriate for Temora Youth programs at Platform Y. Temora High School Year 12 students completed the Adulting 101 program, which included providing the students with the opportunity to gain the knowledge and skills to make informed decisions around to alcohol and drug use.
Youth - Offer programs that encourage the inclusion of village, rural and town young people	Participation by non Temora residents	Youth Development Officer	Progressing	▲	25%	Although the Youth Development Officer and/or Youth Program Coordinator endeavour to visit local schools each term to connect with our young people and promote youth programs, this was not possible last term due to the YPC position not being filled. Programs were widely advertised on social media platforms, local papers and in school newsletters. Each school holiday program aims to include at least one workshop at Ariah Park.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Youth - Conduct regular Youth programs and workshops in relevant areas of youth interest that support the development of financial literacy, interpersonal communication, collaborative skills and employment skills.	Conduct of youth programs	Youth Development Officer	Progressing		25%	The Adulthood 101 program for Year 12 students included workshops to build budgeting and interpersonal skills. The Youth Made Market program incorporated different aspects of financial literacy into each of their sessions, including budgeting, costing products, reconciliation and money handling. Skills in customer service are also taught during the program. Money handling, collaboration and customer service skills are developed as part of their work with the Platform Y Cafe at various events.
Youth - Conduct a program for school holiday activities	Attendance at School holiday events	Youth Development Officer	Progressing		25%	Each school holidays, free workshops are offered to suit a range of ages and interests. These workshops are open to all young people between 8 to 25 years and are organised in consultation with the Leadership Team. The following workshops were held in September/ October holidays: Cooking with Diini; GLOW Roller Disco; Mario-Kart Gaming; Into the Backwoods bushwalk; Arian Park gaming.
Youth - Hold a Youth Team afternoon tea and youth team meeting hosted and chaired by the Mayor and an annual informal meeting of Youth Team and Committee	Function held	Youth Development Officer	Completed		25%	Staffing issues have impacted the organisation of this meeting.

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Youth - Support the concept of the Young Citizen of the Year Award as a way of recognising Youth	Awards presented	General Manager	Progressing	▲	50%	Ongoing support has been provided by Council with the Award being held in conjunction with Australia Day. Active promotion calling for Award nominations commenced in September.
Youth - Develop and showcase talent by creating a youth made market and event with the support of local mentors	Participation level by Youth Team	Youth Development Officer	Progressing	▲	25%	YOUth Made Market 2023 workshops have been completed in preparation for the Market Day on Saturday 14th October. Twelve young entrepreneurs have completed workshops, supported by local business mentors who have shared their knowledge and skills of life in the business world. Members of the Platform Y Hospitality and Leadership Teams will be running the Platform Y Cafe at the event, which will help build their understanding of business and develop their customer service skills.
Youth - Participate in activities that encourage community service, nurture leadership and responsibility, eg Take Charge, Clean Up & Australia Day, Baking it forward	Participation in programs	Youth Development Officer	Progressing	▲	25%	Members of the hospitality team gained volunteer hours for their assistance at community events such as Arts Centre Discovery Day, TBEG Awards Dinner, The Resilience Project Community launch and TAKE THE LEAD Temora Youth Leadership Program Graduation Dinner. Members of the Leadership Team assist with the planning and running of school holiday workshops, with meetings held every fortnight at Platform Y.
Youth - Participate in REROC youth meetings and events	Attendance at REROC Youth meetings	Youth Development Officer	Progressing	▲	25%	Youth Development Officer (YDO) attends in REROC meetings (via Zoom), building connections with other YDOs in the region and assisting with the planning of the Take Charge Leadership Forum.
	Temora Shire participation in REROC Youth events					

Action Name	Metric	Responsible Position	Status	Traffic Lights	Progress	Comments
Partner with Pinnacle Services to encourage participation in programs that support and engage the young people in their care	Participation numbers of NDIS clients	Youth Development Officer	Completed		25%	One Pinnacle client regularly attends the Hospitality weekly workshops. Youth Program Coordinator will continue to collaborate with the NDIS Coordinator from Pinnacle Community Services for Pinnacle clients to attend the weekly workshops at Platform Y. Pinnacle was invited to be part of the Youth Made Market 2023, but were unable to commit for this year.
Youth - Support annual transport to Canberra Careers Expo	Provision of equitable access to event for all youth	Youth Development Officer	Completed		100%	Approximately 100 students from Temora High School, St Annes Central School and Ariah Park Central School attended the Canberra Careers Xpo. They were accompanied by the YDO and careers advisors/ staff from the 3 schools. Transport to the event was funded by Temora Shire Council.
Scholarships - Provide one (1) scholarship to the Temora and District Education Fund	Scholarship awarded	General Manager	Progressing		50%	Money for scholarship has been allocated in the budget.
Scholarships - Provide scholarships in accordance with policy to be determined by Council through the Scholarships Committee	Scholarships awarded	General Manager	Progressing		15%	Budget has been allocated for scholarships. Committee will meet when applications are received.

**12.4 ALCOHOL FREE ZONES**

**File Number:** REP23/1250  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The current Alcohol-Free Zone (AFZ) is set to expire in the near future after the maximum statutory effect of 4 years.

Section 644 of the Local Government act 1993 provides that:-

1) A Council may prepare a proposal for the establishment of an alcohol-free, either on its own motion or on the application of one or more of the following people:

- a) A person who the council is satisfied is a representative of a bona fide community group active in the area,
- b) A police officer,
- c) A person who the council is satisfied lives or works in the area.

Discussion with police indicate that the AFZ have proven to be a useful tool in the prevention of alcohol related crime. It would be a continuation of a program that is currently providing positive results for the community.

**RECOMMENDATION**

It was resolved that Council:

- 1. Continue the process of an Alcohol-Free Zone in Hoskins Street between Britannia Street and Byron Street and in Loftus Street from Crowley Street to Gardner Street involving:
  - a. Advertising the proposal in the Temora Independent for a period of 28 days
  - b. Seeking advice from Temora Police on their views on the issue and statistics from the current AFZ and
- 2. After consideration of any public submissions, if Council determine to apply the AFZ, the necessary stakeholders are advised including:
  - a. Local Police and
  - b. Liquor Licensee holders in the proposed zone.

***Report by Melissa Boxall***

**13      ENGINEERING SERVICES**

Nil

**14 ENVIRONMENTAL SERVICES****14.1 ARIAH PARK AND SPRINGDALE FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**

**File Number:** REP23/1297  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

The Arianh Park and Springdale Floodplain Risk Management Study and Plan is at the stage of final draft for public exhibition.

