



Date: Thursday, 21 September 2023
Time: 4:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

21 September 2023

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 21 SEPTEMBER 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 Belinda Bushell (arrived 4:52PM), Cr Anthony Irvine

IN ATTENDANCE: Rob Fisher (Engineering Asset Manager), Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Melissa Boxall (General Manager), Anne Rands (Executive Assistant), Claire Golder (Town Planner), Grace Mannion (Secretary Environmental/Engineering)

Temora Independent – Sean Cunningham

Media Officer – Lauren Carr

1 OPEN AND WELCOME

There were no Public Forum requests.

Cr Anthony Irvine left the meeting at 4:01 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

CR ANTHONY IRVINE RETURNED TO THE MEETING AT 4:01 PM.

3 APOLOGIES

RESOLUTION 146/2023

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

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

CARRIED

4 OPENING PRAYER

The opening prayer was conducted by Pastor Derek Yu from the Presbyterian Church.

5 CONFIRMATION OF MINUTES**RESOLUTION 147/2023**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 17 August 2023 be confirmed.

CARRIED

6 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Sinclair	REP23/1160	Pecuniary	Left the meeting
Cr Firman	REP23/1205	Non-pecuniary	Stayed in meeting
Cr Judd	REP23/1205	Non-pecuniary	Stayed in meeting
Cr Reinhold	REP23/1205	Non-pecuniary	Stayed in meeting
Cr Irvine	REP23/1160	Pecuniary	Left the meeting
Rob Fisher	REP23/1160	Pecuniary	Left the meeting
Craig Sinclair	REP23/1160	Pecuniary	Left the meeting
Cr Judd	REP23/1219	Non-pecuniary	Left the meeting

Cr Firman vacated the chair at 4:06PM

General Manager, Ms Melissa Boxall assumed the Chair.

General Manger, Ms Melissa Boxall conducted the election of Mayor and Deputy Mayor

7 ELECTION AND DELEGATES**7.1 ELECTION OF MAYOR & DEPUTY MAYOR - 2023****File Number:** REP23/1140**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

Election of Mayor – Local Government (General) Regulations 2005, Clause 294, Schedule 7.

Under the Local Government Amendment (Governance and Planning) Bill 2016 the Local Government Act 1993, the Mayor is elected for a period expiring in September 2024.

The regulations provide for the following:-

- The General Manager (or a person appointed by the General Manager) is the returning officer
- A Councillor may be nominated without notice for election as Mayor
- A nomination is to be made in writing by two or more Councillors one of whom may be the nominee
- The nomination is not valid unless the nominee has indicated consent to the nomination in writing
- The nomination is to be delivered or sent to the returning officer
- The returning officer is to announce the names of the nominees at the Council meeting at which the election is to be held
- If only one Councillor is nominated that Councillor is deemed elected
- If more than one Councillor is nominated the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting
- The election is to be held at the Council meeting at which the Council resolves on the method of voting

Definition: Ballot has its normal meaning of secret ballot and open voting means voting by show of hands or similar means. Copies of the nomination forms for the use in respect of the election of Mayor have been distributed with this agenda.

Election of Deputy Mayor – (Section 231)

The position of Deputy Mayor is an optional position. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise excising the function or whereas a casual vacancy in the office of Mayor. Council has traditionally elected such a person and the election procedures are the same as for Mayor, as per the nomination forms for Mayor forms have been distributed with this agenda in respect to the election of the Deputy Mayor.

Cr Rick Firman was the only nomination for the position of Mayor.

As there is only one nominee for the role of Mayor, I declare that Cr Rick Firman is elected as Mayor for the next 12 months.

Cr Graham Sinclair was the only nomination for the position of Deputy Mayor.

As there is only one nominee for the role of Deputy Mayor, I declare that Cr Graham Sinclair is elected as Deputy Mayor for the next 12 months.

RESOLUTION 148/2023

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

It was resolved that the position of Mayor and Deputy Mayor be filled.

CARRIED

Report by Melissa Boxall

1. SEATING

RESOLUTION 149/2023

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that the seating remain the status quo for the 12-month period.

