

Date:	Thursday, 30 November 2023
Time:	4:00PM
Location:	105 Loftus Street
	TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

30 November 2023

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MINUTES OF TEMORA SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON THURSDAY, 30 NOVEMBER 2023 AT 4:00PM

- **PRESENT:**Cr Rick Firman (Mayor) (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Lindy
Reinhold, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren, Cr Jason Goode
(Arrived 4:09pm), Cr Belinda Bushell (Arrived 4:05pm), Cr Anthony Irvine
- **IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Melissa Boxall (General Manager), Anne Rands (Executive Assistant), Claire Golder (Town Planner), Grace Mannion (Secretary Engineering/Environmental Departments)

Media Officer – Lauren Carr

Temora Independent – Sean Cunningham

1 OPEN AND WELCOME

Crowe Auditors Brad Bohun and Hongwee Soh presented the Audited Financial Statements.

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES

RESOLUTION 185/2023

Moved: Cr Nigel Judd Seconded: Cr Lindy Reinhold

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

CARRIED

4 OPENING PRAYER

The opening prayer was conducted by Lieut Caleb Smith from the Temora Salvation Army.

5 CONFIRMATION OF MINUTES

RESOLUTION 186/2023

Moved: Cr Claire McLaren Seconded: Cr Nigel Judd

That the minutes of the Ordinary Council Meeting held on 19 October 2023 be confirmed.

CARRIED

6 DISCLOSURES OF INTEREST

Councillor/Officer	ltem	Nature of Interest	How Managed
Cr Nigel Judd	REP23/1338	Non Pecuniary	Stayed in meeting
Cr Rick Firman	REP23/1324	Pecuniary	Left the meeting
Melissa Boxall	REP23/1409	Pecuniary	Left the meeting
Elizabeth Smith	REP23/1409	Non Pecuniary	Left the meeting
Kris Dunstan	REP23/1409	Non Pecuniary	Left the meeting
Rob Fisher	REP23/1409	Non Pecuniary	Left the meeting
Anne Rands	REP23/1409	Non Pecuniary	Left the meeting
Grace Mannion	REP23/1409	Non Pecuniary	Left the meeting
Claire Golder	REP23/1409	Non Pecuniary	Left the meeting
Cr Max Oliver	REP23/717	Non Pecuniary	Left the meeting
Kris Dunstan	REP23/717	Non Pecuniary	Left the meeting
Rob Fisher	REP23/717	Non Pecuniary	Left the meeting
Grace Mannion	REP23/717	Non Pecuniary	Left the meeting
Claire Golder	REP23/717	Non Pecuniary	Left the meeting
Cr Graham Sinclair	REP23/1470	Non Pecuniary	Stayed in meeting

7 MAYORAL MINUTES

7.1 MAYORAL MINUTE - NOVEMBER 2023

File Number:REP23/1519Author:Executive Assistant

Authoriser: General Manager

Attachments: Nil

1. Law & Order

BACKGROUND

On 19 October 2023 Country Mayors Association of NSW (CMA) supported by the Police Association of NSW launched the CMA report into Crime, Law and Order in regional communities. The recommendations within the report call for the establishment of a Parliamentary inquiry, an increase in funding to enhance front line policing in regional communities in need, establishment of first response agreements in all police stations and that the formula used to determine the first response agreements in those stations with agreements are reviewed. The report also calls for bipartisan support from all State MP's & MLC's.

COMMENTS

The Country Mayors Association of New South Wales joined forces with the Police Association of New South Wales and Country Women's Association to call for a Parliamentary Inquiry into crime, law and order in regional New South Wales.

CMA Chairman, Mayor Jamie Chaffey said statistics showed residents of rural, regional and remote New South Wales were more likely to be sexually assaulted, more likely to have their cars stolen, more likely to have their homes broken into and more likely to be impacted by domestic violence. When these crimes did occur, the Police response was delayed due to the resources available.

"It is estimated one-third of New South Wales' population live outside metropolitan areas," Mayor Chaffey said. "But we are still second-class citizens when it comes to the safety of our communities.

"For the first time, our CMA annual survey has revealed that crime, law and order is now in the top five emerging issues for New South Wales local governments.

"We knew crime was increasing, but we looked to the NSW Bureau of Crime Statistics and Research (BOCSAR) data to clarify the situation. We were shocked to learn that as well as the alarming incident counts in regional New South Wales, the rate of incidents per 100,000 people was, in some cases, horrifying when compared to metropolitan figures. Up to 90% of crimes including vehicle theft, breaking and entering, sexual assault and domestic assault are happening here, in our regional communities", Mayor Chaffey added.

"We also have significantly fewer Police than our city cousins, and as a whole, New South Wales has less Police per head of population than Queensland, Victoria and South Australia. Our Police officers are already facing an incredible workload, with only one Police officer per 467 NSW residents.

"We have not been heard by our state leaders, and our people - particularly the elderly and the vulnerable - are scared. They need to feel safe. They deserve to feel safe."

"In this Country Mayors Association of New South Wales report, endorsed by the Police Association of New South Wales & the Country Women's Association, are calling for change. The report paints a very clear picture of a law-and-order crisis in some of our regional communities. Our already-stretched Police officers cannot continue to try to address this impossible challenge alone.", Mayor Chaffey concluded.

CONCLUSION

Following the success of the Parliamentary Inquiry into health outcomes and access to health services in regional New South Wales that was established in 2020, we know the only way forward is to seek the bipartisan support of our state Members of Parliament to commit to this inquiry.

The health inquiry saw 15 public hearings across New South Wales and heard one heart-breaking story after another about the level of inequity and the lack of care for our regional communities. It came up with 22 findings and 44 recommendations to bring about the changes needed.

This is what we need to make a difference in crime, law and order in our regional, rural and remote communities. We need a bold, hard look at everything from Police numbers to the experiences of people who have suffered at the hands of this inequity. We need a clear way forward.

Temora Shire is fortunate to have a full complement of Police Officers at present and they are doing a very good job. However, there are many in rural and regional NSW that have not. I have had a meeting with Riverina Police District Commander, Superintendent Andrew Spliet & Inspector Justin Falkiner, to make them aware of the Statewide campaign.

2. Cr Nigel Judd

Cr Judd was recently bestowed the highest honour that a NSW Councillor can receive from Local Government NSW, that being a Lifetime Achievement Award. Since Temora Shire Council inception (1981) Cr Judd has served as a former Mayor, Deputy Mayor and Councillor. Prior to this, he was a Councillor on the former Narraburra Shire Council from 1977. Cr Judd has achieved a significant amount during his 46 years in local government. Cr Judd is the longest serving Councillor in NSW, according to current LGNSW records. The rare and prestigious Award Cr Judd received was presented by LGNSW President, Cr Darriea Turley AM at the annual Gala Dinner held on 13th November which Mrs Helen Judd, General Manager Ms Melissa Boxall and I were honoured to have been present at. Cr Judd received his award alongside another local government Stalwart in Cr Ken Keith OAM – the long-serving former Mayor of Parkes Shire. I formally place on record Council's warm congratulations to Cr Nigel Ashley Judd OAM, on the

I formally place on record Council's warm congratulations to Cr Nigel Ashley Judd OAM, on the honour thus conferred.

RESOLUTION 187/2023

Moved: Cr Max Oliver Seconded: Cr Jason Goode

That Council endorse the following recommendations listed in the Country Mayors Association of NSW report into Crime, Law and Order and writes to Ms Steph Cooke, MP – NSW Member for Cootamundra to support the establishment of a Parliamentary Inquiry with the suggested terms

of reference in the document.

- 1. That, Temora Shire Council call on all Members & MLC's of the NSW Parliament to commit to bipartisan support to establish a Parliamentary Inquiry into and report on the rate of crime in all categories reported on by the Bureau of Crime Statistical and Research (BOCSAR) in Regional, Rural and Remote New South Wales, specifically focussing on the inequity between Metro and Regional Local Government areas.
- 2. That, Temora Shire Council calls on all Members of the NSW Parliament to commit to bipartisan support to increase spending on the NSW Police Force to increase front line policing numbers in Regional, Rural and Remote regions most at need.
- 3. That, Temora Shire Council call on the NSW Government to commit to the minimum staffing agreements (known in the NSW Police Force as First Response Agreements) for non-24 hour police stations, all of which are located in Regional, Rural and Remote Local Government areas.
- 4. That, Temora Shire Council calls on the NSW Government to review the current formula used to assess staffing levels including the universally agreed outdated current model for those Local Government areas that do have a First Response Agreement in place.
- 5. That Temora Shire Council calls on all members of parliament to commit to bipartisan support to increase the number of magistrates in rural and remote areas.

CARRIED

Report by Mayor Rick Firman

8 **REPORTS FROM COMMITTEES**

8.1	MINUTES OF THE TAIC PARTNERSHIP MEETING HELD ON 9 NOVEMBER 2023

File Number: REP23/1431

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the TAIC Partnership Meeting held on 9 November 2023

RESOLUTION 188/2023

Moved: Cr Graham Sinclair Seconded: Cr Nigel Judd It was resolved that the reports be received.

CARRIED

RESOLUTION 189/2023

Moved: Cr Jason Goode Seconded: Cr Graham Sinclair

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

CARRIED



Date:	Thursday, 9 November 2023
Time:	4:33pm
Location:	105 Loftus Street
	TEMORA NSW 2666

MINUTES

TAIC Partnership Meeting

9 November 2023

Order of Business

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MINUTES OF TEMORA SHIRE COUNCIL TAIC PARTNERSHIP MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON THURSDAY, 9 NOVEMBER 2023 AT 4:33PM

- **PRESENT:** Cr Graham Sinclair (Deputy Mayor) (Chair), Farmlink Andrew Bulkeley, Farmlink Col McCrone, Farmlink Rob McColl, Cr Nigel Judd (Zoom), Cr Jason Goode, Cr Anthony Irvine (Observer), Farmlink Henry Bosman
- **IN ATTENDANCE:** Elizabeth Smith (Director of Administration & Finance), Craig Sinclair (Economic Development Manager), Melissa Boxall (General Manager), Rob Fisher (Engineering Asset Manager)

1 OPEN MEETING

4:33pm

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Councillor/Officer	ltem	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 TAIC GENERAL UPDATE - NOVEMBER 2023

File Number:	REP23/1357
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

REPORT

2023 started out as another wet season that caused sowing to be delayed. From late June onwards conditions quickly changed and as we close out the season the lack of moisture in the peak of the growing season has reduced the potential yields of canola, wheat and barley across the site. Harvest will commence in full in mid-November.

A larger footprint of pasture was established across the site in 2023 to support paddock remediation and facilitate further livestock research in the coming years.

The Aussie White enterprise was wound up in late September driven primarily by a significant and sustained reduction in lamb prices. FarmLink is currently making arrangements to support a third party in the establishment of a 'Wether Trial' across the site for 2024. The feature of the program is measurement of wool performance across a range of merino genetics from around NSW in a standard set of conditions.

As we close out 2023, FarmLink is managing 30 different research and extension projects that are local, regional and national in footprint. Whilst the majority of our trial work remains at TAIC, we have expanded the footprint to a number of Member Growers across the district.

FarmLink held another successful Open Day on the 8th September with approximately 140 people in attendance. We were able to showcase the variety of research trials and other activities being undertaken by FarmLink and 3rd Parties across the site. Our thanks to Elizabeth Smith and Craig Sinclair for joining us on the day.

The construction of the laboratory in the Cool Store is underway and expected to be completed by late February.

Henry Bosman has joined the FarmLink Team as Site Manager. Henry brings a wealth of experience from corporate farm businesses. Henry will now be the key contact for FarmLink. Henry has undertaken a review of the site and prepared some proposals related to equipment and waste steel (attached) for consideration by the Committee.

An update of the TAIC maintenance priorities and status is included.

COMMITTEE RESOLUTION 9/2023

Moved: Cr Jason Goode Seconded: Farmlink Rob McColl

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

CARRIED

Report by Andrew Bulkeley

4.2 TAIC MAINTENANCE UPDATE

File Number: REP23/1358

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Maintenance Dashboard

REPORT

Maintenance update for November 2023.

COMMITTEE RESOLUTION 10/2023

Moved: Cr Jason Goode Seconded: Farmlink Andrew Bulkeley

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

CARRIED

Report by Henry Bosman

TAIC	TAIC Maintenance Schedule – Effective 2 nd November 2023	lovember 2023	
	ter		Bed irement
		2000	
	Septic System on the Trefle Shed	The current positioning and design of Council have created a char	Council have created a char

7

Item Issue Septic System on the Trefle Shed The current positioning and design of the system results in it filling with water during and after heavy rain	Issue The current positioning and des the system results in it filling wi water during and after heavy ra	sign of th in	Requirement Council have created a channel from the system to the nearest drainage line in order to facilitate	Status Monitoring – issue always arises after heavy rainfall. Farm Link has purchased a pump
Trefle Shed unusable and requiring the system to be pumped out.	resulting in the bathrooms in th Trefle Shed unusable and requir the system to be pumped out.	e ing	waterflow away from the system during periods of heavy rain.	to use in wet weather as the septic cannot be used in inclement weather. Council undertook further drainage works in
				recentuer 2022. No significant rainfall events have occurred coinciding with meeting events over the past 9 months to evaluate the effects of the drainage works.
Drainage at rear of DOW Shed Due to a lack of suitable spoon drains, during periods of heavy rain, water inundates the skillion and main Dow Shed.	Due to a lack of suitable spoon d during periods of heavy rain, wat inundates the skillion and main C Shed.	rains, ter Dow	Grading of the area is required to ensure water flows away from the buildings.	Have requested 2 x loads of gravel to be delivered and the FarmLink Farm Manager will spread this when it dries out. Following subsequent rain, we will determine grading requirements. Gravel has been delivered but used elsewhere to repair roads. 3 loads required to complete the work.
Chemical Wastewater Pond Liner The Evaporation Pond is designed to capture wastewater from chemical rigs. The existing liner is perished in sections allowing wastewater to permeate the soil when overflowing in periods of heavy or consistent rain.	The Evaporation Pond is designed capture wastewater from chemic rigs. The existing liner is perished sections allowing wastewater to permeate the soil when overflow in periods of heavy or consistent	d to al ing rain.	Repair or replace liner.	Replacement of the liner will be scheduled for January/February 2024.
General Building Gutter and Downpipe Evidence of water damage in Maintenance Workshed 2 and 3 heavy rainfall and gutters often full of leaves and leaking in sections.	Evidence of water damage in Workshed 2 and Workshed 3 sinc heavy rainfall and gutters often f leaves and leaking in sections.	ce ull of	Regular inspection and gutter cleaning required. Some gutters likely to need to be replaced. Grading behind the sheds needs	Water damage to ceiling and carpet mainly in Workshed 3 and to a lesser extent in Workshed 2 as well. Plumber came out to

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inspect awaiting feedback and assessment. See additional repairs to Workshed 3 – item 13. Quotes being sought for repair. Still awaiting building quote.	Plumber assessed the box drain and will speak to Council. Further damage occurred resulting in large hole in gutter early February 2023.	Secured Wagga Fire and Security to inspect and replace all extinguishers as well as replace any exit lights that had not been working. Dean Guymer engaged to repair emergency showers and eye washes. Work completed.	The establishment of the new laboratory in the adjacent building means that this unit can remain in situ. No further action.	Has been closed to all general use. An asbestos removal company has assessed the building to determine the next steps. Dean Guymer has inspected the building and advised that the use of a specific paint on the walls will alleviate the risk. The paint has
to be addressed as nowhere for the water to go when heavy downpours happen. Refasten ceiling to batten.	Repair or re-design required.	Farm Link have commenced the process of implementing changes to our OH&S System based on the audit. Resolve equipment, signage and tagging gaps.	Requires removal.	Requires inspection and quoting to determine cost of removal or otherwise.
Section of ceiling has become detached from battens and dropped.	During and after heavy rain, excessive water leaks onto a main pedestrian point creating a slip hazard.	Farm Link engaged an independent firm to undertake an OH&S audit of the site and systems. The audit identified gaps in fire extinguisher tagging, building exit signs, safety equipment and signage.	Redundant unit previously used by NSW DPI. It appears to contain asbestos and is limiting Farm Link's expansion of the work area.	Unusable and hazardous building.
Ceiling in Admin Building Unisex Toilet	Box Guttering on Administration Buildings	OH&S Audit	De-hydrator in Workshed 2	Redundant Toilet & Shower Facilities
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been applied and the facility will be used as a backup. Facilities will be permanently locked and decommissioned - water disconnected.	Completed.	Completed.	Completed.	No action yet	No action yet
	Temora Floor Coverings have installed blinds. Screen doors required to reduce air conditioning use.	Make adjustments to the door furniture.	Council have been notified	Council to be informed	Council plumber has inspected October 2023
	LLS dependent on air-conditioning in Workshed 3. Some windows without furnishings.	There appears to have been movement in the building and further crack appearing in the brickwork. This appears to be affecting the ability to lock the access doors to offices.	There has been a leak from the main pipe at the entrance to TAIC on Trungley Hall Road for about 3 weeks.	Doors are not opening freely and do not lock. Gutter downpipes need to be installed	Fire hazard and general maintenance.
	Workshed 3	Small Administration Office	Leak at main pipe Trungley Hall road entrance	Doors & Gutters Workshed 3 - Local Land Services	Gutters to be cleaned and downpipes repaired Old Stables complex and Seed cleaner shed.
	10	11	12	13	14

Item 8.1

Maintenance Fund Update

As part of the TAIC License Management Agreement, there is a \$20,000 funding allocation to maintenance of the site and facilities per annum. As at the $31^{
m st}$ August 2023 \$32,778 is available until the next anniversary date of $1^{
m st}$ August 2024.

Henry Bosman FarmLink 2nd November 2023

4.3 TAIC SITE FACILIITES AND MAINTENANCE UPDATE

File Number:	REP23/1360
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

REPORT

TAIC: There have been several assets identified as surplus to requirements with a recommended action plan proposed:

 <u>Scrap Metal</u> – there is a scrap metal dump located north of the Trefle shed where material has accumulated over many decades. A scrap dealer has been contacted to assess the value and suitability to remove – indicative value is \$120 to \$140/t. There is additional scrap located within the farmyard and sheds, including aluminium irrigation piping, which will be made available.

<u>Recommendation</u>: FarmLink to arrange for scrap metal to be collected and sold. Proceeds from the sale to be used to fund equipment for use on the TAIC.

<u>Unused Equipment and Miscellaneous Items</u> – There are several redundant pieces of equipment and machinery on TAIC.
 <u>Recommendation</u>: Undertake a clearing sale and scrap items that are unsold. Proceeds

from the sales to be used to fund equipment for use on the TAIC.

3. <u>Seed Cleaner Facility</u> – This facility and the equipment has been idle for more than a decade and has deteriorated significantly. Contact was made with Bernard Hart from Hart Bros Seeds to ascertain the functionality and value of the equipment. Bernard's assessment was that a minimum of \$300K (excluding electrical) would be required to bring the equipment back to working order.

Recommendation: FarmLink to arrange for the sale of the plant and equipment with the balance of the internal and external structures sold at a clearing sale or converted to scrap. The shed would then become an additional equipment/seed/fertiliser storage facility. Proceeds from the sale would be used to fund equipment/maintenance for the TAIC.

<u>Maintenance</u> – Given the dry conditions of 2023 numerous water leaks have been able to more easily be identified and repaired. The chemical wastewater pond liner replacement will be actioned in the off season, early 2024, when trial users and FarmLink are not conducting spraying activities.

Building gutters to be cleaned (fire hazard) and missing down pipes have been identified, primarily around the farm sheds.

Internal door issues, (locks, not closing) have been identified at Workshed 3 occupied by Local Land Services. This will be followed up with Council.

COMMITTEE RESOLUTION 11/2023

Moved: Cr Jason Goode Seconded: Farmlink Andrew Bulkeley That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Henry Bosman

1.3 ANDREW BULKELEY

Advised he has tendered his resignation taking effect at the end of the year.

5 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION 12/2023

Moved: Cr Jason Goode Seconded: Farmlink Rob McColl

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:05pm:

5.1 TAIC - CRIF Preliminary Proposal

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

COMMITTEE RESOLUTION 13/2023

Moved: Cr Jason Goode Seconded: Farmlink Andrew Bulkeley

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 5:12pm.

This is the minutes of the TAIC Partnership meeting held on Thursday 9 November 2023.

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GENERAL MANAGER

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CHAIRMAN

8.2	MINUTES C	OF TH	E TRAFFIC COMMITTEE MEETING HELD ON 21 NOVEMBER 2023
File Nur	nber:	REP2	3/1485
Author:		Exec	utive Assistant
Authori	ser:	Gene	eral Manager
Attachn	nents:	1.	Minutes of the Traffic Committee Meeting held on 21 November 2023

RESOLUTION 190/2023

Moved: Cr Jason Goode Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED

RESOLUTION 191/2023

Moved: Cr Jason Goode Seconded: Cr Max Oliver

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

CARRIED



DATE:	TUESDAY, 21 NOVEMBER 2023
TIME:	11:00AM
LOCATION:	105 LOFTUS STREET
	TEMORA NSW 2666

MINUTES

Traffic Committee Meeting

21 November 2023

Order of Business

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	4.3	Speed Limit Review Request - Coolamon Street, Ariah Park	109
	4.4	Request for Disabled Parking at Catholic Church	111
	4.5	Request for Hoskins Street 45 Degree Parking	115
	4.6	Compression Braking Signs Request - Ariah Park	118
	4.7	Request for "Warning Horse Rider's" Signage	125
	4.8	Get NSW Active Grant Application	127
5	Close M	eeting	130

MINUTES OF TEMORA SHIRE COUNCIL TRAFFIC COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 21 NOVEMBER 2023 AT 11:00AM

- PRESENT:Cr Rick Firman (Mayor) (Chair), TfNSW Mr Greg Minehan, Cr Max Oliver, NSW
Police Aaron Coddington, NSW Police Justin Falkiner, Cr Anthony Irvine
(Observer), Cr Belinda Bushell (Observer arrived 11:19am)
- **IN ATTENDANCE:** Alex Dahlenburg (Engineering Works Manager), Rob Fisher (Engineering Asset Manager), Tom Walker (Road Safety Officer)

1 OPEN MEETING

11:00am

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
Cr Rick Firman	REP23/1362	Non Pecuniary	Stayed in meeting

4 REPORTS

4.1	DRAFT ROAD SAFETY AUDIT - POLARIS STREET

File Number:	REP23/1362		
Author:	Engineering Works Manager		
Authoriser:	Engineering Asset Manager		
Attachments:	 Draft Road Safety Audit Report Draft Recommendations Report 		

REPORT

As funded in the 2023/24 budget Rigore Engineering Services was successfully awarded the project of undertaking a Road Safety Audit in Polaris Street incorporating both the Crowley Street intersection and the Rail Level Crossing.

Following auditing being undertaken the attached draft Road Safety Audit report and a separate draft recommendations report have been issued to Council staff for review before finalising both reports. These draft reports are being presented to the traffic committee for input to these documents while in draft format before finalisation of the reports.

The intent after any feedback is received on draft reports, is to provide that information to Rigore Engineering Services for consideration before finalising the reports. Once reports are finalised and received by Council, treatments detailed in the recommendations report may be placed in Council's future draft budget estimates for consideration of funding by Council or seek grant funding to action.

Budget Implications

Audit has an allocated budget of \$15,000.

Cr Rick Firman declared a non-pecuniary interest in relation to item REP23/1362, due to being a landowner in Polaris Street.

COMMITTEE RESOLUTION 18/2023

Moved: Cr Max Oliver Seconded: Mr Greg Minehan

That the Committee recommend to Council to note the following comments as feedback on the draft recommendations report for consideration by the consultant prior to report finalisation

- G0-3 Signage recommend by TfNSW is 'C' Size and Thermoplastic markings may be worth considering over ordinary line marking
- G0-5 Completed recently between draft report and presentation to committee meeting
- G0-6 Placement of signage needs to be considered outside of areas that become shaded by trees or objects if possible.
- ID-1 Concerns raised on treatment solution due to significant drainage issues in this location, however centre medians would be possible on both legs of Crowley St permitting width on the Southern side is adequate between a new median and the existing guardrails.
- ID-1 A further considered treatment option could be painted strip line marking (like

rumble strips but only paint starting thick and narrows) as per the TfNSW Delineation Guide.

- ID-2 High cost treatment but deliverable, with committee noting that known collisions have been during daytime not night. Consideration to pedestrians at night with new footpath infrastructure in this location.
- ID-3 Tree pruning and maintenance is favoured over any tree removals.

CARRIED



Road Safety Audit

Temora Railway Level Crossing and Surrounds



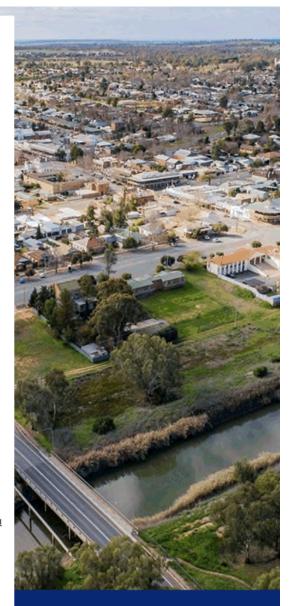
Prepared for:



Tyler Madden Trainee Engineer Temora Shire Council p: 02 6980 1143

a: 105 Loftus Street (PO Box 262) Temora NSW 2666 W: www.temora.nsw.gov.au e: tmadden@temora.nsw.gov.au





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Date: 5/10/2023 Version: 0.1 Author: J. Gorrie

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Date	Version	Author	Change Reference
05/10/2023	0.1	James Gorrie	Draft Audit Report
XX/10/2023	1.0	James Gorrie	Final Audit Report

2

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1. Audit Statement

Project Name:	Temora Railway Level Crossing and Surrounds RSA
Client:	Temora Shire Council (TSC)
Client Representative:	Tyler Madden, Trainee Engineer – Temora Shire Council (TSC)
Contact Details:	Phone: 02 6980 1143 Email: <u>tmadden@temora.nsw.gov.au</u>
Auditors:	James Gorrie(RSA-02-0732 - Level 3) – Lead Road Safety AuditorWayne Walgers(RSA-02-0374 - Level 3) – Lead Road Safety AuditorZach Walgers(RSA-02-1502 - Level 2) – Road Safety AuditorPeter Rands(RSA-02-0450 - Level 2) – Road Safety Auditor
Audit Type	Pre-Construction (Existing Road)
Commencement Meeting:	28/08/2023
Audit Date:	04/09/2023
Completion Meeting:	TBC
Previous Audits:	Nil

Table 1-1 – Audit Details

We, the undersigned, declare that we have reviewed the material and data listed in this report and identified the risks to road safety listed in Section 4. The reasons are given to explain why an identified item is considered a risk to road safety. The auditors listed are independent to the project.

It should be noted that while every effort has been made to identify potential safety problems, no guarantee can be made that every problem or deficiency has been identified.

It is recommended that identified risks to road safety be investigated and corrective actions implemented as soon as practicable.

James Gorrie Lead Road Safety Auditor RSA-02-0732 - Level 3 Date: XX/XX/2023

re he

Wayne Walgers Lead Road Safety Auditor RSA-02-0374 - Level 3 Date: XX/XX/2023

Peter Rands Road Safety Auditor RSA-02-0450 - Level 2 Date: XX/XX/2023

Zach Walgers Road Safety Auditor RSA-02-1502 - Level 2 Date: XX/XX/2023

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2. Introduction

Rigore Engineering Services has been engaged by Tyler Madden, Trainee Engineer – Temora Shire Council, to undertake a Road Safety Audit to on the vehicle and pedestrian movements around Polaris Street, Camp Street, Crowley Street, and rail level crossing within the limits shown by Figure 2-1 – Study Area below.

2.1. Audit Purpose

The Road Safety Audit has been conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles. The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The primary purpose of this Road Safety Audit Report is to identify road safety deficiencies that may contribute to crash occurrence or crash severity and provide recommendations for risk elimination or mitigation measures that align with the safe system approach to road safety.

2.2. Project Description

Rigore representative, James Gorrie, Managing Director, has been made aware that the main issue being the intersection of Crowley Street and Polaris Street, due to regular concerns raised related to near misses. Council representatives have also highlighted the recent works undertaken within the study area with pedestrian infrastructure being progressively installed within the area, including access across the southern leg of Crowley Street and the future desire to provide connectivity across the railway crossing along the southern side of Polaris Street.

Although considered largely out of scope of this road safety audit, consideration has been given to the planned redevelopment of the Temora Flour Mill into a boutique hotel, restaurant, function center and micro-brewery which is highlighted in yellow in Figure 2-1, Figure 2-2 and Figure 2-3. This development is expected to be a significant traffic generator.



Figure 2-1 – Study Area

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2.3. Supporting Information

The following supporting information was also considered in the preparation of the Road Safety Audit assist with the audit:

- Future Land Use
- Network Accessibility
- Traffic Data
- Crash Statistics

2.3.1. Future Land Use



Figure 2-2 – Proposed Development Layout (Temora Flour Mill)

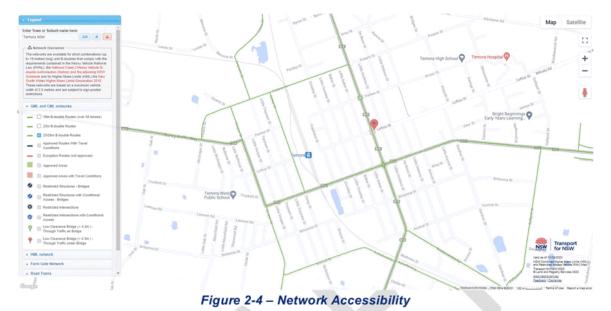


 Figure 2-3 – Proposed Development Artist Impression (Temora Flour Mill)

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2.3.2. Network Accessibility

Based on the Transport for NSW Interactive Restricted Access Vehicles (RAV) maps, Polaris Street is permitted for 25/26m B-double access. This was observed during the site inspection.



2.3.3. Traffic Volumes

No traffic data has been made available to the Road Safety Audit team, however, on site observations and local knowledge have guided the teams understanding of volumes, vehicle classifications and operating speed. The audit team are also aware of the seasonal fluctuations related to harvest periods and the proximity to grain storage and transport facilities.

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2.3.4. Crash Statistics

Based on Transport for NSW Interactive Crash Map, two crashes have been recorded within the study limits, both cross traffic (RUM Code 10) crashes occurring during daylight hours at the intersection of Polaris Street and Crowley Street.

- Crash ID 1145695 Non-casualty (towaway) 2017
- Crash ID 1204828 Moderate Injury 2019

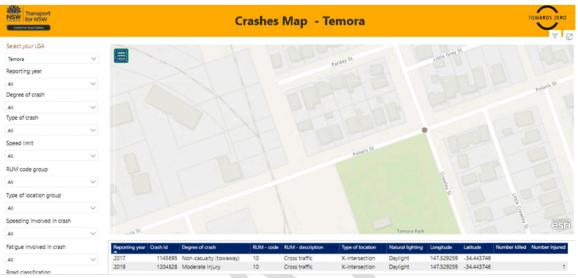
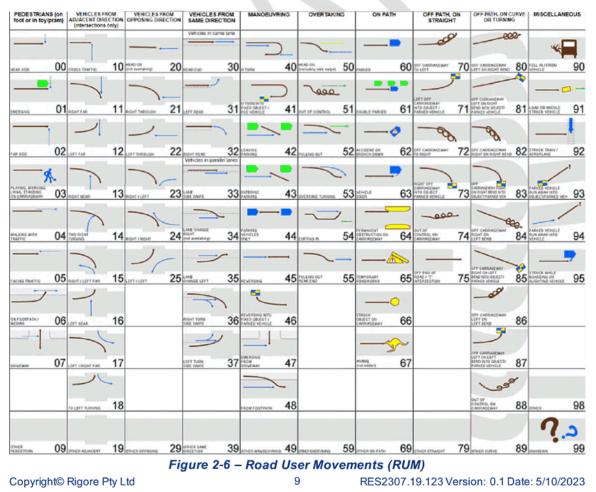


Figure 2-5 – Interactive Crash Map



2.4. Primary Considerations

Complimentary to the Safe Systems Approach, the following primary factors are evident for consideration on this project. The report herein has been undertaken based on the below primary considerations:

2.4.1. Roadside Hazards:

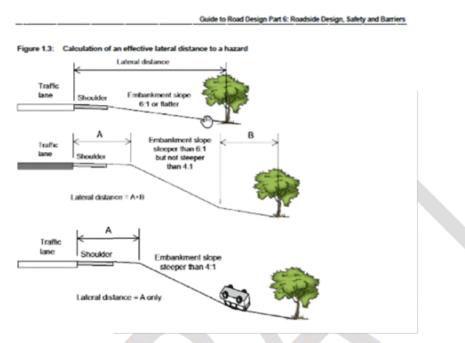
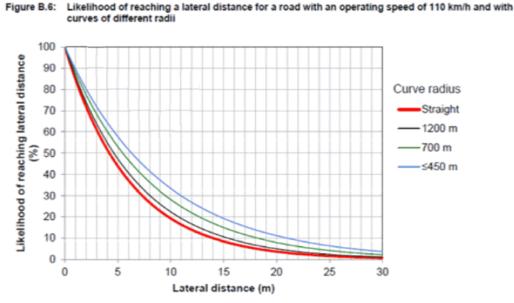


Figure 2-7 – Extract Austroads Guide to Traffic Management Part 6 - 2020

2.4.2. Likelihood of Reaching a Lateral Distance



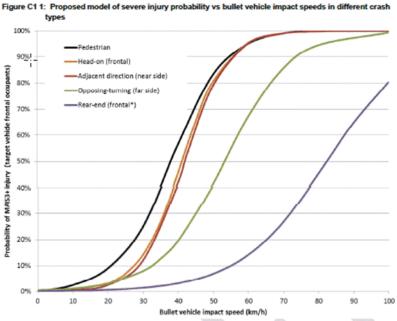
Source: Adapted from Austroads (2020b).

Figure 2-8 – Extract Austroads Guide to Traffic Management Part 6 - 2020

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2.4.3. Relationship between vehicle speed and the likelihood of Severe Injury





2.4.4. Influence of impact angle and travel speed on transferable kinetic energy

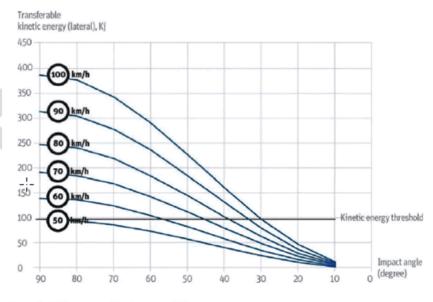


Figure 2.2 Influence of impact angle and travel speed on transferable kinetic energy

Source: ITF (2016), based on Candappa et al. (2015).

Figure 2-10 – Extract Austroads Guide to Traffic Management Part 6 - 2020

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2.4.5. Safe Intersection Sight Distance (SISD)

It is fundamental to the safety of intersections that drivers approaching in all traffic streams are able to:

- recognise the presence of an intersection in time to slow down or stop in a controlled and comfortable manner.
- see vehicles approaching in conflicting traffic streams and give way where required by law or avoid a crash in the event of a potential conflict.

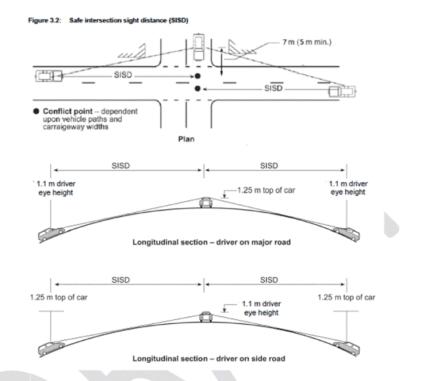


Figure 2-11 – Extract Austroads Guide to Road Design Part 4A – 2021

2.4.6. Stopping Sight Distance (SSD)

Stopping Sight Distance (SSD) is the distance to enable a normally alert driver, travelling at the design speed on wet pavement, to perceive, react and brake to a stop before reaching a hazard on the road ahead.

- It is generally measured between the driver's eye (1.1 m) and a 0.2 m high, stationary object on the road. The object height of 0.2 m represents a hazard that cannot be driven over and hence requires the vehicle to stop to avoid a collision.
- Car stopping sight distance shall be available along all traffic lanes on all roads. This distance is considered to be the minimum sight distance that should be available to a driver at all times.

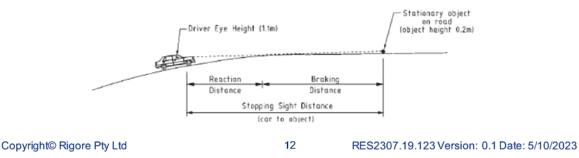


Figure 2-12 – Extract Austroads Guide to Road Design Part 3 – 2021

2.4.7. Pedestrian Sight Distance

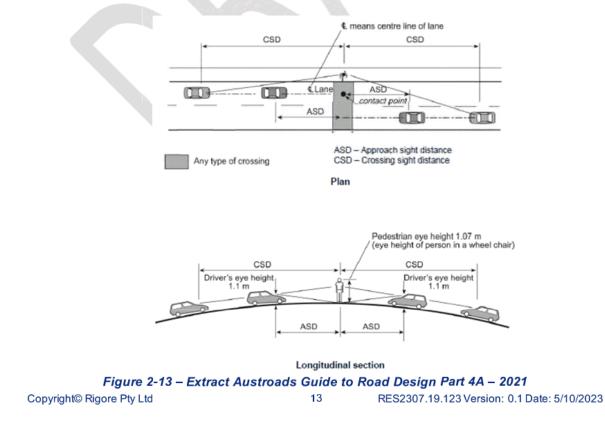
There are two key sight distance requirements at pedestrian crossing facilities: ASD and crossing sight distance (CSD).

ASD ensures that approaching drivers are aware of the presence of a pedestrian crossing facility. It is important that this line of sight is not obstructed as it ensures that even if there is no pedestrian actually on the crossing, the driver should be aware of the crossing by seeing the associated pavement markings and other cues, and therefore be alerted to take the appropriate action if a pedestrian steps onto the crossing.

CSD ensures that the pedestrian can see approaching traffic in sufficient time to judge a safe gap and cross the roadway. It also ensures a clear view for approaching drivers to sight pedestrians waiting to cross the roadway.

Pedestrian sight distance requirements are as follows:

- ASD should be provided between approaching vehicles (1.1 m eye height) and the surface of the roadway (generally 0 m or 0.1 m for a wombat crossing) at all formal, marked pedestrian crossings.
- Crossing sight distance (CSD) should be provided between approaching vehicles (1.1 m eye height) and a pedestrian waiting to cross the road (waiting 1.6 m from the pavement edge or kerb line). The pedestrian eye height should be taken as 1.07 m which represents the lower bound of the range applicable to a person in an A80 wheelchair. CSD allows sufficient time for the pedestrian to cross the road, clear of any approaching traffic. CSD should be provided at crossings where the pedestrian does not have the priority or where the pedestrian does have the priority but must be sighted by approaching traffic in order for the approaching traffic to give way (e.g. a zebra crossing). It is also desirable that CSD be provided at crossings controlled by signals in case of signal failure.



2.4.8. Separation or mixed traffic

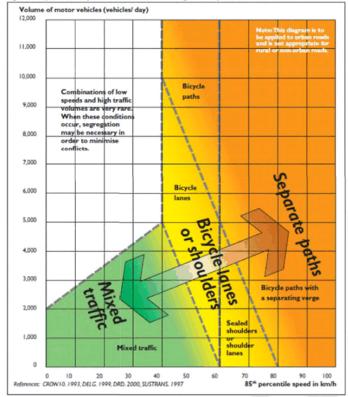


Figure 3.2: Separation of bicycles and motor vehicles according to traffic speed and volume.

Figure 3.2 of the NSW Bicycle Guidelines provides guidance on the selection of separated or mixed facilities. The relationship between the prevailing traffic speed and volume is an important factor in the decision to provide physical separation. It is always important to consider the degree of separation, either visual (lanes or shoulder), or physical (bike paths), to be provided.

Figure 2-14 – Extract NSW Bicycle Guidelines 2005

2.4.9. Mixed traffic conditions

The table below provides an example of how different treatments can be applied in response to differing conditions:

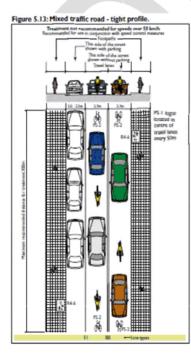


Table 4.2: Options for bicycle provision on 12.8m streets

Street conditions	Treatment options
High traffic volumes	Re-route through traffic eg: creating a one-way paired sorrect with a wide one- way bike lane in each Remove vehicle parking on one side to widen bicycle lanes
High traffic speeds	Lower speed environment Introduce bicycle compatible traffic calming measures
Moderate traffic speeds and volumes	Use bicycle shoulder lanes (see Section 5.1.2)
Low car parking demand	Remove parking from one side to widen bicycle lanes
Uphill slope	Wide bicycle lane on uphill side and mixed traffic on downhill side of street
Residential streets	Restrict vehicle street access with bicycle compatible LATM treatments

Figure 2-15 – Extract NSW Bicycle Guidelines 2005

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2.4.10. References

The following list of references provided background information during the audit process:

- Austroads: Guide to Road Safety Part 6: Road Safety Audit (2022)
- TNSW Guidelines for Road Safety Audit Practices (2011)
- Austroads: Guide to Road Design, Road Safety, Traffic Management and TfNSW Supplements
- Australian Standards AS1742 Manual of Uniform Traffic Control Devices and TfNSW Supplements
- TS 03631:1.0 TfNSW Speed Zoning Standard (2023)
- TS 05462.1-19 TfNSW Delineation Manual
- NSW Road Rules Legislation

2.4.11. Exclusions

A road safety audit:

- is not a way of assessing or rating a project as good or poor
- · is not a means of ranking or justifying one project against others in a works program
- is **not** a way of rating one option against another
- is **not** a check of compliance with standards
- is **not** a substitute for design checks
- is **not** a crash investigation
- is not a redesign of a project
- is **not** to be applied only to high-cost projects or only to projects involving safety problems

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• is not the name used to describe informal checks, inspections or consultation.

2.4.12. Audit Team

In accordance with the Austroads Guide to Road Safety Part 6: Road Safety Audits minimum audit team requirements, Rigore has provided the following resources to form the independent audit team.

James Gorrie		
	Position: Experience: Education: Qualifications: Accreditations:	Managing Director Project / Design Manager 20+ years Master of Engineering (Civil) Bachelor of Engineering Technology (Civil) CPEng NER MIEAust APEC Engineer Level 3 Lead/Snr Road Safety Auditor NSW VIC QLD SA
Zach Walgers		
	Position: Experience: Education: Qualifications: Accreditations:	Lead Civil Designer (Road) Road Safety Auditor 7+ years Master of Engineering / Bachelor of Technology Current Associate Degree of Engineering (Civil) MIEAust Level 2 Road Safety Auditor NSW
Wayne Walgers		
	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 3 Lead Road Safety Auditor NSW (RSA-02-0374)
Peter Rands		nge fallen andere en
E.	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 2 Lead Road Safety Auditor NSW (RSA-02-0450)

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2.4.13. Site Inspections

A day and night site inspection was undertaken by James Gorrie (Lead Road Safety Auditor), Zach Walgers (Road Safety Auditor), Wayne Walgers (Lead Road Safety Auditor) and Peter Rands (Road Safety Auditor) on Monday 4th September 2023 between 4:30pm and 6:30pm, the weather was on the clear for the duration of the inspection.

2.4.14. Commencement Meeting

The Commencement Meeting was held via MS Team Meeting on Monday 28th August 2023 between 9:00am and 10:00am. In attendance were James Gorrie (Lead Road Safety Audits), Zach Walgers (Road Safety Auditor), Rob Fisher and Alex Dahlenburg (Temora Shire Council). The Commencement Meeting provided the opportunity to define the extent and purpose of the audit. The audit team provided Rob and Alex with an overview of the proposed approach and indicative timeframe.

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2.4.15. Completion Meeting

PLACEHOLDER

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3. Risk Assessment Framework

3.1. Methodology

The Road Safety Audit will be conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles.

The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The identification and removal or treatment of road elements that may contribute to crash occurrence or crash severity is a key component of the safe system approach to road safety. A safe system acknowledges that human error within the transport system is inevitable and that when it does occur the system makes allowance for these errors to minimise the risk of serious injury or death. In a safe system, therefore, roads (and vehicles) should be designed to reduce the incidence and severity of crashes when they inevitably occur.



Four key principles form the basis of the Safe System philosophy, as outlined in *Guide to Road Safety Part 1: Introduction & The Safe System*:

- People make mistakes that can lead to road crashes
- The human body has a limited physical ability to tolerate crash forces before harm occurs
- A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles and those who provide post-crash care to prevent crashes resulting in serious injury or death
- All parts of the system must be strengthened to multiply their effects; so that if one part fails, road users are still protected.

Safer road user behaviour, safer speeds, safer roads and safer vehicles are the four key elements that make up a safe system. In relation to speed, the *Guide to Road Safety Part 3: Safe Speed*, using *Wramborg* curves, *outlines the relationships between a motorized vehicle collision speed* and the probability of a fatality for different crash configurations:

Often referred to as the Safe System speeds, the following aspirational operating speeds are as follows:

30km/h	where there is the possibility of a collision between a vulnerable road user and a passenger
	vehicle or where there is the possibility of a side impact with a fixed object e.g. tree/pole
50km/h	where there is the possibility of a right-angle collision between passenger vehicles
70km/h	where there is the possibility of a head-on collision between passenger vehicles
≥100 km/h	where there is no possibility of side or frontal impact between vehicles or impacts with
	vulnerable road user impacts.

NOTE: presently there is only limited evidence on cyclist and motorcyclist injury thresholds and an assumption is often made that their injury potential is the same as the pedestrian curve. The curves only represent passenger car interactions and do not account for young and elderly people and heavy vehicles. The curves are also limited in that they only provide the probability of fatality and not serious injury and there is little published evidence demonstrating the origins of the curves. Copyright© Rigore Pty Ltd 18 RES2307.19.123 Version: 0.1 Date: 5/10/2023

3.2. Risk Assessment Framework

The Austroads system of risk assessment will be applied with the relative characteristics as follows:

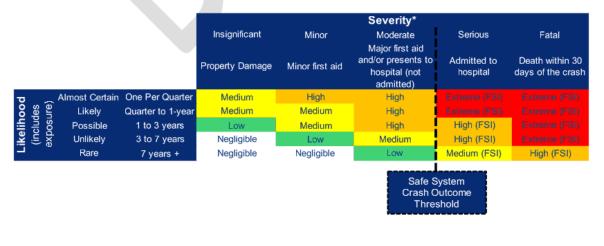
Table 3-1 – How	often is the	problem likely to	lead to a crash?
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Likelihood	Description
Almost certain	Occurrence once per quarter
Likely	Occurrence once per quarter to once per year
Possible	Occurrence once per year to once every three years
Unlikely	Occurrence once every three years to once every seven years
Rare	Occurrence less than once every seven years.

Table 3-2 – What is the likely severity of the resulting crash type?

Severity	Description	Examples
Insignificant	Property damage	Some low-speed collisions Pedestrian walks into object (no head injury) Car reverses into post
Minor	Minor first aid	Low speed collisions Pedestrian walks into object (minor head injury) Cyclists fall from bicycle at low speed
Moderate	Major first aid and/or presents to hospital (not admitted)	Some low to medium-speed collisions Cyclists fall from bicycle at moderate speed Left turn rear-end crash in a slip lane
Serious	Admitted to hospital	High or medium-speed vehicle / vehicle collision High or medium-speed single vehicle collision with fixed roadside object Pedestrian struck at high speed
Fatal	At scene or within 30 days of the crash.	High speed multi vehicle crash on Freeway. Car runs into crowded bus stop. Bus and petrol tanker collide Collapse of bridge or tunnel

Table 3-3 – The resulting level of risk



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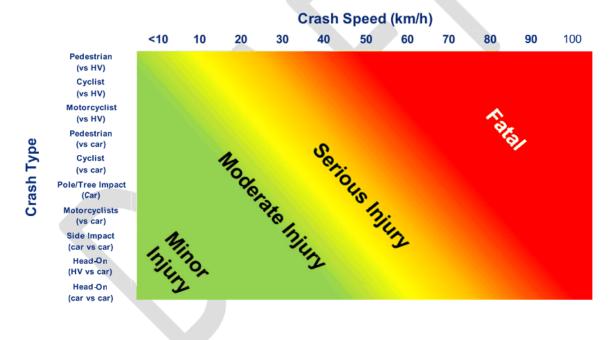
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The treatment that Austroads recommend for the above levels of risk is shown in Table 3.4.

Table	3-4 –	Treatment	ар	proach
-------	-------	-----------	----	--------

Risk	Treatment
Extreme	Must be corrected regardless of cost
High	Should be corrected or the risk significantly reduced even if the treatment cost is high
Medium	Should be corrected or the risk significantly reduced even if the treatment cost is moderate, but not high
Low	Should be corrected or the risk significantly reduced if the treatment cost is low
Negligible	No action required

The risk matrix above shown in *Table* 3.3, is aligned to Safe System principles and has been designed to be used with consideration of a severity guidance sheet which was developed by the Project Working Group. The PWG comprising of representatives from state and local road agencies was established with the primary objective of consolidating and updating the previously issued Parts 6 and 6A (Austroads 2019).



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Table 3-5 – The severity guidance sheet – to be used with the risk matrix

4. Audit Results

The results of the audit show that there were a range of issues classified as potentially affecting road safety. From these observations and findings, the key issues were summarised and reported in two categories:

- 4.1 General Observations
- 4.2 Identified Risks

The audit findings are provided in Table 4.1 to Table 4.2, together with their risk ranking, as determined using the risk assessment tables in Section 3.

This audit has provided the insights of an independent team to highlight potential road safety deficiencies that should be formally considered by the client representative. The responsibility of responding to the findings of a road safety audit rests with the client, not with the Auditor. The client is under no obligation to accept the audit findings. It is also noted that it is not the role of the Auditor to agree to or approve the client responses to the audit.

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4.1 General Observations

Table 4-1 – General Observations

ID	General Observations	Photos / Reference
GO-1	It is noted the proposed future development on the west side of the railway (<i>Temora</i> <i>Flour Mill -DA Submission, 2022</i>) lacks the provision for pedestrian connectivity across the rail tracks to residential areas closer to the Temora township.	
	These vulnerable road users are forced onto the Polarso Street roadway to cross the railway line, exposing them to a possible conflict with passing vehicles. Polaris Street is subject to heavy vehicle usage which exacerbates the likelihood of this type of incident occurring. Although the risk of a pedestrian strike is currently low relative to the low pedestrian movements, the likelihood of such an incident occurring will be increased significantly should the proposed development proceed and the inherent increase in pedestrian movements be realised.	Image: Additional and the southwestern side of the Polaris St railway crossing.
GO-2	Poor road user behaviour was observed during the site inspection. Of particular note was a cyclist riding on the paved road shoulders in the opposing direction to the adjacent traffic lane. The cyclist cut the corner and continued riding against the traffic stream along the opposing traffic lane.	<image/> <text></text>

Looking north from the southeast corner of the Polaris St and Crowley St intersection.

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ID	General Observations	Photos / Reference
GO-3	The GIVE WAY (R1-2) sign is set too far back from the hold line and located within the seal area. Should a driver cut the corner they are likely to knock the sign over causing minor damage to their vehicle.	The section of the polaris St and Crowley St intersection.
GO-4	There is no continuity line through the intersection to guide drivers in adverse weather conditions.	For the south from the northeast corner of the Polaris St and Crowley St intersection.
GO-5	The existing linemarking was difficult to see during daylight hours due to the poor condition, being faded for the most part and difficult to distinguish on the flushed seal. The existing linemarking was also very difficult to see at night with this issue likely to be further exacerbated during adverse weather.	Looking south from the northeast corner of the Polaris St and Crowley St intersection.
GO-6	The trees lining Polaris Street and Crowley Street were observed to be close enough to the intersection (as demonstrated by the Sixmaps aerial photography, right) that the tree foliage may also restrict available sight distance during the warmer seasons.	Reference: Sixmaps

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4.2

Identified Risks

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There is a general lack of visual queues to alert individual queues to a queies travelling along the provide any distinguishable features that would be expected when approaching a yield condition. The road users travelling along the provide any distinguishable features that would be expected when approaching a yield condition. The road users travelling along the provide any distinguishable features that would be expected when approaching a yield condition at Polaris Street (northbound) and when the polaris Street (northbound) and streat and polaris Street and polaris Street (northbound) and streat and polaris Street and polaris Street and polaris Street and polaris Street and bueues a section at polaris Street and bueues a section at moderate speed causing a streat individual streat and brank streat

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Risk Level	Example of the second
Severity	Serious
Frequency	Unlikely
Description of Deficiency & Likely Consequence	The existing artificial lighting at the intersection of Crowley Street and Polaris Street appears to be inadequate to sufficiently illuminate the intersection at night. The luminescence of the intersection is quite poor, and it is difficult for an approaching driver to see the pavement marking and the drainage roadside from which a pedestrian or cyclist may enter using the ramps over the drainage channel. Essentially rendering a portion of the stopping sight distance (SSD), approach sight distance (ASD) and crossing sight distance (CSD) ineffective at night time. The reduction of adequate sight distance at night time may result in a driver failing to acknowledge the yield condition and reduce their speed or failing to see a pedestrian or cyclist using the intersection at night. This may result in a pedestrian strike at low to moderate speed causing a kinetic energy transfer great enough to cause a serious injury. NOTE: This hazard will be exacerbated during adverse weather. Traffic, pedestrian and cyclist movements are reduced at night, however this may change should the development proceed.
Photos / Reference	Looking south towards Polaris St and Crowley St intersection
D	ID-5
Location	Polaris Street and Crowley Street intersection

25

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Risk Leve	(FSI)
Severity	Serious
(ouənbəı J	Rare
Description of Deficiency & Likely Consequence	There are several mature trees with tree trunks ranging from 150-300mm in diameter located in the sealed shoulder on Crowley and Polaris Street. These trees are about 3-4m from the travel lane with no protection, presenting a roadside hazard for an errant vehicle. If a vehicle was to become errant at this location it may result in a collision with a fixed object at moderate speed causing a kinetic energy transfer great enough to cause a serious or fatal injury. NOTE: This hazard will be exacerbated during adverse weather.
Photos / Reference	
D	ID-3

26

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Risk Level	tê Lo
Severity	Moderate
Frequency	Rare
Description of Deficiency & Likely Consequence	A shallow box culvert runs east-west under Crowley Street on the southern side of Polaris Street. There is a short length of guard rail has been provided to protect road users from impacting the drainage structure and/or the shallow vertical drop. The safety barrier lacks delineators which indicate the presence of the guard rail and the roadside hazard it is intended to protect. If a vehicle is to become errant, the existing guard will likely fail to perform as intended. Should the barrier fail to redirect an errant vehicle it may result in a collision with a fixed object at moderate speed causing a kinetic energy transfer great enough to cause a a moderate to serious injury. Note: this issue is exacerbated in inclement weather and at night.
Photos / Reference	
۵۱	ID-4
1000	

TRAFFIC COMMITTEE MEETING MINUTES

27



Recommended Treatments

Temora Railway Level Crossing and Surrounds



Prepared for:



Tyler Madden Trainee Engineer Temora Shire Council

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- F 🔽 🞯

RES2307.19.123

Date: 5/10/2023 Version: 0.1 Author: J. Gorrie



Document Quality Information

Prepared for:

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Prepared by:

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Date	Version	Author	Change Reference
05/10/2023	0.1	James Gorrie	Draft Audit Report
XX/10/2023	1.0	James Gorrie	Final Audit Report

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1. Audit Response Statement

Project Name:	Temora Railway Level Crossing and Surrounds RSA	
Client:	Temora Shire Council (TSC)	
Client Representative:	Tyler Madden, Trainee Engineer – Temora Shire Council (TSC)	
Contact Details:	Phone: 02 6980 1143 Email: <u>tmadden@temora.nsw.gov.au</u>	
Auditors:	James Gorrie(RSA-02-0732 - Level 3) – Lead Road Safety AuditorWayne Walgers(RSA-02-0374 - Level 3) – Lead Road Safety AuditorZach Walgers(RSA-02-1502 - Level 2) – Road Safety AuditorPeter Rands(RSA-02-0450 - Level 2) – Road Safety Auditor	
Commencement Meeting:	28/08/2023	
Client Workshop:	TBC	
Audit:	RES2307.19.123 Temora Railway Level Crossing and Surrounds	

Table 1-1 – Audit Details

We, the undersigned, declare that we have reviewed the material and data listed in the Temora Railway Level Crossing and Surrounds Road Safety Audit Report and developed a list of recommended treatments for the identified risks to road safety listed in Section 4. The responses are given to explain the proposed approach to addressing the identified items that have been highlighted.

It should be noted that while every effort has been made to identify appropriate treatments for the potential safety problems, no guarantee can be made that every problem or deficiency has been eliminated, however every effort has been made to significantly reduce the risk of fatal or serious injury (FSI) crashes.

It is recommended that identified treatments be implemented to address the risks to road safety as soon as practicable.

James Gorrie Lead Road Safety Auditor RSA-02-0732 - Level 3 Date: XX/XX/2023

lage he

Wayne Walgers Lead Road Safety Auditor RSA-02-0374 - Level 3 Date: XX/XX/2023

Peter Rands Road Safety Auditor RSA-02-0450 - Level 2 Date: XX/XX/2023

Zach Walgers Road Safety Auditor RSA-02-1502 - Level 2 Date: XX/XX/2023

2. Introduction

Rigore Engineering Services has been engaged by Tyler Madden, Trainee Engineer – Temora Shire Council, to undertake a Road Safety Audit on the vehicle and pedestrian movements around Polaris Street, Camp Street, Crowley Street, and rail level crossing within the limits shown by Figure 2-1 – Study Area below, and the provide the written recommendation herein to address the identified road safety risks highlighted by the preceding Road Safety Audit Report.

2.1. Project Description

Rigore representative, James Gorrie, Managing Director, has been made aware that the main issue being the intersection of Crowley Street and Polaris Street, due to regular concerns raised related to near misses. Council representatives have also highlighted the recent works undertaken within the study area with pedestrian infrastructure being progressively installed within the area, including access across the southern leg of Crowley Street and the future desire to provide connectivity across the railway crossing along the southern side of Polaris Street.

Although considered largely out of scope of this road safety audit, consideration has been given to the planned redevelopment of the Temora Flour Mill into a boutique hotel, restaurant, function center and micro-brewery which is highlighted in yellow in Figure 2-1, Figure 2-2 and Figure 2-3. This development is expected to be a significant traffic generator.



Figure 2-1 – Study Area

2.1.1. Project Team

James Gorrie		
	Position: Experience: Education: Qualifications: Accreditations:	Managing Director Project / Design Manager 20+ years Master of Engineering (Civil) Bachelor of Engineering Technology (Civil) CPEng NER MIEAust APEC Engineer Level 3 Lead/Snr Road Safety Auditor NSW VIC QLD SA
Zach Walgers		
	Position: Experience: Education: Qualifications: Accreditations:	Lead Civil Designer (Road) Road Safety Auditor 7+ years Master of Engineering / Bachelor of Technology Current Associate Degree of Engineering (Civil) MIEAust Level 2 Road Safety Auditor NSW
Wayne Walgers		
	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 3 Lead Road Safety Auditor NSW (RSA-02-0374)
Peter Rands		
E.	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 2 Lead Road Safety Auditor NSW (RSA-02-0450)
2.1.2. Site Insp	ections	

A day and night site inspection was undertaken by James Gorrie (Lead Road Safety Auditor), Zach Walgers (Road Safety Auditor), Wayne Walgers (Lead Road Safety Auditor) and Peter Rands (Road Safety Auditor) on Monday 4th September 2023 between 4:30pm and 6:30pm, the weather was clear for the duration of the inspection.

2.1.3. Client Workshop

PLACEHOLDER - this area is to capture the comments provided by council related to the draft recommendations.

3. Risk Assessment Framework

3.1. Methodology

The Road Safety Audit will be conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles.

The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The identification and removal or treatment of road elements that may contribute to crash occurrence or crash severity is a key component of the safe system approach to road safety. A safe system acknowledges that human error within the transport system is inevitable and that when it does occur the system makes allowance for these errors to minimise the risk of serious injury or death. In a safe system, therefore, roads (and vehicles) should be designed to reduce the incidence and severity of crashes when they inevitably occur.



Four key principles form the basis of the Safe System philosophy, as outlined in *Guide to Road Safety Part 1: Introduction & The Safe System*:

- People make mistakes that can lead to road crashes
- The human body has a limited physical ability to tolerate crash forces before harm occurs
- A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles and those who provide post-crash care to prevent crashes resulting in serious injury or death
- All parts of the system must be strengthened to multiply their effects; so that if one part fails, road users are still protected.

Safer road user behaviour, safer speeds, safer roads and safer vehicles are the four key elements that make up a safe system. In relation to speed, the *Guide to Road Safety Part 3: Safe Speed*, using *Wramborg* curves, outlines the relationships between a motorized vehicle collision speed and the probability of a fatality for different crash configurations:

Often referred to as the Safe System speeds, the following aspirational operating speeds are as follows:

30km/h	where there is the possibility of a collision between a vulnerable road user and a passenger
	vehicle or where there is the possibility of a side impact with a fixed object e.g. tree/pole
50km/h	where there is the possibility of a right-angle collision between passenger vehicles
70km/h	where there is the possibility of a head-on collision between passenger vehicles
≥100 km/h	where there is no possibility of side or frontal impact between vehicles or impacts with vulnerable road user impacts.

NOTE: presently there is only limited evidence on cyclist and motorcyclist injury thresholds and an assumption is often made that their injury potential is the same as the pedestrian curve. The curves only represent passenger car interactions and do not account for young and elderly people and heavy vehicles. The curves are also limited in that they only provide the probability of fatality and not serious injury and there is little published evidence demonstrating the origins of the curves.

3.2. Risk Assessment Framework

The Austroads system of risk assessment will be applied with the relative characteristics as follows:

Likelihood	Description
Almost certain	Occurrence once per quarter
Likely	Occurrence once per quarter to once per year
Possible	Occurrence once per year to once every three years
Unlikely	Occurrence once every three years to once every seven years
Rare	Occurrence less than once every seven years.

Table 3-2 – What is the likely severity of the resulting crash type?

Severity	Description	Examples
Insignificant	Property damage	Some low-speed collisions Pedestrian walks into object (no head injury) Car reverses into post
Minor	Minor first aid	Low speed collisions Pedestrian walks into object (minor head injury) Cyclists fall from bicycle at low speed
Moderate	Major first aid and/or presents to hospital (not admitted)	Some low to medium-speed collisions Cyclists fall from bicycle at moderate speed Left turn rear-end crash in a slip lane
Serious	Admitted to hospital	High or medium-speed vehicle / vehicle collision High or medium-speed single vehicle collision with fixed roadside object Pedestrian struck at high speed
Fatal	At scene or within 30 days of the crash.	High speed multi vehicle crash on Freeway. Car runs into crowded bus stop. Bus and petrol tanker collide Collapse of bridge or tunnel

Table 3-3 – The resulting level of risk

			Insignificant Property Damage	Minor Minor first aid	Severity* Moderate Major first aid and/or presents to hospital (not admitted)	Serious Admitted to hospital	Fatal Death within 30 days of the crash
-, σ	Almost Certain	One Per Quarter	Medium	High	High		Extreme (FSI)
les les	Likely	Quarter to 1-year	Medium	Medium	High		Extreme (FSI)
ili n	Possible	1 to 3 years	Low	Medium	High	High (FSI)	Extreme (FSI)
Likeilihood (includes exposure)	Unlikely	3 to 7 years	Negligible	Low	Medium	High (FSI)	Extreme (FSI)
<u> </u>	Rare	7 years +	Negligible	Negligible	Low	Medium (FSI)	High (FSI)
			-		Safe S Crash C Three	utcome	

The treatment that Austroads recommend for the above levels of risk is shown in Table 3.4.

Risk	Treatment
Extreme	Must be corrected regardless of cost
High	Should be corrected or the risk significantly reduced even if the treatment cost is high
Medium	Should be corrected or the risk significantly reduced even if the treatment cost is moderate, but not high
Low	Should be corrected or the risk significantly reduced if the treatment cost is low
Negligible	No action required

Table 3-4 – Treatment approach

The risk matrix above shown in *Table 3.3*, is aligned to Safe System principles and has been designed to be used with consideration of a severity guidance sheet which was developed by the Project Working Group. The PWG comprising of representatives from state and local road agencies was established with the primary objective of consolidating and updating the previously issued Parts 6 and 6A (Austroads 2019).

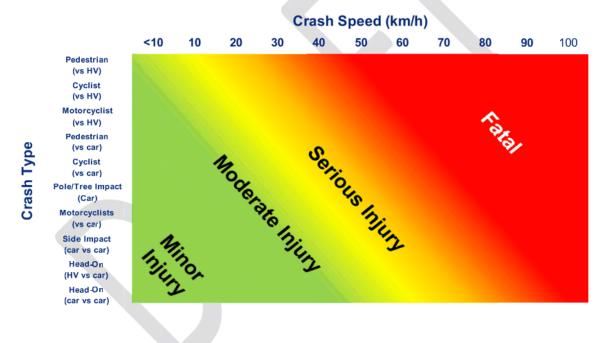


Table 3-5 – The severity guidance sheet – to be used with the risk matrix

4. Audit Recommendations

The results of the audit observations and findings have been reported in two categories:

4.1 General Observations4.2 Identified Risks

The audit findings and recommendations are listed in Table 4.1 and Table 4.2, together with the residual risk ranking, as determined using the risk assessment tables in Section 3.

Item 8.2

Table 4-1 – General Observations

	Recommendations	Suggested Treatments Future planning considerations It is recommended that the Development Application be made subject to a project-specific road safety audit that is informed by a further progress design and traffic, impact study that provides projected traffic, pedestrian and cyclist movements. NOTE: As outlined by Council representatives, there are several other proposed land use changes within close proximity to the rail reserve (including an off-leash dog park).
lable 4-1 – General Observations	Photos / Reference	Final of the southwestern side of the southwestern side of the southwestern side of the solaris St railway crossing.
	General Observations	It is noted the proposed future development on the west side of the trailway (<i>Temora Flour Mill-DA</i> <i>Submission, 2022</i>) lacks the provision for pedestrian connectivity across the rail tracks to residential areas closer to the Temora township. These vulnerable road users are forced onto the Polaris Street roadway to cross the railway line, exposing them to a possible conflict with passing vehicles. Polaris Street is subject to heavy vehicle usage which exacerbates the likelihood of this type of incident occurring. Although the risk of a pedestrian strike is currently low relative to the low pedestrian movements, the likelihood of such an incident occurring will be increased significantly should the proposed development proceed and the inherent increase in pedestrian movements be realised.
	₽	60-1

Recommendations	Suggested Treatments Road user behavioural campaign It is recommended that behavioural issues be raised with the Council Road Safety Officer. Consideration could be given to a behavioural campaign targetting local cyclists and/or community groups, emphasising the importance of adhering to road rules to stay safe when using the local road network. NOTE: Behavioural issues are inherently difficult to address and the provision of adequate infrastructure alone may not always address these types of issues. NOTE: TrNSW Centre for Road Safety Resource: NOTE: TrNSW Centre for Road Safety Resource:
Photos / Reference	The section of the section.
General Observations	Poor road user behaviour was observed during the site inspection. Of particular note was a cyclist riding on the paved road shoulders in the opposing direction to the adjacent traffic lane. The cyclist cut the corner and continued riding against the traffic stream along the opposing traffic lane.
₽	GO-2

Recommendations	Suggested Treatments Signage adjustments It is recommended that the GIVE WAY (R1-2) sign and associated hold line be relocated in conjunction with the proposed works outlined by the ID responses below. Consideration could also be given to enhancing the signage by increasing its size and/or providing an advanced warning sign GIVE WAY AWEAD (W2-3) or CROSSROAD AHEAD (W2-1) sign on the Crowley Street approaches.
Photos / Reference	No.1
General Observations	The GIVE WAY (R1-2) sign is set too far back from the hold line and located within the seal area. Should a driver cut the corner they are likely to knock the sign over causing minor damage to their vehicle.
₽	9 0 0

Recommendations	queue available to alert these road users of the yield condition on Crowley Street.	Suggested Treatments Continuity linemarking Continuity linemarking It is recommended that the continuity line be installed either in isolation or in conjunction with the proposed works outlined by the ID responses below. NOTE: Continuity lines are used to alert road users to the forthcoming change in the nature of the lane they are travelling or in the adjoining lane. It defines the edge of the through carriageway. Continuity lines will not only provide additional guidance for the road users travelling on Polaris Street but also provide an additional visual queue, reinforcing the intersection priority for those approaching from Crowley Street.	
Photos / Reference	σδ	S and Crowley St intersection.	
General Observations		There is no continuity line through the intersection to guide drivers in adverse weather conditions.	
₽		GO-4	

Recommendations	It is recommended that the existing linemarking be renewed and adjusted where required. This can be delivered either in isolation or in conjunction with the proposed works outlined by the ID responses below. NOTE: Clear delineation is a fundamental requirement at urban intersections, both informing road users that there is an intersection present and providing sufficient information about the types of manoeuvres that may occur. Linemarking deficiencies (such as unclear approach lane lines, and faded or missing hold lines) are relatively inexpensive and easy to install but provide a significant improvement to a road users ability to understand the road function.	It is recommended that a site specific safe intersection sight distance layout be developed to inform vegetation trimming and/or removal. This can be delivered either in isolation or in conjunction with the ID responses below. NOTE: Should vegetation trimming be the preferred approach (rather than removal), ongoing maintenance will be required to ensure that adequate sight lines remain in place.
Photos / Reference	Looking south from the northeast corner of the Polaris St and Crowley St intersection.	Reference: Sixmaps
General Observations	The existing linemarking was difficult to see during daylight hours due to the poor condition, being faded for the most part and difficult to distinguish on the flushed seal. The existing linemarking was also very difficult to see at night with this issue likely to be further exacerbated during adverse weather.	The trees lining Polaris Street and Crowley Street were observed to be close enough to the intersection (as demonstrated by the Sixmaps aerial photography, right) that the tree foliage may also restrict available sight distance during the warmer seasons.
₽	GO-55	9- 0 9

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ləvəl AziA		н н (FSI)		
Severity	JAL RISK	erious	JAL RISK	

Frequency	RESIDUAL RISK		Unlikely Serious		RESIDUAL RISK	Rare Moderate	
Recommendations	SHORTER TERM / LOWER COST	Provide additional visual cues such as guideposts, raised pavement markers, barrier delineators, new continuity lines and renewed centreline, edgelines and hold lines (refer to GO-4 & GO-5).	Improve safe intersection sight distance by trimming/removing vegetation (refer to GO-6)	Provide advanced intersection warning signage on the Crowley Street approaches (refer to GO-3).	LONGER TERM / HIGHER COST	Install central median islands (or splitter islands) on the Crowley Street approaches to intersections to improve the prominence of intersections (including by the provision of additional signs on median islands GIVE WAY repeater and KEEP LEFT) and provide an additional benefit as they channelise traffic and may provide a pedestrian refuge. Install delineation at critical locations such as the tip of traffic islands and gore areas. In addition to line markings, treatments include painting of kerbs, and guard rail delineators. Consideration could be given to colour contrast between road surface and traffic	islands.
Risk Level						т	
Severity						Serious	
Frequency						Possible	
Description of Deficiency & Likely Consequence	There is a general lack of visual queues to alert road users travelling north or south	along Crowley Street that they do not have priority across Polaris Street and that they are approaching a yield condition where they are required to give way or stop. The width of Crowley Street, the large offset to Give Way signage and the poor condition of the	intersection linemarking does not reinforce or provide any distinguishable features that would be expected when approaching a	yield condition. The road users travelling along Crowley Street may have also passed through the preceding intersections between (roorthbrund) and Kithbook Bood and	Polaris Street (southbound) where they have been travelling along the priority leg and as	a result may not be expecting the yield condition at Polaris Street. Should drivers travelling along Crowley Street fail to give way, this could lead to a side-impact type collision at moderate speed causing a kinetic energy transfer great enough to cause a serious or fatal injury. NOTE: This hazard will be exacerbated at night and/or during adverse weather.	
Photos / Reference				toward the Polaris St and Crowley St intersection		h toward the Polaris St and Crowley St intersection	

Looking west t

Looking south I

I-0I

Polaris Street and Crowley Street intersection

21 NOVEMBER 2023

Provide roadside kerb return blisters to further

visual queues, reduce pedestrian crossing distance, and a suitable space for the relocation of the existing roadside GIVE WAY narrow the intersection. provide additional

signs.

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Location

Identified Risks and Suggested Treatments

ləvəJ AziA			M (FSI)						ш. С	
Severity	RESIDUAL RISK		Serious		RESIDUAL RISK				Moderate	
۲eduency	RE		Rare		RE				Rare	
Recommendations	SHORTER TERM / LOWER COST	Provide additional visual cues such as guideposts, raised pavement markers, barrier delineators, new continuity lines and renewed centreline, edgelines and hold lines (refer to	GU-4 & GU-5). Improve safe intersection sight distance by trimming/removing vegetation (refer to GO-6)	Provide advanced intersection warning signage on the Crowley Street approaches (refer to GO-3).	LONGER TERM / HIGHER COST	Install new/additional artificial flag lighting, to increase the luminosity of the intersection at night and during twilight hours.	Install central median islands (or splitter islands) on the Crowley Street approaches to intersections to improve the prominence of	intersections (including by the provision of additional signs on median islands GIVE WAY repeater and KEEP LEFT) and provide an additional benefit as they channelise traffic and may provide a pedestrian refuge.	Install delineation at critical locations such as the tip of traffic islands and gore areas. In addition to line markings, treatments include painting of kerbs, and guard rail delineators. Consideration could be given to colour contrast between road surface and traffic islands.	Provide roadside kerb return blisters to further narrow the intersection, provide additional visual queues, reduce pedestrian crossing distance, and a suitable space for the relocation of the existing roadside GIVE WAY signs.
l9v9⊥ AziЯ						3	(FSI)			
Severity							Serious			
Frequency						Unlikely				
Description of Deficiency & Likely Consequence	The existing artificial lighting at the intersection of Crowley Street and Polaris	Street appears to be inadequate to sufficiently illuminate the intersection at night. The luminescence of the intersection is quite	proof, and it's unitative of an approximation driver to see the pavement marking and the drainage roadside structure. It is difficult to see the roadside from which a pedestrian or cyclist may enter using the ramps over the		The reduction of adequate sight distance at an object find to the second to be addeduate sight the second s	ingin turne may result in a driver i alling, o acknowledge the yield condition and reduce their speed or failing to see a pedestrian or cyclist using the intersection at night.	This may result in a pedestrian strike at low to moderate speed causing a kinetic energy transfer great enough to cause a serious	NJUTY. NOTE: This hazard will be exacerbated during adverse weather. Traffic, pedestrian and cyclist movements are reduced at night, however this may change should the development proceed.		
Photos / Reference				Looking north towards Polaris St and Crowley St intersection			1	Looking south towards Polaris St and Crowley St intersection		
Location							ID-3	Polaris Street		
and the second					Oleoon	the toonto ve	Prior O pue	Polaria sizelog		

TRAFFIC COMMITTEE MEETING MINUTES

Risk Level			ц.,		RESIDUAL RISK		<u>ب</u>	
Severity	RESIDUAL RISK		Moderate			Moderate		
Frequency	RES		Rare				Rare	
Recommendations	SHORTER TERM / LOWER COST	Undertake vegetation trimming, clearing low lying branches and branches thinning, ensuring safe intersection sight distance is achieved, providing drivers with the apportunity to reduce speed on approach or within the intersection. NOTE: Should vegetation trimming be the preferred approach (rather than removal). ongoing maintenance will be required to ensure that adequate sight lines remain in place.				Remove mature trees in the road reserve and remediate wearing course, ensuring safe intersection sight distance is achieved, providing drivers with the opportunity to reduce speed on approach or within the intersection.	It is recommended that a site specific safe intersection sight distance layout be developed to inform vegetation trimming and/or removal. (refer to GO-6)	NOTE: The associated risk rating may not be directly representative of the present state. However, the roadside vegetation risk will inherently increase over time as the trees mature and trunk diameter increases.
Risk Level				z	(FSI)			
Severity				Control	200			
Frequency								
Description of Deficiency & Likely Consequence	There are several trees with tree trunks ranging from 150-300mm in diameter	located in the sealed shoulder on Crowley and Polaris Street. These trees are about 3- 4m from the travel lane with no hazard protection, presenting a roadside hazard for an errant vehicle.	If a vehicle was to become errant at this location (evasive manoeuvres to avoid intersection conflict) it may result in a collision with a fixed object at moderate speed causing a kinetic energy transfer great enough to cause a serious or fatal injury.	NOTE: This hazard will be exacerbated during adverse weather.				
Photos / Reference	<image/>				I potim used along porth side of Polaris St humant the	Railway		
ID ID				wley Street intersection -3		Polaris Street		

Risk Level			ž	z
Severity	RESIDUAL RISK	Moderate	RESIDUAL RISK	Minor
Frequency	Rare		Rare	
Recommendations	SHORTER TERM / LOWER COST Undertake the short-term / lower-cost recommendations proposed works as outlined within ID-1, ID-2 & ID-3 to reduce the likelihood of an intersection collision and/or need for evasive manoeuvres.		LONGER TERM / HIGHER COST	Undertake the longer-term / higher-cost recommendations proposed works as outlined within ID-1. ID-2 & ID-3 to reduce the likelihood of an intersection callision and/or need for evasive manoeuvres and reduce the operating speed of the intersection, thus reducing the severity.
Risk Level			Low	
Severity			Moderate	
Frequency			Rare	
Description of Deficiency & Likely Consequence	A shallow box culvert runs east-west under Crowley Street. There is a short length of polaris Street. There is a short length of users from impacting the drainage structure and/or the shallow vertical drop. The safety barrier lacks delineators which indicate the presence of the guard rail and the roadside hazard it is intended to protect. If a vehicle is to become errant (evasive manoeuvres to avoid intersection conflict), intended. Should the barrier fail to redirect an errant vehicle it may result in a collision with a fixed object at moderate speed ccausing a kinetic energy transfer great enough to cause a a moderate to serious injury. Note: this issue is exacerbated in inclement weather and at night.			
Photos / Reference	The sector of th			
ID ID	Polaris Street and Crowley Street intersection			

4.2 DRAFT ROAD SAFETY AUDIT - PEDESTRIAN GENERATION AROUND SCHOOLS

File Number:	REP23/1365		
Author:	Engineering Works Manager		
Authoriser:	Engineering Asset Manager		
Attachments:	 Draft Road Safety Audit Report Draft Recommendations Report 		

REPORT

As funded in the 2023/24 Council budget, Rigore Engineering Services was successfully awarded the project of undertaking a Road Safety Audit in relation to pedestrian generation around schools incorporating Parkes Street, Anzac Street, Gloucester Street, Polaris Street, De Boos Street and Loftus Street.

Following auditing being undertaken the attached draft Road Safety Audit report and a separate draft recommendations report have been issued to Council staff for review before finalising both reports. These draft reports are being presented to the traffic committee for input to these documents while in draft format before finalisation of the reports.

The intent after any feedback is received on draft reports, is to provide that information to Rigore Engineering Services for consideration before finalising the reports. Once reports are finalised and received by Council, treatments detailed in the recommendations report may be placed in Council's future draft budget estimates for consideration of funding by Council or seek grant funding to action.

Budget Implications

Audit has an allocated budget of \$15,000.

COMMITTEE RESOLUTION 19/2023

Moved: Mr Greg Minehan Seconded: NSW Police Aaron Coddington

That the Committee recommend to council to note the following comments as feedback on the draft recommendations report for consideration by the consultant prior to report finalisation.

- G0-1 Concerns raised regarding the extent of the length of the suggested 40km/h zone in Loftus Street. TfNSW will note this item as the authority for speed zones.
- G0-3 Question on usage and approval process from TfNSW, but in general supported. TfNSW noted that directive is to remove transitional zones such as 70 & 90 for consistency when discussing additional traffic on Loftus St with newer residential developments to the East of Temora.
- G0-5 Support in general but with further investigation and costing within council's PAMP Program on next review with other pedestrian and mobility infrastructure.
- ID-1 & ID-2 Generally supported with the area considered a heritage zone this should be noted and any future plans or considerations in these locations be consulted with council's heritage advisor.

- ID-4 Consideration for school pick-up and drop-off zones to be established.
- ID-6 This location was considered relation to a previous report for changing pedestrian infrastructure in conjunction with relocating disability parking. Approved by council in principal subject to funding.
- ID-6 Committee does not support the proposal of pedestrian fencing in this location on the basis TfNSW is now removing this type of infrastructure on state roads due to children climbing over them and injuries that result. And further they need to be set 600mm behind the kerb and in this location the concrete footpath is of minimal width. Other treatments as per longer term solution could be considered.
- ID-7 The idea of bus scheduling discussed for consideration, with re-iteration this site is an OOSH not just a pre-school.
- ID-8 Committee supports idea of a refuge or median with further investigation and costing within council's PAMP Program on next review with other pedestrian and mobility infrastructure. Speed zone comments as per item G0-1.

CARRIED

Report by Alex Dahlenburg



Road Safety Audit

Temora Pedestrian Generators



Prepared for:



Tyler Madden Trainee Engineer Temora Shire Council

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RES2207.19.71

Date: 23/10/2023 Version: 0.1 Author: J. Gorrie

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Date	Version	Author	Change Reference
23/10/2023	0.1	James Gorrie	Draft Audit Report
XX/10/2023	1.0	James Gorrie	Final Audit Report

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1. Audit Statement

Project Name:	Temora Pedestrian Generators RSA		
Client:	Temora Shire Council (TSC)		
Client Representative:	Tyler Madden, Trainee Engineer – Temora Shire Council (TSC)		
Contact Details:	Phone: 02 6980 1143 Email: <u>tmadden@temora.nsw.gov.au</u>		
Auditors:	James Gorrie(RSA-02-0732 - Level 3) - Lead Road Safety AuditorWayne Walgers(RSA-02-0374 - Level 3) - Lead Road Safety AuditorZach Walgers(RSA-02-1502 - Level 2) - Road Safety AuditorPeter Rands(RSA-02-0450 - Level 2) - Road Safety Auditor		
Audit Type	Pre-Construction (Existing Road)		
Commencement Meeting:	28/08/2023		
Audit Date:	04/09/2023		
Completion Meeting:	TBC		
Previous Audits:	Nil		

Table 1-1 – Audit Details

We, the undersigned, declare that we have reviewed the material and data listed in this report and identified the risks to road safety listed in Section 4. The reasons are given to explain why an identified item is considered a risk to road safety. The auditors listed are independent to the project.

It should be noted that while every effort has been made to identify potential safety problems, no guarantee can be made that every problem or deficiency has been identified.

It is recommended that identified risks to road safety be investigated and corrective actions implemented as soon as practicable.

James Gorrie Lead Road Safety Auditor RSA-02-0732 - Level 3 Date: XX/XX/2023

plage he

Wayne Walgers Lead Road Safety Auditor RSA-02-0374 - Level 3 Date: XX/XX/2023

Peter Rands Road Safety Auditor RSA-02-0450 - Level 2 Date: XX/XX/2023

Zach Walgers Road Safety Auditor RSA-02-1502 - Level 2 Date: XX/XX/2023

2. Introduction

Rigore Engineering Services has been engaged by Tyler Madden, Trainee Engineer – Temora Shire Council, to undertake a Road Safety Audit to on the immediate network where several pedestrian generators are located within the Temora township indicated by Figure 2-1 – Study Area below.