The overall objectives of the *Arianh Park and Springdale Floodplain Risk Management Study* were:

- to assess the impacts of flooding on existing development,
- review existing Council policies as they relate to development of land in flood liable areas,
- consider measures for the management of flood affected land and
- to develop the *Arianh Park and Springdale Floodplain Risk Management Plan* which:
  - i) Proposes modifications to existing Council policies to ensure that the development of flood affected land is undertaken so as to be compatible with the flood hazard and risk.
  - ii) Sets out the recommended program of works and measures aimed at reducing over time, the social, environmental and economic impacts of flooding.
  - iii) Provides a program for implementation of the proposed works and measures.

A copy of the report and maps have been provided to Councillors under separate cover.

A summary of the study and plan outcomes are:

- Indicative extent and depth of inundation for the 1% AEP (1-in-100 year event) and a range of floods between 20% AEP and probable maximum flood
- Recommending a graded set of controls over development according to flood risk including minimum habitable floor levels
- Recommending a flood warning system for Springdale and a vegetation management plan
- Recommending investigating a concept design of a trunk drainage upgrade for Arianh Park

At their meeting held on Tuesday 11 October 2023, the Arianh Park and Springdale Floodplain Risk Management Committee recommended that the draft study and plan be placed on public exhibition.

**RECOMMENDATION**

It is recommended that Council:



1. Place the Draft Arian Park and Springdale Floodplain Risk Management Study and Plan on public exhibition for a period of 30 days and
2. Receive a future report on the outcome of the exhibition.

***Report by Claire Golder***

**15      ADMINISTRATION AND FINANCE**

Nil

**16 CORRESPONDENCE****16.1 TBEG CHRISTMAS STREET FAIR - POTENTIAL DATE CHANGE 2023**

**File Number:** REP23/1309  
**Author:** Environmental Secretary  
**Authoriser:** General Manager  
**Attachments:** Nil

Council has been notified of a potential date change of the TBEG Christmas Street Fair.

A report to Council was submitted for the approval of the event which was fully resolved at the September 2023 Council meeting.

The proposed change is to move the event from 1 December 2023 to 8 December 2023.

At the time of writing this report TBEG had not held its meeting, which is scheduled for Thursday 12 October 2023 to confirm the decision. The outcome of the meeting will be verbally announced at the October 2023 Council meeting.

**RECOMMENDATION**

It is recommended that Council note the report.

**16.2 TEMORA PUBLIC SCHOOL PRESENTATION DAY 2023****File Number:** REP23/1310**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Public School [↓](#) **REPORT**

Temora Public School is seeking Council's support for sponsorship for the Annual Presentation Day 2023 to the value of \$200.00

Note: Donations have been made in previous years.

**RECOMMENDATION**

It is recommended that Council considers the request.



## Temora Public School

119 DeBoos Street, TEMORA NSW 2666  
Telephone: 02 6977 2877 Fax: 02 6977 2132  
Email: [temora-p.school@det.nsw.edu.au](mailto:temora-p.school@det.nsw.edu.au)  
Website: [www.temora-p.schools.nsw.edu.au](http://www.temora-p.schools.nsw.edu.au)  
ABN 54 075 856 481



Thursday, 12th October, 2023

Ms Melissa Boxall  
The General Manager  
Temora Shire Council  
105 Loftus Street  
TEMORA NSW 2666

Dear Ms Boxall

RE: Temora Public School Presentation Day

This year our presentation day will be held on Tuesday, 12<sup>th</sup> December. We are presently organising awards and certificates and would appreciate if, once again, the Temora Shire Council would be kind enough to contribute to these awards.

In past years, Temora Shire Council has kindly contributed \$200-00 as a scholarship to two of our Year 6 students to assist with their costs in Year 7 at Temora High School. The generosity of local government and businesses enables us to continue to recognise the wonderful work of many of our students.

Thank you for your continued support. It is greatly appreciated.

Yours sincerely





Erin Pike  
Principal

**17 BUSINESS WITH NOTICE**

Nil

**18 NOTICE OF MOTION****18.1 NOTICE OF MOTION - PUSHBIKE RACKS****File Number:** REP23/1299

**Attachments:**

1. **NOM** [↓](#) 
2. **Image 1** [↓](#) 
3. **Image 2** [↓](#) 
4. **Image 3** [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 19 October 2023, I intend to move the following motion:-

**MOTION**

That Council Officers engage Hoskins Street Café and Coffee business owners to ascertain if they have identified a need for bike racks for patrons.

If a need is identified further enquiries such as:

- a. Data indicating anticipated times of peak usage
- b. Questions such as would the business be willing to purchase, store and deploy a portable bike rack for use by their patrons

Council officers to consider if the Outdoor Dining & Street Stall Policy could be amended to include portable pushbike racks. Would this Policy be a mechanism suited to minimize and manage any risks which may arise from the deployment of the proposed devices. Council Officers to provide future report to Council.

Notice of Motion:

That Council Officers engage Hoskins Street Cafe and Coffee business owners to ascertain if they have identified a need for bike racks for patrons.

If a need is identified further enquiries such as:

- a) Data indicating anticipated times of peak usage.
- b) Questions such as would the business be willing to purchase, store and deploy a portable bike rack for use by their patrons?

Council Officers to consider if the Outdoor Dining & Street Stall Policy could be amended to include portable pushbike racks. Would this Policy be a mechanism suited to minimise and manage any risks which may arise from the deployment of the proposed devices.

Council Officers to provide future report to Council.

Cr. Anthony Irvine

11<sup>th</sup> October 2023













**19 BUSINESS WITHOUT NOTICE - URGENT**

**20 COUNCILLORS INFORMATION PAPER****20.1 WORKS REPORT - OCTOBER 2023**

**File Number:** REP23/1285  
**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

**Local Roads**

- Delavan St upgrade
- Tara Bectric seg 6 heavy patching
- Thanowring Rd heavy patching
- Tara Bectric seg 7 shoulder widening works
- Tara Bectric seg 7 pipes
- MR 398 shoulder widening project
- Boundary Range Rd resheet
- Sealing heavy patches on Old Wagga, Thanowring, Coolamon Rd
- Glynburn Rd flood damage
- Maintenance grading
- Flood damage repair to gravel roads (contractor graders)
- Slashing and Spraying

**Urban Temora & Aria Park**

- Urban slashing and spraying
- Urban footpath repairs
- Macauley St footpath
- Anzac St footpath widening
- Chifley St drainage project
- Camp St stabilising the Rd adjacent to K & G
- Hoskins St heavy patching

- Heavy patching Altona ag entrance/exit
- Father Hannan Oval footpath

**Works planned for October 2023**

- Pipe culverts on Reynolds Lane
- Pipe culverts on Ness's Lane
- MR 57 dig out patch near Harpers Lane
- MR 84 dig out patch at Bulls Plain
- Delaven St pipes
- Wattle St upgrade
- MR 57 Clays Lane project
- Back Mimosa Rd sealing
- Maintenance grading (contractors)
- Weed spraying and slashing.
- Tara Bectric Rd seg 7 widening
- MR398 Seg 2 and 3 widening.
- Thanowring School Rd culverts
- Boundary Range Rd resheet

***Report by Pat Kay***



**20.2 BUILDING APPROVALS - SEPTEMBER 2023**

**File Number:** REP23/1266  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979**

In accordance with the provisions of Section 4.59 of the Act, and Section 124 of the Regulations, notification is given that the undermentioned developments have recently been granted consent.