CARRIED

Mayor Rick Firman assumed the Chair at 4:11pm.

7.2 COMMITTEES & DELEGATES - SEPTEMBER 2023

File Number: REP23/1141
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

It has been the practice of Council to elect representatives on Council Committees and Delegates to various organisations of Council.

The Delegate to Goldenfields Water County Council will continue to hold the position until the next election in 2024.

Listed in brackets are the current delegates/members.

	COMMITTEE	APPOINTED DELEGATE
1	Environmental Liaison Committee	2 Delegates (Cr Oliver & Kris Dunstan)
2	Local Emergency Management Officer	Engineering Works Manager (Alex Dahlenburg)
3	Riverina Eastern Regional Organisation of Councils (REROC)	Mayor, Alternate Delegate & General Manager (Alternate Cr Judd)
4	Riverina Regional Library Service	1 Delegate, Alternate Delegate & Director of Administration & Finance (Cr McLaren, Cr Bushell alternate, Elizabeth Smith)
5	Bland-Temora Bushfire Zoning Liaison Committee	1 Delegate, Alternate Delegate & General Manager & Director of Administration & Finance (Cr Sinclair, Cr Judd alternate, Melissa Boxall, Elizabeth Smith)
6	Goldenfields Water County Council**	1 Delegate **(normally 4 year term) Cr Sinclair was elected in January 2022
7	Temora Traffic Committee	1 Delegate (Cr Oliver)
8	Riverina Regional Weeds Committee	1 Delegate & Director of Environmental Services (Cr Sinclair & Kris Dunstan)
9	Lachlan Regional Transport Committee	1 Delegate (Cr Judd)
10	Riverina JO	1 Delegate, required to be the Mayor of the Council. Currently an alternate is appointed as the Mayor is independent chair (Cr Sinclair)

1. COUNCIL COMMITTEES

The Committees that require representation are as follows.

ASSETS & OPERATIONS COMMITTEE (meet 2:00pm on committee days – unlimited membership)

Council Delegate: : Cr Firman, Cr Judd, Cr Sinclair, Cr Oliver, Cr McLaren, Cr Bushell, Cr Goode, Cr Irvine, General Manager

Objective: To consider issues at a Committee level that broadly falls under the portfolio of engineering services. This would include and not be limited to roads, drainage, footpaths, plant and civil works.

ECONOMIC DEVELOPMENT & VISITATIONS COMMITTEE – (Unlimited membership – meet 4:30pm on committee days)

Council Delegate: Cr Firman, Cr Sinclair, Cr Judd, Cr McLaren, Cr Bushell, General Manager, Elizabeth Smith, General Manager

Objective: To develop Council Economic Development Strategies and review progress against the plan.

ROADS HIERARCHY COMMITTEE – All Councillors

Council Delegate: General Manager

Objective: To develop and maintain a methodology for the determination of road upgrade priorities.

PERFORMANCE REVIEW COMMITTEE - Mayor & Deputy Mayor & 2 Councillors

Council Delegate: Cr Rick Firman (Mayor), Cr Graham Sinclair (Deputy Mayor), Cr Oliver, Cr Judd, Cr McLaren

Objective: To approve and formalize the General Manager's employment contract and conditions of employment to undertake a performance appraisal in accordance with the General Managers performance agreement. To consult with the General Manager on an appropriate succession plan for senior staff and to consult with the General Manager on all staff issues and industrial relation at a strategic level.

AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) – Currently 1 Councillor (non-voting)

Council Delegate: Cr McLaren, General Manager

Staff – Elizabeth Smith

The Council is required to adopt a new term of reference for an Audit and Risk Improvement Committee (ARIC). Under this model, Council representation is reduced to potentially 1 non-voting member. A report will be provided to the February meeting. It is recommended that appointment of delegates be deferred until after this report.

Objective: To develop an internal audit programme based on a risk assessment of all the functions of Council and to facilitate and promote improved operating procedures.

LOCAL GOVERNMENT WEEK – Currently 2 Councillors

Council Delegate: Cr Sinclair, Cr Firman, General Manager

Objective: To develop a program promoting Local Government Week.