2.1. Audit Purpose

The Road Safety Audit has been conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles. The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The primary purpose of this Road Safety Audit Report is to identify road safety deficiencies that may contribute to crash occurrence or crash severity and provide recommendations for risk elimination or mitigation measures that align with the safe system approach to road safety.

2.2. Project Description

Currently, there exists 280 meters of Anzac Street between the two school zones which stands as a 50km/h zone. The basis of Council's speed zone adjustment proposal is that the Primary and Secondary schools and Council hold safety concerns for pedestrians around this area; the priority concern being those of Primary and Secondary age.

Road users commonly deem the subject area as confusing (entering multiple school zones over a short distance). The road also moves from a 20-metre road reserve to a 9-metre road reserve while still upholding 2-way traffic access. The 9-metre reserve, being relatively narrow and used for 2-way traffic, poses as a possible hazard to the large volumes of pedestrians which come from the high school; combining the school zones would reduce the hazard.

This item was presented to the Traffic Committee and Council in March 2022 with the resolution being that a pedestrian safety review be conducted for Anzac Street and surrounding locations of interest.



Figure 2-1 – Study Area

2.3. Supporting Information

The following supporting information was also considered in the preparation of the Road Safety Audit assist with the audit:

- Network Accessibility
- Traffic Data
- Crash Statistics

2.3.1. Network Accessibility

Based on the Transport for NSW Interactive Restricted Access Vehicles (RAV) maps, no part of the study are permit heavy vehicle access (GML/CML/HML).



Traffic Volumes

No traffic data has been made available to the Road Safety Audit team, however, on site observations and local knowledge have guided the teams understanding of volumes, vehicle classifications and operating speed. The audit teams focus were related to the pedestrian generators within the study area and the seasonal fluctuations related to local amenities such as the swimming pool and sports recreational precinct.

The Temora Pool, Recreation Centre, and Hoskins Street (main street) attract large volumes of pedestrian traffic after school, and often during as both schools use the swimming and sporting facilities (including the Lawn Bowls Club next to the Temora Pool) for both educational (physical education) and sporting purposes.

2.3.2.

2.3.3. Crash Statistics

Based on Transport for NSW Interactive Crash Map, seven crashes have been recorded within the study limits, (RUM Code 1x48, 1x71 & 1x74) crashes most of which occurring during daylight hours at or near intersections. Two moderate injuries cashes were recorded.

- Crash ID 1189968 Moderate Injury 2018
- Crash ID 1289930 Moderate Injury 2022
- Crash ID 1299721 Non-casualty (towaway) 2022

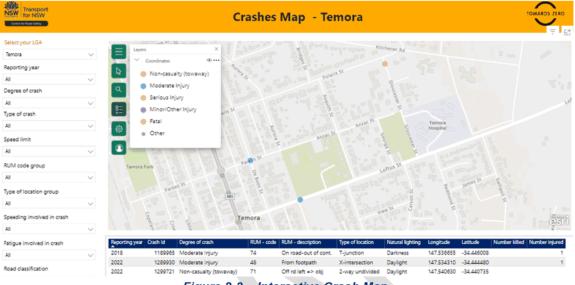


Figure 2-3 – Interactive Crash Map

OVERTAKING MANOEUVRING ON PATH PEDESTRIANS (on VEHICLES FROM foot or in toyipram) ADJACENT DIRECTION OPPOSING DIRECTION VEHICLES FROM SAME DIRECTION OFF PATH, ON OFF PATH, ON CURVE OR TURNING MISCELLANEOUS ehicles in same lan -000 S . A * 23 LANE SOL SA 20. ANE HANGE LEFT 45 PULLING O REAR END 75 BEND INTO OF **Š**5 NS TRAFFIC CHT TURN DE SMIPE 36 FRED OR EFT ON EFT BEND OFT NEAR FT TURN OF SAMPE EFT / RIGHT FAR T OF n HER MANOEUVRING 49 OTHER OVERTAINS 29 OTHER SAME 59 OTHER ON PATH HER CURV

Figure 2-4 – Road User Movements (RUM)

2.4. Primary Considerations

Complimentary to the Safe Systems Approach, the following primary factors are evident for consideration on this project. The report herein has been undertaken based on the below primary considerations:

2.4.1. Roadside Hazards:

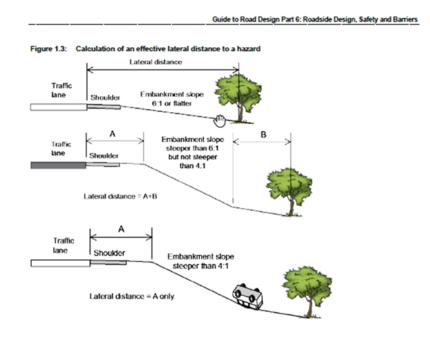
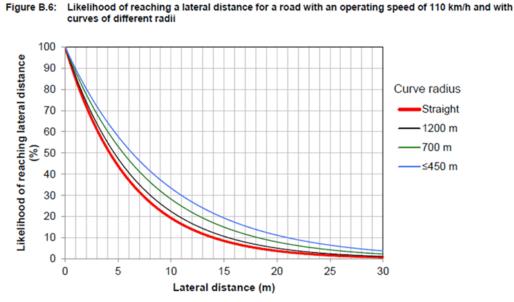


Figure 2-5 – Extract Austroads Guide to Traffic Management Part 6 - 2020

2.4.2. Likelihood of Reaching a Lateral Distance



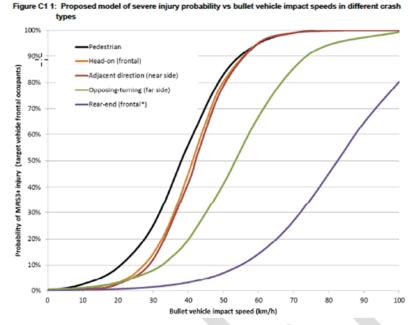
Source: Adapted from Austroads (2020b).

Figure 2-6 – Extract Austroads Guide to Traffic Management Part 6 - 2020

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QAS-RPT-028-Road Safety Audit

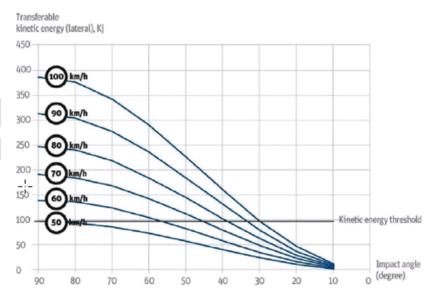
2.4.3. Relationship between vehicle speed and the likelihood of Severe Injury





2.4.4. Influence of impact angle and travel speed on transferable kinetic energy





Source: ITF (2016), based on Candappa et al. (2015).

Figure 2-8 – Extract Austroads Guide to Traffic Management Part 6 - 2020

2.4.5. Safe Intersection Sight Distance (SISD)

It is fundamental to the safety of intersections that drivers approaching in all traffic streams are able to:

- recognise the presence of an intersection in time to slow down or stop in a controlled and comfortable manner.
- see vehicles approaching in conflicting traffic streams and give way where required by law or avoid a crash in the event of a potential conflict.

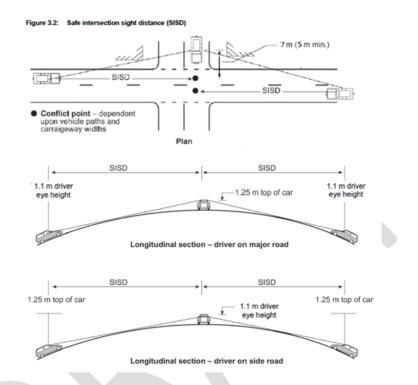


Figure 2-9 – Extract Austroads Guide to Road Design Part 4A – 2021

2.4.6. Stopping Sight Distance (SSD)

Stopping Sight Distance (SSD) is the distance to enable a normally alert driver, travelling at the design speed on wet pavement, to perceive, react and brake to a stop before reaching a hazard on the road ahead.

- It is generally measured between the driver's eye (1.1 m) and a 0.2 m high, stationary object on the road. The object height of 0.2 m represents a hazard that cannot be driven over and hence requires the vehicle to stop to avoid a collision.
- Car stopping sight distance shall be available along all traffic lanes on all roads. This distance is considered to be the minimum sight distance that should be available to a driver at all times.

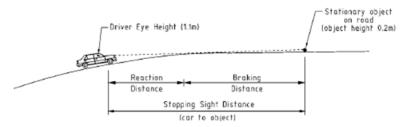


Figure 2-10 – Extract Austroads Guide to Road Design Part 3 – 2021

2.4.7. Pedestrian Sight Distance

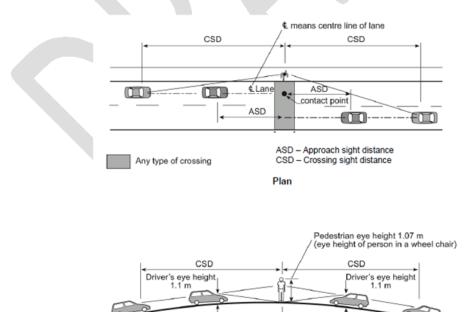
There are two key sight distance requirements at pedestrian crossing facilities: ASD and crossing sight distance (CSD).

ASD ensures that approaching drivers are aware of the presence of a pedestrian crossing facility. It is important that this line of sight is not obstructed as it ensures that even if there is no pedestrian actually on the crossing, the driver should be aware of the crossing by seeing the associated pavement markings and other cues, and therefore be alerted to take the appropriate action if a pedestrian steps onto the crossing.

CSD ensures that the pedestrian can see approaching traffic in sufficient time to judge a safe gap and cross the roadway. It also ensures a clear view for approaching drivers to sight pedestrians waiting to cross the roadway.

Pedestrian sight distance requirements are as follows:

- ASD should be provided between approaching vehicles (1.1 m eye height) and the surface of the roadway (generally 0 m or 0.1 m for a wombat crossing) at all formal, marked pedestrian crossings.
- Crossing sight distance (CSD) should be provided between approaching vehicles (1.1 m eye height) and a pedestrian waiting to cross the road (waiting 1.6 m from the pavement edge or kerb line). The pedestrian eye height should be taken as 1.07 m which represents the lower bound of the range applicable to a person in an A80 wheelchair. CSD allows sufficient time for the pedestrian to cross the road, clear of any approaching traffic. CSD should be provided at crossings where the pedestrian does not have the priority or where the pedestrian does have the priority but must be sighted by approaching traffic in order for the approaching traffic to give way (e.g. a zebra crossing). It is also desirable that CSD be provided at crossings controlled by signals in case of signal failure.



Longitudinal section Figure 2-11 – Extract Austroads Guide to Road Design Part 4A – 2021

ASD

ASD

2.4.8. Separation or mixed traffic

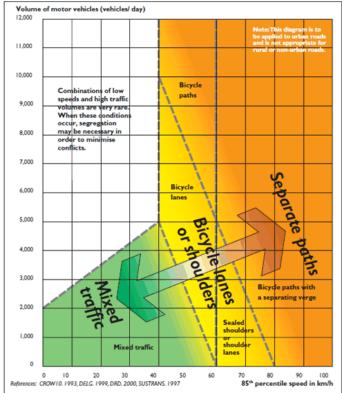


Figure 3.2: Separation of bicycles and motor vehicles according to traffic speed and volume.

Figure 3.2 of the NSW Bicycle Guidelines provides guidance on the selection of separated or mixed facilities. The relationship between the prevailing traffic speed and volume is an important factor in the decision to provide physical separation. It is always important to consider the degree of separation, either visual (lanes or shoulder), or physical (bike paths), to be provided.

Figure 2-12 – Extract NSW Bicycle Guidelines 2005

2.4.9. Mixed traffic conditions

The table below provides an example of how different treatments can be applied in response to differing conditions:

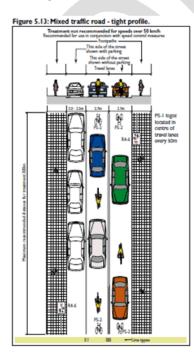


Table 4.2: Options for bicycle provision on 12.8m streets

Street conditions	Treatment options
High traffic volumes	Re-route through traffic eg: creating a one-way paired street with a wide one- way bike lane in each Remove vehicle parking on one side to
	widen bicycle lanes
High traffic speeds	Lower speed environment
	Introduce bicycle compatible traffic calming measures
Moderate traffic speeds and volumes	Use bicycle shoulder lanes (see Section 5.1.2)
Low car parking demand	Remove parking from one side to widen bicycle lanes
Uphill slope	Wide bicycle lane on uphill side and mixed traffic on downhill side of street
Residential streets	Restrict vehicle street access with bicycle compatible LATM treatments

Figure 2-13 – Extract NSW Bicycle Guidelines 2005

2.4.10. References

The following list of references provided background information during the audit process:

- Austroads: Guide to Road Safety Part 6: Road Safety Audit (2022)
- TNSW Guidelines for Road Safety Audit Practices (2011)
- Austroads: Guide to Road Design, Road Safety, Traffic Management and TfNSW Supplements
- Australian Standards AS1742 Manual of Uniform Traffic Control Devices and TfNSW Supplements
- TS 03631:1.0 TfNSW Speed Zoning Standard (2023)
- TS 05462.1-19 TfNSW Delineation Manual
- NSW Road Rules Legislation

2.4.11. Exclusions

A road safety audit:

- is not a way of assessing or rating a project as good or poor
- is not a means of ranking or justifying one project against others in a works program
- is not a way of rating one option against another
- is not a check of compliance with standards
- is not a substitute for design checks
- is not a crash investigation
- is **not** a redesign of a project
- is not to be applied only to high-cost projects or only to projects involving safety problems
- is not the name used to describe informal checks, inspections or consultation.

2.4.12. Audit Team

In accordance with the *Austroads Guide to Road Safety Part 6: Road Safety Audits* minimum audit team requirements, Rigore has provided the following resources to form the independent audit team.

James Gorrie		
	Position: Experience: Education: Qualifications: Accreditations:	Managing Director Project / Design Manager 20+ years Master of Engineering (Civil) Bachelor of Engineering Technology (Civil) CPEng NER MIEAust APEC Engineer Level 3 Lead/Snr Road Safety Auditor NSW VIC QLD SA
Zach Walgers		
1000 A	Position: Experience: Education: Qualifications: Accreditations:	Lead Civil Designer (Road) Road Safety Auditor 7+ years Master of Engineering / Bachelor of Technology Current Associate Degree of Engineering (Civil) MIEAust Level 2 Road Safety Auditor NSW
Wayne Walgers		
	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 3 Lead Road Safety Auditor NSW (RSA-02-0374)
Peter Rands		
E.	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 2 Lead Road Safety Auditor NSW (RSA-02-0450)

2.4.13. Site Inspections

A day and night site inspection was undertaken by James Gorrie (Lead Road Safety Auditor), Zach Walgers (Road Safety Auditor), Wayne Walgers (Lead Road Safety Auditor), Peter Rands (Lead Road Safety Auditor) and Jackson Coles (Observer) on Monday 4th September 2023 between 2:00pm and 6:30pm, the weather was clear for the duration of the inspection.

2.4.14. Commencement Meeting

The Commencement Meeting was held via MS Team Meeting on Monday 28th August 2023 between 9:00am and 10:00am. In attendance were James Gorrie (Lead Road Safety Audits), Zach Walgers (Road Safety Auditor), Rob Fisher and Alex Dahlenburg (Temora Shire Council). The Commencement Meeting provided the opportunity to define the extent and purpose of the audit. The audit team provided Rob and Alex with an overview of the proposed approach and indicative timeframe.

2.4.15. Completion Meeting

PLACEHOLDER

3. Risk Assessment Framework

3.1. Methodology

The Road Safety Audit will be conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles.

The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The identification and removal or treatment of road elements that may contribute to crash occurrence or crash severity is a key component of the safe system approach to road safety. A safe system acknowledges that human error within the transport system is inevitable and that when it does occur the system makes allowance for these errors to minimise the risk of serious injury or death. In a safe system, therefore, roads (and vehicles) should be designed to reduce the incidence and severity of crashes when they inevitably occur.



Four key principles form the basis of the Safe System philosophy, as outlined in *Guide to Road Safety Part 1: Introduction & The Safe System*:

- People make mistakes that can lead to road crashes
- The human body has a limited physical ability to tolerate crash forces before harm occurs
- A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles and those who provide post-crash care to prevent crashes resulting in serious injury or death
- All parts of the system must be strengthened to multiply their effects; so that if one part fails, road users are still protected.

Safer road user behaviour, safer speeds, safer roads and safer vehicles are the four key elements that make up a safe system. In relation to speed, the *Guide to Road Safety Part 3: Safe Speed*, using *Wramborg* curves, outlines the relationships between a motorized vehicle collision speed and the probability of a fatality for different crash configurations:

Often referred to as the Safe System speeds, the following aspirational operating speeds are as follows:

30km/h	where there is the possibility of a collision between a vulnerable road user and a passenger
	vehicle or where there is the possibility of a side impact with a fixed object e.g. tree/pole
50km/h	where there is the possibility of a right-angle collision between passenger vehicles
70km/h	where there is the possibility of a head-on collision between passenger vehicles
≥100 km/h	where there is no possibility of side or frontal impact between vehicles or impacts with
	vulnerable road user impacts.

NOTE: presently there is only limited evidence on cyclist and motorcyclist injury thresholds and an assumption is often made that their injury potential is the same as the pedestrian curve. The curves only represent passenger car interactions and do not account for young and elderly people and heavy vehicles. The curves are also limited in that they only provide the probability of fatality and not serious injury and there is little published evidence demonstrating the origins of the curves.

3.2. Risk Assessment Framework

The Austroads system of risk assessment will be applied with the relative characteristics as follows:

Likelihood	Description
Almost certain	Occurrence once per quarter
Likely	Occurrence once per quarter to once per year
Possible	Occurrence once per year to once every three years
Unlikely	Occurrence once every three years to once every seven years
Rare	Occurrence less than once every seven years.

Table 3-2 – What is the likely severity of the resulting crash type?

Severity	Description	Examples
Insignificant	Property damage	Some low-speed collisions Pedestrian walks into object (no head injury) Car reverses into post
Minor	Minor first aid	Low speed collisions Pedestrian walks into object (minor head injury) Cyclists fall from bicycle at low speed
Moderate	Major first aid and/or presents to hospital (not admitted)	Some low to medium-speed collisions Cyclists fall from bicycle at moderate speed Left turn rear-end crash in a slip lane
Serious	Admitted to hospital	High or medium-speed vehicle / vehicle collision High or medium-speed single vehicle collision with fixed roadside object Pedestrian struck at high speed
Fatal	At scene or within 30 days of the crash.	High speed multi vehicle crash on Freeway. Car runs into crowded bus stop. Bus and petrol tanker collide Collapse of bridge or tunnel

Table 3-3 – The resulting level of risk

				Insignificant Property Damage	Minor Minor first aid	Severity* Moderate Major first aid and/or presents to hospital (not admitted)	Serious Admitted to hospital	Fatal Death within 30 days of the crash
σ	_	Almost Certain	One Per Quarter	Medium	High	High		Extreme (FSI)
Likelihood (includes	exposure)	Likely	Quarter to 1-year	Medium	Medium	High		Extreme (FSI)
ikelihoo (includes	lSO	Possible	1 to 3 years	Low	Medium	High	High (FSI)	Extreme (FSI)
ike (ing) dxe	Unlikely	3 to 7 years	Negligible	Low	Medium	High (FSI)	Extreme (FSI)
	Ű	Rare	7 years +	Negligible	Negligible	Low	Medium (FSI)	High (FSI)
				·		Safe S Crash C Thre	utcome	

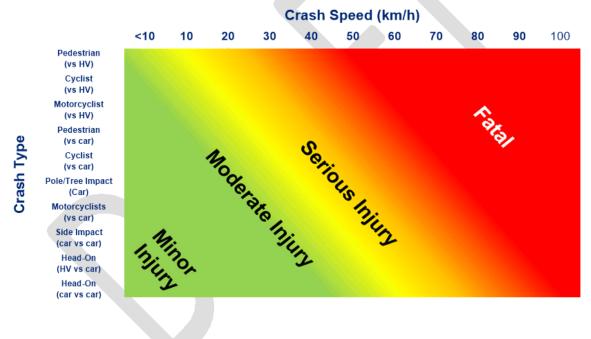
The treatment that Austroads recommend for the above levels of risk is shown in Table 3.4.

Table 3-4 –	Treatment	approach
-------------	-----------	----------

Risk	Treatment
Extreme	Must be corrected regardless of cost
High	Should be corrected or the risk significantly reduced even if the treatment cost is high
Medium	Should be corrected or the risk significantly reduced even if the treatment cost is moderate, but not high
Low	Should be corrected or the risk significantly reduced if the treatment cost is low
Negligible	No action required

The risk matrix above shown in *Table 3.3*, is aligned to Safe System principles and has been designed to be used with consideration of a severity guidance sheet which was developed by the Project Working Group. The PWG comprising of representatives from state and local road agencies was established with the primary objective of consolidating and updating the previously issued Parts 6 and 6A (Austroads 2019).





4. Audit Results

The results of the audit observations and findings have been reported in two categories:

- 4.1 General Observations
- 4.2 Identified Risks

The audit findings are provided in Table 4.1 to Table 4.2, together with their risk ranking, as determined using the risk assessment tables in Section 3.

This audit has provided the insights of an independent team to highlight potential road safety deficiencies that should be formally considered by the client representative. The responsibility of responding to the findings of a road safety audit rests with the client, not with the Auditor. The client is under no obligation to accept the audit findings. It is also noted that it is not the role of the Auditor to agree to or approve the client responses to the audit.

4.1 General Observations

Table 4-1 – General Observations

GO-1 The Temora Public School/Saint Anne'S Central School 40km/h school zone on Loftus Street does not extend to locations where high pedestrian activity (and poor road user behaviour) were observed on-site during school times. There were many instances where school children and other vulnerable road users were observed crossing Loftus Street between the existing eastern extent of the school zone and the Temora Hospital. Additionally, the existing school zone extents do not include the Temora Presschool (on the corner of Loftus and George Street) which is also an Outside School Hours Care (OSHC) / Out of School Hours (OOSH) facility and a bus stop location. OOSH) facility and a bus stop location.	ID	General Observations	Photos / Reference
Central School 40km/h school zone on Loftus Street does not extend to locations where high pedestrian activity (and poor road user behaviour) were observed on- site during school times. There were many instances where school children and other vulnerable road users were observed crossing Loftus Street between the existing eastern extent of the school zone and the Temora Hospital. Additionally, the existing school zone extents do not include the Temora Pre- school (on the corner of Loftus and George Street) which is also an Outside School Hours Care (OSHC) / Out of School Hours		School Zon	les
	GO-1	Central School 40km/h school zone on Loftus Street does not extend to locations where high pedestrian activity (and poor road user behaviour) were observed on- site during school times. There were many instances where school children and other vulnerable road users were observed crossing Loftus Street between the existing eastern extent of the school zone and the Temora Hospital. Additionally, the existing school zone extents do not include the Temora Pre- school (on the corner of Loftus and George Street) which is also an Outside School Hours Care (OSHC) / Out of School Hours	<image/>

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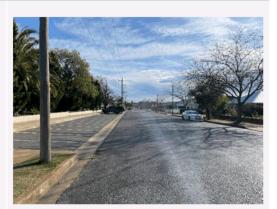
General Observations

IS

GO-2 There is a short gap of about 270m along Anzac Street between the Temora Public School/Saint Anne's Central School 40km/h school zones.

> Not only does this gap result in an illogical speed zone arrangement it may also confuse drivers as to whether they are in a school zone or not.

Additionally, the short gap does not cover where high pedestrian activity (and poor road user behaviour) were observed on site during school times. There were many instances where school children and other vulnerable road users were observed crossing Anzac Street and parent parking being utilised between the school zone.



Photos / Reference

GO-3 Road users were observed to be travelling much higher than the 50km/h posted speed on Loftus Street, particularly westbound on the steep down grade.

ID	General Observations	Photos / Reference
	General	
GO-4	Throughout the study area, several signs were obscured by buildings, roadside parking and vegetation. This limits a driver's ability to first observe and then react and/or change their driving behaviour accordingly.	
GO-5	 There are several pedestrian crossings within the study limit, most of which differ in arrangement. For example: Some lack of pram ramp entirely or are at an orientation that does not direct crossing as intended. Provide insufficient width at the pram ramp for users crossing simultaneously. Provide unintuitive arrangements with concrete slab over drainage flow lines. Provide a crossing width partially within the drainage line. Provide a significant crossing distance over the desirable maximum distance of 10m with no refuge. Provide a narrower marked crossing width of less than the minimum 3m. Provide inconsistent use of Zig Zag approach linemarking to crossings. Presents damaged or deformed pavement and uneven surfaces. There is the possibility that vulnerable road users (cyclists, pedestrians, mobility scooters) may inadvertently misjudge these assets causing slips, trips, or falls. 	<image/>

4.2.

Identified Risks

	Ievel Asia	т	
	Severity	Serious	
	Frequency	Possible	
Table 4-2 – Identified Risk	Description of Deficiency & Likely Consequence	There are several pedestrian priority (zebra) crossings throughout the study area that have substandard components consisting of the following issues: The road formation of both De Boos and Parkes Street is very wide making it difficult for the safe integration of all road users, particularly cyclist and pedestrians. Both streets are unmarked, allowing vehicles to travel uncontrolled across the entire width of pavement (kerb to kerb). The excessive width of pavement results in a significant crossing distance for pedestrians on both De Boos and Parkes Street increasing the time a vulnerable road user is exposed to traffic. Adequate crossing sight lines are also obstructed by the power poles and other signposts near the location where a pedestrian will first enter the roadway. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: This hazard is of particular concern during periods of adverse weather or at night.	QAS-RPT-028-Road Safety Audit
Т	Photos / Reference	Image: constraint of the section of	24
	ID		
	Location	De Boos and Parkes Street Pedestrian Priority (Zebra) Crossings	

Risk Level	н [Esi
Severity	Serious
Frequency	Possible
Description of Deficiency & Likely Consequence	There are several pedestrian priority (zebra) crossings throughout the study area that have substandard components consisting of the following issues: The road formation of both De Boos and Loftus Street is very wide making it difficult for the safe integration of all road users, particularly cyclist and pedestrians. Both streets are unmarked, allowing vehicles to travel uncontrolled across the entire width of the pavement (kerb to kerb). The excessive width of pavement results in a significant crossing distance for pedestrians on both De Boos and Loftus Street increasing the time a vulnerable road user is exposed to traffic. Adequate crossing sight lines are also obstructed by the power poles and other signposts and parking near the location where a pedestrian will first enter the roadway. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: This hazard is of particular concern during periods of adverse weather or at night.
Photos / Reference	Andride objects that restrict sightlines. Image: Sightlines.
ID	10.2
Location	Loftus Street and De Boos Street Pedestrian Priority (Zebra) Crossings

Iəvəl Azia	н
Severity	Serious
Frequency	Possible
Description of Deficiency & Likely Consequence	It was observed during the site inspections that parent drop off and pick up parking extends beyond the school zone into the parking outside of the Temora Recreational Centre on Anzac Street and further north on Aurora Street. Street. Students, parents and carers were observed crossing Anzac Street to vehicles parked in the vicinity of the school or in front of the recreation centre (majority of vehicles). These vehicles were then observed reversing back into the oncoming traffic that included school children on bikes and scooters. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Driver distraction has been considered a high possibility as this is inherently the case for parents who may have multiple children/infants. NOTE: This may also result in a collision between a reversing vehicle and through vehicle at low to moderate speed. Should this occur it is likely to minor or moderate speed. Should this occur it is likely to minor or moderate speed. Should this occur it is likely to minor or moderate injury to vehicle occupants due to the kinetic energy transfers.
Photos / Reference	Inclusion where children are picked up. Inclusion where c
aı	ID-3
Location	Anzac Street (Temora Recreation Centre)

21 NOVEMBER 2023

ləvəl yzir	н
Severity	Serious
Frequency	Possible
Description of Deficiency & Likely Consequence	It was observed during the site inspections that parent drop off and pick up parking utilisation extends to the parking on both sides of Loftus Street with most parents and children crossing mid-block in front of the Sacred Heart Church. There is no pedestrian crossing or mid road pedestrian refuge to protect students crossing Loftus Street at the desire line observed during the site inspection. The parking on either side of Loftus Street obstructs intervisibility and crossing sight distance during the drop off and pick up periods. This drastically reduces the ability of an approaching driver to avoid striking a vulnerable road user who mistakenly enters the roadway without an adequate gap in traffic. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Several heavy vehicles were observed using Loftus Street at this time of day. NOTE: Poor road user behaviour was also observed with several students seen riding their bikes in travel lanes towards oncoming traffic.
Photos / Reference	<image/>
ai	ID-4
Location	Loftus Street school access Street

Risk Level	т
Severity	Serious
Frequency	Possible
Description of Deficiency & Likely Consequence	The existing school zones along Anzac Street at Temora Primary School and Temora High school ends before the pedestrian priority zebra crossing on Asquith Street (transitioning to a 50km/h posted speed shortly before the intersection). A significant portion of students were observed in the afternoon school time to be using Anzac Street and the zebra crossing on Asquith Street when travelling towards Anzac Street (e.g Recreation Centre, Temora Public School, Hoskins Street (town centre). The school children were observed using Anzac Street in an uncontrolled manner, walking, riding and scooting on the road with a clear disregard for road traffic that may be present. The school children were also observed crossing Asquith Street (some using the zebra crossing, others not) with a clear disregard for road traffic that may be approaching. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: The narrow width of Anzac Street includes 'No Stopping' which is enforced along both sides of the street. Because of this, it was withessed vehicles picking up their children in driveways and then reversing into the roadway.
Photos / Reference	<image/>
aı	9-CI
Location	Anzac Street and Asquith Street (Gap between School Zones)

Risk Level	н Esi)
Severity	Serious
Frequency	Possible
Description of Deficiency & Likely Consequence	A significant portion of students were observed in the afternoon school time to be exiting a single access point northwest of the intersection of Anzac and George Street. The desire line of students is either down Anzac Street (refer to ID-5) or through Gloucester Park. School children were observed crossing the intersection uncontrolled diagonally, exposed to turning traffic from George Street and the Carpark on the east side of the intersection (notably P-platers). Additionally, the location of the disability parking spot is directly in the travel lane for vehicles travelling east on Anzac Street turning right onto George Street. It was observed during the site inspection that a car parked in the disability carpark, which blocked the traffic stream and the disability carpark, which blocked the traffic stream and the ability to perform a right turn movement correctly, forcing them to cut the apex of the corner blindly. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Poor road user behaviour was also observed with several students seen crossing the road with a clar disregard for road traffic that may be approaching.
Photos / Reference	Conter of George St and Anzac Street / Carpark
aı	ID-6
Location	Anzac Street and George Street (Carpark Access)

Iəvəl Azia	т				
Severity	Serious				
Frequency	Unlikely				
Description of Deficiency & Likely Consequence	The bus operations on Loftus Street at the Temora Pre- school (& OOSH) were limited by the available bus stop capacity on the northern side of Loftus Street (east of the George Street intersection) only providing sufficient space for a single bus at a time. Buses were observed storing west of the George Street intersection whilst the bus bust stop was already occupied. This obstructs the intersection sight distance for road users looking to enter Loftus Street from George Street (a significant turn demand during school periods). This obstruction to intersection sight distance may lead to a driver entering Loftus Street without a sufficient gap, leading to several intersection type crashes at a moderate speed. Should this occur it is likely to cause serious injury due to the inherent high kinetic energy transfers. NOTE: Pre-school staff were observed using a system to a lead approaching bus drivers if they were required to stop or not. This was done by flashing a STOP message on the back of a clipboard.				
Photos / Reference					
ID	2-01				
Location	Loftus Street and George Street (Temora Pre-school)				

21 NOVEMBER 2023

Risk Level	н Esi				
Severity	Serious				
Frequency	Unlikely				
Description of Deficiency & Likely Consequence	Many parents and children were observed crossing Loftus Street near the George Street intersection, demonstrating a well-represented desire line. There is no formal crossing provided at this location and these road users were observed to be rushing to cross the expansive width of Loftus Street between gaps in through traffic. This may result in a vehicle impacting a vulnerable road user at moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Poor road user behaviour was also observed with several students seen crossing or riding/scooting along the opposing traffic lane with a clear disregard for road traffic that may be approaching. NOTE: This section of Loftus Street is not covered by the existing school zone. Vehicles were observed to be travelling much faster than the posted 50km/h speed limit, particularly in the westbound direction on the steep downgrade.				
Photos / Reference	<image/>				
ID	ID-8				
Location	Loftus Street between Aurora Street and Redmond Street				



Recommended Treatments

Temora Pedestrian Generators



Prepared for:



Tyler Madden Trainee Engineer Temora Shire Council

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- a: 105 Loftus Street (PO Box 262) Temora NSW 2666



RES2207.19.71

Date: 23/10/2023 Version: 0.1 Author: J. Gorrie



Document Quality Information

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Date	Version	Author	Change Reference
23/10/2023	0.1	James Gorrie	Draft Audit Report
XX/10/2023	1.0	James Gorrie	Final Audit Report

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1. Audit Response Statement

Project Name:	Temora Pedestrian Generators RSA		
Client:	Temora Shire Council (TSC)		
Client Representative:	Tyler Madden, Trainee Engineer – Temora Shire Council (TSC)		
Contact Details:	Phone: 02 6980 1143 Email: <u>tmadden@temora.nsw.gov.au</u>		
Auditors:	James Gorrie(RSA-02-0732 - Level 3) – Lead Road Safety AuditorWayne Walgers(RSA-02-0374 - Level 3) – Lead Road Safety AuditorZach Walgers(RSA-02-1502 - Level 2) – Road Safety AuditorPeter Rands(RSA-02-0450 - Level 2) – Road Safety Auditor		
Commencement Meeting:	28/08/2023		
Client Workshop:	TBC		
Previous Audits:	RES2207.19.71 Temora Pedestrian Generators		

Table 1-1 – Audit Details

We, the undersigned, declare that we have reviewed the material and data listed in the Temora Pedestrian Generators Road Safety Audit Report and developed a list of recommended treatments for the identified risks to road safety listed in Section 4. The responses are given to explain the proposed approach to addressing the identified items that have been highlighted.

It should be noted that while every effort has been made to identify appropriate treatments for the potential safety problems, no guarantee can be made that every problem or deficiency has been eliminated, however every effort has been made to significantly reduce the risk of fatal or serious injury (FSI) crashes.

It is recommended that identified treatments be implemented to address the risks to road safety as soon as practicable.

James Gorrie Lead Road Safety Auditor RSA-02-0732 - Level 3 Date: XX/XX/2023

~ hell

Wayne Walgers Lead Road Safety Auditor RSA-02-0374 - Level 3 Date: XX/XX/2023

Peter Rands Road Safety Auditor RSA-02-0450 - Level 2 Date: XX/XX/2023

Zach Walgers Road Safety Auditor RSA-02-1502 - Level 2 Date: XX/XX/2023

2. Introduction

Rigore Engineering Services has been engaged by Tyler Madden, Trainee Engineer – Temora Shire Council, to undertake a Road Safety Audit to on the immediate network where several pedestrian generators are located within the Temora township indicated by Figure 2-1 – Study Area below, and the provide the written recommendation herein to address the identified road safety risks highlighted by the preceding Road Safety Audit Report.

2.1. Audit Purpose

The Road Safety Audit has been conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles. The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The primary purpose of this Road Safety Audit Report is to identify road safety deficiencies that may contribute to crash occurrence or crash severity and provide recommendations for risk elimination or mitigation measures that align with the safe system approach to road safety.

2.2. Project Description

Currently, there exists 280 meters of Anzac Street between the two school zones which stands as a 50km/h zone. The basis of Council's speed zone adjustment proposal is that the Primary and Secondary schools and Council hold safety concerns for pedestrians around this area; the priority concern being those of Primary and Secondary age.

Road users commonly deem the subject area as confusing (entering multiple school zones over a short distance). The road also moves from a 20-metre road reserve to a 9-metre road reserve while still upholding 2-way traffic access. The 9-metre reserve, being relatively narrow and used for 2-way traffic, poses as a possible hazard to the large volumes of pedestrians which come from the high school; combining the school zones would reduce the hazard.

This item was presented to the Traffic Committee and Council in March 2022 with the resolution being that a pedestrian safety review be conducted for Anzac Street and surrounding locations of interest.



Figure 2-1 – Study Area

2.2.1. Project Team

James Gorrie		
	Position: Experience: Education: Qualifications:	Managing Director Project / Design Manager 20+ years Master of Engineering (Civil) Bachelor of Engineering Technology (Civil) CPEng NER MIEAust APEC Engineer
Zach Walgers	Accreditations:	Level 3 Lead/Snr Road Safety Auditor NSW VIC QLD SA
	Position: Experience: Education: Qualifications: Accreditations:	Lead Civil Designer (Road) Road Safety Auditor 7+ years Master of Engineering / Bachelor of Technology Current Associate Degree of Engineering (Civil) MIEAust Level 2 Road Safety Auditor NSW
Wayne Walgers		
	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 3 Lead Road Safety Auditor NSW (RSA-02-0374)
Peter Rands		
E	Position: Experience: Education: Accreditations:	Design Verification Road Safety Audits 40 + years Land and Engineering Survey Drafting Diploma Level 2 Lead Road Safety Auditor NSW (RSA-02-0450)
2.2.2. Site Insp	ections	

A day and night site inspection were undertaken by James Gorrie (Lead Road Safety Auditor), Zach Walgers (Road Safety Auditor), Wayne Walgers (Lead Road Safety Auditor), Peter Rands (Lead Road Safety Auditor) and Jackson Coles (Observer) on Monday 4th September 2023 between 2:00pm and 6:30pm, the weather was clear for the duration of the inspection.

2.2.3. Client Workshop

PLACEHOLDER – this area is to capture the comments provided by council related to the draft recommendations.

3. Risk Assessment Framework

3.1. Methodology

The Road Safety Audit will be conducted in accordance with relevant Austroads Guides to Road Safety, inclusive but not limited to *Austroads Guide to Road Safety Part 6: Road Safety Audits 2022* including the application and consideration of Safe System principles.

The Rigore Road Safety Audit team has undertaken the audit by embedding Safe Systems principles. This is achieved by applying our knowledge, experience and understanding of the Safe Systems Framework to document findings in a manner that describes the road user exposure, crash likelihood and crash severity.

The identification and removal or treatment of road elements that may contribute to crash occurrence or crash severity is a key component of the safe system approach to road safety. A safe system acknowledges that human error within the transport system is inevitable and that when it does occur the system makes allowance for these errors to minimise the risk of serious injury or death. In a safe system, therefore, roads (and vehicles) should be designed to reduce the incidence and severity of crashes when they inevitably occur.



Four key principles form the basis of the Safe System philosophy, as outlined in *Guide to Road Safety Part 1: Introduction & The Safe System*:

- People make mistakes that can lead to road crashes
- The human body has a limited physical ability to tolerate crash forces before harm occurs
- A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles and those who provide post-crash care to prevent crashes resulting in serious injury or death
- All parts of the system must be strengthened to multiply their effects; so that if one part fails, road users are still protected.

Safer road user behaviour, safer speeds, safer roads and safer vehicles are the four key elements that make up a safe system. In relation to speed, the *Guide to Road Safety Part 3: Safe Speed*, using *Wramborg* curves, outlines the relationships between a motorized vehicle collision speed and the probability of a fatality for different crash configurations:

Often referred to as the Safe System speeds, the following aspirational operating speeds are as follows:

30km/h	where there is the possibility of a collision between a vulnerable road user and a passenger
	vehicle or where there is the possibility of a side impact with a fixed object e.g. tree/pole
50km/h	where there is the possibility of a right-angle collision between passenger vehicles
70km/h	where there is the possibility of a head-on collision between passenger vehicles
≥100 km/h	where there is no possibility of side or frontal impact between vehicles or impacts with
	vulnerable road user impacts.

NOTE: presently there is only limited evidence on cyclist and motorcyclist injury thresholds and an assumption is often made that their injury potential is the same as the pedestrian curve. The curves only represent passenger car interactions and do not account for young and elderly people and heavy vehicles. The curves are also limited in that they only provide the probability of fatality and not serious injury and there is little published evidence demonstrating the origins of the curves.

3.2. Risk Assessment Framework

The Austroads system of risk assessment will be applied with the relative characteristics as follows:

Likelihood	Description
Almost certain	Occurrence once per quarter
Likely	Occurrence once per quarter to once per year
Possible	Occurrence once per year to once every three years
Unlikely	Occurrence once every three years to once every seven years
Rare	Occurrence less than once every seven years.

Table 3-2 – What is the likely severity of the resulting crash type?

Severity	Description	Examples
Insignificant	Property damage	Some low-speed collisions Pedestrian walks into object (no head injury) Car reverses into post
Minor	Minor first aid	Low speed collisions Pedestrian walks into object (minor head injury) Cyclists fall from bicycle at low speed
Moderate	Major first aid and/or presents to hospital (not admitted)	Some low to medium-speed collisions Cyclists fall from bicycle at moderate speed Left turn rear-end crash in a slip lane
Serious	Admitted to hospital	High or medium-speed vehicle / vehicle collision High or medium-speed single vehicle collision with fixed roadside object Pedestrian struck at high speed
Fatal	At scene or within 30 days of the crash.	High speed multi vehicle crash on Freeway. Car runs into crowded bus stop. Bus and petrol tanker collide Collapse of bridge or tunnel

Table 3-3 – The resulting level of risk

			Insignificant Property Damage	Minor Minor first aid	Severity* Moderate Major first aid and/or presents to hospital (not	Serious Admitted to hospital	Fatal Death within 30 days of the crash
-	Almost Certain	One Per Quarter	Medium	High	admitted) High		Extreme (FSI)
L ikelihood (includes exposure)	Likely	Quarter to 1-year	Medium	Medium	High		
lih d slud	Possible	1 to 3 years	Low	Medium	High	High (FSI)	Extreme (FSI)
ike (inc	Unlikely	3 to 7 years	Negligible	Low	Medium	High (FSI)	Extreme (FSI)
ٽ <u>د</u>	Rare	7 years +	Negligible	Negligible	Low	Medium (FSI)	High (FSI)
					Safe S Crash C Three	utcome	

The treatment that Austroads recommend for the above levels of risk is shown in Table 3.4.

Table 3-4 -	- Treatment	approach
-------------	-------------	----------

Risk	Treatment
Extreme	Must be corrected regardless of cost
High	Should be corrected or the risk significantly reduced even if the treatment cost is high
Medium	Should be corrected or the risk significantly reduced even if the treatment cost is moderate, but not high
Low	Should be corrected or the risk significantly reduced if the treatment cost is low
Negligible	No action required

The risk matrix above shown in *Table 3.3*, is aligned to Safe System principles and has been designed to be used with consideration of a severity guidance sheet which was developed by the Project Working Group. The PWG comprising of representatives from state and local road agencies was established with the primary objective of consolidating and updating the previously issued Parts 6 and 6A (Austroads 2019).

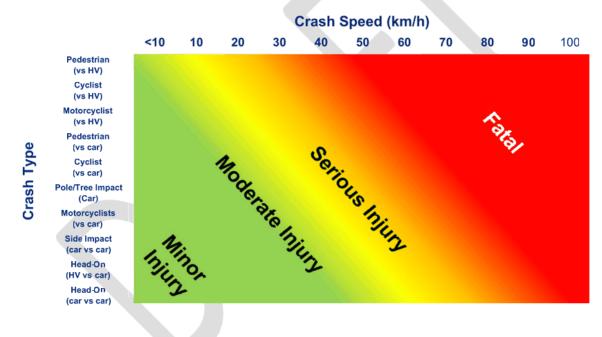


Table 3-5 – The severity guidance sheet – to be used with the risk matrix

4. Audit Recommendations

The results of the audit observations and findings have been reported in two categories:

4.1 General Observations4.2 Identified Risks

The audit findings and recommendations are listed in Table 4.1 and Table 4.2, together with the residual risk ranking, as determined using the risk assessment tables in Section 3.

GO-1

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Observations
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Dacamanati		Suggested Treatments	Scrool zone Extension Consideration should be given to extending the Loftus Street school zone to encompass the Temora Pre- school (approximately 600m further east). Refer to Attachment A.	NOTE: It is acknowledged that the current NSW Speed Zoning Standard Section 10.4.5 (TS 03631:1.0 July 2023) outlines a number of reasons for not implementing school zones specifically for pre-schools, however, consideration should be given to the proximity of the Temora Pre-school to the existing school zones and the fact that this facility is being utilised as an OSHC/OOSH facility with primary school aged children accessing the facility in a similar manner to a school and may not be strictly escorted or accompanied. Additionally, Section 10.5 outlines that not every situation is covered within the document and the advice of the responsible speed authoriser shall be sought. Under the Road Transport Act 2013 Section 122, Transport for NSW (TfNSW) is the authorised authority that can install a	sheen zuite.
Photos / Reference	ones				
General Observations	School Zones	The Temora Public School/Saint Anne's Central School 40km/h school zone on	Loftus Street does not extend to locations where high pedestrian activity (and poor road user behaviour) were observed on site during school times. There were several instances where school children and other vulnerable road users were	and other vulnerable road users were observed crossing Loftus Street between the existing eastern extent of the school zone and the Temora Hospital. Additionally, the existing school zone extents do not include the Temora Pre- school (on the corner of Loftus and George Street) which is also an Outside School Hours Care (OSHC) / Out of School Hours (OOSH) facility and a bus stop location.	

Docommondations	Kecommendations	Suggested Treatments School Zone Extention	Consideration should be given to consolidating the school zones to encompass this short gap to avoid confusion for drivers as well as provide additional protection for school children and other vulnerable road users crossing Anzac Street and parent parking in this section of Anzac Street. Refer to Attachment A.	NOTE: There does not appear to be any obvious rationale behind providing the gap in school zones at this location. Further consideration should be given to the Temora Recreational Centre which is utilised for school sport and	will also generate pedestrian and vulnerable road user movements, particularly during warmer months when the swimming pool and Callaghan Park are in use.	Suggested Treatments Advanced Warning Signage	Consideration of advance warning for school zones on the westbound approach to Loftus Street (steep downgrade and observed operating speed higher than 50km/h)
Photos / Reference	nes					SCHOOL	AHEAD
General Observations	School Zones	There is a short gap of about 270m along Anzac Street between the Temora Public School/Saint Anne's Central School	40km/h school zones. Not only does this gap result in an illogical speed zone arrangement it may also confuse drivers as to whether they are in a school zone or not.	Additionally, the short gap does not cover where high pedestrian activity (and poor road user behaviour) were observed on- site during school times. There were many instances where school children and other vulnerable road users were	observed crossing Anzac Street and parent parking being utilised between the school zones.	Road users were observed to be travelling much higher than the 50km/h posted speed on Loftus Street, particularly westhound on the steep	downgrade.
₽		GO-2				GO-3	

		Suggested Treatments Signage adjustments / Vegetation Consideration should be given to relocating signage and/or trimming/removal of roadside vegetation to ensure the signage is visible to approaching road users.	
Photos / Reference	a	<image/>	
General Observations	General	Throughout the study area, several signs were obscured by buildings, roadside parking and vegetation. This limits a driver's ability to first observe and then react and/or change their driving behaviour accordingly.	
₽		G 4	

	Suggested Treatments	Future planning considerations	An asset upgrade program could be developed to replace and upgrade crossing facilities to meet current	standards.	install central median islands (or splitter islands) at intersections to improve the prominence of intersections	(including by the provision of additional signs on median islands GIVE WAY repeater and KEEP LEFT) and	provide an additional benefit as they channelise traffic	and may provide a pedestrian refuge.	Provide roadside kerb return blisters to further narrow	the intersection, provide additional visual queues,	reduce pedestrian crossing distance, and a suitable senare for the relocation of the evicting reading CIV/E	space for the relocation of the existing roadside Of VE WAY signs.	Install adra and cantra linamarking to ansura passage of	through vehicles is consistent and predictable. This also	assists in speed reduction.	Install new/additional artificial flag lighting to increase the	luminosity of the intersection at night and during twilight	hours.
Photos / Reference								A STATE OF										X
General Observations	There are several pedestrian crossings	within the study infinit, most of which different in arrangement.	For example: - Some lack of pram ramp entirely or	are at an orientation that does not direct crossing as intended.	 Provide insufficient width at the pram ramp for users crossing 	simultaneously.	concrete slab over drainage flow lines.	- Provide a crossing width partially	within drainage line. - Provide a significant crossing distance	over the desirable maximum distance	of 10m with no refuge.	 Provide a narrower marked crossing width of less than the minimum 3m 	Provide inadequate approach sight	distance to priority linemarking.	 Provide inconsistent use of Zig Zag annroach linemarking to crossings 	Presents damaged or deformed	pavement and uneven surfaces.	There is the mossibility that witherable road
₽	GO-5																	

crossings (note this may extend beyond the study area). Install consistent warning signage and delineation at all

There is the possibility that vulnerable road

these assets causing slips, trips, or falls. scooters) may inadvertently misjudge users (cyclists, pedestrians, mobility

	Risk Level				H (FSI)						ш. С	
	Severity	RESIDUAL RISK			Serious		RESIDUAL RISK				Moderate	
	Frequency	RES			Unlikely		RES				Rare	
	Recommendations	SHORTER TERM / LOWER COST	Suggested Treatments	An asset upgrade program could be developed to replace and upgrade crossing facilities to meet current standards.	Install edge and centre linemarking to ensure passage of through vehicles is consistent and predictable.	Install consistent warning signage and delineation at all crossings (note this may extend beyond the study area).	LONGER TERM / HIGHER COST	Suggested Treatments	Install central median islands (or splitter islands) at intersections to improve the prominence of intersections (including by the provision of additional signs on median islands GIVE WAY repeater and KEEP LEFT) and provide an additional benefit as	they channelise traffic and may provide a pedestrian refuge.	Provide roadside kerb return blisters to further narrow the intersection, provide additional visual cues, reduce pedestrian crossing distance, and a suitable space for the relocation of the existing roadside GIVE WAY signs.	Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian crossings (wombats) and associated visual cues.
	ləvə. AziA							н				
	Severity							Serious				
i Risk	Frequency							Possible				
Table 4-2 – Identified Risk	Description of Deficiency & Likely Consequence	There are several pedestrian priority (zebra) crossings throughout the study area that have	substandard components consisting of the following issues:	The road formation of both De Boos and Parkes Street is very wide making it difficult for the safe integration of all road users, particularly cyclist and	pecestrians. Both streets are unmarked, allowing vehicles to travel uncontrolled across the entire width of the	pavement (kerb to kerb). The excessive width of pavement results in a significant crossing distance for pedestrians on both De Boos and Parkes Street increasing the time a vulnerable road user is excosed to traffic.	Adequate crossing sight lines are also obstructed by the power poles and other signposts near the	location where a pedestrian will first enter the roadway.	This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: This hazard is of particular concern during	periods of adverse weather or at night.		
	Photos / Reference				K	Parkes and De Boos Street intersection looking north			Roadside objects that restrict sightlines. Parkes and De Boos Street intersection looking west			
	aı							ŀ-C	II			
	Location				sbuj	Zebra) Cross	Priority (nsinteet	Parkes Street Pec	pue soo	De B	

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Risk Level			I	(FSI)						۵. 		
Severity	RESIDUAL RISK			Serious		RESIDUAL RISK				Moderate		
Frequency	RESI			Unlikely		RESII		Rare				
Recommendations	SHORTER TERM / LOWER COST	Suggested Treatments An asset upgrade program could be	developed to replace and upgrade crossing facilities to meet current standards.	Install edge and centre linemarking to ensure passage of through vehicles is consistent and predictable.	Install consistent warning signage and delineation at all crossings (note this may extend beyond the study area).	LONGER TERM / HIGHER COST	Suggested Treatments	Install central median islands (or splitter islands) at intersections to improve the prominence of intersections (including by the provision of additional signs on median islands GIVE WAY repeater and KEEP	LEFT) and provide an additional benefit as they channelise traffic and may provide a pedestrian refuge.	Provide roadside kerb return blisters to further narrow the intersection, provide additional visual cues, reduce pedestrian crossing distance, and a suitable space for the relocation of the existing roadside GIVE WAY signs.	Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian crossings (wombats) and associated visual cues.	
Risk Level							Н					
Severity							Serious					
Frequency							Possible					
Description of Deficiency & Likely Consequence	There are several pedestrian priority (zebra) crossings throughout the study area that have	substandard components consisting of the following issues: The road formation of both De Boos and Loftus	Street is very wide making it difficult for the safe integration of all road users, particularly cyclist and pedestrians.	Both streets are unmarked, allowing vehicles to travel uncohrolled across the entire width of the procession united to be the procession united of the procession united of the procession united of the procession of the proces	pavement (kerb to weit). The excessive would of pavement results in a significant crossing distance for pedestrians on both De Boos and Loftus Street increasing the time a vulnerable road user is exposed to traffic.	Adequate crossing sight lines are also obstructed by the power poles and other signposts and parking	near the location where a pedestrian will first enter the roadway.	This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers.	NOTE: This hazard is of particular concern during periods of adverse weather or at night.			
Photos / Reference	Roadside objects that restrict sightlines.				Loftus and De Boos Street intersection looking east	A A A A A A A A A A A A A A A A A A A			Loftus and De Boos Street intersection looking north			
aı				The second s			D.2	I	-			
Location				sbuisso	ity (Zebra) Cr	ian Prior	nsebec)e Boos Street	treet and C	S suffol		

Risk Level	¥		т	(FSI)			RESIDUAL RISK		ц., с., с., с., с., с., с., с., с., с., с
Severity	RESIDUAL RISK		Serious						Moderate
Frequency	RESIL	Raie							Rare
Recommendations	SHORTER TERM / LOWER COST	Suggested Treatments Consideration should be given to consolidating the school zones to	encompass this short gap to avoid confusion for drivers as well as provide additional protection for school children and other vulnerable road users crossing Anzac Street and parent parking in this section of Anzac Street. Refer to Attachment A.	NOTE: There does not appear to be any obvious rationale behind providing the gap in school zones at this location.	Further consideration should be given to the Temora Recreational Centre which is utilised for school sport and will also generate pedestrian and vulnerable road user	movements, perucularly during warmer months when the swimming pool and Callaghan Park are in use.	LONGER TERM / HIGHER COST	Suggested Treatments	Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian cossings (wombats) and associated visual cues.
Risk Level					H (FSI)				
Severity					Serious				
Frequency					Possible				
Description of Deficiency & Likely Consequence	It was observed during the site inspections that parent drop off and pick up parking extends beyond	the school zone into the parking outside of the Temora Recreational Centre on Anzac Street and further north on Aurora Street. Students, parents and carers were observed	crossing Anzac Street to vehicles parked in the vicinity of the school or in front of the recreation centre (majority of vehicles). These vehicles were then observed reversing back into the oncoming traffic that included school children on bikes and scooters.	This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to	ne innerent riigh kinetic energy transfers. NOTE: Driver distraction has been considered a high possibility as this is inherently the case for parents who may have multiple children/infants.	NOTE: This may also result in a collision between a reversing vehicle and through vehicle at low to moderate speed. Should this occur it is likely to minor	or moderate injury to vehicle occupants due to the kinetic energy transfers.		
Photos / Reference		Locations where children are picked up.	Looking used Pounded Tanana Duhlin School						
aı					ID-3				
Location			(e)	ation Cent	(Тетога Recre	zac Street	αų		

Risk Level			H (FSI)		<u>ل</u>
Severity	RESIDUAL RISK		Serious	RESIDUAL RISK	Moderate
Frequency	RESIL		Rare	RESIL	Rare
Recommendations	SHORTER TERM / LOWER COST	Suggested Treatments Review of parking arrangements to ensure that adequate intervisibility sight lines can be	achieved. Consideration should also be given to further enhance signage and delineation such as duplication of signage including school zone flashing lights.	LONGER TERM / HIGHER COST	Suggested Treatments Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian crossings (wombats) and associated visual cues.
Risk Level				H (FSI)	
Severity				Serious	
Frequency				Possible	
Description of Deficiency & Likely Consequence	It was observed during the site inspections that parent drop off and pick up parking utilisation	extends to the parking on both sides of Loffus Street with most parents and children crossing mid-block in front of the Sacred Heart Church. There is no pedestrian crossing or mid road	pedestrian refuge to protect students crossing Loftus Street at the desire line observed during the site inspection. The parking on either side of Loftus Street obstructs intervisibility and crossing sight distance during the	up on any puok up periodo: This unsertainy reduces the ability of an approaching driver to avoid striking a vulnerable road user who mistakenly enters the roadway without an adoutate can in traffic.	This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Several heavy vehicles were observed using Loftus Street at this time of day. NOTE: Poor road user behaviour was also observed with several students seen riding their bikes in travel lanes towards oncoming traffic.
Photos / Reference				Looking east along Loftus St near Sacred Heart	Looking north across Loftus St at Sacred Heart
aı				1D-4	
Location			access Street	et school	Loftus Stre

Risk Level	т		ц., ц., с., с., с., с., с., с., с., с., с., с
Severity	e Serious	RESIDUAL RISK	Moderate
Frequency	Rare	RESID	Rare M
Recommendations	 SHORTER TERM / LOWER COST Suggested Treatments Consideration should be given to consolidating the school zones to encompass this short gap to avoid confusion for drivers as well as provide additional protection for school contragen to avoid confusion for drivers as well as provide additional protection for school children and other vulnerable road users crossing Anzac Street and parent parking in this section of Anzac Street. Refer to Attachment A. NOTE: There does not appear to be any obvious rationale behind providing the gap in school zones at this location. Further consideration should be given to the Temora Recreational Centre which is utilised for school sport and will also generate pedestrian and vulnerable road user movements, particularly during warmer months when the swimming pool and Callaghan Park are in use. Consideration should be given to making this portion of Anzac Street one way or a shared zone to ensure that vehicular movements are predictable and low speed. 	LONGER TERM / HIGHER COST	Suggested Treatments Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian cossings (wombats) and associated visual cues.
Risk Level	т <mark>.</mark> 		
Severity	Serious		
Frequency	Possible		
Description of Deficiency & Likely Consequence	The existing school zones along Anzac Street at Temora Primary School and Temora High school ends before the pedestrian priority zebra crossing on Asquith Street (transitioning to a 50km/h posted speed shortly before the intersection). A significant portion of students were observed in the aftermoon school time to be using Anzac Street and the zebra crossing on Asquith Street when travelling towards Anzac Street (e.g. Recreation Centre, Temora Public School, Hoskins Street (town centre). The school children were observed using Anzac street in an uncontrolled manner, walking, riding and scooting on the road with a clear disregard for road traffic that may be present. The school children were also observed crossing Asquith Street (some using the zebra crossing others not) with a clear disregard for road traffic that may be approaching. This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: The narrow width of Anzac Street includes 'No Stopping' which is enforced along both sides of the street. Because of this, it was witnessed vehicles picking up their children in driveways and then reversing into the roadway.		
Photos / Reference			
aı	S-OI		
Location	Street and Apple (Gap between School Zones)	Anzae	

21 NOVEMBER 2023

Risk Level	RISK	E ESI)		RISK			ate		
Severity	RESIDUAL RISK	Serious		RESIDUAL RISK			Moderate		
Frequency	REG	Rare		RES			Rare		
Recommendations	SHORTER TERM / LOWER COST	Suggested Treatments Consideration should be given to the installation of pedestrian fencing to	encourage crossing at appropriate locations.	LONGER TERM / HIGHER COST	Suggested Treatments	Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian crossings (wombats) and associated visual cross.			
ləvəJ ysiЯ					т	(FSI)			
Severity				м., к 		snouac			
γ⊃nency					Passalit la	Lossible			
Description of Deficiency & Likely Consequence	A significant portion of students were observed in the afternoon school time to be exiting a single access	point northwest of the intersection of Anzac and George Street. The desire line of students is either down Anzac Street (refer to ID-5) or through Gloucester Park. School children were observed crossing the intersection uncontrolled diagonally,	exposed to turning traffic from George Street and the Carpark on the east side of the intersection (notably	P-platers). Additionally, the location of the disability parking spot	is directly in the travel lane for vehicles travelling east on Anzac Street turning right onto George Street. It	was upserved during the site inspectator that a car parked in the disability carpark, which blocked the traffic stream and the ability to perform a right turn movement correctly, forcing them to cut the apex of the corner blindfy.	This may result in a vehicle impacting a vulnerable road user at low to moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers.	NOTE: Poor road user behaviour was also observed with several students seen crossing the road with a clear disregard for road traffic that may be approaching.	
Photos / Reference					Corner of George St and Anzac Street / Carpark			Corner of George St and Anzac Street / Carpark	

9-0I

Anzac Street and George Street (Carpark Access)

21 NOVEMBER 2023

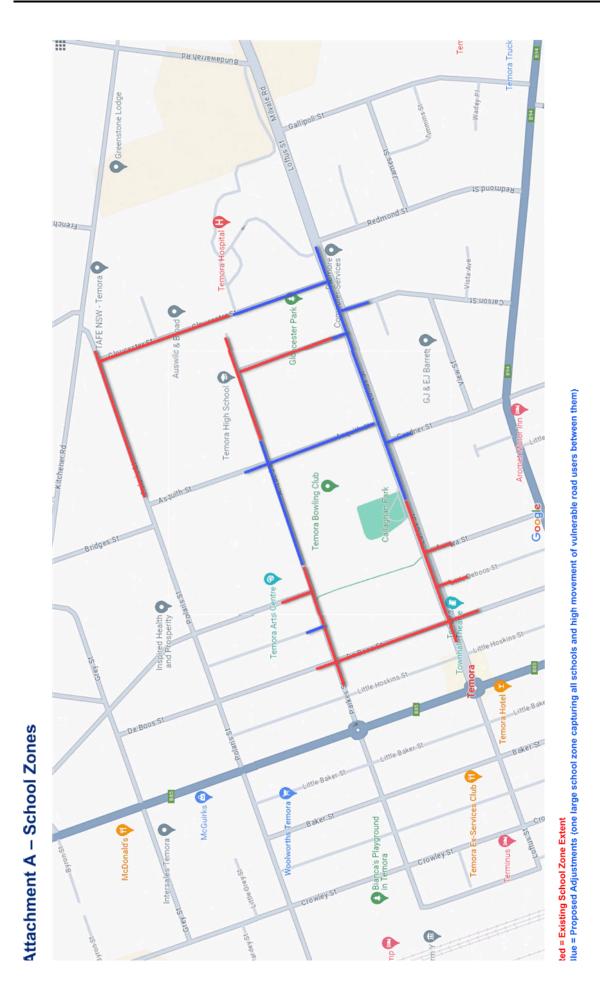
aı

Location

Risk Level		H (FSI)		ц.,		
Severity	RESIDUAL RISK	Serious	RESIDUAL RISK	Moderate		
favorbori	RESIDU					
Frequency		Kare		Rare		
Recommendations	SHORTER TERM / LOWER COST Suggested Treatments Consideration should be given to extending	are course structure and a concernent of encompass the Temora Pre-school (approximately 600m further east). Refer to Attachment A. NOTE: It is acknowledged that the current NSW Speed Zoning Standard Section 10.4.5 (TS 03631:1.0 July 2023) outlines a number of reasons for not implementing school zones specifically for pre-schools, however, consideration should be given to the proximity of the Temora Pre-school to the existing school zones and the fact that this facility with primary school and may not be stirily escorted or accompanied. Additionally, Section 10.5 outlines that not every situation is covered within the document and the advice of the responsible speed authoriser shall be scould a school and may not be stirily escorted of the accompanied. Additionally, Section 10.5 outlines that not every situation is covered within the document and the advice of the responsible speed authoriser shall be scould a school and the tor NSW (TNSW) is the authorised authorised authorised authorised authorised authorise that cone.	LONGER TERM / HIGHER COST	Suggested Treatments Consider adjusting parking and extending the bus stop area to accommodate more buses.		
Risk Level		т <mark>ш</mark>				
Severity		Serious				
Frequency		Unlikely				
Description of Deficiency & Likely Consequence	The bus operations on Loftus Street at the Temora Pre-school (& OOSH) were limited by the available bus stop capacity on the northern side of Loftus Street (east of the George Street intersection) only providing sufficient space for a single bus at a time.	Buses were observed storing west of the George Buses were observed storing west of the bus bust stop was already occupied. This obstructs the intersection sight distance for road users looking to enter Loftus Street from George Street (a significant turn demand during school periods). This obstruction to intersection sight distance may lead to a driver entering Loftus Street without a sufficient gap, leading to several intersection type crashes at a moderate speed. Should this occur it is likely to cause serious injury due to the inherent high kinetic energy transfers. NOTE: Pre-school staff were observed using a system to alert approaching bus drivers if they were required to stop or not. This was done by flashing a STOP message on the back of a clipboard.				
Photos / Reference		George St and Loftus Street (Preschool)				
aı		<i>L</i> -01				
Location		Loftus Street and George Street (Temora Pre-school)				

21 NOVEMBER 2023

ləvəJ yziy			н (FSI)			
Severity	RESIDUAL RISK		Serious		RESIDUAL RISK	Moderate
	ESIDUA				ESIDUA	
Frequency	α.		Rare		2	Rare
Recommendations	SHORTER TERM / LOWER COST Suggested Treatments	Consideration should be given to extending the Loftus Street school zone to encompass the Temora Pre-school (approximately 600m further east). Refer to Attachment A.	NOTE: It is acknowledged that the current NSW Speed Zoning Standard Section 10.4.5 (TS 03631:1.0 July 2023) outlines a number of reasons for not implementing school zones specifically for pre-schools, however, consideration should be given to the proximity of the Temora Pre-school to the	Tacinity is being united as an USHC/UCBH facility with primary school aged children accessing the facility in a similar manner to a school and may not be strictly secorted or accompanied. Additionally, Section 10.5 outlines that not every situation is covered within the document and the advice of the responsible speed authoriser shall be sought. Under the Road Transport Act 2013 Section 122, Transport for NSW (TINSW) is the authorised authority that can install a speed zone.	LONGER TERM / HIGHER COST	Suggested Treatments Consideration should be given to the installation of speed reduction infrastructure, such as raised platforms (speed humps) and/or raised pedestrian crossings (wombats) and associated visual cues.
Risk Level		in a starter		н (FSI)		
Severity				Serious		
Frequency				Unlikely		
Description of Deficiency & Likely Consequence	Many parents and children were observed crossing Loftus Street near the George Street intersection, demonstrating a well-represented desire line.	There is no formal crossing provided at this location and these road users were observed to be rushing to cross the expansive width of Loftus Street between gaps in through traffic. This may result in a vehicle impacting a vulnerable	road user at moderate speed. Should this occur it is likely to cause fatal or serious injury due to the inherent high kinetic energy transfers. NOTE: Poor road user behaviour was also observed with several students seen crossing or riding/scooling along the opposing traffic lane with a clear disregard for road traffic that may be approaching.	NOTE: This section of Loftus Street is not covered by the existing school zone. Vehicles were observed to be traveling much faster than the posted 50km/h speed limit, particularly in the westbound direction on the steep downgrade.		
Photos / Reference				Loftus Street (near George Street / Pra-school)		
aı				8-OI		
Location			tand Redmond Street	Loftus Street between Aurora Stree		



4.3 SPEED LIMIT REVIEW REQUEST - COOLAMON STREET, ARIAH PARK

File Number:	REP23/1368
Author:	Engineering Works Manager
Authoriser:	Engineering Asset Manager
Attachments:	Nil

REPORT

At the Wednesday 18th October Ariah Park Advisory Committee meeting, members of the community raised concern over the speed of vehicles in Coolamon Street, Ariah Park. Also noting that vehicles regularly don't comply with the stop sign at the rail level crossing. This saw the community members requesting Council investigate the possibility of reducing the speed from the current 50km/h to 40km/h in the central block of Coolamon Street. Informally this matter has recently been on an Ariah Park community social media page which Council is not affiliated with, where community members sought comments and discussed their concerns.

Coolamon Street which forms part of Mary Gilmore Way is a regional road. Council has no authority on the decision around the speed limit in Coolamon Street, with this a matter for TfNSW.

This request is presented to determine if Council wishes that the request be forwarded and further investigated by TfNSW. To do so Council's staff can apply for a speed zone review through the centre for road safety.

Council may wish to take no further action on this matter. No further action was the resolution of a similar request relating to Hoskins Street, Temora as per the report to the September Traffic Committee meeting.

Alternatively, instead of no action at all Council could consider engaging a consultant to undertake a road safety audit and recommendations report in Ariah Park, encompassing Coolamon Street (primarily the centre block and level crossing), Back Ariah Park Road and Davidson Street (primarily the level crossing area). This would need a budget allocation by referral to the 24/25 financial year budget estimates for consideration.

Once a decision has been made on how this matter, feedback can be provided in the next Ariah Park Community Engagement Meeting.

In can be noted from previous report resolutions of committee and Council, that Council's Road Safety Officer (RSO) is undertaking a speed program in Ariah Park and has been engaging with local police as part of this program. As the new Elders building has recently opened a speed zone review has been submitted for the Back Ariah Park Road through the Centre for Road Safety.

Budget Implications

Nil.

However, if a road safety audit is recommended then a \$20,000 budget estimate allocation for the 2024/25 financial year would be required.

COMMITTEE RESOLUTION 20/2023

Moved: NSW Police Aaron Coddington Seconded: Mr Greg Minehan

That the Committee recommend to Council to note the actions of Council's Road Safety Officer

and Local Police on increased hi-visibility patrolling and enforcement..

CARRIED

Report by Alex Dahlenburg

4.4 REQUEST FOR DISABLED PARKING AT CATHOLIC CHURCH

File Number:	REP23/1388	
Author:	Trainee Engineer	
Authoriser:	Engineering Asset Manager	
Attachments:	1. CRM	
	2. Proposed Disabled Parking Location	

REPORT

Council has received correspondence relating to the request for disabled parking for the Catholic Church on Loftus Street or De Boos Street.

St Anne's Catholic School is looking at building or installing more classrooms in the school yard near the church, this will block off the current access to let cars drive into the church for which was previously used for disabled parking.

As indicated in the correspondence they would prefer 2 or 3 disabled parking spaces to be installed near the front gate of the church. The standards of two disabled parks would see three existing parks be taken up as a shared zone is required between them.

The current best two locations for disabled parking would be on De Boos Street or Loftus Street as both locations would have to access the footpath from the same pram ramp. The Loftus Street proposed parking location could have potential effect on the hearse accessibility or remove the availability of the disabled parking if that area is blocked off for certain events.

For the Disabled Parking there are two options:

- 1. Install two disabled parking on De Boos Street (see attachments)
- 2. Install two disabled parking on Loftus Street (see attachments)

Item	Rate	Unit	Qty	Cost
Yellow barrier line	\$3.58	Lm	60	\$214.8
Disabled Pavement Marking	\$194.15	Each	2	\$388.3
Signage (install and sign blade/post)	\$250	each	2	\$500
		•	TOTAL COST	\$1,103.10

Budget Implications

Cost of \$1,103.10 is for one option location not both.

In terms of cost for disability parking on-street at non-council owned facilities it should be noted that a similar request by Victoria Street Medical Surgery in Aurora Street was approved subject to the business paying and similarly for recent disability parking installed in Gloucester Street for the Temora High School.

COMMITTEE RESOLUTION 21/2023

Moved: Mr Greg Minehan Seconded: Cr Max Oliver

That the Committee recommend to Council the De Boos Street option as per the report at the cost of the Catholic Church, subject to the installation of additional classrooms at the Catholic School.

CARRIED

Report by Tyler Madden

-> Forward

Mon 23/10/2023 3

≪ Reply All

(;)

← Reply

N: New CRM Car Parks - 4688/2023 - 21911

Alex Dahlenburg ٩D To Tyler Madden

Follow up. Completed on Tuesday, 24 October 2023.

* 🛣	Alex Dahlenburg Engineering Works Manager Temora Shire Council
MORA	p: 02 6980 1113 m:0419 844 759 a: 105 Loftus Street (PO Box 262) Temora NSW 2666 w: www.temora.nsw.gov.au e: adahlenburg@temora.nsw.gov.au

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n: crm@temora.nsw.gov.au <crm@temora.nsw.gov.au> t: Thursday, September 14, 2023 12:01 PM Alex Dahlenburg adahlenburg@temora.nsw.gov.au

ject: New CRM Car Parks - 4688/2023 - 21911

: following task has been assigned to you, please review the details below:

uest Details:

juest Number: 4688 / 2023

would like TSC to look at making some Disabled Parking available at the Catholic Church in Loftus Street. The uest Details: ool is looking at building more classes which would not let the cars drive into the School yard near the Church. Was thinking 2-3 near the fro e if possible.

juest Category:Car Parks

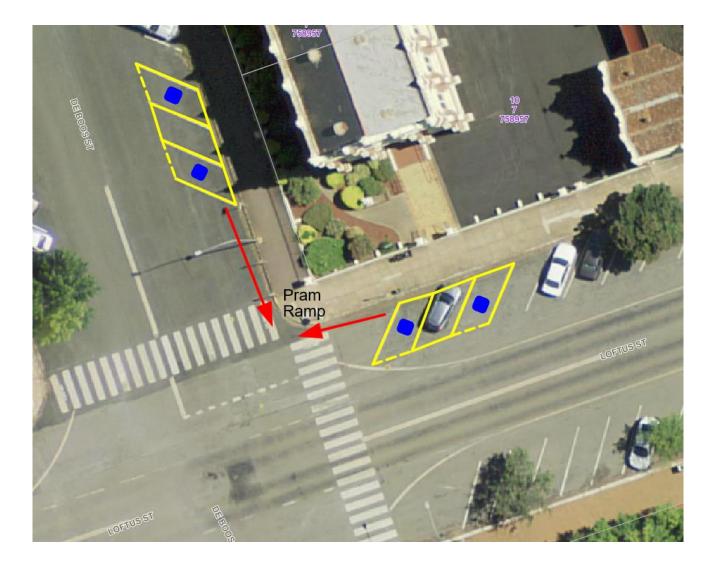
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dress ne Phone: rk Phone: bile:

ation Details: perty Address: eet Name:

k Details: k to Complete:Investigate & Action k Due Date:25/09/2023

k here to view Request details.



4.5 REQUEST FOR HOSKINS STREET 45 DEGREE PARKING

File Number:	REP	REP23/1404		
Author:	Traiı	Trainee Engineer		
Authoriser:	Engi	Engineering Asset Manager		
Attachments:	1. 2.	Correspondence Hoskins Street Aerial View		

REPORT

Council is in receipt of correspondence relating to the parking situation on the eastern side of Hoskins Street between Polaris and Grey Street.

As stated in file attached, the request to change the direction of customer parking at the front of 81 Hoskins Street to 45-degree angle parking from parallel parking. The parallel parking doesn't fully optimise the space available, which is jeopardising the limited car spaces currently available.

The opposing block currently has 45-degree parking and as indicated in the correspondence 81 Hoskins Street is the only business site on Hoskins Street that doesn't have 45-degree angle parking which is limiting the amount of customer parking spaces. Changing the whole block to 45-degree angle parking would make this section of Hoskins Street more symmetrical and create more parking spaces for adjoining house and business owners.

For the Eastern block on Hoskins Street between Polaris Street and Grey Street there are two options:

- 1. No action
- 2. Change direction of parking from parallel to 45-degree parking between Polaris Street and Grey Street, establish new line marking for parking and install signage required. If Option 2 is chosen, then it would be subject to a minimum 28-day consultation period with all property owners that would be impacted by the change.

Budget Implications

Item	Rate	Unit	Qty	Cost
White line marking	\$3.00	Lm	180	\$540
Signage (install and signpost)	\$200	each	2	\$400
			TOTAL COST	\$940

COMMITTEE RESOLUTION 22/2023

Moved: Cr Max Oliver Seconded: NSW Police Aaron Coddington

That the Committee recommend to Council Option 2 as detailed in the report.

CARRIED

Report by Tyler Madden

07 November 2023

To TSC Roads & Engineering Dept.

I am writing in relation to the on-street parking out the front of our Temora premises, located at 81 Hoskins Street. I wish to propose a change of direction in customer parking from parallel parking to 45-degree angle parking.

Reasons for this are:

- The single designated parallel park can only occupy a small vehicle. Large vehicles protrude the adjacent block driveway.
- There is also only space for one vehicle to parallel park in front of the adjacent block which is frequently used by non-customers, jeopardising our very limited parking spaces.
- We do not have any onsite parking available, as the area is used as a pick-up/drop off zone only. I note, that of the Hoskins Street businesses with on-street parking, our business is the only site with parallel parking.

It would be greatly appreciated if our on-street parking situation could be reviewed, as I feel there is adequate space for several 45-degree parking spaces. I am happy to discuss further if required.

Kind Regards
81 Hoskins Street
Temora NSW 2666



4.6 COMPRESSION BRAKING SIGNS REQUEST - ARIAH PARK

File Number:	REP23/1412	
Author:	Engineering Works Manager	
Authoriser:	Engineering Asset Manager	
Attachments:	1.	Previous Committee report, resolution and council resolution

REPORT

A previous report in March 2023 with correspondence was tabled at the Traffic Committee Meeting with a resolution of no further action. At the ordinary meeting of Council on the 13th March 2023, that committee resolution as presented was adopted. A copy of the previous report is attached along with previous resolutions.

At the Ariah Park Community Advisory Committee meeting held on the 18th October 2023, the community re-raised this request for consideration of installing compression braking signs. Council's Engineering Works Manager highlighted that a report went to Traffic Committee and Council earlier this year in relation to a resident request with the outcome being resolved as no further action. However, the advisory committee would like this matter reconsidered as trucks are regularly using exhaust brakes in Coolamon Street particularly when stopping at the Level Crossing.

<u>Option 1</u> – No Further Action

<u>Option 2</u> – Install 2x compression braking signs on Mary Gilmore Way (1 on each approach) covered under Regional Road block grant funding.

<u>Option 3</u> - Install 2x compression braking signs on Mary Gilmore Way (1 on each approach) covered under Regional Road block grant funding. Plus, install a compression braking sign on Davidson Street paid through Council general roads maintenance funds.

Budget Implications

Option 1 – Nil

Option 2 – Up to \$5,000 through Regional Road block grant funding

Option 3 - Up to \$5,000 through Regional Road block grant funding and \$2,500 in Council's general road maintenance funds.

COMMITTEE RESOLUTION 23/2023

Moved: Cr Max Oliver Seconded: Mr Greg Minehan

That the Committee recommend to Council no further action.

CARRIED

Report by Alex Dahlenburg

9 MARCH 2023

4.4	REQUEST FOR COMPRESSION BRAKING SIGNS AT ARIAH PARK	
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File Number:	REP23/272		
Author:	Engineering Works Manager		
Authoriser:	Engineering Asset Manager		
Attachments:	 Correspondence Received Image 1 - Compression Braking Signage Maps of Proposed Compression Braking Signage locations 		

REPORT

Council is in receipt of correspondence as attached, requesting that compression braking signs be installed at the entry points to the urban village of Ariah Park.

Proposed signage would be similar to those installed on Goldfields Way and Burley Griffin Way on the edge of Temora with an example of this signage attached as Image 1.

To achieve the request for Ariah Park compression braking signage they would be best installed on Mary Gilmore Way North & South entering the village, Maps 1 & 2 attached. A further possible location is Davidson Street prior to Barnes Street as per Map 3, this is due to Davidson Street and Rees Street signposted as a Heavy Vehicle Alternate Route.

In terms of the comment in the correspondence received regarding Rees Street intersection with Mary Gilmore Way, this intersection sustained damaged during flooding in 2022 exacerbated by harvest trucks during late 2022. It has since been reconstructed with road pavement stabilisation and bitumen sealing as Immediate Restoration Works (IRW) within natural disaster funding.

Budget Implications

Two signs on Mary Gilmore Way could be covered under Regional Roads Maintenance Funding

Cost would be up to \$5,000 total.

If a sign was approved and installed on Davidson Street, it would need to be paid for through Council general road maintenance funds.

Cost would be up to \$2,500 total.

COMMITTEE RESOLUTION 6/2023

Moved: Cr Max Oliver Seconded: TfNSW Kim Schultz

The Committee resolved to recommend to Council to note the report with no further action.

CARRIED

Report by Alex Dahlenburg

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Request Details:

Request Number: 4298 / 2023

Request Details: Mary Gilmore Way Ariah Park just opposite Chalmers Grain yard. Have a problem with trucks passing their property sometimes into Rees Street and were wanting TSC to erect a sign that air or compression brakes are not to be used around the 50 sign. Said the amount of trucks even at night was high (counted 50 one day) and the Rees Street corner is being damaged Request Category: Urban Roads Enquiry

Customer Details: Name Address: Home Phone: Work Phone: Mobile

Location Details: Property Address: Street Name:

Task Details: Task to Complete:Investigate & Action Task Due Date:15/03/2023

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Image 1 - Compression Braking Sign Burley Griffin Way - Temora



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Map 1 – Proposed Sign Location Mary Gilmore Way North of Rees Street Intersection

Map 2 – Proposed Sign Location Mary Gilmore Way South of Barnes Street Intersection



TRAFFIC COMMITTEE MEETING MINUTES

9 MARCH 2023



Map 3 - Proposed Sign Location Davidson Street South of Barnes Street Intersection

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Item 8.2

ORDINARY COUNCIL MEETING AGENDA

8.2 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 9 MARCH 2	023
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File Number:	REP2	23/428
Author:	Exec	utive Assistant
Authoriser:	Gene	eral Manager
Attachments:	1.	Minutes of the Traffic Committee Meeting held on 9 March 2023

RESOLUTION 35/2023

Moved: Cr Max Oliver Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

CARRIED

RESOLUTION 36/2023

Moved: Cr Graham Sinclair Seconded: Cr Lindy Reinhold

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

CARRIED

16 MARCH 2023

4.7 REQUEST FOR "WARNING HORSE RIDER'S" SIGNAGE

File Number:	REP23/1441	
Author:	Trainee Engineer	
Authoriser:	Engineering Asset Manager	
Attachments:	1. Warning Horse Rider's Sign	

REPORT

Council is in receipt of a verbal request from a resident for warning vehicles of horse riders as per signs W5-53 to be installed at either end of Wattle Street once the current upgrade has been completed.

The proposed signage (see attachments) would be installed to help make drivers more aware of potential horse riders in the area and due to Wattle Street being upgraded this road may have an increase of traffic who are not normally familiar with the use of horses on this road.

There are two options:

- 1. No action
- 2. Install one "warning horse riders" at each end of Wattle Street after current upgrade has been completed.

Sign Details

Circa Nev	WE ED
Sign No:	W5-53
Descriptions	Horse & Rider (Symbolic)
Standard sign?	Yes
Delegated to council for authorisation	- This sign is not a 'prescribed traffic control device'. This sign may be installed by council on the network they manage without seeking traffic committee or written approval from Transport for NSW.
Legislative Reference	NA
Primary Technical Reference	AS 1742.2 (Devices)

Budget Implications

The cost of two "warning horses riders" signs would be \$100 and a further \$100 for the signs team to install. This cost of approximately \$200 would be covered under routine maintenance funds.