**DEVELOPMENT APPLICATIONS ISSUED**

- ✓ DA/CC 45/2023 – Lot 28; DP 264265; 5 Hyde Street, Temora – Residential Storage Shed/Garage; Extension to Front Verandah.
- ✓ DA/CC 46/2023 – Lot 8; Section 6; DP 758030; 15 Harrison Street, Aria Park – Construction of a Single Storey Dwelling.
- ✓ DA 47/2023 – Lot 1; DP 1034945; 6 Evatt Street, Temora – Subdivision.
- ✓ DA/CC 49/2023 – Lot 52; DP 1082604; 20 Spitfire Drive, Temora – Dwelling House, Hangar and Inground Pool.
- ✓ DA/CC 53/2023 – Lot B; DP 357058; 2 Bowling Club Lane, Temora – Raised Concrete Deck and Awning.
- ✓ DA 54/2023 – Lot C; DP 406755; 154 Gardner Street, Temora – Demolition of Dwelling House.
- ✓ DA 57/2023 – Lot 1; DP 658810; 90 Loftus Street, Temora – External Refurbishments including Access Upgrade.
- ✓ DA 61/2023 – Lot 3; DP 774824; 11 Back Aria Park Road, Aria Park – Conversion to Residential Dwelling.
- ✓ DA 64/2023 – Lot 5 and 5A; Section 2; DP 758957; 175-177 Hoskins Street, Temora – External Signage and Internal fit out of Existing Commercial Premises.

**COMPLYING DEVELOPMENT CONSENTS ISSUED**

- ✓ CDC 22/2023 – Lot 15; Section 27; DP 758957; 132 Camp Street, Temora – Rear Verandah attached to Existing Residence.
- ✓ CDC 23/2023 – Lot 10; DP 13950; 135 Britannia Street, Temora – Residential Dwelling Additions and Alterations.
- ✓





**20.3 REGULATORY CONTROL - SEPTEMBER 2023****File Number:** REP23/1304**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	50	No	No	7x no issues 36x warnings issued 3x monitor 1x dumped car + removed 1x move on for caravan 2x main street checks – no issues 1x parked across footpath (blocked)
Scooters & Bikes	0	No	No	No issues
School Zones	45	No	No	All schools checked – no issues
Noise	5	Yes	No	5 noise complaints: - 4x monitor - 1x loud music
Air Quality	N/A	No	No	No issues
Illegal Dumping/Littering	4	No	No	3x checks (all ok) 1x dumped animal
Overgrown/Untidy Blocks	19	No	No	16x monitor 1x contacted owner/cleaned up 1x soil conservation 1x footpath spray
Lake Walking Track – leashed animals	74	No	No	No issues
Animal Welfare	22	No	No	1x dog rescue/pound 1x showground inspections 3x reports – no issues on inspection 2x goats at hospital – checked & monitor. 1x lizard – wires contacted. 2x magpie 10x dog collections 1x cat collection 4x bee removal

Dangerous Dogs	5	No	No	1x dog attack on lamb 2x report – nothing found 2x report – owner found and warning issued
Impounded	11	No	No	1x vehicle 4x dogs – pound 6x dogs waiting rescue
Noise Animals	4	No	No	4x monitor barking dogs
Nuisance Animals / Trapping	9	No	No	1x cat trap 6x airport bird – monitor 1x remove crow. 1x pool inspection
Dead Animal Removal	7	No	No	2x kangaroo 3x cat 1x wombat 1x snake
Keeping of Horses in Residential Areas	1	No	No	1x monitor and reported to RSPCA
Main Street Sign Approvals Inspections	1	No	No	1x car rolled across main street
Rural Stock Incidents	3	No	No	2x no Issues 1x escape lamb – caught and returned
Fruit Fly	NIL	No	No	NIL
Euthanised	1	No	No	1x cat
Other	32	No	No	20x pound clean/feed 6x airport, showground, caravan park, cemetery and platform y 1x pest spray at pound 1x kangaroo 2x lock Teale St 1x check truck parking bay – Wagga Rd 1x cameras at West Wyalong

**Report by Ross Gillard**

**20.4 BORROWINGS**

**File Number:** REP23/1255  
**Author:** Director of Administration & Finance  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

Council's borrowings are set out in the table below.

<b>Purpose</b>	<b>Loan Amount</b>	<b>Interest Rate</b>	<b>Annual P + I Payments</b>	<b>Balance @ 30/09/2023</b>	<b>Term</b>	<b>End Date</b>
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$808,426	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$607,660	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,144,193	20 yrs	2042
<b>Totals</b>			<b>\$498,689</b>	<b>\$2,560,279</b>		

*Report by Elizabeth Smith*

**20.5 CASH AND INVESTMENTS FOR PERIOD ENDING 30 SEPTEMBER 2023****File Number:** REP23/1312**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  



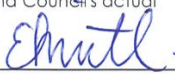
Temora Shire Council

Cash &amp; Investments

For the period ended 30th September, 2023

	Original Budget 2023/24	Revised Budget 2023/24	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	4,008,634	4,008,634	3,965,880
Domestic Waste Management	1,486,691	1,486,691	1,481,640
Stormwater Drainage Flood Studies & Construction Programs	400,296	400,296	394,985
S94 Contributions	254,032	254,032	287,393
Unspent Restricted Grants	1,577,853	1,577,853	1,793,187
Pinnacle Externally Restricted	1,480,744	1,480,744	1,618,451
<b>Total Externally Restricted</b>	<b>9,208,250</b>	<b>9,208,250</b>	<b>9,541,537</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	3,409,796	3,409,796	3,419,486
Other Waste Management	520,509	520,509	686,516
Leave Reserves	1,977,570	1,977,570	2,260,710
Roads Reserve	565,000	565,000	565,000
Local Roads	666,680	666,680	1,048,708
FAGS Received in Advance	3,034,635	3,034,635	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	1,012,617	1,012,617	1,005,079
Ariah Park Tip Fee Contributions	13,930	13,930	11,325
Medical Complex Development	9,845	9,845	12,688
Infrastructure	1,614,457	1,614,457	1,439,457
Infrastructure - Airpark Estate	204,690	204,690	204,690
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	235,204	235,204	231,433
Sports Council Requirements	62,018	62,018	61,018
Youth Donations	1,266	1,266	1,160
Revotes	989,193	989,193	1,390,075
Airside Maintenance	151,980	151,980	139,338
Temora Agricultural Innovation Centre Maintenance Reserve	10,249	10,249	32,778
Regional Local Roads Repair Program	1,948,552	1,948,552	1,206,130
<b>Total Internally Restricted</b>	<b>15,412,801</b>	<b>15,412,801</b>	<b>14,650,904</b>
<b>Total Restricted Reserves</b>	<b>24,621,051</b>	<b>24,621,051</b>	<b>24,192,441</b>
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			1,204,597
AMP Business Saver Account			513,846
AMP Notice Account			846,621
Macquarie Bank Cash Management Accelerator Account			521,743
Westpac Cash Reserve			1,515,440
Term Deposits held with:			
Bank of Queensland			1,500,000
National Australia Bank			11,236,364
Commonwealth Bank of Australia			1,026,324
AMP Bank			1,010,076
Macquarie Bank			4,077,495
Westpac Bank			0
Northern Territory Treasury Bonds			1,000,000
Australian Equity Bank			2,000,000
My State			500,000
<b>Total Cash &amp; Investments</b>	<b>24,621,051</b>	<b>24,621,051</b>	<b>26,952,506</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>24,621,051</b>	<b>24,621,051</b>	<b>25,952,506</b>
<b>Funding Surplus</b>			<b>1,760,065</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