RISK MANAGEMENT COMMITTEE – Currently 1 Councillor

Council Delegate: Cr Irvine, General Manager

Objective: To provide a safe working environment for staff, contractors, volunteers and the public that minimises the occurrence of accidents and promotes a culture of risk management best practice

YOUTH ADVISORY COMMITTEE – Currently 2 Councillors – meet 12 midday on committee day

Council Delegate: Cr Firman, Cr Bushell, General Manager

Staff – Elizabeth Smith

Objective: Advise Council in relation to youth issues and promote youth events. To improve a safe, social network for the youth of Temora Shire. To collaborate with young people, schools, families and relevant organisation to create a diverse and relevant opportunities for young people that are accessible and affordable.

SIGNAGE COMMITTEE – Currently 5 Councillors

Council Delegate: Cr Judd, Cr McLaren, Cr Reinhold, Cr Irvine, General Manager

Objective: Make recommendations to Council in accordance with the Signage Guidelines (Policy No: PR3) in relation to navigational, temporary, promotional, directional and advertising signage to ensure signs are effective and appropriate, whilst complimenting the character and visual amenity of the area in which they are to be erected.

2. STATUTORY COMMITTEE

CONSULTATIVE COMMITTEE (No Councillors)

Council Delegate: Mel Hodgkins, Graham Mackey, Kris Dunstan, Elizabeth Smith, Cathy New, General Manager, Sheree Axtell, Rob Fisher

Objective: Council is required to constitute a Consultative Committee. The committee is charged with the responsibility to determine issues of an industrial nature. It should be noted that the responsibility extends to positions not individual employees.

CODE OF CONDUCT COMMITTEE

It is recommended that Council adopt the REROC Panel of Conduct Reviewers established by REROC.

Objective: The Council is required under the Code of Conduct to appoint a Code of Conduct committee. The committee must comprise of three or more persons independent of Council. Independent of Council means a person who is not an employee of the Council, has no current or ongoing contractual relationship with Council in the nature of services, retainer or contract for the provision of goods of any kind, or is not an employee of any entity with such a contractual relationship.

3. SUNSET COMMITTEES

Aerodrome Multi-Purpose Building – 3 Councillors (Crs Judd, Reinhold, McLaren)

Scholarship/Career Committee – 3 Councillors (Crs Firman, Sinclair)

Floodplain Risk Management Committee – 2 Councillors (Crs Judd, Oliver)

Street Lighting Committee – 4 Councillors (Crs Firman, Irvine, Judd & Bushell)

4. SECTION 355 COMMITTEE

- **ACCESS & EQUITY COMMITTEE**

Michael Floyd (People with Disability), Robert Jordan (Community Rep), Deb Patterson (Community Rep), Kristy Wallace, Jane Sanders, Dale Wiencke

Staff - Sheree Axtell, Kris Dunstan, Elizabeth Smith, Claire Golder

Council Delegates: **Currently 2 Councillors** (Cr Bushell and Cr McLaren)

Objective: To advocate on behalf of people with a disability, older people and parents with infants. To promote wellbeing and a sense of belonging for the above residents by raising awareness of issues that they may face. To ensure services and facilities in the community are accessible to all residents (within reason and with regard to regional and rural limitation)

- **AERODROME USERS**

Temora Aero Club - Robert Maslin (alternate Graham Engel), Temora Gliding Club – Grant Johnson (alternate Geoff King), Temora Aviation Museum – Murray Kear & Peter Harper, Temora Airpark Estate Residents - Frank Lovell (alternate vacant), Robert Matthews

Staff - James Durham, Rob Fisher

Council Delegates: **Currently 2 Councillors** (Cr Judd, Cr Oliver)

Objective: To promote the future development of Temora Aerodrome and provide a forum for consultation with aerodrome users.

- **ARIAH PARK ADVISORY COMMITTEE**

Tim Sanders - Chair, Toni Leiper, Robyn Wall, Allen Penfold, Rowan Bromfield - Secretary, Anthony Moffatt

*Council Delegates: **Currently 1 Councillor** (Cr Judd)*

Objective: To promote and maintain the facilities of Ariaiah Park for the benefit of the community.