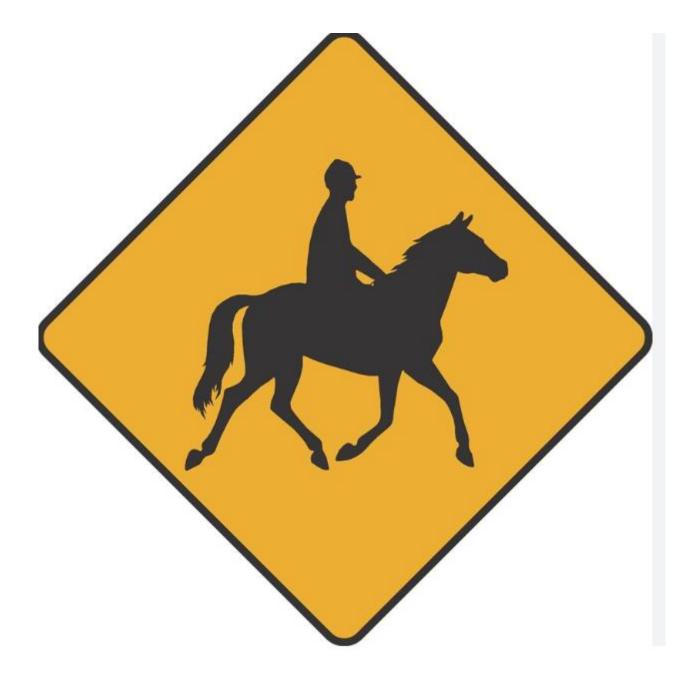
COMMITTEE RESOLUTION 24/2023

Moved: Cr Max Oliver Seconded: NSW Police Aaron Coddington

That the Committee recommend to Council no further action.

CARRIED

Report by Tyler Madden



4.8 GET NSW ACTIVE GRANT APPLICATION

File Number:	REP23/1460
Author:	Engineering Asset Manager
Authoriser:	Engineering Asset Manager
Attachments:	Nil

REPORT

The Get NSW Active 2024/25 is currently open for applications. The program provides local councils with funding for projects that create safe, easy, and enjoyable walking and bike riding trips.

For this year's program, there is \$60 million in total grant funding available to local councils to deliver projects that enable more people to walk or bike ride. Of the \$60 million funding, \$10 million is for projects that enable walking or bike riding to school, with the remaining funding for broader active transport projects.

Council staff have identified the following projects to be suitable for nomination for funding under this program:

 Lawson Road and Vesper Street, Temora footpath – Construct 390 metres of concrete footpath on Lawson Road and Vesper Street to connect to Temora West Public School. Budget (\$170,000)



2. De Boos Street (Loftus St to Parkes St) – Construct 220m of 3.6m wide concrete footpath adjacent to St Annes Catholic School and Temora Public School. Budget \$200,000.



3. Bowling Club Lane reserve from the Bowling Club to Anzac Street – Construct 125m of 1.5m wide footpath adjacent to the Temora Recreation Centre. Budget \$35,000.



All projects have been identified within Council's Pedestrian Access and Mobility Plan (PAMP).

COMMITTEE RESOLUTION 25/2023

Moved: Mr Greg Minehan Seconded: Cr Max Oliver

That the Committee recommend to Council to support the application of the nominated project/s under Get NSW Active 2024/25 as per the report, with addition of the project for pedestrian infrastructure upgrades in Anzac Street at Temora High School in conjunction with disability parking changes as per the recent traffic committee report.

CARRIED

Report by Claire Golder

5 CLOSE MEETING

The Meeting closed at 12:59pm.

This is the minutes of the Traffic Committee meeting held on Tuesday 21 November 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

8.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

File Number: REP23/1483

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Assets & Operations Committee Meeting held on 21 November 2023

Cr Nigel Judd declared a non-pecuniary interest in relation to item REP23/1338, due to daughter owning the Ariah Park Post Office.

RESOLUTION 192/2023

Moved: Cr Jason Goode Seconded: Cr Claire McLaren

It was resolved that the reports be received.

CARRIED

RESOLUTION 193/2023

Moved: Cr Jason Goode Seconded: Cr Lindy Reinhold

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

CARRIED



Date:	Tuesday, 21 November 2023	
Time:	2:00PM	
Location:	105 Loftus Street	
	TEMORA NSW 2666	

MINUTES

Assets & Operations Committee Meeting

21 November 2023

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MINUTES OF TEMORA SHIRE COUNCIL ASSETS & OPERATIONS COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 21 NOVEMBER 2023 AT 2:00PM

- **PRESENT:**Cr Rick Firman (Mayor) (Chair), Cr Nigel Judd (Zoom), Cr Claire McLaren, Cr
Max Oliver, Cr Belinda Bushell, Cr Jason Goode, Cr Anthony Irvine
- **IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Melissa Boxall (General Manager)

1 OPEN MEETING

2:00pm

2 APOLOGIES

COMMITTEE RESOLUTION 127/2023

Moved: Cr Jason Goode Seconded: Cr Max Oliver

That apologies from Cr Graham Sinclair and Town Planner Claire Golder be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	ltem	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1	DRAFT PU	BLIC INTEREST DISCLOSURE (PID) POLICY
File Nur	nber:	REP23/1327
Author:		Director of Administration & Finance
Authori	ser:	Director of Administration & Finance

Attachments: 1. G10 Public Interest Disclosure Policy

REPORT

The *Public Interest Disclosures Act 2022* (**PID Act 2022**) commenced from 1 October 2023 and repeals the *Public Interest Disclosures Act 1994* (**PID Act 1994**) and associated Regulations. This new Act introduces significant reforms to the ways that public interest disclosures are made, received and dealt with in New South Wales and is intended to provide greater protection of persons who make public interest disclosures than previously afforded under the PID Act 1994.

The implementation of the new PID Act 2022 will require additional training for staff who will be designated as disclosure officers. This training will be made available by the NSW Ombudsman and, as has been the case with previous PID training, is anticipated to be provided without charge.

Public authorities – which includes Local Government Authorities – must have a Public Interest Disclosure Policy which, among other matters, sets out the agency's procedures regarding public interest disclosures, and identifies their nominated disclosure officers.

The content of public interest disclosure policies is prescribed by section 43 of the PID Act 2022, and includes:

- procedures for dealing with, acknowledging receipt of and providing information to the makers of, voluntary public interest disclosures,
- procedures for assessing and minimising the risk of detrimental action being taken against a person as a result of a public interest disclosure being made,
- identifying the responsibilities imposed by the PID Act 2022 on the head of the agency, other disclosure officers and managers associated with the agency, and
- a list identifying the disclosure officers for the agency and their contact details.

To assist organisations to meet the requirements of the new PID Act, the NSW Ombudsman has developed a Model Policy for adaptation by agencies required to deal with misconduct matters and integrity issues under the PID Act. The draft document presented to Council for endorsement has been adapted from the NSW Ombudsman's Model Policy and replaces Council's existing Internal Reporting Policy.

COMMITTEE RESOLUTION 128/2023

Moved: Cr Jason Goode Seconded: Cr Max Oliver

It is recommended that Council endorse the Public Interest Disclosure Policy.

CARRIED

Report by Elizabeth Smith

Temora Shire Council

Policy Number: G10

TEMORA SHIRE COUNCIL



Public Interest Disclosure Policy

DRAFT

Revision Number:1 File Name: Public interest Disclosure Policy

Temora Shire Council

Policy Number: G10

Review Details

Disclosure Policy

ABOUT THIS RELEASE

Public Interest Disclos
G10
Temora Shire Council
November 2023

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
November 2023	New Model Policy	1		

PLANNED REVIEW

Planned	Revision Description	Review by
Review Date		
November 2027	Review	

Revision Number:1 File Name: Public interest Disclosure Policy

Temora Shire Council

Policy Number: G10

Model Public Interest Disclosure Policy

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Purpose

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022* (**PID Act**).

At Temora Shire Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing. This policy sets out:

- how Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with Council's Code of Conduct, Complaints/Disclosure Reporting Procedure, Fraud Control Policy and the Bullying, Harassment & Discrimination Policy.

This policy also replaces Council's Internal Reporting Policy.

Accessibility of this policy

This policy is available on Council's publicly available website as well as in the Delegations and Policies Management module of Pulse for staff access.

A copy of the policy is also sent to all staff of Council on their commencement. A hard copy of the policy can be requested from the Executive Assistant.

Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

• a person employed in or by an agency or otherwise in the service of an agency

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- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer including Committee members.
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (MP), including a Minister
- a person employed under the Members of Parliament Staff Act 2013.

The General Manager, Disclosures Coordinator (Director Administration & Finance) other nominated disclosure officers and managers within Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Council may use this policy if they want information on who they can report wrongdoing to within Council.

Who does this policy not apply to?

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Council in accordance with Council's Complaints/Disclosure Reporting Procedure.

You can also make a complaint directly to the General Manager as follows:

General Manager Temora Shire Council 105 Loftus Street Temora NSW 2666

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Compliance with the PID Act

This policy has been prepared in accordance with the Public Interest Disclosures Act 2022 and has been based on the PID Model Policy. Under section 42 of the PID Act, all agencies must have a PID policy having regard to the Ombudsman's guidelines.

This policy will be reviewed a minimum of once per Council term (4 years). Council policies are presented to Council for adoption and, where required, placed on public exhibition for a minimum period of 28 days. As this policy relates to Council officials, there are no requirements for it to be subject to a period of public exhibition.

Responsibility for the monitoring and implementation of this policy sits with the Director of Administration & Finance. The Director can be contacted to discuss any issues in relation to this policy.

What is contained in this policy?

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Council under the PID Act
- the names and contact details for the nominated disclosure officers in Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Council's procedures for dealing with disclosures
- Council's procedures for managing the risk of detrimental action and reporting detrimental action
- Council's record-keeping and reporting requirements
- how Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: <u>pidadvice@ombo.nsw.gov.au</u>, or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

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1. How to make a report of serious wrongdoing

(a) Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow the relevant Council policies.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

Council officials are encouraged to report all wrongdoing and misconduct, not only reports of serious wrongdoing as defined under the PID Act. Council will deal with these appropriately and in accordance with established policies and procedures, even if they are not a PID. It should be noted that a complaint or grievance may also be a PID.

(b) When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

- 1. *Voluntary PID*: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
- 2. *Mandatory PID*: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- 3. *Witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

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Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test. If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we may seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

(c) Who can make a voluntary PID?

Any public official can make a voluntary PID — see 'Who this policy applies to'. You are a public official if:

- you are employed by Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Council, or

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• you work for an entity (such as a non-government organisation) who is contracted by Council to provide services or exercise functions on behalf of Council — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (**ICAC**) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

(d) What is serious wrongdoing?

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* such as a public official accepting a bribe
- *serious maladministration* such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- a government information contravention such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* such as unlawfully accessing a person's personal information on an agency's database
- *a serious and substantial waste of public money* such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

Additional information of what can be considered as serious wrongdoing can be obtained from the Ombudsman's Guideline "What is serious wrongdoing". It can be found at the following:

https://www.ombo.nsw.gov.au/Find-a-publication/publications/guidelines/publicinterest-disclosures-2022/what-is-serious-wrongdoing

When you make your report, you do not need to state to Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

(e) Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

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Making a report to a public official who works for Council

You can make a report inside Council to:

- The General Manager
- The Disclosure Coordinator this role is undertaken by the Director of Administration & Finance
- a disclosure officer for Council a list of disclosure officers for Council and their contact details can be found at Annexure A of this policy
- your manager this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

Making a report to a recipient outside of Council

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the head of another agency this means the head of any public service agency
- an *integrity agency* a list of integrity agencies is located at Annexure B of this policy
- a disclosure officer for another agency ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to us so that appropriate action can be taken.

Making a report to a Member of Parliament or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Council:

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- notification that Temora Shire Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
- the following information at the end of the investigation period:
 - notice of Temora Shire Council's decision to investigate the serious wrongdoing
 - a description of the results of an investigation into the serious wrongdoing
 - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

(f) What form should a voluntary PID take?

You can make a voluntary PID:

- *in writing* this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- anonymously write an email or letter or call a person who can receive PIDs to
 make a report without providing your name or anything that might identify you as
 the maker of the report. A report will only be considered anonymous if there is no
 reasonable or practical way of communicating with the person making the report.
 Even if you choose to remain anonymous, you will still be protected under the PID
 Act. It may be difficult, however, for Council to investigate the matter(s) you have
 disclosed if we cannot contact you for further information.

(g) What should I include in my report?

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting

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- · how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

(h) What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

(i) Deeming that a report is a voluntary PID

The General Manager and/or Disclosures Coordinator can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to General Manager and/or Disclosures Coordinator to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager and/or Disclosures Coordinator. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

(j) Who can I talk to if I have questions or concerns?

If you have questions or concerns, you can contact the General Manager, Director Administration & Finance, Director Environmental Services, Engineering Assets Manager or the Engineering Works Manager.

2. Protections

(a) How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act. We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report. The maker of a voluntary PID is protected in the following ways:

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- Protection from detrimental action
 - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
 - Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
 - It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
 - A person may seek compensation where unlawful detrimental action has been taken against them.
 - A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

Immunity from civil and criminal liability

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

Confidentiality

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

Protection from liability for own past conduct

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

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(b) Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- A mandatory PID: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- A witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	\checkmark	\checkmark
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	\checkmark	\checkmark
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	\checkmark	\checkmark
 Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: breaching a duty of secrecy or confidentiality, or breaching another restriction on disclosure. 	\checkmark	\checkmark

Protections for makers of mandatory and witness PIDs are detailed in the table below.

3. Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council's General Manager, Disclosures Coordinator or Disclosure Officers or to an integrity agency. A list of disclosure officers is provided at Annexure A of this policy while a list of integrity agencies is located at Annexure B of this policy.

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If you report reprisal action, you will be kept informed of the progress of any investigations and the outcome of the same.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, you may contact the NSW Ombudsman. Contact details are included at the end of this document.

4. General support

Council will provide support to those who have made a report through giving access to any professional support they may need as a result of the reporting process including, but not limited to, providing information about Council's Employee Assistance Program.

A key contact person will be allocated to the report maker and this person will be the key point of contact for enquiries and updates in relation to the report. They will also be responsible for taking required steps to protect the interests of the report maker, if they are at risk of detrimental action.

The General Manager or Disclosures Coordinator are to be notified if a person who has made the report is suffering any detrimental action as a result of disclosing any wrongdoing.

Council's employee assistance provider is Centacare Southwest NSW. Contact information is:

P: 1300 619 379 E: eap@centacareswnsw.org.au W: www.centacareswnsw.org.au

General questions about the PID Act and reporting generally can be directed to the NSW Ombudsman. Contact information is:

P: 1800 451 524 E: info@ombo.nsw.gov.au

5. Roles and responsibilities of Council employees

Certain people within Council have responsibilities under the PID Act.

General Manager

(a) The General Manager is responsible for:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring the Council complies with this policy and the PID Act

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- ensuring that the Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with yearly reporting obligations to the NSW Ombudsman.

(b) Disclosures Coordinator

The Disclosures Coordinator has a central role in Council's Public Interest Disclosure reporting system. The disclosures coordinator can receive and assess PIDs and is the primary contact in Council for the reporter. Council's Disclosures Coordinator is responsible for:

- assessing reports to determine whether or not it should be treated as a public interest disclosure and to decide how each disclosure will be dealt with (either under delegation or in consultation with the General Manager)
- dealing with reports made under Council's Code of Conduct in accordance with the Council's adopted Code of Conduct Procedures
- coordinating Council's response to a disclosure
- acknowledging disclosures and providing updates and feedback to the person making the PID
- assessing whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and/or workplace conflict related to or likely to arise out
 of a report and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process
- provide annual return to the NSW Ombudsman in accordance with section 78 of the PID Act.

(c) Disclosure officers

Disclosure officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately
- ensuring that any oral reports that have been received are recorded in writing.

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(d) Managers

The responsibilities of managers include:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

(e) All employees

All employees must:

- · report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

6. How we will deal with voluntary PIDs

(a) How Council will acknowledge that we have received a report and keep the person who made it informed

When a disclosure officer in Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgement will:
 - state that the report will be assessed to identify whether it is a PID
 - state that the PID Act applies to how Council deals with the report
 - provide clear information on how you can access this PID policy
 - provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
 - that we are investigating the serious wrongdoing
 - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
 - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.

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- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
 - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
 - a description of the results of the investigation that is, we will tell you whether we found that serious wrongdoing took place.
 - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
 - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

Council will engage with the maker of the report to establish whether they are at risk of detrimental action, whether they need support networks to be put in place and how this will be assessed on an ongoing basis.

(b) How Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received we will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

Council officials who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- An acknowledgement that your disclosure has been received
- The timeframe for when you will receive further updates
- The name and contact details of those who can provide you with information as to what is taking place.

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This information will be given to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available to you to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be provided within 10 working days from the date you make your report.

During any investigation you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purpose of investigating the matter, and an opportunity to discuss this.

At the end of any investigation you will be provided with:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem which was identified
- advice about whether you will be involved as a witness in any further matters such as disciplinary or criminal proceedings.

Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our relevant internal complaints procedures or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Council can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Cease dealing with report as voluntary PID

Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID). Council will advise the maker of a voluntary PID of the reasons it has ceased dealing with the report as a voluntary PID.

Where the report is a voluntary PID

If the report is a voluntary PID:

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- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the *Independent Commission Against Corruption Act 1988*.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

There may be occasion to appoint an external investigator to investigate a report. In this instance, Council's appointed Disclosures Coordinator will continue to make contact with the maker of the report.

(c) How Council will protect the confidentiality of the maker of a voluntary PID

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Council reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal

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- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- We will limit the number of people who are aware of the maker's identity or information that could identify them.
- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.
- We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, Council will:

- advise the person whose identity may become known
- implement strategies to minimise the risk of detrimental action
- provide additional supports to the person who has made the PID
- remind persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

(d) How Council will assess and minimise the risk of detrimental action

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about. Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Council will take steps to assess and minimise the risk of detrimental action by:

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- explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- providing details of the unit/role that will be responsible for undertaking a risk assessment
- explaining the approvals for risk assessment and the risk management plan, that is, rank or role of the person who has final approval
- explaining how the agency will communicate with the maker to identify risks
- listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
- outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

(e) How Council will deal with allegations of a detrimental action offence

If Council become(s) aware of an allegation that a detrimental action offence has occurred or may occur, we will:

• take all steps possible to stop the action and protect the person(s)

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- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

Council's Disclosures Coordinator will be responsible for making referrals on alleged detrimental action offences as well as providing advice and support to the person against whom alleged detrimental action has been taken. This will include provision of updates in relation to action being undertaken to address the detrimental action allegations.

(f) What Council will do if an investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, we will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

7. Review and dispute resolution

(a) Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because we decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act.

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If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of our decision. The application should state the reasons why you consider Council's decision should not have been made. You may also submit any other relevant material with your application. Applications for internal review should be addressed to the General Manager.

(b) Voluntary dispute resolution

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

8. Other agency obligations

(a) Record-keeping requirements

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Council complies with its obligations under the *State Records Act 1998*.

(b) Reporting of voluntary PIDs and Council annual return to the Ombudsman

Each year Council provides an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)
- action taken by Council to deal with voluntary PIDs during the return period
- how Council promoted a culture in the workplace where PIDs are encouraged.

(c) How Council will ensure compliance with the PID Act and this policy

This policy will be formally reviewed every four years from the date of adoption or as required.

From time-to-time circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made, including branding, Council Officer titles or department changes and legislative name or title changes which are considered minor in nature and not required to be formally endorsed.

Breaches of this policy may result in an investigation of the alleged breach in line with relevant Council policies including the Model Code of Conduct. Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant external agency.

Any audits of the PID processes at Council will be undertaken as part of Council's internal audit schedule and reported through the Audit Risk and Improvement Committee to Council.

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Annexure A — Names and contact details of disclosure officers for Temora Shire Council

Name	Position
Melissa Boxall	General Manager
Kris Dunstan	Director Environmental Services
Elizabeth Smith	Director Administration & Finance
Rob Fisher	Engineering Asset Manager
Alex Dahlenburg	Engineering Works Manager
Sheree Axtell	Pinnacle Community Services Manager
Lisa Love	Pinnacle Community Services – Cootamundra Office Manager
Tanya Lewis	Pinnacle Community Services – Leeton Office Manager
Bill Speirs	Rural Museum Manager
Patrick Kay	Overseer
Angela Guilfoyle	Recreation Centre Manager
Cr Rick Firman	Mayor (for reports about the General Manager only)

Each of the above officers can be contacted by staff by all internal communication methods.

Other persons may contact the above listed officers by calling 6980 1100 and asking to speak to the relevant officer stating that the matter is confidential.

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Integrity agency	What they investigate	Contact information	
The NSW Ombudsman	Most kinds of serious maladministration by	Telephone : 1800 451 524 between 9am to 3pm Monday to Friday	
	most agencies and public officials (but not NSW Police, judicial	Writing: Level 24, 580 George Street, Sydney NSW 2000	
	officers or MPs)	Email: info@ombo.nsw.gov.au	
The Auditor-General	Serious and substantial	Telephone: 02 9275 7100	
	waste of public money by auditable agencies	Writing: GPO Box 12, Sydney NSW 2001	
	, ,	Email: governance@audit.nsw.gov.au	
Independent Commission Against Corruption	Corrupt conduct	Telephone : 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday	
		Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364	
		Email: icac@icac.nsw.gov.au	
The Inspector of the	Serious	Telephone: 02 9228 3023	
	maladministration by the ICAC or the ICAC	Writing: PO Box 5341, Sydney NSW 2001	
Corruption	officers	Email: <u>oiicac_executive@oiicac.nsw.gov.a</u> <u>u</u>	
The Law	Serious	Telephone: 02 9321 6700 or 1800 657 079	
Enforcementmaladministration bConductthe NSW Police ForceCommissionor the NSW CrimeCommissionCommission		Writing: GPO Box 3880, Sydney NSW 2001	
	or the NSW Crime	Email: contactus@lecc.nsw.gov.au	
The Inspector of the	Serious	Telephone: 02 9228 3023	
Law Enforcement Conduct Commission	maladministration by the LECC and LECC officers	Writing : GPO Box 5341, Sydney NSW 2001	
		Email: <u>oilecc_executive@oilecc.nsw.gov.a</u> <u>u</u>	
Office of the Local Government	Local government pecuniary interest contraventions	Email: <u>olg@olg.nsw.gov.au</u>	

Annexure B — List of integrity agencies

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The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au

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4.2 VILLAGE LIBRARY SERVICES

File Number:	REP23/1338
Author:	Director of Administration & Finance
Authoriser:	Director of Administration & Finance
Attachments:	Nil

REPORT

Council's current Operational Plan requires Council to promote the mobile library service at Ariah Park and to review static library options.

In relation to mobile library service at Ariah Park, the service is promoted on a regular basis via multiple social media pages (Council, Library and Ariah Park Community pages). The Riverina Regional Library (RRL) webpage and social media page also promote the service. The target frequency of advertising is once per month, but in practice these advertisements appear approximately once per fortnight across the various pages.

Council officers have recently conducted a review of the library services at Ariah Park and Springdale. Ariah Park currently receives a mobile library visit once per fortnight for 1.5 hours on a Friday. The cost of this service is \$16,728 which forms part of the RRL annual contribution. Benefits of the mobile library service include:

- large collection size (between 5,000 and 5,500 items)
- highest stock turnover (new items) of any branch within RRL
- accessibility
- broader reach into smaller communities.

Springdale currently receives no library services.

Options considered as part of the review included:

- Addition of a static library at Ariah Park. Initial setup costs are estimated to be in the vicinity of \$130,000. Annual running costs are estimated to be almost \$30,000 depending on the hours of operation. This estimate is based on operating hours of 2 hours per day and excludes the cost of running a facility such as rent, utilities, general maintenance etc.
- Addition of a mobile library service to Springdale. The estimated cost of a fortnightly visit of the mobile library to Springdale is approximately \$14,000. Current membership statistics indicate that of the 126 residents of Springdale, only 13 individuals are members of the Temora Library.
- Additional day per fortnight of mobile library service to Ariah Park. This would bring the total service to 3 hours per fortnight being one visit per week for 1.5 hours each at a cost of approximately \$19,730. Ariah Park (population 439) currently has 154 library members, representing 6% of Temora Shire Library's membership numbers.

The RRL has undertaken a review of the mobile library timetable recently as a result of Greater Hume giving notice of their intention to withdraw a mobile library service point. Subsequently all member Councils were given the opportunity to express interest in additional mobile service hours. Council officers expressed interest in additional mobile library hours in an attempt to thoroughly consider all available options for the provision of library services in Temora Shire's villages. It is unknown when or if this opportunity will arise again, as in order to discontinue the mobile library service, Council needs to provide a minimum 2-year notice of intention to withdraw from the service.

At present the total RRL annual contribution is \$156,839, which includes one mobile stop at Ariah Park. An additional mobile stop at Ariah Park is estimated to increase this fee by \$19,730, to a total of \$176,569. In this scenario twenty percent of the total library fees would be contributions to RRL for mobile services.

Given the significant budgetary constraints of Council, several alternative, lower cost options are also provided for Council's consideration:

- Installation of a street library this is a free honesty service for community members to loan and return items that interest them. When they are done, items are returned or people can add their own. Cost to purchase the unit ranges from \$299 to \$325, with installation required. The unit can be stocked at no cost with items from the donation/booksale stock.
- Further outreach programming to the wider community Library staff held the first school holiday activity at Ariah Park in September 2023 being two sessions of STEM Lego. The activity was reasonably popular. Seven young people registered for the sessions, however fifteen attended. Staff are investigating a quarterly storytime session, preschool visits, housebound deliveries and school holiday activities to implement in the future. Costs associated with these outreach activities would be limited to extra staffing hours. Program costs would be minimal with the duplication of existing kits/programs already running at Temora library.

Funding opportunities may arise in the future to help support the above-mentioned options, or to again review service delivery options in the villages.

COMMITTEE RESOLUTION 129/2023

Moved: Cr Max Oliver Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to continue with the existing mobile library hours for Ariah Park at this time

AND FURTHER

Consider the inclusion of low-cost options when drafting 2024/25 budget and pursue external funding opportunities as they arise.

CARRIED

Report by Wendy Manning

4.3 TEMORA WEST SPORTSGROUND FENCE

File Number:	REP23/1341		
Author:	Engineering Asset Manager		
Authoriser:	Engineering Asset Manager		
Attachments:	 Correspondence from Temora United Soccer Club Temora West Sportsground fence damage 		

REPORT

Council has correspondence from the Temora United Soccer Club detailing their concerns about the condition of the existing fence surrounding Temora West Sportsground.

The Club has requested to work with Council to replace the fence. Council staff have a current work order issued to inspect and replace all damaged panels and install gates at ungated openings at this facility, however this will not fix the general condition and alignment of the fence. The replacement of the fence is currently not in Council's 10-year forward capital works program.

COMMITTEE RESOLUTION 130/2023

Moved: Cr Claire McLaren Seconded: Cr Jason Goode

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

CARRIED

Report by Claire Golder

Claire Golder

From:
Sent:
To:
Subject:
Attachments:

Claire Golder Tuesday, 31 October 2023 1:25 PM Claire Golder Temora West Sports (soccer) ground - fencing PHOTO-2023-10-30-11-25-36.jpg

From: Temora United Soccer Club <temoraunitedsoccerclub@gmail.com>
Sent: Monday, October 30, 2023 11:35 AM
To: Rob Fisher <rfisher@temora.nsw.gov.au>; Claire Golder <cgolder@temora.nsw.gov.au>
Subject: Temora West Sports (soccer) ground - fencing

Hi Rob,

Thank you for your time meeting at the soccer ground last week.

Further to our discussion, can we please request that Council review our need for a new fence at the ground, we would hope that maybe it can be completed in conjunction/at the same time as the kerb and guttering, if not before.

I understand it would be a big undertaking, and we hope that this email will suffice to allow the need to be put on Council's agenda to be dealt with as soon as possible. We'd also appreciate input in the planning of any new fencing, as we have many parents request that the openings around the ground (on all sides) be gated to help protect small children.

I have attached a photo of more damage that has been noticed this morning, further to to the sections we looked at last week.

Please let me know if you need any further information.

Kind regards,



M: E: temoraunitedsoccerclub@gmail.com



4.4 DATA SHARING AGREEMENT

File Number:	REP	REP23/1378		
Author:	Eng	Engineering Asset Manager		
Authoriser:	Eng	Engineering Asset Manager		
Attachments:	1.	Correspondence		
	2.	Proposed Agreement		
	3	Current Agreement		

3. Current Agreement

REPORT

Council has recently received correspondence from NSW Spatial Services seeking Council consider entering into a new data sharing agreement. Council has an existing data sharing agreement (attached) signed in 2008 that remains operational; however, NSW Spatial Services would like to enter into a new agreement to allow the projection of selected Council data into the Live NSW program.

The concept of data sharing has been considered at a REROC level and has been endorsed by the **REROC** executive.

If Council are willing to share data to users outside the current agreement, then Council need to select and classify the data they wish to share as open, shared, or restricted, followed by entering into the agreement with spatial services.

Data Council currently share with Spatial Services includes:

- Road centreline, hierarchy, and segmentation data •
- Sewer and recycled water data
- Topographic contour data for Temora and Ariah Park
- Footpath and cycleway data ٠

Budget Implications

Engineering Operations (minor)

COMMITTEE RESOLUTION 131/2023

Moved: Cr Jason Goode Seconded: Cr Belinda Bushell

That the Committee resolved to recommend to Council:

- 1. Support the principle of entering into a new data sharing agreement with Spatial Services.
- 2. Council work with REROC regarding selecting and classifying the data to be shared.
- 3. A final draft Data Sharing agreement be presented to Council following completion of point 2.

CARRIED

Report by Rob Fisher

From:	SS-Infrastructure Data <ss-infra< td=""></ss-infra<>
Sent:	Tuesday, 27 June 2023 2:59 PM
То:	onnolly; Amanda
Subject:	Temora Council
Attachments:	Data-Sharing-Agreement_Template_26 April 2023 - v1.05 (Protected).docx
Follow Up Flag: Flag Status:	Follow up Flagged

Rob Fisher

Dear Data Custodian,

My name is I'm a Data Acquisition Officer with **Infrastructure Data** and the **Data Sourcing and Pipelines**. My team is a part of Spatial Services which is a Division of the NSW Department of Customer Service.

Spatial Services and Infrastructure Data currently sources **Emergency Management (EM)** data for use in the **Emergency Service Spatial Information Library (ESSIL)**. This data includes attributes defined by the recommendations of the **Final report of the NSW Bushfire Inquiry** dated 25 August 2020. The data is used by Emergency Management organisations to manage emergencies and events that may occur.

Consolidated EM data is released to Councils and Agencies twice a year to provide them with the most upto-date information possible. The data is sourced by Data Sourcing and Pipelines for the **Emergency Information Coordination Unit (EICU)** under a Data Sharing Agreement (DSA), or Memorandum of Understanding (MOU) executed with the data provider.

Under these agreements, the data is sourced to be used in ESSIL exclusively. However, a review of the data provided by data custodians, shows that there is data that could be used by other Agencies or the public. Spatial Services would like permission to access and to use this data and make it available to other entities via the **Live NSW** program. To do this, we would like to discuss executing a **new data sharing agreement** with you that addresses this option. I have attached the new data sharing agreement for your perusal.

Live NSW is an eco-system of data and platforms that is being developed by the NSW Department of Customer Service that makes data more broadly available across Whole of Government and the wider public. Live NSW presents incredible opportunities to drive a new paradigm for the way Government interacts with customers from government-driven to customer-driven interactions. This will provide a dynamic, one-stop-shop for government spatial data, products and services.

As always, the Data Custodian would classify the data as **Restricted**, **Shared or Public** which means that you can designate what data can be made available to users other than the EICU. This will allow us to maintain our commitment to Emergency Management as well as being able to provide data to the Public through the **Spatial Collaboration Portal** and the **Digital Twin**.

In **preparation for the next ESSIL release in August**, we are requesting an update of your previously supplied Spatial Data and any **NEW** Spatial Data. We last received Data from Temora Council in May 2019.

I'm happy to provide you with a list of what data was previously supplied. If you are **no longer the contact person** for the supply of Spatial Data, I would greatly appreciate a reply to this email with a more appropriate contact. Also, can you let me know who I can speak with about a new data sharing agreement so that I could arrange an appropriate time to discuss the new agreement?

For the supply of any updates or new Spatial Data EICU have made available the following options:

- Upload your data to our secure NextCloud file share location with named user access (replaces FTP)
- 2. Email <u>SS-EICU@customerservice.nsw.gov.au</u> if data size allows

If Option 1 is preferred contact <u>SS-EICU@customerservice.nsw.gov.au</u> for access details.

If using **Option 2**, you will receive confirmation once the data has been received.

If you have any questions, please do not hesitate to contact me.

Kind regards,

K

nsw.gov.au



Department of Customer Service



I acknowledge the traditional custodians of the land, and recognise their continuing connection to land, water and community. I pay respects to Elders past, present and emerging. I also acknowledge all the Aboriginal and Torres Strait Islander staff working with NSW Government at this time.



Data Sharing Agreement

Between

Spatial Services,

a division of the NSW Department of Customer Service

And

Click or tap here to enter text.

Ver 1.05 - Template 26 April 2023 DSA240423



This Data Sharing Agreement is made on _____Click or tap to enter a date._____ (Effective Date).

First Party to this Agreement		
Name of organisation	DCS – Spatial Services	
Australian Business Number (ABN)	81 913 830 179	
Physical address	346 Panorama Ave, Bathurst NSW 2795	
Name of person authorised to enter into this agreement on behalf of the organisation	Mike Robinson	
Position	Manager Infrastructure Data	
Phone number	02 6332 8136	
Email	mike.robinson@customerservice.nsw.gov.au	
Name of primary contact person relating to this Agreement	Mark Comerford	
Position	Team Leader Data Sourcing and Pipelines	
Phone number	02 6332 8054	
Email	mark.comerford@customerservice.nsw.gov.au	

Second Party to this Agreement		
Name of organisation	Click or tap here to enter text.	
Australian Business Number (ABN)	Click or tap here to enter text.	
Physical address	Click or tap here to enter text.	
Name of person authorised to enter into this agreement on behalf of the organisation	Click or tap here to enter text.	
Position	Click or tap here to enter text.	
Phone number	Click or tap here to enter text.	
Email	Click or tap here to enter text.	
Name of primary contact person relating to this	Click or tap here to enter text.	

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Agreement	
Position	Click or tap here to enter text.
Phone number	Click or tap here to enter text.
Email	Click or tap here to enter text.

Background

- A. DCS Spatial Services and the Custodian have agreed to enter into an agreement for the exchange of information for emergency management purposes and for inclusion in Live NSW. Information may also be used to provide geospatial support to NSW Spatial Service's operational needs including digital cadastral and topographic databases, and New South Wales Street address information.
- B. The Custodian maintains spatial and other information for its own purposes and is willing to share part or all of this information with DCS Spatial Services.

From the Effective Date of this agreement, the Parties agree:

1. Definitions and interpretation

In this Agreement:

1.1. Definitions

- 1.1.1. Authorised Agencies means the authorised agencies listed in Schedule B.
- 1.1.2. Authorised Individuals means officers or employees of Authorised Agencies.

1.1.3. **Confidential Information** means:

- I. any data, information or document (whether oral, electronic, or otherwise) provided by or on behalf of the Disclosing Party to the Receiving Party relating to or in connection with the Disclosing Party's business, all copies of such data, information or documents (however made or stored) and all documents and records prepared by the Disclosing Party or the Receiving Party based on or incorporating such information (including Custodian Data, trade secrets, designs, drawings, know-how, techniques, processes, procedures, technology or equipment used or proposed to be used or developed by the Disclosing Party or other commercially valuable information, whether in the past, present or future); and
- II. all other proposals, requests, technical, commercial, financial or other information disclosed (whether orally, in writing or by any other means) by or on behalf of the Disclosing Party to the Receiving Party which is marked as being confidential or which could reasonably be regarded as confidential (including facilities information, marketing and financial information, customer lists, customer information, supplier information, marketing plans, business plans, costing information, pricing policies, price lists and reporting

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procedures) whether relating to the Disclosing Party's past, present or future operations,

but Confidential Information does not include:

- III. information which is required to be disclosed by law or by any competent judicial, governmental, supervisory, or regulatory body:
- IV. information which is in the public domain other than as a result of a breach of this Agreement by the Receiving Party or is in the public domain because it was disclosed with the Disclosing Party's consent; or
- V. information which the Receiving Party already possessed prior to the disclosure by the Disclosing Party and acquired on a non-confidential basis from sources other than the Disclosing Party.
- 1.1.4. Custodian means _____Click or tap here to enter text._________, being the owner of the data being supplied to DCS Spatial Services.
- 1.1.5. **Custodian Data** means any record, material, data, documents, or information created and maintained by the Custodian and provided to DCS Spatial Services.
- 1.1.6. **Creative Commons licenses** means any one of several public copyright licenses that enable the free distribution of a copyright work giving other people and entities the right to share, use, and build upon a work that the author has created.
- 1.1.7. **DCS** means the Crown in right of the State of New South Wales acting through the Department of Customer Service.
- 1.1.8. **Disclosing Party** means either DCS Spatial Services or the Custodian, whichever is the party disclosing Confidential Information to the other.
- 1.1.9. **Dissemination Limiting Markers (DLMs)** are markings for information where disclosure may be limited or prohibited by legislation, or where it may otherwise require special handling.
- 1.1.10. Effective Date means the date upon which the last party signs this Agreement.
- 1.1.11. **EICU** means Emergency Information Coordination Unit, a business unit of DCS Spatial Services which is a branch of the NSW Department of Customer Service.
- 1.1.12. **EICU Data** means the aggregate of data sourced and compiled by the EICU into the Emergency Services Spatial Information Library (ESSIL) along with any associated data that sits outside of ESSIL but is associated to it and the SIMS application.
- 1.1.13. **Emergency Management Purpose** means any endeavour by an agency or authority to reduce the risk, or deal with the consequence, of any natural disaster, disease outbreak, accident, threat or act of violence, or other incident, that may be or could become a danger to life, property, or the environment.
- 1.1.14. **Emergency Service Organisation** has the same meaning as set out in the State Emergency and Rescue Management Act 1989.
- 1.1.15. **Emergency Management Sector** includes all local, state, federal and nongovernment organisations that have a role to play in the prevention of, preparation for, response to, and recovery from, an emergency event.
- 1.1.16. **Emergency Services Spatial Information Library (ESSIL)** is a spatial database containing approximately 350 seamless state-wide layers, compiled from data

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provided by local, state, and federal government agencies as well as nongovernment and commercial organisations, and developed by the EICU exclusively for use in emergency management, counter terrorism, and critical infrastructure protection. The ESSIL database is constantly being modified with updated data from 200+ source agencies.

- 1.1.17. **Functional Area** means the committee, operator, or combat agency of the Authorised Agencies.
- 1.1.18. **Intellectual Property** means, without limitation, all copyright, patents, designs, database rights, trademarks, trade secrets, Confidential Information, and knowhow (whether registered, applied for, registrable or unregistered) and all other Intellectual Property rights that can exist in either of EICU's or the Custodian's Data.
- 1.1.19. **Live NSW** means an ecosystem of data, platforms, infrastructure, and governance arrangements that allows Government, utilities, industry, and the community to search, discover, access, and visualise NSW Government spatial information data, products, and services.
- 1.1.20. **Open Data** means data that is provided and has been classified by the Custodian as Open Data. It is easily discoverable and accessible and is freely available to everyone. Open Data may be published and released under Creative Commons licensing without restriction from copyright, patents, or other control mechanisms.
- 1.1.21. **Parties** means the entities sharing data as stated in this Data Sharing Agreement, being the DCS Spatial Services and the Custodian.
- 1.1.22. **Receiving Party** means either DCS Spatial Services or Custodian whichever is the party receiving Confidential Information from the other.
- 1.1.23. **Restricted Data** means Data that is provided by the Custodian but can only be shared with or disseminated to the Authorised Agencies.
- 1.1.24. **Shared Data** means data provided by the Custodian that can only be released to a Data User under the terms of a data sharing agreement, memorandum of understanding, or license between the Custodian and the Data User. The agreement will define the conditions applying to the release and use of the data and may be specific to a Data User or to a group of Data Users for a specific project.
- 1.1.25. **SIMS Hard Drive Kit** is an external hard drive which contains SIMS and ESSIL along with various other data, applications, and documentation to enable use of the data compiled by the EICU.
- 1.1.26. **Spatial Information and Mapping System (SIMS)** is a software application developed by the EICU and designed to provide geospatial capabilities for accessing the ESSIL database.
- 1.1.27. **Support Agency** means an agency with a designated role in the event of an emergency and/or is listed as such in either state or local emergency management plans.

1.2. Interpretation

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- 1.2.1. Headings are for convenience only and do not affect the interpretation of this Agreement,
- 1.2.2. The singular includes the plural and vice versa,
- 1.2.3. Words importing a gender include any other gender,
- 1.2.4. A reference to a person includes bodies corporate and unincorporated associations and partnerships and Government agencies,
- 1.2.5. Where a word or phrase is given a particular definition, other parts of speech and grammatical forms of that word or phrase have corresponding meanings,
- 1.2.6. A reference to a schedule or annexure includes a reference to any part of that schedule or annexure,
- 1.2.7. A recital, schedule, or annexure forms part of this Agreement,
- 1.2.8. Monetary references are references to Australian currency,
- 1.2.9. The words "include", includes" and "including" are not words of limitation,
- 1.2.10. A reference to any legislation or legislative provision includes any statutory amendment, modification, or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision.

2. General Conditions

- 2.1. Any variation to the Data Sharing Agreement must be agreed to in writing between DCS Spatial Services and the Custodian.
- 2.2. Each Party is responsible for meeting its own costs in respect to all matters arising from this Agreement.
- 2.3. The laws of New South Wales govern this Agreement. The Parties submit to the non-exclusive jurisdiction of the courts of NSW and any courts competent to hear appeals from those courts.
- 2.4. In the event any Party to the Agreement ceases to exist or is reconstituted, renamed, or replaced or its powers or functions are transferred to any other entity, body or group, a reference to such Party shall be a reference to the entity, body, or group, established or constituted in lieu of that Party or succeeding to similar powers or functions of that Party.

3. Duration of Agreement

- 3.1. This Agreement will commence on the Effective Date and will remain in effect until terminated in accordance with clause 3.2.
- 3.2. This Agreement may be terminated:
 - 3.2.1. by mutual agreement at any time,
 - 3.2.2. by either party giving the other party 60 days written notice,
 - 3.2.3. in the event of a material breach or non-observance of the terms of this Agreement by one party, by the other party giving 7 days written notice,

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- 3.2.4. in the event of any conflict or dispute arising out of this Agreement which the Parties are unable to resolve to the satisfaction of either party, by either party giving written notice,
- 3.2.5. in accordance with clause 10.3.
- 3.3. Upon termination of this Agreement, or on request at any time by the Disclosing Party, the Receiving Party must cease using, and return or destroy all Confidential Information of the other Party (stored in any medium) except to the extent that the Receiving Party is required to retain or disclose the Confidential Information to comply with any law.
- 3.4. The obligations of confidentiality under this Agreement continue to apply after termination of this Agreement. Termination of this Agreement does not affect any accrued rights or remedies any Party may have.

4. Intellectual Property

4.1. No action taken by either Party or implied by this Agreement shall in any way give rise to the transfer of the Intellectual Property of one Party to the other or to any third party.

5. Liability and Indemnity

- 5.1. No action taken in executing this Agreement shall be used as the means to transfer liability in any form from one Party to the other.
- 5.2. Each Party acknowledges and agrees that the other Party's data is made available on the understanding that the other Party, its officers, employees and agents and any other person who has been responsible for collecting or creating that data does not have any liability (including liability for negligence) to the first-mentioned Party whatsoever for any loss, damage, cost or expense, whether direct, indirect, consequential or special, incurred by or arising by reason of the first-mentioned Party or any other person using or relying on the other Party's data whether caused by reason of any error, omission or misrepresentation in the other Party's Data or otherwise.
- 5.3. Each Party shall indemnify and keep indemnified the other Party, its officers, employees, and agents ("those indemnified"), from and against all actions, proceedings, claims, demands, costs, loses, damages and expenses (including reasonable legal costs and expenses), which may be brought against, made upon, suffered, or incurred by any of those indemnified arising from or in connection with:
 - 5.3.1. any breach of confidentiality obligations under this Agreement by the firstmentioned Party, its officers, employees, or agents; and/or
 - 5.3.2. a claim that the first-mentioned Party's data used by the other Party in accordance with this Agreement infringes the Intellectual Property Rights of a third party, provided however, the first-mentioned Party shall have no liability to the other Party for any claim for infringement based upon the modification, combination, operation or use of the first-mentioned Party's data with computer programs or other data if such infringement could have been avoided by the use of the first-mentioned Party's Data without such computer programs or data.

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6. Warranties

- 6.1. No warranty is given by either party as to the accuracy, completeness, or fitness for a particular purpose of any data or related information provided.
- 6.2. While each party will use its reasonable endeavours to ensure that the information provided is as up to date and accurate as possible, neither party will be liable for any loss suffered by the other party through the use of such information.

7. Supply of Data

7.1. From Custodian to DCS Spatial Services

- 7.1.1. The Custodian agrees, subject to clause 7.1.7, to supply to DCS Spatial Services the datasets that have been negotiated for exchange by the Custodian and Spatial Services, as set out in Schedule C.
- 7.1.2. The Custodian agrees that Restricted Data supplied by the Custodian will be incorporated into ESSIL and will be distributed to the Emergency Management Sector for Emergency Management purposes. All other data will be made available as Open Data or Shared Data in Live NSW by DCS Spatial Services.
- 7.1.3. Beginning from the date of this agreement or as otherwise agreed, the Custodian agrees to use reasonable endeavours to update and supply the Custodian's Data as indicated below or as otherwise agreed by both Parties.

	Every three month	IS		
		Custodian Initials	Date	
\boxtimes	Every six months.			
		Custodian Initials	Date	
\boxtimes	Annually.	,		
	-	Custodian Initials	Date	
	Other term as defined.			
	Click or tap here to enter text.			
	-	Custodian Initials	Date	

- 7.1.4. DCS Spatial Services will limit access to Custodian's Shared Data to the Authorised Users listed in Schedule D. Access to Custodian's Shared Data will be given to those parties listed in Schedule D only if directed by the Custodian in writing and only if the parties have first entered into an agreement with DCS Spatial Services to protect the use and confidentiality of Custodian's Data on equivalent terms no less onerous than under this Agreement.
- 7.1.5. DCS Spatial Services will restrict access to Restricted Data to the Authorised Agencies and Functional Areas listed in Schedule B. Access to Restricted Data will

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only be given if those agencies and functional areas listed in Schedule B have first entered into an agreement with DCS Spatial Services to protect the use and confidentiality of Custodian Data on equivalent terms no less onerous than under this Agreement. DCS Spatial Services will ensure that those agencies and functional areas comply with such agreements and notify the Custodian of any suspected or actual breach.

- 7.1.6. The Parties agree to cooperate regarding the exchange of data in accordance with clauses 7 and 8, and to work together to find the most efficient and practical means to exchange data.
- 7.1.7. The Custodian is not required to supply any Custodian Data to DCS Spatial Services until it has reviewed and is satisfied with the technical readiness of the collaborative data sharing system built and used by the EICU or as part of Live NSW. Technical readiness may include but is not limited to acceptable penetration test results, acceptable system architecture, etc. Upon request, the EICU or Live NSW product owner will provide information and reasonable assistance for the Custodian to carry out such review.

7.2. From DCS Spatial Services to Authorised Individuals

- 7.2.1. The Custodian agrees that DCS Spatial Services is permitted to supply the SIMS Hard Drive Kit including EICU Data (which will include the Custodian Data supplied as part of this Agreement) to the Emergency Management Sector to be used in the preparedness, prevention, response, and recovery of emergency events within NSW.
- 7.2.2. The Custodian agrees that DCS Spatial Services is permitted to supply the authorised SIMS online users the EICU Data (which will include the Custodian Data supplied as part of this Agreement) to the Emergency Management Sector to be used in the preparedness, prevention, response, and recovery of emergency events within NSW.
- 7.2.3. The Custodian agrees that DCS Spatial Services is permitted to supply the Authorised Agencies via NextCloud the EICU Data (which will include the Custodian Data supplied as part of this Agreement) to the Emergency Management Sector to be used in the preparedness, prevention, response, and recovery of emergency events within NSW.
- 7.2.4. DCS Spatial Services agrees that it will provide **Restricted Data by** SIMS Hard Drive Kit, SIMS Online, or NextCloud only to the **Authorised Agencies and Functional Areas** involved in the preparedness, prevention, and response and recovery of emergency events in NSW.

8. Restricted Data Terms of use

8.1. Restricted Data will be used for Emergency Management and crowd control / event management purposes only, including but not limited to measures that contribute to the prevention, preparedness, response and recovery of emergencies, disasters, and crowd control events.

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- 8.2. If the Custodian is an Emergency Service Organisation or Support Agency it can request from the EICU, supply of ESSIL data to be used only for Emergency Management and crowd control / event management purposes.
- 8.3. DCS Spatial Services agrees to use any Restricted Data or Information it receives from the Custodian exclusively for Emergency Management and crowd control / event management purposes only.
- 8.4. The data provided to the Custodian is not to be copied onto other devices unless prior written approval has been received from DCS Spatial Services. For such transfer of data by the Custodian, approval can be requested from EICU by completing Schedule A at the end of this Agreement.
- 8.5. The Parties agree to comply with all privacy, data handling and data protection laws that are applicable to any data, information or document provided under this Agreement.

9. Security, Confidentiality, and Access of Restricted Data

- 9.1. DCS Spatial Services will treat all Custodian Data as Shared Data or Open Data except any data that is Restricted Data or Confidential Information.
- 9.2. All Restricted Data and Confidential Information provided by the Custodian, other than where the Custodian agrees the data is Shared Data or Open Data will be secured according to the NSW Government Information Classification, Labelling and Handling Guidelines¹ for handling data and information with Dissemination Limiting Markers. DCS Spatial Services will ensure that:
 - 9.2.1. the data remains confidential and is only available to Authorised Individuals
 - 9.2.2. the data is only available to Authorised Individuals when, and to the extent, it is needed for Emergency Management Purposes.
 - 9.2.3. the Authorised Individuals are made aware of (prior to being given access) and retain the confidentiality of the data;
 - 9.2.4. the data is stored in a manner that preserves the integrity of the source information;
 - 9.2.5. processes are in place that establish rules for the disclosure of the data and dissemination of information must be for authorised purposes;
 - 9.2.6. it complies with Schedule E (Custodian's Additional Data Security Obligations); and
 - 9.2.7. it will immediately notify the Custodian of any suspected or actual breach of this Agreement and must co-operate with the Custodian regarding any investigation, prosecution or other action taken regarding such breach.
- 9.3. If the Custodian receives EICU Data, it must be secured, and access only given to persons for official purposes in accordance with clause 8.3.

Item 8.3

¹ NSW Government Information, Classification, Labelling and Handling Guidelines V.2.2 DFSI, July 2015

 $[\]label{eq:https://arp.nsw.gov.au/sites/default/files/NSW\%20Government\%20Information\%20Classification\%20Labelling\%20and\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20and\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20and\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20and\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20And\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20And\%20Handling\%20Government\%20Information\%20Classification\%20Labelling\%20And\%20Handling\%20$

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10.Critical Infrastructure Licence Conditions (if applicable)

- 10.1. DCS Spatial Services must ensure access to and management of the Custodian Data (including by the Emergency Services Organisations that have access to the Custodian's Data) is treated in accordance with the responsibilities of the Custodian under any relevant licence conditions, and acknowledges that the Custodian's compliance with its carrier licence conditions is of paramount importance and overrides any obligations of the Custodian to share Custodian Data with DCS Spatial Services or any other entity.
- 10.2. The Custodian shall assess changes to any authorisation, licence, authority, permit, or registration issued, granted, or approved by a government agency or changes to any legislation after the Effective Date that impacts the Custodian's data and cyber security responsibilities. The Custodian shall reasonably endeavour to notify DCS Spatial Services of any potential impacts, and any necessary remediation shall be agreed between the Custodian and DCS Spatial Services within 30 days of notification and implemented within 60 days of notification.
- 10.3. If the Custodian and DCS Spatial Services are unable to agree necessary remediation within the time stipulated, the Custodian may terminate is obligations under this Agreement by giving 30 days of written notice of such termination.

Data_Sharing_Agreement_Template_V1.05 | 26.04.2023



II. Signature

Signed on behalf of DCS Spatial Services, a division of the NSW Department of Customer Service by:		
Name	Gareth Carter	
Position	Director Customer and Emergency Management Services	
Signature		
Date		
Witnessed by:		
Name	Mark Comerford	
Position	Team Leader, Data Sourcing and Pipelines.	
Signature		
Date		

Signed for and on behalf ofClick or tap here to enter text by its authorised representative, in the presence of:		
Name	Click or tap here to enter text.	
Position	Click or tap here to enter text.	
Signature		
Date		
Witnessed by:		
Name	Click or tap here to enter text.	
Position	Click or tap here to enter text.	
Signature		
Date		

Data_Sharing_Agreement_Template_V1.05 | 26.04.2023



III. Schedule A – Approval to Copy the Emergency Services Information Library (ESSIL) for Emergency Management Purposes

The Custodian is seeking approval from the Spatial Services EICU to copy, partly or wholly, theEmergency Services Spatial Information Library (ESSIL) and associated data to the Custodian'sinternalsystemsforEmergencyManagementPurposes, only.

Requested on behalf of Click or tap here to enter text by:		
Name	Click or tap here to enter text.	
Position	Click or tap here to enter text.	
Signature		
Date		
Witnessed by:		
Name	Click or tap here to enter text.	
Position	Click or tap here to enter text.	
Signature		
Date		

Approved on behalf of Emergency Information Coordination Unit by:		
Name		
Position		
Signature		
Date		
Witnessed by:		
Name		
Position		
Signature		
Date		

Data_Sharing_Agreement_Template_V1.05 | 26.04.2023



IV. Schedule B – Authorised Agencies and Functional Areas with Access to Restricted Data

Restricted Data may only be shared with the following recipients:

- The State Crisis Centre
- The State Emergency Operation Centre
- The Government Coordination Centre
- Emergency or Rescue Management Organisations (as defined under s. 60KA of the State Emergency and Rescue Management Act 1989)
- Combat Agencies:
 - NSW Rural Fire Services
 - o NSW State Emergency Service
 - o NSW Police Force
- State Emergency Functional Areas Health, Transport, Agriculture, Environment, and Energy/Utilities
- ACT Emergency Services Agency
- AGO & Defence
- Attorney Generals (NSW, ASIO)
- Australian Federal Police
- Geoscience Australia
- Police Counter Terrorism Command
- NSW Traffic and Highway Patrol Command
- NSW Telco Authority Telecommunications Emergency Management Unit (TEMU)



Dataset	Owner	File Type	Data Classification (Open, Shared, or Restricted)
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.
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V. Schedule C - Datasets for Exchange by the Custodian, the EICU and Live NSW:

Data_Sharing_Agreement_Template_V1.05 | 26.04.2023



Dataset	Owner	File Type	Data Classification (Open, Shared, or Restricted)
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Add additional pages as required.

VI. Schedule D – Authorised Users with Access to Custodian's Shared Data

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The Custodian's Shared Data will be available to these recipients under the terms of a data sharing agreement, memorandum of understanding, or license between the Data Custodian and the Data User.

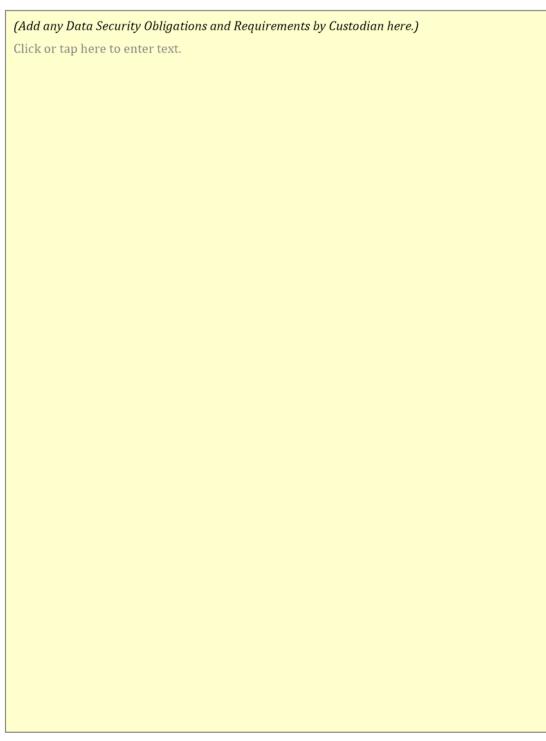
Dataset(s) (Separate multiple datasets by a semicolon)	Authorised User	Authorised User Email Address
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VII. Schedule E – Custodian's Additional Data Security Obligations

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Data_Sharing_Agreement_Template_V1.05 | 26.04.2023

Department of Lands

MEMORANDUM OF UNDERSTANDING

between the

Department of Lands, New South Wales

and the

Temora Shire Council

Concerning the Provision of Information for Emergency Services Use to the Emergency Information Coordination Unit, Department of Lands

Department of Lands

This Memorandum of Understanding (MOU) is entered into on this 11 NOV 2008

by Temora Shire Council, (the "Local Government"), and

NSW Department of Lands ("Lands").

The General Manager of the Local Government and the Director General, Lands have decided to enter into this MOU to improve the supply of information to emergency services organisations and their support agencies exclusively for emergency services use.

1. BACKGROUND

- 1.1 Lands maintains fundamental spatial and property information databases for the NSW community including the digital cadastral and topographic databases, NSW street address information, and ownership and tenure information.
- 1.2 The Emergency Information Coordination Unit ("EICU") is a unit within Lands, which is responsible for the compilation of spatial and other information needed by local, state, and federal emergency services organisations. It collects information, converts it if necessary to a standard format suitable for distribution, stores it until required, and delivers it to emergency service organisations and support agencies.
- 1.3 The Local Government maintains spatial and other information for its own purposes and is willing to share part or all of this information with emergency service organisations and support agencies, for emergency services use, through the facilities provided by the EICU.

2. DEFINITIONS

- 2.1 In the context of this MOU:
 - "emergency services organisation" has the same meaning as set out in the State Emergency and Rescue Management Act 1989,
 - "emergency services use" means any endeavour by an agency or authority to reduce the risk, or deal with the consequence, of any natural disaster, disease outbreak, accident, threat or act of violence, or other incident, that may be or could become a serious danger to life, property, or the environment,
 - "support agency" means an agency with a designated role in the event of an emergency and/or is listed as such in either state or local emergency management plans.

Page 2

Department of Lands

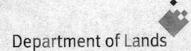
3. MEETING THE INFORMATION NEEDS OF EMERGENCY SERVICES ORGANISATIONS

- 3.1 Emergency services organisations and their support agencies have a need for spatial and related information to undertake emergency activities and the planning for such activities.
- 3.2 The emergency services organisations and support agencies have agreed to coordinate their requests for spatial and related information through the EICU.
- 3.3 The Local Government agrees to supply to the EICU information as set out in Schedule A for use by emergency services organisations and support agencies only.
- 3.4 The parties agree to update the information periodically as set out in Schedules B and D or as otherwise agreed from time to time by the Parties.
- 3.5 Where the Local Government is itself an emergency services organisation or support agency it can request supply of information from the EICU provided that the owner of the information consents and that it is used only for emergency services use.
- 3.6 The Local Government undertakes to use any information it receives from the EICU for emergency services use only.
- 3.7 Lands agrees to supply to the Local Government the information set out in Schedule C.

4. GENERAL TERMS AND CONDITIONS

- 4.1 This MOU is not intended to create legally enforceable obligations between the parties.
- 4.2 This MOU will commence when signed and dated by the parties and will remain in effect until terminated in accordance with clause 4.3.
- 4.3 This MOU may be terminated:
 - (a) by mutual agreement at any time,
 - (b) by either party giving the other party six months written notice,
 - (c) in the event of a breach or non-observance of the terms of this MOU by one party, by the other party giving written notice,
 - (d) in the event of any conflict or dispute arising out of this MOU which the parties are unable to resolve to the satisfaction of either party, by either party giving written notice.
- 4.4 There will be no charge for the supply of information by either party.
- 4.5 Each Party is responsible for meeting its own costs in respect to all matters arising from this MOU.

Page 3



- 4.6 Should significant expenditure on work be necessary for either party to satisfy this MOU then separate funding arrangements will need to be entered into. Such work must not be commenced without the consent of the other Party.
- This MOU does not replace or substitute for any other agreement or licensing 4.7 arrangements in place with Lands for the supply of data for normal business use.
- If GST is payable in respect of anything done under this MOU each party will 4.8 be responsible for its own GST.
- No action taken by either Party or implied by this MOU shall in any way give 4.9 rise to the transfer of the intellectual property of one Party to the other or to any third party.
- 4.10 No action taken in executing this MOU shall be used as the means to transfer liability in any form from one Party to the other.
- 4.11 While each party will use its best endeavours to ensure that the information provided is as up to date and accurate as possible, neither party will be liable for any loss suffered by the other party through the use of such information.

Signed on behalf of Lands by

TONY SEGICIT DIRECTOR, EICH.

Witnessed by

Monsevolu.

Shane Consendyne, EICU

Signed on behalf of Temora Shire Council by

Witnessed by

L. 19.

4.5 REGIONAL EMERGENCY ROAD REPAIR FUND

File Number:	REP2	3/1438
Author:	Engir	neering Asset Manager
Authoriser:	Engir	neering Asset Manager
Attachments:	1. 2.	Funding Allocation RLRRP - Works Program Plan

REPORT

The NSW Government has recently announced the Regional Emergency Road Repair Fund (RERRF) allocations for each local government area. Temora received an allocation of \$3.407m to be deployed over 4 years terminating on the 31st October 2027.

The program aims to support Council with road repairs and corrective maintenance on local and regional roads. As part of the funding conditions Council are required to submit a detailed work plan to TfNSW by 30th April 2024.

The RERRF program is an extension to the Regional and Local Roads Repair Program (RLRRP) where Council received \$2.431m (high level program attached). Council is approximately 50% through delivery of these works.

The table below list the suggested projects for the additional funding over the next 4 years.

No	Project	Budget
1	Rural Unsealed Road Gravel Resheets (To accompany flood funding)	\$1,130,000
	Regans Road (West of Wests Lane 5.1km) - \$150K (On-top of \$72,214.25 flood damage)	
	Donaldsons Road (8.2km) \$300K (On-top of \$79,784 flood damage)	
	Glynburn Road Seg 1, 2 & 3 - \$300K (On-top of \$145,345 flood damage)	
	Coddington's Lane (1.8km) - \$70K (On-top of \$18,279.00 flood damage)	
	Pringles Road (4.0km) - \$160K (On-top of \$37,712.00 flood damage)	
	Boundary Road (1.6km) - \$50K (On-top of \$30,239.25 flood damage)	
	Geosch's Road (3.35km) - \$100K (On-top of \$51,474.00 flood damage)	
2	Old Cootamundra Road Seg 2, 3, 4 & 5 (13.55km) Shoulder Grading +	\$220,000
	Gravel top-up	
3	Rural Sealed Roads Heavy Patching	\$450,000
	Trungley Hall Road \$250K	
	Old Cootamundra Road \$140K (Before reseals)	
	Grogan Road \$60K	
4	Coolamon Road (Seg 1, 2, 3, 4 and 5) 18.17km - Drainage and shoulder	\$350,000

	grading/resheeting		
5	5 Ariah Street Seg 2, 3 & 4 (700m) – Shoulder works and Reseal		
	(Shoulder works technically widening)		
6	6 Rural Road Resealing \$1,117,000		
Trungley Hall Road Seg 3, 4, 5 & 6 Resealing (16.3km)			
	Old Wagga Road North Seg 1 & 2 Resealing (4.7km)		
	Coolamon Road Seg 1, 2, 3, 4 & 5 (18.17km)		
	TOTAL \$3,407,023		

Budget Implications

Fully funded over 4 years

COMMITTEE RESOLUTION 132/2023

Moved: Cr Jason Goode Seconded: Cr Belinda Bushell

That the Committee recommend to Council to endorse the proposed works.

CARRIED

Report by Rob Fisher & Alex Dahlenburg

The Hon Jenny Aitchison MP Minister for Regional Transport and Roads



Ref: BN23/000556

Clr Rick Firman Mayor Temora Shire Council PO Box 262 TEMORA NSW 2666 temshire@temora.nsw.gov.au

Dear Mayor

Re: Regional Emergency Road Repair Fund (RERRF)- funding allocation

I am writing to advise that under the Regional Emergency Road Repair Fund, your council has been allocated an additional \$3,407,023.00.

The RERRF is a \$670 million initiative which provides funding to assist local councils across regional NSW with urgent road repairs, priority corrective maintenance and repair of potholes on their Local and Regional roads. We understand your communities have been hard hit by severe weather and this funding aims to support councils to continue these essential and urgent repairs.

The RERRF builds on and includes the \$280 million regional portion of the Regional and Local Road Repair Program (RLRRP), which was paid to your Council in early 2023, and creates a new fund, with an additional \$390 million made available to support regional NSW councils.

The road network has been significantly impacted by severe flooding, storm damage and natural disasters over the past few years. This funding will assist councils to address priority repairs and to deliver safer journeys for local communities, industry, and the people of NSW. We know in many areas across regional NSW, recovery work is still ongoing, and this Fund is about making it simple for councils to access funding to repair and recover impacted roads.

All eligible regional councils have been granted funding allocations based on kilometres of road network (Local and Regional roads) managed in a council's Local Government Area (\$/km), based on the previous submissions made by regional councils under the Regional and Local Road Repair Program in January 2023.

The funding amount is based on the length (in kilometres) of Regional and Local roads and as set out below and provided by you in early 2023:

OFFICIAL

52 Martin Place Sydney NSW 2000 GPO Box 5341 Sydney NSW 2001 02 7225 6220 nsw.gov.au/ministeraitchison

Local Road Network (in kms)	Regional Road Network (in kms)	Total Road Network (in kms)	Funding
1240	93	1333	\$3,407,023.00

A representative from Transport for NSW will contact Council shortly to finalise funding arrangements. I remind Council that payment of this grant can be processed as soon as the Funding Deed Variation is fully executed. All works and reporting, including those funded under the RLRRP must be completed by 31 October 2027.

If you have questions about the Regional Emergency Road Repair Fund please email RERRF@transport.nsw.gov.au.

Congratulations again on receiving funding for this important work.

Yours sincerely

The Hon. Jenny Aitchison MP

Minister for Regional Transport and Roads

cc: Ms Steph Cooke MP, Member for Cootamundra via: cootamundra@parliament.nsw.gov.au

cc: Hon Michael McCormack MP, Federal Member for Riverina via: Michael.McCormack.MP@aph.gov.au

OFFICIAL

52 Martin Place Sydney NSW 2000 GPO Box 5341 Sydney NSW 2001 02 7225 6220 nsw.gov.au/ministeraitchison

2

Temora Shire Council Regional and Local Road Repair Program – Program Plan

No	Project	Budget
1	Rural Sealed and Unsealed Roads Culvert & Causeways Cleaning	\$400,000
	(Maintenance cleaning inlets, outlets and shaping table drains nearby)	
2	Hoskins Street shoulder pavement repairs	\$350,000
	(Failed Pavement sections North & South of Grey Street in conjunction with TfNSW pavement upgrade project)	
3	Rural Sealed Roads Heavy Patching	\$650,000
	(Priority heavy patches not funded by flood damage or the \$457K pothole funding as per scoped program attached to report)	
4	Cleaning of Temora Eastern Drain	\$40,501
	(Cleaning with long reach excavator and trucks of open drain from Silt trap on Trungley Hall Road for approx. 200m downstream)	
5	Cleaning and shaping of Table drains on Chifley Street and Bundawarrah Road	\$140,000
	(Chifley Street – Northern side from end of Kerb and Gutter to past Joffre Street Intersection. Bundawarrah Road - from near Kitchener Road to Teal Street on the Eastern side and from Chifley Street to Teal Street on the Western side.)	
6	Maintenance Grading Rural Unsealed Roads	\$850,000
	(Above Councils normal maintenance budget to assist in restoring road network)	
	TOTAL	\$2,430,501

4.6 I HOIVIAS I HE TAINK EINGINE	4.6	THOMAS THE TANK ENGINE
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File Number:	REP23/1414
Author:	Engineering Works Manager
Authoriser:	Engineering Asset Manager
Attachments:	 Current images of Thomas the Tank Engine Work Health and Safety Amendment Regulation 2022

REPORT

Council owns an item of plant in our fleet known as 7507 "Thomas the Tank Engine" and 7504 being the trailer to transport it. Council recently received quotes for the required annual engineering certification for the plant which from a cost perspective highlighted the cost of owning this fleet asset, risks involved and lack of utilisation.

The annual cost to Council for the plant is approximately \$3,000 excluding depreciation or looking at renewal, with no return as income.

Annual Cost for Plant 7507 – Thomas the Tank Engine

19/20 FY = \$2,002.81 20/21 FY = \$1,523.30 21/22 FY = \$2,683.92 22/23 FY = \$2,520.29

Annual Cost of the trailer 7504 – that is used to transport Thomas the Tank Engine

19/20 FY = \$849.28 20/21 FY = \$770.44 21/22 FY = \$893.92 22/23 FY = \$721.92

It is proposed that Council sell this item of fleet before recertification is due in January for the following reasons.

- 1. <u>Annual cost</u> to Council of approximately \$3,000 with no income
- 2. <u>Management and Risk.</u> Thomas is classified as an 'amusement device'. More stringent requirements by SafeWork NSW came into play for Amusement devices have come into effect. See clause 238, 242 242(1A, 2, 3 & 4) in the attached document on this report.

Council does not comply with current legislative requirements to manage risk in relation to this item of plant.

3. <u>The age and poor condition</u>, which will see upkeep required in coming years to repaint due to surface rust and scratches. Further issues with brake seals starting to stick and perish along with the clutch system. Brake lines starting to crack and perish.

These parts will also become harder to source over time or not available at all as it is made from what is now a historic car model being a Datsun 180b.

All these of concern for a public amusement device considering safety and risk which are paramount.

A revamp in the next 2 or 3 years to make it more presentable would be an extra cost to council of approximately \$5,000 to \$10,000.

- 4. <u>Lack of Utilisation</u>. The only event Thomas is now used for is the TBEG Christmas Street Fair once per year. It was previously used for the Mary Gilmore Festival, which is no longer running.
- 5. <u>Amusement Devices available through Hire Companies</u>. Organisers of events can more readily seek amusement devices through hire companies under hire arrangements which is already occurring in most cases for events.

Council's Engineering Works Manager approached the Temora Bundawarrah Centre Manager to see if they may wish to have Thomas as a static display at the rural museum as part of Temora's History however, due its size and inability to operate it without significant annual cost there is no desire to have Thomas.

Budget Implications

Saving to Council annually of \$3,000, plus avoiding costs involved in getting practices for use of Thomas to be compliant along with future revamp costs of up to \$10,000.

COMMITTEE RESOLUTION 133/2023

Moved: Cr Belinda Bushell Seconded: Cr Jason Goode

That the Committee recommend to Council that an Expression of Interest be issued for Plant 7507 and 7504. AND FURTHER That a report come back to Assets & Operations Committee

CARRIED

Report by Alex Dahlenburg



Image 1 & 2 – Inside Thomas the Tank Engine





Image 3 & 4 – Front of Thomas the Tank Engine





Image 5 & 6 – Further inside and outside images of Thomas the Tank Engine





Work Health and Safety Amendment Regulation 2022

under the

Work Health and Safety Act 2011

Her Excellency the Governor, with the advice of the Executive Council, has made the following Regulation under the *Work Health and Safety Act 2011*.

VICTOR DOMINELLO, MP Minister for Fair Trading

Explanatory note

The objects of this Regulation are-

- (a) to give effect to the Model Work Health and Safety Legislation Amendment 2022, Part 3 by-
 - (i) requiring a person conducting a business or undertaking to manage psychosocial risks, and
 - (ii) specifying what details must be recorded in a log book for an amusement device, and
 - (iii) requiring a person with management or control of an amusement device to make the log book for the device available to a person to whom control of the device is relinquished, and

(b) to make other minor amendments.

This Regulation is made under the *Work Health and Safety Act 2011*, including sections 271(3)(c)(ii) and 276, the general regulation-making power, and Schedule 3, clauses 5 and 6.

Work Health and Safety Amendment Regulation 2022 [NSW]

Work Health and Safety Amendment Regulation 2022

under the

Work Health and Safety Act 2011

1 Name of Regulation

This Regulation is the Work Health and Safety Amendment Regulation 2022.

2 Commencement

This Regulation commences as follows-

- (a) for Schedule 1[1] and [5]—on 1 October 2022,
- (b) for Schedule 1[6]–[11]—on 1 December 2022,
- (c) otherwise—on the day the Regulation is published on the NSW legislation website.

Page 2

Schedule 1 Amendment of Work Health and Safety Regulation 2017

[1] Clause 5 Definitions

Insert in alphabetical order in clause 5(1)—

psychosocial hazard—see clause 55A.

psychosocial risk—see clause 55B.

[2] Clause 15 References to standards

Insert at the end of the clause-

Note— A person is only required to comply with an Australian Standard or Australian/New Zealand Standard that is applied, adopted or incorporated by, or otherwise referred to in, this Regulation to the extent this Regulation provides, whether expressly or by necessary implication.

For example, in clause 5(1), definition of *boiler*, there is an exception in paragraph (e)(iii). The definition does not require a person to comply with AS 2593–2004, but equipment must be certified in compliance with AS 2593–2004 in order to fall within that particular exception.

The reference to an Australian Standard in this case is part of a description of equipment excluded from the definition of boiler. As a result, the equipment is not covered by particular provisions of this Regulation relating to high risk work.

[3] Clause 28, heading

Omit "section 117". Insert instead "Part 7, Division 2".

[4] Clause 28(1)

Omit "section 117". Insert instead "the Act, Part 7, Division 2".

[5] Chapter 3, Part 3.2, Division 11

Insert after clause 55—

Division 11 Psychosocial risks

55A Meaning of "psychosocial hazard"

A psychosocial hazard is a hazard that-

- (a) arises from, or relates to-
 - (i) the design or management of work, or
 - (ii) a work environment, or
 - (iii) plant at a workplace, or
 - (iv) workplace interactions or behaviours, and
- (b) may cause psychological harm, whether or not it may also cause physical harm.

55B Meaning of "psychosocial risk"

A *psychosocial risk* is a risk to the health or safety of a worker or other person arising from a psychosocial hazard.

55C Managing psychosocial risks

A person conducting a business or undertaking must manage psychosocial risks in accordance with Part 3.1 other than clause 36.

Page 3

55D Control measures

- A person conducting a business or undertaking must implement control measures—
 - (a) to eliminate psychosocial risks so far as is reasonably practicable, and
 - (b) if it is not reasonably practicable to eliminate psychosocial risks—to minimise the risks so far as is reasonably practicable.
- (2) In determining the control measures to implement, the person must have regard to all relevant matters, including—
 - (a) the duration, frequency and severity of the exposure of workers and other persons to the psychosocial hazards, and
 - (b) how the psychosocial hazards may interact or combine, and
 - (c) the design of work, including job demands and tasks, and
 - (d) the systems of work, including how work is managed, organised and supported, and
 - (e) the design and layout, and environmental conditions, of the workplace, including the provision of—
 - (i) safe means of entering and exiting the workplace, and
 - (ii) facilities for the welfare of workers, and
 - (f) the design and layout, and environmental conditions, of workers' accommodation, and
 - (g) the plant, substances and structures at the workplace, and
 - (h) workplace interactions or behaviours, and
 - (i) the information, training, instruction and supervision provided to workers.
- (3) In this clause—

workers' accommodation means premises to which the Act, section 19(4) applies.

Note- WHS Act-section 19 (see clause 9).

[6] Clause 238 Operation of amusement devices and passenger ropeways

Insert after clause 238(2)-

(3) The reference in subclause (1) to instruction and training in the proper operation of a device or ropeway includes a reference to instruction and training in carrying out the checks and operation required under subclause (2)(a) and (b).

[7] Clause 242 Log book and manuals for amusement devices

Omit clause 242(1)(a). Insert instead-

(a) the log book for the amusement device records the details required under subclause (1A), and

[8] Clause 242(1A)

Insert after clause 242(1)—

- (1A) The log book for an amusement device must record—
 - (a) for each occasion on which the device is erected—details, including the date, of the erection, and

Page 4

- (b) for each occasion on which the device is stored—details of the storage, and
- (c) details of the maintenance of the device, and
- (d) for each day on which the device is operated—the number of hours for which it is operated, and
- (e) the total number of hours for which the device has ever been operated, and
- (f) details of any faults, or other matters relevant to the safety of the device, identified during its operation, and
- (g) the following details for each person who operates the device-
 - (i) the person's name,
 - (ii) whether the person has been provided with instruction and training in the proper operation of the device,
 - (iii) for each occasion on which instruction or training in the proper operation of the device is provided to the person—
 - (A) the date, and
 - (B) a summary of the instruction or training, and
 - (C) the name and qualifications of the instructor or trainer, and
- (h) details of each statutory notice issued in relation to the device, including-
 - (i) the date on which the notice was issued, and
 - (ii) the reasons for issuing the notice, and
 - (iii) any action taken in response to the notice, and
 - (iv) for a notice given under a corresponding WHS law—the location of the device when the notice was issued.

Note— See also clause 238(2)(c).

[9] Clause 242(2)(a)

Omit the paragraph. Insert instead—

(a) the log book for the amusement device, and

[10] Clause 242(3) and (4)

Insert after clause 242(2)-

(3) The person with management or control of an amusement device at a workplace must make the log book for the device available to any person to whom the person relinquishes control of the device.

Maximum penalty-

- (a) for an individual—15 penalty units,
- (b) for a body corporate—70 penalty units.
- (4) In this clause—

statutory notice means—

- (a) an improvement notice, prohibition notice or penalty notice, or
- (b) an improvement notice, prohibition notice or infringement notice under a corresponding WHS law.

[11] Clause 242, note

Omit the note.

Page 5

[12] Clause 702 Confidentiality of information—exception relating to administration or enforcement of other laws

Insert after clause 702(n1)-

(n2) National Disability Insurance Scheme Act 2013 of the Commonwealth,

Page 6

4.7 REQUEST FOR TEMORA FM SIGNAGE

File Number:	REP23/1395
Author:	Trainee Engineer
Authoriser:	Engineering Asset Manager
Attachments:	 Proposed TEMFM Signage Proposed Signage Location

REPORT

Council is in receipt of correspondence from the Temora FM community requesting for the installation of a TEMFM locality street sign on Junee Road and Macauley Street T-Intersection.

The signage proposed at the Junee Road/Macauley Street intersection can be installed complying with the Council's policy PR3 – Signage Policy and Guidelines and can be installed on the existing sign post present.

Options

Option 1 – No action

Option 2 – To accede to the request and install a "TEM-FM" sign at Junee Road/Macauley Street intersection. Cost to be covered by Councils' maintenance funding.

Option 3 - To accede to the request and install a "TEM-FM" sign at Junee Road/Macauley Street intersection. Subject to the full cost being covered by "TEM-FM".

Budget Implications

A new "TEMFM" blade like the example provided, is estimated to cost approximately \$100-\$150 each to supply and install.

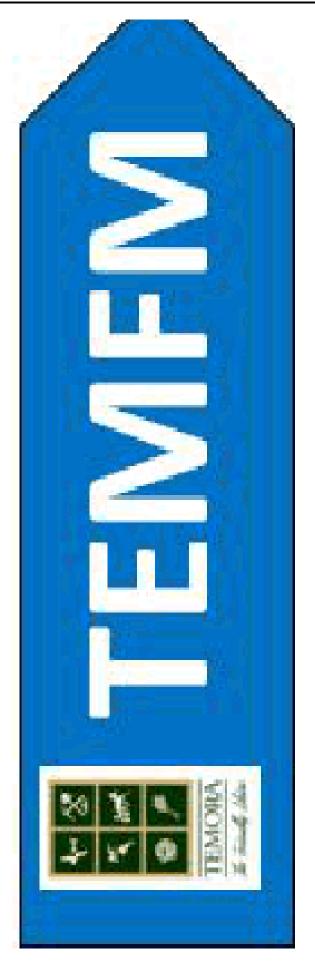
COMMITTEE RESOLUTION 134/2023

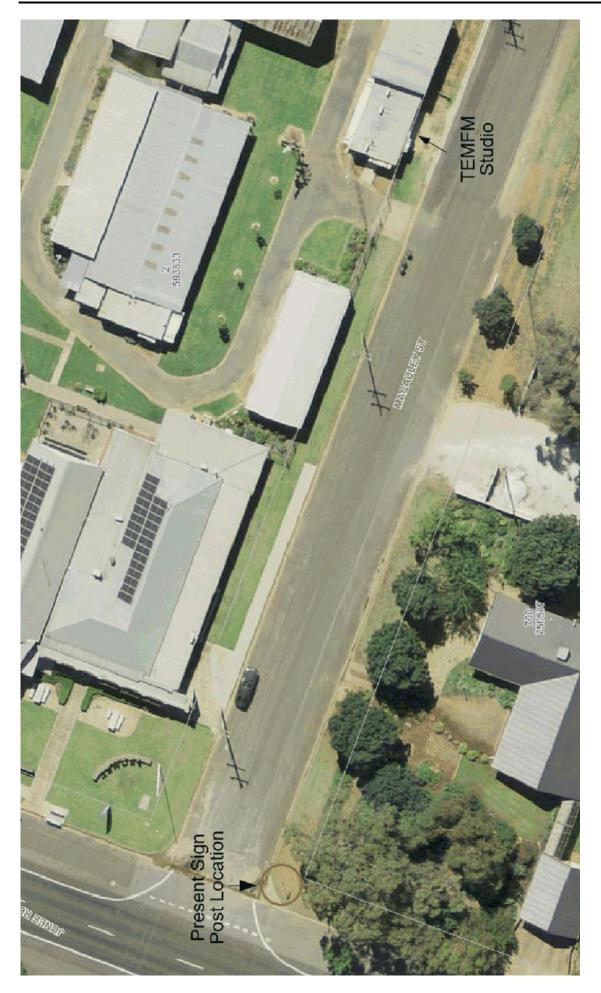
Moved: Cr Claire McLaren Seconded: Cr Nigel Judd

That the Committee recommend to Council to accede to the request and adopt Option 3.

CARRIED

Report by Tyler Madden





4.8 ACKNOWLEDGEMENT OF COUNTRY AT COUNCIL MEETING

File Number:	REP23/1465
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

REPORT

At the Asset and Operations Committee held on 20 October 2023 it was 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.

The current wording of the Acknowledgement is as follows:

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 respects 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'.

Seven Councillors provided feedback on the Acknowledgement of Country at Council Meetings.

Three Councillors advised that they were satisfied with the Acknowledgement as it currently is and four provided suggestions for change, including the following recommendations included in the table below.

Feedback	Suggested change
Amend to be more succinct	As we gather (meet?) here today we pay respect to the Traditional Custodians of this land, the Wiradjuri people, and acknowledge their continued connection to country and their culture
	We acknowledge the traditional owners of the Temora Shire's land and waters, the Wiradjuri people. We pay our respects to their Elders, past and present
Change to the start to be more broadly representative	Change Temora Shire Councillors, our Senior Staff and I to Temora Shire Councillors and Staff
Reducing the use of "their" and "they" and removal of the closing statement a special place we all proudly call 'Home'.	