  
Elizabeth Smith





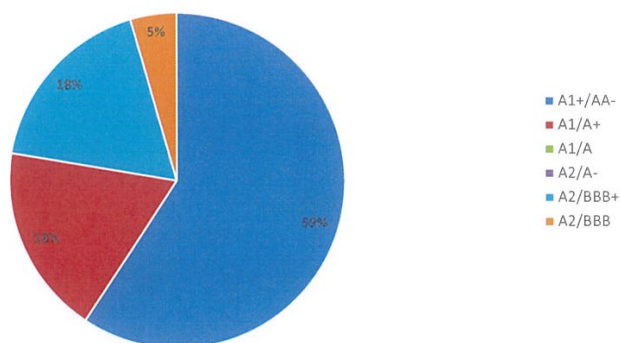
## Temora Shire Council

## Cash &amp; Investments

For the period ended 30th September, 2023

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%			1,204,597.04	
Westpac Bank	A1+/AA-	Cash Reserve		1.55%			1,515,439.52	2,720,036.56
Macquarie Bank	A1/A+	Cash Management Accelerator Account		4.50%			521,743.21	521,743.21
AMP Bank	A2/BBB	Business Saver		3.05%			513,845.63	
AMP Bank	A2/BBB	31 Day Notice Account		4.95%			846,621.01	1,360,466.64
							<b>Total Cash Held</b>	<b>4,602,246.41</b>
<b>Investments Held</b>								
Bank of Queensland	A2/BBB+	Term Deposit	22/06/23	5.25%		22/06/26	500,000.00	
Bank of Queensland		Term Deposit	21/06/19	2.35%		19/06/24	500,000.00	
Bank of Queensland		Term Deposit	1/03/23	4.95%		28/02/25	500,000.00	1,500,000.00
National Australia Bank	A1+/AA-	Term Deposit	7/06/23	5.20%		12/06/24	500,000.00	
National Australia Bank		Term Deposit	31/05/23	4.95%		29/05/24	560,965.93	
National Australia Bank		Term Deposit	19/01/23	4.42%		29/11/23	517,118.69	
National Australia Bank		Term Deposit	8/09/21	0.80%		9/09/24	504,415.11	
National Australia Bank		Term Deposit	26/04/23	4.50%		15/11/23	515,757.36	
National Australia Bank		Term Deposit	31/05/23	4.95%		29/05/24	522,362.58	
National Australia Bank		Term Deposit	27/01/21	1.30%		20/10/25	504,622.90	
National Australia Bank		Term Deposit	28/03/22	3.15%		26/03/27	530,000.00	
National Australia Bank		Term Deposit	19/01/23	4.42%		29/11/23	512,381.55	
National Australia Bank		Term Deposit	28/03/22	2.80%		27/03/25	502,250.00	
National Australia Bank		Term Deposit	22/06/23	4.90%		20/06/28	517,576.86	
National Australia Bank		Term Deposit	12/07/23	5.50%		17/07/24	517,551.48	
National Australia Bank		Term Deposit	6/04/23	4.45%		3/04/24	508,750.00	
National Australia Bank		Term Deposit	29/06/22	3.96%		19/12/23	500,863.02	
National Australia Bank		Term Deposit	16/08/23	5.20%		14/08/24	509,469.87	
National Australia Bank		Term Deposit	27/09/23	5.30%		25/09/24	512,278.77	
National Australia Bank		Term Deposit	11/04/23	4.45%		11/10/23	500,000.00	
National Australia Bank		Term Deposit	7/06/23	5.12%		29/02/24	1,000,000.00	
National Australia Bank		Term Deposit	28/06/23	5.51%		31/07/24	1,000,000.00	
National Australia Bank		Term Deposit	30/06/23	5.52%		13/03/24	500,000.00	11,236,364.12
Commonwealth Bank	A1+/AA-	Term Deposit	22/03/23	4.27%		25/10/23	1,026,324.11	1,026,324.11
AMP Bank	A2/BBB	Term Deposit	15/02/22	1.00%		15/02/24	510,075.57	
AMP Bank	A2/BBB	Term Deposit	30/06/23	5.70%		15/05/24	500,000.00	1,010,075.57
Macquarie Bank	A1/A+	Term Deposit	23/08/23	4.85%		23/04/24	525,392.89	
Macquarie Bank		Term Deposit	20/09/23	4.72%		20/12/23	530,563.84	
Macquarie Bank		Term Deposit	30/08/23	4.52%		29/11/23	521,538.58	
Macquarie Bank		Term Deposit	24/05/23	4.66%		20/12/23	1,000,000.00	
Macquarie Bank		Term Deposit	13/09/23	4.71%		24/04/24	500,000.00	
Macquarie Bank		Term Deposit	22/03/23	4.64%		27/03/24	1,000,000.00	4,077,495.31
Northern Territory Treasury	A1+/AA-	Treasury Bonds	24/03/21	0.80%		15/06/24	500,000.00	
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%		15/06/26	500,000.00	1,000,000.00
Australian Equity Bank	A2/BBB+	Term Deposit	2/06/23	4.99%		30/01/24	1,000,000.00	
Australian Equity Bank	A2/BBB+	Term Deposit	28/06/23	5.40%		28/08/24	1,000,000.00	2,000,000.00
My State Bank	A2/BBB+	Term Deposit	29/06/23	5.50%		10/01/24	500,000.00	500,000.00
							<b>22,350,259.11</b>	<b>22,350,259.11</b>
<b>Total Cash &amp; Investments</b>								<b>26,952,505.52</b>