- **ARIAH PARK POOL COMMITTEE**

Toni McCormack, Chloe Tidd, Phil Davey, Allan Edis, Nathan Chalmers, Peter Harper

*Council Delegates: **Currently 1 Councillor** (Cr Judd)*

Objective: To promote optimum usage of the Ariaiah Park Pool; to ensure co-operation between users of the facility; to ensure equitable allocation for the usage of the facility

- **AUSTRALIA DAY COMMITTEE**

Beth Firman, Taz Rundle, Dylan Engelke

*Council Delegate: **Currently 3 Councillors** (Cr Firman, Cr Sinclair, Cr Oliver)*

Objective: To organise an appropriate event to celebrate Australia's National Day in Temora; to participate in the ambassador program and ensure that the ambassador is appropriately utilized

- **BUNDAWARRAH CENTRE MANAGEMENT COMMITTEE**

Rural Museum Reps –Robert Maslin (Chair), John Harris, Neil Martin

Men's Shed Reps – Howard Ruth

Radio Station – Ken Davis

Staff – Bill Speirs & Ann Pike

*Council Delegate: **Currently 1 Councillor** (Cr Oliver)*

Objective: The community museum management's responsibility to maintain the rural museum on behalf of the community & the historical society; to promote heritage tourism within the shire; to facilitate restoration of local significant heritage artifacts

- **FRIENDS OF TEMORA SHIRE CEMETERIES**

Ian Preston, Meryl Graham, Darryl Sutherland, Betty Brabin, Barb Harmer, Pam Buerckner, Harold Fritsch, Rick Taylor, Pat Taylor, Bruce Firman, Mavis Cassidy, Leonie Weir, Errol Schmetzer, Wilma McCubbin, Brian Murray, Lyn Wells, Belinda Bushell

*Council Delegates: **Currently 1 Councillor** (Cr Oliver)*

Objective: To advise Council on issues relating to the maintenance and development of Council owned cemeteries; to assist in the maintenance of Council owned cemeteries in Temora Shire Council areas.

- **HERITAGE COMMITTEE**

Jason Goode, Michael Collins, Meryl Graham, Wilma McCubbin, Ros Hartwig, David Scobie, Rod Ballantyne, Graham Lynch, Belinda Bushell, Dale Wiencke

Staff – Sally Hurst, Kris Dunstan, Claire Golder, Bill Speirs

Council Delegate: **Currently 3 Councillors** (Cr Judd, Cr Oliver, Cr Goode)

Objective: To protect and conserve areas and items of historic and landscape heritage value.

- **IMAGINE TEMORA**

Susan Jeri, Louise Adams, Libby Hanlon, Yianni Johns, Fran Cahill, Chris Watson, Scott Hayman, Rod Gray, Colette Balzer

Staff – Shontayne Ward

Council Delegate: **Currently 2 Councillor** (Cr Reinhold, Cr McLaren)

Objective: To promote cultural diversity and to satisfy artists needs of community; to foster performing artists; to bring performances to the shire.

- **LAKE CENTENARY MANAGEMENT COMMITTEE**

Brett Cornford – President, Simon Forsyth – Vice Chairperson, Amanda Blachut - Treasurer, Amber Crawford – Secretary, Adam Blachut, Scott Krause, Brent Crawford, Rachel Parsons

Council Delegates: **Currently 1 Councillor and Alternate** (Cr Sinclair, Cr Oliver alternate)

Objective: To encourage and foster the sport of sailing and the use of all classes of power boats and generally boating of all types and such aquatic sports as determined by the General Committee; to encourage sailing and boat races by the promotion of regattas and the giving of prizes and by any other means which may from time to time be determined by the General Committee, and to charge admission prices to any such races or regattas and to donate such proportion of the proceeds as may be determined by such Committee; to encourage all types of Aquatic Sports by Junior Members for the purposes of training efficient Senior members; To administer the rules and regulations as set down by the General committee in relation to the use of Lake Centenary and to generally promote water safety; Generally to promote fellowship among its members.