Table 1. Summary of Feedback

As a result of the feedback received, and in consultation with the Mayor it is proposed that the Acknowledgement of Country at Council meetings be amended to the following:

As we begin our meeting today – Temora Shire Councillors and Staff acknowledge the Traditional owners of Temora Shire's land and waters – the Wiradjuri People, we acknowledge their continued connection to country and culture and we pay our heartfelt respects to Elders – both Past and Present – acknowledging their contribution to the Temora Shire community, a place we all call 'Home'.

COMMITTEE RESOLUTION 135/2023

Moved: Cr Anthony Irvine Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council that the Acknowledgement of Country at Council Meetings be amended to the following:

As we begin our meeting today – Temora Shire Council acknowledge the Traditional owners of Temora Shire's land and waters – the Wiradjuri People, we acknowledge their continued connection to country and culture and we pay our heartfelt respects to Elders – both Past and Present – acknowledging their contribution to the Temora Shire community, a place we all call 'Home'.

AND FURTHER

That this be implemented at the 21 December 2023 Council Meeting.

CARRIED

Report by Melissa Boxall

Cr Max Oliver voted against.

4.9 MLHD - HOSPITAL PARKLAND

File Number:	REP23/1466
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	1. MLHD

REPORT

This report provides an update regarding the Temora Hospital redevelopment and a suggestion put forward by Councillors during engagement workshops held with Murrumbidgee Local Health District (MLHD) early in the project's inception regarding the possible inclusion of a Community Parkland within the Temora Health Service grounds.

The redevelopment project has entered the design phase and MLHD are seeking all relevant information to make an informed decision on the detail of the design scheme, including the development of a landscape strategy.

MLHD advise that an arboricultural investigation has been completed to determine the significance, condition and age of trees that make up the grounds, and this will guide the planning process. The arboretum has high local heritage value and the recently released master plan for the Health Service recognises the site's park-like setting and the benefits it provides as an outlook from the hospital.

In order, for further consideration of the Community Parkland concept the Change Manager -Infrastructure and Redevelopment, MLHD requested a formal written proposal from Temora Shire Council which would outline the following information:

- Vision of proposed scope and how the hospital grounds would be used by the community;
- Liability for accident or injury while utilising proposed parkland;
- Maintenance Cost;
- Damage to arboretum;
- Who will be responsible for planning costs for upgrades to any equipment / vegetation / landscaping;
- Who makes the final decision on maintenance and operational issues relating to proposed parkland?
- Mitigation strategies for any impact to clinical service delivery.

To meet the MLHD's timeframes ahead of moving into the detailed design phase Council was asked to submit a formal proposal initially by 13 October 2023, followed by an extension of time to 20 October 2023.

A review of past resolutions of Council found that Council does not have a formal position on this matter.

The scope and expectations as expressed in the email correspondence by MLHD are complex and have the potential for a significant ongoing financial and operational burden on Council, which have not previously been considered.

The Community Parkland concept was put forward at a time when the Hospital was being considered on a greenfield site with closer proximity to new housing developments rather than on the existing site which is located across the road from Council's highly utilised and recently renewed Gloucester Park.

Following consultation with relevant senior staff, and with concurrence from the Mayor and Deputy Mayor correspondence was provided to the MLHD advising that without a resolution of Council the information they were seeking could not be provided by the deadline (attached).

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

COMMITTEE RESOLUTION 136/2023

Moved: Cr Belinda Bushell Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to receive and note this report.

CARRIED

Report by Melissa Boxall

Anne Rands

From: Sent:	Anne Rands Thursday, 16 November 2023 7:35 AM
То:	Anne Rands
Subject:	FW: Temora Hospital - Shared Community Park

From: Melissa Boxall Sent: Friday, October 20, 2023 4:16 PM To: Cc: Temora Shire Council Mayor < Anne Rands Subject: Temora Hospital - Shared Community Park

Good afternoon

The Mayor and I have discussed your emails sent on 27 September 2023 and 16 October 2023.

The suggestion of the shared park proposal was made by Council early in the engagement phases of the Temora District Hospital redevelopment and was proposed when the Hospital was proposed to be built on a greenfield site.

I advise that Council is not in a position to provide a formal written proposal by the deadline that you have given, being today Friday 20 October 2023 as there is no current resolution of Council that gives direction in this regard. The next available opportunity that this could be considered by Council would be 30 November 2023.

We continue to support the Temora District Hospital redevelopment and thank you for the opportunity to respond in this regard.

Kind regards Melissa

5 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION 137/2023

Moved: Cr Jason Goode Seconded: Cr Claire McLaren

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 3:13pm:

5.1 Temora Cemetery

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

5.2 Ariah Park Sewer Servicing Concept Design

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.3 South Street Energy

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.4 Victoria Street Rest Room

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.5 Electric Vehicle Charging

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.6 Ariah Park Recreation Ground Lighting

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

5.7 Fleet Purchase - Mower Replacement

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

confer a commercial advantage on a competitor of the council.

5.8 Council Depot Automatic Industrial Security Gates

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

5.9 Fleet Purchase - (2) PSA Class 15 Motor Graders

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

5.10 Trade Waste Charge

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

CARRIED

COMMITTEE RESOLUTION 138/2023

Moved: Cr Jason Goode Seconded: Cr Claire McLaren

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 4:35pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 21 November 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

8.4 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

File Number: REP23/1480

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Economic Development and Visitations Committee Meeting held on 21 November 2023

RESOLUTION 194/2023

Moved: Cr Claire McLaren Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 195/2023

Moved: Cr Claire McLaren Seconded: Cr Lindy Reinhold

It was resolved that Council note the Regional University Study Hub report 23/1472 AND FURTHER That Council consider alterations to the Temora Library to facilitate tertiary studies.

CARRIED

RESOLUTION 196/2023

Moved: Cr Anthony Irvine Seconded: Cr Belinda Bushell

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

CARRIED



Date:	Tuesday, 21 November 2023
Time:	4:35pm
Location:	105 Loftus Street
	TEMORA NSW 2666

MINUTES

Economic Development and Visitations Committee Meeting

21 November 2023

Order of Business

1	Open M	leeting	.3
2	Apologi	es	.3
3	Disclosu	ires of Interest	.3
4	Reports		.4
	4.1	HR Needs Assessment	.4
	4.2	Community Development Funding applications	11
	4.3	Regional University Study Hub	12
5	Confide	ntial Reports	56
6	Close M	eeting	57

MINUTES OF TEMORA SHIRE COUNCIL ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 21 NOVEMBER 2023 AT 4:35PM

- **PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd (Zoom at 4:37pm), Cr Claire McLaren (Chair), Cr Belinda Bushell, Cr Anthony Irvine (Observer)
- **IN ATTENDANCE:** Craig Sinclair (Economic Development Manager), Elizabeth Smith (Director of Administration & Finance), Kris Dunstan (Director of Environmental Services), Melissa Boxall (General Manager)

1 OPEN MEETING

4:35pm

2 APOLOGIES

COMMITTEE RESOLUTION 38/2023

Moved: Cr Belinda Bushell Seconded: Cr Rick Firman

That apologies from Cr Graham Sinclair be received and accepted.

CARRIED

Cr Rick Firman left the meeting at 4:37 pm.

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1	HR NEEDS	ASSES	SMENT
File Nun	nber:	REP2	3/1470
Author:		Execu	utive Assistant
Authoris	ser:	Gene	ral Manager
Attachm	nents:	1.	Final Report

REPORT

Working in partnership, TBEG and Council received funding through the NSW GROW program to engage a specialist consultant to evaluate the HR capacity and capability of businesses in Temora Shire. The study aimed to better understand the barriers to workforce attraction, retention, and inclusivity.

The report findings are clear yet striking, with profound impacts for communities in regional Australia, and the recommendations invite an active and collaborative approach by industry and government.

The consultant, Ruth Sinclair, will deliver a presentation to the Committee of the findings of the report (see the report attached). A further presentation will be delivered to businesses and government stakeholders on Tuesday, 28th November at the Temora Town Hall Theatre.

Cr Graham Sinclair declared a non-pecuniary interest in relation to item REP23/1470, due to a relative delivering presentation.

COMMITTEE RESOLUTION 39/2023

Moved: Cr Belinda Bushell Seconded: Cr Nigel Judd

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

CARRIED

Report by Craig Sinclair

Page 249

Temora Business HR Needs Assessment	The Temora Business HR Needs Assessment project was scoped and commissioned by the Temora Enterprise and Business Group (TBEG) and Temora Shire Council on behalf of businesses in Temora seeking to strengthen their ability to attract, retain and support employees from local and diverse backgrounds in the local region.	The project was undertaken by Ruth Sinclair of Sinclair Grace between May and July 2023 in collaboration with 17 Temora and district businesses voluntarily participating in the review.	Funding was provided by the NSW Growing Regions of Welcome seed funding program.	Report prepared for: Temora Enterprise and Business Group I TBEG Chair Temora Shire Council I Economic & Community Development Manager Deport prepared by: Dith Sinclair I Sinclair Grace	Report submitted: 19 September 2023	l and Torre s of the lar	2
	The Temora Business HR Needs Assessment Enterprise and Business Group (TBEG) and T seeking to strengthen their ability to attract, backgrounds in the local region.	The project was undertaken by Ruth Sinclair collaboration with 17 Temora and district bu:	Funding was provided by the NSW Growing	Temora Temora	Report submitted: 19 September 2023		

1. Executive Summary	:	4
2. Recommendations	:	2
3. Background	:	9
4. Objectives	:	7
5. Scope	:	∞
6. Process	:	00
7. Participant Industry Profile	:	6
8. Key Findings	:	10
Attraction and Retention	:	10
Workplace Culture	:	14
Training, Development, Succession Planning	:	16
Human Resources Compliance	:	20
9. Considerations	:	21
10. Recommendations	:	23
11. Action Plan	:	24

ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING MINUTES21 NOVEMBER 2023

 There are 6 recommendations arising from the review. Cert CoNNECTED - Secure suitable independent HR expertise and implementation services and establish local forums to support compliance, diversity, and to strengthen business capability SET UP A ONE STOP SHOP - Establish a one-stop-shop for local business providing scalable access to HR services and support and meeting a range of common training and other needs collaboratively and cost effectively GROW OUR OWN - Create integrated and formalised pathways for high school students and local citizens linking local community and high school initiatives, government programs, further education, professional development, and employment opportunities INVITE OTHERS - Partner with GROW program hub, relevant government departments, industry, TAFE and other education providers, and specialist businesses to collaboratively explore and innovatively meet identified needs MAKE SHORT TERM DECISIONS WITH THE LONG TERM IN MIND - Continue positioning and realising Temora as a realistically sustainable, attractive and inclusive place for local, out of town and people from diverse backgrounds to work and live safely and meaningfully THINK AND WORK COLLECTIVELY - Consider and integrate these recommendations in light of existing and planned council, high school, community and other stakeholder strategies and activities to ensure clear cross-sight and best use of available recources for lean, effective and sustainable implementation 	Ke)	Key Recommendations
	Ther	e are 6 recommendations arising from the review:
	0	SET UP A ONE STOP SHOP - Establish a o and meeting a range of common training
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	L)	MAKE SHORT TERM DECISIONS WITH TH sustainable, attractive and inclusive place and meaningfully
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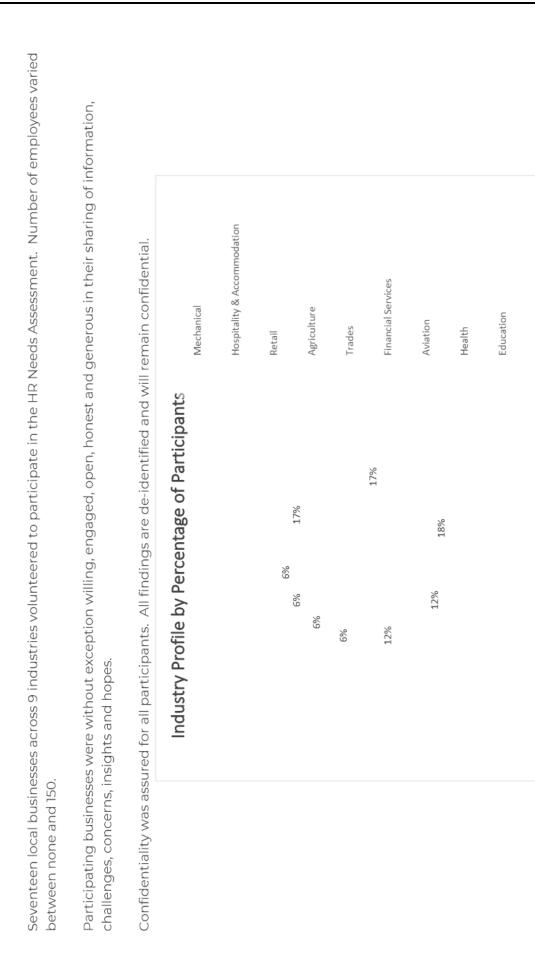
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GROW) program for over 12 months. At the same time, business owners from a variety of industries have expressed frustration over not Femora Shire Council and the Temora business community have been active participants in the NSW Growing Regions of Welcome being able to attract or retain people in their workplaces despite concerted and varied efforts to do so over an extended period

Enterprise Group (TBEG) and Temora Council confidence of the strong local demand for assistance with HR and cultural diversity The event provided Temora Business and An HR Roundtable event took place in Temora with 22 businesses on 22 March 2023. capacity building.

undertake a deeper assessment of Temora Business HR needs. The application was successful, and the needs assessment involving 17 In April 2023, Temora Shire Council sponsored a grant application with TBEG for seed funding from the NSW GROW program to businesses, undertaken. The key findings of the review were presented to a gathering of all assessment participants for feedback and discussion. On that basis and with their support, this report has been prepared. It is noteworthy that overall findings and recommendations are consistent with broader anecdotal business and community comments and discussions.

4. Objectives	
The main objective of the Temora Business HR Needs Assessment Project was to:	
 assess and support Temora business' commitment to compliant and inclusive employment process and support at all levels; capacity to provide compliant and inclusive support; and to explore the possibility for collaboration with services, industry, community, and policy makers to form strong local support resources. 	
The project also provides:	
 a greater understanding of the HR needs of Temora businesses a plan to address those needs expertise of an HR expert to assess HR capability with confidentiality assured a highlight on the core legislative obligations for HR compliance and how businesses of varying sizes and industries can apply them 	
 the potential to improve workplace culture, creating more inclusive workplaces the potential to create a network of businesses owners who feel more empowered to tackle HR issues and share knowledge with other business owners a way to engage more employers in the GROW program 	
Objectives relating to NSW GROW:	
 employers committed to inclusive employment process and support at all levels employers have the capacity for inclusive employment employers have the capacity and policymakers collaborate via the place-based coordination, and form strong local support networks employers and welcoming communities believe that newcomers are a key part of meeting their needs and aspirations, and that they need to be welcoming 	



7. Participant Industry Profile

8. Key Findings
Attraction and Retention
There are significant difficulties impacting local business ability to operate sustainably, meet growing demand and ensure HR compliance. Businesses are facing acute labour shortages and an inability to attract and retain suitable employees across all industries and almost all job classifications. The combination of challenges for attraction and retention are larger than any one business can address, and more than a combined community response can meet without a coordinated and collaborative partnership including government, industry and education.
Businesses have demonstrated concerted, varied and innovative efforts to address challenges within their means and scope of influence. However ongoing labour shortages are impacting their ability to operate effectively in the now, and also inhibiting capability to fulfil business growth and expansion plans.
To cope with the situation, owners, managers and employees are taking on extra hours and role responsibilities. This adaption is part and parcel of the positive local business culture, a flexibility well-honed by a long historied culture of care, community and customer service. However business owners and managers know this short-term fix is neither desirable or sustainable.
Alongside this situation, business believes that people from 'non-local' or 'diverse' backgrounds are finding it difficult to find and/or maintain meaningful relationships, cultural supports, suitable accommodation and establish a permanent home here, despite their best intentions and efforts. Some have experienced direct encounters of racist remarks and/or intimidating behaviour from community members.
The situation is seriously compromising local business ability to undertake necessary training, compliance, and business development activities. It is also inviting unwanted and undue strain, fatigue and burnout risks for current employees, people for whom they care about as employer and as fellow community members. Combined with supply chain, financial and increasing compliance requirements, this is not a light load for small to medium business owners to carry. And it is a load magnified by lack of HR resources, implementation support, and community resources.
10

8.1	It is nearly impossible to recruit people	across all industries and all classifications
	• There are 23 vacancies across the 17 participant businesses	articipant businesses
	 Extrapolating 23 vacancies across 17 businesses community, even excluding farming businesses 	Extrapolating 23 vacancies across 17 businesses represents a potential 700 vacant positions across the local community, even excluding farming businesses
	 Rating degree of ease in filling vacan 	Rating degree of ease in filling vacancies on a scale of 1 - 5 where: 1 = impossible, 3 = possible, 5 = dead easy:
	 Trade vacancies Professional vacancies Managerial vacancies Skilled vacancies. 	0.75 1.0 1.2 1.6
	• The only exceptions are administratic	The only exceptions are administration and handyperson roles (skilled vacancies), scoring 4 out of 5 for ease of recruitment.
8.2	Difficulty in attracting and retaining people varies and often (a 'local'; from 'out of town'; or has a diverse cultural background	Difficulty in attracting and retaining people varies and often (although not always) depends on whether the person is 'local'; from 'out of town'; or has a diverse cultural background
	Local Candidates	
	 There is an overall shortage of can the job training is provided 	There is an overall shortage of candidates for all jobs (excluding administration and handyperson roles) even when on the job training is provided
	 There is limited local vocational and/or tertiary training available Vocational pathways for students and local citizens into further eclearly integrated. and/or not broadly understood 	id/or tertiary training available and local citizens into further education and employment are either not in place, not dlv understood
	 There is no centralised or dedicate 	There is no centralised or dedicated channel for advising local people of various job vacancies and opportunities
	"We offered a year 10 student an e	"We offered a year 10 student an entry role and they wanted us to give them \$100K, a ute, a phone and a laptop"
		11

 While it has been possible to attract 'out of towners', retention has proved difficult, with common reasons including: 	n reasons including:
 loneliness because of distance from partners, family and friends difficulty making and sustaining meaningful social connections being headhunted for better remunerated jobs requiring the same skills elsewhere shortage of accommodation options 	
"They come, they stay a while, they go again. They go back to where they came from, or to a bigger town with better pay or, if they have the skills, to the mines."	bigger
Diverse Cultural Background Candidates	
• When employing people from diverse cultural backgrounds, there are difficulties retaining those people whether in trade, professional, managerial or skilled roles. Reasons include:	e people whether in
 lack of skills accreditation and competency assessment to Australian standards, compromising required performance levels 	ng required
 low level of communication, cultural and relationship fluency difficulty adjusting to workplace dynamics and culture 	
 lack of cultural diversity in the local community 	
 inability to access familiar food, community, places of worship 	
 lack of diverse community support resources and services 	
 shortage of affordable accommodation options 	
 lack of community exposure to people from different cultural backgrounds 	
 people from diverse backgrounds feeling unwelcome 	
"We engaged a person of Pakistani background in one of our professional roles. However he had no cultural support and found a roadblock with some people's 'racist' views towards him. He moved to	had no oved to
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8.3

Some challenges persist regardless of where candidates are from:

Engaging effectively with younger generations

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Shortage of suitable and reasonably priced accommodation Competing with towns that are larger and more diverse

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8.4

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A number of participants questioned the current appetite of community leaders to embrace diversity and inclusion Workplace diversity and inclusion education and training has not been undertaken on any significant scale in local programs, approaches and initiatives and believe this is a necessary foundation for community involvement and Broader community diversity and inclusion education, training and awareness has not yet been undertaken Finding effective advertising channels Finding people interested in working business commitment to diversity businesses

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Overall, businesses felt ready to safely welcome people from diverse backgrounds, but expressed concern about whether this is the case across the broader community. Businesses are clear on their underlying values and the stand out qualities of star employees.

8.5 5 clear themes emerged to describe the qualities of a star employee:

- Competent
- Caring
- Trustworthy
- Good Work Ethic
- Positive Mindset

Eleven core values emerged to describe current or intended workplace culture: 8.6

- Honesty
- Integrity
- Compassion / Caring
 - Trust
 - Quality
- Collaboration
 - Work Ethic
 - Family
- FlexibilityCustomer
- Community

 knowing people who have felt unsafe or been actively harassed the general community's lack of exposure to other cultures. This was especially perceived to be the case in the agricultural and elderly population segments lack of existing cultural diversity in the town a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders At the same time many business owners said they sensed a growing groundswell for embracing inclusion, diversity and psychological safety across the business and broader community. They felt strongly about ensuring diversity is welcomed and that all those who currently live here, and those who come to live here - regardless of background - feel safet, valued, and able to thrive here into the future Some mentioned knowing Temora alumni who have lived away for a period of time and who had spoken of moving home and being hopeful of Temora becoming a more culturally diverse and welcoming community. 	 (a) knowing people who have felt unsafe or been actively harassed (b) the general community's lack of exposure to other cultures. This was especially perceived to be the case in the agricultural and elderly population segments (c) lack of existing cultural diversity in the town (c) a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders (c) a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders (c) a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders (c) a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders (c) a sheltered and the stime many business owners said they sensed a growing groundswell for embracing inclusion, diversity and psychological safety across the business and broader community. They felt strongly about ensuring diversity is welcomed and that all those who currently live here, and those who come to live here - regardless of background - feel safe, valued, and able to thrive here into the future (c) Some mentioned knowing Temora alumni who have lived away for a period of time and who had spoken of moving home and being hopeful of Temora becoming a more culturally diverse and welcoming community. 	 knowing people who have felt unsafe or been actively harassed the general community's lack of exposure to other cultures. This was especially perceived to be the case in the agricultural and elderly population segments lack of existing cultural diversity in the town a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders At the same time many business owners said they sensed a growing groundswell for embracing inclusion, diversity and psychological safety across the business and broader community. They felt strongly about ensuring diversity is welcomed and that all those who currently live here, and those who come to live here - regardless of background - feel safet, valued, and able to thrive here into the future Some mentioned knowing Temora alumni who have lived away for a period of time and who had spoken of moving home and being hopeful of Temora becoming a more culturally diverse and welcoming community. 	 knowing people who have felt unsafe or been actively harassed the general community's lack of exposure to other cultures. This was especially perceived to be the case in the agricultural and elderly population segments lack of existing cultural diversity in the town a sheltered and diversity/inclusion averse worldview demonstrated by some community leaders At the same time many business owners said they sensed a growing groundswell for embracing inclusion, diversity and psychological safety across the business and broader community. They felt strongly about ensuring diversity is welcomed and that all those who currently live here, and those who come to live here - regardless of background - feel safet, and able to thrive here into the future Some mentioned knowing Temora alurmi who have lived away for a period of time and who had spoken of moving home and being hopeful of Temora becoming a more culturally diverse and welcoming community. 	Reasons for the low rating include:
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				• Some mentioned knowing Temora alumni who have lived away for a period of time and who had spoken of moving home and being hopeful of Temora becoming a more culturally diverse and welcoming community

 B.B Integrated Vocational Pathways Providing local vocational training opportunities for high school students eg white card, forklift licence, retail, barista training during school Providing a Temora Shire approach to identify, strengthen and integrate vocational pathways including schools, TAFE, businesses, Council, community groups and in consultation with targeted youth Co-designing a Temora Shire approach to identify, strengthen and integrate vocational pathways including schools, TAFE, businesses, Council, community groups and in consultation with targeted youth Continuing programs and support for young people at risk of disengaging from school and partaking in behaviours that jeopardise their wellbeing and employment opportunities B. Apprentice and Trainee Pathways Creating pathways and partnerships with high schools, businesses, service groups and work experience placements through years 9 and lof for specific traineeship opportunities Through years 9 and opportunities Providing local access to apprenticeship indext capabilities, interests and leveraging local business through years 9 and opportunities Providing local access to apprenticeship training. The exception being specialist heavy machinery apprenticeship training only provided by the specific argicultural equipment companies only provided by the specific agricultural equipment companies and local availability. Advocating for TAFE to meet contemporary training needs more effectively in terms of content, flexible delivery methods and local availability. Advocating for incess and surplor structure and support for trainees/apprentices and their employers pre and local availability. 	
 Creating pathways and partnerships with high schools, businesses, service groups and work experience placements through years 9 and 10 for specific traineeship and apprenticeship opportunities Matching high school career advice with individual student capabilities, interests and leveraging local business relationships and opportunities Providing local access to apprenticeship training. The exception being specialist heavy machinery apprenticeship training only provided by the specific agricultural equipment companies Advocating for TAFE to meet contemporary training needs more effectively in terms of content, flexible delivery methods and local availability Advocating for increased and suitable scaffolding, structure and support for trainees/apprentices and their employers pre and nost placement 	 Creating pathways and partnerships with high schools, businesses, service groups and through years 9 and 10 for specific traineeship and apprenticeship opportunities Matching high school career advice with individual student capabilities, interests and relationships and opportunities Providing local access to apprenticeship training. The exception being specialist heavoily provided by the specific agricultural equipment companies Advocating for TAFE to meet contemporary training needs more effectively in terms of and local availability Advocating for increased and suitable scaffolding, structure and support for trainees/and post placement
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 Advocating for increased and suitable scaffolding, structure and support for trainees/apprentices and their employers pre- and post placement 	 Advocating for increased and suitable scaffolding, structure and support for trainees/a and post placement
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0 0 0 0 0 0 0 0	Customer service and cash handling Food handling, coffee making, Certificate II in hospitality
0 0 0 0 0 0 0	Food handling, coffee making, Certificate II in hospitality
	Certificate II in hospitality
0 0 0 0	
0 0 0	Administration
0 0	Train the trainer
0	White card, construction/safety, first aid
	Cleaning
0	Volunteering
0	Welding
0	Wool classing
0	Greenkeeping, gardening, horticulture,
0	Communication, emotional intelligence, building confidence
0	Diversity and inclusion
8.11 Superv	Supervisor and Team Leader Training
• Identifi	Identified training needs include:
0	managing people, performance management
0	communication, having difficult conversations, managing conflict, emotional intelligence, coping with different
_	earning styles
0	rostering, budgeting, business case development, project management, commercial acumen
0	presentation skills, public speaking
0	powerpoint, other software
0	workforce planning, train the trainer
0	HR fundamentals, diversity and inclusion
0	maintaining wellbeing / balance

		18
all business owners / managers: business owners / managers: business management short course (eg one night a week) goal setting, time effectiveness, business basics cash management, financial management, debt collection, financial reporting managing conflict, having difficult conversations HR fundamentals, diversity and inclusion		
iight a week) cs ebt collection, fir ons	it flict development	
ess Owner Training all business owners / managers: business management short course (eg one night a week) goal setting, time effectiveness, business basics cash management, financial management, debt collectior managing conflict, having difficult conversations HR fundamentals. diversity and inclusion	maintaining wellbeing / balance edium-sized business owners / managers: diploma of business strategic thinking board training and development farm management, commercial management workforce planning, succession planning having difficult conversations, managing conflict remote people leadership, management and development HR fundamentals, diversity and inclusion maintaining wellbeing / balance	
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8.12 Busin • For sn	e C C C C C C C C C C C C C C C C C C C	

- Most businesses have limited career path options in combination with low turnover in leading roles. Therefore succession planning is low priority and mostly managed 'as it comes'. However businesses acknowledge that sideways movement opportunities may be attractive for some employees, enhancing both retention and workplace flexibility through multiskilling. •
- secure an internal or external candidate interested in, and able to successfully manage the business, most are concluding Replacing key generational leaders in significant local businesses in the next 2-20 years is the main succession planning While an active topic for business owners, few are taking formal steps towards a solution. Unless able to that selling is the most likely (and least desired) future business scenario. consideration. •

Human Resources Compliance	
8.14 Compliance levels are varied due to a lack of available HR capability, resourcing and implementation support	esourcing and implementation
 There is a strong and unified desire to be compliant not just in terms of process and paperwork, but to ensure an integrity of word and deed; not just to fulfil the law, but to ensure a safe, human, productive and sustainable environment for employees, customers and community. 	and paperwork, but to ensure an productive and sustainable
 HR compliance, advice and support, is mostly sought from trades associations, with varying degrees of satisfaction. In order of use: 	vith varying degrees of satisfaction. In
 NSW Business Chamber or NSW Business Connect Fair Work Safe Work 	
o External consultants	
 Only 3 businesses out of 17 have an internal HR resource available. All are finding it difficult to keep up with HR compliance requirements, appropriate documentation and meaningful implementation across all team members and sites. 	difficult to keep up with HR compliance all team members and sites.
• Specifically, additional support is needed for (but not limited to):	
 hands on policy development including consultation and implementation employment contract advice and documentation developing employee handbooks, onboarding and induction support and advice for managing difficult employee situations, performance management etc diversity and inclusion awareness, training and revision of relevant workplace systems 	management etc : systems
	20

 Across the board, businesses recognise that although there are things they can do to strengthen compliance and inclusivity, this and other challenges for attraction and retention are bigger than their own back yard, unable to be solved individually, and require a collective approach. There is a very strong, clear and consistent desire to collaborate with services, industry, community, and policy makers to form strong local support resources. In addition to working with services, industry, community and policy makers, businesses believe it is also necessary to include relevant <i>government departments</i> / <i>agencies and relevant education providers</i> for effective and sustainable solutions B.I. An effective attraction and relevant education providers for effective and sustainable solutions community wide inclusion and diversity awareness led by a genuine buy-in from Community leaders, championed in speech and action A whole of Temora Shire vision and approach to sustainable housing, community development, inclusion and diversity, and social resources consistent with and supportive of Council's stated values A review of NSW Grow program partnership to maximise effective placement opportunities and supports B.1 A review of NSW Grow program partnership to maximise olution needs to: 	gthen compliance and inclusivity, thi le to be solved individually, and imunity, and policy makers to form lieve it is also necessary to include
 There is a very strong, clear and consistent desire to collaborate with services, industry, comstrong local support resources. In addition to working with services, industry, community and policy makers, businesses be relevant government departments / agencies and relevant education providers for effective. B.11 An effective attraction and retention solution needs: Inclusion and diversity readiness training and resources for businesses Inclusion and diversity readiness training and resources for businesses Inclusion and diversity readiness training and resources for businesses A whole of Temora Shire vision and approach to sustainable housing, community and social resources consistent with and supportive of Council's stated values A review of NSW Grow program partnership to maximise effective placement opp. B.12 An effective training, development and succession planning solution needs to 	imunity, and policy makers to form lieve it is also necessary to include
 In addition to working with services, industry, community and policy makers, businesses be relevant government departments / agencies and relevant education providers for effectiv B.II An effective attraction and retention solution needs: Inclusion and diversity readiness training and resources for businesses Community wide inclusion and diversity awareness led by a genuine buy-in from speech and action A whole of Temora Shire vision and approach to sustainable housing, community and social resources consistent with and supportive of Council's stated values B.I2 An effective training, development and succession planning solution needs to 	lieve it is also necessary to include
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A whole of Temora Shire vision and and social resources consistent with A review of NSW Grow program par An effective training, developmen	Community leaders, championed in
	development, inclusion and diversity portunities and supports
 Build a local talent pipe line Leverage connections and pathways in the community (including businesses and high schools) to develop and maintain a talent pipeline 	l high schools) to develop and
 Include tailored, relevant, innovative and local TAFE training options Have strong apprentice and trainee scaffolding and support Integrate youth at risk support programs 	

 Scalable from bare basics to mature compliance needs Suitable for small / medium business across multiple industries Independent and confidential Accessible and affordable Provide access to effective hands-on implementation support including appropriate consultation, documentation development, all-employee compliance awareness, and in-house training Here is no silver bullet. A multi-layered, integrated and collective approach is needed to ensure a sustimable pipeline of people keen and able to live locally, contribute to positive business outcomes and thrive within this regional NSW community of Temora There is no silver bullet. A multi-layered, integrated and long-term collaborative approach is needed to ensure a ustainable pipeline of people keen and able to live locally, contribute to positive business outcomes and thrite regional NSW community of Temora There are no silver bullet. A multi-layered, integrated and collective approach is needed to ensure a ustainable pipeline of people keen and able to live locally, contribute to positive business outcomes and thrite regional solutions with other council programs and initiatives will streamline initiatives, leverage resources and maximise impact, for example: The Melone Economic and Community Development initiatives, events, communications Art-risk youth support, leadership and personal development programs Art-risk youth support leadership and personal development programs Art-risk youth support leadership and creating studylob/career pathways advertising and creating studylob/career pathways endertising and coordinating training opportunities endertising stardylob/career pathways forainating special interest groups ende		
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 A thoughtful and centralised approach to sharing common resources, for example: advising of funding opportunities advertising vacancies advertising, sharing and coordinating training opportunities strengthening, clarifying and creating study/job/career pathways coordinating special interest groups facilitating cooperative and productive relationships between business, community, schools, industry, further education and government entities 	 A thoughtful and centralised approach to sharing common resources, for example: advising of funding opportunities advertising vacancies advertising, sharing and coordinating training opportunities strengthening, clarifying and creating study/job/career pathways coordinating special interest groups facilitating cooperative and productive relationships between business, community, schools, indu- 	It Resilience Project nic and Community Development initiatives, events, communications /outh support; leadership and personal development programs
	10 07 0 +	and centralised approach to sharing common resources, for example: J of funding opportunities ing vacancies
	-	ing, sharing and coordinating training opportunities nening, clarifying and creating study/job/career pathways ating special interest groups
	education and government entities	ng cooperative and productive relationships between business, community, schools, ir on and government entities

 There are 6 recommendations arising from the Temora Business HR Needs Assessment: CET CONNECTED - Secure suitable independent HR expertise and implementatic support compliance, diversity, and to strengthen business capability SET UP A ONE STOP SHOP - Establish a one-stop-shop for local business providin 	s HR Needs Assessment:
	GET CONNECTED - Secure suitable independent HR expertise and implementation services and establish local forums to support compliance, diversity, and to strengthen business capability
and meeting a range of common training and other nee	SET UP A ONE STOP SHOP - Establish a one-stop-shop for local business providing scalable access to HR services and support, and meeting a range of common training and other needs collaboratively and cost effectively
 CROW OUR OWN - Create integrated and formalised pat community and high school initiatives, government prog opportunities 	GROW OUR OWN - Create integrated and formalised pathways for high school students and local citizens linking local community and high school initiatives, government programs, further education, professional development, and employment opportunities
4. INVITE OTHERS - Partner with GROW program hub, releven oviders, and specialist businesses to collaboratively exp	igram hub, relevant government departments, industry, TAFE and other education laboratively explore and innovatively meet identified needs
5. MAKE SHORT TERM DECISIONS WITH THE LONG TERM sustainable, attractive and inclusive place for local, out of and meaningfully	MAKE SHORT TERM DECISIONS WITH THE LONG TERM IN MIND - Continue positioning and realising Temora as a realistically sustainable, attractive and inclusive place for local, out of town and people from diverse backgrounds to work and live safely and meaningfully
 THINK AND WORK COLLECTIVELY – Consider and integing high school, community and other stakeholder strategies resources 	THINK AND WORK COLLECTIVELY – Consider and integrate these recommendations in light of current and future council, high school, community and other stakeholder strategies and activities to ensure clear cross-sight and maximise available resources

Item 8.4

Action Plan

11.1 GET CONNECTED:

Secure suitable independent HR expertise and implementation services to support compliance, diversity, and to strengthen business capability

 a) Research, recommend and implement a practical solution so that Temora businesses comprehensive HR compliance training transment and solution so that Temora businesses can access comprehensive HR compliance training transment and solution support services as soon as possible b) Randatory HR policies, templates, handbooks, an workplace relation support to many training support services as soon as possible c) Randatory HR policies, templates, handbooks an workplace relation support c) Randatory HR compliance training c) Randator and succession planning support d) Randator and support <lid) and="" li="" randator="" support<=""> d) Randator an</lid)>	compliance includes (but is not limited to): Mandatory HR policies, templates, handbooks, and inductions Mandatory HR compliance training Hands on implementation support Workplace relations cuidance and advice on a case-by-case basis
0 0	olicies, templates, handbooks, and inductions ompliance training mentation support
	ompliance training mentation support ons quidance and advice on a case-by-case basis
	mentation support ons quidance and advice on a case-by-case basis
 Workplace relations gui Employment contracts Onboarding, induction, Online resources includi Workforce planning and Workforce planning and Inclusion t Employee Assistance Pr Consider the best options f Funding models and co Aco-operative approach HR fundamentals educe 	ons quidance and advice on a case-bv-case basis
 Employment contracts Onboarding, induction, Online resources includi Workforce planning and Updates on legislation a Diversity and Inclusion t Employee Assistance Pr Consider the best options f Consider the best options f A co-operative approach HR fundamentals educe 	
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 Updates on legislation a Updates on legislation a Employee Assistance Pr Employee Assistance Pr Consider the best options ft Funding models and co A co-operative approach HR fundamentals educe 	Morkforce planning and surcession planning support
 Diversity and Inclusion t Employee Assistance Pr Employee Assistance Pr Consider the best options f Funding models and co A co-operative approach HR fundamentals educe 	Ubdates on legislation and compliance requirements
Employee Assistance Pr Consider the best options for Funding models and co A co-operative approach HR fundamentals educe	Diversity and Inclusion training, education and support
 Consider the best options f Funding models and co A co-operative approach HR fundamentals educe 	ance Program (EAP)
	Consider the best options for providing HR compliance support including:
A co-operative approach HR fundamentals educe	Funding models and consortium options
HR fundamentals educe	A co-operative approach enabling businesses to share HR resources
	HR fundamentals education and training for managers / owners
It is unlikely (although not i	It is unlikely (although not impossible) that one provider will be able to provide all
required HR expertise. The However companies that a	required HR expertise. The EAP for example would be from a specialist provider. However companies that can be canvassed include for example (there may be others):

Suitable means:

- cost effective and scalable for small to medium businesses •
 - able to service a range of industries •

 ori aligned with any one industry independently recognised and respected as trustworthy and effective independently recognised and respected as trustworthy and effective if refor-purpose policy and documentation development and implementation support if refor-purpose policy and documentation development and implementation support inter-purpose policy and documentation development and implementation support confidential, free, accessible, independent professional counselling services for employees, to assist in resolving any personal problems that may be negatively impacting their day to day life and workplace performance eg financial crisis, drugs and alcohol, mental health, relational confilte etc. confidential, free, accessible, independent professional counselling aervices for employees, to assist in resolving any personal problems that industry and margements. confidential, free, accessible, independent professional counselling and ciscipline, giveance and dispute resolution etc. leverity and inclusion. leverity and inclusion. access to over the phone workplace relations support and advice access to over the phone workplace relations support and advice direvistion and inclusion. first aid, foldit, white each direvist generatic and acceler conselling and discipline, giveance and dispute resolution etc. leverity and inclusion. first aid, foldit, white each direvist generation support and advice diversity and inclusion. first aid, foldit, white each direvist generation support and advice <li< th=""><th>Independent means: not provided b</th><th>ndent means: not provided bv or aligned with anv local business interests</th></li<>	Independent means: not provided b	ndent means: not provided bv or aligned with anv local business interests
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	 industi 	try specific award coverage, interpretation, advice and pay disputes

support, and meeting a range of common training and other needs collaboratively and cost Establish a one-stop-shop for local businesses providing scalable access to HR services and offactivalv

a) Research the feasibility of establishing a fee Consident for service Temora and district membership commuted based and consortium-styled solution for stopside securing baseline HR services and support	
di, t	Consider establishing a centralised administration, coordination, research,
	communication, liaison and project management and promotion point for the one
securing baseline HR services and support	stop shop including for example:
· · · · · · · · · · · · · · · · · · ·	. Establishing HR Services and support for Temora businesses. See 11.1.
for interested businesses in a centralised, 2.	. Seeking/advising of grant fund opportunities for Temora businesses and
cost effective and practical way	community
3.	 Seeking/advising of combined training opportunities
4.	. Establishing, promoting and administering a central Temora job vacancy and
	training board for advertising recruitment, training and grant opportunities
5.	 Convening special interest forums for Temora businesses including but not
	limited to HR topics of interest, senior management and CEO forums, guest
	speakers, innovation and synergy opportunities (see 11.1 b))
0	i. Liaising with business, community, industry, education, government and other
	stakeholders, identifying and catalysing support needs and opportunities
7.	'. Establishing and actively cultivating a thriving Temora alumni network
σ	Actively supporting implementation of all recommendations
6). Effectively communicating with business and all stakeholders
10.	0. Highlighting opportunities to leverage synergies and integrate
	recommendations with other local initiatives eg drought resilience, and taking
	appropriate action in that direction

b) Review and consider the most effective	Consider:
communication channel/s for 'all of village communication' across the range of council, community. iob vacancy and cultural	 Communication arising from a) above as well as other 'what's on in Temora' opportunities – eg programs, sporting groups, council initiatives, school events
activities, as well as the HR consortium group	 How the Temora Independent could be revitalised to play an innovative and as yet unimagined role in hard copy and/or online forms of central community communication in the spirit of community renewal
 c) Seek funding to support the establishment of this centralised service / role 	The role will need to be adequately independent and supported. If business support is part of the Temora Shire Council remit, a position could for example, be an adjunct within Community Development, Events and Communication.
	The role of Temora Shire Council and TBEG in supporting business in Temora will need to be considered.

community and high school initiatives, government programs, further education, professional Create integrated and formalised pathways for high school students and local citizens linking development and employment opportunities

	Consider:
collaborate across community, government, education and businesses to map,	 collaboration with schools, career advisors, community groups, education
communicate and implement integrated	providers and local businesses to form and implement a clear, widely supported
pathways for development, education and	and effective visual 'pathways map' connecting (at least) the following areas:
employment, linked to available recruitment	 current and planned high school education, career and employment pathways
opportunities	 career advice, work experience placements and career/employment related
	events - for example career days
	 opportunities for vocational training during high school
	 any locally provided courses, modules and certifications through TAFE or other
	suitable education provider
	 current and forecast business employment vacancies including
	apprenticeships and traineeships
	 programs and support for young people at risk of disengaging from school and
	part-taking in behaviours that jeopardise their wellbeing and employment
	opportunities
	 youth leadership programs and other relevant community youth support
	services programs
	 business placement opportunities including holiday employment, volunteering,
	work experience
	 University placement opportunities for students in health, agribusiness,
	accounting etc
	 recognition of internationally acquired skills and qualifications

 resear betwee cultive gradu conne 	researching the feasibility of curating a shared university graduate program between businesses in the same industry cultivating the pipeline from schools to agricultural colleges, universities and graduate program possibilities and experiences connecting with city and larger regional centre students keen to live regionally
 b) Collaborate with TAFE and other education providers to ensure accessible local courses, modules and certifications across identified skill-shortage areas o employers o employed o people see o ecople mo o people froi o additional consider: o maximising o providing sintelligence 	Identified skill-shortage areas are listed in 8.10, 8.11 and 8.12. It is not an exhaustive list, nor will it be static, however it is a decent baseline starting point. Access to local, relevant skills (and other) training is important for: employers employers employers employed people seeking employment employed people seeking new skills people from diverse backgrounds seeking new skills re-engaging older people additional life-long learning and community social benefits Consider: maximising the range and reach of Temora TAFE courses and campus facilities providing support for positive behavioural, self confidence, emotional intelligence, team work, cooperation and work ethic development

Partner with industry, education, GROW program hub, relevant government departments and specialist businesses to meet existing and emerging needs collaboratively and innovatively

Action	Comments
 a) work with GROW program hub to better target work ready, appropriately skilled and culturally competent program participants; and to ensure effective pre- 	Strengthened partnership with the GROW Employment Hub in Western Sydney would be welcomed to broker suitable training, skills, cultural fluency, language, and qualification recognition for people from diverse backgrounds prior to (or alongside) placement in Temora and district, and case management support for a period following placement.
and-post-placement cultural training	For specific consideration:
	 Recognition and accreditation of internationally acquired skills and qualifications Thoughtful matching of participants with available employment opportunities in line with skill and cultural fluency ability.
	 Family / group relocations with relation to available opportunities and realistic consideration of limited cultural and medical support – language, food, worship,
	 Community, government services – and accommodation Adopting a case management approach to provide participant/s with consistent CDOW hub support hefore during and after placement alongside a close
	 Development in the process during and areal pracement and participants in Temora Development in the policitic and consistent induction experience for all
	 Develop and implementant introlistic and consistent induction expension all newcomers to Temora through the GROW program
 b) Identify relevant government agencies, and specialist businesses and work together to innovatively design, resource, fund and support solutions for identified needs and 	 For example identifying potential funding bodies, working more closely with Business NSW, finding current opportunities, projects and programs to strengthen business capability and making them available to the Temora business community
recommendations	

 Although local businesses high level of language and 	
	Although local businesses are open to welcoming and employing people from diverse backgrounds, most local job opportunities require a high level of language and cultural fluency for effective client relationships – a highly valued and arguably necessary attribute in rural areas
 A significant level of technical competency is req definite need for people from diverse backgroun address any skills gaps prior to employment plac 	A significant level of technical competency is required for many available positions (eg trades) to ensure industry standards are met. There is a definite need for people from diverse backgrounds to undergo objective assessment, accreditation and training to Australian standards to address any skills gaps prior to employment placement
 Assuming language and band no local training options. S 	Assuming language and basic cultural fluency, there is much skilled work (eg gardening, hospitality and cleaning) available however, there are no local training options. See 11.2 recommendation b)
 Agriculture is our major industry and manufacturing, labouring or fruit pic of people from diverse backgrounds 	Agriculture is our major industry and highly automated. Most farming businesses require niche, specialist skills. There are few local manufacturing, labouring or fruit picking industries (for example) providing on the job training and employment for individual or large groups of people from diverse backgrounds
 People coming to the area from diverse backgro establish an independent business opportunity (etc. However in all cases, they will be living in an possibly suitable work for their spouse. Long trav charae their atheir cultural or solicitual roots. The schares their atheir cultural or solicitual roots. The 	People coming to the area from diverse backgrounds will need to be pioneers of sorts. They may bring capacity and financial means to establish an independent business opportunity (for example a restaurant) or have accredited professional skills, eg doctor, teacher, mechanic etc. However in all cases, they will be living in an area without access to socio-cultural supports, cultural community, ethnic food supply, and possibly suitable work for their spouse. Long travel may be required to visit family and friends and they may not meet anyone in the area who shares their ethnic, cultural or spiritual roots. There is however a small but thriving Pilipino community of people in Temora.
charae thair athnic rultural	Their spouse, cong daventing be required to visit annuly and menus and drey may not meet anyone in the area Lor spiritual roots. There is however a small but thriving Pilipino community of people in Temora.

inclusive place for local, out of town and people from diverse backgrounds to work and live Continue positioning and developing Temora as a realistically sustainable, attractive and safely and meaningfully

a) Strengthen business and broader community Consider strategies for integrated town planning including: cultural and diversity readiness
Business and community cultural and diversity readiness
Tree changers with families
Culturally diverse food and services business opportunities
Innovative accommodation strategies and solutions
Necessary support services
Community Inclusion and consultation
Think tanking and innovation across normal community boundaries
Community and economic development strategy and opportunities including
drought proofing project and manufacturing opportunities
Community-wide visioning and community development strategies
nity and eco proofing pro nity-wide vis

- The time seems ripe for an innovative, cooperative pilot approach to address factors adversely impacting business HR capability and resilience •
- When asked if they were interested in being involved in a regional pilot program involving government and other stakeholders, there was a resounding "yes please" •
- There was acknowledgement of this region being different to many regions for example coastal regions and regions with higher cultural diversity •
 - There was also acknowledgement of this region being like many regional areas where agriculture is predominant and with less diversity •

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11.6	

Consider and integrate recommendations in light of current and future council, high school, community and other stakeholder strategies and activities for clear cross-sight and maximisation of available resources

Action	Comments
a) Integrate the findings and recommendations of this report with broader Temora Shire Council initiatives and strategies	 Consider (not exhaustive): Drought Resilience Program Youth Programs Events, programs, communication planning
 b) Share findings and recommendations with stakeholder groups as a basis for increased understanding, co-design and potentially innovative solutions 	Consider (not exhaustive): HR Business Needs Project participants TAFE Temora High School Business NSW Service Clubs Community Groups Youth in Temora Industry Groups

Acknowledgement

Thank you business owners, managers, board members and employees who participated in this review. You were without exception, welcoming, open, honest and enthusiastic.

Thank you TAFE for generously providing space for us all to gather and discuss review findings.

Thank you TBEG and Temora Shire Council for believing in this community and working on its behalf.

I do not take your trust for granted and hold you all with deep respect and admiration.

4.2 COMMUNITY DEVELOPMENT FUNDING APPLICATIONS

File Number:	REP23/1471
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

REPORT

The Economic & Community Development Officer has applied for funding through the following grant programs:

o **Connecting Seniors Grant Program -** Temora's Social Seniors program will provide Council the opportunity to create projects, initiatives and new experiences to help seniors come together, meet new people, and stay connected over 12 months in 2024. Value of application = \$40,000. Outcome pending.

2024 Seniors Festivals Grant (Seniors Week 2024) - Temora Shire Councils Seniors Together program will provide a range of free activities for our diverse senior community members living in regional NSW.
 Value of application = \$9,150. Outcome pending.

o **Stronger Together Festival and Events Program** – Temora's second Embrace Festival will deliver a range of performances and activities that showcase and celebrate diverse cultures. Value of application = \$13,045. Outcome pending.

The ECDO was also successful in securing \$2,500 through the Small Business Month program to deliver a 2hour workshop with Debra Templar, Retail and Marketing Strategist, plus 5 x 1:1 sessions where Debra met with local businesses. The event took place in October.

COMMITTEE RESOLUTION 40/2023

Moved: Cr Belinda Bushell Seconded: Cr Nigel Judd

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

CARRIED

Report by Craig Sinclair

4.3 REGIONAL UNIVERSITY STUDY HUB File Number: REP23/1472

The Humber.		13/ 14/ L		
Author:	Exec	Executive Assistant		
Authoriser:	General Manager			
Attachments:	1.	University Survey Results		

REPORT

Direction 3.3.3 of Council's Delivery Plan is to *investigate opportunities to enhance local access to tertiary education*. More specifically, action code 3011 of that direction is to *investigate opportunities to assist access to tertiary and vocational education within Temora Shire*.

To get a better understanding of the needs of Shire residents for facilities that support tertiary education Council officers conducted a survey in July 2023. The results of the survey are attached and highlight that 81% of the 113 respondents said they would use a dedicated space for tertiary study, with access to high-speed internet, quiet study spaces, examination rooms, AV equipment and peer support. 44% of respondents stated they would use the space 2 to 3 times per week, with 19% stating they would use it 3 to 5 times per week. The range of courses studied or intended to study is broad, however most are full-time students (43%) and most prefer a blend of online and on-campus study 55%.

Following the success of the Country University Centre's, the Australian Government launched a program to fund the establishment and initial operational costs of Regional University Stud Hubs. Stream 1 of the program is currently open for applications, with Stream 2 scheduled to open in 2025.

The application requirements of the program are significant, involving the identification of a site, fit-out and operational budgets, and a governance structure. In order to prepare a strong application for the Stream 2 of the program it is recommended that Council engage a consultant to prepare a business case. The business case would investigate and compare site options (including NRCC House and the TAFE Temora campus), provide forecasts for establishment and operational costs, and governance structure options. This would provide Council with the information necessary to inform a decision on pursuing with the facility and any subsequent funding applications. It is estimated the business case would cost approximately \$12,000 to \$15,000, funded from the existing Economic Development budget.

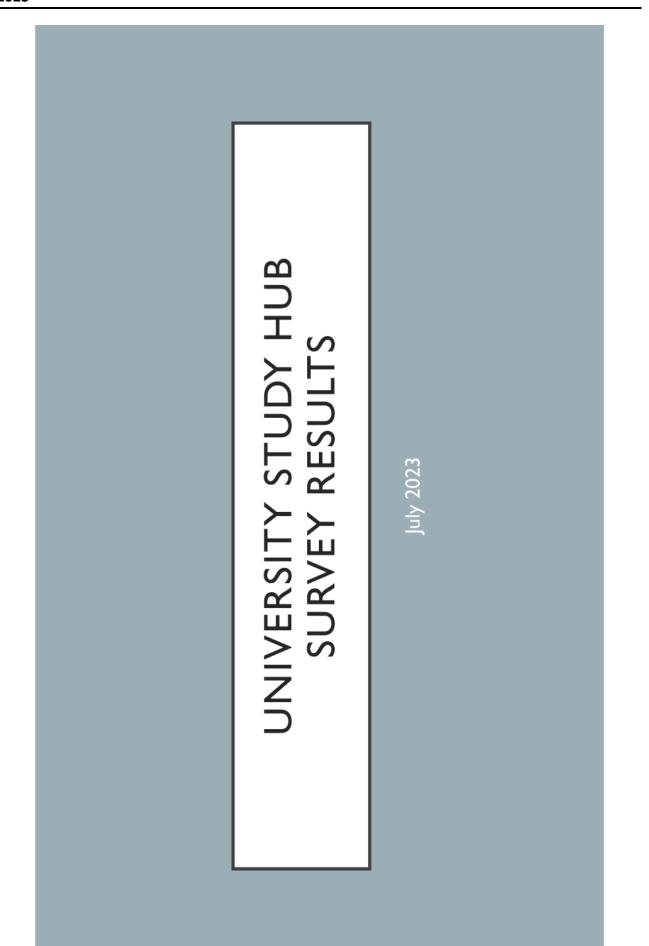
COMMITTEE RESOLUTION 41/2023

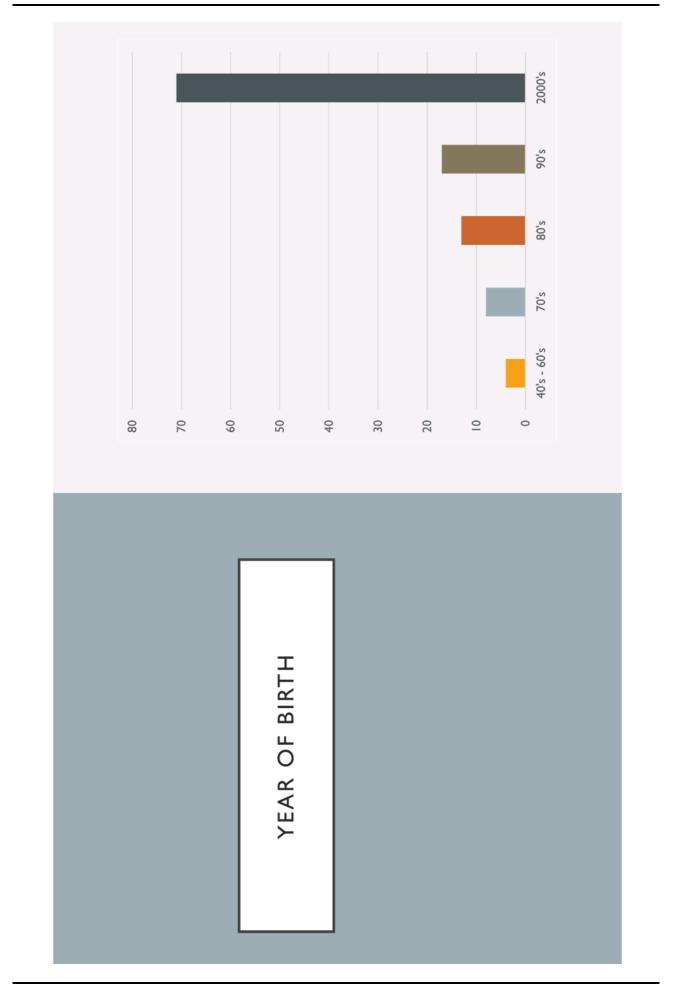
Moved: Cr Belinda Bushell Seconded: Cr Nigel Judd

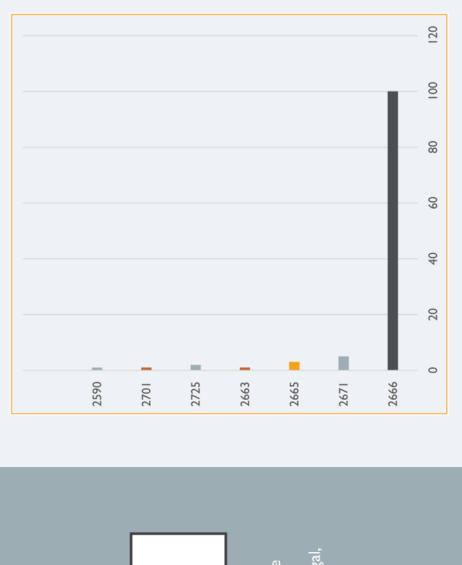
That the Committee resolved to recommend to Council engage a consultant to undertake a business case to investigate the establishment of a Regional University Study Hub in Temora.

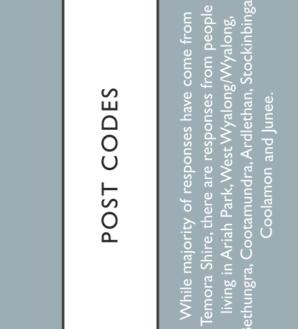
CARRIED

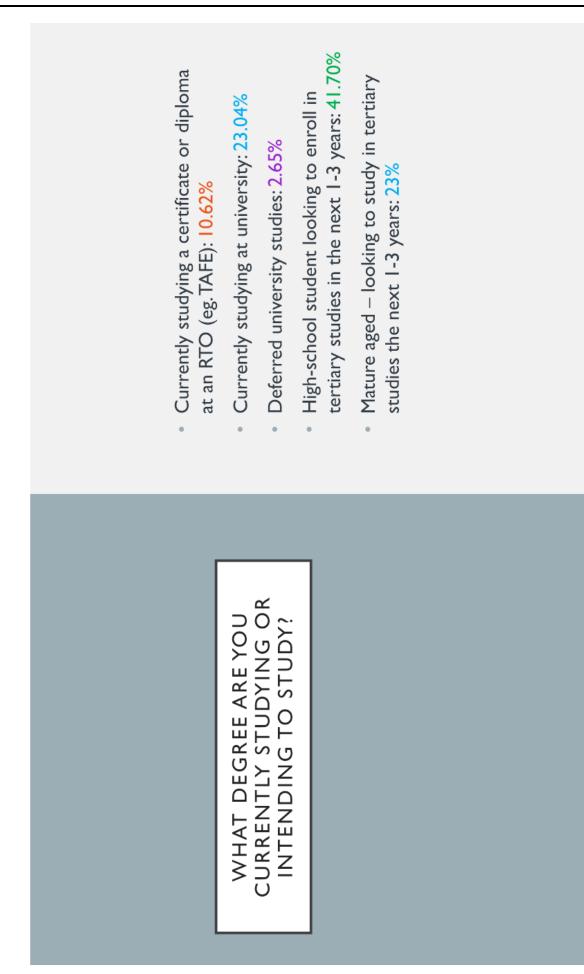
Report by Craig Sinclair

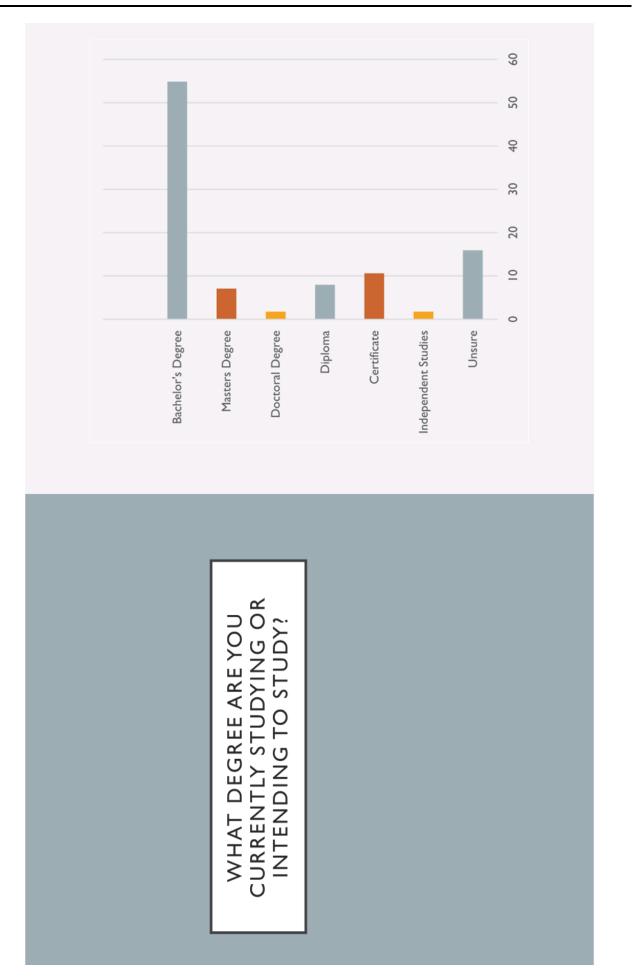


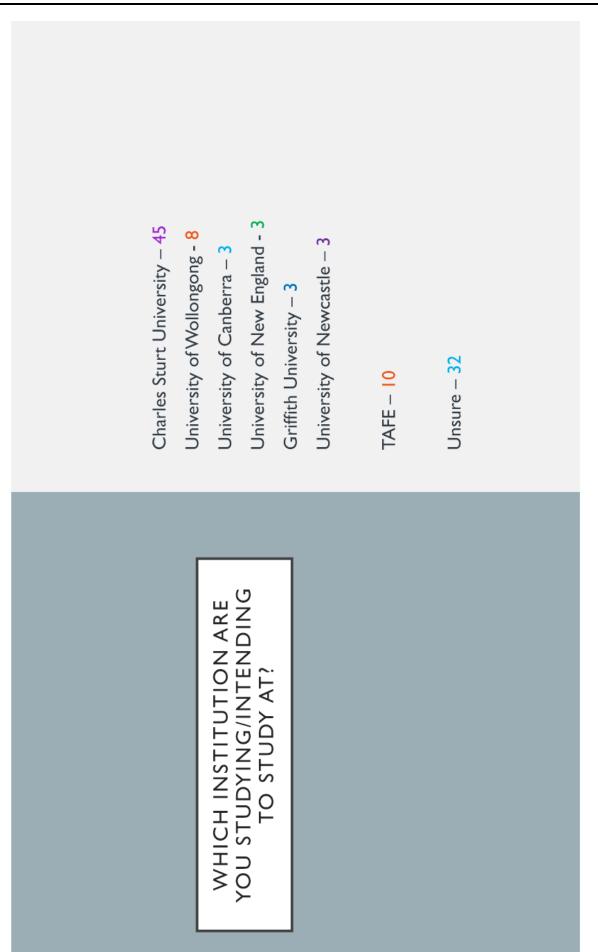






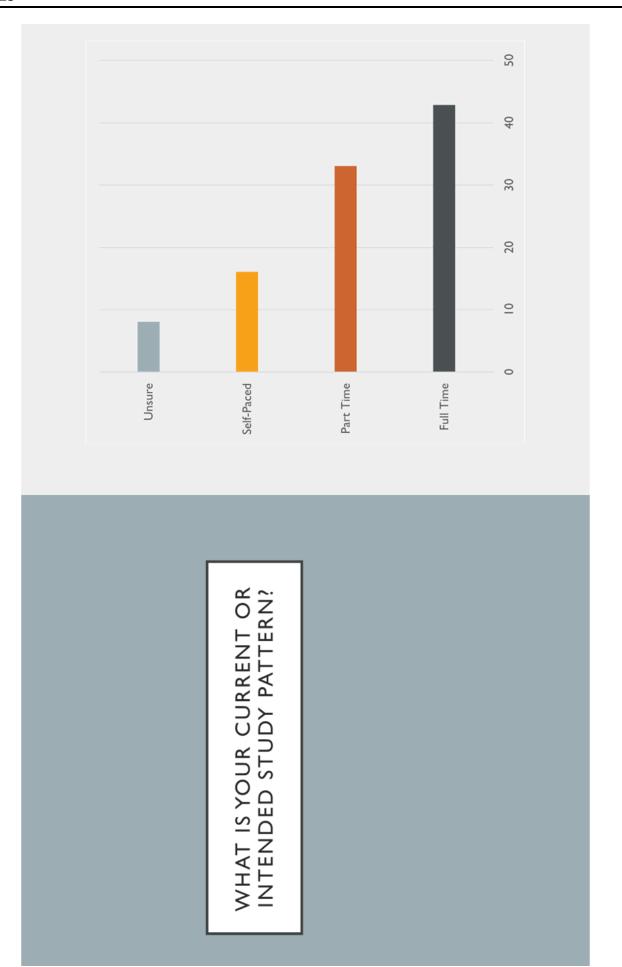




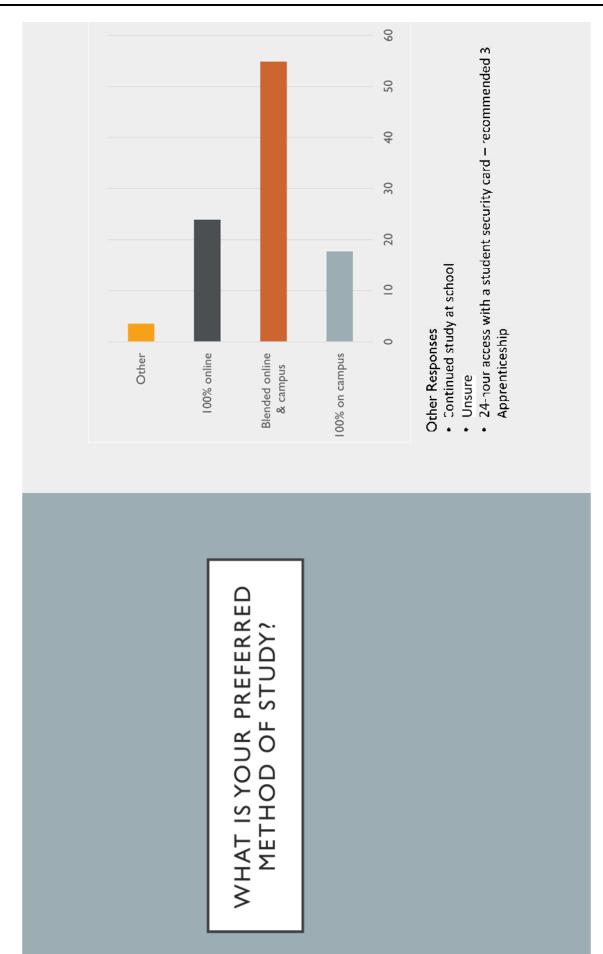


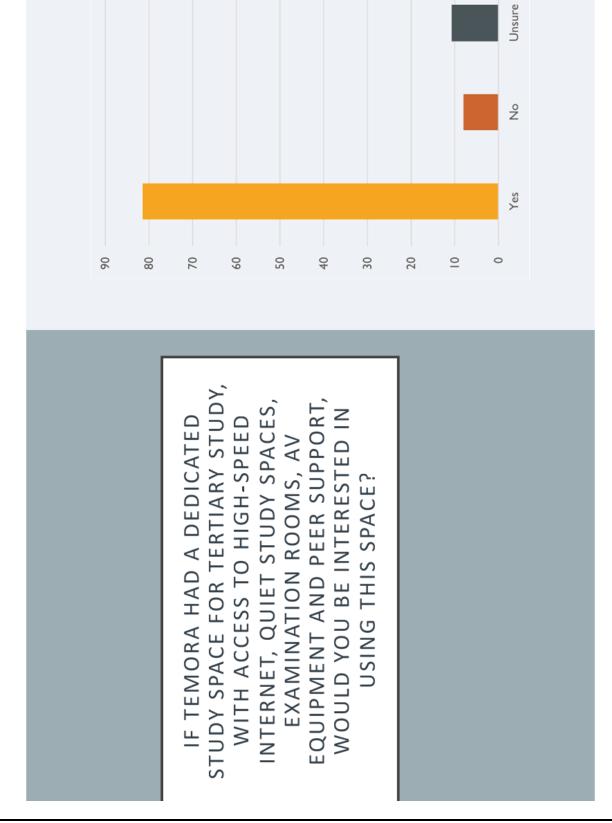
	Bachelor of Social Science Psychology – 9
	Bachelor Veterinary Biology/Veterinary Science Veterinary Technology Medical Radiation Science - 5
	Bachelor of Science – 4
	Bachelor or Agricultural Science – 4
	Bachelor of Science (Environmental and Heritage Management) - 2
	Bachelor of Medical Science – 2
WHAT COURSE ARE YOU STUDYING/INTENDING TO	Bachelor of Exercise and Sports Science, sports medicine, physiotherapy - 4
STUDY?	Bachelor of Advanced Science
	Bachelor of Forensic Science
	Bachelor of Law – 3
	Bachelor of Education – 11
	Bachelor of Education (Early Childhood) - 5
	School Based Education Support - 2
	Bachelor Advanced Education
	Language and Literacy
	Mathematics
	Interior design
	Bachelor of the Arts - 2

Bachelor of Journalism / Communications and Media - 2	Sport Coaching		Human Resources	Training and assessment	Bookkeeping/Accounting – 3	Financial Planning	Surveying	Business Management - 2	Business - 5	Economics		Unsure – 7					
Masters of Speech Pathology	Allied health	Bachelor of Midwifery - 3	Bachelor of Nursing – 9	Pharmacy - 3	Bachelor of Occupational	I nerapy – Z	Social Work		Cert 2 in Construction – 2	Plumbing / Electrical	Engineering	Electrical engineering	Information and Communications Technology	Software development or	computer science		
						WHAT COURSE ARE YOU	STUDYING/INTENDING TO	20012									

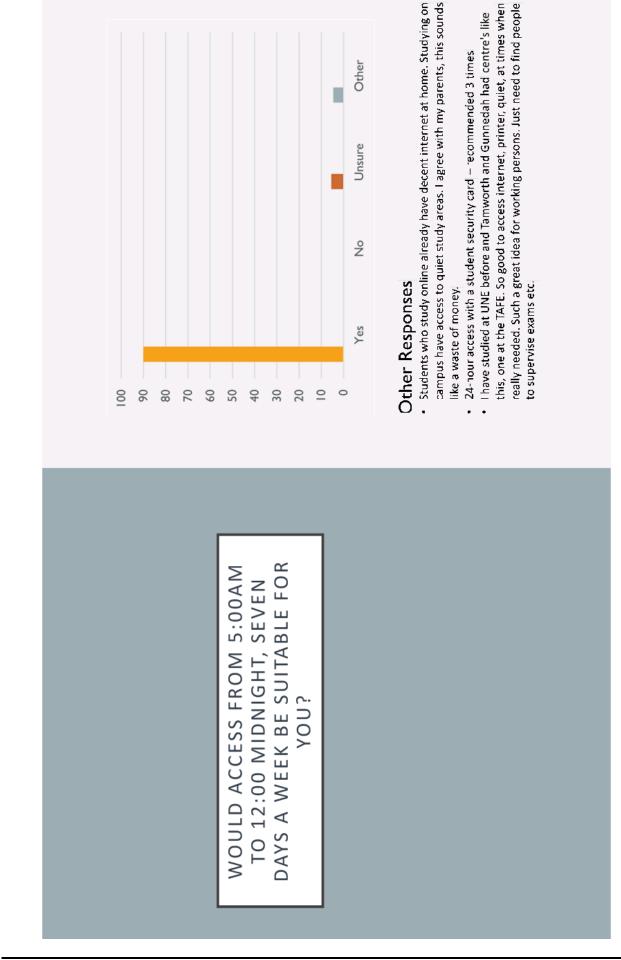


Item 8.4









5 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION 42/2023

Moved: Cr Belinda Bushell Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:29pm:

5.1 Advanced Manufacturing Business

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

5.2 Local Banking

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 43/2023

Moved: Cr Belinda Bushell Seconded: Cr Nigel Judd

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 5:35pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 21 November 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

8.5 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

File Number: REP23/1482

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Minutes of the Aerodrome Users Committee Meeting held on 21 November 2023

RESOLUTION 197/2023

Moved: Cr Max Oliver Seconded: Cr Nigel Judd

It was resolved that the reports be received.

CARRIED

RESOLUTION 198/2023

Moved: Cr Belinda Bushell Seconded: Cr Graham Sinclair

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

CARRIED



DATE:	TUESDAY, 21 NOVEMBER 2023
TIME:	6:00PM
LOCATION:	105 LOFTUS STREET
	TEMORA NSW 2666

MINUTES

Aerodrome Users Committee Meeting

21 November 2023

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5	Close	Meeting	

MINUTES OF TEMORA SHIRE COUNCIL AERODROME USERS COMMITTEE MEETING HELD AT 105 LOFTUS STREET, TEMORA NSW 2666 ON TUESDAY, 21 NOVEMBER 2023 AT 6:00PM

- PRESENT: Cr Nigel Judd (Zoom), Mr Geoff King, Mr Frank Lovell, Mr Robert Maslin, Cr Max Oliver (Chair), Mr Murray Kear, Mr Robert Matthews, Mr Graham Engel, Guy Bowley, Emma Bowley, Peter McIntyre, Tim Reid ADF (Zoom), Cr Anthony Irvine (Observer)
- **IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), James Durham (Building Inspector/Quality Assurance Officer), Melissa Boxall (General Manager)

1 OPEN MEETING

6:00pm

2 APOLOGIES

COMMITTEE RESOLUTION 12/2023

Moved: Mr Murray Kear Seconded: Mr Robert Maslin

That apologies from Mr Grant Johnson and Mr Peter Harper be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS

4.1 AERODROME MANUAL AND TAXIWAY	UPDATE
----------------------------------	--------

File Number:	REP2	3/1455
Author:	Engir	neering Asset Manager
Authoriser:	Engir	neering Asset Manager
Attachments:	1.	Draft Manual
	2.	Draft Taxiway Designation

REPORT

Please see attached revised draft manual and taxiway designation for the committee's consideration.

The manual requires some clarification of points highlighted in yellow and a layout diagram added. Mike Cleaver has assisted in the review and has done an outstanding job in relation to the level of interrogation and detail provided. There are 35 pages yet to be reviewed by Mike and I would like to have this as well as the areas highlighted yellow completed prior to finalisation.

In relation to Taxiway designations, if the committee agree on the most current proposal (attached) Council will submit this information to Airservices independent of the manual as soon as practical, to ensure we can implement the change as soon as possible.

An additional discussion Council would like the committee to consider, is what the effects of down grading Runway 18/36 to a Code 2 runway would be. This is another point Council plan to discuss with CASA and we are interested to hear any positive and negative impact feedback from stakeholders.

Budget Implications

N/A

COMMITTEE RESOLUTION 13/2023

Moved: Mr Murray Kear Seconded: Mr Frank Lovell

That the Committee resolved to recommend to Council to note the Draft Manual. AND FURTHER The Committee recommends Council endorse the taxiway designations as presented.

CARRIED

Report by Rob Fisher

Temora Shire Council



Date: 6-Feb-2023 11:45 AM Document version: 1 Draft Version

Temora Shire Council

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Last Changed, & Esk 2022

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0 PREFACE

0.1 AMENDMENT RECORD

Revisions to this manual are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of the manual, a summary of the changes made is also recorded.

Version No.	Date	Section & Page	Summary of change(s)
1	As per Cover Page	All	Initial Issue

0.2 DISTRIBUTION LIST

A copy of this manual is retained in the Temora Shire Council office and is made available to CASA for inspection if requested.

Electronic or printed copies and updates of this manual are distributed as follows:

Copy No.	Manual holder	Electronic format	Hard copy
1	Temora Shire Council	Х	Х
2	AVCRM Aerodrome Manager - Document Library	х	

Temora Shire Council makes this manual available to all relevant persons on request via email or hard copy.

Persons printing the manual should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

0.3 ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS or ACRONYMS	MEANING
ACN	aircraft classification number
AD Manager	Aerodrome Manager (AVCRM Product)
ADP	aeronautical data package
AEP	aerodrome emergency plan
ARC	aircraft reference code
ARFFS	aviation rescue and firefighting services
AGL	aeronautical ground lighting
AHD	Australian height datum
AIP	aeronautical information publication
AIS	aeronautical information service
ALARP	as low as reasonably practicable
AMSL	above mean sea level
ARO	aerodrome reporting officer
ARP	aerodrome reference point
ASDA	accelerate-stop distance available
AVCRM	Aviation Compliance & Risk Management Software
CASA	Civil Aviation Safety Authority
ERSA	En-route Supplement Australia
ft	feet
FOD	foreign object debris
H24	continuous
IFR	instrument flight rules
ILS	instrument landing system
IWDI	illuminated wind direction indicator
LDA	landing distance available
LVP	low-visibility procedures
m	metres
MAG	magnetic
MOS	Manual of Standards
MOWP	method of working plan
NAIPS	national aeronautical information processing system
NOF	NOTAM Office
NOTAM	Notice To Airmen
OFZ	obstacle free zone
OLS	obstacle limitation surface
OMGWS	outer main gear wheel span
PAL	pilot activated lighting system
PANS-OPS	Procedures for Air Navigation Services - Aircraft Operations
PAPI	precision approach path indicator
PCN	pavement classification number
RESA	runway end safety area
RTIL	runway threshold identification lights
RV	runway visibility
RVR	runway visual range
RWY	runway
SMS	safety management system

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ABBREVIATIONS or ACRONYMS	MEANING
RMP	risk management plan
TDZ	touchdown zone
TODA	take-off distance available
TORA	take-off run available
TWY	taxiway
VFR	visual flight rules
WDI	wind direction indicator

0.4 DEFINITIONS

TERM	DEFINITION
accelerate- stop distance available	the length of the take-off run available plus the length of the stopway if provided
accident	an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:
	 a person is fatally or seriously injured as a result of:
	 being in the aircraft, or
	 direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
	 direct exposure to jet blast, except when the injuries are from natural causes, self- inflicted or by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or
	 the aircraft sustains damage or structural failure which:
	 adversely affects the structural strength, performance or flight characteristics of the aircraft, and
	 would normally require major repair or replacement of the affected component, except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or
	 the aircraft is missing or is completely inaccessible
aerodrome	an area of land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure or movement of aircraft.
aerodrome elevation	the elevation of the highest point of the landing area
aerodrome reference	refers to the three (3) elements that are nominated by the aerodrome operator, specifically:
code	 a code number which is determined by the aeroplane reference field length, and which is applicable to runways
	 a code letter which is determined by the aeroplane wingspan, and which is applicable to runways, taxiways, aircraft holding bays and parking positions
	 the OMGWS which is applicable to runways and taxiways
aerodrome reference point	the designated geographical location of an aerodrome
AIP responsible person	for an aeronautical data originator, a person appointed by the originator under regulation 175.445 as responsible for the provision of aeronautical data or aeronautical information published in the AIP
air transport operation	 a passenger transport operation, or a cargo transport operation, that (a) is conducted for hire or reward, or (b) is prescribed by an instrument issued under regulation 201.025 However, an operation conducted for a purpose mentioned in paragraph 206(1)(a) of CAR is not an air transport operation. 206(1)(a) aerial work purposes, being purposes of the following kinds (except when carried out by means of an RPA):
	1. aerial surveying

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TERM	DEFINITION
	2. aerial spotting
	3. agricultural operations
	4. aerial photography
	5. advertising
	6. balloon flying training
	7. ambulance functions
	8. carriage, for the purposes of trade, of goods being the property of the pilot, the owner or
	the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals)
	 any other purpose that is substantially similar to any of those specified in subparagraphs 1 to 7 (inclusive).
AIS provider	a person who holds a certificate under regulation 175.055 of CASR
apron	a defined area on a land aerodrome to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance
apron taxiway	a portion of a taxiway system located on an apron to provide a through taxi route for aircraft across the apron to another part of the taxiway system
Australian height datum	the datum that sets mean sea level as zero elevation
clearway	a defined area at the end of the TORA, on the ground or water under the control of the aerodrome operator, which is selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height
displaced threshold	a threshold not located at the extremity of a runway
holding bay	a defined area where aircraft can be held or bypassed to facilitate efficient surface movement of aircraft
incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation
international aerodrome	an aerodrome: (a) designated by the Department as an international airport in Australia; and (b) identified as a designated international airport in Australia on the Department's website.
instrument runway	one of the following types of runway nominated for the operation of aircraft using instrument approach procedures: (a) non precision approach runway (b) precision approach runway (CAT I) (c) precision approach runway (SA CAT I) (d) precision approach runway (SA CAT II) (e) precision approach runway (CAT II) (f) precision approach runway (CAT III A / B / C)
landing distance available	the length of the runway which is declared available and suitable for the ground run of an aeroplane landing
manoeuvring area	part of the aerodrome used for the take-off, landing and taxiing of aircraft, excluding aprons
method of working plan	a plan to ensure that aerodrome works do not present a hazard to aircraft operations
movement area	that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons
non- homogenous runway surface	a runway surface that has different surface finishes across its full width
non- instrument runway	a runway for the operation of aircraft using visual approach procedures
NOTAM	Notice to Airmen - and is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations
NOTAM	for an aeronautical data originator, a person/s appointed under regulation 175.445 by the

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TERM	DEFINITION		
authorised persons	originator authorised to request the issue, review or cancellation of a NOTAM.		
obstacle	fixed (whether temporarily or permanently) and mobile objects, structures and parts of such objects and structures, that: (a) are located on an area provided for the surface movement of aircraft, or (b) extend above a defined surface designated to protect aircraft in flight, or (c) stand outside the defined surfaces mentioned in items (a) and (b) above and that have been assessed as being a hazard to air navigation.		
obstacle free zone	the airspace above the inner approach surface, inner transitional surface, baulked landing surface, and that portion of the runway strip bounded by these surfaces, which is not infringed by any fixed obstacle other than a low mass and frangibly mounted one required for air navigation purposes		
obstacle limitation surfaces	a series of planes, associated with each runway at an aerodrome, that defines the desirable limits to which objects or structures may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely		
PANS-OPS	Doc.8168-OPS/611 Volume II (Procedures for Air Navigation Services – Construction of Visual and Instrument Flight Procedures) approved and published by decision of the Council of the International Civil Aviation Organization, as in force from time to time		
pavement classification number	a number expressing the bearing strength of a pavement for unrestricted operations by aircraft with aircraft classification number (ACN) less than or equal to the PCN		
runway	a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft		
runway end safety area	an area symmetrical about the extended runway centreline and adjacent to the end of the runway strip, primarily to reduce the risk of damage to an aeroplane which undershoots or overruns the runway		
runway strip	a defined area, including the runway and stopway, provided to: (a) reduce the risk of damage to aircraft running off a runway, and (b) protect aircraft flying over the runway during take-off or landing operations		
scheduled air transport operation	an air transport operation conducted in accordance with a published schedule		
secondary power supply	 an electrical power supply that: (a) is automatically connected to the relevant load when the primary power source fails, and (b) is derived from: (i) the normal public electrical power supply, but in a way that: (A) supplies power for the aerodrome's functionality from a special substation that is not the normal substation, and (B) supplies the power through a special transmission line that follows a route different from the normal power supply route, and (C) makes extremely remote the possibility of a simultaneous failure of the normal public electrical power supply for the aerodrome, or (ii) one or more generators, batteries, or similar devices which deliver a constant, reliable and sufficient supply of electrical power for the relevant aerodrome service 		
shoulder	an area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface		
stopway	a defined rectangular area on the ground at the end of the take-off run available and prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off		
take-off distance available	the length of the take-off run available plus the length of the clearway if provided		
take-off run available	the length of the runway declared available and suitable for the ground run of an aeroplane taking off		
taxilane	a portion of an apron designated as a taxiway and for use only to provide access to, and egress from aircraft parking positions		
taxiway	a defined path on an aerodrome on land, established for the taxiing of aircraft from one part of an aerodrome to another. A taxiway includes a taxilane, an apron taxiway, and a rapid exit taxiway		
threshold	the beginning of that portion of the runway usable for landing		
Type A chart	a chart which contains information on all significant obstacles within the take-off area of an aerodrome up to 10 km from the end of the runway		
Type B chart	an obstacle chart which provides obstacle data from around the aerodrome		

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TERM	DEFINITION
Y location code	the international code prefix used to identify Australian aerodromes

Reference material

Document type	Title
Regulation	Part 139 of the Civil Aviation Safety Regulations 1998
Regulation	Part 175 of the Civil Aviation Safety Regulations 1998
Manual of Standards	Part 139 (Aerodromes) Manual of Standards 2019

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1 AERODROME ADMINISTRATION

1.1 OPERATOR'S STATEMENT

The Temora Aerodrome Manual has been prepared in accordance with the requirements set out in the *Civil Aviation Safety Regulations 1998 (CASRs)*, and associated *Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS)*.