Standard &amp; Pools Short Term/Long Term Credit Ratings



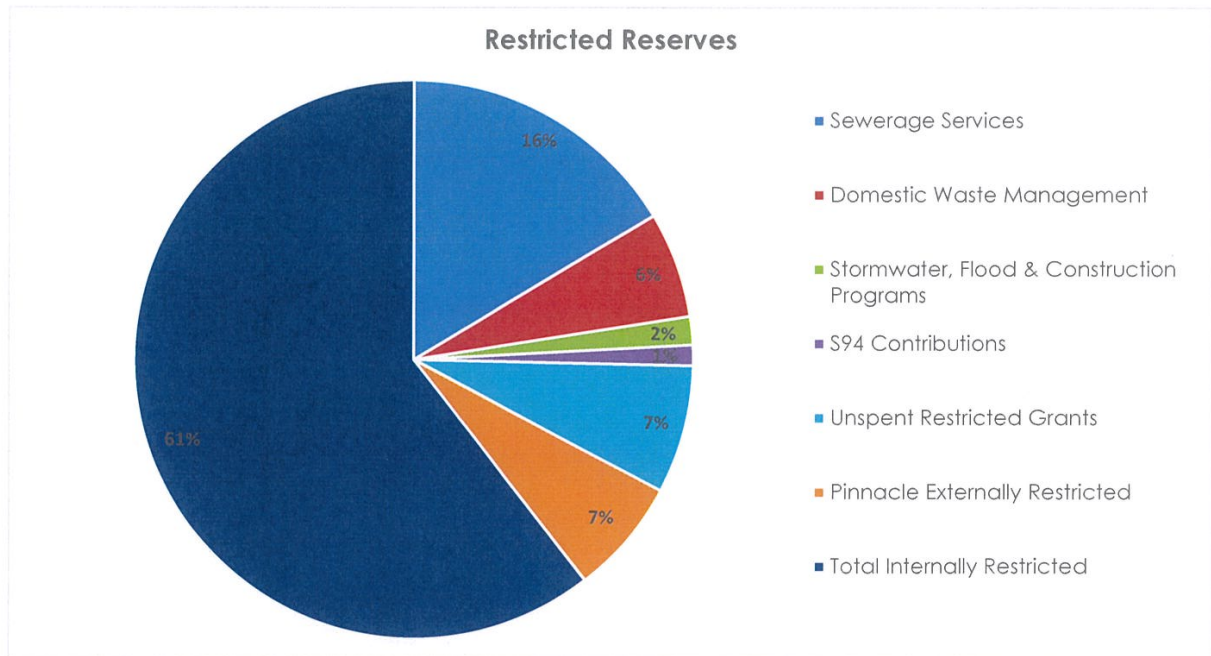
Graph One - proportion of investments held by Standard &amp; Pools credit ratings.



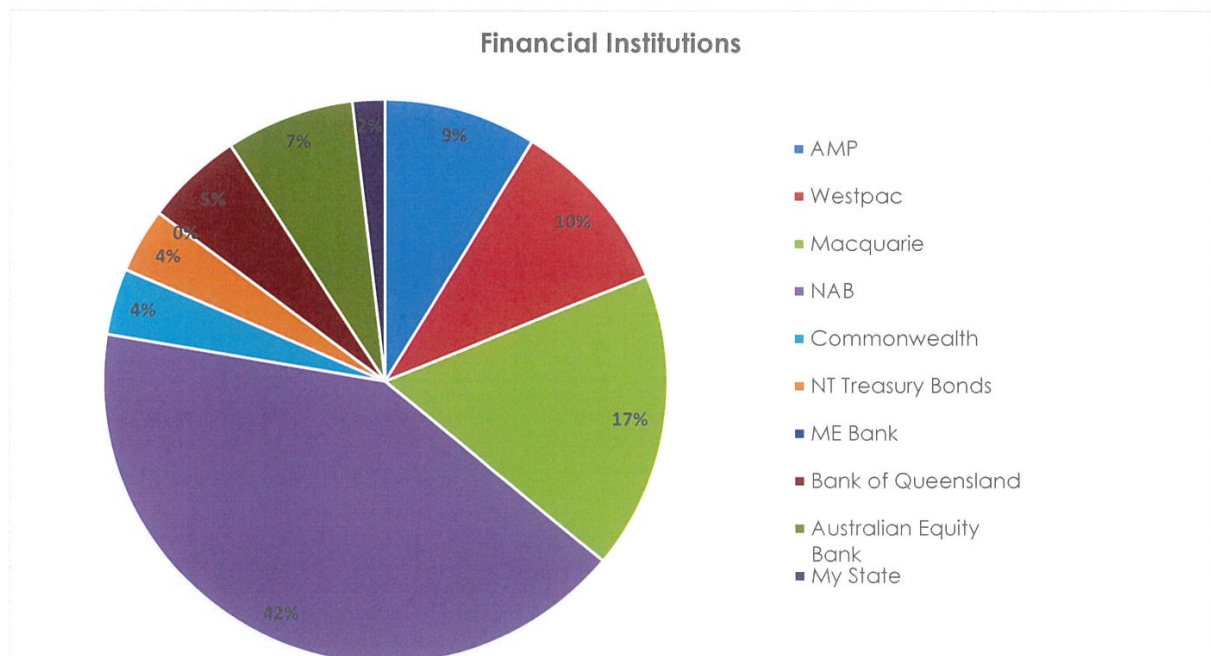
Temora Shire Council

### Cash & Investments



For the period ended 30th September, 2023



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.