- **SISTER CITY COMMITTEE**

Peter Speirs, Helen Speirs, Bob Brabin, Tania Botha, Anne Giacomini, Fab Giacomini, Jeff Cornford

Staff – Shontayne Ward

Council Delegate: **Currently 1 Councillor & Alternate** (Cr Goode, Cr Firman alternate)

Objective: To forge closer Council and community relationships with existing sister cities and Council.

- **SPRINGDALE COMMUNITY COMMITTEE**

Les Buckley (President), Pat Thorne (Vice President), Jess Miller (Secretary), Vinnie Reid (Treasurer), John Woodley, Annie Thorne.

Council Delegate: **Currently 2 Councillors** (Cr Oliver, Cr Bushell)

Objective: To promote optimum usage of the Springdale Hall including responsibility for booking of the hall; to ensure that the hall is maintained in good condition; to ensure the safety of the patrons of the hall

- **TEMORA AGRICULTURAL INNOVATION CENTRE (Partnership Committee)**

Andrew Bulkeley, 3 Farmlink Board Members

Staff – Melissa Boxall, Elizabeth Smith, Craig Sinclair

Council Delegate: **Currently 3 Councillors** (Cr Sinclair, Cr Goode, Cr Judd)

Objective: To ensure the ongoing viability of Temora Agricultural Research & Advisory Station as a facility to assist the agricultural community.

- **TEMORA & DISTRICT SPORTS COUNCIL**

Judy Gilchrist, Denise Breust, Tony Stringer, John Morton, Nominee from each Member Sporting Body

Council Delegate: **Currently 2 Councillors** (Cr Firman, Cr Oliver)

Objective: To foster, where possible, active participation of the people of the Temora and District in all forms of sport; to advise Council on matters relating to the utilisation of Council sporting facilities; to promote an annual sportsperson and junior sportsperson of the year award presented at the annual Sports Council dinner; to advise Council on capital development priorities of sporting grounds; to develop scholarship programs and provide awards or financial rewards to any person or sporting organisation; to recommend to Council the priority rating for NSW Department of Sport, Recreation and Racing sporting facilities grants; to do any other things as authorised by Council, within the power vested by the Committee from time to time in accordance with the provisions of Section 377 of the Local Government Act

- **TEMORA FIGHT THE FRUIT FLY COMMITTEE**

Mavis Cassidy (President), Kevin Pellow (Vice President), Marleen Thornberry (Secretary/Treasurer), Michael Manning (Publicity Officer), Jean Groth, Keith Cassidy, Ken Morton, Barry Neasmith, Christine Bett, Ken Davis, Rose Davis, Fay Pellow, Pat Neasmith, Horrie Mortlock, Myrtle & Roy Madden, Sue Tolley, Neil Crawford,

Council Delegate: **Kris Dunstan**

Objective: To create awareness amongst citizens and provide education towards the control of fruit fly in the shire.

- **TEMORA WOMEN'S NETWORK**

Catherine Thompson, Susan Jeri, Lyn Cartwright, Norma Howard, Di Scott, Jean Gunn, Sally Deep

Staff – Shontayne Ward

Council Delegate: **Currently 1 Councillor** (Cr Reinhold)

Objective: To provide networking and support for women in the community; provide information on women's issues for the Temora Shire Council Social plan.

- **TOWN HALL THEATRE**

Sue James, Susan Jeri, Leanne Waterson, Jan Gilchrist, Guy Piltz, Beth Firman, Trevor Player, Peter & Nita McIntyre, Andrew Lukasik, Gina Tkacz

Staff – Kris Dunstan

Council Delegate: *Currently 1 Councillor (Cr Reinhold)*

Objective: To provide a venue to host small movies, seminars, concerts, lectures; to provide a social outing to all residents of the Temora Shire

- **ARTS CENTRE ADVISORY**

Rebecca Drenovski, Tracy Heinrich, Wendy Reardon, Bob Brabin, Fay Baun, Judy Gorton, Colette Balzer

Council Delegate: *1 Councillor & Alternate (Cr Reinhold, Cr McLaren alternate)*

Objective: To build community support and establish a creative reputation for the facility. To increase the financial returns of the facility. To stimulate the pursuit of creative thinking, education, and outcomes at the facility.