The contents of this manual describe the systematic approach to the operation and maintenance of Temora aerodrome and demonstrates Temora Shire Council's commitment to managing the aerodrome safely and promoting a positive safety culture.

The aerodrome will be operated and maintained in accordance with the procedures set out in this manual, and in any subsidiary materials that are referenced in this manual, unless a temporary non-compliance or deviation from the procedures is necessary to ensure the safety of aircraft, aircraft operations, or individuals using the aerodrome. If the temporary noncompliance or deviation in the procedures is to take effect on a permanent basis, the manual will be updated. CASA will be advised of a temporary deviation or a change to this manual within 30 days.

At all times when the aerodrome is operating, the aerodrome manual and any subsidiary materials will be accessible by those personnel who have a role of responsibility.

This manual identifies persons from all levels of the organisation that are responsible and accountable for the safe operation of the aerodrome. As the authorisation holder, Temora Shire Council is committed to ensuring that all individuals understand their responsibilities and accountabilities as defined within this aerodrome manual.

Signed:

Name: Position:

1.2 ORGANISATIONAL STRUCTURE

The Temora Shire Council is responsible for the conduct of the aerodrome, routine safety, maintenance and response to any aerodrome emergencies. Council shall engage suitable qualified and trained personal to carry out the work required to comply with CASA regulations.

The organisational structure for the aerodrome is shown below:



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1.3 KEY PERSONNEL

1.3.1 ACCOUNTABLE MANAGER

Position: Accountable Manager

Name: Melissa Boxall

Management position: General Manager

Responsibilities:

The General Manager is the Chief Executive Officer of the Council and has overall responsibility for ensuring there is adequate resourcing for the safe and effective operation of Temora Aerodrome in accordance with Part 139 MOS and this manual. The General Manager is directly responsible to the Council for the efficient running of Council's operations. The General Manager designates responsibility for certain functions to senior management personnel who report to him/her.

The General Manager will ensure Temora Shire Council:

- · complies with civil aviation legislation,
- operates and maintains the aerodrome safely and with a reasonable degree of care and diligence, and
- operates and maintains the aerodrome in accordance with the aerodrome manual for the aerodrome.

The accountable manager has a general knowledge of the relevant civil aviation safety legislation and standards that are applicable to the inspection, reporting, operation and maintenance of the aerodrome.

1.3.2 MANAGEMENT POSITIONS (AERODROME OPERATION AND MAINTENANCE)

The management position(s) responsible for the **operation** of the aerodrome:

Management Position : Engineering Asset Manager

Responsibilities:

The Engineering Asset Manager will arrange for the maintenance and/or repair of the Temora Aerodrome where it exceeds the resources of the Aerodrome Reporting Officer. Where Council operational works staff are involved the work will be carried out in consultation with the Engineering Works Manager and in accordance with the prepared Method of Works Plan.

If the Engineering Works Manager is not a holder of an Aerodrome Reporting Officers Certificate, the works will be carried out in the presence of the Aerodrome Reporting Officer if works are inside the movement area.

1.3.3 AERODROME OPERATIONS AND SAFETY FUNCTIONS

The following individuals or positions are responsible for the aerodrome's operations and safety functions:

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Individual / Position: Aerodrome Reporting Officers

Responsibilities:

- Carry out aerodrome serviceability inspections in accordance with Part 139 MOS and this manual,
- · Carry out aerodrome reporting functions in accordance with this manual,
- · Carry out wildlife monitoring and management functions, and
- Carry out obstacle monitoring duties in accordance with this manual.

Individual / Position: Works Safety Officers

Responsibilities:

Ensuring aerodrome safety while aerodrome works are being carried out at the aerodrome, in accordance with Part 139 MOS and this manual.

Individual / Position: Works Operational Personnel

Responsibilities:

Works Operational Personnel are either Council employees or contractors depending on the nature of the work. Works Operational Personnel are scheduled to repair and/or carry out remedial activities on the aerodrome to rectify any defect found in the daily inspection.

The works will be carried out in the presence of the Aerodrome Reporting Officer if works are inside the movement area.

1.4 AERODROME MANUAL ADMINISTRATION

This aerodrome manual identifies all elements required by the Part 139 MOS. Information that is not relevant to the aerodrome's operational context or regulatory compliance is marked NOT APPLICABLE or N/A.

All subsidiary materials that are adopted are clearly referenced in the relevant sections of this manual.

This manual and the adopted subsidiary materials will at all times be accessible by those persons who have a role in the operation and maintenance of the aerodrome.

1.4.1 MANUAL CONTROL

The following individuals / positions are response for reviewing, maintaining, amending and controlling this aerodrome manual:

Individual / Position	Role / Function	
Rob Fisher - Engineering Asset Manager	Maintaining / amending / controlling	
James Durham - ARO / WSO	Reviewing	

1.4.2 MANUAL AMENDMENT

To maintain the accuracy of this manual, the aerodrome manual controller(s) will be advised of any changes to the aerodrome's facilities, operating procedures, or of any errors or omissions, so that an amendment can be made.

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When an amendment is made, the aerodrome manual controller will update the amendment record in the respective section of this manual.

So that readers can identify information in the manual that has changed, the following procedure has been adopted:

- this manual complies with the Part 139 MOS, Chapter 10.03(2)(c).
- the list of effective pages (LEP) is updated with the section, page and date the change was finalised.
- section 0.1 Amendment Record is updated with each new version and details of the change/ s.

Within 30 days of any amendment to this manual, written notice of the change and a new version of the aerodrome manual is provided to CASA.

1.4.3 MANUAL REVIEW

This manual will be reviewed biennially as part of the aerodrome manual validation process.

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1.5 AUTHORISATIONS

1.5.1 AERODROME CERTIFICATE - CONDITIONS

The Temora Aerodrome was formerly a registered aerodrome. The Aerodrome Manual has been submitted to CASA. An aerodrome certificate is yet to be issued.

1.5.2 AERODROME INSTRUMENTS

CASA has issued the following approvals, determinations, directions, exemptions or other instruments:

Type of Authorisation		Effective date	Expiry date	Document location	Authorisation details
Exemption	109/ 18	27/11/2018			Width of Glider strip

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2 AERODROME INFORMATION

2.1 AERONAUTICAL INFORMATION

2.1.1 AERODROME DIAGRAM

A single aerodrome diagram that clearly illustrates all applicable aerodrome facilities prescribed in subparagraph 5.03(1) of the Part 139 MOS is below.

2.1.2 AERODROME ADMINISTRATION STATEMENT

The aerodrome's administration information prescribed in subparagraph 5.03(2) of the Part 139 MOS is recorded below:

DESCRIPTION	DETAILS	
Name of aerodrome operator	Temora Shire Council	
Postal address	PO Box 262, Temora, NSW, 2666	
Phone number	(02) 6980 1100	
E-mail address	temorashire@temora.nsw.gov.au	
Website	https://www.temora.nsw.gov.au/	
Facsimile number (if applicable)	Not Applicable	
OUT OF HOURS CONTACT DETAILS		
On Call Duty Officer 24h Contact	02 6980 1100	
Aerodrome out-of-hours contact	Aerodrome Reporting Officer- James Durham	
Phone number	0427455629	
E-mail address	jdurham@temora.nsw.gov.au	
Facsimile number (if applicable)	Not Applicable	
Aerodrome usage	Public	

2.1.3 AERODROME LOCATION STATEMENT

The aerodrome's location information prescribed in subparagraph 5.03(4) of the Part 139 MOS is below:

Description	Details
Aerodrome name	Temora Aerodrome
State / Territory	New South Wales
ARP latitude	342517S in WGS84
ARP longitude	1473042E in WGS84
Y location code	YTEM
Elevation	921 ft
Type A charts (if published)	None published
Type B charts (if published)	None published

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2.1.4 MOVEMENT AREA INFORMATION - RUNWAYS

2.1.4.1 RUNWAY CODE NUMBER

The code number for each of the runway(s) is recorded below:

Runway	Code Number
09/27	1
18/36	3
05/23	3

2.1.4.2 RUNWAY BEARING, LENGTH, WIDTH, AND SURFACE TYPE

The bearings, length, width, and surface type(s) of the runway(s) is recorded below:

	RUNWAY BEARING (MAGNETIC)			RUNWAY SURFACE TYPE, OR TYPES (NON-HOMOGENOUS RUNWAYS)
09/27	87.89	815 m	30 m	Other - Gravel / Bitumen
18/36	177.90	1355 m	30 m	Bitumen
05/23	50.89	2040 m	30 m	Bitumen

2.1.4.3 THRESHOLD GEOGRAPHICAL LOCATION & ELEVATION - INSTRUMENT RUNWAYS

The geographical location coordinates and the elevation of the midpoint of the runway threshold for each instrument runway are recorded below:

RUNWAY THRESHOLD	LATITUDE (WGS84)	LONGITUDE (WGS84)	THRESHOLD MIDPOINT ELEVATION
RWY 05	342533.135	1472942.84E	913 ft
RWY 23	342502.84S	1473051.26E	902 ft

2.1.4.4 RUNWAY PAVEMENT STRENGTH RATING

The strength rating of the runway(s) pavement is below:

ACN - PCN STRENGTH RATING	RUNWAY 18/36	RUNWAY 05/23	RUNWAY 09/27
PCN value	10	20	10
Pavement type	F	F	F
Pavement subgrade	В	В	В
MAX take-off weight	Not specified	Not specified	Not specified
MAX tyre pressure value	0.6 MPa	1.2 MPa	0.6 MPa
Tyre pressure category	X	х	Y
PCN evaluation method	Т	Т	U

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2.1.4.5 RUNWAY STRIP LENGTH AND WIDTH

The length and width of the runway strip(s) is recorded in the table below:

RUNWAY		RUNWAY STRIP WIDTH (GRADED)	RUNWAY STRIP WIDTH (INCLUDING FLYOVER)
05 / 23	<mark>2160 m</mark>	90 m	90 m
18 / 36	<mark>1600 m</mark>	90 m	90 m
09 / 27	<mark>900 m</mark>	60 m	60 m

2.1.4.6 RUNWAY SLOPE

The runway slope details are below:

RUNWAY	RUNWAY SLOPE
	0.31% (0-675m), -0.44% (675-950m), 0% (950-1150m), 0.38% (1150-1600) & 0.2% (1600-2040) slope to the SW
18 / 36	-0.3% slope to the N
09 / 27	Slope level

2.1.4.7 RUNWAY DECLARED DISTANCES

TYPES	RUNWAY	RUNWAY	RUNWAY	RUNWAY	RUNWAY	RUNWAY
	05	23	18	36	09	27
Take-off run available	2040 m /	2040 m /	1355 m /	1355 m /	815 m /	815 m /
(TORA)	6693 (ft)	6693 (ft)	4446 (ft)	4819 (ft)	2674 (ft)	2674 (ft)
Take-off distance available	2100 m /	2100 m /	1433 m /	1529 m /	845 m /	845 m /
(TODA)	6890 (ft)	6890 (ft)	4701 (ft)	5016 (ft)	2772 (ft)	2772 (ft)
TODA gradient	4.53%	3.01%	4.59%	3.66%	4.27%	1.70%
Accelerate-stop distance	2040 m /	2040 m /	1355 m /	1355 m /	815 m /	815 m /
available (ASDA)	6693 (ft)	6693 (ft)	4446 (ft)	4446 (ft)	2674 (ft)	2674 (ft)
Landing distance available (LDA)	2040 m /	1980 m /	1355 m /	1341 m /	815 m /	815 m /
	6693 (ft)	6496 (ft)	4446 (ft)	4400 (ft)	2674 (ft)	2674 (ft)

The declared distances for each runway are below:

2.1.4.8 INTERSECTION DEPARTURE TAKE-OFF DISTANCES AVAILABLE

Intersection departures are not available.

2.1.4.9 SUPPLEMENTARY TAKE-OFF DISTANCES AVAILABLE (STODA)

The supplementary take-off distances for each runway are below:

OBSTACLE CLEAR TAKE-OFF GRADIENT	RUNWAY 05	RUNWAY 23	RUNWAY 18	RUNWAY 36
1.6%	1818 m (5965 ft)	1281 m (4203 ft)	N/A	950 m (3117 ft)
1.9%	1880 m (6168 ft)	1594 m (5230 ft)	845 m (2772 ft)	1127 m (3698 ft)
2.2%	1928 m (6325 ft)	1791 m (5876 ft)	1005 m (3297 ft)	1255 m (4117 ft)
2.5%	1965 m (6447 ft)	1933 m (6342 ft)	1110 m (3642 ft)	1359 m (4459 ft)
3.3%	2035 m (6677 ft)	N/A	1296 m (4252 ft)	1513 m (4964 ft)
5%	N/A	N/A	N/A	N/A

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2.1.4.10 ESTABLISHED OLS FOR THE RUNWAY

The code number of the runway(s) OLS is recorded below:

RUNWAY END	ESTABLISHED CODE
05	3
23	3
18	3
36	3
09	1
27	1

2.1.4.11 TYPE A CHARTS

2.1.4.12 TYPE B CHARTS

A Type B chart has not been prepared.

2.1.4.13 OBSTACLE-FREE ZONE (OFZ)

An obstacle free zone is not identified.

2.1.4.14 ARRESTOR SYSTEM

An arrestor system is not provided.

2.1.5 MOVEMENT AREA INFORMATION - RUNWAY STRIP AVAILABILITY

The runway strip is not available for take-offs and landings. Parallel grass runway strips are established in the 09/27 and 18/36 direction for glider and other suitable aircraft operations.

2.1.6 MOVEMENT AREA INFORMATION - TAXIWAYS

Each taxiway designation, code letter, width, and surface type are recorded in the table below:

TAXIWAY NAME	TAXIWAY DESIGNATION	ARC LETTER	TAXIWAY WIDTH	TAXIWAY SURFACE TYPE
<mark>Taxiway Alpha</mark>	A	<mark>B</mark>	<mark>11 m</mark>	Bitumen Seal
Taxiway Bravo	<mark>B</mark>	A	<mark>8 m</mark>	Bitumen Seal
Taxiway Charlie	C	C/B	27 m between runway 05/23 and 18/36 12 m between 18/36 and Taxiway S	Bitumen Seal
Taxiway Delta	D	C	<mark>28 m</mark>	Bitumen Seal
Taxiway Echo	E	B	<mark>10.5 m</mark>	Bitumen Seal
Taxiway Foxtrot	F	C	<mark>25 m</mark>	Bitumen Seal
Taxiway Golf	G	<mark>C / B</mark>	<mark>25 m / 14 m</mark>	Bitumen Seal

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TAXIWAY NAME	TAXIWAY DESIGNATION	ARC LETTER		TAXIWAY SURFACE TYPE
Taxiway Hotel	H	<mark>B</mark>	<mark>14.5 m</mark>	<mark>Bitumen Seal</mark>
Taxiway Indigo	I	B	<mark>11m</mark>	Bitumen Seal
Taxiway Kilo	K	<mark>B</mark>	<mark>11 m</mark>	<mark>Bitumen Seal</mark>
Taxiway Lima	L	<mark>B</mark>	<mark>14 m</mark>	<mark>Bitumen Seal</mark>

Note: How do we best incorporate Taxilane E & G and how do we name apron taxiways and Taxilane around the refuelling area?? Refer to October 2021 Committee Map.

2.1.7 MOVEMENT AREA INFORMATION - APRONS

The aerodrome has no international operations, nor have the parking position designations been provided to Airservices for publication in the AIP. See below for the apron surface type(s):

APRON	APRON SURFACE TYPE
Museum Apron	Bitumen Seal
GA Apron	Bitumen Seal
Agricultural Apron	Bitumen Seal

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2.1.8 VISUAL AIDS - APPROACH AND RUNWAY LIGHTING SYSTEMS

2.1.8.1 APPROACH LIGHTING SYSTEM(S) (ALS)

The aerodrome does not have a runway approach lighting system.

2.1.8.2 RUNWAY THRESHOLD LIGHTS AND WING BARS

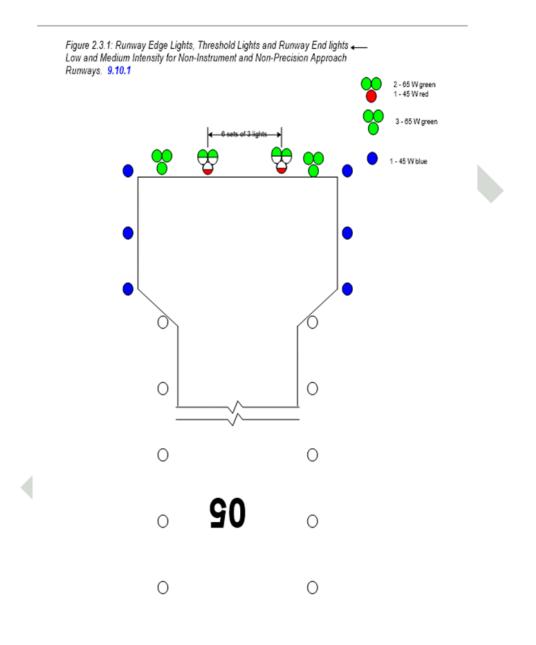
The particulars for each runway threshold lights, and wing bars (if provided) are below:

RUNWAY DESIGNATION	THRESHOLD LIGHTS - COLOUR		GEOGRAPHICAL COORDINATES
05	Green	Not Provided	N/A
23	Green	Not Provided	N/A

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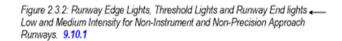
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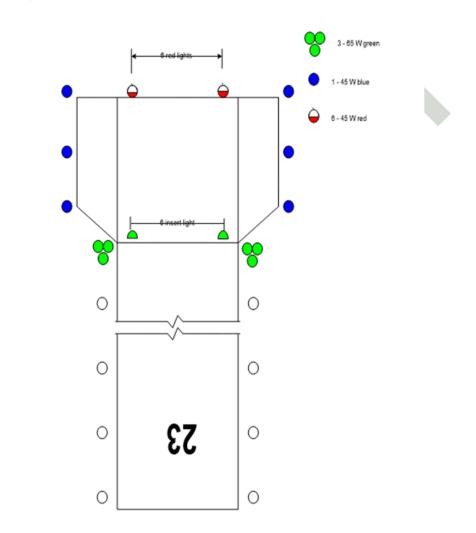


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2.1.8.3 VISUAL APPROACH SLOPE INDICATOR SYSTEM (VASIS)

The particulars of each visual approach slope indicator system are recorded in the table below:

RUNWAY DESIGNATION			PAPI MINIMUM EYE HEIGHT
05	PAPI (single-sided)	3.0°	41.3ft
23	PAPI (single sided)	3.0 °	41.3ft

2.1.8.4 TOUCHDOWN ZONE (TDZ) LIGHTING

Touchdown zone lighting is not provided.

2.1.8.5 RUNWAY CENTRELINE LIGHTS

Runway centreline lights are not provided.

2.1.8.6 RUNWAY EDGE LIGHTS

The length, longitudinal spacing, colour and intensity of the runway edge lights are recorded in the table below:

RUNWAY DESIGNATION	LENGTH	LONGITUDINAL SPACING	COLOUR	INTENSITY
05/23	2040 m	60 m	White	LOW-INTENSITY

2.1.8.7 RUNWAY END LIGHTS

The colour(s) of the runway end lights are recorded in the table below:

RUNWAY END	RUNWAY END LIGHTS - COLOUR	
05	RED	
23	RED	

2.1.8.8 STOPWAY LIGHTS

The aerodrome does not have stopway lights.

2.1.8.9 STARTER EXTENSION LIGHTING

The aerodrome does not have starter extension lighting.

2.1.8.10 RUNWAY THRESHOLD IDENTIFICATION LIGHTS (RTIL)

The aerodrome does not have RTIL.

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2.1.8.11 PILOT ACTIVATED LIGHTING (PAL) SYSTEM

The availability of a PAL system is as follows:

PAL and PAPI (RWY 05/23) operates on VHF frequency 119.6 MHz and requires three one-second pulses to activate.

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2.1.9 VISUAL AIDS - OTHER LIGHTING AND SECONDARY POWER SUPPLY

2.1.9.1 AERODROME BEACON

The aerodrome does not have an aerodrome beacon.

2.1.9.2 TAXIWAY LIGHTING SYSTEMS (INCLUDING HOLDING POSITIONS AND STOP BARS)

The lighting systems for taxiways, including taxiway holding positions and stop bars (where provided), are recorded in the table below:

TAXIWAY DESIGNATION	EDGE LIGHTS	CENTRELINE LIGHTS	STOP BARS	HOLDING POSITION
TWY C	BLUE	N/A	N/A	YELLOW
RWY 18/36	BLUE	N/A	N/A	
TWY F	BLUE	N/A	N/A	YELLOW

2.1.9.3 APRON LIGHTING SYSTEMS (INCLUDING VDGS)

The lighting system for aprons, including the location and type of VDGS, are recorded in the table below:

APRON	PARKING POSITION	IDENTIFICATION SIGN	TYPE OF VDGS (if provided)
Main	High Mast Floodlighting	N/A	N/A

2.1.9.4 OTHER MOVEMENT AREA - LIGHTING SYSTEMS

No other movement area lighting systems are provided at the aerodrome.

2.1.9.5 OBSTACLE LIGHTING FOR OLS INFRINGEMENTS

All lit obstacles within the aerodrome OLS are below:

	OBSTACLE POSITION	ELEVATION	LIGHTING (type / colour)
LIT SILO	177deg/2710 m FM SOT RWY 18	1,020ft AMSL	RED FLASHING (3 Lights)

2.1.9.6 SECONDARY POWER SUPPLY (INCLUDING SWITCH-OVER TIME)

A secondary power supply is not provided.

2.1.10 NAVIGATION AIDS

No navigation aids are provided by the Aerodrome Operator.

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2.1.11 AVIATION RESCUE AND FIRE-FIGHTING SERVICES (ARFFS)

An ARFFS is not provided by the Aerodrome Operator.

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2.1.12 GROUND SERVICES

2.1.12.1 FUEL SUPPLIERS

Fuel suppliers and their contact details are below:

FUEL SUPPLIER			AFTER HOURS CONTACT DETAILS	COMMENTS
AERO REFUELLERS	AVGAS	<mark>69 772 733 BH</mark>	WWW.AEROREFUELERS.COM.AU	H24 DLY, accepts AR Card, V & MC.
SKYFUEL	AVGAS & JET A1 + FSII	0418 862 100		H24 DLY, accepts SC Card, V & MC.

??? Clarify comment with Mike

2.1.12.2 WEATHER INFORMATION BROADCASTS

The weather information broadcasts provided by the aerodrome operator are as follows:

- Terminal Aerial Forecasting AF CAT D, METAR/SPECI.
- Automated Weather Information Service (AWIS) activated by VHF Radio Frequency 134.45 MHz. A one second pulse activates a two minute transmission from the BOM weather station.
- AWIS also available by telephone 02 9353 6453.

2.1.12.3 GROUND-TO-AIR COMMUNICATION SYSTEMS

Ground-to-air communication systems are not provided by the Aerodrome Operator. A UNICOM may operate during activation of restricted area R406 or Danger Area D427.

2.1.12.4 OTHER AVIATION-RELATED SERVICES MADE AVAILABLE TO PILOTS

No other aviation-related services are made available to pilots by the Aerodrome Operator.

2.1.13 AERODROME OPERATIONAL PROCEDURES - STANDARD TAXI ROUTES

2.1.13.1 STANDARD TAXI ROUTES DETERMINED BY AERODROME OPERATOR

Standard taxi routes have not been determined.

2.1.13.2 STANDARD TAXI ROUTES DETERMINED BY THE ATS PROVIDER

Standard taxi routes have not been determined.

2.1.14 AERODROME OPERATIONAL PROCEDURES - SPECIAL PROCEDURES

Special procedures unique to the aerodrome which pilots would reasonably be expected to know in the interests of aviation safety are below:

Temora Aviation Museum air displays:

- D427 and R406 activate by NOTAM as required by Temora Aviation Museum.
- No flight permitted when R406 is active except with the permission of the controlling authority (Temora Historic Flight Club - UNICOM 126.15 or 0407 391 431). Non-participating aircraft may be required to hold for up to 30 minutes.

2.1.15 AERODROME OPERATIONAL PROCEDURES - NOTICES

Cautionary or administrative notices relating to the safe use of the aerodrome are below:

- Gliding operations may occur by day from the parallel RWS marked with orange marker immediately west of RWY 18/36 and immediately north of RWY 09/27.
- Regular gliding operators Temora Gliding Club, operates on frequent occasions year-round. During operations, information about current activity may be provided on CTAF 126.15 MHz. Gliders may operate from sealed surfaces when conditions dictate.
- An aerobatics is established and may be occupied 300-5000 ft AGL, immediately west of RWY 18/36 by day. During aerobatic events the organisers will monitor and report on CTAF 126.15 MHz.

2.1.16 AERODROME OPERATIONAL PROCEDURES - LOW-VISIBILITY PROCEDURES

Low-visibility procedures are not established at the aerodrome.

2.2 AERODROME SITE PLAN

A scaled plan of the aerodrome site that clearly shows all applicable aerodrome facilities prescribed in subparagraph 11.01(2)(a) of the Part 139 MOS is available in Appendix 1 of this

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2.3 SITE PLAN - FACILITIES OUTSIDE THE AERODROME BOUNDARY

Temora Shire Council does not own any aerodrome facilities or equipment that is located outside the boundaries of the aerodrome; therefore this subsection is NOT APPLICABLE.

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2.4 AERODROME REFERENCE CODE (ARC) NOMINATIONS

2.4.1 RUNWAYS

The aerodrome reference code (ARC) number, letter and OMGWS for each runway is below:

RUNWAY	ARC NUMBER	ARC LETTER	OMGWS
05/23	3	С	6 m up to but not including 9 m
18/36	3	C	6 m up to but not including 9 m
09/27	1	C	6 m up to but not including 9 m

2.4.2 TAXIWAYS AND TAXILANES

The aerodrome reference code (ARC) letter and OMGWS for each taxiway is below:

TAXIWAY / TAXILANE	ARC LETTER	OMGWS
TWY Alpha	B	4.5 m up to not including 6 m
TWY Bravo	A	Up to but not including 4.5 m
TWY Charlie	C / B	6 m up to but not including 9 m 4.5 m up to not including 6 m
TWY Delta	C	6 m up to but not including 9 m
TWY Echo	B	4.5 m up to not including 6 m
TWY Foxtrot	C	6 m up to but not including 9 m
TWY Golf	<mark>С/В</mark>	6 m up to but not including 9 m 4.5 m up to not including 6 m
TWY Hotel	B	4.5 m up to not including 6 m
TWY Indigo	B	4.5 m up to not including 6 m
TWY Kilo	B	4.5 m up to not including 6 m
TWY Lima	B	4.5 m up to not including 6 m

2.4.3 AIRCRAFT PARKING POSITIONS

Although primary and secondary parking areas are not designated there are marked tie-down positions on the main apron. There are also areas designated "no unattended parking" outside hangars on to main apron.

2.4.4 HOLDING BAYS (AIRCRAFT)

Aircraft holding bays are not provided; therefore, this is NOT APPLICABLE.

2.5 INSTRUMENT CLASSIFICATION OF EACH RUNWAY

The instrument classification for each runway end is below:

RUNWAY DESIGNATION	INSTRUMENT CLASSIFICATION	
RWY 05	Non-Precision Instrument Runway	
RWY 23	Non-Precision Instrument Runway	
RWY 18	Non-Instrument Runway	

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RUNWAY DESIGNATION	INSTRUMENT CLASSIFICATION
RWY 36	Non-Instrument Runway
RWY 09	Non-Instrument Runway
RWY 27	Non-Instrument Runway

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2.6 DEVIATIONS FROM PREFERRED STANDARDS

2.6.1 LOCATION OF RUNWAY THRESHOLD

The following runway thresholds are permanently displaced from the extremity of the runway:

RUNWAY END		REASONS FOR PERMANENT THRESHOLD DISPLACEMENT
23	60 MTR	PROXIMITY TO THRESHOLD OF RWY 18 Note: Is this still the case?

2.6.2 RUNWAY TURN PAD / BYPASS PAD

Runway turn pads are provided at the ends of RWY 05 and 23. No bypass pads are provided.

2.6.3 RUNWAY LONGITUDINAL SLOPE VALUES

The maximum runway longitudinal slope values expressed in subparagraphs 6.06(1) to (6) of the Part 139 MOS have not been exceeded.

2.6.4 RUNWAY TRANSVERSE SLOPE VALUES

The runway transverse slope values expressed in Table 6.08(2) of the Part 139 MOS have not been exceeded.

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2.6.5 RUNWAY SURFACES

2.6.5.1 AVERAGE SURFACE TEXTURE DEPTH

The preferred average surface texture depth of 1mm has been met on all runways.

2.6.5.2 FRICTION VALUES

The aerodrome is not used for scheduled international air transport operations.

2.6.6 LONGITUDINAL SLOPE DESIGN VALUES ON GRADED RUNWAY STRIP

The design longitudinal slope values expressed in subparagraph 6.18(1) of the Part 139 MOS have not been exceeded.

2.6.7 RUNWAY END SAFETY AREA (RESA)

The preferred RESA length as stated in Table 6.26(4) of the Part 139 MOS has not been met on the following runways:

RUNWAY DESIGNATION	ACTUAL RESA LENGTH	REASONS WHY THE PREFERRED RESA LENGTH NOT MET
05	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
23	60	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
18	<mark>60</mark>	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.
36	<mark>60</mark>	Configuration in accordance with previous standard for runways not used by air transport jet aircraft. Preferred length not available within aerodrome boundary without affecting declared distances.

Check RESA at 23 and RESA at 36

2.6.8 TAXIWAY LONGITUDINAL SLOPE VALUES

The maximum taxiway longitudinal slope values expressed in subparagraphs 6.40(1) and (2) of the Part 139 MOS have not been exceeded.

2.6.9 TAXIWAY TRANSVERSE SLOPE VALUES

The taxiway transverse slope values expressed in Table 6.41(2) of the Part 139 MOS have not been exceeded.

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2.6.10 COLOUR OF AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS

All aerodrome markings, markers, signals and signs comply with MOS 139 Table 8.03 (1). Red marking use signal red (AS Code R13).

2.6.11 RUNWAY EDGE LIGHTS ON A REDUCED RUNWAY WIDTH

Runway edge lights are not located more than 3m from the runway edge of lit runway.

2.6.12 SPACING OF TAXIWAY EDGE LIGHTS

The spacing of all taxiway edge lights complies with section 9.92 of the Part 139 MOS.

2.7 FACILITIES WITH RETAINED COMPLIANCE

2.7.1 NON-COMPLIANT GRANDFATHERED FACILITIES

At the time of commencement of the Part 139 MOS, the following aerodrome facilities do not comply with the new standards.

These aerodrome facilities / OLS did meet a previous standard that was in place at the time the facility was introduced, last upgraded or replaced.

These facilities will be maintained in accordance with the requirements set out in the Part 139 MOS for the same facility.

FACILITY (GRANDFATHERED)	DESCRIPTION OF NON-COMPLIANCE
Runway 05/23 runway strip width (non-precision approach runway)	Current runway strip width 90 m including fly-over area which does not comply with Part 139 MOS 2019 standard of 280 m for Code 3 non-precision approach runways. Current configuration supported by earlier MOS Part 139 standard where a 90m graded only runway strip was permitted where the full width was not practicable when used by Code 3C aeroplanes and below.
Runway 05/23 Approach OLS Inner Edge	Current width 90 m does not comply with current standard 280m for Code 3 non-precision approach runways.
Runway 05/23 RESA (both ends)	Current length 60 m does not comply with the current minimum standard of 90 m for Code 3 or 4 runways. Suitable under previous standard for Code 3 runway for aircraft other than air transport jet aeroplanes. There is not 60m of RESA at 23 end need to look at whether turning node can be classed as strip.
Runway holding position - distance to centreline of Code 3 runways	Distance from runway holding positions to centrelines of Runway 05/23 and 18/36 does not meet standard of 75 m for Code 3C runway. (Instrument and non-instrument) Previous standard permitted reduction to 45 m for Code 3C runways.
Runway 18/36 RESA Note: Need to confirm the location of the RESA (e.g. Code 3 is after the Strip) and Strip length, some seem long > 60m but i am not sure about stopway. Dropping to Code 2 allows RESA to be inside strip? or removed??	Current length 60 m does not comply with the current minimum standard of 90 m for Code 3 or 4 runways. Suitable under previous standard for Code 3 runway for aircraft other than air transport jet aeroplanes. There is not 60m RESA at the 36 end

2.7.2 GRANDFATHERED FACILITIES OPTED-IN

All grandfathered facilities remain grandfathered to a previous standard.

3 AERODROME OPERATING PROCEDURES AND SYSTEMS

3.1 REPORTING AERONAUTICAL DATA AND INFORMATION

This section documents the procedures for:

- providing information to the AIS provider (Airservices Australia) for publication in the Aeronautical Information Package (AIP).
- notifying Airservices of any changes that are required to be made to the information that is published in the AIP.
- reporting to the NOTAM Office (NOF) any changes to the condition of the aerodrome facility, or any hazards, that may adversely affect aviation safety.
- reporting hazards that may adversely affect aviation safety to ATC.
- making the aerodrome reports readily accessible to relevant personnel.
- retaining reports for at least 3 years.
- maintaining the integrity of information that is published.

The above procedures are achieved using an IT software solution AVCRM. AVCRM is provided by a company based in Woolongong NSW and is used to manage and store records and reports, and to contact Airservices Australia including the NOTAM Office.

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3.1.1 PERSONNEL WITH RESPONSIBILITIES - DATA ORIGINATOR

3.1.1.1 AIP RESPONSIBLE PERSON

The nominated AIP responsible person for Temora Aerodrome is Robert Fisher.

Their nomination has been provided to Airservices on the Aeronautical Data Originator (ADO) form that is available on the Airservices Australia website.

To meet the requirements of CASR 175.445, Temora Shire Council ensures that the AIP responsible person has been suitably trained so that they have the knowledge and competence to carry out their responsibilities.

Where a change to the AIP responsible person is required, a new ADO form will be submitted to Airservices informing them of the new appointment. This subsection of the manual will also be updated to reflect the change in nomination.

Note: The Temora Aviation Museum is authorised to initiate NOTAM in relation to its operations at YTEM and to activate D427 and R406.

3.1.1.2 NOTAM AUTHORISED PERSON(S)

Persons who are authorised to request the issue, review, and cancellation of NOTAM at Temora Aerodrome are below:

NOTAM AUTHORISED PERSON(S)		
James Durham		
Rob Fisher		
Temora Aviation Museum		

To meet the requirements of CASR 175.445, Temora Shire Council ensures that these persons have been suitably trained so that they have the knowledge and competence to request the issue, review and cancellation of NOTAM.

The list of NOTAM authorised persons is recorded in the NAIPS system that Airservices administers.

A NOTAM group manager who is responsible for maintaining and updating the NOTAM group has been nominated and recorded in the NAIPS system.

The NOTAM group manager for Temora Aerodrome is James Durham.

Where a change to the NOTAM group is required, the NOTAM group manager will update the NAIPS system. This subsection of the manual will also be updated to reflect the change in NOTAM authorised person(s).

3.1.2 CHANGES TO PUBLISHED AERONAUTICAL INFORMATION

The AIP responsible person is authorised to request a change to information that is published in the AIP.

Temora Shire Council ensures that all requests for a change adhere to Airservices data quality requirements and are in a format that allows Airservices to readily identify the required change(s) to the existing published data or information, including any consequential changes.

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As soon as practicable after becoming aware of a change, a request for a change will be made in writing to Airservices at: <u>docs.amend@airservicesaustralia.com</u>

Temora Shire Council ensures that a statement of any consultation undertaken is provided with the request for change if the data is expected to cause an aviation organisation to make plans for changes to the organisations' operating procedures.

Once the request for a change has been submitted, the Aeronautical Data Package / Section 2 of this manual will be amended to reflect the change in aeronautical information.

Temora Shire Council endeavours to ensure that long-term changes are planned and incorporated into the AIP. Aeronautical information is updated quarterly. The Airservices document amendment calendar is published on the Airservices website. To best ensure the timely communication of a change to published information, the deadlines for submissions are recorded and monitored by the AIP responsible person.

3.1.3 ADVISING NOTAM OFFICE (NOF) OF CHANGES -AERODROME CONDITIONS / HAZARDS

In the event there is a change to the condition of the aerodrome facility, or there is a hazard to aircraft operations, a NOTAM authorised person will, as soon as possible after the condition or hazard is detected, request the issue of a NOTAM.

To request the issue of a NOTAM, the NOTAM authorised person will complete a NOTAM request form through AVCRM's Aerodrome Manager. In any situation that AVCRM is unavailable, the NOTAM can be completed via the online form, which is available on the Airservices website.

The completed NOTAM request form will be submitted electronically to the NOTAM Office (NOF) at: <u>nof@airservicesaustralia.com</u>.

In an emergency or if the matter is urgent, the NOTAM authorised person may phone the NOF to request the immediate issue of a NOTAM. In these circumstances, the NOF can be contacted on: 02 6268 5063.

Urgent reports made by phone will be confirmed as soon as possible by the submission of a NOTAM request form forwarded either by e-mail or facsimile.

On submission of the request to issue a NOTAM, the NOTAM authorised person will obtain a copy of the published NOTAM through NAIPS to check the accuracy of that information which has been published. If an error is discovered, the discrepancy will be reported immediately to the NOF.

This is to be completed through AVCRM, via the 'Check NOTAM' feature, recording a verification of publication at any time or date.

NOTAM will normally only be used in the case of operationally significant changes (reportable occurrences) that are required at short notice. The list of reportable occurrences is contained in subsection 3.2.6.1 of this manual.

3.1.4 REPORTING HAZARDS THAT MAY ADVERSELY AFFECT AVIATION SAFETY TO ATC

As the Temora Aerodrome is not a controlled aerodrome, hazards that are of an urgent nature and may adversely affect aviation safety for aircraft en-route to the Aerodrome will be communicated to Melbourne Air Traffic Control Centre (ATC). The contact phone number is 03 9338 4032.

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Note: In the interim, hazards may be communicated to aircraft via the CTAF 126.15. Only personnel authorised to use an aeronautical radio will make broadcasts.

3.1.5 RECORD KEEPING - REPORTS

A copy of all NOTAM requested by Temora Shire Council are:

Retained by: Aerodrome Reporting Officer

Stored securely: AVCRM's Aerodrome Manager

A copy of all requests for change(s) to published information that are sent to the Airservices docs amend are:

Retained by: AIP Responsible Person

Stored securely: AVCRM's Aerodrome Manager

Copies of all requests are held on file for a minimum period of three (3) years from the date each request was made.

The AIP responsible person and NOTAM authorised person(s) have access to all reports held on file.

The accuracy and currency of all active NOTAM requested by Temora Shire Council is checked by the Aerodrome Reporting Officer during the serviceability inspection process. Refer to subsection 3.2.4.1 of this manual.

3.1.6 REVIEW OF PUBLISHED INFORMATION

The AIP Responsible Person will review, at least once annually, the published aeronautical data and aeronautical information for which the aerodrome operator is responsible. Documented evidence of each review is:

Retained by: AIP Responsible Person

Stored securely: AVCRM's Aerodrome Manager

Temora Shire Council ensures the records of each review are kept for a minimum period of three (3) years from the date the review was completed.

In the event inaccurate information is identified during the review, the AIP responsible person will notify Airservices immediately.

3.2 AERODROME SERVICEABILITY INSPECTIONS

This section documents the procedures for:

- scheduling, conducting and reporting on the results of routine aerodrome serviceability inspections and additional aerodrome serviceability inspections should the circumstances require them to be conducted,
- taking prompt follow-up action(s) to ensure the correction of any unsafe conditions,
- arranging a technical inspection if an unsafe condition is identified, and
- maintaining records of inspections.

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3.2.1 POSITIONS WITH RESPONSIBILITIES

The Engineering Asset Manager is responsible for managing the aerodrome's serviceability inspections, ensuring that they occur in accordance with the requirements of the Part 139 MOS, and this manual.

The following is a list of personnel authorised to perform the functions of a Aerodrome Reporting Officer. The authorisation allows them to carry out serviceability inspections at Temora Aerodrome.

NAME	POSITION	FUNCTION
James Durham	ARO	Reporting Officer
Garath Otley	ARO	Reporting Officer
Rob Fisher	Engineering Asset Manager	Reporting Officer

All personnel appointed as reporting officers have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Temora Shire Council ensures that all training activities for reporting officers are recorded to verify achieved competencies.

All reporting officers undergo recurrent training every two to five years as is recommended in guidance material published by CASA.

A training schedule has been established and is maintained by the Engineering Asset Manager. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all reporting officers are:

Maintained by: Engineering Asset Manager

Stored securely: Temora Shire Council Offices (Pulse)

The Aerodrome Reporting Officer is responsible for reporting the results of the inspections.

The Aerodrome Reporting Officer is responsible for initiating follow-up action if an unsafe condition is identified during the inspection.

3.2.2 ROUTINE SERVICEABILITY INSPECTIONS

The aerodrome has no scheduled air transport operations. A minimum of two (2) aerodrome serviceability inspections are conducted each week (at least 48 hours apart).

The serviceability inspections occur in accordance with the pre-determined schedule below:

DAY OF INSPECTION	INSPECTION TIMES
MONDAY	BETWEEN 8 AM & 4 PM
WEDNESDAY	BETWEEN 8 AM & 4 PM
FRIDAY	BETWEEN 8 AM & 4 PM

3.2.3 ADDITIONAL SERVICEABILITY INSPECTIONS

Temora Shire Council ensures that the Reporting Officer conducts additional serviceability inspections as soon as possible following:

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- an incident or accident,
- a severe weather event,
- a hazard to aircraft may be present on the manoeuvring area,
- · a requested in writing by CASA, and
- a pilot or aircraft operator provider reports a hazard.

3.2.4 INSPECTION PROCEDURES

When conducting a serviceability inspection, the Aerodrome Reporting Officer will ensure that the vehicle they use to complete the inspection is:

- in a sound mechanical state to prevent a breakdown, unsafe operation, and any spillage of fuel lubricant or hydraulic fluid,
- lit in accordance with the requirements set out in subsection 3.5.3 of this manual, and
- · equipped with a VHF radio capable of monitoring the CTAF.

Reporting officers are instructed to maintain a continuous listening watch of the VHF radio at all times when operating on the manoeuvring area.

Procedures for conducting runway inspections, including the direction of travel, communication procedures, actions in the event of a communication failure or vehicle breakdown, etc. are documented in the YTEM Serviceability Inspection Guidelines (create as an Appendix?).

This is a subsidiary document to this manual and is available at Temora Shire Council.

3.2.4.1 INSPECTION ITEMS

All items and the areas that are to be checked as part of each aerodrome serviceability inspection are identified in Form AIR01 Temora Shire Council Details of Daily Inspection.

The checklist is a subsidiary document to this manual and is available at Temora Shire Council offices.

When performing each serviceability inspection, aerodrome reporting officers will check:

1. The surface condition of the movement area (which also includes runway and taxiway strips) looking for the following:

- surface irregularities, including cracking or spalling,
- pavement deflections, including rutting or slipping,
- water pooling or ponding,
- · build-up of rubber or other contaminants which may reduce runway surface friction,
- · surface damage caused by the spillage of corrosive fluids or oil,
- subsurface leaks or pressure, including broken water mains or inadequate or defective drainage,
- scour or erosion ditches within unsealed areas, including step-downs from sealed runway surfaces,
- · termite mounds, sink holes or other ground obstacles obscured, or not obscured, by grass,
- · soft ground, particularly in combination with surface roughness and slipperiness, and
- any other signs of pavement distress which have the potential to develop into a hazard for aircraft.
- 2. Aerodrome lighting and ground signals for the following:

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- · the correct operation of the pilot activated lighting,
- any disturbance to the correct intensity level and alignment of lights,
- discoloured or dirty lenses,
- unserviceable lights, incorrectly fitted lights, or lights that are misaligned,
- stand-by power equipment, to ensure that it is serviceable including the availability of fuel,
- the condition of light bases, MAGS and navigation equipment within the movement area, including strips,
- 3. Aerodrome markings, lighting, wind direction indicators and ground signals for the following:
- exposed edges around concrete footings and other aerodrome installations within the runway and taxiway strips,
- damage to the wind indicator assembly or mounting,
- loss of visibility markers and markings,
- incorrect markers or markings,
- for wind indicators damage to sleeve fabric or loss of conspicuous colour, and
- the correct operation of the broadcast aerodrome weather station.
- 4. The cleanliness of the movement area looking for the following:
- · foreign objects, for example, aircraft fastening devices and other aircraft parts,
- · work tools, small items of equipment and personal items,
- debris, for example, sand, loose rocks, concrete, wood, plastic, pieces of tyre, mud and any other foreign bodies, and
- hazards created during and after construction activity, including hazards arising from vehicles and plant travelling over unpaved, wet or contaminated areas.

5. For any obstacles infringing the take-off, approach, transitional and PANS-OPS surfaces that are visible from the aerodrome, specifically:

- · the take-off, approach and transitional elements of the OLS, and
- PANS-OPS airspace, including any critical obstacles that would otherwise affect the safety or integrity of PANS-OPS airspace.
- 6. For wildlife on, or in the vicinity of, the movement area:
- · the condition of aerodrome fencing and the security of access points to the movement area,
- monitoring the presence and behaviour of any wildlife on, or likely to be on, the aerodrome, and identifying seasonal and environmental conditions which may act as an attractant,
- monitoring evidence of wildlife shelter provided by aerodrome infrastructure, for example, buildings, equipment and gable markers,
- checking for off-aerodrome wildlife attraction sources, observable from the aerodrome site, for example, mowing activities, seeding, standing water bodies, uncovered waste disposal, deceased wildlife or offal, and
- the presence and operating condition of any wildlife hazard mitigating equipment incorporated into the wildlife hazard management procedures for the aerodrome.

7. Where the runway and runway strip surfaces are unrated, an empirical assessment of the runway, and the runway strip if it is available for aircraft operations, will be conducted to confirm their suitability.

8. Aerodrome fencing and signage to:

- identify any damage,
- confirm gates are secured, and

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- ensure there has been no attempted entry onto the manoeuvring area by either land-based wildlife or unauthorised persons.
- 9. Active NOTAMs requested by the aerodrome to ensure they are accurate and current.

3.2.5 COMMUNICATING WITH ATC DURING INSPECTION (IF APPLICABLE)

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

3.2.6 REPORTING INSPECTIONS RESULTS

At the completion of each aerodrome serviceability inspection, the Aerodrome Reporting Officer records the following information on Form AIR01 Temora Shire Council Details of Daily Inspection.

- · the date and time the serviceability inspection was completed,
- the results of the inspection, and
- a description of any remedial action taken or scheduled to be taken.

All identified faults that require further corrective action are entered in the Temora Aerodrome Logbook (AVCRM Issue Manager)

Any works activities that are required to correct these faults are conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, an entry to confirm the corrective action is complete is made in AVCRM Issue Manager.

Faults that remain open are subject to regular monitoring.

In the event the aerodrome serviceability inspection identifies a reportable occurrence as prescribed in subsection 3.2.6.1 below, a NOTAM authorised person is to contact the NOF to request the issue of a NOTAM. This request is to be made as soon as possible after it is observed and in accordance with subsection 3.1.3 of this manual.

The NOTAM authorised person has been instructed to provide as much detail as available. Should additional information become known, a revised NOTAM is to be submitted as soon as possible.

3.2.6.1 REPORTABLE OCCURRENCES TO THE NOTAM OFFICE (NOF)

A report to the NOF will be made on identification of the following:

- published runway information any change (whether temporary or permanent), including changes to current information contained in permanent NOTAM or in the AIP,
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces includes time-limited works that require more than 10 minutes to restore normal safety standards,
- aerodrome lighting / obstacle lighting outage or unserviceability, unless the outage or unserviceability is fixed immediately, or does not meet the required outage limits, (add limit reference)
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately,

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- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitute a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately,
- any change to gradients within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway
- · the emergence of new obstacles, unless the new obstacle is removed immediately,
- a radio navigation aid or landing aid owned by Temora Shire Council is unserviceable or has returned to service, and
- any other event which affects the safety of aircraft using the aerodrome, unless the event is ceased immediately.

3.2.7 PROMPT FOLLOW-UP ACTION TO CORRECT UNSAFE CONDITIONS

In the event the aerodrome serviceability inspection identifies an unsafe condition, the Aerodrome Reporting Officer will:

- if urgent, report the unserviceability to ATC (if applicable),
- if urgent, advise the NOF via the phone to request the immediate issue of a NOTAM,
- mark the unserviceable portion of the movement area so that it is not available by deploying the appropriate markers, markings, and lighting in accordance with the Part 139 MOS,
- submit a request to issue a NOTAM (if applicable),
- · if issued, verify the accuracy of the NOTAM information published by Airservices,
- arrange for a technical inspection as soon as practicable,
- arrange for repairs to the affected area ensuring that works requirements are adhered,
- confirm the suitability of the repairs and the serviceability of the affected areas before returning to normal operations, and
- once operating safely, cancel the NOTAM (if applicable).

3.2.8 TECHNICAL INSPECTION OF IDENTIFIED UNSAFE CONDITION

If any unsafe condition is identified during the serviceability inspection, a technical inspection of the area impacted by the defect or deficiency will be immediately carried out in accordance with section 12.09 of the Part 139 MOS.

When arranging the technical inspection, the Engineering Asset Manager, or delegate aerodrome operator representative, will ensure that the person engaged to conduct the inspection has the required technical qualifications and experience, or demonstrable relevant experience, as required by section 12.10 of the Part 139 MOS.

A copy of the person's qualifications and relevant experience will be included in the resulting technical inspection report or maintained as part of the aerodrome manual.

On receipt of the technical inspection report, the recommendations will be reviewed by the Engineering Asset Manager and agreed corrective actions will be entered into AVCRM Issue Manager. Where a recommendation is not supported, the reasons the recommendation was not supported, will also be documented in the corrective actions plan. A timeframe for implementation will be recorded.

The corrective actions will be retained on file within AVCRM. The corrective actions will be reviewed regularly and updated by the Engineering Asset Manager.

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The technical inspection report will be retained for a minimum period of three (3) years at Temora Shire Council offices.

Within 30 days of receiving the technical inspection report, the Engineering Asset Manager will send a copy of the report to CASA via e-mail at: <u>aerodromes@casa.gov.au</u>.

3.2.9 MAINTAINING INSPECTION RECORDS

Completed inspection records are:

Filed: Electronically

Stored securely at: Temora Shire Council offices

The results of each aerodrome serviceability inspection are retained for a minimum period of two (2) years from the date the inspection was completed.

3.3 AERODROME LIGHTING

This section documents the procedures for:

- inspecting and maintaining aerodrome lighting, and obstacle lighting that is maintained by Temora Shire Council,
- carrying out routine maintenance and emergency maintenance,
- monitoring the supply of secondary and stand-by power (if provided),
- responding to a partial or total power system failure,
- taking follow-up action(s) to correct deficiencies,
- · maintaining records of inspections, and
- monitoring hazardous lights, lasers, and reflection or glare within the aerodrome boundary.

3.3.1 PERSONNEL WITH RESPONSIBILITIES

The following individuals or positions have responsibilities for each lighting-related activity:

(a) Carrying out lighting inspections

(b) Maintaining the records of inspections

(c) Taking follow-up action if unsafe condition identified during inspection

(d) Operating aerodrome lighting, including switching systems, back-up supply systems, and portable lighting equipment

(e) Performing maintenance on aerodrome lighting

(f) Monitoring hazardous lights, lasers, reflection or glare within the aerodrome boundary

Individual / position: Duty Aerodrome Reporting Officer

3.3.2 AERODROME LIGHTING - INSPECTION AND MAINTENANCE

The reporting officer carries out a visual inspection of aerodrome lighting weekly as part

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of the routine serviceability inspection process. The lights will be switched on so that their serviceability can be assessed.

The inspection, reporting the results of the inspection, and any follow-up actions that are required, will occur in accordance with the serviceability inspection process outlined in section 3.2 of this manual.

In addition to the serviceability inspection, inspection and maintenance activities for each lighting system will occur in accordance with the table below.

AERODROME LIGHTING SYSTEMS	INSPECTION SCHEDULE	ITEMS TO BE INSPECTED OR CHECKED	MAINTENANCE ACTIVITIES
Runway and taxiway edge lighting	Weekly	Lights serviceable Fixtures are aligned correctly and not damaged	Grass areas around lights maintained to prevent obscuring of lights Clean any lights that are dirty and degrading light performance Lights replaced as required
PAPI	Weekly	All lights serviceable	Per PAPI operating manual

Further details for the aerodrome lighting systems are provided in the Aerodrome Lighting Information document maintained by Temora Shire Council.

3.3.3 OBSTACLE LIGHTING MAINTAINED BY AERODROME OPERATOR - INSPECTION AND MAINTENANCE

There is no obstacle lighting maintained by Temora Shire Council; therefore, this subsection is NOT APPLICABLE.

3.3.4 PORTABLE RUNWAY LIGHTS - INSPECTION AND MAINTENANCE

No portable runway lights are available for use at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.3.5 MONITORING SECONDARY POWER SUPPLY

A secondary power supply is not available at Temora Aerodrome; therefore, this subsection is NOT APPLICABLE.

3.3.6 MONITORING STANDBY POWER SUPPLY

Standby power is available at Temora Aerodrome.

The standby power supply is automatically activated.

The availability of standby power is notified in AIP ERSA.

At the first inspection of each month the back up generator will be checked to confirm it will turn on in the event of a power blackout at the aerodrome.

To carry out the inspection:

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(a) The master power switch is to be turned to the OFF position in the main electrical power cubicle. The switch is located in the power box marked Cummins on the southern wall.(b) Activate the aerodrome lights in the normal manner.

The generator should start up and activate all runway, taxiway and apron lights. If the generator does not activate, contact Temora Shire Council on 02 6980 1100.

The generator also requires to have the diesel fuel level checked on a monthly basis or when it has been operating because of a power failure.

On completion of the inspection, return the master power switch to on before closing the power cubicle.

3.3.7 LIGHTING INSPECTIONS AND CHECKS

Inspection and maintenance activities for each lighting system will occur in accordance with section 3.3.2 of this manual.

Procedures for recording inspection and maintenance activities are included in subsection 3.3.8 of this manual.

Aerodrome lighting inspections carried out as part of the Aerodrome Technical Inspection will be conducted in accordance with section 3.9 of this manual.

3.3.8 MAINTAINING LIGHTING INSPECTIONS RECORDS AND FOLLOW-UP ACTIONS

At the completion of each lighting inspection, the duty Aerodrome Reporting Officer records the following information on Form AIR01 Temora Shire Council Details of Daily Inspection:

- the date and time the inspection was completed,
- the person responsible for completing the inspection,
- · the results of the inspection, and
- a description of any action taken.

All identified faults that require further corrective action are to be entered into AVCRM Issue Manager. Any works activities that are required to correct these faults are to be conducted in accordance with the works protocols set out in section 3.10 of this manual.

When the fault has been rectified, the corrective action will be completed within AVCRM.

Faults that remain open are to be subject to regular monitoring.

Further details for the aerodrome lighting systems, including technical specifications and maintenance, are provided in the Aerodrome Lighting Instruction document maintained by Temora Shire Council. This document is available at the Temora Shire Council offices.

3.3.9 SWITCHING LIGHTS ON AND OFF & INTENSITY SELECTION

The lighting system is operated by Pilot Activated Lighting (PAL) on frequency 119.6 MHz requiring 3 pulses to activate. PAL operates the lights on RUNWAY 05/23, taxiway A, taxiway lights on runway 18/36, taxiway D, apron flood lighting, PAPI, the primary illuminated wind indicator (IWI), plus two secondary wind indicators.

The runway and taxiway lighting operates as single stage low intensity.

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The PAPI has three intensity settings: Day, twilight and night. The PAPI will activate via PAL and operate to the required intensity depending on the ambient light condition, as detected by a PE cell linked to the PAL system.

Further details for the aerodrome lighting systems are provided in the Aerodrome Lighting document maintained by Temora Shire Council.

3.3.10 BACK-UP ARRANGEMENTS FOR PAL SYSTEM

The PAL system has been designed so that, if it fails, it can be manually activated.

A bypass switch has been provided that allows manual activation of the lights. The bypass switch is located in the lighting control equipment cubicle station (locked) adjacent to the Aero Refuellers bowser on the main GA apron.

Temora Shire Council has issued written authorisation for manual activation of the lights, if required, by representatives of the Aero Club, and the Aerodrome Reporting Officers. A copy of the authorisation has been retained on file.

Authorised Person	Contact Number	<mark>????</mark>
James Durham		
Garath Otley		
Rob Maslin		
Peter Harper		

3.3.11 ROUTINE AND EMERGENCY LIGHTING MAINENANCE

Routine maintenance is carried out in accordance with the following procedures:

• Routine maintenance is carried out by the Aerodrome Reporting Officer as required. This includes changing light globes, replacing fixtures and cleaning equipment as required. Routine maintenance will be carried out when defective equipment is identified during the serviceability inspections.

Emergency maintenance is carried out in accordance with the following procedures:

 Emergency maintenance is considered to be maintenance on electrical equipment that cannot be performed by the Aerodrome Reporting Officer, and results in an outage to the aeronautical ground lighting system. In this instance, the preferred Council electrical contractor will be contacted by the Aerodrome Reporting Officer on detecting the fault or issue, and a high-priority work request submitted.

The Aerodrome Reporting Officer will carry out reporting (NOTAM) as required, in accordance with section 3.1.3 of this manual.

3.3.12 PARTIAL OR TOTAL POWER SYSTEM FAILURE

In the event of a partial or total system failure, the following procedures are to be followed:

- The duty Aerodrome Reporting Officer will advise the Engineering Asset Manager, and
- · A NOTAM will be raised in accordance with this manual notifying of the nature of the system

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• failure, including what lighting systems are unavailable.

3.3.13 MONITORING HAZARDOUS LIGHTS, LASERS, REFLECTION OR GLARE

The Temora Shire Council is to notify CASA in writing immediately when they become aware of any installation, or a proposal to install, or use any installation, equipment or laser, outside the Temora Aerodrome boundary that may have lighting or lighting intensity greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Before proceeding to install or use any installation, equipment, or lasers within the boundary of the Temora Aerodrome, the Engineering Asset Manager will report the following proposals to CASA <u>aerodromes@casa.gov.au</u> so that a hazard assessment can be undertaken:

- installation of any equipment or lighting which would reflect sunlight (including solar panels, lasers, mirrors, or reflective building cladding),
- lighting that will emit multiple colours from a single source,
- lighting that will result in rapid change in light colour,
- flashing lights, and
- lighting that may have a lighting intensity that is greater than that specified in Figure 9.144(2) of the Part 139 MOS.

Temora Shire Council will not proceed with any proposal until CASA has assessed, and approved in writing, confirming the installations will not cause a hazard to aircraft operations.

3.3.14 COMMISSIONED LIGHTING SYSTEMS

Temora Shire Council will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

- compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per subparagraph 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS,
- a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS, and
- if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a NOTAM authorised person is to request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

The Engineering Asset Manager will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to: <u>aerodromes@casa.gov.au</u>

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the Engineering Asset Manager and stored securely at Temora Shire Council offices.

Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).

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All reports and commissioning records are retained for as long as the lighting system remains in service.

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APPENDIX 3.2.1

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RUNWAY LIGHT CERTIFICATION

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	CK REPOR	RT - AEROD	ROME LIGHTI	
Aerodrome	1 EM	10 CA	Weather	FINE
Runway	Ø		Visibility	DIOKM
Aircraft	VH- 1	1 <u>10</u>	Cloud	1900 1 0400 UT
Date	30	55.05	Time	1900 / 0400 01
Стеw				
Not all systems	listed on this	form will necess	sarily require checkin	ng at a particular aerodrome.
LIGHTING (where pro			DINGS unsatisfactory	REMARKS
Runway Lights				
- Edge				
Pattern		SATIS	FACTORY	
Colour		SADS	FACTORY	•
Intensity		SATISF	ALTORY	
- Threshold Incl	uding RTIL	and Wing Bars	, where provided .	
Pattern		-	SEALTORY	
Colour		SATI	SFACTORY	
Intensity		SATI	SFALTORY	
- Runway End				
Pattern		SATU	SEALTORY	
Colour		SATIS	STALTORY	
Intensity		SATIS	FALTORY	
Visual circling				
Intensity:-				
No of Stages		PIA		
Intensity chan	ges	NIA		
Line of Sight				
Taxiway Lights	- Edge			
Adequate guidan		SAT	SFACTORY	
Colour		SAD	SFALTORY	
Taxiway Lights	- C/L			
Adequate guidan		N		
Colour		N		
Taxiway - Turn	Node			
Adequate guidan		GAT	ISFACTORY	
Colour		SAN	STACTORY	

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LIGHTING SYSTEM (where provided)	FINDINGS satisfactory / unsatisfactory	REMARKS
	nediate Holding Position Lights	s, Stop Bars
Clearly visible	SATISFALTORY	
Location & Pattern	SATISCACTORY	1 ·]
Colour	SATISTALTORY	1
Intensity	SATUSFACTON	
Movement Area Guidance Si		
Visible	NIA	
Legible	MA	7
Colour	NA	
Illuminated Wind Direction I	ndicator	
Conspicuous - Approach	SATISFACTORY	
Conspicuous - Cct area	SATISFALTORY]
Conspicuous - Apron	SATISFACTORY	
Conspicuous - Thresholds	SATISFACTORY	
Truly representative	SARS FACTORY]
No glare	GATISFALTORY	
Apron Floodlights		
Adequate Illumination	SATISFACTORY	
No glare	SANSEACOR	EXISTING INSTALLATION
Aerodrome Environment		
Obstacle lights	SATISTACTORY	EXISTING LIGHT
Extraneous light	SANSFACTOR	
Aerodrome Beacon:-	Present /(Not present)	
Visual characteristic	NIA	_
Approx. visual range	MA	
Approach Lights CAT I or C	AT 11/111 (circle the appropriate	one)
Pattern	NIA	
Colour	HA	
Intensity:-	NA	
No of Stages	NIA	4
Intensity changes	NA	·]
Compatibility with Runway lights	NIA	
Runway Centreline Lights		
Pattern	NIA	
Colour	N/A.	

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LIGHTING SYSTEM (where provided)	FINDINGS satisfactory / unsatisfactory	REMARKS
Intensity:-		
No of Stages	MA	
Intensity changes	MA	
Compatibility with other light systems	MA	
Runway Touchdown Zone L	ights	
Pattern	IN/A	
Intensity:-	MA	
No of Stages	NIA	
Intensity changes	NIA	
Compatibility with other light systems	μΙρ	

Remarks:-

(Add additional pages if necessary)

I certify that I have flight checked the aerodrome lighting system/s, and the system/s meets the relevant operational requirements.

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MOIWanc Signature MICHAEL WARDEN

Date 21.05:05

Name (print) <u>MILHAE</u> Letter of Competency No.

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Appendix VI FLIGHT CHECK REPORT - PILOT ACTIVATED LIGHTS

Aerodrome	TEMORA	Weather	FINE
Runway/s	05 23	Visibility	DIOKM
Aircraft	VH- HIR	Cloud	CAVOK
Date	21.05.05	Time	1900 LST / 0400 UTC.
Crew	SQF		-

The following aerodrome lighting systems are controlled by the PAL:-

The johowing derouromen.		
ITEM CHECKED	FINDINGS	REMARKS
	satisfactory / unsatisfactory	
Checks on the Ground		
Manual switch	SATISFACTORY	
Activate from Apron	SATISFACTORY	
Activate from Thresholds	SATISFACTORY	
Vis. of turn-off lights	SATISFACTOR-1	
Period lights are ON	30 minutes	
Re-activation during last ten- minute warning	SATISFACTOR-1.	
Automatic intensity change	SATISFACTORY	
Control Tower interface	NIA	l
Checks in the Air		
Activate from Cct Area	SATISFALTORY	
Activate from 15 NM	SATISFACTORY	
Vis. of turn-off lights	SATISFACTORY	
Intensity:-		
Correct control of Various lighting	SATISFAL1024	
Intensity changes	SATISFACIORI]
Compatibility with Runway Lights	SATISFACTORY	

I certify that I have flight checked this PAL system, and the system meets the relevant operational requirements.

MCHWal Signature MICHAEL WARDEN Name (print) 24 Letter of Competency No.

Date 21.05.05

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PAPI CERTIFICATION

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		Appendix
GROUND CH	IECK REPORT - PA	
Aerodrome	TEMORA	
Runway	05	
Design Aircraft	BRE 14.6	
Eye-to-wheel-height group	12 Feet (3.66M	netres)
Design wheel clearance over threshold	9 metres	
Design approach angle	3°	
Design minimum eye height over threshold	12.66 metros	
Critical Obstacle, if any; (location and height)		•
PAPI Manufacturer Type	RESEARCH EN	GINEER
Single or Double Sided	SINGLE	
ILS co-sited (Yes/No)	NO	
Any non-standard design aspects, such as reduced azimuth. (Give details)	NIL.	
	Left Side Light Units A-B-C-D	Right Side (if installed)
	angin ennorre e e	Light Units E-F-G-H
Distance from Threshold - Design	273.78	
- Mcasured	273.91	
Distance - R/W edge to D	15.05	Sector and the sector and
Distance - D to C	8.95	
	9.04	CALL AND
Distance - C to B	8.30	Source and the state of the second
Distance - B to A		A CONTRACTOR OF A CONTRACT OF A CONTRACTOR A CO
Distance - R/W edge to £	And the standard of the second stand	
Distance - E to F		
Distance - F to G	ALCONTRACTOR OF A CONTRACTOR OF	
Distance - G to H		
Aligned along from of Units (yes/no)	YES	
Aligned in horizontal plane (yes/no)	YES	
Leveling (clinometer setting) of - A	2°32'	and states and states and
Leveling (clinometer setting) of - B	2° 52'	"你们就是是是"
Leveling (clinometer setting) of - C	3° 10'	的制度的影响
Leveling (clinometer setting) of - D	3°32'	《影響》在國家科學中
Leveling (clinometer setting) of - E	法的法律法律法律法律法	
	Service and the service of the servi	
Leveling Lounometer seminglot - P	- Actuality of the Manufacture of the Card	
Leveling (clinometer setting) of - F Leveling (clinometer setting) of - G	"这些是书本的学校"的"学校"的	

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	Left Side Light Units A-B-C-D	Right Side (if installed) Light Units E-F-G-H
Vertical colour transition angle of - B	2° 49' 35"	
Vertical colour transition angle of - C	3° 10' 00	同時的時間 構成的
Vertical colour transition angle of - D	3° 29' 40"	
Vertical colour transition angle of - E		
Vertical colour transition angle of - F	· · · · · · · · · · · · · · · · · · ·	-
Vertical colour transition angle of - G	的问题。这个问题是不是是	
Vertical colour transition angle of - H	地界地行动和影响影响的影响	
Light beam horizontal spread - A	13° 20'	
Light beam horizontal spread - B	14° 30'	完成的是一些问题。他们在一种问题
Light beam horizontal spread - C	14. 50'	1. 化成金属 新闻 化酸盐
Light beam horizontal spread - D	16°10'	一 《 》 》 》 》 》 》 》 》 》 》 》 》 》 》 》 》 》 》
Light beam horizontal spread - E	是在自己的资源和这个论言的。	
Light beam horizontal spread - F	。2003年前的新闻的新闻的新闻的	
Light beam horizontal spread - G	制作的影响和影响的影响	-
Light beam horizontal spread - H	·希望的,并仅是2月11年的。	
Obstacle Assessment Surface,	1° 45' 57"	
vertical angle, and any penetrations	1 75 5/	
Critical Obstacle, if any. Angle to top.		

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Overall System Check, and General Remarks:-

Add additional pages if necessary)

Calculated MEHT = 12.60 metres (41.3 feet) Min Wheel Clearance of T/H = 8.94 metres Angle determining MEHT = 2° 47135"

I certify that I have checked this PAPI installation, and the system meets the relevant Specifications and Standards:

opeomonion			-	_	/	
Signature	191			6.03		1
Name (print)	BRYDN FITZGERALD	(AIRP	ONT	SURVEY	CONSULTIONT	P/L)
Qualification	Technical Office Sur	eying				

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Appendix IV

FLIGHT CHECK REPORT - PAPI

Aerodrome	TEMORA
Runway	05
Design approach angle	3°
Single or Double Sided	SINGLE SIDEP
ILS co-sited (Yes/No)	
Any design variations from standard layout. (Give details)	NIL -

Weather	FINE	Visibility	ZIOKM
Cloud	SKY CLEAR	Aircraft	NH- HIS
Date	05/06/2005	Time	18304ST / 0820 UTC
Crew	SOLF		

ITEM CHECKED		FINDINGS
DAY CHECK		
Qualitative check of System	Satisfactory	SATISFACTORY
- Uniformity of intensity	Satisfactory	SATISFACTORY
- Straight, Horizontal appearance	Satisfactory	SATISFACTORY
- Colour change sharpness	Satisfactory	SATISFAURDRY
- Steady progression of signal	Satisfactory	S ATISFACTORY.
- Double sided - Symmetry (L-R)	Satisfactory	NIA
Day Intensities		
- Response to Change of Intensity	Satisfactory	SATSFACTORY
Range of System	4 NM min	SADSFACTORY
Sensitivity of "on-slope" signal.	Satisfactory	SATISFACTORY
Compatibility with ILS (where present)	Satisfactory	H/A
Obstacle clearance on Approach, with full system just Red, throughout the azimuth of light beams either side of centreline	Satisfactory	SATISFACTORY
Azimuth restrictions (if applicable)	Confirm effectiveness	NIA
NIGHT CHECK		
Night Intensities		
 Matching of PAPI to Runway (for each Night Intensity) 	Satisfactory	SATISFACIORY
- Response to Change of Intensity	Satisfactory	SATISMOTOR

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September 2003

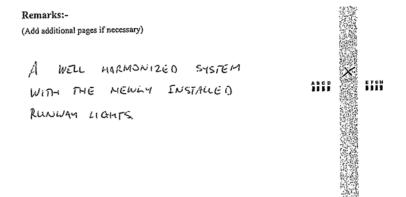
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CASR PART 139 AERODROME MANUAL

26 AC 139-04(0): Commissioning of aerodrome lighting systems Subjective assessment of aiming point (and relation to touchdown zone marking)

WELL WITHIN TOUCHDOWS ZONE MARKINGS.



I certify that I have flight checked this PAPI installation, and the system meets the relevant operational requirements.

Signature	METAWard	Date	05/06/2005
Name (print)	M.E. A. WARDEN		
Letter of Comp	petency No. 24		_

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AC 139-04(0): Commissioning of aerodrome lighting systems

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· Appendix IV

FLIGHT CHECK REPORT - PAPI

Aerodrome	TEMORA	
Runway	23	
Design approach angle	SINGLE	
Single or Double Sided ILS co-sited (Yes/No)	No	·, ·
Any design variations from standard layout. (Give details)	HIL.	

Weather	FINE	Visibility	> IOKIM
Cloud	SK-1 CLEAR	Aircraft	VH-HIR
Date	05/06/2005	Time	1830155 / 0830050
Crew	50-5		

ITEM CHECKED		FINDINGS
DAY CHECK		
Qualitative check of System	Satisfactory	SATISFACTORY
- Uniformity of intensity	Satisfactory	SATISFALTORY
- Straight, Horizontal appearance	Satisfactory	5475-467027
- Colour change sharpness	Satisfactory	SANSFACROCY
- Steady progression of signal	Satisfactory	SADSHACTORY
- Double sided - Symmetry (L-R)	Satisfactory	MA
Day Intensities		
- Response to Change of Intensity	Satisfactory	SARSFACRORY
Range of System	4 NM min	SADSFACTORY
Sensitivity of "on-slope" signal.	Satisfactory	SANSTALTURY
Compatibility with ILS (where present)	Satisfactory	H/A.
Obstacle clearance on Approach, with full	Satisfactory	
system just Red, throughout the azimuth of light beams either side of centreline		SATISFACIDILY
Azimuth restrictions (if applicable)	Confirm effectiveness	MA
NIGHT CHECK		
Night Intensities		
 Matching of PAP1 to Runway (for each Night Intensity) 	Satisfactory	SAT ISFACTORY
- Response to Change of Intensity	Satisfactory	SALLSIACTORY

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CASR PART 139 AERODROME MANUAL

	26 AC 139-04(0): Commissioning of aerodrome lighting systems
. '	Subjective assessment of aiming point (and relation to touchdown zone marking)
)	WELL WITHIN TOICHOONN 2005 MARVINGS
	Remarks:- (Add additional pages if necessary)
	A WELL HARMONIZED SHISTEM
	WITH THE HEMY INSTALLED
	RUNWY LIGHTS.
2	
)	
	the system meets the
	I certify that I have flight checked this PAPI installation, and the system meets the relevant operational requirements.
	Signature MER Wal Date 05/06/05
	Name (print) N?. E. A. WARDEN
	Letter of Competency No. 24
	September 2003
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3.3.15 COMMISSIONING A NEW OR UPGRADING / REPLACING AN EXISTING LIGHTING SYSTEM

Temora Shire Council will not commission a new aerodrome lighting system, or permit the use of a lighting system that has been replaced or upgraded, until:

- compliance statements from the manufacturer and the supplier, or, a test report from an accredited laboratory (as per subparagraph 9.17(1) of the Part 139 MOS), confirm that light fitting types, models and versions comply with the standard for photometric and other relevant characteristic specified in the Part 139 MOS,
- a ground check has been completed by an appropriately qualified person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS, and
- if applicable, a flight check has been completed by a CASA approved person and written evidence has been provided that confirms the lighting system meets the requirements of the Part 139 MOS.

Once full compliance with the Part 139 MOS has been confirmed, a NOTAM authorised person is to request the issue of a NOTAM advising that the lighting system is available. The AIP responsible person is to advise Airservices of the particulars of the lighting system for publication in the AIP.

The Engineering Asset Manager will provide a copy of the ground check determination, and the flight check report (if applicable), to CASA via e-mail to:

All compliance statements / laboratory test reports, ground check, and flight check reports will be retained by the Engineering Asset Manager and stored securely at Temora Shire Council offices.

Subsection 3.3.14 of this manual is to be amended to include the particulars of the newly commissioned lighting system(s).

All reports and commissioning records are retained for as long as the lighting system remains in service.

3.4 UNAUTHORISED ENTRY TO AERODROME

This section details how unauthorised persons, vehicles, equipment, mobile plant, animals or other things that may endanger the safety of aircraft, are prevented from entering onto the movement area, including procedures for:

- controlling airside access, and
- monitoring airside access control points and barriers.

3.4.1 CONTROLLING AIRSIDE ACCESS

To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:

- Type of fence: Rural and Steel
- Height of fence: 1 m

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Temora Shire Council ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome.

For those persons not authorised, escorted access is provided as required.

Airside access gates are:

- Located at: Main entrance Tenefts Street.
- Always locked by: Electronically activated
- Keys and / or electronic access codes are issued by: Temora Shire Council
- A register of issued keys and is maintained by: Temora Shire Council

Restricted access signs are located at regular intervals along the boundary fence, at each airside access gate, and at each building that provides direct access airside. The signs are located such that at least one sign is visible to a person approaching the secure perimeter.

Aerodrome landowners are responsible for controlling airside access through their leased / owned areas. Any unauthorised entry observed by the tenant is to be reported immediately to Engineering Asset Manager or the duty Aerodrome Reporting Officer.

Only authorised vehicles driven by an airside driver are permitted airside. Refer to section 3.5 of this manual.

Animals are not permitted airside.

3.4.2 MONITORING AIRSIDE ACCESS POINTS AND BARRIERS

The Aerodrome Reporting Officer carries out a visual inspection of the perimeter fence and airside access gates as a part of the aerodrome serviceability inspection process. The inspection, reporting the results of the inspection, and any follow-up action(s) that is required, is to occur in accordance with the process outlined in section 3.2 of this manual.

Additional fence and access gate inspections are conducted:

- By: Aerodrome Reporting Officer
- When: 3 times a week

These additional inspections are recorded: AVCRM System.

In the event there is evidence of unauthorised entry by persons or wildlife, or the fence or access gates are compromised, the fence or access gates are to be re-secured where possible, and an airside inspection undertaken immediately to ensure there are no unauthorised persons, or wildlife, on the aerodrome.

Damaged fences or gates will be entered in the AVCRM System in accordance with the process outlined in subsection 3.2.6 of this manual, and are to be repaired as soon as possible.

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3.5 AIRSIDE VEHICLE CONTROL

3.5.1 PERMIT SYSTEM FOR AIRSIDE VEHICLES

A permit system for airside vehicles is not required as the aerodrome does not, in a financial year, have more than 350,000 air transport passenger movements, or more than 100,000 aircraft movements; therefore, this subsection is NOT APPLICABLE.

3.5.2 VEHICLES AND GROUND EQUIPMENT OPERATED AIRSIDE

Temora Shire Council ensures that all vehicles and ground equipment operated airside are maintained in a sound mechanical state to prevent a breakdown or unsafe operation, and any spillage of fuel, lubricant or hydraulic fluid.

Temora Shire Council requires:

- vehicles operating airside to hold state registration confirming they are maintained in a roadworthy condition,
- in the event an airside vehicle does not, or cannot obtain state registration, the owner of the vehicle to provide a statement of vehicle condition from a qualified mechanic prior to accessing the airside for the first time. A vehicle condition statement is valid for a maximum period of 12 months. If the owner still intends for the vehicle to be operated airside, a new vehicle condition statement is required to be presented prior to the end of that 12-month period,
- · evidence that vehicles comply with lighting and radio requirements (as applicable), and
- a certificate of insurance with valid cover for the use of the vehicle within the airside area of the aerodrome. (Check with Council Insurer)

To ensure the requirements of this manual are achieved, Temora Shire Council can inspect or can require an inspection to be carried out on any vehicle or ground equipment that is operating airside.

In the event that an inspection is not carried out, or the inspection identifies an unsafe condition that may create a hazard to aviation safety, the vehicle is to be denied access. If the vehicle is already airside, the operator of the vehicle is to be instructed to remove the vehicle from the airside.

A vehicle that is denied access or has been removed from the airside at the direction of Temora Shire Council is not to be authorised to re-enter the airside until an inspection has been completed and a satisfactory vehicle condition statement has been received.

3.5.3 AIRSIDE VEHICLE LIGHTING REQUIREMENTS

As the aerodrome does not have scheduled air transport operations and the aerodrome is not an international aerodrome, vehicles operating during the day may, as a minimum, use the standard manufacturer-fitted vehicle hazard warning lights.

Vehicles operating at night will display lights that are visible in all directions.

Except for a vehicle that is under escort, all vehicles will be lit when operating on Temora Aerodrome.

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3.5.4 VEHICLES ON MANOEUVRING AREA

Except for a vehicle that is under escort, all vehicles operating on the runway, runway strip, taxiways and taxiway strips have a VHF receiver capable of monitoring the CTAF. All drivers are to maintain a listening watch through the VHF receiver. Only those persons that hold an Aeronautical Radio Operator Certificate (AROC) are permitted to transmit.

3.5.5 AIRSIDE DRIVERS - TRAINING

As Temora Aerodrome does not have scheduled air transport operations, drivers not under escort, and who are operating a vehicle airside, are to understand the following:

- the terminology used to describe the movement area,
- the purpose and location of all airside areas,
- · hazardous or prohibited areas on the airside, and
- the significance of aerodrome visual signs and aids.

Temora Shire Council has prepared an Airside Driving Induction which will be provided to all drivers who are seeking to drive airside for the first time at Temora Aerodrome.

The Airside Driving Induction is filed at the Temora Shire Council offices.

3.5.6 VEHICLES IN PROXIMITY TO AIRCRAFT

Airside drivers must give way to aircraft.

Airside vehicles are to remain clear of the runway, runway strip, taxiway(s), or taxiway strip(s) when they are in use or available to be used by aircraft unless there is a safety-related or operational requirement for vehicles to operate in these areas.

Airside vehicles are not to be driven:

- in a manner likely to endanger the safety of any person or create a hazard to aircraft operations,
- under an aircraft, or within 3 m of lateral clearance, or within 1 m of overhead clearance, of any part of the aircraft, except when required for servicing the aircraft,
- within 15 m of refuelling aircraft, and
- when drivers are affected by alcohol or drugs (CASR Part 99).

All vehicles operated within 15m of an aircraft's fuel tank filling points and vent outlets during fuelling operations comply with CASR Part 91 (91.D.6)

3.5.7 MOVEMENT AREA SPEED LIMITS

Speed limits are explained and provided to all drivers during their driver training and / or induction.

Drivers must adhere to a speed limit of 40km/h on all airside areas, other than in emergency situation

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3.5.8 ESCORT SERVICE PROCEDURES

Third parties are not permitted to provide vehicle escorts airside; therefore, this subsection is NOT APPLICABLE.

3.5.9 MONITORING AND ENFORCING TRAFFIC RULES

The Aerodrome Reporting Officer is responsible for periodically monitoring the operation of vehicles airside in accordance with the following:

- Monitor driving practices while undertaking Serviceability Inspections and whenever airside.
- Undertaking random monitoring of driving practices during scheduled and unscheduled operations.

Appropriate action is to be taken against drivers who are clearly in breach of displayed signage, markings, or speed limits. This may include withdrawing their authority to operate a vehicle airside.

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3.6 AIRCRAFT PARKING CONTROL

3.6.1 AIRCRAFT PARKING CONTROL PERSONNEL

Temora Aerodrome does not have scheduled international air transport operations, and there is no hazard resulting from apron congestion. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

Further instructions relating to apron parking, including considerations for parking during Temora Aviation Museum events, are provided in the YTEM Apron parking guidance document, filed at the Temora Aviation Museum.

3.6.2 LIAISON WITH ATC - APRON MANAGEMENT

The aerodrome is not a controlled aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.3 ALLOCATING AIRCRAFT PARKING POSITIONS

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.4 ENGINE START AND AIRCRAFT PUSH-BACK CLEARANCES

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.5 AERODROME VISUAL DOCKING GUIDANCE SYSTEMS

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.6 MARSHALLING SERVICE

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

3.6.7 LEADER (VAN) SERVICE OR FOLLOW-ME SERVICE

The aerodrome does not have scheduled international transport operations and apron congestion does not create a hazard to aircraft operations. Aircraft parking control procedures have not been established at the aerodrome; therefore, this subsection is NOT APPLICABLE.

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3.6.8 APRON SAFETY MANAGEMENT PROCEDURES

The Aerodrome Reporting Officer(s) is responsible for periodically monitoring activities occurring on the apron to check that:

- no person, vehicle, or equipment is within the potential jet blast area behind the aircraft,
- · aprons are free from loose stones and other material that may cause FOD,
- · all equipment is appropriately stored in marked equipment storage areas, and
- wheel chocks are appropriately positioned on parked aircraft.