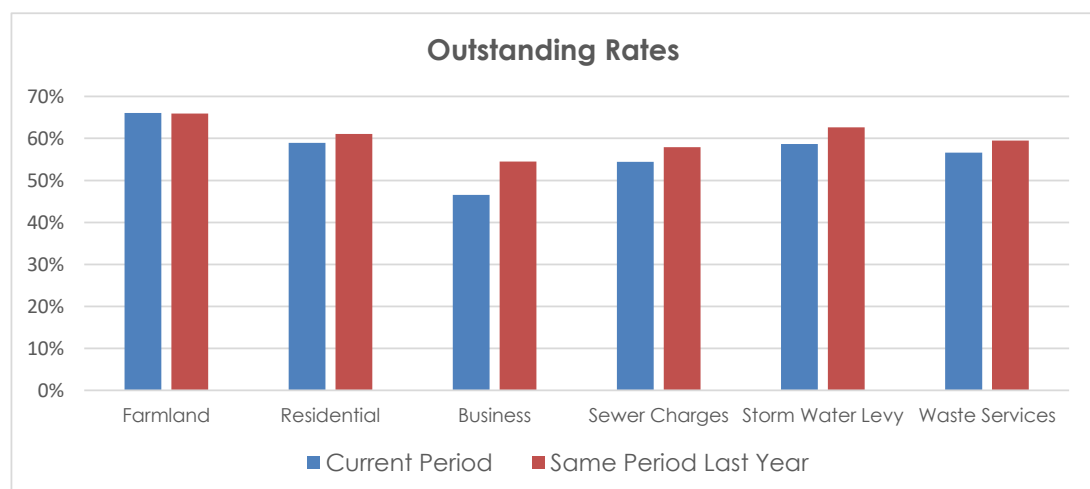
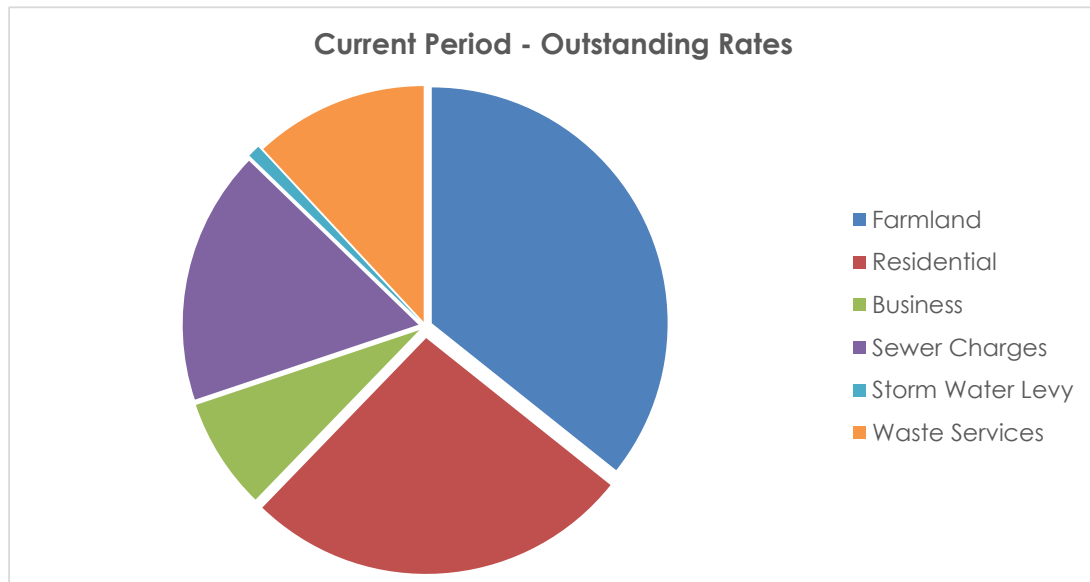
**20.6 RATES REPORT - SEPTEMBER 2023****File Number:** REP23/1267**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
1. Rates Collection [↓](#)   
2. Rates Chart [↓](#) 





Temora Shire Council  
**Rates Collections**  
 For the period ended 30 September, 2023

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Same Period last year	
				Rates Outstanding \$	Rates Outstanding %
Farmland	2,138,108.87	(2,997.84)	(724,650.99)	1,410,460.04	66%
Residential Temora - Occupied	1,481,340.54	(75,388.33)	(571,087.86)	834,864.35	59%
Residential Temora - Vacant	70,499.31	0.00	(24,715.06)	45,784.25	65%
Residential - Ariah Park	90,543.95	(6,487.49)	(34,220.63)	49,835.83	59%
Residential - Springdale	14,570.55	(1,156.23)	(5,428.13)	7,986.19	60%
Rural Residential	167,054.71	(9,836.20)	(75,890.25)	81,328.26	52%
Residential - Temora Aviation	47,513.85	(728.97)	(18,999.87)	27,785.01	59%
Business Temora - Hoskins Street	294,036.97		(147,836.97)	146,200.00	50%
Business Temora - Town	291,063.81		(163,634.83)	127,428.98	44%
Business Temora - Aviation	28,922.94		(13,580.83)	15,342.11	53%
Business - Ariah Park	22,870.36		(12,890.25)	9,980.11	44%
Business - Other	10,553.82		(8,220.90)	2,332.92	22%
<b>Services</b>					
Residential Sewer Charges	1,179,419.88	(36,844.89)	(475,458.85)	667,116.14	58%
Non-Residential Sewer Access & Usage Charges	118,458.96		(99,110.90)	19,348.06	16%
Storm Water Levy	57,499.31		(23,756.26)	33,743.05	59%
Domestic & Rural Waste Services	718,137.00	(38,517.83)	(283,650.83)	395,968.34	58%
Trade Waste Services	151,829.88		(77,328.26)	74,501.62	49%
Overpayments	(119,887.40)		86,216.26	(33,671.14)	
Legal charges	16,753.93		(2,785.80)	13,968.13	
<b>Total</b>	<b>6,779,291.24</b>	<b>(171,957.78)</b>	<b>(2,677,031.21)</b>	<b>3,930,302.25</b>	<b>58%</b>
				<b>3,874,921.05</b>	<b>62%</b>



**20.7 TOWN HALL THEATRE - SEPTEMBER 2023****File Number:** REP23/1307**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre [↓](#) 



Temora Shire Council

## Temora Town Hall Theatre Operating Statement

For the period ended 30th September, 2023

	Current YTD	Previous YTD
<b>Candy Bar</b>		
Income	9,903	9,476
Purchases	(2,503)	(4,424)
	7,400	5,052
<b>Admissions</b>		
Income	19,628	18,008
Gold Class Ticket Sales	544	764
Audio Visual Purchases	(10,862)	(14,828)
	9,310	3,943
<b>Other Income</b>		
Facility Hire	491	318
Sale of Advertising	491	-
Donations	-	25
	982	343
<b>Other Costs</b>		
Advertising	-	(50)
Bank Fees	(387)	(395)
Building Maintenance	(228)	(46)
Cleaning	(594)	(1,059)
Computer Costs	(507)	(577)
Event Catering Expenses	(929)	-
General Maintenance	(225)	(259)
Insurance	(7,446)	(6,614)
Licences & Permits	(118)	(618)
Materials Purchased	(48)	(320)
Rates & Electricity	(2,771)	(3,467)
Employee Costs	(6,251)	(7,481)
Sundry Expenses	-	15
Telephone & Internet	(242)	(243)
Depreciation	-	(250)
	(19,746)	(21,362)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 2,055)</b>	<b>(\$ 12,023)</b>
Internal Hire/Donation	-	-

**20.8 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE SEPTEMBER 2023****File Number:** REP23/1305**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Income & Expenditure [↓](#) 



Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 30th September, 2023

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	6,515	11,740
Other Sundry Income	-	-
<b>Total Income</b>	<b>6,515</b>	<b>11,740</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(1,773)	(2,818)
Rates	(3,763)	(3,611)
Water	(134)	(174)
Cleaning	(3,435)	(2,845)
Maintenance	(3,898)	(3,350)
Administration		
Employee Costs	(1,281)	(1,333)
Depreciation	-	(29,456)
Insurance	(28,424)	(25,193)
Organisation Support Costs	-	(10,529)
Other/Miscellaneous	-	-
<b>Total Expenditure</b>	<b>(42,708)</b>	<b>(79,309)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(36,194)</b>	<b>(67,568)</b>
Internal Hire/Donation	615	955

**20.9 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 16 AUGUST 2023****File Number:** REP23/1294**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\)](#) 

## GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL

### REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 16th August 2023, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB

**Attendance:** Rick Firman (TSC) Denise Breust (Treasurer) Jack Morton (Rugby League) Michelle Mawbey (Swimming) Marnie Smith, Rob Pfeiffer, Peter Hartwig (Aussie Rules) Bruce Lack (Bowling Club) Maree Liston (Pistol Club) Emma Bowley (Temora Athletics Club) Raymond Wells (Tennis) Kris Dunstan (TSC/Tuskers) Laurette Chapman (Soccer) Max Oliver (TSC) Bill Schwencke (Greyhounds) Claire Reid (TPS)

**Apologies:** Tony Stringer, Judy Gilchrist, Michele Stewart, Adam Reid, Hack Hetherington. Grant Haig, Linc Macauley, Alison McCrone

Moved Michelle Mawbey Seconded Claire Reid Carried

#### **Executive Meeting Report:**

Nil.

#### **Rec Centre Business:**

Kris Dunstan. Concerns raised about the new booking form. Access cards were widespread. All active at all times and no control over who/when had access. Facilities being used without bookings, overlaps etc. Sharing of cards across organisations was occurring. To improve /manage access, cards were all recalled and new ones re-issued to specific executive members in the organisations. Looking to offer a 30minute buffer prior to the time booked. Discussed feedback. Activate all cards for the organisation booking the rec centre.

#### **Business Arising from the Minutes:**

Defibrillator at Nixon Park need signage, further follow up to occur.

**Minutes:** The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Bruce Lack Seconded Max Oliver Carried

#### **CORRESPONDENCE:**

**Incoming:** Letter from Temora Athletic Club re Elite Sports Grant for Grace Krause

**Outgoing:** Business Papers  
Congratulation letter to Grace Krause on her achievements.



Moved Clarie Reid seconded Marnie Smith carried.

**Treasurers Report:**

Balance as per bank statement \$16,929.08 moved on the motion of Denise Breust Seconded Bill Schwencke Carried

Moved a motion to award Grace Krause the \$150. Elite Sportsperson Grant

Moved Denise Breust seconded Laurette Chapman carried.

**General Business:****Swimming Club:**

Temora Swimming club is starting to look forward to the 2023 -24 season. Over the winter we have been providing training to Temora & Quandialla swimmers two days a week (Tuesday morning and Thursday afternoon) along with swim lessons for junior swimmers on Monday & Wednesday afternoons is required. Temora & Quandialla sent 9 swimmers to the Southern inland Short Course Championships last Sunday in Wagga, we collected several medals, many pb's & also Jill Mawbey set a record in the women's Senior 0metre Breaststroke event. The Summer Swim meets start on the 22<sup>nd</sup> of Octobers at North Albury. Upcoming meets – October: North Albury & Albury. November: Griffith & Young. December: Cootamundra, Leeton/Yanco & Junee. Temora will hold it AGM in late September.

It would be great if we could have access to the Temora outdoor pool for club night just before the above summer meets commence. Temora Swimming Club has secured the largest swim meet to be held in Southern inland for 2023-24. This meet is held over 1 ½ days, Saturday afternoon 3<sup>rd</sup> February & all-day Sunday 4<sup>th</sup> February. This will be a huge weekend for Temora Swimming Club, the last time Temora held a meet similar in size was in January 1979 when we hosted the NSW Country Championships. We held that meet with only 6 lanes. We thank the Temora Shire Council for their letter of support.

**Temora Greyhound Club:**

Progress with races. 1million dollar chase coming up. Southern Star final in Goulburn. Had 3 dogs race placed 1<sup>st</sup> & 3<sup>rd</sup>. Toilet block contract from Sydney coming down. Thanks to the council for the dam/pump – helpful in moving the water. Independent is doing an excellent job highlighting our events. Race schedule is ongoing.

**Pistol Club:**

Coming up to the competitive season. Western Plains in Dubbo in September. Another comp during Oct Long weekend. Some new members coming in which is good Upgrade facilities - Rick Firman suggested reaching out to the TSC, and to the Member for Cootamundra and the member for Riverina.

**Soccer Club:**

Junior season has finished. 3 weeks left in the seniors. Men won't make the finals, women finished 2<sup>nd</sup> for finals. 14<sup>th</sup> November summer soccer season starts.

**Tennis Club:**

Junior tournament/coaching weekend was great. 2 school teams played in a knockout last week.

**Temora Australian Football/Netball Club:**

Finals start this week. A-grade minor premiers. 4 x netball & 2 x football grades will play finals. Broken window – went to the police. Thanks to council workers & tradies for their help.

**Temora Junior Australian Football /Netball Club:**

Hosting the Junior League Grand final. U'11s football play elimination final this Sunday in Leeton v's Griffith. U'12s Netball Minor premiers, straight into Grand Final.

**Temora Dragons:**

Huge Gala Day last weekend (against brothers) First grade - Minor Premiers. 1 round to go League Tag looking to secure 2<sup>nd</sup> place before finals. U'18s should play finals, too. 4 byes for first grade coming up. Old boys' crop on going.

**Temora Bowling Club:**

Annual tournament next weekend (Vic, Sydney, Act coming) filling all 3 greens. Increased prize money. We are funding this ourselves after covid resting donations from business houses. 4 men attended the state championships in Wollongong. AGM early next month,

**Basketball:**

Seniors no women's comp. Calling for nominations for mixed comp. Jnr comps starting in September going through junior selection trials for the intro of junior teams for western junior league.

**Temora Athletics Club:**

Grace had a wonderful experience. Huge support. Long jump was amazing to watch, made final in 200m – great effort in challenging conditions. ABC Riverina called coach Greg Wiencke 3 morning Prior to Grace competing. Looking forward to an exciting season.

Rick Firman – moved to send a letter to Grace Krause congratulating her.

Seconded Ray Wells

Friday 19<sup>th</sup> November – Dinner with Luke Breust. Federal MP will also be in attendance to interview Luke.

**Temora Public School:**

On behalf of the TPS, we would like to acknowledge the outstanding achievements of past student Grace Krause.

State Cross Country – Eddie C travelled to Sydney early in the term. He placed 44<sup>th</sup> in his age group. A wonderful achievement to represent at such a high level.