RESOLUTION 150/2023

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council elects' delegates to the Committees as follows.

Environmental Liaison Committee – Cr Oliver & Kris Dunstan

Local Emergency Management Officer- Alex Dahlenburg

Riverina Eastern Regional Organisation of Councils (REROC) – Mayor Rick Firman, Cr Judd

Riverina Regional Library Service – Cr McLaren, Alternate Cr Bushell, Elizabeth Smith

Bland-Temora Bushfire Zoning Liaison Committee – Cr Sinclair, Alternate Cr Judd, General Manager, Elizabeth Smith

Goldenfields Water County Council – Cr Graham Sinclair ** Term 2 years 10 months**

Temora Traffic Committee – Cr Oliver

Riverina Regional Weeds Committee – Cr Sinclair, Kris Dunstan

Lachlan Regional Transport Committee – Cr Judd

Riverina JO – Cr Sinclair

Assets & Operations – Crs Goode, Oliver, McLaren, Judd, Irvine, Bushell, Firman, Sinclair, General Manager

Economic Development & Visitations Committee – Crs McLaren, Judd, Bushell, Firman, Sinclair,

General Manager, Elizabeth Smith

Roads Hierarchy Committee – All Councillors

Performance Review Committee – Crs Firman, Sinclair, Judd, Oliver, McLaren

Audit Risk & Improvement Committee – Cr McLaren, General Manager

Local Government Week – Crs Sinclair, Firman, General Manager

Risk Management Committee – Cr Irvine

Youth Advisory Committee – Crs Firman, Bushell, General Manager

Signage Committee – Crs Reinhold, Judd, McLaren, Irvine, General Manager

Aerodrome Multi-Purpose Building – Crs Judd, Reinhold, McLaren

Scholarship/Career Committee – Crs Firman, Sinclair

Floodplain Risk Management Committee – Crs Oliver, Judd

Street Lighting Committee – Crs Firman, Irvine, Judd, Bushell

Access & Equity Committee – Crs Bushell, McLaren

Aerodrome Users Committee – Crs Judd, Oliver

Ariah Park Advisory Committee – Cr Judd

Ariah Park Pool Committee – Cr Judd

Australia Day Committee – Crs Firman, Sinclair, Oliver

Bundawarra Centre Management Committee – Cr Oliver

Friends of Temora Shire Cemeteries – Cr Oliver

Heritage Committee – Crs Goode, Oliver, Judd, McLaren

Imagine Temora – Crs Reinhold, McLaren

Lake Centenary Management Committee – Cr Sinclair, Alternate Cr Oliver

Sister City Committee – Cr Goode, Alternate Cr Firman

Springdale Community Committee – Cr Oliver

Temora Agricultural Innovation Centre – Crs Sinclair, Goode, Judd

Temora & District Sports Council – Crs Firman, Oliver

Temora Fight the Fruit Fly Committee – Kris Dunstan

Temora Women's Network – Cr Reinhold

Town Hall Theatre – Cr Reinhold

Temora Arts Centre – Crs McLaren, Reinhold

CARRIED

Report by Melissa Boxall

8 MAYORAL MINUTES

Nil

9 REPORTS FROM COMMITTEES**9.1 MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023****File Number:** REP23/1188**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** 1. Minutes of the Traffic Committee Meeting held on 12 September 2023**RESOLUTION 151/2023**

Moved: Cr Max Oliver

Seconded: Cr Anthony Irvine

It was resolved that the reports be received.

CARRIED**RESOLUTION 152/2023**

Moved: Cr Max Oliver

Seconded: Cr Nigel Judd

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

CARRIED



DATE: TUESDAY, 12 SEPTEMBER 2023
TIME: 10:32AM
LOCATION: 105 LOFTUS STREET
TEMORA NSW 2666

MINUTES

Traffic Committee Meeting

12 September 2023

Order of Business

1	Open Meeting	3
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4.4	CRM - Hoskins Street Speed Limit	16
4.5	Burley Griffin Way & Vesper Street Intersection	18
5	Close Meeting	23

**MINUTES OF TEMORA SHIRE COUNCIL
TRAFFIC COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 SEPTEMBER 2023 AT 10:32AM**