As trends may identify changes to apron safety management procedures, reported incidents and hazards are also reviewed by:

• The Engineering Asset Manager.

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3.6.9 ALTERNATIVE SEPARATION DISTANCES AND APRON MARKINGS

3.6.9.1 REDUCED SEPARATION DISTANCES - VDGS

The aerodrome does not have VDGS; therefore, reduced separation distances are not permitted.

3.6.9.2 AIRCRAFT TYPE DESIGNATOR MARKINGS

All aircraft type designations not required or provided.

3.6.9.3 ALIGNMENT LINES

Aircraft parking positions are not provided.

3.6.9.4 PUSH-BACK OPERATOR GUIDANCE MARKINGS

Push-back vehicle operations are not conducted.

3.6.9.5 PASSENGER PATH MARKINGS

Passenger path markings are not provided.

3.6.9.6 MISCELLANEOUS AREA LINE MARKINGS

There are no miscellaneous area line markings displayed on the apron(s).

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3.7 AERODROME OBSTACLE CONTROL

3.7.1 OBSTACLE CONTROL PERSONNEL

The following person(s) have responsibilities for obstacle control:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
Aerodrome Reporting Officer	monitoring surfaces related to the OLS and terminal instrument flight procedures (PAN-OPS)
Engineering Asset Manager	notifying CASA or the procedure designer when a proposed or actual infringement of the prescribed airspace is identified
Engineering Asset Manager Aerodrome Reporting Officer	implementing obstacle control within the aerodrome boundary
Engineering Asset Manager	liaison and facilitation of obstacle control outside the aerodrome boundary

3.7.2 MONITORING TAKE-OFF, APPROACH AND TRANSITIONAL SURFACES

Temora Aerodrome has established the obstacle limitation surfaces (OLS) for each runway that meet the physical dimensions for approach and take-off runways as set out in Chapter 7 of the Part 139 MOS.

The particulars of each surface are shown on an OLS plan for the aerodrome which is available at Temora Shire Council offices.

The aerodrome reporting officer will visually scan the OLS as part of the aerodrome serviceability inspection in section 3.2 of this manual to identify the emergence of any new or potential obstacles.

A survey that assesses the take-off, approach, and transitional surfaces is completed as part of the manual validation process conducted in accordance with section 3.9 in this manual.

This survey is used to verify the accuracy of published information. On receipt of the survey, the results are compared against the aerodrome's information published in the AIP to ensure that there are no new obstacles, or that the height of existing obstacles has not changed.

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3.7.3 PROPOSED OR ACTUAL INFRINGEMENTS - OLS

3.7.3.1 PROPOSED OLS INFRINGEMENTS

If a proposed object or structure is identified as likely to be an obstacle, details of the proposal are to be sent to CASA in writing by Engineering Asset Manager.

On receipt of CASA's written assessment, the relevant planning authority is to be advised of the result of the assessment.

Temora Shire Council will follow up with the planning authority to ensure that those obstacles considered an unacceptable risk to aviation safety are not approved, or that those obstacles that are considered acceptable but subject to additional mitigations are appropriately marked and / or lit.

3.7.3.2 ACTUAL OLS INFRINGEMENTS

Temora Shire Council will not make a runway available for night use until CASA has determined that any obstacle(s) will not adversely affect the safety of night operations.

For any identified obstacles that have been erected without prior notification and which have not been assessed, the Aerodrome Reporting Officer is to:

- advise ATC immediately (if applicable),
- consider limiting aircraft approach and take-off to the runway,
- ensure an immediate request is made to issue a NOTAM,
- take immediate steps to have the obstacle removed,
- ascertain the height of the obstacle and consider displacing the runway approach threshold. If the threshold is displaced, the published declared distances will be amended, and the new threshold location appropriately marked / lit, and
- report the infringement to CASA in writing.

The NOTAM authorised person includes the following information in the NOTAM request:

- the nature of the obstacle,
- the distance and magnetic bearing of the obstacle from:
 - if the obstacle is within the take-off area the start of the take-off end of the runway, or
 the ARP.
- · the height of the obstacle in relation to the aerodrome elevation, and
- if it is a temporary obstacle the time during which it is a temporary obstacle.

The request to issue the NOTAM is to be made in accordance with the procedures set out in section 3.1 of this manual.

Once the obstacle has been removed, the aerodrome reporting officer is to:

- advise ATC (if applicable),
- re-open, or re-instate the full runway length (if required), and
- ensure a request to cancel the NOTAM is made (if issued).

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3.7.4 HEIGHT OF INFRINGEMENTS - OLS

The heights of buildings, structures, plumes and other developments that infringe the aerodromes OLS are below:

OBSTACLE TYPE			PENETRATED SURFACE
Lit Silo	177deg 2710m FM SOT RWY 18	1,020 ft AMSL	Take off Surface

3.7.4.1 HAZARDOUS OBSTACLES

CASA has not assessed any obstacles as being hazardous; therefore, this subsection is NOT APPLICABLE.

3.7.5 MONITORING VISUAL SEGMENT SURFACES AND CRITICAL OBSTACLES

Terminal instrument flight procedures have been established by Airservices Australia.

The data and drawings of the area around the aerodrome that show the designed approach paths, visual segment surface, circling areas, and the location of critical obstacles, have been provided by the procedure designer, and are available at Temora Shire Council offices.

The Aerodrome Reporting Officer will use this data and drawings to monitor the visual segment surface and the nominated critical obstacles that are visible from the aerodrome as part of the aerodrome serviceability inspection in accordance with section 3.2 of this manual.

3.7.6 PROPOSED OR ACTUAL INFRINGEMENTS - PANS-OPS

The Aerodrome Reporting Officer is to immediately inform the terminal instrument flight procedures designer as soon as:

- · a proposed or actual infringement of the PANS-OPS is identified,
- a change to the status of an existing critical obstacle is identified,
- there is a proposed development that is higher than the critical obstacle, and
- a new object or structure has been detected that is higher than the critical obstacle.

The procedure designer's contact details are as follows:

- Name: Airservices Australia
- E-mail: IFP@airservicesaustralia.com
- Phone: +61 2 6268 4111

3.7.7 HEIGHT OF INFRINGEMENTS - PANS-OPS

The aerodrome has published terminal instrument flight procedures. There are no buildings, structures, plumes and other developments that infringe the surfaces or areas associated with the published terminal instrument flight procedures (as defined in the PANS-OPS); therefore, this subsection is NOT APPLICABLE.

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3.7.8 OBSTACLE CONTROL WITHIN AERODROME BOUNDARY

Temora Shire Council does not permit objects or structures, other than approved visual and navigational aids, to be erected within the obstacle restriction area of the aerodrome without the written approval of CASA.

All proposed fixed objects or structures at the aerodrome, whether temporary or permanent, that sit on or above the movement area, or those that extend above the defined height limits, including the OLS, have been and / or will be reported to CASA in writing.

On receipt of CASA's assessment, Temora Aerodrome adopts controls appropriate to the recommendations provided by CASA.

3.7.9 OBSTACLE CONTROL OUTSIDE AERODROME BOUNDARY

Temora Aerodrome is operated by Temora Shire Council, the Local Government Authority. All departments with Temora Shire Council are requested to forward development proposals for assessment by the Engineering Asset Manager where the proposal may penetrate the OLS or PANS-OPS of the aerodrome.

The Engineering Asset Manager will check the proposed development for potential infringement of the OLS and will inform the relevant stakeholders within the Temora Shire Council planning framework of the required actions.

3.7.10 OBSTACLE LIGHTS SERVICEABILITY MONITORING PROGRAMME

The following lit obstacles are located within the OLS area of the aerodrome:

LIT OBSTACLES & INSPECTION PROGRAMME

REQUIREMENTS	OBSTACLE DETAILS
OBSTACLE TYPE	Lit Silo
LOCATION OF OBSTACLE	177deg/2710m Fr SOT RWY 18
TYPE OF OBSTACLE LIGHTING	Flashing Beacon
OBSTACLE LIGHT OWNER	Altora Ag Services
OBSTACLE INSPECTION FREQUENCY	Weekly
INSPECTION FREQUENCY FOR OBSTACLE LIGHTS THAT ARE NOT VISUALLY OBSERVABLE	N/A

3.7.11 OBSTACLE LIGHT OUTAGE

In the event an obstacle light outage is detected during an inspection, the Aerodrome Reporting Officer is to:

- · ensure that a NOTAM authorised person requests the immediate issue of a NOTAM, and
- liaise with the owner of the obstacle light so that the outage is repaired as quickly as possible.

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3.7.12 CHARTS PUBLISHED BY THE AERODROME OPERATOR

3.7.12.1 TYPE A CHARTS

Type A charts are not required and have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.2 TYPE B CHARTS

Type B charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.3 PRECISION APPROACH TERRAIN CHARTS - ICAO

Precision Approach Terrain Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.7.12.4 AERODROME TERRAIN AND OBSTACLE CHARTS - ICAO (ELECTRONIC)

Aerodrome Terrain and Obstacle Charts have not been prepared; therefore, this subsection is NOT APPLICABLE.

3.8 PROTECTION OF COMMUNICATION, NAVIGATION, SURVEILLANCE AND METEOROLOGICAL FACILITIES

3.8.1 CONTROLLING ACTIVITIES NEAR CNS AND MET FACILITIES

The following is a list of all CNS and MET facilities, their location on the aerodrome, and the particulars of the respective service provider:

CNS / MET FACILITY	LOCATION ON THE AERODROME	SERVICE PROVIDER
	Approximately 295 m north-west of RWY 36 threshold	Bureau of Meteorology

Temora Shire Council ensures that there will not be any interference to the CNS or MET facilities at the aerodrome caused by developments, the erection of structures or from work activities within the vicinity of each facility.

Temora Shire Council refers all developments within the aerodrome boundary, near to or likely to affect an existing CNS or MET facility, to the respective CNS or MET facility providers for a hazard and impact assessment.

Only the facility service provider is permitted to work within each boundary. When ground maintenance is required, the service provider is advised.

3.8.2 SUPPLY AND INSTALLATION OF WARNING SIGNS

Signs have been placed around each communications, navigation and surveillance (CNS) or meteorological (MET) facility to:

- · deter unauthorised access from vehicles and persons, and
- warn of hazardous emissions, including electromagnetic and microwave radiation.

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3.9 AERODROME TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

3.9.1 INSPECTION PERSONNEL

The following is a list of individuals or positions, and their responsibilities in the aerodrome technical inspection and reporting process:

INDIVIDUAL OR POSITION	RESPONSIBILITIES
Engineering Asset Manager	managing the inspection programme
Engineering Asset Manager	planning the aerodrome technical inspections
Engineering Asset Manager	reporting inspection results and follow-up action
Engineering Asset Manager	receiving and considering inspection reports
Engineering Asset Manager	taking follow-up action if defects or deficiencies have been identified

3.9.2 INSPECTION ITEMS AND TIMEFRAMES

Temora Aerodrome, in a financial year, has less than 10,000 air transport passenger movements and less than 20,000 aircraft movements.

An aerodrome manual validation is carried out in accordance with the following:

VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
A check of the approach, take-off, and transitional surfaces to ensure published aerodrome information is accurate to within 0.05% of the published gradient in the AIP-	The validation is completed annually	The person engaged to conduct the validation is: • technically qualified or experienced in surveying, or
ERSA		 has a sound knowledge and understanding of the standards for obstacle limitation surfaces and
		 can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
A check of the other surfaces associated with the OLS	The validation is completed annually	The person engaged to conduct the validation is:
		 technically qualified or experienced in surveying, or
		 has a sound knowledge and understanding of the standards for obstacle limitation surfaces and
		 can, by appropriate means, validate the accuracy of the current published information in the AIP and have a sound knowledge and understanding of the standards for OLS
For an aerodrome with a TIFP, a check of the Temora Shire Council's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure		
designer	This validation element is NOT APPLICABLE	
A check of the currency and accuracy of information published in the AIP	The validation is completed	The person engaged to conduct the validation has sound knowledge and

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VALIDATION REQUIREMENT	FREQUENCY	REQUIRED QUALIFICATIONS AND / OR EXPERIENCE
	annually	experience of the applicable civil aviation safety legislation
A check of the currency and accuracy of aerodrome operating procedures specified in the aerodrome manual and supporting documents	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a reporting officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation
A check that personnel appointed as a works safety officer (a) have been trained and assessed in accordance with Chapter 13, and (b) appear to be generally competent to carry out the required duties in accordance with MOS	The validation is completed annually	The person engaged to conduct the validation has sound knowledge and experience of the applicable civil aviation safety legislation

3.9.3 QUALIFIED PERSONNEL FOR TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

The Engineering Asset Manager, at the time of engaging a person to conduct each element of the aerodrome manual validation, is to sight the qualifications and relevant experience of each person(s) to verify that they meet the required qualifications and / or experience as documented in subsection 3.9.2 of this manual.

A person who cannot demonstrate that they have the required technical qualifications and experience, or demonstrable relevant technical experience, will not be permitted to perform the inspection.

A record of qualifications and relevant experience is retained in the report for the annual aerodrome manual validation.

3.9.4 SCHEDULING INSPECTIONS / MANUAL VALIDATIONS AND RECORDING THEIR RESULTS

A calendar is maintained to schedule inspections.

- Person(s) responsible for calendar: Engineering Asset Manager.
- Location of calendar: AVCRM System.

To allow adequate planning time, a reminder is also set in the calendar three (3) months in advance of the due date.

The calendar is updated when an element of the technical inspection is completed, and a new date for the next inspection and a three-month advance reminder is set.

The calendar is reviewed monthly.

Irrespective of the schedule, an immediate inspection is conducted in the event any of the following is detected during an aerodrome serviceability inspection:

an unsafe condition is identified, and / or

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• a defect or deficiency in a part of the aerodrome is identified.

The results of each technical inspection are presented in a report.

3.9.5 BRIEFING TECHNICAL INSPECTORS

At the time of engagement, the person(s) conducting the technical inspection will be briefed on the scope of the inspection, including the technical matters and the locations which must be inspected.

The Engineering Asset Manager is to advise the person(s) conducting each element of the technical inspection that they are to include in their report:

- any non-compliance with the Part 139 MOS with respect of the aerodrome's facility, equipment, operation, or aerodrome personnel,
- any defect or deterioration in any facility, equipment or visual aid which could make the aerodrome unsafe for aircraft operations
- any incorrect aerodrome information:
 - published in the AIP or NOTAMs
 - reported to ATC (if applicable)
- any information in the aerodrome manual which is incorrect or not current, and
- any procedure, or practice in use at the aerodrome, which is not in accordance with, or conflicts with, procedures in the aerodrome manual.

3.9.6 POST-INSPECTION / VALIDATION CORRECTIVE ACTIONS

As soon as possible after the aerodrome manual validation has been completed, all errors or anomalies identified in the manual are to be corrected by the Engineering Asset Manager, or Aerodrome Reporting Officer.

If necessary, consequential corrections to supporting procedures and to the aerodrome information published in the AIP are also to be made.

3.9.7 PROVIDING CASA WITH INSPECTION / VALIDATION REPORTS

Within 30 days of receiving the technical inspection report, a copy of the report is to be provided to CASA:

Where the validation identifies incorrect information published in the AIP, NOTAM, or in the aerodrome manual, or any errors or conflicts with the procedures documented in the aerodrome manual, within 30 days of finalising the manual validation, a report is to be provided to CASA by:

- By: Engineering Asset Manager
- Via e-mail: <u>aerodromes@casa.gov.au</u>.

Upon receipt of a written request, a copy of the corrective actions plan, including progress made to address the actions, is to be provided within 30 days to the aerodrome inspector making the request.

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3.9.8 MAINTAINING RECORDS OF TECHNICAL INSPECTIONS / MANUAL VALIDATIONS

Records of the results of each manual validation are retained for a period of at least three (3) years from the date the record was completed.

- Maintained by: Engineering Asset Manager
- Stored securely on: TRIM at Temora Shire Council

3.10 AERODROME WORKS SAFETY

Temora Shire Council always makes all necessary arrangements to ensure that aerodrome works do not create a hazard to aircraft or cause confusion to pilots.

A works safety officer is to be present to directly oversee works safety at all times when the aerodrome is open and available for aircraft operations.

Aerodrome markers, markings, and lights required for, or affected by aerodrome works are installed, altered or removed in accordance with the required standards.

Any part of the movement area that is unserviceable as a result of aerodrome works being carried out is marked and lit. Obstacles created as a result of the aerodrome works are assessed and marked or lit in accordance with the assessment.

Where works are to be undertaken in the vicinity of CNS or MET facilities, the service provider is to be consulted to ensure neither the works nor the vehicles or plant associated with the works affect the performance of the facilities.

Where significant displacement of a runway threshold is planned, works planning may require consultations with the terminal instrument flight procedure (TIFP) designer and the surveyor that conducts the annual obstacle surveys.

3.10.1 WORKS SAFETY PERSONNEL

The following persons have specified responsibilities for works:

INDIVIDUAL / POSITION	RESPONSIBILITY
Engineering Asset Manager	works planning
Works Safety Officer	conducting/overseeing works
Works Safety Officer	arrangement and notifications

The following is a list of personnel appointed to perform the functions of a works safety officer (WSO):

NAME	POSITION	FUNCTION
James Durham	Aerodrome Reporting Officer	Works safety officer
Kerry Wallace	Contract Works Safety Officer	Works safety officer
Rob Fisher	Engineering Asset Manager	Works safety officer

All personnel appointed as a WSO have been trained so that they can competently carry out their duties at this aerodrome, without the need for supervision.

Temora Shire Council ensures all training activities for works safety officers are recorded to verify achieved competencies.

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All WSOs undergo recurrent training every two (2) to five (5) years as is recommended in guidance material published by CASA, or earlier if deficiencies are identified.

A training schedule has been established and is maintained by the Engineering Asset Manager. The training schedule is reviewed regularly to ensure training is completed in a timely manner.

The training records of all WSOs are:

- Maintained by Temora Shire Council
- Stored securely at: Temora Shire Council offices (Pulse)

3.10.2 PREPARATION OF A METHOD OF WORKING PLAN (MOWP)

Although a MOWP is not required when planning scheduled works, as a means to ensure aerodrome works do not create a hazard or confusion, and that the impact of the works will be clearly understood, Temora Shire Council is to consult with:

- operators based at the aerodrome,
- emergency services aircraft that are likely to operate at the aerodrome, and
- and other key stakeholders.

A list of representatives from each operator/organisation listed above, and their contact details, is maintained by the Temora Shire Council.

CASA is to be consulted should any safety issues be identified.

In the event Temora Shire Council elects to develop a MOWP, the MOWP will be prepared in accordance with the content and sequencing requirements stated in Chapter 16 of the Part 139 MOS.

The name, position, and function of each WSO will be recorded in the MOWP.

MOWPs will be authorised and signed by either the:

- Accountable Manager, or
- Project Manager that has written authorisation from the aerodrome operator to sign the MOWP.

Written authorisations will be retained on file.

3.10.3 MOWP NOTIFICATIONS

Unless the works are unforeseen urgent works, the authorised MOWP will be issued not less than 14 days before the works are scheduled to commence by the Engineering Asset Manager.

The MOWP is to be issued to:

- air transport operators using the aerodrome,
- · operators of emergency services aircraft that are likely to operate at the aerodrome,
- ARFFS (if applicable),
- providers of any communications, navigation, surveillance or meteorological infrastructure or equipment that might be affected by the works (if applicable),
- the WSO,
- the project manager,
- the works organiser, and

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• CASA via e-mail at: <u>aerodromes@casa.gov.au</u> (if applicable).

A distribution list of all MOWP recipients and their contact details is:

- Maintained by: Aerodrome Reporting Officer
- Stored securely at: Temora Shire Council

The following person(s) is responsible for ensuring that all recipients receive the MOWP: Aerodrome Reporting Officer

The MOWP distribution list will be regularly reviewed to ensure it remains current.

In the event a MOWP requires amendment, the amended MOWP will:

- · clearly show the information that has changed,
- be disseminated to all persons who received the original MOWP, and
- be issued no later than 48 hours before the change in works commences.

Amendments to the MOWP are the responsibility of: Engineering Asset Manager

A NOTAM providing the time and date of the commencement of the works is to be issued as early as possible, but not less than 48 hours before commencement.

In the event the change in works is due to an unforeseen event and a notification period of at least 48 hours is not possible, a NOTAM is to be requested as soon as possible after the change becomes known, and notification of the change is declared on the AFRU / or requested on the ATIS.

3.10.4 COMMUNICATIONS WITH ATC DURING AERODROME WORKS

WSOs that hold an Aeronautical Radio Operator Certificate (AROC) are authorised to transmit on an aeronautical radio frequency. WSOs without an AROC are only authorised to listen to the aeronautical radio frequency, but not transmit.

WSOs will at all times maintain a continuous radio listening watch.

In the event the runway is unserviceable and the WSO does not hold an AROC, unserviceability markings will be used so that a pilot can clearly identify that the runway is unserviceable.

3.10.5 TIME-LIMITED WORKS (TLW) OR EMERGENCY WORKS

TLW are only to be carried out if:

- a works safety officer(s) is present in the vicinity of the works,
- normal operations are not disrupted,
- the movement area can be restored to normal safety standards, and
- any obstacles created by those works removed in not more than 30 minutes.

At all times during TLW, the WSO is to maintain a continuous radio listening watch.

In the event TLW have been stopped to facilitate an aircraft movement, normal safety standards are to be restored not less than five (5) minutes before the aircraft movement is to occur.

Where TLW have been stopped for an aircraft movement, TLW is only permitted to resume:

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- for an aircraft arrival:
 - immediately after the aircraft arrival provided the safety of the aircraft is not endangered, and
 - if the aircraft has not arrived, at least 30 minutes after the aircraft was due to arrive.
- for an aircraft departure:
 - a minimum period of 15 minutes must have elapsed between the aircraft's departure and the resumption of TLW.

3.10.6 NOTIFICATIONS OF TLW OR EMERGENCY WORKS

TLW or emergency works with recall times between 10 and 30 minutes are to be advised by NOTAM.

For TLW, the Works Safety Officer is to ensure that a NOTAM has been issued at least 24 hours before the works commence.

The request for a NOTAM is to be made in accordance with section 3.1 of this manual.

The NOTAM authorised person is to include the following information in the NOTAM request:

- date and time of commencement of the works, and
- time required to restore normal safety standards.

Emergency works on a runway, or runway strip are not to commence until ATC (local tower, or the air traffic service centre) have been notified and the publication of a NOTAM advising the changes to the aerodrome has been verified. The operations centre for air transport operators with scheduled services occurring during the expected duration of emergency works is also be advised of the changes occurring due to the works.

3.10.7 WORKS AT CLOSED AERODROME

To enable works to be completed when the aerodrome is closed, written notice of the intention to close the aerodrome is to be sent, at least 14 days before the aerodrome closure, to:

- air transport operators using the aerodrome,
- each other known organisation using the aerodrome which is likely to be affected by the closure, and
- CASA.

A distribution list of those receiving the written notification will be retained by the Aerodrome Reporting Officer.

A copy of the written notice will be retained by: Aerodrome Reporting Officer

At least 14 days before the aerodrome closure, a NOTAM will also be issued in accordance with section 3.1 of this manual, advising when the aerodrome will be temporarily closed.

3.11 WILDLIFE HAZARD MANAGEMENT

3.11.1 WILDLIFE HAZARD PERSONNEL

The following positions have responsibilities for wildlife hazard management:

INDIVIDUAL / POSITION	RESPONSIBILITIES
Aerodrome Reporting Officer	monitoring and mitigating wildlife hazards
—	

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3.11.2 TRAINING OF PERSONNEL

3.11.2.1 TRAINING FOR WILDLIFE HAZARD MONITORING AND REPORTING

At Temora Aerodrome, all personnel tasked with wildlife hazard monitoring and reporting are trained, so that they can competently:

- · conduct wildlife observations and identify high-risk species,
- · assess wildlife populations and describe their behaviour,
- record information,
- · collect any remains of a wildlife strike on the aerodrome,
- attempt to facilitate the identification of:
 - any wildlife involved in a strike event
 - any resulting damage to an aircraft.
- report the outcomes of observations, monitoring and strike collection activities.

Re-currency training is completed every: 3 years.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Engineering Asset Manager
- Stored securely on: AVCRM's Aerodrome Manager

3.11.2.2 TRAINING FOR WILDLIFE HAZARD MITIGATION

All personnel engaged in wildlife hazard mitigation are trained, so that they can competently:

- · engage in active wildlife management without causing a hazard to aviation safety, and
- assess the effectiveness of any mitigation measures that are taken.

Re-currency training is completed every: three (3) years.

The training records of all personnel are kept for a minimum period of three (3) years and are:

- Maintained by: Engineering Asset Manager
- Stored securely on AVCRM's Aerodrome Manager.

3.11.3 WILDLIFE HAZARD MANAGEMENT PLAN

The type and frequency of aircraft operations does not trigger the requirement for a wildlife hazard management plan, nor does the aerodrome have a high wildlife hazard management risk. A wildlife hazard management plan has not been prepared

3.11.4 WILDLIFE HAZARD MONITORING

Wildlife hazards at Temora Aerodrome are monitored as part of the Aerodrome Serviceability Inspection process as shown in section 3.2 of this manual.

In addition to an inspection of the aerodrome boundary fence, and gates, looking for holes or other potential signs of a breach by wildlife, Aerodrome Reporting Officers will identify and

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record the following:

- presence of wildlife on and in the vicinity of the aerodrome, which is to include:
 - a count of all birds and animals sighted,
 - bird / animal activity, e.g. feeding, flying, nesting,
 - species (if known),
 - numbers, and
 - location.
- seasonal and environmental conditions which may attract wildlife, such as grasses, standing water, uncovered waste, deceased wildlife (e.g. dead rabbits, mice etc.).
- any additional indicators such as new nests or eggs.

All wildlife observed on the aerodrome and in the vicinity of the aerodrome are recorded on the: AVCRM System.

A record of wildlife strikes is also included in the following register:

- YTEM Wildlife Strike Register, maintained by: Aerodrome Reporting Officer
- Stored securely at: Temora Shire Council offices

All known or suspected wildlife strikes that occur at or in the vicinity of the aerodrome are reported to the Australian Transport Safety Bureau (ATSB).

3.11.5 WILDLIFE HAZARD ASSESSMENT

Any detected wildlife hazard is assessed for risk to aircraft operations as required.

The assessment will be conducted by the Engineering Asset Manager and Aerodrome Reporting Officers.

When assessing the risks, the following data is considered:

- wildlife observations,
- reported strike events,
- reported near miss events, and
- times of day or year / weather conditions.

Wildlife hazard risk assessments are:

- Maintained by: Aerodrome Reporting Officer
- Stored securely at: AVCRM System

3.11.6 WILDLIFE HAZARD MITIGATION

The following measures have been implemented to assist in mitigating wildlife hazards:

- · all gates are kept locked and rubbish appropriately stored,
- grass heights are monitored to prevent seeding,
- open unlined drains are regularly inspected and maintained to prevent water retention,
- · in the event dead birds and animal carcasses are located they are quickly removed, and
- bird spikes or barriers have been installed on roosting sites.

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3.11.7 WILDLIFE HAZARD REPORTING (AIP, NOTAM, ATC, UNICOM)

In the event a wildlife risk is identified on or in the vicinity of the aerodrome, and the risk is a serious or imminent threat and cannot be immediately managed, the Aerodrome Reporting Officer(s) is to:

- notify ATC (if applicable),
- advise pilots via the CTAF / Unicom, and
- request the immediate issue of a NOTAM.

Known or seasonal hazards are reported in writing to the AIS provider for publication in the AIP-ERSA.

A NOTAM is requested if the hazard is a higher risk than usual, or is of a short term or seasonal nature.

3.11.8 LIAISON WITH LOCAL AUTHORITIES FOR WILDLIFE HAZARD MITIGATION

The following is a list of local authorities that have land within a 13-km radius of the aerodrome:

LOCAL AUTHORITY	CONTACT
Temora Shire Council	02 6980 1100

Temora Shire Council engages with the local authorities to ensure that future land uses and development proposals can be carefully considered.

Where existing land use presents a potential risk, site visits are conducted to discuss aviation safety concerns and possible mitigations to reduce those risks. Regular site visits are conducted to ensure mitigations are effective. A record of these sites and the frequency of review is recorded in the table below:

SITE	SITE INSPECTIONS
Altora Ag Services	Annually
Temora Shire Council Waste Depot and STP	Annually
Lake Centenary	Annually

3.12 LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this section is NOT APPLICABLE.

3.12.1 LOW-VISIBILITY PERSONNEL

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.1.1 RUNWAY VISIBILITY (RV) ASSESSMENT PERSONNEL

No persons at Temora Shire Council are authorised to conduct runway visibility assessments.

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3.12.2 VEHICULAR TRAFFIC IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.3 CNS FACILITIES IN LOW-VISIBIITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.4 MANOEUVRING AREA INSPECTIONS IN LOW-VISIBILITY OPERATIONS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.5 MEASURING RUNWAY VISIBILITY

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.6 COMMUNICATING VISIBILITY MEASUREMENTS TO ATC OR PILOTS

Low-visibility operations are not conducted; therefore, this subsection is NOT APPLICABLE.

3.12.7 TRANSMISSOMETERS

Transmissometers are not installed at Temora Aerodrome; therefore, this is NOT APPLICABLE.

3.12.8 LOW-VISIBILITY PROCEDURES (LVP)

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.1 SPECIFIC CIRCUMSTANCES FOR LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.2 NOMINATED RATE OF AERODROME MOVEMENTS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.3 LVP-RELATED TRAINING AND AUTHORISATION FOR AIRSIDE DRIVERS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT

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3.12.8.4 CONTROL OF AIRSIDE OPERATIONS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.5 WITHDRAWAL OF NON-ESSENTIAL VEHICLES AND PERSONNEL

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.6 SUSPENSION OF VISUAL AND NON-VISUAL AID MAINTENANCE

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.7 SECURING AIRSIDE ACCESS AND PREVENTING ENTRY

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.8 ALERTING OF LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.9 COORDINATING LVP ACTIVITIES WITH ATC

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.10 PHYSICAL CHECKS OF LIGHTING AND WARNING DEVICES

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.11 PROTECTION OF AREAS FOR ILS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.12 EMERGENCY RESPONSES DURING LVP

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

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3.12.8.13 LVP STATUS

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

3.12.8.14 REVIEW OF LOW-VISIBLITY PROCEDURES

Low-visibility procedures (LVP) have not been established; therefore, this subsection is NOT APPLICABLE.

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3.13 DISABLED AIRCRAFT REMOVAL

3.13.1 AIRCRAFT REMOVAL PERSONNEL

The following person(s) have responsibilities for arranging the removal of disabled aircraft:

NAME			AFTER-HOURS PHONE NUMBER
1	Aerodrome Reporting Officer	02 6980 1100	0427 455 629
Rob Fisher	Engineering Asset Manager	02 6980 1100	02 6980 1100

3.13.2 AIRCRAFT REMOVAL - AERODROME OPERATOR & AIRCRAFT CERTIFICATE HOLDER

The registered owner or aircraft operator has complete responsibility for removing their aircraft should it become disabled. All airline operators are therefore expected to have aircraft recovery plans which identify any special equipment that may be necessary.

Temora Shire Council coordinates the aircraft recovery operation to ensure that the disabled aircraft is removed in a timely and efficient manner.

Removal of damaged aircraft may be subject to clearance of Australian Transport Safety Bureau and other investigating teams.

Although the aircraft owner is responsible, Temora Shire Council may, where necessary, initiate salvage action when:

- there is a serious and imminent threat or hazard to other aircraft, vehicles or personnel on the movement area, and / or
- the aircraft operator refuses to move a disabled aircraft, or neglects to do so within a reasonable time.

In these instances, Temora Shire Council accepts no responsibility for any loss or damage of any kind resulting from this action, and the aircraft operator shall be held responsible for all costs incurred.

Once a runway is negatively impacted (unavailable), or a reduction in operating length is required, a NOTAM is to be issued in accordance with section 3.1 of this manual.

Appropriate visual aids are deployed, when necessary, to mark unserviceable portions of the aircraft movement area by the duty Aerodrome Reporting Officer.

3.13.3 NOTIFYING AIRCRAFT CERTIFICATE HOLDER

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration in the first instance.

If the pilot is not available, or is unable to notify the certificate of registration holder, the required notification is to be issued by the Engineering Asset Manager, or delegate.

If the certificate of registration is not known to Temora Shire Council, details are to be obtained from the pilot, if possible, or if available, from the <u>civil aircraft register</u> on the CASA website.

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3.13.4 LIAISING WITH THE ATSB, DEFENCE AND ATC

If the disabled aircraft cannot be immediately removed from the movement area, Temora Shire Council will ensure:

- · unserviceability markers, markings and lights are displayed as required, and
- the NOF is notified of the unserviceability, or changes to the runway or taxiway as applicable.

In the absence of a representative from Temora Shire Council, the pilot is expected to advise air traffic services of the disabled aircraft closing the runway or aerodrome. As there is no Air Traffic Control at Temora Aerodrome, this notification is expected to occur on the general area frequency should VHF be available on the ground. Once a representative from Temora Shire Council becomes aware of the disabled aircraft, they are to confirm with the pilot that the air traffic services have been notified.

The ATSB will be notified immediately of an occurrence that requires their involvement.

3.13.5 EQUIPMENT AND PERSON(S) TO REMOVE AIRCRAFT

The holder of the aircraft's certificate of registration is expected to provide, by the fastest means possible, any specialised equipment and personnel required to remove a disabled aircraft.

Prior to engaging recovery assistance from Temora Shire Council, the aircraft operator is required to indemnify Temora Shire Council from any adverse consequence resulting from any activities during the recovery process.

Temora Shire Council is to advise the aircraft operator of the contacts of any commercial crane operators that may assist in providing equipment for the removal of disabled aircraft.

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3.14 AERODROME SAFETY MANAGEMENT

3.14.1 SAFETY MANAGEMENT SYSTEM (SMS)

As the aerodrome has less than 50,000 air transport passenger movements / less than 100,000 aircraft movements in a financial year, a safety management system has not been prepared or implemented.

3.14.2 RISK MANAGEMENT PLAN

As the aerodrome has less than 25,000 air transport passenger movements /less than 20,000 aircraft movements in a financial year, a risk management plan has not been prepared or implemented

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4 AERODROME EMERGENCY RESPONSE

4.1 EMERGENCY RESPONSE PERSONNEL

The following individuals or positions have responsibilities in an aerodrome emergency response:

INDIVIDUALS / POSITIONS	RESPONSIBILITIES
Engineering Asset Manager	Maintaining aerodrome emergency response procedures
Aerodrome Reporting Officer	Notifying procedures to initiate an emergency response
Aerodrome Reporting Officer	Initiating emergency response actions by aerodrome personnel
Aerodrome Reporting Officer	Returning the aerodrome to operational status after an emergency
Engineering Asset Manager Aerodrome Reporting Officer	Reviewing the aerodrome emergency response procedures

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4.2 AERODROME EMERGENCY RESPONSE

4.2.1 AERODROME EMERGENCY PLAN (AEP)

The type and frequency of aircraft operations at Temora Aerodrome does not trigger the requirement for an aerodrome emergency plan; therefore, this subsection is NOT APPLICABLE.

4.2.2 LOCAL / STATE EMERGENCY RESPONSE PLAN

The aerodrome has emergency response arrangements that meet the requirements of section 24.03 of the Part 139 MOS and are represented in the local / state emergency response plan.

These emergency response arrangements are:

- Maintained by: Engineering Asset Manager
- Available at: Temora Shire Council

Further guidance on Temora Aerodrome emergency response arrangements are contained in the YTEM Emergency Response procedures. This is a subsidiary document to this manual and is available at the Temora Shire Council.

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4.3 AERODROME EMERGENCY PROCEDURES

4.3.1 AERODROME EMERGENCY COMMITTEE

The type and frequency of aircraft operations at Temora Aerodrome does not trigger the requirement for an aerodrome emergency committee. An aerodrome emergency committee has not been established for Temora Aerodrome.

An emergency management committee is established within the Temora Shire Council. This committee is chaired by the Chief Executive Officer of the Local Emergency Management Committee. Other members are Police, Rural Fire Service, State Emergency Service, NSW Fire and Rescue, and NSW Ambulance.

4.3.2 EMERGENCY SERVICE ORGANISATIONS

Descriptions of the roles of each emergency service organisation involved in the Temora Aerodrome emergency response arrangements are below:

EMERGENCY SERVICE ORGANISATION	ROLE DESCRIPTION
Police	Incident Control
Fire Brigade	Control of Fire Fighting
Ambulance	First Aid /Patient transport
Rural Fire	Fire-fighting support
SES	Duties as requested by Police

4.3.3 LOCAL EMERGENCY PLANNING ARRANGEMENTS

To ensure a coordinated response, the following procedures are followed when liaising with authorised person(s) responsible for local emergency planning arrangements:

The Engineering Asset Manager, or delegate aerodrome representative, attends local emergency planning meetings and planning sessions and liaises with the person responsible for local emergency planning arrangements to ensure Temora Aerodrome emergency response arrangements are included in planning arrangements.

4.3.4 NOTIFICATION AND INITIATION OF EMERGENCY RESPONSE

Notification of an emergency will be made without delay.

Not every emergency at the aerodrome or resulting from an aircraft accident will require the activation of the Local Emergency Management Center. Some may be coordinated from a command post within the vicinity of the accident.

Since there are no permanent Aerodrome Reporting Officers at the aerodrome, the notification of an accident will most probably be via the emergency call number of 000 by any member of the public.

The immediate response will be from the Police who will advise the Engineering Asset Manager and request access onto airside if required. All available rescue and fire fighting facilities shall be despatched to the scene of the crash as soon as possible whether there are any survivors, in need of assistance.

Dama 106 af 112

Emergency services such as the NSW Rural Fire Service and the NSW Fire and Rescue will be called out as a matter of course to combat any fires or be on stand-by should a fire start.

To ensure agencies respond appropriately, it is important that all known information about the emergency is relayed as accurately as possible. The following information is to be relayed as applicable:

- · exact location of the incident (including location details and map references etc.),
- nature of the incident,
- type of aircraft,
- estimated time of arrival of the aircraft involved and the runway to be used (if applicable),
- number of persons on board (including passengers and crew),
- · presence of hazardous materials including dangerous goods, and
- any other relevant information.

To assist responding emergency agencies, location details and / or maps of the aerodrome and its immediate vicinity have been provided. The location details and / or maps show:

- · primary and secondary access points,
- emergency assembly areas, and
- aerodrome hazards.

The location details and / or maps are available at: Temora Shire Council.

4.3.5 ACTIVATION, CONTROL AND COORDINATION OF EMERGENCY RESPONDERS

Temora Aerodrome does not have any aerodrome-based emergency responders; therefore, this subsection is NOT APPLICABLE.

4.3.6 AERODROME EMERGENCY FACILITIES

Temora Aerodrome does not have emergency facilities available; therefore, this subsection is NOT APPLICABLE.

4.3.7 ACCESS AND MANAGEMENT OF ASSEMBLY AREAS

The procedures for access and the management of assembly areas are described below:

Keys to aerodrome gates are held by the following agencies:

Temora Shire Council Office, 105 Loftus Street Temora Ambulance Police SES Engineering Asset Manager Aerodrome Reporting Officer

Entry can be accessed from gate 1.

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Daga 107 af 112

4.3.8 RESPONSE TO A LOCAL STAND-BY EVENT

The procedures to respond to a local stand-by event are described below:

• Duty Aerodrome Reporting Officer notifies Police and Engineering Asset Manager. Police notify all other emergency services for standby as required.

4.3.9 INITIAL RESPONSE TO FULL EMERGENCY

The procedures to respond to a full emergency event at, or in the immediate vicinity of the aerodrome, are described below:

For a full emergency at or in the vicinity of Temora Aerodrome, witnesses or involved personnel will contact NSW Police by telephone on: 000

Temora Shire Council personnel are not permanently based at Temora Aerodrome and are not in attendance for all aircraft movements. When aerodrome management and operations personnel become aware of an emergency at the aerodrome, the duty Aerodrome Reporting Officer will attend the aerodrome immediately.

On arrival at the aerodrome, the Aerodrome Reporting Officer will unlock the airside access gates. If the Aerodrome Reporting Officer arrives at the aerodrome prior to responding emergency agencies, they will attempt to provide assistance at the emergency site where-ever it is safe and appropriate to do so.

NSW police will assume responsibility of the incident on their arrival at the aerodrome. The Temora Aerodrome Reporting Officer will offer assistance to NSW police and follow their direction.

The Aerodrome Reporting Officer will monitor the aerodrome CTAF at all times, and will advise emergency services on any impending aircraft movements. The Aerodrome Reporting Officer will advise any inbound aircraft to the aerodrome if the aerodrome is unavailable.

The Aerodrome Reporting Officer will carry aerodrome reporting and notifications as required in accordance with Section 3 of this manual.

4.4 READINESS OF EMERGENCY FACILITIES, ACCESS POINTS & ASSEMBLY AREAS

The arrangements for keeping aerodrome emergency facilities, access points and assembly areas (if any) in a state of readiness are described below:

 Gate 1 is an automatic sliding hate. Opening code is given to emergency responders for emergency access. The Aerodrome Reporting Officer will check the correct operation of the gate at least weekly.

Daga 100 af 110

4.5 EMERGENCY RESPONDER PREPAREDNESS

4.5.1 SITE INDUCTIONS FOR EMERGENCY RESPONDERS

To ensure local emergency responders are familiar with the aerodrome and its immediate surrounds, familiarisation tours are conducted at frequencies as determined appropriate by the Temora Shire Council and the Chairman & Local Emergency Management Officer.

During these tours, emergency responders are:

- shown the location and operation of:
 - aerodrome access points (including routes to get to the access points),
 - aerodrome assembly areas, and
 - aerodrome emergency facilities and equipment.
- made aware of hazardous storage facilities and materials at the aerodrome, and
- made aware of procedures to be followed when responding to an incident, including airside driving hazards.

4.5.2 EMERGENCY RESPONSE TRAINING

The aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

4.5.3 EMERGENCY EXERCISES

The Temora Aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

Temora Shire Council may elect to hold emergency exercises in conjunction with the Temora Emergency Management Committee, however, this will be on an ad-hoc basis and is not intended to form part of a cyclical exercise program.

4.6 POST-EMERGENCY RETURN TO OPERATIONAL STATUS

Aircraft operations will only be resumed when:

- · circumstances permit aircraft to operate safely,
- the aerodrome movement area is secured,
- there is no interference to emergency response activities, and
- all stakeholders are aware that the emergency response has been formally stood down, or a plan has been established to recommence operations while phases of the emergency response have not been finalised.

If the aerodrome has been closed due to the occurrence of an emergency, normal aircraft operations are not to resume until there are adequate aerodrome personnel available to support the resumption of operations, and trained aerodrome personnel have:

- conducted an inspection of the movement area making sure that the runway and taxiway surfaces are free of hazards that may cause damage to aircraft,
- provided confirmation that the movement area is serviceable and safe to resume normal aircraft operations,
- · ensured that areas which remain closed are suitably marked and lit to distinguish their

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Daga 100 af 110

Temora Shire Council

- unserviceability,
- completed an assessment that any operational equipment on or near the aerodrome as part of the emergency response does not infringe the prescribed airspace (OLS or PANS-OPS),
- if a displaced threshold is required, all components of the OLS will be assessed based on the displaced threshold location, and
- ensured the accuracy of information published in NOTAM.

Where the emergency is confined, operations are only able to resume under restricted conditions. Temora Shire Council ensures all hazards are identified and appropriately assessed prior to the commencement of restricted operations. In completing this assessment and to ensure the ongoing integrity of CNS and MET equipment, communication navigation and surveillance systems specialists are consulted by the Engineering Asset Manager.

The ATSB is to be consulted as they may require the preservation of evidence which may affect the return of part, or all of the movement area, to service.

4.7 REVIEWS OF AERODROME EMERGENCY PLAN (AEP)

The Temora Aerodrome does not have an AEP; therefore, this subsection is NOT APPLICABLE.

4.8 MONITORING LOCAL EMERGENCY PLANNING ARRANGEMENTS

Procedures pertaining to the function of the aerodrome in local emergency planning arrangements are to be reviewed with local emergency responders at least once every two (2) years.

Documented evidence of each review is:

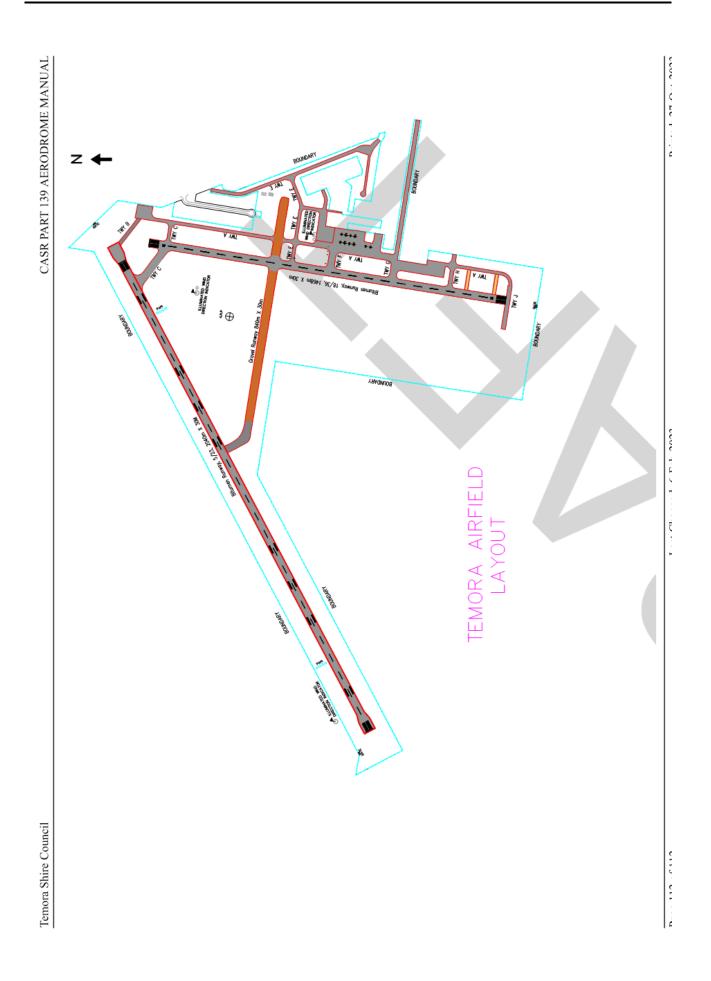
- Retained by: Engineering Asset Manager
- Stored securely at: Temora Shire Council (TRIM)

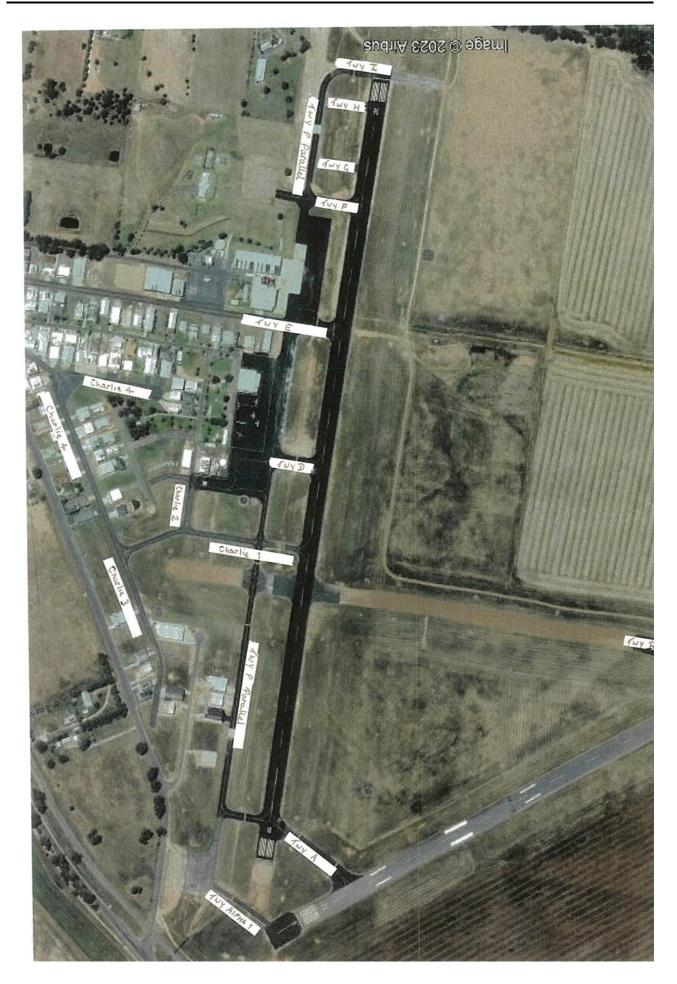
Temora Shire Council

5 APPENDICES

Duluta de 27 Out 2022

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4.2 RIGHT HAND CIRCUITS

File Number:	REP23/1458	
Author:	Engineering Asset Manager	
Authoriser:	Engineering Asset Manager	
Attachments:	1. TAM Proposed Procedures	

REPORT

Council has received the following draft procedures from the Temora Aviation Museum for the committee's consideration.

Following Committee's consideration Council will seek input from CASA regarding the proposed procedures.

Budget Implications

N/A

COMMITTEE RESOLUTION 14/2023

Moved: Mr Robert Maslin Seconded: Mr Murray Kear

That the Committee recommends to Council that the respective Airport Users Groups meet to discuss the potential introduction of right-hand circuits and submit their comments back to Council within 4 weeks.

CARRIED

Report by Rob Fisher

FLIGHT PROCEDURES

1. LOCAL PROCEDURES

1.1 For noise abatement reasons, circuits performed away from the township or north and west of the aerodrome.

- 1.2 Right hand CCTS RQ RWY 23, RWY 18 and RWY 27
- 1.3 Left Hand CCTS RQ RWY 05, RWY 09 and RWY 36
- 2. GLIDER OPS HJ
- 2.1 Gliding OPS HJ FM separate parallel RWS marked with orange markers immediately W of RWY 18/36 and immediately N of RWY 09/27. Independent RWY OPS are not permitted.
- 3 CTAF 126.15

ADDITIONAL INFORMATION

- 1. Bird Hazard exists.
- 2. Aerobatics box 300-5000FT AGL immediately W of RWY 18/36, HJ
- 3. Temora Aviation Museum Air Displays and practice displays:
 - a. D427 and R406 ACT on display weekends and practice days.
 - b. Check PRD NOTAM for activation details. Check <u>www.aviationmuseum.com.au</u> for display dates.
 - c. No flight permitted except with permission of controlling authority _ Temora Historic Flight Club – UNICOM 126.15 or 0407 391 431. Non participating aircraft should plan to arrive or depart outside the display times. Priority given to display aircraft except for aircraft in an emergency or Emergency Services aircraft.

4.3 CALENDAR OF EVENTS AERODROME - NOVEMBER 2023

File Number: REP23/1469

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

REPORT

Currently nothing on the calendar of events. If any member knows of an event it can be added to update users at the airport.

COMMITTEE RESOLUTION 15/2023

Moved: Mr Frank Lovell Seconded: Mr Murray Kear

That the Committee resolved to recommend to Council to add the following to the Calendar of Events.

Gliding Club Summer Camp – 26/12/2023 to 28/1/2024

Temora Aviation Museum Showcase Days - 6 April and 7 September 2024

Warbirds Downunder – 19 & 20 October 2024.

CARRIED

5 CLOSE MEETING

The Meeting closed at 6:52PM.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 21 November 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

9 DELEGATES REPORTS

1. CR REINHOLD

12 November represented Council at the Young Conservatorium presentations and final concert. Taz Rundle won the Temora Community Award

TBEG – Attended the AGM on the 9 November and a new President was elected - Ms Nicola Curry. Since the inception of TBucks cards they have circulated \$308K in the community.

Bald Archies - Attended the opening on the 17 November at the Bundawarrah Centre. The Bald Archies have now been going for 27 years. Excellent display and worth a look.

2. CR OLIVER

Attended the Springdale Progress Association Committee Meeting. Everything going well. Successful event in conjunction with the Regency Ramblers. Had meat donated which helped with profitability.

Attended the Lake Centenary Management Committee Meeting for Cr Sinclair and everything going well. Looking forward to getting the bridge in place for the walking track.

Rob Fisher advised that Council may need to check on funding body to enquire on an extension for the bridge funding.

3. CR FIRMAN

Attended the LGNSW Conference in Sydney with Cr Nigel Judd and General Manager Melissa Boxall.

Attended the Country Mayors Association meeting in Sydney last week with the General Manager and a report will go to the December meeting.

REROC – AGM was held in October and the next meeting will be next Friday.

10 MAYORAL REPORT

10.1 MAYOR'S REPORT - OCTOBER 2023

File Number: REP23/1350

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

REPORT

2nd October – I had a teleconference with our NSW Member for Cootamundra – Ms Steph Cooke MP.

3rd October – I had teleconferences with The Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC) – Mrs Julie Briggs, President of Australian Local Government Association (ALGA) – Cr Linda Scott and Chairman of NSW Country Mayors Association – Mayor Jamie Chaffey.

4th **October** – I had a teleconference with the Chairman of NSW Local Government Boundaries Commission – Mr Peter Duncan AM.

- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

5th October – The Deputy Mayor (Cr Graham Sinclair), Councillors, General Manager (Ms Melissa Boxall) and I attended meetings with Federal Member for Riverina – the Hon Michael McCormack MP.

- The General Manager (Ms Boxall) and I took Mr McCormack on a tour of various projects that have been Federally funded.
- Councillors joined with me in hosting a Mayoral Reception in honour of our Federal Member for Riverina & Former Deputy Prime Minister – the Hon Michael McCormack MP.
 We joined with other Temora Shire community leaders to enjoy refreshment and fellowship with each
 - other.
- I joined with Temora RSL Sub-Branch, Temora Shire Friends of the Cemetery Representatives and family members of the late W J Turner a World War 1 Veteran who was formally laid to rest. Well done to Mrs Merryl Graham and Mr Garry George for their extra efforts to ensure Mr Turner was honoured in a dignified manner.

6th October – I attended Council Chambers.

- Cr M J Oliver and I had a meeting with the Treasurer of the Temora Police & Community Committee Mr Sheldon Reardon.
- I had a teleconference with the Chairman of the NSW Regional Health Ministerial Advisory Panel – Dr Richard Colbran PhD. Dr Colbran is the Chief Executive of the NSW Rural Doctors Network.

9th October – I chaired a meeting of the REROC Chief Executive Officer's Transition Committee. This was held in Coolamon Shire Chambers with CEO – Mrs Julie Briggs and REROC Treasurer – Mr Tony Donoghue PSM in attendance.

- I attended a meeting of the Temora Shire Australia Day Council meeting. The Deputy Mayor (Cr G P Sinclair) is the Chairman, Mrs Beth Firman (Secretary) and Cr Oliver (Treasurer).
- I had a teleconference with the Mayors of Lockhart, Cootamundra-Gundagai and Bland Shires.
- I had a meeting with the Chairman of NSW Country Mayors Association Mayor Jamie Chaffey (Gunnedah Shire).

10th October – Councillors, General Manager (Ms Boxall) and I attended Council's Committee Day. We held meetings including General Manager's Performance Review Panel (who include Mayor, Deputy Mayor Sinclair, Cr Judd, Cr Oliver and Cr McLaren). We also had the Assets & Operations Committee as well as the Economic Development & Visitations Committee. It was a long day, but a very productive one.

- I was honoured to have been re-appointed as a Member of the NSW Regional Health Ministerial Advisory Panel. This Panel is being continued by Regional Health Minister, the Hon Ryan Park MP and will work on improving health outcomes for our rural communities.

11th October – I attended Council Chambers.

12th October – The General Manager (Ms Boxall) and I attended the special REROC Board meeting. This was held in Parliament House, Sydney. We met with NSW Government and Shadow Ministers including the Hon Ron Hoenig MP (Local Government), the Hon Paul Scully MP (Planning), The Hon Rose Jackson MLC (Housing, Water, Youth & Homelessness), Shadow Ministers Dugald Saunders MP & Bronnie Taylor MLC.

13th October – I had the honour to officially unveil a plaque which acknowledged the Surveyors who mapped out Temora township. Thank you to the Institute of Surveyors NSW (Seniors Group) and Temora Shire's Heritage Committee for making this terrific initiative happen.

- I attended a meeting of the Temora & District Sports Council Executive, held at the Recreation Centre.

14th October - I was invited to extend the official welcome of participants in the inaugural Temora Ribbon Run. There was a large number of Bikers from all over NSW there to support the Temora & District Branch of CANASSIST. Congratulations are extended to President – Mr Chris Watson and his hardworking Committee for carrying on the good work of Mr Glenn Hart and Ms Dianne Monkerud.

15th October – I had a teleconference with the Federal Member for Riverina, the Hon Michael McCormack MP.

16th **October** – I attended Council Chambers.

- As a Commissioner, I attended a sitting of the NSW Local Government Boundaries Commission. We are currently considering the de-merger proposal of Inner West Council.
- The General Manager (Ms Boxall) and I attended a meeting with former Temora Shire Councillor, Mrs Irene Broad.

- I had a teleconference with the NSW Member for Northen Tablelands (the Hon Adam Marshall MP), the Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey – Gunnedah Shire) and the Chief Executive Officer of REROC (Mrs Julie Briggs).

17th October – I attended Council Chambers.

- I attended the first meeting of the NSW Regional Health Ministerial Advisory Panel, held via videoconferencing. Our Minister for Health and Regional Health, the Hon Ryan Park MP addressed the newly appointed Panel about our roles and responsibilities.
- We set up for the inaugural Mayor's Public Speaking Competition, to be held at the Temora Memorial Town Hall.

18th October – The General Manager (Ms Boxall) and I represented Temora Shire at the Country Women's Association (CWA) Hume Group Annual Conference. This was held at the Temora Ex-Services Memorial Club.

- It was a pleasure to have hosted the inaugural Mayor's Public Speaking Competition. A special thank you is extended to the following students on their selection to represent their School;
 - Year 3: Ella McCrone (St Anne's), Emily Wiencke (Temora Public) and Duncan Edis (Ariah Park Central).
 - Year 4: Annabelle Gray (St Anne's), Leesha Muller (Temora Public) and Scarlett Edis (Ariah Park Central).
 - Year 5: Eliana Adeyemi (St Anne's), Alexis Bell (Temora Public) and Anna Chalmers (Ariah Park Central).
 - Year 6: Brodie Gray (St Anne's), Sam Robinson (Temora Public) and Grace O'Brien (Ariah Park Central).

The eventual Challenge winners were;

- Year 3 Miss McCrone
- Year 4 Miss Gray
- Year 5 Miss Chalmers
- Year 6 Master Gray

Well done to our MC, Mr Grant Haigh (Principal of St Anne's Central School) and Adjudicators in Mrs Jodie Tame, Mrs Nadine Johnson and Mr Ian Reid. I also extend Council's gratitude to Mr Peter Heinrich, who also donated toward the prizemoney for our Year group winners. Mrs Anne Rands (Executive Assistant to the Mayor and General Manager) – for her support in making the necessary arrangements.

- I chaired our Delegates meeting of the Temora & District Sports Council. Commonwealth Youth Games Champion, Miss Grace Krause was the special guest, with her receiving an Elite Sportsman Grant.

19th October – Councillors, General Manager (Ms Boxall), Senior Staff and I attended our formal Council meeting. This was a very productive and positive session.

20th October – I had teleconferences with Federal Member for Riverina (The Hon Michael McCormack MP), Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey – Gunnedah Shire) and Chief Executive of REROC (Mrs Julie Briggs).

- I had a meeting with the Chairman of the NSW Regional Health Ministerial Advisory Panel (Dr Richard Colbran PhD).

21st October – My mother (Mrs Beth Firman) and I attended the Day by the Lake, hosted by the Temora Aviation Museum. Congratulations to CEO (Mr Murray Kear AFSM) and his team of employees and volunteers, for hosting a most memorable occasion.

23rd October – I attended Council Chambers.

- I had a meeting with former Mayor of Parkes, Cr Ken Keith OAM re: NSW Country Mayors Association Health Services Portfolio Sub-Committee.
- I chaired a meeting of the Temora Local Health Advisory Council (LHAC). Our members give a great deal to our hospital and wider community. I thank them, our Hospital Manager Mrs Wendy Skidmore and all our Staff who give so much to our patients and each other.

24th October – I attended the Temora Police & Community Committee meeting. Cr Oliver is the Chairman and I am his Deputy Chairman. Inspector Justin Faulkiner and Sgt. Aaron Coddington were also in attendance.

25th October – I had a meeting with the General Manager (Ms Boxall).

- The General Manager (Ms Boxall) and I met with representatives of the Temora Lions Club.
- The General Manager (Ms Boxall) and I were guests of the Temora Greyhound Racing Club President, Mr Bill Schwencke. Mr Schwencke, his Club Secretary (Ms Donna Widdows), the Board and volunteers made us feel most welcome. We also were on hand to extend congratulations to the winning connections of the Temora Shire Council Race.

26th October – I attended Council Chambers.

- I had a meeting with Pastor Patricia Morris and Mrs Wendy Skidmore.
- I had a meeting with Mrs Annie Drummond-Henman re: Luke Breust Dinner.
- I chaired a meeting of the Temora & District Education Fund Board.
- I had teleconference with the Mayor of Bland Shire (Mayor Brian Monaghan), REROC Chief Executive (Mrs Briggs) and REROC Treasurer (Mr Donoghue).

27th October – The General Manager (Ms Boxall) and I attended the REROC annual general meeting, held in Wagga. I was deeply honoured to have again been re-elected as Board Chairman. We have a new Deputy Chairman in Mayor Brian Monaghan (Bland Shire). Mayor Monaghan replaced former Mayor Neil Smith (Junee Shire).

30th **October** – I had a teleconference with the Mayors of Federation and Gunnedah Shires.

31st **October** – I attended a Zoom meeting of the NSW Country Mayors Association Executive.

- I had a teleconference with the Mayor of Narrandera Shire and Treasurer of REROC.
- Council extended prayers and support to the Mayor, Councillors, General Manager, Staff and Citizens of Tenterfield Shire on their recent horrific bushfires.

RESOLUTION 199/2023

Moved: Cr Jason Goode Seconded: Cr Belinda Bushell

It was resolved that the Mayor's report is noted.

CARRIED

Report by Mayor Rick Firman OAM

STAFF REPORTS

RESOLUTION 200/2023

Moved: Cr Lindy Reinhold Seconded: Cr Jason Goode

It was resolved that Council receive Staff reports.

CARRIED

12 GENERAL MANAGER

12.1 CALENDAR OF EVENTS - NOVEMBER 2023

File Number:	REP23/1330
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

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
29	Oran Park College – Dusty Boots Afternoon Tea 3:00pm
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

JANUARY 2024

18 Council meeting

RESOLUTION 201/2023

Moved: Cr Jason Goode Seconded: Cr Graham Sinclair

It was resolved that the Calendar of Events be noted.

CARRIED

12.2 SEALS - NOVEMBER 2023

File Number:	REP23/1410
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	Nil

REPORT

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

- Regional and Local Roads Repair Program Funding Deed Deed of Variation
- CRC Deed of Agreement

RESOLUTION 202/2023

Moved: Cr Jason Goode Seconded: Cr Belinda Bushell

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

CARRIED

12.3 ALCOHOL FREE ZONE

File Number:	REP2	3/1351
Author:	Exec	utive Assistant
Authoriser:	General Manager	
Attachments:	1.	Alcohol Free Zone 🕹 🛣

REPORT

At the 19 October 2023 meeting of Council, consideration was given to the continuation of the Alcohol-Free Zone established in the central business district of Temora.

The proposed extension of the zone was advertised in the Temora Independent for a period of 28 days and submissions called. Letters were sent to all holders of a licence in force under the Liquor Act 2007 for premises that border on or join or adjacent to the proposed alcohol-free zone and of the intention to continue the Alcohol-Free Zone in Temora and indicating that representations or objection by them to be received by the closing period of 28 days. At the end of the submission period, there were no submissions received.

RESOLUTION 203/2023

Moved: Cr Belinda Bushell Seconded: Cr Claire McLaren

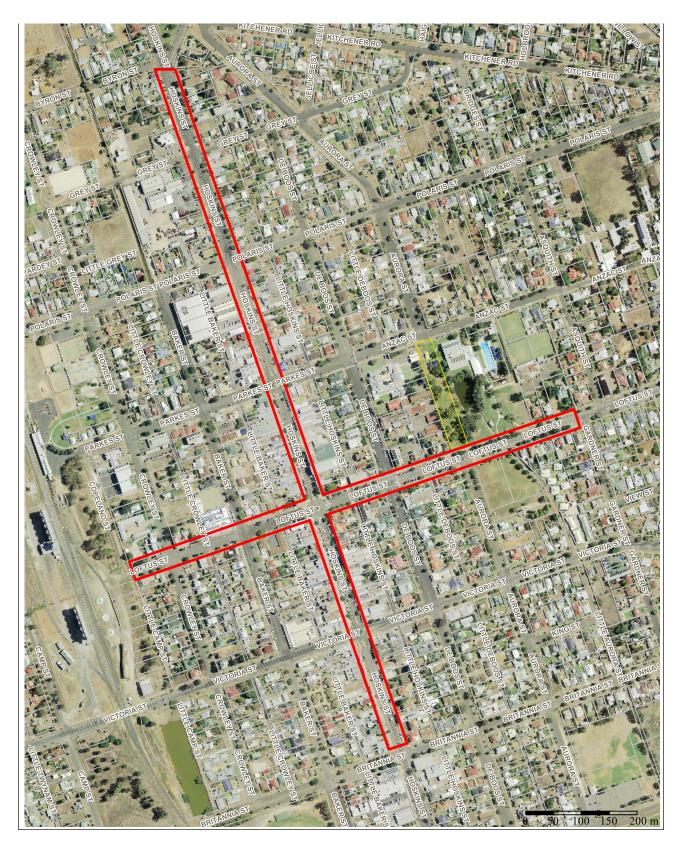
It was resolved that in accordance with 644 B in the absence of any objection to the proposed zone from notifiable persons, an Alcohol-Free Zone be continued for a period of 4 years for the area outlined in the attached map and provide notice in the Temora Independent

- a. Declaring that an Alcohol-Free Zone will be continued;
- b. Specifying the period in which the zone is to operate and

Erect appropriate signage advising of the alcohol zone.

CARRIED

Report by Mel Boxall



13 ENGINEERING SERVICES

13.1 TRANSPORT FOR NSW SPEED ZONE REVIEW - GOLDENFIELDS WAY, TEMORA

File Number:	REP23/1502
Author:	Environmental Secretary
Authoriser:	General Manager
Attachments:	Nil

REPORT

On Monday, 6 November 2023, Temora Shire Council has received an email from Transport for NSW regarding the Speed Zone Review on Goldenfields Way, Temora.

Please see the below information provided:

"For your acknowledgment.

Transport for NSW (Transport) has carried out a review of the speed zone on Goldfields Way, Temora at the request of Temora Shire Council.

The outcome of the speed zone review is that the existing 70 km/h speed zone be reduced to 50km/h on Goldfields Way;

- Goldfields Way (north) commencing at 110 metres north of Kitchener Road and terminating 250 metres north of Dairy Street, for the length of 1400 metres, increasing motorists travel time by approximately 54 seconds.
- Goldfields Way (south) commencing at 200 metres south of Macauley Street and terminating 80 metres south of Golf Club Road / Kurrajong Street, for the length of 350 metres, increasing motorists travel time by approximately 13 seconds.

As part of the review, Transport consulted with NSW Police and Temora Shire Council who both support a speed zone reduction at this location.

Within two weeks prior to the implementation of the changes, the community will be advised by media release and electronic message signs.

It would be appreciated if you could return an email by COB Monday 13 November 2023 and include any comments or questions you may have on the speed zone change."

Diagram 1: Study area is highlighted in red line and crash is highlighted in blue dot (Temora North)



A reply email was sent to TfNSW to advise that a report will be going to Council on Thursday, 30 November 2023 and therefore a response would be provided regarding the review following this date.

RESOLUTION 204/2023

Moved: Cr Belinda Bushell Seconded: Cr Jason Goode

It was resolved that Council receives and notes the report.

CARRIED

14 ENVIRONMENTAL SERVICES

14.1 DEVELOPMENT APPLICATION DA 51/2023 PROPOSED SUBDIVISION 50 AIRPORT STREET TEMORA

File Number:	REP23/1336	
Author:	Town Planner	
Authoriser:	Director of Environmental Services	
Attachments:	1.	Development Application Assessment Report 🗓 🛣

REPORT

The assessment of Development Application DA 51/2023 Proposed subdivision 50 Airport Street was completed by an external assessor in accordance with Council's adopted policy for Council related development. The reason for the external assessment is that Council is a landowner of part of the development, being the site of the public road and taxiway, located at 44 Airport Street.

A copy of the assessment report is attached.

The report recommends that the development be approved, subject to conditions.

RESOLUTION 205/2023

Moved: Cr Claire McLaren Seconded: Cr Jason Goode

It was resolved that Council approve the development application in accordance with the conditions provided within the assessment report.

AND FURTHER

That a footpath is included down Tom Moon Avenue at the developer's expense.

CARRIED

Report by Claire Golder

<u>In Favour:</u> Crs Rick Firman, Graham Sinclair, Lindy Reinhold, Max Oliver, Nigel Judd, Claire McLaren, Jason Goode, Belinda Bushell and Anthony Irvine

Against: Nil

CARRIED 9/0



DEVELOPMENT APPLICATION No.

DA 51/2023

APPLICANT

Brennan Civil Infrastructure Pty Ltd PO Box 587 BOWRAL NSW 2576

PROPERTY DETAILS / ADDRESS

Lot 1111 DP 750587 50 Airport Street TEMORA NSW 2666 Lot 1112 DP 750587 44 Airport Street TEMORA NSW 2666

OWNERS

M & S Brennan Development Pty Ltd PO Box 587 BOWRAL NSW 2576 Temora Shire Council PO Box 262 TEMORA NSW 2666

PROPOSED DEVELOPMENT

Subdivision – to subdivide the land into twenty-four (24) lots, and to carry out ancillary works, including the demolition of the existing farm shed and removal of trees.

DETAILS OF THE DEVELOPMENT

The proposed development involves the following elements:

<u>Lot 1111</u>

- the creation of twenty-two (22) lots, ranging in size from 1120 m² to 1536 m², which are to be used for aviation-related purposes,
- the creation of one (1) lot of 1921 m², which will contain a stormwater detention basin,
- the construction of an airplane taxiway to service each of the lots (airside), which will also connect to the proposed taxiway to be created as per DA 53/2020 (Council subdivision immediately to the south of this site, approved in 2020),
- the upgrading of Tom Moon Avenue, including road widening and provision of kerb and guttering,
- infrastructure works (sewer, water, stormwater, power, gas, telecommunications),
- the demolition of the southern-most existing outbuilding,
- the filling of a dam,
- the removal of all trees on site and adjacent the site in Tom Moon Avenue.

Lot 1112

- the construction of one (1) new road, for vehicle access (landside) to proposed Lots 12 23¹,
- construction of a north-south running section of taxiway ¹,
- the creation of a single residual lot following the construction, excision and dedication of the road and taxiway.
 - ¹ The construction and dedication of this road and taxiway was approved as part of the Council subdivision DA53/2020, which is yet to proceed. However, it is intended that this road and taxiway will be constructed as part of this application and therefore forms part of this application.

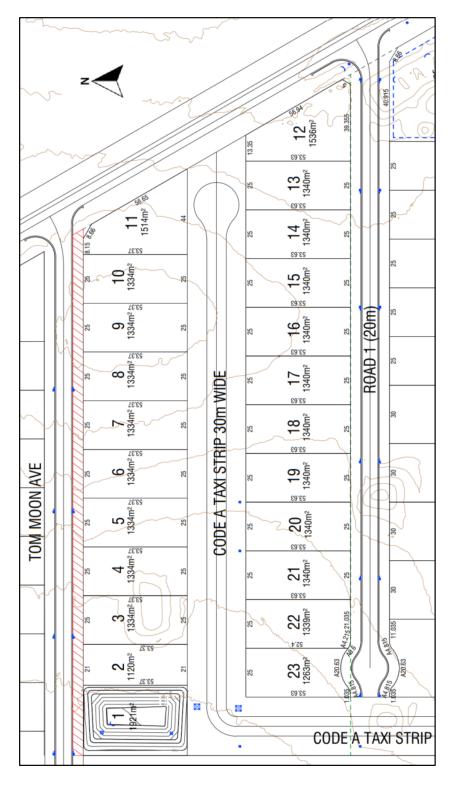
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DEVELOPMENT APPLICATION PLANS

Figure 1 - Subdivision layout plan



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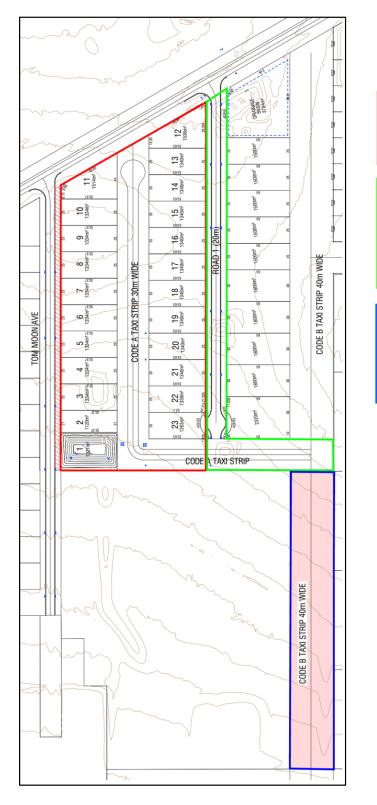


Figure 2 - Subdivision plan (in context with adjacent lands and works needed to facilitate the subdivision)

Main subdivision area (privately owned land) Lot 1112 Road and taxiway that needs to be constructed to facilitate subdivision (Council owned land)

Lot 52

Lot 1111

Taxiway that needs to be constructed to facilitate subdivision (privately owned land)

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Figure 3 – Subdivision plan (aerial overlay)



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SITE:

The subject site is located 2 km north-west of the Temora Shire Council's administrative office, on the western side of Airport Street and on the southern side of Tom Moon Avenue. It is 250 metres north of Bartondale Road, and 400 metres east the southern part of Runway 18/36.

The subject property is approximately 8.9 ha in area, and comprises two (2) rectangular shaped lots, being a 4.2 ha lot (Lot 111) and a 4.7 ha lot (Lot 1112). The site is very gently undulating, with the high point adjacent Tom Moon Avenue, in the vicinity of the existing dwelling.

Lot 1111 (northern privately owned lot), is a rural-residential lot, that contains a weatherboard dwelling, and a free-standing double garage and a large farm shed. There is a large dam in the north-western part of the site, and a row of trees centrally located on the property, as well as trees dotted around the existing dwelling. Overhead power lines run within the site, generally adjacent the western boundary.

Lot 1112 (southern Council owned lot) is a vacant rural-residential lot, with the former transportable dwelling, cottage and shed having been removed/demolished approximately twelve (12) months ago. There is a dam in the north-eastern corner of the site, one (1) in the north-western corner and a further dam midway along the northern boundary of the site. There is a substantial stand of trees in the south-western corner of the site, and further trees dotted across the site and adjacent the northern boundary. Overhead power lines run within the site, generally adjacent the southern and western boundaries of the lot. Approval to subdivide this land (and the lot immediately to the south) into an aviation-related subdivision was granted at the November 2020 Council Meeting, as a deferred commencement consent (DA 53/2020).

In the wider locality, the surrounding land is a mixture of aviation related land uses (to the north and west), and rural-residential and lifestyle lots (to the south, east and west). There is also broadacre farming land further to the west, north and north-east. The land immediately to the south of Lot 1112 is the former Temora Saleyards (that forms part of Council subdivision referenced above), and further south across Bartondale Road, are lifestyle lots that support dwellings and ancillary structures. North of site (across Tom Moon Avenue) is the existing aviation park, which comprises both undeveloped lots and lots developed for aviation related purposes, predominantly dwellings with hangars. Immediately west of the site is a single large lifestyle lot with a dwelling and sheds, while the land to the east across Airport Street comprises several developed lifestyle lots, as well as one (1) lot that provides tourist and visitor accommodation, in the form of cabins.

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Figure 4 – Location plan (source SIX Maps)

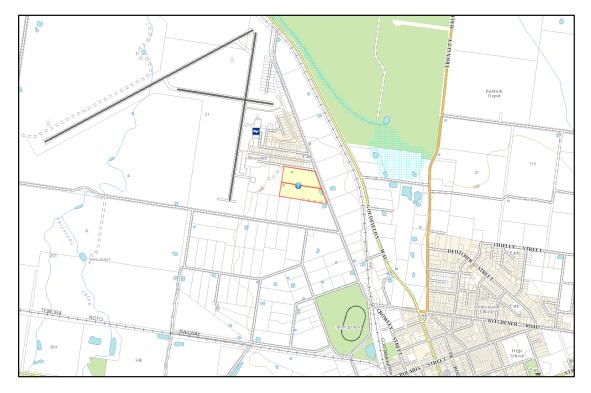


Figure 5 – Aerial view – locality (source Google Earth 28.12.2022)



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Figure 5 – Aerial view – site and neighbourhood (source Google Earth – 28.12.2022)



GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

1.3 Objects of Act

The objects of the Act are guiding principles that need to be considered by planning authorities, when making decisions under the Act, and they are numerous and varied. It is considered that the proposed development is consistent with the most relevant objects, including promoting the social and economic welfare of the community, the orderly and economic use and development of land and protecting the environment.

1.7 Application of Part 7 of Biodiversity Conservation Act 2016 & Part 7A of Fisheries Management Act 1994

These sections of each Act, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant test in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, because:

Biodiversity Conservation Act 2016

- in relation to the vegetation proposed to be removed on site and along Tom Moon Avenue adjacent the site, the development will not significantly affect threatened species or ecological communities, or their habitats, according to the test in section 7.3 [7.2(1)(a)], as follows:
 - the development is unlikely to adversely affect the life cycle of a threatened species such that a viable local population of the species is likely to be placed at risk of extinction, given the amount of vegetation to be removed, the nature, quality and location of the vegetation and the existence of other more substantial and suitable vegetation patches in the area,

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- no endangered ecological community or critically endangered ecological community, is likely to be placed at risk of extinction, due to the size and degraded nature of the patch of vegetation to be removed,
- the habitat of a threatened species or ecological community will not be impacted or become fragmented or isolated as a result of the vegetation removal, such that the long-term survival of a species or ecological community in the locality is put at risk, as the vegetation is already largely isolated, due to the lack of vegetation on the airport to the west,
- there will be no direct or indirect adverse effect on any declared area of outstanding biodiversity value,
- whilst the removal of native vegetation is a key threatening process, the size of the patch to be removed is less than 0.5 ha and the understory is degraded (lack of diversity of native species and prevalence of exotic weed species), and therefore does not constitute part of the Grey Box (*Eucalyptus microcarpa*) Grassy Woodlands and Derived Native Grasslands of South-eastern Australia EEC,
- the development does not exceed the biodiversity offsets scheme thresholds, as it is not mapped as high biodiversity value on the Biodiversity Values Map and does not exceed the clearing threshold (less than 0.25 ha) [7.2(1)(b)],
- the site has not been declared as an area of outstanding biodiversity value [7.2(1)(c)].

Fisheries Management Act 1994

- all threatened species, endangered populations and endangered ecological communities known or thought to occur in the region, are confined to the lower Lachlan River catchment, which does include Bland Creek and its tributaries, but the development is remote from this system,
- there is no declared critical habitat in the region,
- the development is not a key threatening process.

2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

As per Section 9B of Schedule 1, the minimum public exhibition period for a council-related development application is 28 days. A council-related development application includes (among other things) a development application, for which Council is the consent authority, and that is for the development of land of which Council is the owner.

The development application was notified to twelve (12) adjoining and adjacent property owners in accordance with these provisions from 30th August 2023 until 28th September 2023, Submissions were received from four (4) different people/entities, with one person making multiple submissions, as additional information was supplied to them in response to a variety of questions. The issues raised in the submissions dealt mainly with tree removal, access and stormwater), and these issues are further addressed in section 4.15(1)(d) of this report.

4.5 Designation of consent authority

The development is not State or regionally significant development or infrastructure [as defined by SEPP (Planning Systems) 2021], and therefore Council is the determining authority.

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4.10 Designated development

This clause and the accompanying Schedule 3 of the *Environmental Planning and Assessment Regulation 2021* defines the various types of designated development, however this development is not a category of designated development.

4.13 Consultation and concurrence

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of that nominated person/authority. No consultation was carried out in relation to this application.

4.13 Consultation and development consent – certain bushfire prone land

The land is not bushfire prone, and therefore no referral to the NSW RFS was required, and consideration of *Planning for Bush Fire Protection 2019*, is not warranted.

4.16 Determination

A development consent may be granted subject to a condition that the consent is not to operate until the applicant satisfies the consent authority, in accordance with the regulations, as to any matter specified in the condition. Nothing in this Act prevents a person from doing such things as may be necessary to comply with the condition. To function properly, this subdivision relies on access through an adjacent parcel of land (Lot 72 DP 1277997), and cannot proceed without this access. As this right of access has not been secured at this stage, then only a deferred commencement should be issued, which becomes operational, when a legal right of accessway is secured across the adjacent land or ownership of part or all of the lot is obtained. This approach is consistent with the Council subdivision DA 53/2020.

4.22 Concept development applications

The development is not a concept development (a development application that sets out concept proposals for the development of a site, and for which detailed proposals for the site or for separate parts of the site are to be the subject of a subsequent development application or applications).

4.33 Determination of Crown development applications

The development is not a Crown development (a development application made by or on behalf of the Crown).

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant), as it is not identified in *State Environmental Planning Policy (Planning Systems) 2011*.

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency), as it does not trigger any of approvals under the nominated legislation.

4.55 Modification of consents - generally

Not applicable

4.65 Existing use

The development does not rely on existing use rights for permissibility.

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SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

SEPP (Biodiversity and Conservation) 2021

Chapter 2 Vegetation in non-rural areas

This SEPP applies to the Temora LGA and the SP1 Special Activities zone, and whilst there is clearing of vegetation proposed as part of this application, the SEPP does not apply in this instance. The NSW DPIE fact sheet on this SEPP states that "the Vegetation SEPP regulates clearing that is not linked to development requiring consent. Clearing that is ancillary to development requiring consent will be assessed as part of the development assessment process". Accordingly, the issue of tree removal has been discussed elsewhere in this assessment.

SEPP (Resilience and Hazards) 2021

Chapter 4 Remediation of land

Clause 4.6 prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. There is no evidence to suggest that either lot is contaminated or has been used for activities that may be potentially contaminating, and therefore the use of this land for future aviation-related uses (including residential uses) is considered is suitable.