Riverina Golf – Harper B was selected from the trials in the back at the end of July. She was also crowned the girls champion on the day also. Harper will travel to Bateman's Bay to compete at the next level.

Riverina Athletics - On Friday the 25<sup>th</sup> of August, 25 students travel to Albury to participate in the Riverina Athletics Carnival. From a PSSA level, TPS were the over all champions and we had the following Age Champions: JNR Boys – Eddie C, 3<sup>rd</sup> place Garney K, 11YR Boys Runner -up Mikey M, 11Yr Girls Champion- Ava M, SNR Boys Runner -up Ben G and SNR Girls Ella H.

Multi Sports Day – A group of students attended this wonderful event in Wagga back in June. Students worked with a range of experts to enjoy Soccer, Touch Football, Netball, AFL, NRL and Basketball.

Touch Football- The girls and boys teams played last week against Griffith in the 5<sup>th</sup> round of the PSSA Knockout. In a drop off, the girls secured a win 2-1.

Unfortunately, the boys went down 3-1, with a very defensive game,

During Term 3 our school will be doing Premiers Sporting Challenge. Our year 5 and 6 students will collaborate with the Temora West PS this Friday to train for this. Students in year 6 plan and lead each group, while kinder through to year 5 are in mixed groups and participate in each rotation. The PSC is a great weekly activity! It has been a fantastic start term 3 for TPS sports, we are extremely proud of the effort that all our students put into their weekly activities!!

#### UPCOMING:

Girls Rugby League- Our girls Rugby League team will play tomorrow at Katrina Fanning

Trent Barrett Shield Finals – Next week. 3 tackle and 2 tag teams entered.

Riverina Rugby Union – Next week we will have 6 students attending Camden for the Stat Championships \_ Eli S, Sam R, Lincoln C, Rhys J, Ben G and George S.

Brian Palmer Shield – The boys team plays next week in Jindabyne. If they win, they play in Sydney later this term.

To conclude, TPS would like to acknowledge and thank the THS students who regularly attend our carnivals, the PSSA carnivals and hold roles of ref and umpires for a range of sports. They do a FANTASTIC job!!!

The next meeting will be on the 18<sup>th</sup> of October 2023

6.30 pm Temora Ex-Services Club Narraburra Room

Meeting closed at 7.37pm

Signed Chairman:

Secretary:

-----


-----

**20.10 IMAGINE TEMORA MINUTES HELD 12 SEPTEMBER 2023**

**File Number:** REP23/1264

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Imagine Temora [↓](#) 

## Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 12 September 2023 at 5.10pm

**Present:**

Louise Adams, Susan Jeri, Jeremy, Susan Hunn, Fran Cahill, Maxine Linnane and Yianni Johns (on phone).

**Apologies:**

Lindy Reinhold, Scott Hayman.

**Minutes from previous Meeting:**

Read by Louise Adams

**Amended re Incoming correspondence. Moved** – Susan Jeri

**Seconded** - Jeremy

**Correspondence – inward and outward:**

Invitation from Temora Shire Council to nominate recipients of Australia Day awards 2024.

Invitation to Mayoral Reception for Michael McCormack.

**Business arising from previous meeting:**

Motion Arts planned Springdale concert moved to 17 September in Temora due to Springdale Hall being booked for a wedding on original planned performance day.

**General business/Around the Room Update:**

**TSC-** The Art Centre will be holding more Flow workshops – Creative Writing, Pottery and Yoga (concluding next week). Yoga has proved to be extremely popular and paid classes will be commencing in October.

Jeremy is liaising with Tim K from ERA re October grant writing seminar.

Greenthumb session coming up – planting/propagation.

**Motion Arts** – Held their AGM last week and have elected a new committee.

Musical Theatre Concert will now be held at the Town Hall 2pm Sunday 17 September.

They are planning Christmas Carols in December.


**Performing Arts** – Tony Bozicevic concert has been postponed until 2024. Date TBA.

They are planning to approach the Temora branch of the Young Conservatorium of Music regarding possible events.

**Yianni** - Ardlethan Show is on 16 September and will include an art exhibition.

Next meeting will be held on 10 October.

Meeting closed 5.40pm

**20.11 LGNSW - DAVID REYNOLDS****File Number:** REP23/1247**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. LGNSW [↓](#) 

Thanking Council for the kind words of congratulations on his appointment as Chief Executive of LGNSW.



Level 8  
28 Margaret Street  
Sydney, NSW 2000

02 9242 4000  
[lgsw@lgsw.org.au](mailto:lgsw@lgsw.org.au)  
[lgsw.org.au](http://lgsw.org.au)

Our ref R14/0015 Out-36201

19 September 2023

Cr Rick Firman OAM  
Mayor  
Temora Shire Council

Email: [mayor@temora.nsw.gov.au](mailto:mayor@temora.nsw.gov.au)

Dear Cr Firman

A handwritten signature in blue ink that reads 'Rick,'.

Your letter of congratulations on my appointment as Chief Executive of LGNSW is very well received, thank you.

I appreciate the kind words of support on behalf of your council and community and I was very pleased to be able to meet you and Melissa at the Country Mayors Association forum last week in Wagga Wagga.

The opportunity to have worked for so many years in the local government sector at the coal face with councils, I believe will stand me in good stead to continue to support the valuable work that councils have achieved under the most trying circumstances of the recent economic climate.

Together with dedicated LGNSW staff, I look forward to strengthening the close ties that have been established with our hard-working members and look forward to future visits to our regional councils.

Yours sincerely

A handwritten signature in blue ink that reads 'David Reynolds'.

David Reynolds  
**Chief Executive**

**ONE VOICE  
FOR COUNCILS**

**20.12 LIFEBLOOD MOBILE DONOR CENTRE VISIT 2024****File Number:** REP23/1286**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil**Lifeblood Mobile Donor Centre Visit for 2024**

Council has been supplied with the following dates for the Lifeblood Mobile Centre to visit Temora in 2024. 90 Loftus Street is across from the taxi rank, where the van has parked on previous visits.

Day	Date	Site Address	Session Start	Session Finish
Tuesday	23 January 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Wednesday	24 January 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Thursday	25 January 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Friday	26 January 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Tuesday	23 April 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Wednesday	24 April 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Thursday	25 April 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Friday	26 April 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Tuesday	23 July 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Wednesday	24 July 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Thursday	25 July 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Friday	26 July 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Tuesday	22 October 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Wednesday	23 October 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Thursday	24 October 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00
Friday	25 October 2024	90 Loftus St, TEMORA, NSW,2666	9:00	15:00



**21 CONFIDENTIAL REPORTS****RECOMMENDATION**

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:

**21.1 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 10 October 2023**

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.

**21.2 Update on Emulsion Bitumen**

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

**21.3 Aboriginal Land Claim**

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.

**22 MEETING CLOSE**