PRESENT: Cr Rick Firman (Mayor)(Chair), Mr Greg Minehan, Cr Max Oliver, TfNSW Sanjay Rohrs, NSW Police Aaron Coddington, Cr Anthony Irvine (Observer)

IN ATTENDANCE: Alex Dahlenburg (Engineering Works Manager), Tom Walker (Road Safety Officer)

1 OPEN MEETING

10:32am

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS**4.1 INGALBA REST AREA****File Number:** REP23/1166**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Project Proposal Ingalba**REPORT**

As per the project proposal attached items relating to the Ingalba Rest Area for the provision of solar lighting and rest area facilities (Toilets) has been an ongoing matter since 2018. With further follow-up by project proposal in 2022.

As an update to this project Transport for NSW (TfNSW) have advised that they will fund solar lighting at this rest area. Funding for this provision is available with Council to cost up lighting and send through to TfNSW.

Regarding toilet facilities there is no funding to support installation of this infrastructure with this location placed on an internal list in TfNSW for unfunded projects to keep this project flagged should funding become available.

Budget Implications

Project cost estimates have not been developed.

Cost to Council Nil, as any associated funding costs are to be covered by TfNSW.

COMMITTEE RESOLUTION 13/2023

Moved: Cr Max Oliver

Seconded: NSW Police Aaron Coddington

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

CARRIED

Report by Alex Dahlenburg



PROJECT PROPOSAL

Council: Temora Shire Council

Road Name: Burley Griffin Way

Road No: 84

Project title: Ingalba Rest Area/Truck Stop

Project Description & Details:

Council has a resolution outstanding to continue to seek improvements be made to the Ingalba Forest truck stop on the Burley Griffin Way, including, but not limited to:

- Provision of solar lighting; and
- Provision of rest area facilities (toilet facilities).

The original resolution resulted from a notice of motion submitted to the January 2018 Council meeting and Council remains to support this motion through its inclusion in Councils Integrated Planning and Reporting Plans.

The site previously contained a solar lighting installation, however due to the recurrent issue of battery theft, these lights were removed around 2005. Council is aware that modern solar lighting products can have battery components concealed in the head of the light making them vandal proof. The footings from the previous lights remain in place and would be suitable for supporting a new lighting arrangement. The site is heavily used by the heavy vehicle industry as a rest stop and is increasingly used for coupling / de-coupling of larger combination vehicles.

In relation to seeking the construction of a toilet facility within the rest area, the basis of this request relates to Council continually experiencing problems with heavy vehicle operators on this east west freight route defecating within this rest area and on the eastern side of Temora within our Industrial Area (Ironbark Street & Hakea Street) and on the approach to Temora around the intersection of Narraburra Street and the Burley Griffin Way. This indicates that facilities within urban Temora are inaccessible or inconvenient.

Previous verbal discussions between TSC and TfNSW staff regarding the site have indicated a hesitance from TfNSW to upgrade the site due to its proximity to urban Temora, Temora West Park Rest Area and the Springdale Rest Area.

The Temora West Park is not accessible by restricted access vehicles, essentially making it redundant from a heavy vehicle perspective. Springdale Rest Area is relatively close to Temora and the Ingalba Rest Area (28km), however the current issues experienced both at the Ingalba Rest Area and surrounding urban Temora would suggest that more is needed.

Council is eager to discuss this matter further at your convenience.

Ingalba Rest Area



Council Resolution

RESOLUTION 19/2018

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

That the Temora Shire Council make representations to the Roads and Maritime Services and Ms Steph Cooke, Member for Cootamundra to have the Truck Stop on the Burley Griffin Way, that is adjacent to the Ingalba Nature Reserve, be named and signposted the "Ingalba Rest Area".

CARRIED

RESOLUTION 20/2018

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

Council makes representations to the RMS and the National Parks and Wildlife Services, to provide Rest Area facilities at the site, as well as asking the NPWS to erect an Information Sign outlining the features of the Ingalba Nature Reserve.