SEPP (Transport and Infrastructure) 2021

Chapter 2 Infrastructure

The sections of this policy that are relevant to an assessment of this application are detailed as follows:

- Section 2.48 (Determination of development applications—other development) applies to a development application for development in proximity to electricity infrastructure, e.g within 5 metres of an exposed overhead power line, adjacent substations, etc. No buildings or structures are being erected that require referral.
- Section 2.77 (Development adjacent to pipeline corridors) applies to developments adjacent to a gas
 pipeline corridor. This development is not adjacent a gas pipeline.
- Division 15, Subdivision 2 (Development in or adjacent rail corridors), including Sections 2.97, 2.98. 2.99 and 2.100 – not applicable as the site is not adjacent a railway corridor, with the closest rail corridor being the Cootamundra-Lake Cargelligo Railway line, 280 metres to the east;
- Section 2.119 (Development with frontage to classified road), the site is not adjacent a classified road,
- Section 2.120 (Impact of road noise or vibration on non-road development), does not apply in this
 instance, as the adjacent roads do not exceed the nominated 20,000 AADTV,
- Section 2.121 (Excavation in or immediately adjacent to corridors), does not apply as the development will not result in an excavation adjacent a listed road.
- Section 2.122 and Schedule 3 (Traffic generating development), does not apply, as the type and/or scale
 of development is not identified in the Schedule.

Local Environmental Plan (LEP)

The applicable LEP is the Temora LEP 2010 (TLEP), and the relevant provisions of the LEP are discussed as follows.

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1.2 <u>Aims of Plan</u>

The development is consistent with the relevant aims of the LEP, which include:

- (a) to reinforce the strong "country town" character of urban Temora whilst moving towards a more sustainable environment,
- (c) to protect Temora's crop and pasture lands from adverse environmental impacts whilst allowing for planned urban expansion on the urban fringe,
- (e) to give priority to the protection, conservation and enhancement of indigenous and non-indigenous cultural heritage,
- (f) to encourage non-agricultural enterprises by permitting a wide range of urban land uses consistent with the imperative to support economic growth, employment creation and business opportunities,
- (h) to create and develop opportunities for strengthening the role of Temora Airport as a location for tourist attraction, centre for recreational aviation, commercial enterprises, aviation-related housing and associated supporting industries.

The Aviation Precinct is part of Temora's character, and the subdivision builds on this. It does not impact on nearby farming land or on indigenous and non-indigenous heritage, and contributes to the economic growth of the area, and the strengthening of the Airport and its associated activities and uses. The remainder of the objectives are not pertinent to the development.

1.4 <u>Definitions</u>

Subdivision of land is not defined in the LEP, rather it relies on the definition in Part 6 of the *Environmental Planning and Assessment Act, 1979*, being:

subdivision of land means the division of land into 2 or more parts that, after the division, would be obviously adapted for separate occupation, use or disposition.

1.6 <u>Consent authority</u>

The consent authority for the purposes of this Plan is the Council.

1.9A <u>Suspension of covenants, agreements and instruments</u>

There are no known covenants, agreements, easements or restrictions on the property that affect this development.

2.1 Land use zones

The site is zoned SP1 Special Activities (Business Premises, Residential, Tourist and Visitor Accommodation Incidental with Aviation), and the subdivision is permissible in the zone.

2.3 <u>Zone objectives</u>

Under this clause Council must have regard to the objectives of the zone when determining the development. The proposed development, whilst not actively working towards every objective, is considered to be consistent with the following relevant objectives of the SP1 Special Activities zone:

 to provide for special land uses that are not provided for in other zones – this subdivision will provide for additional freehold land, that is to be used for aviation-related purposes, not possible in other zones, and consistent with the Temora Airport Masterplan,

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- to facilitate development that is in keeping with the special characteristics of the site or its existing or intended special use, and that minimises any adverse impacts on surrounding land - the lots created by the subdivision will ultimately be used for aviation-related purposes, as intended by the LEP, and made possible by its proximity to the airport,
- to encourage a variety of business, residential and tourist accommodation land uses within the vicinity of the airport that are incidental to aviation this subdivision is specifically for this purpose.

The development is potentially inconsistent with the objective "to encourage the protection and careful management of roadside native vegetation and native habitats", as the subdivision will result in the removal of all of the vegetation along Tom Moon Avenue adjacent the site. However, as discussed elsewhere in this report, the vegetation is degraded, does not constitute an EEC, and is necessary to allow for the proper servicing of the subdivision (road widening, access and services). Furthermore, the NSW Land and Environment Court has determined that "as a matter of principle so long as a development is not generally inconsistent with at least one of the aims of the plan and the zone objectives, consent may be granted".

2.7 <u>Demolition requires development consent</u>

This development involves the demolition/removal of the existing farm shed on Lot 1111, which is currently located on the proposed taxiway, and consent has been sought as part of this application for this to occur.

4.1 <u>Minimum subdivision lot size</u>

This clause states that "the size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land". The lot size map stipulates a minimum subdivision area for this land of 750 m² (for a Torrens Title subdivision), which each proposed allotment comfortably exceeds, with the smallest lot being 1120 m² in area.

4.6 <u>Exceptions to development standards</u>

The application does not seek to vary any development standards under the LEP.

5.10 <u>Heritage conservation</u>

There are no items of European heritage identified on either the State Heritage Register or in the LEP as being present on-site, and the site is not located in a Heritage Conservation Area (HCA). There two (2) items of heritage significance identified in the LEP, within the Airport land itself, being the original Temora Airport hangar and the WWII Ammunition Bunker, but these are some distance from the site, and will not be impacted. A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 200 metres of the site. Accordingly, it is not expected that the subdivision will have an adverse impact on indigenous or non-indigenous cultural heritage.

5.21 Flood planning

The site is not affected by the flood mapping in the LEP, nor is it affected by the 1% AEP Event as identified in the 2019 Temora Flood Study.

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6.1 <u>Biodiversity</u>

This clause applies to land that is identified as a "sensitive area" on the *Natural Resources Sensitivity* - *Biodiversity Map*, and approximately 2% of Lot 111 has been mapped as such. These areas are in the southeastern corner of the site, and adjacent the northern boundary of the site, and the mapping extends into Tom Moon Avenue (see green shading on the following map). It should be noted that this aerial imagery is out of date, with most of the vegetation onsite having been removed (See Figure 5 above for current aerial imagery)

Figure 7 – Biodiversity mapping extract



Before determining a development application for development on land to which this clause applies, Council must consider, the following issues, which have also been discussed previously, in relation to the *Biodiversity Conservation Act 2016*:

- (a) identification of any adverse impact of the proposed development on any of the following-
 - (i) a native vegetation community,

Whilst the bulk of the site is cleared land, there are some trees onsite and trees along the Tom Moon Avenue road reserve. There are three (3) main areas, including:

- vegetation along the southern side of Tom Moon Avenue, which comprises Grey box trees (generally less than 40 cm diameter at breast height (DBH)), many of which exhibit a "multistem" habit derived from coppice shoots that have developed from previously removed) trees, along with an understory with some native species as well as exotic weeds and garden escapes – given the size of this patch and the degraded nature, particularly of the understory, the removal of this vegetation will not have an impact on the Grey Box Grassy Woodlands EEC,
- a number of ornamental trees planted around the dwelling, including pines, fruit trees, claret ash, Chinese Elm and bottlebrush – the loss of these trees will have no significant adverse impact from a biodiversity perspective, given the species of trees and the small number,

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- two (2) paddock trees (Greybox) the loss of these trees will have no significant adverse impact from a biodiversity perspective, given their isolated nature and condition.
- (ii) the habitat of any threatened species, population or ecological community,

Whilst there will be the loss of habitat on the site and along Tom Moon Avenue, there are other significant stands of trees in the immediate and wider area, that would function more effectively as habitat, given their connectivity to other vegetated areas. A search of the Atlas of NSW Wildlife reveals that whilst there have been sightings of fauna in the site, no endangered or vulnerable species have been recorded within 1.5 kms of the site. Accordingly, it is not considered that the removal of the trees will threaten the survival of any native fauna or threatened species, population or ecological community.

(iii) a regionally significant species of plant, animal or habitat,

Regionally significant vegetation, includes the tall open woodland and low open woodland with dry heath mugga ironbark, that are found mostly in the Ingalba Nature Reserve, Pucawan Nature Reserve, and Big Bush Nature Reserve, that are remote from the site. Whilst the site contains some species of the tall open woodland (Grey Box, White Cyprus Pine and wattles), the other tree and shrub species are not present. Accordingly, the development is unlikely have an adverse impact on regionally significant species of plant or habitat.

(iv) a habitat corridor,

It is considered that the vegetation provides only limited connectivity value, given the size, location and separation from other vegetated areas.

(v) a wetland,

The development will not impact on any wetlands.

- (vi)the biodiversity values within a reserve, including a road reserve or a stock route, and Whilst the trees in the road reserve are to be removed, they do not constitute any form of ecological community, and is in poor condition.
- (b) a description of any proposed measures to be undertaken to ameliorate any such adverse impact. Replacement plantings are proposed and will be conditioned.

In conclusion, it is determined that there will be no adverse impact on endangered ecological communities or threatened species, and that the development will avoid any adverse environmental impact. See also discussion relating to the *Biodiversity Conservation Act 2016*.

Lot 1112 is also partially mapped as sensitive land, however, an assessment of this clause with respect to this lot, was carried out as part of the Council subdivision DA 53/2020, with the same conclusion reached, that there would be no adverse impact as a result of the tree removal.

6.2 <u>Land</u>

This clause applies to land identified as a "sensitive area" on the *Natural Resources Sensitivity* - *Land Map*, but the site is not mapped as being affected, and accordingly this clause is not applicable.

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6.3 <u>Water</u>

This clause applies to land identified as a "sensitive area" on the *Natural Resources Sensitivity - Water Map*, but the site is not mapped as being affected, and accordingly this clause is not applicable.

6.4 <u>Earthworks</u>

There will be significant earthworks required in undertaking the subdivision, in terms of road and infrastructure construction, and the filling of the dam on-site. Before granting development consent for earthworks, the consent authority must consider the following matters—

- (a) the likely disruption of, or any detrimental effect on, existing drainage patterns and soil stability in the locality given the topography of the site and the adjacent lands, there is unlikely to be any detrimental effect on existing drainage patterns and soil stability. Whilst a preliminary stormwater plan has been prepared that generally shows overland flow paths, prior to the issue of subdivision works certificate, a detailed stormwater drainage plan will be required to manage stormwater once the site has been developed, to ensure there is no negative impact on adjacent lands;
- (b) the effect of the proposed development on the likely future use or redevelopment of the land the development is consistent with this, as the earthworks proposed are required to facilitate the development of the site for the intended future use and development of the land, as an airpark. There are two (2) dams impacted by this development, which are located:
 - on Lot 1111, within proposed Lots 3 and 4, and
 - on Lot 1112, within the taxiway.

Conditions will be imposed requiring the filling and compaction of the dams suitable for the intended use, and it is also recommended that restrictions as to user be imposed on the lots, requiring the footings to be engineered based on being filled land;

- (c) the quality of the fill or the soil to be excavated, or both if material is to be removed from site there is no concern from a contamination perspective, and any material imported to the site will need to be fit for purpose and contaminant free, and will be conditioned accordingly,
- (d) the effect of the proposed development on the existing and likely amenity of adjoining properties appropriate conditions will be imposed on the development relating to hours of construction, dust suppression and noise, however there may still be impacts on adjacent properties as a result of the subdivision earthworks. It is considered that these impacts are transient in nature, will be short-lived, and given the controls proposed, should have minimal impact;
- (e) the source of any fill material and the destination of any excavated material a cut and fill analysis has not been carried out for the development at this stage, so it is unclear if there will be an excess or shortage of material, and where the material will come from or go to. However, this issue can be appropriately conditioned, to ensure that any fill brought on to the site is virgin excavated natural material (VENM), and that any soil removed from the site is disposed of appropriately.
- (f) the likelihood of disturbing relics the likelihood of finding relics on the site is minimal given the past uses of the site, their highly disturbed nature and based on the AHIMS searches carried out. However, an unexpected finds condition will be imposed, to ensure that in the unlikely event something is discovered, appropriate steps are taken to manage the find;
- (g) proximity to and potential for adverse impacts on any watercourse, drinking water catchment or environmentally sensitive area – there are no watercourses in the immediate vicinity of the site, with the closest watercourse (unnamed) being 680 metres to the north and Trigalong Creek located approximately 1.5 km to the west. No impact on these watercourse is expected, with suitable sedimentation and erosion control measures to be implemented on site.

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6.5 Essential services

Development consent must not be granted to the subdivision, unless Council is satisfied that those of the following services that are essential for the proposed development are available or that adequate arrangements have been made to make them available when required:

(a) the supply of water

Goldenfields Water's reticulated water system is located in Airport Street (nearside). It is intended that the water mains be extended within the subdivision, to service each lot, with the SEE stating that "Golden Fields Water County Council (GWCC) main water infrastructure will be augmented to services the development and confirmation from GWCC has been provided as to the ability for this to occur". This will be reinforced as conditions of consent, and design plans will be required to be lodged with an application for a subdivision works certificate for assessment and approval, prior to work commencing. Payment of the s64 water contributions will also be applicable to the subdivision.

(b) the supply of electricity,

Overhead power lines are located along Airport Street and also extend into existing Lots 1111 and 1112 (adjacent the western boundary) and into Lot 1112 (adjacent part of the southern boundary). The SEE indicates that each lot will be serviced with electricity and that "servicing ability arrangements have been confirmed" with Essential Energy. This will be reinforced as conditions of consent.

(c) the disposal and management of sewage,

Council reticulated sewer mains are located in the area, and the SEE states "sewer services will require extension to service the site, Councils Engineering Department advise that the site can be satisfactorily connected to Council's existing sewer network". Design plans will be required to be lodged with an application for a subdivision works certificate for assessment and approval, prior to work commencing. There are no s64 sewer contributions applicable to the subdivision.

(d) stormwater drainage or on-site conservation,

The site slopes generally to the west, south and east, falling away from the high point, where the existing dwelling is located. Preliminary stormwater design plans show the proposed location of the drainage infrastructure (pipes and detention basins) and overland flow path (see figure below).

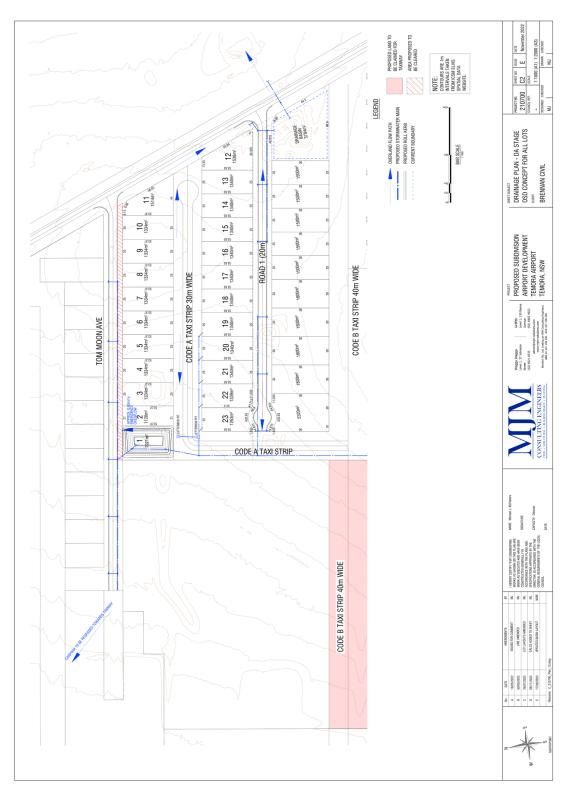
A detailed stormwater design plan will be required to be lodged with an application for a subdivision works certificate for assessment and approval, prior to work commencing, to ensure that stormwater is managed properly and does not cause a nuisance to adjacent properties. Council does not have a section 7.11 plan for stormwater, and therefore no contributions are applicable to stormwater.

Greater detail relating to the design and management of stormwater has been provided in response to the submission received (see section 4.15(1)(d) below).

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Figure 8 – Drainage plan (preliminary)



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(e) suitable road access.

It is proposed to construct one (1) new road off Airport Street for vehicles, to service proposed Lots 12 to 23 (as well as the northern most lots in the Council subdivision DA 53/2020), while Lots 1 to 11 will be serviced from Tom Moon Avenue. The SEE and plans indicates that the lots will be serviced by sealed roads with kerb and gutter (landside), which includes the new road, as well as Tom Moon Avenue adjacent the subdivision, and will be reinforced with conditions of consent. The plans and SEE do not indicate that it is intended to provided kerb and gutter and shoulder seal in Airport Street adjacent the subdivision, however this is required by Council policy and is a requirement for the adjoining Council subdivision (DA 53/2020) and therefore will be imposed as a condition of consent on this development. Appropriate engineering design plan will be required for these works.

Each lot will be able to provide a suitably located access when the lots are developed, from either the new road or the existing upgraded roads.

6.7 Development in areas subject to airport noise

The clause is not relevant, as the 2003 Sinclair Knight Merz aircraft noise study, shows that the subject land is not affected by the Australian Noise Exposure Concept (ANEC) charts, which present a series of noise contours of differing values. ANEC 20 represents the boundary outside of which the acoustical impacts are deemed insignificant and there are no land use restrictions of the area. In the four (4) scenarios modelled in the SKM study (based on varying usage), the land was outside of the ANEC 20 contour. So whilst it is likely that there will be noise experienced from the Airport by future residents, it is deemed acceptable.

The issue of noise from the new subdivision and its impact on adjacent landowners, is discussed elsewhere in this report.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)

There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)

There are no draft LEPs which apply to this land.

4.15(1)(a)(iii) The provisions of any development control plan:

Temora Shire Development Control Plan (DCP)

This DCP applies to the land, and the sections that apply to this development, have been discussed as follows:

Contaminated land

The relevant matter in this section of the DCP relates to the evaluation of the land for potential contamination, which has been done, and is discussed above in relation *to SEPP (Resilience and Hazards) 2021*. It has been concluded that the land is suitable for the intended use.

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Engineering Standards

The relevant parts of this section of the DCP relate to the subdivision provisions, which include provisions for (i) residential, (ii) large-lot residential and rural, and (iii) industrial subdivisions. Given the nature and intended use of the lots, which includes a variety of different uses, each of these sections could theoretically apply. However, it is reasonably expected that the predominant use will residential, and therefore an assessment against the residential provisions is as follows, with reference to the large-lot residential provisions where necessary:

Residential provisions	Comment
Concrete driveway	The SEE is silent on this issue, however, driveway crossings are best
(provision, number, width	constructed at the time a lot is developed, and not at the subdivision
location)	stage, to allow design flexibility in the placement of garages. Therefore
	the provision of driveway crossings will not be conditoned as part of the
	subdivision.
Kerb and gutter	This provision requires kerb and guttering is to be provided along all street
	frontages, and is proposed to be provided to the new road and Tom Moon
	Avenue. As indicated previsouly, it is intended that a condition of consent
	be imposed requiring kerb and gutter and shoulder seal in Airport Street
	adjacent the site, consistent with the adjoining Council subdivision (DA
	53/2020), and Council's policy position.
Sealing of roads	All new road and the shoulders of Airport Street and Tom Moon Avenue
	are to be sealed.
Open space	Not applicable
Footpaths (provision, width,	The SEE states that "footpaths are not required in this location", but offers
location, standard)	no justification for the variation to this standard. However, the provision
	of footpaths in this subdivision are not considered warranted, for the
	following reasons:
	 there are no formal concrete footpaths in the existing airpark estate,
	 the site is remote from the CBD, and most people accessing the
	subdivision will drive there, and parking outside the premises they are
	visiting, as there is ample street parking available,
	 the roads have low vehicle and foot traffic volumes,
	 the provision of a footpath network in the area is not identified in
	Temora Shire Council's Pedestrian Access and Mobility Plan (PAMP),
	February 2019,
	 the adjoining Council subdivision was not required to have footpaths.
Road pavement (standard,	To be conditioned
conduits, markings, signage)	
Sewerage	To be provided to each lot and to be further conditioned
Water and fire hydrants	To be provided to each lot and to be further conditioned
Stormwater	To be provided within the subdivision and to be further conditioned
Trees	To be conditioned (see also discussion below relating to the Landscaping
	section of the DCP)
Confirmation of services	To be conditioned
Easements	To be conditioned
Footpath lighting	Not applicable - only required where formal footpaths are proposed
Street lighting	To be conditioned

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Environmentally sensitive areas

The relevant matter in this section of the DCP relates to the removal of the vegetation, which has been discussed above in relation to the Biodiversity Conservation act 2016 and Clause 6.1 of the LEP. Whilst the DCP aims to retain existing mapped sensitive areas, it has been determined that the removal of the trees will not have a significant adverse effect on threatened species, with offset plantings proposed.

Erosion and sediment control

This section of the DCP provides advice on how to manage erosion and sedimentation. These measures will form part of the sedimentation and erosion control plan, that will need to be prepared, prior to the issue of a subdivision works certificate.

Landscaping

The SEE and supporting information initially indicated that one (1) Manchurian Pear Tree would be planted adjacent each lot along the street frontages. This was subsequently amended to stipulate that native trees would be planted instead of the Manchurian Pear Trees. This section of the DCP requires five (5) trees to be planted for each mature tree that is removed, and that they should be at a reasonable stage of growth. Clearly there is no ability to provide all these trees on-site, given the nature of the subdivision and intended use of the land for aviation-related purposes. Accordingly, it is recommended that the replacement trees can be planted both on-site as well as off-site, elsewhere in the Airport Precinct (on private or public land), in suitable locations. Furthermore, it is suggested that that the DCP be varied such that the trees be replaced at the following ratio for each mature tree removed, of:

- one (1) tree, of a minimum height of 1.5 metres at time of planting (for immediate impact) and
- two (2) trees of tube stock size.

This is consistent with the position taken with respect to tree planting for the adjoining 2020 Council subdivision.

A condition will be also imposed that any fencing to be provided, shall be in accordance with this section of the DCP.

Notification of Development Applications

These provisions of the DCP have been superseded by the CPP and the EP&A Regulations 2021.

Subdivision

The proposed subdivision meets the majority of the development controls in this section of the DCP, relating to subdivision layout (proposal responds well to the site layout, and provides suitable frontages and a variety of lot sizes) and servicing (all required services, such as water, sewer, stormwater, telecommunications, electricity, gas and roads will be provided).

Temora Airpark Estate

This section of the DCP establishes controls for the development of the lots within the Airpark Estate, so whilst not specifically relevant to the assessment of the subdivision, it should be noted that these controls will apply to this new area of the Airpark, for future applications on the individual lots.

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4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

4.15(1)(a)(iv) Matters prescribed by the Regulations:

Council has considered the following matters as prescribed by Regulations:

Section 61 (Additional matters that consent authority must consider): -

- the application does involve the demolition of a building, and conditions will be imposed requiring compliance with AS2601: The demolition of structures,
- the development is not on land that is subject to a subdivision order,
- the development is not located within an LGA to which the Dark Sky Planning Guideline applies,
- the development does not pertain to a manor house or multi dwelling housing (terraces),
- the development is not certain lands in Penrith City Centre.

Section 62 (considerations of fire safety)

the development is not for a change of building use for an existing building.

Section 63 (Considerations for erection of temporary structures)

the development is not for a temporary structure.

Section 64 (Consent authority may require upgrade of buildings)

the development does not involve the extension of an existing building.

Section 65 (Consideration of conservation plan for development at Sydney Opera House)

the development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:

Context and Setting:

The surrounding land is a mixture of aviation related land uses (to the north and west), and rural-residential lifestyle lots (to the south, east and west). There is also broadacre farming land further to the west, north and north-east. It is not considered that the character of the area or the streetscape will be impacted negatively, with future development on the land in keeping with the existing airport developments in the area. The lot density will be higher, and the lots smaller, than the land to the east and west, but will be consistent with the land to the north and the Council subdivision to the south (DA 53/2020) It is also in keeping with what was envisaged in the Airport Master Plan and the 2020 rezoning. It is not considered that there will be significant adverse impacts on adjacent properties in terms of overshadowing and visual and acoustic privacy, as discussed further in this report.

Access, Transport and Traffic:

The issue of access and roads has been discussed above in relation to the DCP, in terms of the provision and standard of construction. In terms of traffic generation and the capacity of the existing road network, it is considered that the increased traffic can be adequately catered for within this network. Airport Street has a 9 metre-wide sealed formation in a 30 metre wide road reserve, and Tom Moon Avenue has a 6 metre-wide

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sealed formation, in a 20 metre wide road reserve. The sealed formation of Tom Moon Avenue will be widened to 8 metres, as shown the subdivision plan.

Public Domain:

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces. The SEE states that formal footpaths will not be provided in this instance, and given the nature of the lots, the distance to town and the width of the roads, this is considered acceptable.

Utilities:

The issues of the supply of water, sewer, stormwater and power have been addressed above, and have been accordingly conditioned.

Reticulated gas is located in Airport Street and Tom Moon Avenue adjacent the site, and the SEE indicates that preliminary consultation has occurred with APA, and that gas services are available to the site. Provision of this service shall be conditioned accordingly.

Telecommunication services are located in Airport Street and within the site itself, and the SEE indicates that the subdivision can be serviced by NBN connections, and that the Servicing ability arrangements have been confirmed with NBN Co. Provision of this service will be conditoned accordingly.

Heritage:

There is no likely impact on Aboriginal or European heritage, as a result of the development (see assessment above in Section 5.10 of the LEP).

Other Land Resources:

The eastern half of the site has been mapped as Class 6 land (low capability land), while the western half has been mapped as Class 3 land (high capability land). Given the size and location of the land and the classification, it is not prime agricultural land, and therefore, it is not expected that the development will have any significant adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

Water:

These issues of water supply and stormwater disposal, have been addressed in the report elsewhere. There will be no effect by the proposed development on surface water, groundwater, drainage flows or water quality.

Soil:

The development has the potential to impact on soil conservation in terms of - soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies, because of the level of construction proposed. However, there is no impact predicted in terms of contamination, or acid sulphate soils. It will be necessary to impose appropriate conditions pertaining to sedimentation and erosion control, during any construction works.

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Air and Microclimate:

The final development will not affect air quality and microclimatic conditions in terms of existing air quality or pollution, as there will be no long-term emissions of dust, particulates, odours, fumes, gases or pollutants. There is potential for dust during the construction phase, which is able to be regulated through conditions on any issued consent. This issue of impacts during the construction phase has also been discussed elsewhere in this report.

Flora and Fauna:

This issue has been discussed above, and it has been determined that the removal of the vegetation on-site, will not have any adverse impact on critical habitats, threatened species or populations, ecological communities or any other protected species.

Waste:

There will be some waste or excess materials associated with the construction phase of the subdivision, and may include such things as overburden, pipe offcuts, general building type waste. Appropriate conditions will be imposed on any consent issued, in relation to the storage and disposal of waste.

Energy:

In terms of energy efficiency and conservation of energy, the size and orientation of most of the allotments, will allow houses to be positioned to take advantage of passive energy design principles, in terms of solar light and heating, and natural ventilation.

Noise and Vibration

The proposed development will create additional noise (residential type noise and aircraft noise), with the most affected properties being those immediately north in the existing airpark, and the dwellings to the northeast and southeast, along Airport Street. It is unlikely that noise associated with residential uses will be significant, and whilst aircraft noise will be audible, the impacts on this adjacent properties, are thought to be acceptable for the following reasons:

- future hangars and dwellings will partially shield the properties from planes using the taxiways,
- plane movements are expected to be low, similar to the existing airpark, estimated to be 2 to 10 movements per day,
- the aircraft are only taxiing in this location, with the much noisier activities, such as engine checks/warmup and take-off, occurring in the airport area itself.

Natural Hazards:

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, bushfire or flooding.

Technological hazards

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk. The issue of potential land contamination and remediation, has been discussed previously.

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Safety, security and crime prevention

It is not considered that the proposed development will impact on the security and safety of adjoining properties nor will the design of the subdivision encourage criminal activity. There is ample natural surveillance opportunities from public areas as well as internal of the subdivision itself.

Social and Economic Impacts in the Locality:

The Temora Airport Master Plan 2019, states that "Temora Airport, Temora Aviation Museum and Temora Airpark estate, generate significant social and economic benefits to the Temora community". The Plan further states that "the airpark estate has brought many new residents to Temora that now contribute to the local Temora economy and support Temora Shire Council in the provision of improved services and facilities". This current proposal to expand the Airpark seeks to capitalise on these recognised and tangible social and economic benefits.

It is not considered that the proposed development would impact negatively on the health and safety of the community, and whilst the social dynamic of this area will gradually change over time as a result of this development, it is to an extent envisaged by the 2020 LEP amendment, and supporting planning documents. The community structure and character will not be adversely impacted, and there will be no negative impact in terms of social equity or the socially disadvantaged.

Economically, the subdivision will have a positive impact for the Airport precinct, the community, during the construction stage and future development stage of the lots in the subdivision.

Site Design and Internal Design:

The development design is sensitive to environmental conditions and site attributes including, the size and shape of the land and position of the lots, roads and taxiways, and for the most part, the development has been designed to minimise the impacts on adjacent properties.

The existing farm shed is located on the future taxiway, and its demolition/removal has been identified as part of this application.

It was initially proposed that the dwelling house and free-standing double garage would remain on the property, located on proposed Lot 8. As shown in the aerial overlay (Figure 3), there was concern that the dwelling was located across a lot boundary, and that the free-standing double garage (at the rear of the dwelling but not shown on the aerial imagery), may encroach on the taxiway. Clarification of the dwelling's location with respect to the proposed lot boundaries was sought, and it was subsequently advised that "the house will be removed, subject to a future development application to demolish". Accordingly, a condition will be imposed that requires the dwelling, double garage and farm shed to be demolished/removed from site, prior to a subdivision certificate being issued.

Construction Matters:

The environmental issues and impacts associated with the construction phase of the development have been addressed throughout this report as necessary. This includes such things as erosion and sedimentation control, hours of construction, etc., and minimal impact is expected.

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Cumulative impacts

Cumulative impacts include such things as different impacts occurring so close in time, or so close in location, that the impacts overlap and cause a greater impact. Cumulative impacts can also take the form of repetitive, often minor impacts eroding environmental conditions, or different types of impacts interacting to produce another impact. The environmental impacts associated with the development have been considered in the report, and as the individual impacts are considered minimal, no significant cumulative impact is anticipated from the subdivision.

4.15(1)(c) - The suitability of the site for the development:

Does the proposal fit in the locality ?

The proposed development can fit in the locality, given the nature of the area and its proximity to the Airport. There are no constraints posed by adjacent developments that would prohibit the development, and as discussed above the development would not lead to unmanageable transport demands, and no additional recreational opportunities are required.

There are adequate utilities and services available to the proposed development, subject to extension. It has been demonstrated that the air quality and microclimate are appropriate for the development, there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

Are the site attributes conducive to development?

The site is not subject to natural hazards including flooding, bushfire, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

4.15(1)(d) - Any submissions made:

The Applicant was given the opportunity to comment on the issues and/or objections raised where relevant, and the issue/objection, Applicant's response (where provided) and Council's assessment of the issues, is detailed as follows:

Submission 1

Issue/Objection 1A	Applicant Comment
I came to Temora for a "tree change" and chose a spot with a view of this site. Tom Moon Avenue is a lovely tree-lined street, home to many bird species, and the plans show the trees along the street will be removed, which will remove the connection to nature.	The trees are proposed to be removed as they are unsuitable for an urban area and if retained they would damage the future kerb and gutter in time. There is also a risk with large trees being located close to residential dwellings, with the potential for tree limbs to fall onto houses.
That being said, Tenefts Street has a lovely memorial park and Tigermoth Avenue has a camp kitchen setup with trees and shade and is a lovely meeting place for Airport residents.	The Applicant is proposing to plant a row of native trees, of suitable species for a residential area, on both sides of Tom Moon Avenue, between Airport

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Street and the museum, to compensate for the loss of the existing trees.

Assessment: Whilst it is disappointing that the trees along the southern side of Tom Moon Avenue are to be removed, the tree assessment identifies that only one of these trees has a diameter at breast height (DBH) greater than 60 cm (potential for hollows), and all other Grey Box trees are more juvenile specimens with a DBH <40cm and/or of a "multi-stem" habit derived from coppice shoots that have developed from previously removed (or senescent) trees. And whilst the assessment identifies the shrub understorey contains native species, also highly evident are exotic "woody weeds" African Boxthorn and Olives, and "garden escapes" including White Torch Cactus, Variegated Century Plant and Aloe sp.

Also, given the extent of sewer works, drainage works and roadworks proposed along Tom Moon, many of the trees would need to be removed to carry out the works, and any trees not directly impacted, would likely suffer from root damage, which may impact on the long-term health of the trees.

Submission 2

Issue/Objection 2A	Applicant Comment
Clarification was sought by the Museum relating to	Whilst the provision of the stormwater detention
the proposed nature of the regrading of the museum	basin ensures that post development flows will not
carpark identified the plans, and who would be	exceed pre-development flows as a result of the
funding the works.	development, there is an existing issue with drainage
	in the Aviation Museum car park. Therefore the
	works to reshape part of the car park and inclusion of
	new underground drainage, to connect to the
	existing underground network, is proposed in good
	faith to the Museum to improve the existing
	drainage situation and to ensure that no future
	concerns relating to stormwater drainage are raised
	as a result of the subdivision.
Assessment: This issue has been satisfactorily addresse	d.

Submission 3

Issue/Objection 3A	Applicant Comment	
Objects to the removal of the vegetation on the	It would be difficult not to remove the vegetation	
southern side of Tom Moon Avenue, as it provides	unless the road is narrowed. This Vegetation will	
a visual buffer from the lots backing onto Tom	affect the road over time and any kerb will	
Moon Aven and the development as a whole.	eventually be affected and would need to be	
	replaced. The blocks won't be backing onto Tom	
	Moon Avenue, they will be fronting it and have	
	rear access to their blocks for aero access.	
Assessment: See assessment comments above in relation to Issue 1A.		

Issue/Objection 3B	Applicant Comment
Will the emergency overflow from Lot 1 affect	As shown on the stormwater plan it is intended
properties in Tom Moon Avenue in the event of	that the overflow for the 1 in 100 year (1%AEP) will
severe storms ?	flow down Tom Moon and then cross the Carpark
	and down towards the drain alongside the taxi
How will the stormwater be directed from Lots 2 to	way. The basin is designed to control outflow from
11. If allowed to flow onto Tom Moon Avene this	the 1 in 5yr storm to the 1 in 100 year storm to pre-

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would be unacceptable and would be a further objection ?	developed flows. In relation to the road it is proposed to have a normal drainage system installed as indicated on the plan for up to the 1 in
	5 year event.
Assessment: It is considered that the Applicant's response adequately addresses this issue	

Issue/Objection 3C Applicant Comment Has concern about road access to Lots 2 – 11, given The level of traffic generated by the subdivision the existing and/or proposed vegetation is in the does not warrant a traffic plan. Tree planting would way. Needs information on traffic movements and be expected to be one tree per lot, which would vehicle access points. Consideration for areas for allow space for a driveway access to Tom Moon parking etc should be a high priority. Avenue. How do owners get into their garages/hangers? Or is Owners cars will access their garage from Tom there any allowance or plan for parking of owners' Moon Avenue. A new taxiway to be constructed and visitors cars on Tom Moon Ave or other vehicles at the rear will provide access to hangars. Parking arrangements will be in accordance with the Development Control Plan, where there is off street parking provided at each lot for owner's and visitors vehicles. Assessment: The additional amount of traffic generated by the subdivision along Tom Moon Avenue, is

Assessment: The additional amount of traffic generated by the subdivision along Tom Moon Avenue, is generally accepted as being 9 vehicle trips per day per dwelling (a trip being a single vehicle movement), and 0.85 vehicle trips per peak hour per dwelling. Therefore, with ten (10) additional development lots along Tom Moon Avenue, an additional 90 vehicle trips per day could be expected, and an additional 8.5 trips per peak hour. As indicated in this report, the surrounding road network can cater for the increase in traffic, particularly when the upgrading works in Tom Moon Avenue are carried out. Furthermore, as identified in the report above, driveway locations are best determined at the time a lot is developed, and not at the subdivision stage, to allow design flexibility in the placement of garages and dwellings.

Issue/Objection 3D	Applicant Comment
It is commendable there is a tree planting	The trees are proposed to be removed as they are
consideration for the front of every lot, but a	unsuitable for an urban area and if retained they
further advantage for the area would be to specify	would damage the future kerb and gutter in time.
Australian native trees – as they will make a	There is also a risk with large trees being located
preferable contribution to the local ecology, native	close to residential dwellings, with the potential for
bird life and bee populations	tree limbs to fall onto houses.
	The applicant is proposing to plant a row of native
	trees, of suitable species for a residential area, on
	both sides of Tom Moon Avenue, between Airport
	Street and the museum, to compensate for the loss
	of the existing trees. This would be instead of
	Manchurian per trees.
Assessment: See assessment comments above in relat	ion to Issue 1A.

Issue/Objection 3E	Applicant Comment
I also need to be informed what the hours of	The hours of construction of the subdivision would
operation and approximate noise levels that are	be Council's normal hours of construction for
expected during normal working hours as well as	development, being Monday to Friday 7:00am to
after hours and weekends.	6:00pm , Saturday 8:00am to 5:00pm and no work

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	to be carried out on Sunday/Public Holidays,
	without prior consent from Council. Reasonable
	construction noise would be expected during work
	hours, involving earthmoving, installation of
	services and road and taxiway construction.
Assessment: Conditions of consent have been imposed relating to hours of construction, and to manage any	
unacceptable impacts associated with noise.	

Issue/Objection 3F	Applicant Comment
As the current area of the proposed development	In relation to stormwater, the development will be
is natural soil-based landscape that absorbs water	designed to have post development stormwater
and rainfall – once the hardscape that replaces this	flow that is no greater than predevelopment levels,
area, any water will run off the hard surface- what	due to the inclusion of the suitably sized
is the plan for this water flow? and how will it	stormwater retention basin on the development
affect the lots outside of the development area?	site, as shown on the plan of subdivision.
Assessment: It is considered that the Applicant's response adequately addresses this issue.	

Issue/Objection 3G	Applicant Comment
Currently at lot 1 is a designated water catchment – but in the event of a storm and the impact of the hardscape run-off, it is not unrealistic that lot one will flood and the water will run straight across	Any overflow would be directed onto Tom Moon Avenue and towards the stormwater pits, which will be reshaped in their immediate vicinity to collect this water.
Tom Moon Avenue into the Lots that front Tom Moon Avenue.	Lot 1 is a detention basin to ensure that the additional flows generated by the development is restricted to the pre developed flow.
	The detention basin has two outlets a pipe (525 dia) outlet and an overflow, the basin is designed to restrict the 1% AEP to or below pre developed rates. We have undertaken preliminary modelling with drains, the peak natural discharge for the development for the 1% AEP is 0.96m ³ /s – this is currently running down Tom Moon Drive in the 1%AEP.
	After the development the flow into the basin will be 1.85m ³ /s. The detention basin outflow is restricted to 0.6m ³ /s through the pipe and the overflow will be 0.35m ³ /s Giving a total out flow of 0.95m ³ /s.
	In summary the water flowing down Tom Moon for the 1% AEP will be approx. 0.35m ³ /s compared with pre development of 0.97, this is because we are piping the majority of the water to the outlet.
	This is normally conditioned as a pre-SWC condition that the post development flowrates do not exceed the pre development flowrates.

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Assessment: It is considered that the Applicant's response adequately addresses this issue . Appropriate conditions have been imposed relating to the preparation of detailed engineering design plans and calculations for the proper management of stormwater.

Issue/Objection 3H	Applicant Comment
There needs to be more information supplied on	The flood management of the development from
the flood management plan for both 1-5 years and 100 years and an outline of how the flooding will affect surrounding lots.	the 1-5 yr storms is via the underground drainage network as shown on the attached Plans, the design for the stormwater pipe system will be in accordance with AR&R and will cater for the storms up to and including the 20%AEP (1 in 5).
	This is normally conditioned as a pre SWC.
	It was also clarified that on the stormwater plan, there is a notation that the emergency overflow is 0.67m ³ /s. This is if the basin outlet is blocked and there is no pipe flow. Please note that the outflow would still below the pre developed flow of 0.97m ³ /s.
	See also, comments above in relation to Issue/ Objection 3F and 3G.

Assessment: It is considered that the Applicant's response adequately addresses this. Appropriate conditions have been imposed relating to the preparation of detailed engineering design plans and calculations for the proper management of stormwater.

Issue/Objection 3I	Applicant Comment
Details of providing amenities to the site such as	The provision of services will be a condition of
power, gas and water easements have not been provided and their effect on Tom Moon Ave are	consent and the Applicant will make their own arranges with utility providers for relevant
unknown and need to be made known.	connections.

Assessment: The SEE indicates that all required services are in the area, and that preliminary consultation with the relevant supply authorities, indicates it is available to be extended/connected to the subdivision. A "Dial before You Dig" search, confirms the necessary services are in the area, and the provision of these services have been conditoned.

Issue/Objection 3J	Applicant Comment
I have not received a stormwater plan - a diagram of how the post development stormwater will flow over the hardscape that will be replacing the pre- development water absorbing natural soil-based landscape that currently exists.	 Lots 1-8 which are captured in the pipe system directly. All other blocks and the catchments in this development are captured into the two basins for controlling discharge by: Being capturing in the pipe drainage system and delivered to the basins Being diverted by the road system to the basins.
Pre-development levels are therefore not an indication of post-development levels, which is why I am concerned about the stormwater flow and how it will affect the lots outside of the	This is correct. The pre development flow for the basin in lot 1 is 0.97m ³ /s and the post development flows entering the basin is 1.85m ³ /s. This is why

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development area, and would therefore like to see	there is a basin in this location to control the outflow			
a stormwater plan.	to a max of 0.97m ³ /s.			
Assessment: The submitter was provided with a copy of the preliminary stormwater drainage plan (see				
Figure 8 above) that shows the general location of the stormwaters drains and overland flow. Detailed				
stormwater drainage plans, are not required until such time as a subdivision works certificate is applied for.				
Appropriate conditions have been imposed relating to the preparation of detailed engineering design plans				
and calculations for the proper management of stormwater.				

Submission 4

Issue/Objection 4A	Applicant Comment			
Concerned that a large number of trees have been	Comment not provided.			
removed already, and that Council does not have a				
tree policy.				
Assessment: Tree removal as part of an application requires replanting as per the DCP. Tree removal outside				
of develop development application process is managed under SEPP (Biodiversity and Conservation) 2021,				
where applicable.				

Issue/Objection 4B	Applicant Comment			
My vista will be hangars and houses and side fences, and I am concerned that if and when I decide to sell, my property will be devalued as it will no longer be a peaceful retreat.	Comment not provided.			
Assessment: The economic impact that the development may have on property values is hard to quantify, and it essentially depends on an individual's perceptions, interests, wants and needs. Even if the impact could				

be quantified, the Land and Environment Court has held that "impacts on land values are not matters for consideration in dealing with development applications." That being said, it is not considered that the development would have a detrimental impact on property values in the area.

Issue/Objection 4C	Applicant Comment			
My concern is where the water will drain, hopefully	See comments relating to stormwater in Submission			
not into my property.	3 above.			
Assessment: See comments relating to stormwater in Submission 3 above.				

Issue/Objection 4D	Applicant Comment			
Is there going to be mitigation for dust and noise	Comment not provided.			
during the construction ?				
Assessment: Conditions of consent have been proposed to manage any impacts associated with noise and				
dust.				

Issue/Objection 4E	Applicant Comment			
Will my rates increase due to the development ? Comment not provided.				
Assessment: The subdivision will not directly cause any rates to rise. Council's rating structure and valuation				
changes are the main factors that will determine what happens to rates on an individual property.				



4.15(1)(e) - The public interest:

There are no known policy statements from either Federal or State Government that are relevant to this proposal. The development is consistent with the Temora Airport Master Plan (April 2019) adopted by Council, which specifically identified this land had potential as a future airpark. There are no covenants, easements, or agreements that affect the proposal, and the health and safety of the public will not be affected. The development is also consistent with the Riverina Murray Regional Plan 2041.Overall, the proposal would not contravene the public interest.

OTHER MATTERS:

Section 7.11 and 7.12 Contributions Policies:

Section 7.12(2) of the EPA Act, states that "*a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11*". Accordingly, Council can only require payment of either a 7.11 or 7.12 contributions.

Section 7.11 Contributions Plans

Council does not have any 7.11 Contribution Plans.

Section 7.12 Contributions Plans

The *Temora Shire Council Developer Contributions Plan 2022* applies to this development, and condition will be imposed in this regard, being 0.5% of the cost of the development ($$1,794,089 \times 1\% = $17,904.89$).

Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

Council-related development applications:

Section 30B (Council-related development applications) of the *Environmental Planning and Assessment Regulation 2021*, states that a council-related development application must be accompanied by a statement specifying how the council will manage conflicts of interest that may arise in connection with the application, because the council is the consent authority. A Management Strategy Statement was prepared, which include the following statement:

"In response to the Temora Shire Council Conflict of Interest Policy for Council Related Development, Council has engaged an external consultant to complete the assessment of the development application. This approach is consistent with the previous assessment of a 40 lot subdivision, located on adjoining land owned by Council and is considered to be acceptable to manage the potential conflict if interest that exists with the proposed development. The level of risk involved with the development is considered to be moderate. The reason for this is that the proposed subdivision is consistent with zone, involves only a small section of Council owned land, which will remain in Council ownership, as it will be developed for a public road, and is consistent with the existing approved subdivision on adjoining Council owned land."

Section 66A (Council-related development applications), of the *Environmental Planning and Assessment Regulation 2021*, states that a council-related development application must not be determined by the consent authority unless, Council has adopted a conflict of interest policy, and considered that policy in determining the application. Council's adopted policy has been considered in the preparation of this report.

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CONCLUSION:

It is considered that the subdivision is an appropriate development of the site, and that the resulting subdivision pattern is in keeping with the preferred character of the area. The development comfortably couples with the relevant controls contained in the LEP and DCP, and this subdivision is a form of development envisaged by the controls.

RECOMMENDATION

SECTION 1 – DEFERRED COMMENCEMENT CONDITIONS

- 1. Pursuant to section 4.16(3) of the *Environmental Planning and Assessment Act, 1979*, this consent is not to operate until Council is satisfied that the following condition contained in Section 1 of this consent, has been satisfied.
- 2. Legal access of a suitable width (for the purpose of an aircraft taxiway) shall be secured from the subject land (Lots 1111 and 1112 DP 750587) to the airport land (Lot 72 DP 1277997).

SECTION 2 – CONDITIONS OF CONSENT

PART A – ADMINISTRATIVE CONDITIONS

Terms of approval

A1. The developer shall carry out the development generally in accordance with the following plans and documents

Project	Sheet	Issue	Plan name Prepared by		Dated
No.	No.				
210700	C1	В	Layout plan – DA Stage	MJM Consulting Engineers	17.8.2023
210700	C2	Е	Drainage plan – DA Stage	MJM Consulting Engineers	17.8.2023
210700	C3	В	Sewer plan – DA Stage	MJM Consulting Engineers	17.8.2023
Statement of Environmental Effects (23 pages), Rev C, dated 29.8.2023, prepared by MJM					
Consulting	Engineers.				

Inconsistencies between documents

- A2. In the event of any inconsistency between the documentation referred to in Condition A1, the most recent document shall prevail to the extent of the inconsistency.
- A3. In the event of any inconsistency between conditions of this approval and documents referred to in Condition A1, the conditions of this approval shall prevail to the extent of the inconsistency.

Lapsing of approval

A4. This development approval shall lapse five (5) years after the date on which it is granted, unless the works associated with the development have physically commenced.

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Statutory Requirements

A5. All licences, permits and approvals must be obtained and maintained as required throughout the life of the development. No condition of this approval removes the requirement to obtain, renew or comply with such licences, permits or approvals.

Cost of works

A6. All works associated with the proposal, or required by this consent, will be at no cost to Council.

Prescribed Conditions

A7. All relevant prescribed conditions under Part 6, Division 8A of the *Environmental Planning & Assessment Regulation 2021* apply and must be complied with.

PART B - PRIOR TO ISSUE OF SUBDIVISION WORKS CERTIFICATE

Soil erosion and sediment control measures

B1. Prior to the issue of a subdivision works certificate, an erosion and sedimentation control plan shall be submitted to, and approved by, Council. These controls shall be designed in accordance with *the Erosion and Sediment Control* section of the *Temora Shire Development Control Plan 2012*.

Road design plan (landside)

- B2. A road design plan, shall be prepared by a Civil Engineer or other suitably qualified professional, in accordance with all relevant *Austroads "Guide to Road Design"* and the *Engineering Standards* section *of the Temora Shire Development Control Plan 2012*. The plan shall be submitted to, and approved by Council, prior to the issue of a subdivision works certificate. The plan shall include but not be limited to, details of design and construction for the following:
 - (a) construction and sealing of the proposed new road and its intersection with Airport Street, including the provision of kerb and guttering and stormwater drainage,
 - (b) the provision of kerb and guttering and stormwater drainage, and shoulder seal, along the Airport Street frontage of the development site,
 - (c) the provision of kerb and guttering and stormwater drainage, and shoulder seal, along Tom Moon Avenue, from Airport Street to the Museum carpark,
 - (d) regrading the Museum carpark,
 - (e) design for the intersection of the proposed new road and Airport Street, that complies with *Austroads Part 4A Unsignalised Intersections*,
 - (f) terminus of the roads being constructed and sealed with a minimum of a ten (10) metre radius,
 - (g) signage and line-marking in accordance with Australian Standard AS1742 Manual of uniform traffic control devices.

Taxiway design plan (airside)

B3. A taxiway design plan, shall be prepared by a suitably qualified professional, in accordance with all relevant aviation requirements and guidelines. The plan shall be submitted to, and approved by, the relevant authority, prior to the issue of a subdivision works certificate. The plan shall include but not be limited to details of design and construction for the following:

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- (a) construction and sealing of the proposed new taxiways, including the provision of table drains and stormwater drainage,
- (b) the taxiways being designed for the largest plane anticipated to access the subdivision,
- (c) the provision of aircraft passing bays within the proposed taxiways, were necessary.

Stormwater and drainage works plan

- B4. A comprehensive stormwater drainage system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer, other suitably qualified professional, in accordance with the *Engineering Standards* section of the *Temora Shire Development Control Plan 2012*. The plan shall be submitted to, and approved by, Council, prior to the issue of a subdivision works certificate. The plan shall include, but not necessarily be limited to, the following:
 - (a) detailed engineering plans for the management of stormwater (collection and disposal) from the site as a whole, the individual lots, and the proposed new roads and taxiways, including any interallotment drainage system,
 - (b) hydraulic calculations that demonstrates that the subdivision has been designed so that postdevelopment stormwater flow from the site, is no greater than pre-development levels, when the site has been fully developed.,
 - (c) the hydrology and hydraulic calculations shall be based on models described in the current edition of *Australian Rainfall and Runoff*,
 - (d) incorporate escape paths for overland flow of water in the event of a major rainfall event. The escape paths shall be properly constructed overflow channels for floor relief for the 100 year ARI event.

Water

- B5. A comprehensive reticulated water supply system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer, or other suitably qualified professional. The plan shall be submitted to, and approved by, Goldenfields Water, prior to the issue of a subdivision works certificate. The plan shall include, but not necessarily be limited to, the following:
 - (a) extension of the existing reticulated water supply system, to service each lot in the subdivision,
 - (b) the provision of a water tapping and meter for each allotment,
 - (c) the provision of fire hydrants,
 - (d) the disconnection or relocation of any existing services.

Sewer

- B6. A comprehensive reticulated sewerage drainage system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer, or other suitably qualified professional, in accordance with the *Engineering Standards* section of the *Temora Shire Development Control Plan 2012*. The plan shall be submitted to, and approved by, Council, prior to the issue of a subdivision works certificate. The plan shall include, but not necessarily be limited to, the following:
 - (a) extension of the existing reticulated sewerage system, to service each lot in the subdivision,
 - (b) the provision of a sewer junction for each allotment.

Power supply

B7. Prior to the issue of a subdivision works certificate, design plans showing the location and nature of the proposed electricity infrastructure (street lighting, power lines, transformers, etc), shall be submitted to

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the Principal Certifier (PC) and Council. The plans shall be prepared by an Accredited Service Provider, and certified that they comply with the following standards.

- (a) underground backbone high voltage power mains and low voltage power mains shall be provided to service each allotment within the subdivision, (including multiple distribution substations as required) in accordance with the requirements of relevant electrical infrastructure provider,
- (b) street lighting shall be provided along the new roads, in accordance with the requirements of Australian Standard AS1158 Lighting for Roads and Public Spaces – Table 1.1 (category P4 for cul de sacs and collector roads).

Telecommunications

B8. Prior to the issue of a subdivision works certificate, design plans showing the location and nature of the proposed telecommunication infrastructure to each allotment, shall be submitted to the PC and Council. The plans shall be prepared by an Accredited Service Provider.

Gas

B9. Prior to the issue of a subdivision works certificate, design plans showing the location and nature of the proposed gas infrastructure, shall be submitted to the PC and Council. The plans shall be prepared by an Accredited Service Provider.

PART C - PRIOR TO COMMENCEMENT OF WORKS

Subdivision Works Certificate (SWC)

- C1. A Subdivision Works Certificate must be obtained from Council or an Accredited Certifier prior to work commencing, for all construction works.
- C2. Full engineering design plans, prepared in accordance with Part B conditions, shall accompany the applications for Subdivision Works Certificate, and shall cover all civil and utility works.

Site preparation - Erosion Control

C3. Erosion and sedimentation controls shall be implemented in accordance with the approved plan, before earthworks and construction commence, and shall be maintained during construction as required, to prevent material moving off-site.

Application to carry out works in road reserve

C4. Any works constructed or undertaken on public roads dedicated in the name of Temora Council, or utilised for the carrying out of work on adjacent properties, shall not be undertaken until an approval under the *Roads Act, 1993* (works within the road reserve application), has been obtained.

Site notice

- C5. A site notice(s) shall be prominently displayed at the boundaries of the site for the purposes of informing the public of development details including, but not limited to:
 - (a) details of the Principal Certifier (PC);
 - (b) the approved hours of work;

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- (c) the name of the site/project manager and the primary contract the responsible managing company (if any), its address and 24 hour contact phone number for any inquiries; and
- (d) a statement that unauthorised entry to the site is not permitted.

PART D – DURING CONSTRUCTION

Approved Plans to be On-site

D1. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification, and all relevant environmental approvals, shall be kept on the site at all times, and shall be made available for perusal by any officer of Council or the PC on request.

Hours of Construction

- D2. Work on the project shall be limited to the following hours:
 - (i) Monday to Friday 7:00 am to 6:00 pm
 - (ii) Saturday 8:00 am to 5:00 pm
 - (iii) No work to be carried out on Sunday/Public Holidays, without the prior consent of Council.

Noise management

D3. Noise emissions from plant and equipment shall be minimised, by installing and maintaining, wherever practicable, efficient silencers and low-noise mufflers.

Dust management

D4. All activities on the site shall be undertaken with the objective of preventing visible emissions of dust from leaving the site, including wind-blown and traffic-generated dust. Should such visible dust emissions occur at any time, the Developer shall identify and implement all practicable dust mitigation measures, including cessation of relevant works or dampening of site roads and work areas, as appropriate, such that emissions of visible dust cease.

Waste management

- D5. The developer must provide an adequate receptacle to store all waste generated by the development during the construction phase, pending disposal. The receptacle must be regularly emptied and waste must not be allowed to lie or accumulate on the property other than in the receptacle.
- D6. The Developer shall maximise the treatment, reuse and/or recycling on the site of any excavated soils, slurries, dusts, aggregate and sludges associated with the development, to minimise the need for treatment or disposal of those materials outside the site.

Earthworks and filling of dams

- D7. Any earthworks:
 - must not cause damage to any building or structure on any adjoining lot, and
 - must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - any fill brought to the site, must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and

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- any excavated soil to be removed from the site, must be disposed of in accordance with any
 requirements under the Protection of the Environment Operations (Waste) Regulation 2005.
- D8. The existing dams shall be filled and compacted to achieve a maximum compaction of 98% standard dry density at optimum moisture content.

Unexpected finds

D9. Should any relics or artefacts (Aboriginal or European) be discovered during earthworks, excavation or disturbance, work in the immediate area must stop immediately, and Council and Heritage NSW shall be consulted.

Demolition / removal of buildings

- D10. Demolition/removal of the existing farm shed, shall be carried out in accordance with the requirements of *Australian Standard AS2601 The Demolition of Structures*.
- D11. The demolition/removal of the existing dwelling and free-standing garage is not consented to as part of this application, and requires separate development consent.

Setting out of Infrastructure / Structures

D12. The engineering works shall be set out by a registered surveyor to verify the correct position of the infrastructure in relation to property boundaries and the approved alignment levels. A report from the registered surveyor shall be furnished to the PC and Council for verification prior to any inspections being carried out by the PC.

Certification and inspection of subdivision works

- D13. The subdivision works must be inspected and tested by the PC, at each relevant stage of construction to demonstrate compliance with the approved plans. Where Council is not the PC, documentary evidence shall be provided by the PC to Council, demonstrating compliance.
- D14. The PC is to be given a minimum of 48 hours notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice under Section 81A of the *Environmental Planning and Assessment Act 1979*.

Disposal of seepage and stormwater

D15. Any seepage or stormwater collected on-site during construction must not be pumped to any public road stormwater system or watercourse.

Installation of services

D16. Service conduits for electricity and telecommunications cabling shall not be trenched across any road pavements.

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State Survey Marks

D17. The developer shall ensure that any existing State Survey Marks (Permanent Mark) will not be disturbed. If it so happens that this mark falls within any works associated with the development it shall be relocated at the developer's cost or if it is disturbed, reinstatement costs shall also be borne by the developer.

PART E - PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

Completion of engineering works

E1. All Council engineering works and assets (roadworks, taxiway works, sewerage and stormwater) shall be completed in accordance with the approved plans and subdivision works certificate, prior to the issue of a subdivision certificate

Completion of other services

- E2. Prior to the issue of a subdivision certificate, written evidence shall be submitted to Council, from the relevant supply authority, stating that satisfactory arrangements have been made throughout the proposed subdivision, and to each allotment, with respect to the provision of:
 - (a) telecommunication services NBN/Telstra,
 - (b) power and street lighting Essential Energy,
 - (c) gas APA/ Australian Gas Networks,
 - (d) water Goldenfields Water.

Works as Executed Plans

- E3. A set of final works as executed plans showing all works carried out on the site and the location of all services, shall be submitted to Council, prior to the issue of a subdivision certificate.
- E4. The plans shall be clearly marked to show all variations of the completed works from the approved design plans. The plans shall also show contain the location and depth of any fill placed on any lot.
- E5. The works as executed plans shall be signed by a licensed Surveyor or Engineer, or the relevant professional. The plans shall be clean, neat and suitable for long term storage, and an electronic version of the plans shall also be provided.
- E6. A schedule of quantities (including cost) relating to the as constructed assets shall be submitted to Council.

Fencing

E7. Any fencing to be provided to and within the subdivision, shall be in accordance the *Landscaping* section of the *Temora Shire Development Control Plan 2012* (landside), and as per any relevant requirements relating to authorised access to the airport (airside).

Demolition / removal of structures

E8. Prior to the issue of a subdivision certificate, the existing dwelling, free-standing garage and farm shed shall be demolished/removed from site.

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Damage to infrastructure or services

E9. The cost of repairing any damage caused to Council or other Public Authority's assets in the vicinity of the subject site as a result of construction works associated with the approved development, is to be met in full by the developer prior to the release of any subdivision certificate.

Road dedication

E10. The proposed internal subdivision roads shall be dedicated as public roads in the name of Temora Shire Council. All costs associated with the dedication of the road in the *NSW Government Gazette*, shall be at full cost to the developer.

Road name

- E11. All proposed road names shall comply with the *NSW Addressing User Manual* prepared by the Geographical Names Board of NSW, and shall be approved by Council.
- E12. Street naming signs, conforming to the Australian Standard AS1742.5 Manual Uniform Traffic Control Devices – Street Name and Community Facility Name Signs, shall be purchased from Council and erected in the locations nominated by Council.

Street trees

- E13. Tree planting (of a native species approved by Council) shall be carried out at the following rate, for each mature tree removed:
 - one (1) tree, of a minimum height of 1.5 metres at time of planting, and
 - two (2) trees of tube stock size.
- E14. Tree planting may occur both on-site, as well as off-site elsewhere in the Airport Precinct (on private or public land), in suitable locations.

Street addressing

- E15. A street addressing number plate shall be erected on the kerb adjacent each lot by Council, at full cost to the developer, at the price listed in Council's Management Plan, at the time of payment.
- E16. Street numbers shall in accordance with the *NSW Addressing User Manual* prepared by the Geographical Names Board of NSW be as follows:

Lot No.	Primary Address	Secondary address
1	22 Tom Moon Avenue	
2	24 Tom Moon Avenue	
3	26 Tom Moon Avenue	
4	28 Tom Moon Avenue	
5	30 Tom Moon Avenue	
6	32 Tom Moon Avenue	
7	34 Tom Moon Avenue	
8	36 Tom Moon Avenue	
9	38 Tom Moon Avenue	

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10	40 Tom Moon Avenue	
11	50 Airport Street	42 Tom Moon Avenue
12	2 new road	48 Airport Street
13	4 new road	
14	6 new road	
15	8 new road	
16	10 new road	
17	12 new road	
18	14 new road	
19	16 new road	
20	18 new road	
21	20 new road	
22	22 new road	
23	24 new road	

Contributions

- E17. Evidence shall be submitted to Council that the Water Supply Authority's obligations have been met with regards to headworks and contributions for this development. Such Certificate of Compliance of payment, or satisfactory arrangements, shall be furnished prior to issuing of the subdivision certificate. The point of contact for the Water Supply Authority for this development is Goldenfields Water.
- E18. Prior to the release of the subdivision certificate, a contribution is required towards the provision of public amenities and services, in accordance with the Temora Shire Council Developer Contributions Plan 2022, being 1% of the cost of the development.

Defects Liability Period and bond

- E19. For a period of twelve (12) months after the subdivision certificate is issued, the subdivider must remedy any defects or omissions in the subdivision works.
 - NOTE: Defects do not include reasonable wear and tear or damage caused to the works by inappropriate use (e.g. damage or abuse from traffic accidents or vandalism).
- E20. The defects liability bond must be submitted with the subdivision certificate application. The bond must be in the form of cash or unconditional bank guarantee (no lapse date) for an amount of 5% of the agreed value of the subdivision works or \$ 5,000, whichever is the greater.
- E21. At any time during the defects liability period, the consent authority may direct the subdivider to rectify any omission or defect in the subdivision works. The direction will identify the scope of works to rectification and state the time by which the subdivider shall complete the work of rectification (or stages of the rectification) and may state the time by which rectification shall commence.
- E22. If the subdivider fails conforming to the direction or part of the direction, the consent authority may perform the works and charge costs to the subdivider. The Council will deduct any costs incurred from the defects liability bond.
- E23. At the expiry of the defects liability period the subdivider shall arrange Council to carry out an inspection of the subdivision works, and request a return of the defects liability bond.

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- E24. If Council determines that the subdivision works are satisfactory, Council will refund the balance of the defects liability bond.
- E25. If unremedied subdivision work defects or omissions are detected by the Council during the inspection, the subdivider must remedy these works and re-apply for an off defects liability inspection. Council may retain some or all of the defects liability bond for a further period of twelve (12) months.

Final subdivision plans

E26. The submission of a final plan of subdivision, suitable for registration at the Land Titles Office.

Registration of easements and restriction as to users

- E27. Easements shall be created over all services to the satisfaction of the relevant authority, and/or wherever Council deems necessary to allow unrestricted access to the service, and restrictions as to user created, under section 88B of the Conveyancing Act 1919. This shall include, but not be limited to:
 - (a) a restriction as to user on Lots 3 and 4, requiring all building works to be designed by a suitably qualified and practicing structural engineer, with due regard to the land being filled ground.
- E28. The 88B Instrument shall be submitted to the PC with the final plan of subdivision as a prerequisite to the endorsement of the subdivision certificate.
- E29. The 88B Instrument creating restrictions as to user and easements shall contain a provision, enabling such restrictions or easements to be revoked, varied, modified or released only with the consent of Council.

SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision (as recommended to Council) and how community views were taken into account, as it relates to this application are:

- the proposed development is consistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- assessment of the development against the relevant guidelines demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- the proposed development is appropriate having regard to the relevant matters and can be managed through appropriate conditions,
- the proposal is consistent with the zone and desired future character of the area,
- as per the CPP, and each of the issues raised has been addressed within the report, and shown to be acceptable, subject to the conditions of consent.

15 **ADMINISTRATION AND FINANCE**

15.1 AUDITED FINANCIAL STATEMENTS - 30 JUNE 2023			
File Number:	REP23/1370		
Author:	Direc	ctor of Administration & Finance	
Authoriser:	Director of Administration & Finance		
Attachments:	1.	Financial Statements Extract 🕂 🔀	
	2.	Report on the Conduct of the Audit 🕹 🛣	
	3.	Audit Report GPFS 🕂 🛣	
	4.	Audit Report SPFS 🕂 🛣	

REPORT

Council's financial statements for 2022/23 have been audited and the Auditor General's reports accompany the financial statements.

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

The financial statements were placed on public display from Wednesday 1st November until Thursday 7th December. At the date of writing this report no submissions have been received by Council in relation to the 2022/23 financial statements. The closing date for submissions is Thursday 7th December 2023.

RESOLUTION 206/2023

Cr Max Oliver Moved: Seconded: Cr Graham Sinclair

It was resolved that Council receive and note the Financial Statements and Audit Reports for the year ended 30 June 2023.

CARRIED

Report by Elizabeth Smith

Income Statement

for the year ended 30 June 2023

Original unaudited budget			Actual	Restated Actua
2023	\$ '000	Notes	2023	2022
	Income from continuing operations			
6,307	Rates and annual charges	B2-1	6,302	6,08
10,057	User charges and fees	B2-2	12,412	12,57
704	Other revenues	B2-3	479	36
7,641	Grants and contributions provided for operating purposes	B2-4	11,967	8,17
4,761	Grants and contributions provided for capital purposes	B2-4	4,854	7,94
116	Interest and investment income	B2-5	512	16
_	Other income	B2-6	315	27
52	Net gain from the disposal of assets	B4-1	19	
29,638	Total income from continuing operations		36,860	35,58
	Expenses from continuing operations			
9,575	Employee benefits and on-costs	B3-1	11,373	9,98
8,704	Materials and services	B3-2	11,020	9,43
81	Borrowing costs	B3-3	79	6
6,581	Depreciation, amortisation and impairment of non-financial assets	B3-4	7,163	6,41
660	Other expenses	B3-5	746	58
_	Net loss from the disposal of assets	B4-1	_	3
25,601	Total expenses from continuing operations		30,381	26,50
4,037	Operating result from continuing operations		6,479	9,07
4,037	Net operating result for the year attributable to Co		6,479	9,07



Net operating result for the year before grants and contributions provided for capital purposes

1,133

1,625

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

Statement of Comprehensive Income

for the year ended 30 June 2023

\$ '000	Notes	2023	Restated 2022
Net operating result for the year – from Income Statement		6,479	9,073
Other comprehensive income: Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment Impairment (loss) reversal / (revaluation decrement) relating to infrastructure,	C1-7	47,415	43,633
property, plant and equipment	C1-7	(5,086)	(1,257)
Total items which will not be reclassified subsequently to the operating result		42,329	42,376
Total other comprehensive income for the year	_	42,329	42,376
Total comprehensive income for the year attributable to Council		48,808	51,449

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

Statement of Financial Position

as at 30 June 2023

¢ '000		0000	Restated	Restated
\$ '000	Notes	2023	2022	1 July 2021
ASSETS				
Current assets				
Cash and cash equivalents	C1-1	3,647	4,823	2,779
Investments	C1-2	13,636	9,604	11,140
Receivables	C1-4	3,544	4,268	4,245
Inventories	C1-5	1,038	1,773	977
Contract assets and contract cost assets	C1-6	130	656	-
Other	C1-8	248	251	160
Total current assets		22,243	21,375	19,301
Non-current assets				
Investments	C1-2	10,143	5,542	2,500
Receivables	C1-4	839	345	-
Infrastructure, property, plant and equipment (IPPE)	C1-7	326,620	283,171	236,861
Investments accounted for using the equity method	D2-1,D2-3	217	217	209
Total non-current assets		337,819	289,275	239,570
Total assets		360,062	310,650	258,871
LIABILITIES				
Current liabilities				
Pavables	C3-1	1.763	2.036	2,809
Contract liabilities	C3-2	3,606	2,349	2,160
Borrowings	C3-3	429	417	364
Employee benefit provisions	C3-4	3,933	3,906	3,816
Total current liabilities		9,731	8,708	9,149
Non-current liabilities				
Borrowings	C3-3	2,238	2,667	1,885
Employee benefit provisions	C3-4	66	56	69
Total non-current liabilities		2,304	2,723	1,954
Total liabilities		12,035	11,431	11,103
Net assets		348,027	299,219	247,768
EQUITY				
Accumulated surplus	C4-1	118,976	112,497	103,422
IPPE revaluation reserve	C4-1	229,051	186,722	144,346
Total equity		348,027	299,219	247,768
i otai oquity		J40,027	299,219	241,100

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

			2023			2022	
	Accu	Accumulated r surplus	IPPE revaluation reserve	Total equity	Accumulated surplus	IPPE revaluation reserve	Total equity
000. \$	Notes				Restated	Restated	Restated
Opening balance at 1 July Correction of prior period errors	G4-1	112,497 	186,722 	299,219 	103,424 	143,225 1 121	246,649 1 121
Restated opening balance		112,497	186,722	299,219	103,424	144,346	247,770
Net operating result for the year		6,479	I	6,479	9,119	I	9,119
Correction of prior period errors	G4-1	I	I	I	(46)	I	(46)
Restated net operating result for the period		6,479	I	6,479	9,073	T	9,073
Other comprehensive income Gain (nee) on reveluetion of infractureture nonactur plant and actuinment	-		77 77 5	47 446		10 600	009 0V
dam (toss) on revanation of minastructure, property, prant and equipment. Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and	/-10	I	C1 +, 1 +	CI 4, 14	I	43,033	43,033
equipment	C1-7	I	(5,086)	(5,086)	I	(1,257)	(1,257)
Other comprehensive income		I	42,329	42,329	T	42,376	42,376
Total comprehensive income		6,479	42,329	48,808	9,073	42,376	51,449
Closing balance at 30 June		118,976	229,051	348,027	112,497	186,722	299,219

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Item 15.1- Attachment 1

Temora Shire Council

Statement of Cash Flows

for the year ended 30 June 2023

Original unaudited budget			Actual	Actual
2023	\$ '000	Notes	2023	2022
	Cash flows from operating activities			
	Receipts:			
6,306	Rates and annual charges		6,271	6,095
10,092	User charges and fees		15,419	10,604
107	Interest received		388	126
12,404	Grants and contributions		18,027	18,232
-	Bonds, deposits and retentions received		-	50
668	Other		1,091	2,382
	Payments:			
(9,570)	Payments to employees		(11,646)	(9,868
(8,615)	Payments for materials and services		(12,092)	(12,400
(84)	Borrowing costs		(81)	(62)
(654)	Bonds, deposits and retentions refunded		(11)	-
-	Other		(977)	(469
10,654	Net cash flows from operating activities	G1-1	16,389	14,690
	Cash flows from investing activities			
	Receipts:			
_	Sale of real estate assets		350	-
173	Proceeds from sale of IPPE		477	116
	Payments:			
(3,000)	Acquisition of term deposits		(8,633)	(1,506
(10,542)	Payments for IPPE		(8,636)	(11,374
(185)	Purchase of real estate assets		(132)	(27
- -	Deferred debtors and advances made		(574)	(690
(13,554)	Net cash flows from investing activities		(17,148)	(13,481
	Cash flows from financing activities			
	Receipts:			
_	Proceeds from borrowings		_	1,210
	Payments:			
(418)	Repayment of borrowings		(417)	(375
(418)	Net cash flows from financing activities		(417)	835
(3,318)	Net change in cash and cash equivalents		(1,176)	2,044
4,190	Cash and cash equivalents at beginning of year		4,823	2,779
872	Cash and cash equivalents at end of year	C1-1	3,647	4,823
072	Cush and bush equivalents at end of year		0,047	4,020
16,140	plus: Investments on hand at end of year	C1-2	23,779	15,146
,	Total cash, cash equivalents and investments	- • •		
17,012	rotar cash, cash equivalents and investments		27,426	19,969

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



Rick Firman Mayor Temora Shire Council 105 Loftus Street TEMORA NSW 2666

 Contact:
 Hong Wee Soh

 Phone no:
 02 9275 7397

 Our ref:
 R008-16585809-47157/1793

30 October 2023

Dear Mayor

Report on the Conduct of the Audit for the year ended 30 June 2023 Temora Shire Council

I have audited the general purpose financial statements (GPFS) of the Temora Shire Council (the Council) for the year ended 30 June 2023 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed a modified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2023 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

SIGNIFICANT AUDIT ISSUES AND OBSERVATIONS

I identified the following significant audit issues and observations during my audit of the Council's financial statements. These issues and observations were addressed as part of my audit.

Modification to the opinion in the Independent Auditor's Report

Non-recognition of rural fire-fighting equipment

The Council has not recognised rural fire-fighting equipment as assets within 'Infrastructure, property, plant and equipment' in the Statement of Financial Position at 30 June 2023. In my opinion, these assets are controlled by the Council and should be recognised as assets in accordance with AASB 116 'Property, Plant and Equipment'.

Australian Accounting Standards refers to control of an asset as being the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset.

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000 GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au Rural fire-fighting equipment is controlled by the Council as:

- these assets are vested in the Council under section 119(2) of the *Rural Fires Act* 1997 (Rural Fires Act), giving the Council legal ownership
- the Council has the ability, outside of emergency events as defined in section 44 of the Rural Fires Act, to prevent the NSW Rural Fire Service from directing the use of the rural fire-fighting equipment by either not entering into a service agreement, or cancelling the existing service agreement that was signed on 17 June 2013
- the Council has specific responsibilities for fire mitigation and safety works and bush fire hazard reduction under Part 4 of the Rural Fires Act. The Council obtains economic benefits from the rural fire-fighting equipment as these assets are used to fulfil Council's responsibilities
- in the event of the loss of an asset, the insurance proceeds must be paid into the New South Wales Rural Fire Fighting Fund (section 119(4) of the Rural Fires Act) and be used to reacquire or build a similar asset, which is again vested in the Council as an asset provided free of charge.

The Council has not undertaken procedures to confirm the completeness, accuracy, existence or condition of these assets. Nor has the Council performed procedures to identify the value of assets vested in it during the year. When these assets are vested, no financial consideration is required from the Council and as such these are assets provided to Council free-of-charge.

Consequently, we were unable to determine the carrying values of rural firefighting equipment assets and related amounts that should be recorded and recognised in the council's 30 June 2023 financial statements.

This has resulted in the audit opinion on the Council's 30 June 2023 GPFS to be modified.

Refer to the Independent Auditor's report on the GPFS.

INCOME STATEMENT

Operating result

	2023	2022	Variance
	\$m	\$m	%
Rates and annual charges revenue	6.3	6.1	3.3
Grants and contributions revenue	16.8	16.1	4.3
Operating result from continuing operations*	6.5	9.1	(28.6)
Net operating result before capital grants and contributions*	1.6	1.1	45.5

The 2022 comparatives have been restated to correct a prior period error. Note G4 of the financial statements provides details of the prior period error.

The Council's operating result from continuing operations (\$6.5 million including depreciation and amortisation expense of \$7.2 million) was \$2.6 million lower than the 2021–22 result.

The net operating result before capital grants and contributions (\$1.6 million) was \$0.5 million more than the 2021–22 result.

Rates and annual charges revenue (\$6.3 million) increased by \$0.2 million (3.3 per cent) in 2021–22 due to increase in rateable properties and increase rate peg of 2.0%.

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Grants and contributions revenue (\$16.8 million) increased by \$0.7 million (4.3 per cent) in 2021–22.

STATEMENT OF CASH FLOWS

- The Council's cash and cash equivalents was \$3.6 million at 30 June 2023 (\$4.8 million at 30 June 2022). There was a net decrease in cash and cash equivalents of \$1.2 million during 2022–23.
- Net cash provided by operating activities has increased by \$1.7 million. This is mainly due to the increase in user charges and fees of \$4.8 million.
- Net cash used in investing activities has increased by \$3.6 million, which is driven by the increase in acquisitions of term deposits of \$7.1 million and decrease in payments for purchase of IPPE.
- Net cash used in financing activities increased by \$1.2 million, as \$1.2 million external borrowing was drawn by the Council during 2021–22

Net cash flows for the year 20 15 10 5 0 (5) (10) (15) (20) 2021 2022 2023 Year ended 30 June



FINANCIAL POSITION

Cash and investments

Cash and investments	2023	2022	Commentary	
	\$m	\$m		
Total cash, cash equivalents and investments	27.4	20.0	 Externally restricted balances comprise mainly of specific purpose unexpended grants - general fund, sewer funds and domestic waste management. 	
Restricted cash and investments:	0.0	0.7	The increase of \$1.9 million is primarily due to a \$0.7 million increase in specific purpose unexpended grants and a \$0.9 million increase in	
 External restrictions 	8.6	6.7	sewer funds	
Internal allocations	18.3	12.5	 Internal allocations are determined by council policies or decisions, which are subject to change. The increase of \$5.8 million in the internal allocations is primarily due to a \$1.9 million increase in the Regional Local Roads Repair Program received in advance, \$1.0 million increase in financial assistance grants in advance and \$1.3 million increase in Pinnacle internal reserves. 	

Debt

The Council has \$2.7 million of borrowings as at 30 June 2023 (2022: \$3.1 million). The borrowings are drawn through New South Wales Treasury Corporation related to the Swimming Pool project, Depot, and Supported Independent Living House.

The Council also has a \$0.2 million bank overdraft facility, which was not drawn as at 30 June 2023 and 30 June 2022.

PERFORMANCE

Performance measures

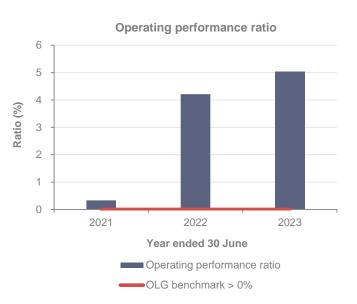
The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning and Environment.

Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.

The Council exceeded the OLG benchmark for the current reporting period.

The 2022 comparative ratio has been restated to correct a prior period error.



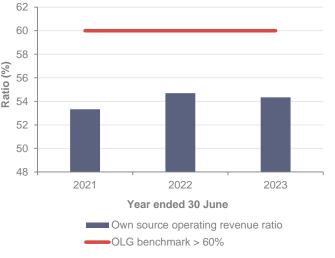
Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.

The Council did not meet the OLG benchmark for the current reporting period.

Item 15.1- Attachment 2



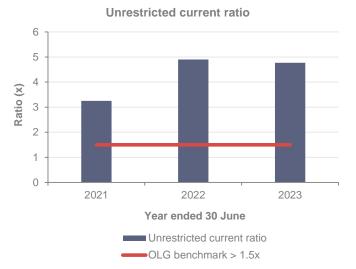


4

Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

The Council met the OLG benchmark for the current reporting period.



Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

The Council met the OLG benchmark for the current reporting period.

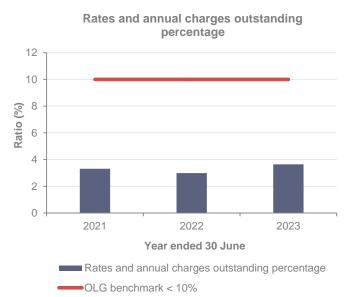
Debt service cover ratio 20 18 16 14 **X**12 8 010 6 4 2 0 2021 2022 2023 Year ended 30 June Debt service cover ratio OLG benchmark > 2x

Rates and annual charges outstanding percentage

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for rural councils.

The Council met the OLG benchmark for the current reporting period.

The rates and annual charges outstanding remained consistent for the last three years which reflects sound debt recovery at the Council.

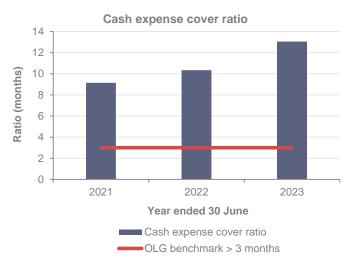


Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

Council has exceeded the OLG benchmark for the current reporting period.

The councils cash expense cover has increased due to an increase in cash held.



Infrastructure, property, plant and equipment renewals

The Council renewed \$6.1 million of assets in 2022–23, compared to \$8.1 million of assets in 2021–22.

OTHER MATTERS

Legislative compliance

My audit procedures identified a material deficiency in the Council's financial statements due to the non-recognition of rural fire-fighting equipment which will be reported in the Management Letter.

Except for the matter outlined above, the Council's:

- accounting records were maintained in a manner and form that facilitated the preparation and the effective audit of the GPFS
- staff provided all accounting records and information relevant to the audit.

Hong Wee Soh

Delegate of the Auditor-General for New South Wales

cc: Melissa Boxall, General Manager Peter Veneris, Chair of Audit, Risk and Improvement Committee Elizabeth Smith, Director of Administration & Finance



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Temora Shire Council

To the Councillors of Temora Shire Council

Qualified Opinion

I have audited the accompanying financial statements of Temora Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2023, the Statement of Financial Position as at 30 June 2023, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, except for the effects of the matter described in the 'Basis for Qualified Opinion' section of my report:

- the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been prepared, in all material respects, in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2023, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My qualified opinion should be read in conjunction with the rest of this report.

Basis for Qualified Opinion

Non recognition of rural fire-fighting equipment

As disclosed in Note C1-7 'Infrastructure, property, plant and equipment' to the financial statements, the Council has not recognised rural fire-fighting equipment as assets in the Statement of Financial Position at 30 June 2023. In my opinion, these assets are controlled by the Council and should be recognised as assets in accordance with AASB 116 'Property, Plant and Equipment'.

Australian Accounting Standards refer to control of an asset as being the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset.

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000 GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au Rural fire-fighting equipment is controlled by the Council as:

- these assets are vested in the Council under section 119(2) of the *Rural Fires Act* 1997 (Rural Fires Act), giving the Council legal ownership
- the Council has the ability, outside of emergency events as defined in section 44 of the Rural Fires Act, to prevent the NSW Rural Fire Service from directing the use of the rural fire-fighting equipment by either not entering into a service agreement, or cancelling the existing service agreement that was signed on 17 June 2013
- the Council has specific responsibilities for fire mitigation and safety works and bush fire hazard reduction under Part 4 of the Rural Fires Act. The Council obtains economic benefits from the rural fire-fighting equipment as these assets are used to fulfil Council's responsibilities
- in the event of the loss of an asset, the insurance proceeds must be paid into the New South Wales Rural Fire Fighting Fund (section 119(4) of the Rural Fires Act) and be used to reacquire or build a similar asset, which is again vested in the Council as an asset provided free of charge.

The Council has not undertaken procedures to confirm the completeness, accuracy, existence or condition of these assets. Nor has the Council performed procedures to identify the value of assets vested in it during the year. When these assets are vested, no financial consideration is required from the Council and as such these are assets provided to Council free-of-charge.

This is a limitation on the scope of my audit as I was unable to obtain sufficient appropriate audit evidence to:

- support the carrying values of rural fire-fighting equipment assets that should be recorded in the Statement of Financial Position and related notes as at 30 June 2023
- determine the impact on the 'Accumulated surplus' in the Statement of Changes in Equity and Statement of Financial Position
- determine the amount of 'Grants and contributions provided for capital purposes' income from any rural fire-fighting equipment assets vested as an asset received free of charge during the year and/or 'Depreciation, amortisation and impairment of non-financial assets' expense that should be recognised in the Income Statement for the year ended 30 June 2023
- determine the impact on the 'Operating performance' and 'Own source operating revenue' ratios in Note G5-1 'Statement of performance measures – consolidated results' and Note G5-2 'Statement of performance measures by fund'.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2023 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- · that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 'Material budget variations'
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented

about any other information which may have been hyperlinked to/from the financial statements.

hALG.

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Hong Wee Soh Delegate of the Auditor-General for New South Wales

30 October 2023 SYDNEY



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Temora Shire Council

To the Councillors of the Temora Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Temora Shire Council's (the Council) Declared Business Activity, Sewerage Business Activity, which comprise the Statement by Councillors and Management, the Income Statement of the Declared Business Activity for the year ended 30 June 2023, the Statement of Financial Position of the Declared Business Activity as at 30 June 2023 and the Significant accounting policies note.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared Business Activity as at 30 June 2023, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in the Significant accounting policies note and the Local Government Code of Accounting Practice and Financial Reporting 2022–23 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the Significant accounting policies note to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

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Other Information

The Council's annual report for the year ended 30 June 2023 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in the Significant accounting policies note to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: <u>www.auasb.gov.au/auditors_responsibilities/ar4.pdf</u>. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

Sanhto

Hong Wee Soh Delegate of the Auditor-General for New South Wales

30 October 2023 SYDNEY

15.2 QUARTERLY BUDGET REVIEW - QUARTER ENDING 30 SEPTEMBER 2023

File Number:	REP23/1375
Author:	Director of Administration & Finance
Authoriser:	Director of Administration & Finance
Attachments:	1. Quarterly Budget Review 🕹 🛣

REPORT

Quarterly Budget Review Statement for the period 1 July 2023 to 30 September 2023.

RESOLUTION 207/2023

Moved: Cr Max Oliver Seconded: Cr Jason Goode

It was resolved that Council adopt the Quarterly Budget Review for the quarter ending 30 September 2023.

CARRIED

Report by Elizabeth Smith

Signed:

Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2023

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 30/09/23 indicates that Council's projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

date: 23-Nov-23

Elizabeth Smith Responsible Accounting Officer **Quarterly Budget Review Statement**

for the period 01/07/23 to 30/09/23

Income & Expenses Budget Review Statement

Item 15.2- Attachment 1

Budget review for the quarter ended 30 September 2023

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	& Expenses -

Income & Expenses - Council Consolidated							
	Original	Approved Changes	Revised	Variations		Projected	Actual
(\$000\$)	Budget	Sep	Budget	for this	Notes	Year End	YTD
	2023/24	QBRS	2023/24	Sep Qtr		Result	figures
Income							
Rates and Annual Charges	6,610,945		6,610,945			6,610,945	6,466,522
User Charges and Fees	14,295,953		14,295,953			14,295,953	2,091,276
Interest and Investment Revenues	668,344		668,344			668,344	467,210
Other Revenues	439,359		439,359			439,359	70,295
Grants & Contributions - Operating	10,342,976		10,342,976	(3,063,098)	~~	7,279,878	1,731,827
Grants & Contributions - Capital	5,809,454		5,809,454	1,191,401	2	7,000,855	2,137,598
Net gain from disposal of assets	146,567		146,567			146,567	1
Other Income	316,297		316,297			316,297	83,709
Total Income from Continuing Operations	38,629,895	•	38,629,895	(1,871,697)	I	36,758,198	13,048,437
Expenses							
Employee Costs	10,937,009		10,937,009	151,878	3	11,088,887	2,736,132
Borrowing Costs	70,103		70,103			70,103	19,594
Materials & Contracts	14,229,086		14,229,086	(429,557)	4	13,799,529	4,250,964
Depreciation	7,239,999		7,239,999			7,239,999	1,902,380
Other Expenses	779,384		779,384			779,384	150,283
Total Expenses from Continuing Operations	33,255,582		33,255,582	(277,679)	I	32,977,903	9,059,353
Net Operating Result from Continuing Operations	5,374,313		5,374,313	(1,594,018)	1	3,780,296	3,989,084
Discontinued Operations - Surplus/(Deficit)			1			1	
Net Operating Result from All Operations	5,374,313		5,374,313	(1,594,018)		3,780,296	3,989,084
Net Operating Result before Capital Items	(435,141)	1	(435,141)	(2,785,419)		(3,220,560)	1,851,486

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2023 and should be read in conjuction with the total QBRS report

Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

Income & Expenses Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

Notes	Details
1	Operating Grants Income for 2023/24 decreased by \$3.06m due to
	\$4.1m FAGs advance payment received during June 2023 equivalent to 100% of 2023/24 allocation.
	\$2.4m received and recognised in 23FY for Regional Local Roads Repair Program (Part 1)
	2.4 In due to be reactived from Transmert for NSW for Berland Local Nodes Repair Flogram (Fait T)
	\$3.4m due to be received from Transport for NSW for Regional Local Roads Repair Program
	\$100k from Department of Regional NSW for Drought Resiliance.
2	Capital grants Income Increased by \$1.2m
	Local Roads Community Infrastructure Round 4b \$476k announced after the budget was finalised
	The following projects were expected to be completed in 2023FY. No budget allocation for 2024FY:
	* SCCF R5 - Harper Park toilets \$80k, Recreation Centre Work \$66k
	* Places to Swim \$59k
	* LRCI R3 - Camp St \$116k, Polaris St Footpath no longer going ahead (\$65k), Bundawarrah
	Centre VIC upgrade \$60k
	* FLR - Delavan St Seg 2 Round 3 \$234k, Potholes \$148k
	* K& G contributions for Camp St & Twynam street \$34k (part of LRCI R4b)
	* Decrease Footpath Contributions for Polaris Street \$15k (Part of LRCI R3 no longer going ahead)
3	Revised wages estimates to reflect Award increase. Original budget 4%
4	Decrease in M & C of \$430k
	\$530k Regional Local Roads Repair Program expended in 23FY
	\$100k forecast expenditure for Drought Resilance Grant

view Statement /07/23 to 30/09/23

Budget review for the guarter ended 30 September 2023 Canital Budget - Council Consolidated							
	Original Budget	Approved Changes Sep	Revised Budget	Variations for this	Notes	Projected Year End	Actual YTD
Capital Expenditure	2023/24	QBRS	2023/24	Sep Qtr		Result	figures
New Assets - Plant & Equipment				7 351		7 264	7 261
- Office Equipment	15,000		15,000	10017		15,000	2,004
- Infrastructure	000,01			CRO			660,01
Land & Buildings Other Structures/Swimming Pools/Open Space & Recreational	567,000 298,021		567,000 298.021	20.579	-	318,600	43,079 16 425
Roads, Bridges, Footpaths	2,170,830		2,170,830	(65,000)	5	2,105,830	300,101
Other Infrastructure	90,000		000'06			000'06	
Sewerage Network - Other Assets	279,000		279,000	21,903	ć	300,903	116.063
Renewal Assets (Replacement)							
- Plant & Equipment - Office Equipment	1,345,000 43,520		1,345,000 43,520	121,834	4	1,466,834 43,520	102,663 8,202
- Furniture & Fittings - Infrastructure	8,500		8,500			8,500	
Land & Buildings	414,500		414,500	339,345	2	753,845	173,683
Uther Structures/Swimming Pools/Upen Space & Recreational Roads, Bridges, Footpaths	1,053,449 4,075,857		1,053,449 4,075,857	1.093.180	9	1,053,449 5.169.037	150,335 1.317.035
Stormwater drainage	430,000		430,000	69,557	2	499,557	28,449
sewerage Network Other Infrastructure	150,000		150,000 150,000	250,000	¢	400,000 150,000	
- Leasehold Improvements	000 001					1	
- Other Assets - Major Maintenance	242,500		242,500			103,000 242.500	57,012
Loan Repayments (Principal)	428,587		428,587			428,587	106,091
Development of Keal Estate Carrving Amount of Assets Sold	225.706		225.706			- 225 706	- 7 378
Loans to Long Term Debtors & Deferred Development Infrastructure			-				122,945
Transfers to Reserves Total Capital Expenditure	1,600,388 14,200.858		1,600,388	1 854 447	ľ	1,600,388	1,736,078
	0000		000,0004,1	11111111111		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	4,430,000
Capital Funding Rates & Other United Funding	6 229 054		6 229 054	1 854 447		8 083 501	1
Capital Grants & Contributions	5,809,454		5,809,454			5,809,454	2,137,598
reserves. - External Restrictions/Reserves	558,000		558,000			558,000	,
- Internal Restrictions/Reserves	937,550		937,550			937,550	4,433,869
New Loans Receipts from Sale of Assets						1	
- Plant & Equipment Renowments hvil non Term Dehtors	372,273 204 527		372,273			372,273	16,502
	14,200,858		14,200,858	1,854,447		16,055,305	6,587,969
Net Capital Funding - Surplus/(Deficit)					I	,	2 289 381
					I		

Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

Capital Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

3	French St Sewer Pump replacement \$250,000 revote sewer reserve.
7	Stormwater Drainage Revotes \$69,557 - Giles St Levee Bank, Nixon Park & Gardner St Dam Levee reinforcement & Victoria St underground drainage (railway yard to Camp St) all reserve funded.
	Rural Sealed Rds \$152,201 - Hazard Directional Markers & Curve Signage Morangarell Rd \$4,500 reserve funded revote, FLR Potholes \$147,701 not completed 2023.
	Urban Unsealed Rds \$258,979 - Delavan St Seg 2 seal \$233,979 FLR R3 not completed 2023, Little Loftus St Seg 1 resheet & seal \$25,000 reserve funded revote;
	LRCI R4b; Urban Unsealed Rds \$258,070 - Delayan St Seg 2 and \$222,070 ELR R2 not completed 2022, Little
	Seg 1 shoulder construction \$120,000 LRCI R4b, Twynam St Seg 1 shoulder construction \$190,000
	Urban Sealed Rds \$400,000 - Camp St Seg 2 & 3 \$90,000 LRCI R3 not completed in 2023, Camp St
	contributions \$16782; Rural Unsealed Rds \$12,000 Speirs Ln Heavy Patching - FLR Potholes;
	Kerb & Gutter Twynam St Seg 1 \$100,000 (between Britannia & Murphy) LRCI R4b \$83,218 & KG
	contibutions \$16,782;
•	Kerb & Gutter Camp St Seg 1 (between Britannia & Murphy) \$100,000 - LRCI R4b \$83,218 & KG
6	Kerb & Gutter replacement Camp St \$70,000 - LRCI R3 not completed 2023;
	Facilities R2 plus contributions.
	Bob Aldridge Park new female and accessible changerooms \$244,651 - Greater Cities & Regional Sports
	NRCC House Library signage, brickwork upgrade & auto door \$35,161 - Public Library Infrastructure Grant R3 Not completed in 2023;
5	Bundawarrah Centre VIC upgrade \$59,533 - LRCI R3 funded from 2. above;
4	Plant & Equipment - Side Tipper Trailer \$121,834 - reserve funded revote.
3	API Planning portal implementation costs \$21,903 - reserve funded revote.
2	Footpaths - Polaris St Seg 5 (Railway Crossing to Crowley) \$(65,000) LRCI R3 not proceeding.
0	
1	Airport Caravan Park fencing - \$13,587 revoted, \$6,992 over budget

Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$1,204,597

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 30/09/23

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual	balances held as follows:	\$ 000's
Cash at Bank (as per bank statements) Investments on Hand		1,278,033 25,747,908
less: Unpresented Cheques & EFTs less: Unpresented Direct Debits less: Pay Files not Presented add: Undeposited Funds	(Timing Difference) (Timing Difference) (Timing Difference) (Timing Difference)	(68,186) (2,784) - 504
less: Identified Deposits (not yet accounted in Ledger) add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning) (Require Actioning)	(3,030) 60
less: Unidentified Deposits (not yet actioned) add: Unidentified Outflows (not yet actioned)	(Require Investigation) (Require Investigation)	
Reconciled Cash at Bank & Investments	_	26,952,506
Balance as per Review Statement:	_	26,952,506
Difference:		0

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	FAGS General Component paid in advance \$3.034m
2	FAGS Local Roads paid in advance \$1.494m less transfer to reserve \$827k to bring reserve to nil.

Cash & Investments Budget Review Statement

Item 15.2- Attachment 1

Budget review for the quarter ended 30 September 2023 Cash & Investments - Council Consolidated

Cash & Investments - Council Consolidated						
	Original	Approved Changes	Revised	Variations	Projected	Actual
(\$,000\$)	Budget 2023/24	Sep OBRS	Budget 2023/24	for this Notes Sep Otr	s Year End Result	YTD
Externally Restricted ⁽¹⁾						
Sewerage Services	4,008,634		4,008,634		4.008.634	3.965.880
Domestic Waste Management	1,486,691		1,486,691		1,486,691	1,481,640
Pinnacle Unexpended Grants	1,480,744		1,480,744		1,480,744	1.618,451
Stormwater Drainage & Flood Studies	400,296		400,296		400,296	394,985
S94 Contributions	254,032		254,032		254,032	287.393
Unexpended Externally Restricted Grants	1,577,853		1,577,853		1,577,853	1,793,187
Total Externally Restricted	9,208,250		9,208,250	1	9,208,250	9,541,536
(1) Funds that must be spent for a specific purpose						
Internally Restricted ⁽²⁾						
Pinnacle Internally Restricted	3,409,796		3,409,796		3,409,796	3,419,486
Other Waste Management	520,509		520,509		520,509	686,516
Airside Maintenance	151,980		151,980		151,980	139,338
Ariah Park Tip Fee Contributions	13,930		13,930		13,930	11,325
IT Capital Works	235,204		235,204		235,204	231,433
Digital Two Way Radio	95,000		95,000		95,000	95,000
Employee Leave Entitlements	1,977,570		1,977,570		1,977,570	2,260,710
FAGS Received in Advance	3,034,635		3,034,635	(3,034,635)	1	
Gravel Royalty	1,012,617		1,012,617		1,012,617	1,005,079
Industrial Development	338,162		338,162		338,162	338,162
Infrastructure	1,614,457		1,614,457		1,614,457	1,439,457
Infrastructure - Airpark Estate	204,690		204,690		204,690	204,690
Izumizaki Donation	1		ſ		1	2,152
Local Roads	666,680		666,680	(666,680) 2	1	1,048,708
Medical Complex	9,845		9,845		9,845	12,688
Plant & Vehicle	500,000		500,000		500,000	500,000
Regional Local Roads Repiar Program	1,948,552		1,948,552		1,948,552	1,206,130
Revotes	989,193		989,193		989,193	1,390,075
Roads Reserve	565,000		565,000		565,000	565,000
Sports Council Requirements	62,018		62,018		62,018	61,018
Temora Agricultural Innovation Centre Maintenance Reserve	10,249		10,249		10,249	32,778
Youth Hospitality	1,266		1,266		1,266	1,160
Restricted	17,361,353		17,361,353	(3,701,315)	13,660,038	14,650,905
(2) Funds that Council has earmarked for a specific purpose						
Unrestricted (ie. available after the above Restrictions)	1,000,000		1,000,000		1,000,000	2,760,065

This statement forms part of Council's Ouarterly Budget Review Statement (OBRS) for the quarter ended 30/09/2023 and should be read in conjuction with the total OBRS report

26,952,506

23,868,288

(3,701,315)

27,569,603

27,569,603

Total Cash & Investments

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Temora Shire Council			Quarterly Bu	Quarterly Budget Review Statement	atement
Contracts Budget Review Statement			for the p	for the period 01/07/23 to 30/09/23	30/09/23
Budget review for the quarter ended 30 September 2023 Part A - Contracts Listing - contracts entered into during the quarter	ptember 2023 ered into during the quarter				
Contractor	Contract detail & purpose	Contract Value	Start Duration Date of Contract	ion Budgeted act (Y/N)	Notes
Nil					
Notes:					
 Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list. Contracts for employment are not required to be included. 	rcome from continuing operations of Coun the quarter being reported and exclude co be included.	cil or \$50,000 - whatever ontractors on Council's P	r is the lesser. referred Supplier list.		

Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Bugeted (Y/N)
Consultancies	Nil	
Legal Fees	17,841	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a concultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details



Temora Shire Council Budgeted Capital Expenditure For the Year Ended 30th June 2024 As at 30th September, 2023

	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Description							
Council Buildings							
Airport Caravan Park Fence Installation	0	8000000000000000000	0	20,579	0	20,579	
Ariah Park Pool - Shade Structure	17,000		17,000	16,425	575	17,000	
Bundawarrah Centre - New Walkway and Cabinetry	80,400		80,400		80,400	80,400	
Bundawarrah Centre - Virtual Tour	8,000		8,000		8,000	8,000	
Bundawarrah Centre / VIC Upgrade	100,000		100,000		159,533	159,533	
Bundawarrah Centre - LED Lighting Upgrade	7,000		7,000		7,000	7,000	
Christmas Decorations - Temora Christmas Decorations - Ariah Park	20,000		20,000	000	20,000	20,000	
	1,000		1,000	909	91	1,000	
Council Car Park Upgrade	100,000		100,000	105	100,000	100,000	
Depot - Covered storage area	87,500		87,500	425	87,075	87,500	
Ergonomic Furniture	10,000		10,000	10,695	(0)	10,695	
Junee Rd Caravan Park - Hardstand Pads (6) Junee Rd Caravan Park - Solar	14,000		14,000		14,000	14,000	
Library - Local Special Projects	13,000		13,000 8,500		13,000	13,000 8,500	
Pinnacle House - Shed Renovation	8,500				8,500 50,000		
Recreation Centre - Upgrade Visitor Seating & BBQ	50,000		50,000	5 700		50,000	
	100,000		100,000	5,722	94,278 0	100,000	
Recreation Centre - Gas Boiler Replacement with Electric Pump Recycling Press	050.000		0	2,354		2,354	
A STATE OF A DESCRIPTION OF A DESCRIPTIO	258,000		258,000	94,160	163,840 17,000	17,000	
NRCC House - Working at Heights Safety System	17,000		17,000	2,495	0	2,495	
NRCC House - Library Signage NRCC House - Library Exterior Upgrade of Brickwork			0				A LATER PROPERTY AND A DESCRIPTION OF
DEVELOPMENT AND ADDRESS OF ADDRESS ADDRE			0	30,498	0	30,498	
NRCC House - Library Back Auto Door			0	2,168 3,754	(0)	2,168 3,754	
Town Hall Theatre - AV Upgrades	ADS VIEW STATE		0	3,7 34	IC)	3,7 34	3,754
Technology							
CCTV Upgrades	82,000		82,000	56,103	25,897	82,000	
Civica - Implement Inspection Reporting Module	15,000		15,000		15,000	15,000	
Magiq Upgrade *	13,520		13,520		13,520	13,520	
API Planning Portal Implementation Cost			0	21,903	0	21,903	21,903
Replace PC's on Network	30,000		30,000	8,202	21,798	30,000	
Bardin & Candons							
Parks & Gardens Bradley Park - Stage 1	500,000		500,000	22,500	477,500	500,000	
Callaghan Park - Replace path to old pool / heated pool entrance	55,000		55,000	22,500	55,000	55,000	
Callaghan Park - Remove BBQ on Anzac St side	5,000	NE SARA BARANGAN			5,000	5,000	
Edis Park - Playground Swing Set Installation (\$18,000)	18,000		5,000	2,609	15,391	18,000	
Federal Park - Replace Play Equipment, connect to existing footpath, level / drain wet	10,000		18,000	2,007	13,371	18,000	
areas, replace shade sail	235,000		235,000	234	234,766	235,000	1
Harper Park - Toilet Refurbishment including accessibility	100,000		100,000	28,010	71,990	100,000	
Harper Park - Improve accessibility (gates, paths, etc)	20,000		20,000		20,000	20,000	
Lake Centenary - Bridge Installation & Walking Track Improvements	158,449		158,449		158,449	158,449	
Lake Centenary - Reseal Rd & Carpark	50,000		50,000		50,000	50,000	
Lake Centenary - Foreshore Levelling, playground sand replacement, retaining wall	Set De la S						
works, foreshore path, concrete under picnic settings, install bike rack	72,500		72,500		72,500	72,500	1.7.1
Lake Centenary - Additional Solar Lighting	45,000		45,000		45,000	45,000	
Lake Centenary - Internal Waterline	10,000		10,000		10,000	10,000	
Lake Centenary - Seating / Picnic Area upgrade	45,000		45,000		45,000	45,000	
Parks & Sportgrounds - Potable water drinking facilities	10,000		10,000		10,000	10,000	
Temora West Park - Install footpath network	40,000		40,000		40,000	40,000)
Sporting Grounds							
Bob Aldridge Park - New Female and Accessible Change Rooms			0	109,757	134,894	244,651	244,651
Bob Aldridge Park - Lighting upgrade	80,000		80,000		80,000	80,000	
Nixon Park - Level and irrigate cricket nets & discus area	25,000		25,000		25,000	25,000	
	20,000		20,000		20,000	20,000	
Nixon Park - Eastern amenities building floors, showers / toilet / layout / storage	120,000		120,000	330	119,670	120,000)
Nixon Park - seal gravel car park	60,000		60,000		60,000	60,000)
Nixon Park #2 - Scarify & Heavy Top Dressing	35,000		35,000		35,000	35,000)
Nixon Park - Athletics area upgrade (Long Jump Pit & Discus Ring)	77,000		77,000	74,538	2,462	77,000)
Nixon Park - Athletics area upgrade (Additional shade near long jump)	40,621		40,621		40,621	40,621	
Temora Tennis Courts - Lighting Upgrade	80,000		80,000	67,232	12,768	80,000)
Temora West Sportsground - Lighting upgrade	70,000		70,000		70,000	70,000)
Sewerage							
Effluent Reuse - Renewals	100,000		100,000		100,000	100,000)
Service Junction Replacements	50,000		50,000		50,000	50,000	
French St Sewer Pump Replacement	0		0		250,000	250,000	



Temora Shire Council Budgeted Capital Expenditure For the Year Ended 30th June 2024 As at 30th September, 2023

	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Description							
Roads & Transport							
Plant Purchases	1,345,000		1,345,000	102,663	1,364,171	1,466,834	121,834
Kerb & Gutter Program - Renewal	170,000		170,000	68,979	371,021	440,000	270,000
Footpath Construction Program - Renewal	30,000		30,000		30,000	30,000	
Footpath Construction Program - Upgrade	139,000		139,000	59,027	14,973	74,000	(65,000)
Rural Unsealed Roads - Renewal	1,324,000		1,324,000	370,016	965,984	1,336,000	12,000
Rural Unsealed Roads - Upgrade	335,312		335,312	226,794	108,518	335,312	
Urban Sealed Roads - Renewal	391,500		391,500	186,555	604,945	791,500	400,000
Urban Sealed Roads - Upgrade	5,000		5,000	Margara M	5,000	5,000	
Urban Unsealed Roads - Renewal	0		0		258,979	258,979	258,979
Urban Unsealed Roads - Upgrade	834,468		834,468	977	833,491	834,468	
Rural Sealed Roads - Renewal	564,770		564,770	88,901	628,070	716,971	152,201
Rural Sealed Roads - Upgrade	857,050		857,050	13,302	843,748	857,050	
Bridges - Renewal	900,000		900,000		900,000	900,000	
Regional Roads - Renewal	695,587		695,587	602,583	93,004	695,587	
Street Lighting - Progressive Upgrade	40,000		40,000	001010101010200210	40,000	40,000	
Street Lighting - MR84 Intersections	85,000		85,000		85,000	85,000	
	00,000		50,000		00,000	00,000	
Stormwater Drainage							
Chifley Street Culvert(s)	200,000		200,000		200,000	200,000	
Burley Griffin Way Road Crossing & Nixon Park Outfall (Council & Highfields)	300,000		300,000		300,000	300,000	
Chifley St U/G Drainage (Joffre to Culvert)	70,000		70,000	2,322	67,678	70,000	
Victoria St Arterial U/G Drainage - Gallipoli to Mallee St (400m)	360,000		360,000	26,127	333,873	360,000	
Golden Gate Reserve - Retention Basin Design	100,000		100,000		100,000	100,000	
Giles Street Levee Bank and P ipe Culvert Works	0		0		35,000	35,000	35,000
Nixon Park & Gardner Street Dam Levee Reinforcement	0		0		24,784	24,784	24,784
Victoria St U/G Drainage - Railway Yard to Camp St 60m)	0		0		9,773	9,773	9,77
Cemetery							
Ariah Park Cemetery - Internal Road and Drainage	50,000		50,000		50,000	50,000	
Temora Cemetery - Carpark Resealing	16,000		16,000		16,000	16,000	
Development							
Apollo Place			0		0	0	
Saleyards Subdivision			0		0	0	
Deferred Development Expenditure			0	1,502	(0)	1,502	1,50
Transfer to Reserves							
Sewerage Reserve	607,044		607.044	324,290	282,754	607,044	
Domestic Waste			0	181,106	(181,106)	0	
Pinnacle Externally Restricted			0	137,707	(137,707)	0	
Stormwater Management	49,363		49,363	44,052	5,311	49,363	
Section 94 Contributions	90,000		90.000	23,361	66.639	90,000	
Unexpended Grants			0	215,334	(215,334)	0	
Regional Local Roads Repair Program			0	and before a	0	0	
Pinnacle Unexpended Internally Restricted	433,481		433,481	319,315	114,166	433,481	
Other Waste	Report of the second		0	017,010	0	0	
Employee Leave Reserves			0	283,140	(283,140)	0	
Local Roads Reserve			0	200,140	0	0	
Gravel Royalties			· · · · · · · · · · · · · · · · · · ·		0	0	
Ariah Tip Fees Donations			0	626		0	
Infrastructure Replacement Reserve	200.000				(626)		
	300,000		300,000	132,500	167,500	300,000	
Infrastructure Replacement Reserve - Street Lighting Upgrade	57.500		57,500		57,500	57,500	
Two Way Radio - Upgrade to Digital	15,000		15,000	15,000	0	15,000	
Medical Complex Maintenance Reserve	10,000		10,000	7,843	2,157	10,000	
IT Services Capital Expenditure			0		0	0	
Sports Council Requirements			0	4,000	(4,000)	0	
Aerodrome - Airside Maintenance	38,000		38,000	25,358	12,642	38,000	
Temora Agricultural Innovation Centre Capital Renewal & Maintenance	and the final of the states	1 General States	0	22,446	(22,446)	0	
	13,546,565	0	13,546,565	4,067,428	11,338,840	15,406,268	1,859,70



Temora Shire Council Budgeted Capital Expenditure For the Year Ended 30th June 2024 As at 30th September, 2023

	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
Description			bouger		orrear		
New Assets							
Work in Progress	0	0	0	0	0	0	0
Plant & Equipment	0	0	0	2,354	0	2,354	2,354
Office Equipment	15,000	0	15,000	0		15,000	0
Furniture & Fittings	10,000	0	10,000	10,695	(0)	10,695	695
Infrastructure:	0	0	0	0	0	0	0
Buildings - non specialised	67,000	0	67,000	0	67,000	67,000	0
Buildings - specialised	500,000	0	500,000	22,500	477,500	500,000	0
Community Land	0	0	0	0		0	
Other Structures	180,400	0	180,400	20,579	180,400	200,979	20,579
Roads	2.031.830	0	2,031,830	241,074	1,790,756	2,031,830	0
Bridges	0	0	0	0	0	0	0
Footpaths	139,000	0	139,000	59,027	14,973	74,000	(65,000)
Stormwater Drainage	500,000	0	500,000	0	500,000	500,000	0
Sewerage Network	0	0	0	0	0	0	
Other open space/recreational assets	117,621	0	117,621	16,425	101,196	117,621	0
Other Infrastructure	90,000	0	90,000	0		90,000	0
Other	279,000	0	279,000	116,063	184,840	300,903	21,903
Renewal Assets							
Work in Progress	0	0	0	0	0	0	0
Plant & Equipment	1,345,000	0	1,345,000	102,663	1,364,171	1,466,834	121,834
Office Equipment	43,520	0	43,520	8,202	35,318	43,520	0
Furniture & Fittings	8,500	0	8,500	0	8,500	8,500	0
Infrastructure:							
Buildings - non specialised	0	0	0	35,161	1	35,161	35,161
Buildings - specialised	414,500	0	414,500	138,522	580,162	718,684	304,184
Other Structures	50,000	0	50,000	0	50,000	50,000	0
Roads	3,145,857	0	3,145,857	1,317,035	2,922,002	4,239,037	1,093,180
Bridges	900,000	0	900,000	0	900,000	900,000	0
Footpaths	30,000	0	30,000	0	30,000	30,000	0
Stormwater Drainage	430,000	0	430,000	28,449	471,108	499,557	69,557
Sewerage Network	150,000	0	150,000	0		400,000	250,000
Other open space/recreational assets	1,003,449	0	1,003,449	150,335	853,114	1,003,449	0
Other Infrastructure	150,000	0	150,000	0	150,000	150,000	0
Other Assets	103,000	0	103,000	57,012	45,988	103,000	0
	11,703,677	0	11,703,677	2,326,094	11,232,030	13,558,124	1,854,447
Aerodrome Estate & Industrial Land	0	0	0	-	0	0	0
Transfers to Reserves	1,600,388	0	1,600,388	1,736,078	(135,690)	1.600.388	0
Major Maintenance	242,500	0	242,500	3,754	242,500	246,254	3,754
Deferred Development Expenditure	0	0	0	1,502	(0)	1,502	1,502
	13,546,565	0	13,546,565	4,067,428	11,338,840	15,406,268	1,859,703

16 CORRESPONDENCE

16.1	MUSIC IN 1	THE RI	EGIONS 2024
File Nur	nber:	REP2	3/1320
Author:		Exec	utive Assistant
Authori	ser:	Gene	ral Manager
Attachn	nents:	1.	Music in the Regions 🗓 🛣

REPORT

Music in the Regions performs classical music and has performed previously in Temora in March 2022 and 2023.

They are looking to make a third visit on the 28 February 2024 and will be performing at the Temora Town Hall Theatre and seeking Council's support to waive the venue fees for the evening. The Platform Y members will be providing the pre-concert hospitality.

The approximate cost is \$500 inc GST.

NOTE: Donations for 2023/2024 are \$5,485.82 with a total budget of \$15,000. \$9,514.18 budget remaining

RESOLUTION 208/2023

Moved: Cr Graham Sinclair Seconded: Cr Lindy Reinhold

It was resolved that Council accedes to the request of up to \$500.00 from the Imagine Temora budget for facility hire for the Music in the Regions.

CARRIED



18 October 2023

Dear Melissa,

Re: Request for Council Support (venue fee waiver), Music in the Regions Ensemble Offspring Tour 2024

Music in the Regions is an independent organisation with a simple mission of equity of access to professional classical music where people live. By the end of 2023, we will have visited 50 regional communities in 39 different local government areas. Over the past 12 months, we have maintained an 'excellent' rating by 95% of our surveyed audiences. We are funded by the NSW Government via Create NSW and our major supporter TLE Electrical.

Music in the Regions is currently programming a tour by Ensemble Offspring (artist information attached) for early 2024. This is a fascinating program of contemporary Australian art music based around birdsong.

We are looking to make our third visit to Temora with this tour, and have secured the Town Hall Theatre, with thanks to Craig Sinclair, for the evening of 28 February 2024. In March 2022 and March 2023 we performed at Platform Y and these have been some of the most iconic experiences for our organisation (indeed, the photographs from both concerts regularly feature in our broader marketing and visual presentation). While we still have a strong attachment to Platform Y, this tour needs more room. However, I'm very pleased that we will be working with Council's youth team and Sheree Elwin for pre-concert hospitality again in 2024. Our relationship with with Temora is not just via ticketed performances: we have also placed our musicians at Temora West Public School, Ariah Park Central School, and St Anne's Central School for educational programs.

I am writing to Council for consideration on the waiver of venue fees (approximately \$500 inclusive of GST) for this performance. This support would be formally acknowledged in our printed and online materials.

As an organisation subsidised by government with a mission to expand audiences, we keep ticket prices low and do not cover our expenses via box office. Our standard pricing- which is flexible- is \$35 for adult), with under 18 audiences free.

We know from our audience data that the impact of these concerts coming to where people live is significant. We regularly have audience members travel long distances to our programs; and we know from our own data that the significance of this sort of professional cultural activity close to where people live is important.

Music in the Regions is committed to presenting this program in Temora and continuing the excellent relationships we have built with the Temora and Arian Park communities. The waiving of venue fees for this performance would be greatly appreciated and assist us in our mission of sharing professional music close to where people live.

producer@musicintheregions.com M +61 447 733 498 MUSIC IN THE REGIONS LIMITED.ABN 76 649 330 138



With thanks for your consideration,

1/m

Ian Whitney General Manager & Producer

About Ensemble Offspring's Songbirds

https://youtu.be/ThhQFudGDmM?si=LIP0ecW9hYbLFXuP

Songbirds celebrates the breathtaking virtuosity of Australian birdsong with an array of original Australian chamber works commissioned by Ensemble Offspring. Be transported into the Australian bush by the familiar sounds of nature's own musicians, with a little help fromAustralia's leading composers. Performed by Lamorna Nightingale (flutes), Jason Noble (clarinets) and Claire Edwardes (percussion), Songbirds captures the magical bird calls of the red centre, virtuosic avian displays and Indigenous musical perspectives on these beguiling creatures of the sky.

Ensemble Offspring are Australia's leading new music group. Under the leadership of internationally acclaimed percussionist Claire Edwardes OAM, they are Australia's foremost champions of contemporary classical music. The group has commissioned and premiered over 350 new works and has toured First Nations music and new commissions worldwide. Their dedication to excellence and amplifying underrepresented voices has earned them a Myer Award, multiple APRA Art Music Awards and two ARIA nominations. Through their pioneering spirit and relentless commitment to equity, Ensemble Offspring shape a vibrant and diverse artistic future for new Australian classical music.

producer@musicintheregions.com M +61 447 733 498 MUSIC IN THE REGIONS LIMITED.ABN 76 649 330 138 16.2 MURRUMBIDGEE LOCAL HEALTH DISTRICT EXCELLENCE AWARDS - 2024 SPONSORSHIP

File Number:	REP23/1324
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	1. MLHD 🕂 🛣
	2. MLHD Certificate

REPORT

Murrumbidgee Local Health District (MLHD) would like Council's support of the 2024 MLHD Excellence Awards.

In 2023, MLHD will be holding a gala celebration evening.

MLDH invite Council to again sponsor the event showcasing excellence, innovation and resilience across the MLHD.

Council provided \$500.00 sponsorship for the 2023 Awards.

NOTE: Donations for 2023/2024 are \$5,485.82 with a total budget of \$15,000. \$9,514.18 budget remaining

Cr Rick Firman declared a pecuniary interest in relation to item REP23/1324, due to a being a Chairman of the Murrumbidgee.

Cr Rick Firman left the meeting at 5:41pm and took no further part in the discussion.

Cr Rick Firman vacated the Chair

Cr Graham Sinclair assumed the Chair

RESOLUTION 209/2023

Moved: Cr Max Oliver Seconded: Cr Belinda Bushell

It was resolved that Council accedes to the request of \$500.00 sponsorship for the 2023 MLHD Awards.

CARRIED

Cr Rick Firman returned to the meeting at 5:43pm.

Cr Rick Firman resumed the Chair at 5:43pm.

Anne Rands

From: Sent: To: Subject: Anne Rands Tuesday, 17 October 2023 3:48 PM Anne Rands FW: Seeking Council support - 2024 MLHD Excellence Awards

Subject: Seeking Council support - 2024 MLHD Excellence Awards

Dear Council Colleagues,

It's that time of year again and we have begun planning for the 2024 MLHD Excellence Awards.

Your sponsorship of the event will enable us to truly celebrate the great work of hard-working, dedicated and talented health professionals across our region – and celebrate in a gala night. In case you missed it - the video to our 2023 awards night is here: https://youtu.be/VaYdemQtqQY?si=Fdrojq60k3osY8TK

We will be offerings a range of sponsorship packages for our 2024 Excellence Awards. If you'd like to jump on board early and book your sponsorship spot – please let me know. A Sponsorship Prospectus will be put together shortly – but essentially the offerings are:

- Major Event Sponsor \$3500 ex GST
- Silver Event Sponsor \$1500 ex GST
- Award Sponsor \$1500 ex GST
- Event Contributor \$500 ex GST

The benefits for each package are below:

Award Sponsor (\$1,500 plus cost of trophy)	Major Event Sponsor (\$3,500 ex GST)	Silver Event Sponsor (\$1,500 ex GST)
In return for your sponsorship your organisation will receive acknowledgement in the lead up to and during the 2024 MLHD Excellence Awards.	In return for your sponsorship your organisation will receive acknowledgement in the lead up to and during the 2024 MLHD Excellence Awards.	In return for your sponsorship yo organisation will receive acknowledgement in the lead up during the 2024 MLHD Excellen Awards.
Acknowledgement includes:	Acknowledgement includes:	Acknowledgement includes:
Organisation named as award sponsor in promotional materials and keepsake program	Acknowledgement and logo in keepsake program and promotional materials	Acknowledgement and logo in k program
Organisation logo and link to company website to appear on MLHD website	Organisation logo and link to company website to appear on MLHD website/social media platforms	Organisation logo and link to co website to appear on MLHD we
Certificate of appreciation for display at sponsor's business premises	Certificate of appreciation for display at sponsor's business premises	Certificate of appreciation for dissponsor's business premises

Verbal acknowledgement as a sponsor at the Awards Presentation	Verbal acknowledgement as a major sponsor at the Awards Presentation	Verbal acknowledgement as a s at the gala award night
Organisation named as award sponsor in MLHD e-newsletter and Murrumbidgee Matters Magazine	Organisation named as major sponsor in MLHD e-newsletter and Murrumbidgee Matters Magazine	Organisation named as sponsor MLHD e-newsletter and Murrum Matters Magazine
2 tickets for organisation representatives to attend the gala award night and present prize to award winner	2 VIP tickets for organisation representatives to attend the gala award night	2 tickets for organisation repres to attend the gala award night
Organisation logo included on award certificate	Opportunity to display company signage at gala award night including brochures/flyers and business cards	Opportunity to display company at the Awards presentation
	Event media releases to include sponsor organisation name	

If you'd like to sponsor a specific award – please let me know! I will be able to provide you with a guide to the categories available for 2024.

Thanks again for your support of our health workers,

Setchen Brimson

Executive Services Manager - Communications Chief Executive Unit Murrumbidgee Local Health District

Level 1, 193-195 Morgan Street Wagga Wagga, NSW 2650

Working days Monday to Friday 8.30 am - 5.00 pm





I acknowledge the traditional custodians of the land and pay respects to Elders past and present. I also acknowledge all the Aboriginal and Torres Strait Islander staff working with NSW Government at this time.

Please consider the environment before printing this email.

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender.



16.3 BRIGHT BEGINNINGS - CHRISTMAS PARTY

File Number:REP23/1419Author:Secretary EngineeringAuthoriser:General ManagerAttachments:Nil

REPORT

Bright Beginnings are seeking approval to hold the children's Christmas Party at Gloucester Park on Sunday 17 December from 10:00am to 1:00pm.

On the day there will be a face painter and a petting zoo in attendance for the event.

Approximate attendance of the event will be between 200 to 250.

Budget Implications: Nil

RESOLUTION 210/2023

Moved: Cr Jason Goode Seconded: Cr Belinda Bushell

It was resolved that approval is granted for the use of Gloucester Park on Sunday 17 December 2023 for the Bright Beginnings Christmas Party.

CARRIED

16.4 SACRED HEART PARISH - CHRISTMAS EVE MASS 2023

Author: Environmental Secretary

Authoriser: General Manager

Attachments: 1. Event Request Letter 🗓 🛣

REPORT

Sacred Heart Parish Temora are requesting the use of Callaghan Park and the hire of the mobile stage for the annual Christmas Eve Mass on Sunday 24 December 2023.

Cost associated to hire the mobile stage:

Delivery, setup & pickup:

- \$440

NOTE: Donations for 2023/2024 are \$5,485.82 with a total budget of \$15,000. \$9,514.18 budget remaining

RESOLUTION 211/2023

Moved: Cr Claire McLaren Seconded: Cr Jason Goode

It was resolved that Council approves for the use of Callaghan Park and donates the hire of the mobile stage for the annual Christmas Eve Mass.

CARRIED

SACRED HEART PARISH

TEMORA

Parish Priest: Fr Sijo Jose

St Mary's Presbytery Phone: 02 69772104 Email: temora@cg.org.au PO Box 78 111 Loftus Street TEMORA NSW 2666

23rd October 2023

Ms Melissa Boxall Temora Shire Council 105 Loftus Street TEMORA NSW 2666

Dear Mr Lavelle

RE: USE OF CALLAGHAN PARK & MOBILE STAGE

We are writing to you to request permission to hold our annual Christmas Eve Mass in Callaghan Park on Sunday 24th December 2023 at 6 pm. We would also appreciate it if we were able to use Council's mobile stage for the Mass.

We look forward to hearing from you.

Yours sincerely

Fr Sijo Jose

Parish Priest

17 BUSINESS WITH NOTICE

Nil

18 NOTICE OF MOTION

18.1 NOTICE OF MOTION - SUBDIVISION PROGRESS & AIRPARK CARAVAN PARK CABINS

File Number: REP23/1497

Attachments: 1. Notice of Motion 🕹 🛣

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 30 November 2023, I intend to move the following motion:-

RESOLUTION 212/2023

Moved: Cr Anthony Irvine Seconded: Cr Claire McLaren

That reports or responses be provided by the General Manager or delegated representative in relation to:

- 1. Status/progress for the Dustin Rose subdivision
- 2. Status/progress for the Highfields subdivision
- 3. Information regarding cabin development at Airpark Caravan Park.

CARRIED

Notice of Motion: That reports or responses be provided by the General Manager or a delegated representative in respect to the questions set out below.

- 1) Please advise of status/progress for the Dustin Rose subdivision.
- 2) Please advise of status/progress for the Highfields subdivision.
- 3) Please provide information regarding Cabin development at Airpark Caravan Park.

11.

Cr. Anthony Irvine 22nd November 2023

19 BUSINESS WITHOUT NOTICE - URGENT

20 COUNCILLORS INFORMATION PAPER

RESOLUTION 213/2023

Moved: Cr Jason Goode Seconded: Cr Claire McLaren It was resolved that the Information Reports be received.

CARRIED

Cr Nigel Judd left the meeting at 5:50 pm.

Cr Nigel Judd returned to the meeting at 5:59 pm.

20.1 LGNSW ANNUAL CONFERENCE

File Number: REP23/1491

Author: General Manager

Authoriser: General Manager

Attachments: Nil

GENERAL MANAGERS REPORT – LGNSW ANNUAL CONFERENCE 2023 – PARRAMATTA

The Mayor Rick Firman and I attended the LGNSW Annual Conference, held in Parramatta on 12, 13 & 14 November 2023. Clr Nigel Judd also attended the Conference Dinner on Monday 13 November, where he received the Lifetime Achievement Award.

Over 900 delegates from Councils across NSW were in attendance.

The Agenda included the following:

- Voting for LGNSW Board President, Vice-Presidents, Treasurer and Directors
- The consideration of motions and conference business
- StateCover Mutal Members Lunch for General Managers
- ALGWA (NSW) Breakfast, with a presentation from the Federal eSafety Commissioner Julie Inman Grant

Presentations from:

- Clr Darriea Turley, President LGNSW
- Ron Hoenig MP, Minister for Local Government
- Mark Speakman, MP NSW Leader of the Opposition
- Ky Blackman, First Assistant Secretary, Counter Foreign Interference Co-ordination Centre, Department of Home Affairs
- The Hon. Helen Murrell SC, Commissioner, NSW Independent Commission Against Corruption (ICAC)
- Mark McCrindle, McCrindle Towards 2035: Securing our future workforce

- Marion Terrill, Transport and Cities Program Director, Grattan Institute - Towards a sustainable road funding model for Local Government

Panel Discussions on the following topics:

- Sourcing our Future Workforce from under-employed markets
- Financial Sustainability for Councils

Broken Hill Councillor Darriea Turley AM has been re-elected as the President of Local Government NSW for a second successive two-year term.

The Lord Mayor of Newcastle, Nuatali Nelmes was elected Treasurer, replacing Nathan Hagarty who leaves the role after being elected to the NSW Parliament at the last election.

The 2024 LGNSW Annual Conference will be held in Tamworth.

20.2 ROAD SAFETY OFFICER REPORT - NOVEMBER 2023

File Number:REP23/1492Author:Environmental SecretaryAuthoriser:General ManagerAttachments:Nil

Activities:

- Editorials & social media posts focusing on harvest & emergency vehicles were sent to each Council. These items will be promoted throughout October & November via local newspapers, council newsletters and social media.
- Social media posts developed for November, December & January focusing on roadwork safety sent to communications team.
- Road Safety Office (RSO) distributed flyers to each local daycare and preschool promoting Temora Shire Council's child fitting service. At the time of writing this report, three parents had made an appointment with technicians.
- RSO delivered Look Out Before You Step Out signs to the engineering team.
- RSO delivered Slow Down corflute signage. RSO working alongside engineers & NSW Police to find the best locations for these signs.
- RSO chaired the Four Shires Quarterly Meeting on Monday, 6 November 2023.
- RSO met with Transport for NSW Lead on Monday, 6 November 2023.
- RSO met with NSW Police Inspector Justin Falkiner on Wednesday, 8 November to discuss Ariah Park Speed Program.
- RSO attended Transport for NSW South Region Conference in Wollongong from Monday, 13 of November to Wednesday, 15 November 2023.
- RSO attended Temora Traffic Committee Meeting on Tuesday, 21 November 2023.
- Temora Caravan Weighing Day to be held on Saturday, 25 November 2023 at Platform Y. All 6 available spots were filled.
- In this year's Plan B Win a Swag Competition there will be a total of 15 venues participating across the four Shires. Resources will be distributed in the next two weeks. The following venues are participating from Temora:
 - Shamrock Hotel
 - Terminus Hotel
 - Temora Bowling Club

20.3 WORKS REPORT - NOVEMBER 2023

File Number:REP23/1499Author:Secretary EngineeringAuthoriser:General ManagerAttachments:Nil

Main Roads

- MR 57 Goldfields Way inspection and routine maintenance
- MR 84 Burley Griffin Way inspection and routine maintenance

Local Roads

- Delavan Street upgrade
- Wattle Street upgrade
- MR 57 Dig out patch
- MR 84 dig out patch near Bulls Plain
- Tara Bectric seg 6 heavy patching
- Tara Bectric seg 7 shoulder widening works
- Boundary Range Road resheet
- Thanowring School Road pipe culverts
- Sealing heavy patches
- Maintenance grading
- Flood damage repair to gravel roads (contractor graders)
- Slashing and Spraying

Urban Temora & Ariah Park

- Urban slashing and spraying
- Urban footpath repairs
- Loftus Street footpath
- Delaven Street pipe culverts
- Chifley Street drainage project
- Camp Street sealing
- Back Mimosa sealing

Works planned for November 2023

- Pipe culverts on Reynold's Lane
- Pipe culverts on Ness's lane
- Mandamah Forrest Road heavy patching
- Common St Ariah Park heavy patching
- Davidson Street heavy Patching
- Haddrill's Road heavy patching
- Nicholson Street upgrade
- Dustin Rose Estate sealing
- Camp Street kerb and gutter replacement
- Wattle Street upgrade
- MR 57 Clay's Lane project
- Maintenance grading (contractors)
- Weed spraying and slashing.
- Tara Bectric Road seg 7 widening sealing
- Tara Bectric Road seg 6 heavy patch sealing
- Boundary Range Road resheet

Report by Pat Kay

20.4 BUILDING APPROVALS - OCTOBER 2023

File Number: REP23/1355

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 52/2023 Lot 1020; DP 750587; 95 Twynam Street, Temora Additions and alterations to existing commercial building.
- ✓ DA/CC 56/2023 Lot 1; Section 27; DP 758957; 121 Twynam Street, Temora Construction of a residential storage shed/garage.
- ✓ DA/CC 58/2023 Lot 5; DP 228053; 49 Deutcher Street, Temora Demolition of existing shed and carport, construction of a new residential shed/garage.
- ✓ DA/CC 60/2023 Lot C; DP 406755; 154 Gardner Street, Temora Construction of 2 x 3 bedroom dwellings.
- ✓ DA/CC 62/2023 Lot 8; DP 794477; 4 Brampton Street, Temora Construction of a single storey secondary dwelling.
- ✓ DA/CC 63/2023 Lot 1; DP 615097; 14 Loftus Street, Temora Construction of a residential storage shed/garage.
- ✓ DA 65/2023 (Amended) Lot 4; DP 807607; 238 Cedar Road, Gidginbung Subdivision.
- ✓ DA/CC 66/2023 Lot 14; DP 1291098; 49 Wattle Street, Temora Construction of a dwelling house and residential storage shed/garage.
- ✓ DA/CC 67/2023 Lot 18; Section 2; DP 758957; 148 De Boos Street, Temora Erection of a carport, replace fencing and repair retaining wall.
- ✓ DA 68/2023 Lot 29; DP 1073421; 2 Harrier Street, Temora Subdivision.
- ✓ DA/CC 70/2023 Lot 24; DP 1073421; 10 Kurrawong Street, Temora Construction of a new patio.

COMPLYING DEVELOPMENT CONSENTS ISSUED

- ✓ CDC 23A/2023 Lot 4; DP 807607; 238 Cedar Road, Gidginbung Additions and alterations to existing dwelling.
- ✓ CDC 26/2023 Lot 6; Section 13; DP 758957; 111 Baker Street, Temora Construction of a residential storage shed/garage.
- ✓ CDC 27/2023 Lot 2; DP 20432; 142 Kitchener Road, Temora Construction of a residential storage shed/garage.

20.5 REGULATORY CONTROL - OCTOBER 2023

File Number:	REP23/1493
Author:	Secretary Engineering

Authoriser: General Manager

Attachments: Nil

Item	Inspection/	Orders	Penalty	Notes
	Incidents	Issued	Infringement	
	(Number)	Y/N	Y/N	
Illegal Parking	8	No	No	6x no issues
				1x vehicle move on
				1x vehicle complaint
Scooters & Bikes	6	No	No	6x checks - no issues
School Zones	40	No	No	All schools checked – no issues
Noise	5	Yes	No	5 noise complaints:
				- 4x monitor
				 1x abusive person
Air Quality	N/A	No	No	Some small fires causing
				smoke pollution
Illegal Dumping/Littering	4	No	No	4x dumped rubbish
				- Collected
Overgrown/Untidy Blocks	23	No	No	11x clean up by Council
				Contractor
				1x railway precinct follow up
				11x monitor follow up
Lake Walking Track –	64	No	No	No issues
leashed animals				
Animal Welfare	14	No	No	1x snake report
				1x aggressive magpie
				1x disposal
				6x wandering dogs
				1x warning to owner (care)
				3x monitor
				1x report – no issue
Dangerous Dogs	4	No	No	1x removed
				1x monitor
				1x report – nothing found
				1x report – owner found
Impounded	11	No	No	2x rescue pickup (dogs)
				4x dumped kittens (pound)
				5x dogs (pound)
Noise Animals	4	No	No	4x monitor barking dogs
				2x report – no issues
Nuisance Animals /	6	No	No	4x cat trap
Trapping				1x bird at airport
				1x feral cat
Dead Animal Removal	11	No	No	2x kangaroo
				1x cat
				8x birds (airport)

Keeping of Horses in Residential Areas	1	No	No	1x monitor and reported to RSPCA
Main Street Sign Approvals Inspections	1	No	No	1x shop signage blocking footpath – owner contacted
Rural Stock Incidents	3	No	No	3x monitor – no issues 1x sheep out – owner contacted
Fruit Fly	NIL	No	No	NIL
Euthanised	1	No	No	1x dog (aggressive) 3x cat (disposal included)
Other	32	Νο	No	8x pound clean/feed 13x airport, showground, caravan park, platform y, parks, rest stops 1x birds at airport 3x lock Teal Street

Report by Ross Gillard

20.6 BORROWINGS

File Number:	REP23/1369
Author:	Director of Administration & Finance
Authoriser:	Director of Administration & Finance
Attachments:	Nil

Council's borrowings are set out in the table below.

Purpose	Loan Amount	Interest Rate	Annual P + I Payments	Balance @ 31/10/2023	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$743,881	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$607,661	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,144,193	20 yrs	2042
Totals			\$498,689	\$2,495,735		

Report by Elizabeth Smith

20.7 CASH & INVESTMENTS PERIOD ENDING 31 OCTOBER 2023

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Cash & Investments 🗓 🛣

Here States

Temora Shire Council Cash & Investments

Cosh a myeshhems	
For the period ended 31st October,	2023

Revised Budget 2023/24	Actual YTD Figures
4,008,634	3,985,571
1,486,691	1,468,823
400,296	396,174
254,032	317,307
1,577,853	2,524,499
1,480,744	1,598,025
9,208,250	10,290,400
3,409,796	3,501,233
520,509	690,181
1,977,570	2,260,710
565,000	565,000
666,680	1,089,405
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3,034,635	0
338,162	338,162
500,000	500,000
0	2,152
1,012,617	1,005,079
13,930	11,325
9,845	12,688
1,614,457	1,388,457
204,690	204,690
95,000	95,000
235,204	224,059
62,018	61,018
1,266	1,165
989,193	1,344,070
151,980	135,435
10,249	28,592
1,948,552	874,294
17,361,353	14,332,715
26,569,603	24,623,114
NACORAL ACCESSION OF	1,791,740
	514,965
	850,065
enere versekandungenere a	523,781
pon su conservation de la serve	16,734
	10,734
	1 500 000
	1,500,000
	11,247,520
New Color Statistics and Statistics and Statistics	(
	1,010,078
	4,077,495
	(
	1,000,000
Sector Strangers	2,000,000
	500,000
26,569,603	25,032,376
24.540.402	(1,000,000) 24,032,376
	26,569,603 26,569,603

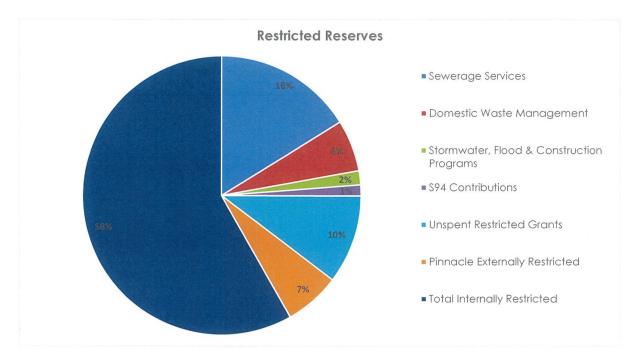
I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

ς \mathcal{A} Elizabeth Smith

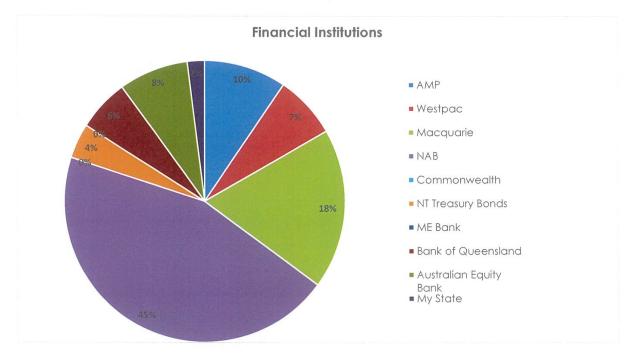
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Temora Shire Council **Cash & Investments** For the period ended 31st October, 2023



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 finanicial instituion.

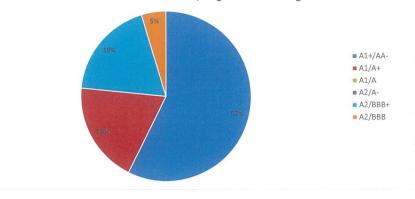


Temora Shire Council

Cash & Investments For the period ended 31st October, 2023

Institution	Rating	Туре	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			1,791,739.57	
Westpac Bank	A1+/AA-	Cash Reserve		1.55%			16,734.47	1,808,474.04
		Cash Management						
Macquarie Bank	A1/A+	Accelerator Account		4.50%			523,780.08	523,780.08
AMP Bank	A2/BBB	Business Saver		3.05%			514,964.83	
AMP Bank	A2/BBB	31 Day Notice Account		4.95%			850,065.48	1,365,030.31
							Total Cash Held	3,697,284.43
Investments Held								
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	11/10/23	5.15%		16/10/24	511,155.48	
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	11,247,519.60
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
		iem beposi	00/00/20	0.7070		10/03/24	000,000.00	1,010,070.07
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
							21,335,090.48	21,335,090.48
			an da anna an			Total	Cash & Investments	25,032,374.91
						10101	east a intestitients	20,002,074.71

Standard & Poors Short Term/Long Term Credit Ratings



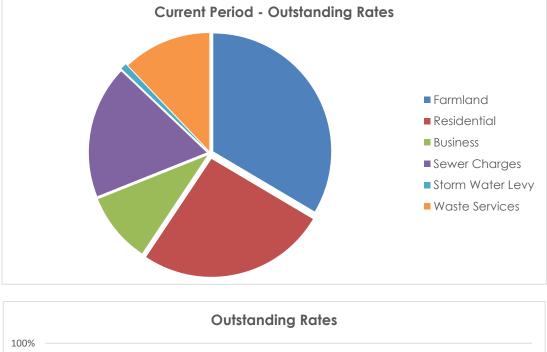
Graph One - proportion of investments held by Standard & Poors credit ratings.

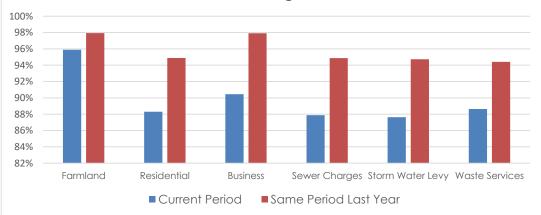
20.8	RATES - O	стов	ER 2023		
File Number:		REP	23/1352		
Author:		Exec	Executive Assistant		
Authoriser:		Gen	eral Manager		
Attachı	ments:	1. 2.	Rates Collection 🕹 🛣 Rates Chart 🖞 🛣		

						Same Period last year	last year
General Rates	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates Outstanding S	Rates Outstanding %	Rates Outstanding S	Rates Outstanding %
Category							
Farmland	2,138,444.64	(2,997.84)	(734,707.64)	1,400,739.16	66%	1,310,606.53	64%
Residential Temora - Occupied	1,481,745.74	(75,775.19)	(609,886.71)	796,083.84	57%	801,514.14	80%
Residential Temora - Vacant	70,522.50	0.00	(25,244.76)	45,277.74	64%	35,359.32	54%
Residential - Ariah Park	90,603.43	(6,362.49)	(35,864.51)	48,376.43	57%	52,148.57	63%
Residential - Springdale	14,593.39	(1,156.23)	(5,788.14)	7,649.02	57%	6,897.86	80%
Rural Residential	166,567.83	(9,836.20)	(81,535.83)	75,195.80	48%	76,666.85	49%
Residential - Temora Aviation	47,523.02	(728.97)	(19,934.47)	26,859.58	57%	25,146.22	56%
Business Temora - Hoskins Street	294,095.59		(149,315.17)	144,780.42	49%	147,130.90	55%
Business Temora - Town	291,117.02		(165,970.83)	125,146.19	43%	129,002.02	46%
Business Temora - Aviation	28,922.94		(13,580.83)	15,342.11	53%	14,306.00	51%
Business - Ariah Park	22,897.24		(12,890.25)	10,006.99	44%	8,761.04	41%
Business - Other	10,555.12		(8,220.90)	2,334.22	22%	1,271.03	13%
Services							
Residential Sewer Charges	1,179,737.54	(37,132.94)	(504,993.57)	637,611.03	56%	632,740.19	59%
Non-Residential Sewer Access & Usage Charges	181,265.34		(105,470.14)	75,795.20	42%	74,817.60	49%
Storm Water Levy	57,515.00		(25,240.84)	32,274.16	56%	30,803.27	80%
Domestic & Rural Waste Services	718,357.63	(38,953.92)	(301,758.14)	377,645.57	56%	378,873.81	59%
Trade Waste Services	151,868.59		(77,803.88)	74,064.71	49%	68,310.76	48%
Overpayments	(119,887.40)		86,985.88	(32,901.52)		(22,938.46)	
Legal charges	17,569.15		(4,285.55)	13,283.60		11,139.95	
Total	6,844,014.31	(172,943.78)	(2,795,506.28)	3,875,564.25	57%	3,782,557.60	80%

Temora Shire Council Rates Collections For the period ended 31 October, 2023

 Image: Second Second





20.9 TEMORA MEMORIAL TOWN HALL - INCOME AND EXPENDITURE OCTOBER 2023			
File Number:	REP23/1391		
Author:	Executive Assistant		
Authoriser:	General Manager		
Attachments:	1. Income & Expenditure 🕹 🛣		



Temora Shire Council

Temora Memorial Town Hall Income & Expenditure

For the period ended 31st October, 2023

	Current YTD	Prior YTD
Income		
Facility Hire	7,353	13,709
Other Sundry Income	-	-
Total Income	7,353	13,709
Expenditure		
Utilities		
Electricity & Gas	(3,458)	(4,754)
Rates	(4,279)	(4,102)
Water	(134)	(332)
Cleaning	(4,380)	(3,661)
Maintenance	(4,993)	(3,395)
Administration		
Employee Costs	(1,770)	(1,774)
Depreciation	-	(29,456)
Insurance	(28,424)	(25,193)
Organisation Support Costs	-	(10,529)
Other/Miscellaneous	-	-
Total Expenditure	(47,438)	(83,195)
Total Town Hall Surplus/(Deficit)	(40,085)	(69,486)
Internal Hire/Donation	615	1,958

20.10 TOWN HALL THEATRE - OCOBER 2023

File Number:	REP23/1393
	NEI 20/ 1000

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Town Hall Theatre 🗓 🛣



Temora Shire Council Temora Town Hall Theatre **Operating Statement** For the period ended 31st October, 2023

	Current YTD	Previous YTD
Candy Bar		
Income	12,429	11,789
Purchases	(3,213)	(5,824)
	9,216	5,964
Admissions		
Income	22,564	22,895
Gold Class Ticket Sales	544	764
Audio Visual Purchases	(14,910)	(17,685)
	8,197	5,973
Other Income		
Facility Hire	491	318
Sale of Advertising	491	-
Donations	-	25
	982	343
Other Costs		
Advertising	-	(50)
Bank Fees	(482)	(480)
Building Maintenance	(228)	(46)
Cleaning	(832)	(1,283)
Computer Costs	(752)	(1,072)
Event Catering Expenses	(929)	-
General Maintenance	(225)	(259)
Insurance	(7,446)	(6,614)
Licences & Permits	(118)	(773)
Materials Purchased	(1,131)	(386)
Rates & Electricity	(3,315)	(3,958)
Employee Costs	(8,752)	(9,665)
Sundry Expenses	-	12
Telephone & Internet	(363)	(364)
Volunteer Support	-	(60)
Depreciation	-	(250)
	(24,572)	(25,248)
Total Cinema Surplus/(Deficit)	(\$ 6,177)	(\$ 12,968)
Internal Hire/Donation	-	-

20.11 IMAGINE TEMORA MINUTES HELD 10 OCTOBER 2023

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Imagine Temora 🗓 🛣

Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 10 October 2023 at 5.05pm

Present:

Louise Adams, Jeremy, Susan Hunn, Fran Cahill, Ken Forster and Yianni Johns.

Apologies:

Lindy Reinhold, Scott Hayman, Susan Jeri.

Minutes from previous Meeting:

Read by Yianni Johns

Moved – Fran Cahill

Seconded - Susan Hunn

Correspondence – inward and outward:

None

Business arising from previous meeting:

Run through how to nominate Australia Day award recipients.

Discussion regarding creation of a list of services/venues covered by council Imagine annual \$10,000 allowance. This list will be submitted to the council for clarification/confirmation that items listed are included in allowance.

General business/Around the Room Update:

TSC- The Art Centre will host an ERA grant writing seminar on the 30 November.

The Flow workshops are continuing.

The centre has been donated a pottery kiln. A meeting is scheduled for later this evening regarding expressions of interest in forming a pottery group/club at the centre.

Discussion re Silo Sounds at Harden which was very well attended.

Discussion regarding the Temora Art Prize professional category and sponsors prize money. It was suggested that smaller donations be pooled to create a larger prize with sponsors still receiving recognition for their participation. This may attract more sponsors.

Discussion re promoting/finding what's on/community events that is not internet based.

Motion Arts – Will be holding a members only Halloween movie night. Beetlejuice and Christine will be screening. Anyone is welcome to attend provided they are a member or willing to join up.

The Great Gatsby is planned for April 2024 – will be promoted via word of mouth.

TADVAC – Have requested a council installed street sign showing the location of the Art Centre.

They have attracted new members as a result of the Flow workshops.

Karen Walsh will be back tutoring this week.

The recent pastel workshop was well attended.

Louise is to check when the AGM is due.

Next meeting will be held on 14 November.

Meeting closed 5.55pm

20.12 HERITAGE COMMITTEE MINUTES HELD 12 OCTOBER 2023

File Number:	REP23/1316
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Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Heritage Committee 🗓 🛣

MINUTES OF THE MEETING OF THE

TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers – 12th October, 2023

Present:David Scobie, Cr Jason Goode, Claire Golder, Dale Wiencke,
Merryl Graham, Bill Speirs, Wilma McCubbin, Cr Nigel Judd,
Cr Anthony Irvine, Michael Collins, Ros Hartwig, Rod Ballantyne,
Kris Dunstan, Belinda Bushell (Via Zoom)

- Apologies: Cr Claire McLaren
- Commenced: 11.04 am

Confirmation of Minutes:

It was **MOVED** by Merryl and **SECONDED** by Cr Goode that the minutes be accepted.

Business Arising:

The Passing of Earl Ion Kotzur

• Kris asked the committee to be upstanding for a minutes silence in memory of a valuable and enthusiastic committee member.

Indigenous Heritage

- David to move forward with the design of the signage.
- Discussions in regard to signage being erected at entrances into town.

Temora Hospital Redevelopment

- Merryl asked about the saving of hospital history memorabilia.
- Discussions held in regard to assist in the creation of a project to retain/display/document memorabilia before the demolition of the existing hospital takes place.
- Concern was expressed that we need to take action before it's too late and the history is lost.

- David mentioned that the Orange Hospital had compiled Oral History recordings of current and ex-employees, Doctors, medical staff etc.
- Merryl mentioned she would make contact with Ailsa Hudson, she has expressed interest and assistance.
- Talk to current hospital staff.

Bill to compile a report. Heritage Committee – possibly a sub-committee, to assist with this project.

Self-Drive Brochures

• Still progressing.

Wilma and Ros to meet with David in November.

Satellite Airfield Tours

- David advised the text has been checked by several people.
 - Map developed/graphic design.
 - Cr Irvine mentioned the Aviation Museum has a higher quality copy of the map suggested seeing Peter Harper.
 - Wilma has collated the text for the third panel.

Oral History Project

- Kris encouraged members to make use of the area set up at the Arts Centre for this purpose.
- Nigel is still looking to interview an Ariah Park lady in the next couple of months. Unfortunately, one lady is now in hospital that he was going to talk to.
- Kris mentioned the importance of making the recordings, not to worry about the quality at this point, just to get the recordings.

Chinese Heritage Book

- Merryl advised that she and Ros are still progressing with this project.
- Spoken to local farmers who had Chinese workers on their properties.
- Still looking for artifacts there aren't too many, these workers didn't have a lot, every little item was important to them.
- Local history 90% complete, then look to current local residents for their stories to complete the book.
- Still having difficulty with changing of names. On arrival in Australia their names were translated differently, names of members of the same family appear to be different.

• Cr Irvine asked where the workers would have moved to after working around the district. Merryl advised around the 1860's they would have moved on to the mining towns.

Main Street Verandah Re-Instatement

• Kris advised Jamie Keith is wrapping up some other projects for the remainder of the year and is looking to start on the Westy in 2024. Therefore, the verandah work will not be completed in this financial year.

Need to follow up – roll over unused funds.

Heritage Assistance Fund

• No applications received.

Digitalisation of the Temora Independent

• On going – see what funding we have before the end of the reporting period in May next year.

Heritage Advisors Report

• Reported and discussed by David.

<u>Meeting Notices:</u> Current Projects General Business arising to discuss.

General Business:

- Kris Friday 13th November, unveiling of the panel near MGS Accounting at 12 noon. The panel has been funded by the Surveyors Institute, they choose a town each year for a project such as this. All members welcome to attend.
- Cr Judd discussed the great idea proposed to the committee by Earl to erect a statue of Marie Narelle. He would like to investigate the costing/idea of this project.
 Moved Kris Seconded Cr Goode.
- **Merryl** suggested returning to monthly meetings. Both Cr Goode and Cr Judd agreed. The committee agreed, Kris advise that we will return to month meetings from February, 2024.
- Wilma advised the committee of the very successful Bus Tour held at the end of August. 51 people attended, really enjoyed the experience, a very successful day. Looking forward to the next one. Moving forward with tour plans of Gidginbung and Trungley Hall, Narraburra, Morangarell and Grogan then the Springdale component.

 Bill – discussed with the committee the arrival of a 1953 Ambulance Jeep to be delivered to the Museum next Thursday (19th). The jeep was in service in Bourke and is on-loan to the museum indefinitely. Everyone welcome to attend – 10am.

Meeting Closed: 12.00 pm

Next Meeting: Thursday 7th December, 2023 in the Council Chambers. Christmas luncheon to follow after the meeting.

20.13 SOROPTIMIST INTERNATIONAL - THANK YOU

File Number:	REP2	3/1318
Author:	Exec	utive Assistant
Authoriser:	Gene	eral Manager
Attachments:	1.	Soroptimist International 🗓 🛣

Thanking Council for the support and donation given to the inaugural "Half the Sky" Awards and presentation ceremony held at the Bundawarrah Centre.



Soroptimist International South East Asia Pacific

South West Slopes

a global voice for women

Tuesday, 17 October 2023

Ms Melissa Boxall General Manager Temora Shire Council 105 Loftus St Temora NSW 2666

Dear Melissa,

On behalf of all members of Soroptimist International South West Slopes, I'm writing to thank Temora Shire Council for supporting our recent Rural Women's Day High Tea and presentation ceremony for the inaugural "Half the Sky" Awards. Without the generous financial support of our Sponsors, the event would not be possible.

Thanks also for taking time out of your weekend to attend the High Tea and helping us recognise all the finalists and winners of the Awards. As we have previously mentioned, women are still under-represented in formal recognition programmes for their professional and community work. With these Awards, we aim to highlight the significant contributions made by women in the South West Slopes area, including in Temora Shire. I'm sure you'll agree that there were some very well-deserved Awards handed out on Saturday.

We hope you enjoyed the High Tea and meeting other women from our local area. It was great to showcase the wonderful Bundawarrah Centre to visitors from neighbouring towns.

We very much appreciate Council's donation and encouragement of our club as we expand our presence and impact in Temora. Please pass on our thanks to all the Councillors for their support.

Sincerely,

Denise Clements

Denise Clements President

Soroptimist International of South West Slopes Inc. Y1530347 All correspondence to: sisouthwestslopes@siswp.org President: Denise Clements Secretary: Sonia Casanova Treasurer: Julie Wynd

20.14 THE HON MICHAEL MCCORMACK - HEAVY VEHICLE ALTERNATE ROUTE

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. McCormack - Heavy Vehicle alternate route 🗓 🛣

Advising of the response received from Minister Catherine King regarding a proposed Temora heavy vehicle alternate route.

IIC IIUII. WIIGHACI WIGGUIIIIAGN WI

ederal Member for Riverina hadow Minister for International Development and the Pacific

> Ms Melissa Boxall General Manager Temora Shire Council PO Box 262 TEMORA NSW 2666

Dear Ms Boxall

I write concerning the June 19 2023 representation I made on behalf of former Temora Shire Council General Manager, Mr Gary Lavelle PSM, to the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, regarding a proposed Temora heavy vehicle alternate route (bypass).

I write to advise I have received a response from Minister King.

Please the Minister's correspondence enclosed for your information.

It is disappointing that in response to the representation – which included Mr Lavelle's comprehensive update of Council's extensive work on the bypass project – that the Minister simply encourages Mr Lavelle to contact Transport for NSW and brings his attention to the Heavy Vehicle Safety and Productivity Program. It is clear in Mr Lavelle's letter that Council is already well down the path of both these suggestions.

Please be assured I will continue to advocate for Council on this important issue and raise it personally with Minister King at the earliest opportunity.

Yours sincerely

Hon Michael McCormack MF

Federal Member for Riverina mm.jj.pks

17 110 /2023



Parkes

207A Clarinda Street Parkes, NSW, 2870 **ph** 02 6862 4560

Wagga Wagga

Suite 2, 11-15 Fitzmaurice Street Wagga Wagga, NSW, 2650 **ph** 02 6921 4600



The Hon Catherine King MP

Minister for Infrastructure, Transport, Regional Development and Local Government Member for Ballarat

Ref: MC23-063843

The Hon Michael McCormack MP Member for Riverina Suite 2, 11-15 Fitzmaurice Street WAGGA WAGGA NSW 2650

via: Michael.McCormack.mp@aph.gov.au

Dear Mr McCormack Michael,

Thank you for your letter of 19 June 2023 on behalf of Mr Gary Lavelle PSM, General Manager of Temora Shire Council, regarding a proposed Temora heavy vehicle alternate route. I appreciate Mr Lavelle's advocacy for a bypass. I apologise for the delay in responding.

I encourage Mr Lavelle to contact the New South Wales (NSW) Government regarding his suggestion for a Temora heavy vehicle alternate route through <u>www.nsw.gov.au/nsw-government/ministers</u> or Transport for NSW at <u>www.transport.nsw.gov.au/about-us/contact-us</u>.

In addition, Mr Lavelle may be interested to know that the Heavy Vehicle Safety and Productivity Program is designed to provide funding to state, territory and local governments for projects which will improve the productivity and safety outcomes of heavy vehicle operations across Australia.

Projects under this program are capped at a maximum of \$5 million in Australian Government funding, up to 50 per cent of the project costs for projects in urban areas and 80 per cent of the cost for successful projects located in regional areas.

Applications can be submitted all year round to provide increased flexibility and permit projects to be submitted when they will most benefit Australia's bridges and heavy vehicle infrastructure. All projects are reviewed for eligibility and assessed against equally weighted criteria, as set out in the program's guidelines. For further information go to: www.investment.infrastructure.gov.au/about/local-initiatives/heavy-vehicle-safety-and-productivity-program.

PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520

Thank you for bringing Mr Lavelle's concerns to my attention.

Yours sincerely

Catherine King MP

4 /10/2023

20.15 VISITOR - POSITIVE COMMENT

File Number:	REP23/1332
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	1. Visitor 🖖 🛣

Recent visitors to Temora passed on wonderful praise on how the services were in town, cleanliness, museums and volunteers.

Anne Rands

From: Sent: To: Subject: Temora Shire Council Thursday, 26 October 2023 12:12 PM Anne Rands FW: To Temora council

-----Original Message-----From: From: Fr

Hello there

My husband and I visited Temora for a few days last week

We want to say how impressed we were with the services in town

The roads, cleanliness of public venues and the people make it a special place.

The museums were very interesting and the volunteers helpful

As standards flow down from the top, full credit to Temora council.

Other towns could learn a lot from Temora!

Regards

Allan and Joan) Bathurst

Sent from my iPad

1

20.16 THE HON MICHAEL MCCORMACK - DISASTER RECOVERY FUNDING ARRANGEMENTS

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. The Hon Michael McCormack 🗓 🛣

Advising of correspondence received from the Hon Murray Watt regarding claimable on costs under the Disaster Recovery Funding Arrangements.

TIG HUTLI MITCHAGI MICOUTHACK MI

ederal Member for Riverina hadow Minister for International Development and the Pacific RECEIVED 2 6 OCT 2023 TEMORA SHIRE COUNCIL

Ms Melissa Boxall General Manager Temora Shire Council PO Box 262 TEMORA NSW 2666

Dear Ms Boxall

I have received a letter from Senator the Hon Murray Watt, Minister for Agriculture, Fisheries and Forestry, Minister for Emergency Management, in response to a representation I made on behalf of Temora Shire Council on 7 August 2023 regarding claimable on costs under the Disaster Recovery Funding Arrangements (DRFA).

Please find a copy of Minister Watt's letter enclosed for your information.

As you will read, Minister Watt advises Council's concerns have been raised with the NSW State Government, which he says has responded to Council's inquiry. He also advises an independent review into Australia's disaster funding arrangements is currently underway with a final report due in April 2024.

I trust the information contained in the Minister's letter is of assistance.

Thank you for contacting me on this matter.

Yours sincerely

Michael McCormack MF

Federal Member for Riverina mm.jh.pks

23 1 10/2023



Parkes

207A Clarinda Street Parkes, NSW, 2870 **ph** 02 6862 4560

Wagga Wagga

Suite 2, 11-15 Fitzmaurice Street Wagga Wagga, NSW, 2650 ph 02 6921 4600



SENATOR THE HON MURRAY WATT MINISTER FOR AGRICULTURE, FISHERIES AND FORESTRY MINISTER FOR EMERGENCY MANAGEMENT

MC23-023806

The Hon Michael McCormack MP Federal Member for Riverina Suite 2, 11-15 Fitzmaurice Street WAGGA WAGGA NSW 2650

Michael.McCormack.MP@aph.gov.au

Dear Mr McCormack

Thank you for your letter of 7 August 2023 on behalf of GC Lavelle, Temora Shire Council, concerning claimable on costs under the Disaster Recovery Funding Arrangements (DRFA) in New South Wales (NSW).

As you are aware, state and territory Governments have primary responsibility for responding to disasters and providing assistance to impacted communities. The Australian Government supports the states with the costs of providing relief and recovery assistance to communities through the jointly-funded DRFA. Under the DRFA, the states determine the type and level of assistance to make available following a disaster, and the Australian Government co-funds it.

Assistance measures under the DRFA are administered by the NSW Government. As the state is responsible for administration of the DRFA, NSW has set the rates for on costs for Council work.

Officials from my agency, the National Emergency Management Agency, have raised your concerns with the NSW Government. I understand the NSW Government has directly responded to your enquiry. The Government continues to work closely with the NSW Government to ensure relief and recovery assistance is available and delivered as quickly as possible.

It is worth noting that the Albanese Government has commissioned an independent review into Australia's disaster funding arrangements, to ensure government investment in disaster funding is fit-for-purpose and effective in the face of increasingly frequent and more severe natural disasters.

The Review is being led by Mr Andrew Colvin APM OAM, a partner at Deloitte, who previously helmed national recovery efforts after the 2019-20 Black Summer Bushfires. While public submissions have closed, this review is taking into account the experience of

Parliament House Canberra ACT 2600 Telephone (02) 6277 7190

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Local Government in utilising DRFA funding. A final report is expected to be provided to Government in April 2024.

Thank you again for bringing your concerns to my attention.

Yours sincerely

MURRAY WATT

10 / 10 / 2023

21 CONFIDENTIAL REPORTS

RESOLUTION 214/2023

Moved: Cr Graham Sinclair Seconded: Cr Lindy Reinhold

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:00pm:

21.1 Confidential Minutes of the TAIC Partnership Meeting held on 9 November 2023

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

RESOLUTION 207/2023

Moved:Cr Graham SinclairSeconded:Cr Jason GoodeIt was resolved that the reports be received.CARRIED

RESOLUTION 208/2023

Moved:Cr Jason GoodeSeconded:Cr Belinda BushellIt was resolved that the reports and recommendations as presented be adopted.CARRIED

21.2 Confidential Minutes of the Assets & Operations Committee Meeting held on 21 November 2023

This matter is considered to be confidential under Section 10A(2) - b, c, di and dii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer, information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

RESOLUTION 209/2023

Moved:Cr Graham SinclairSeconded:Cr Jason GoodeIt was resolved that the reports be received.CARRIED

RESOLUTION 210/2023

Moved:Cr Graham SinclairSeconded:Cr Belinda BushellIt was resolved that the reports and recommendations as presented be adopted.CARRIED

21.3 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 21 November 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.

RESOLUTION 211/2023

Moved:Cr Claire McLarenSeconded:Cr Jason GoodeIt was resolved that the reports be received.CARRIED

RESOLUTION 212/2023

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

21.4 General Manager's 3 Month Workshop

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

RESOLUTION 213/2023

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that the General Manager's 3-month Workshop Outcomes Report be received and noted. AND FURTHER

That the Mayor convey to the General Manager the Councillors compliments in the manner in which she has carried out her functions and it has noted a high satisfaction rating with her performance.

CARRIED

21.5 The Bundawarrah Centre - Renaming the RFS Community Engagement Centre

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

RESOLUTION 214/2023

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that Council install a suitable plaque to recognise the contribution of Steve Holden to the establishment of the RFS Community Engagement Centre at the Bundawarrah Centre.

CARRIED

21.6 Proposed rezoning Temora West

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

RESOLUTION 215/2023

Moved:Cr Anthony IrvineSeconded:Cr Jason GoodeIt was resolved that Council.

- 1. Consider the matter again, once the outcome of the Regional Strategic Planning Fund grant application is known to Council, and
- 2. If successful with the Regional Strategic Planning Fund Grant a further report be brought to Council identifying potentially impacted stakeholders.

CARRIED

21.7 Planning Proposal - Gallipoli Street, Hakea Street, Milvale Road and Loftus Street Temora

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

RESOLUTION 216/2023

Moved:Cr Belinda BushellSeconded:Cr Graham SinclairIt was moved that Council:

- 1. Support the changes to the LEP as detailed in the Planning Proposal and
- 2. Submit the Planning Proposal to the Department of Planning and Environment for

Gateway Determination.

AMENDMENT

Moved: Cr Jason Goode Seconded: Cr Claire McLaren

That Council

- Support the changes to the LEP as detailed in the Planning proposal provided there is 4,000 sq metres of public open spaces on the existing Lot; 47 DP; 1242414 and
- 2. Submit the Planning Proposal to the Department of Planning and Environment for Gateway Determination

The Amendment was put and carried

And became the Motion

The Motion was put and

CARRIED

21.8 Ariah Park Recreation Ground Lighting

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

RESOLUTION 217/2023

Moved:Cr Claire McLarenSeconded:Cr Jason GoodeIt was resolved that Council note the report.CARRIED

21.9 Temora Cemetery

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

RESOLUTION 218/2023

Moved:Cr Belinda BushellSeconded:Cr Graham SinclairIt was resolved that Council note the report.CARRIED

21.10 Pinnacle Community Services

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

RESOLUTION 219/2023

Moved:Cr Belinda BushellSeconded:Cr Jason GoodeIt was resolved that Council support option 3 as outlined in the report.CARRIED

21.11 Employee Incentive Scheme Nomination

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

RESOLUTION 220/2023

Moved:Cr Jason GoodeSeconded:Cr Nigel JuddIt was resolved that Council endorse a Category 3 reward for the nominated employee.CARRIED

21.12 Notice of Motion - Road construction work & MOU progress

This matter is considered to be confidential under Section 10A(2) - c and 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

RESOLUTION 221/2023

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

That reports or responses be provided by the General manager or delegated representative in regard to:

- 1. Impact of road construction works to allow access to Altora site and upgrade of Quartz Street with regards to preferred HVAR
- 2. Status/progress of the MOU relative to the development/subdivision proposed for the Airfield Subdivision

CARRIED

CARRIED

RESOLUTION 215/2023

Moved: Cr Jason Goode Seconded: Cr Lindy Reinhold

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

CARRIED

22 MEETING CLOSE

The Meeting closed at 7:52pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 December 2023.

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GENERAL MANAGER

CHAIRMAN