CARRIED

TEMORA SHIRE COUNCIL

NOTICE OF MOTION

"That the Temora Shire Council make representations to the Roads and Maritime Services to have the Truck Stop on the Burley Griffin Way, that is adjacent to the Ingalba Nature Reserve, be named and signposted the "Ingalba Rest Area" or the "Ingalba Truck Stop".

If successful, or as well as, the Temora Shire Council apply to the R.M.S. and the National Parks and Wildlife Services, to provide Rest Area facilities at the site, as well as asking the NPWS to erect an Information Sign outlining the features of the Ingalba Nature Reserve.

Note I have raised similar requests in the past without success, but with the Temora Shire Council recently sealing the Truck Stop, I believe it is an appropriate time to apply again.

Signed



Cr. N.A. Judd

10/01/2018

Local Traffic Committee Concurrence: Yes / No / NR

Design Complete: Yes / No / NR

Estimated Cost:

Comments & Background Information:

As detailed in proposal details.

Project Proposal Completed By: Michael Laxina

Title: Engineering Trainee

Project Proposal Reviewed By: Alex Dahlenburg

Signature: _____

Date: 05/08/22

Title: Engineering Works Manager

Phone Number: 0419 844 759

4.2 HUMAN FAECES ISSUE - TEMORA INDUSTRIAL ESTATE

File Number: REP23/1168
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: 1. Previous Report & Correspondence
2. Aerial Image

REPORT

Please see attached previous report and correspondence, inclusive of a more recent email from a business in the industrial estate area that was not included with the initial report.

TfNSW have considered this matter in conjunction with the Ingalba Rest Area project proposal, with indication that this project will not be considered further.

Due to this outcome the matter is for Council to consider based on these three options.

1. No further action
2. Await opening of the service station in Victoria Street opposite Nixon Park to see if the issue resolves with facilities at this business.
3. Investigate installation of a single unisex ambulant/disabled access toilet in the reserve on the Southern Side of Victoria Street where the Temora Information Bay, table settings and bin are located, with toilet block connected into Council's sewer main.

For option 3 see the attached aerial image. The toilet would be located within the area define by the red dotted line with the sewer service to run down to the sewer main roughly as per the orange line on this map. If Council were to pursue option 3 further investigation into the project and detailed cost estimate would need developing that includes upfront capital cost for the toilet block, sewer service line/connection, water and power connections and any connecting pathways that would need installing with appropriate disabled access. Further the detailed project development estimate would need to consider ongoing maintenance costs for utilities, cleaning, consumables (Toilet paper, etc), etc. There is no budget provision for this facility in the current 2023/24 financial year.

Budget Implications

Option 1 & 2 – Nil cost

Option 3 – Detailed estimate would be required, estimate capital cost without any investigation undertaken would likely see a capital cost of between \$40,000 and \$80,000.

Ongoing annual costs without detailed investigation into servicing frequency would likely be in the region of \$5,000 to \$10,000 per year.

COMMITTEE RESOLUTION 14/2023

Moved: Cr Max Oliver

Seconded: Mr Greg Minehan

That the Committee resolved to recommend to Council they consider option 3, looking at a temporary measure in the meantime with costings furnished for both temporary and permanent

options in a report back to a future Assets and Operations Committee meeting.

AND FURTHER

Discuss with TfNSW shared maintenance cost for cleaning, consumables and bin servicing.

CARRIED

Report by Alex Dahlenburg

ASSETS & OPERATIONS COMMITTEE MEETING AGENDA**15 NOVEMBER 2022**

4.5 HUMAN FAECES ISSUES - INDUSTRIAL ESTATE

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

REPORT

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

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

Written complaint to council:

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

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

COMMITTEE RESOLUTION 124/2022

Moved: Cr Jason Goode
Seconded: Cr Anthony Irvine

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

CARRIED

Report by Michael Laxina

Customer Request Management Enquiry 3460/2021 - Urban Roads Enquiry

Received Date 08/09/2021 04:13 PM

Determination
Details Undetermined

Reference Id 20402

Contact
Method TELEPHONE

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

Alex Dahlenburg

From:
Sent: Tuesday, 25 July 2023 10:54 AM
To: Melissa Boxall; Rob Fisher; Alex Dahlenburg
Cc:
Subject: Human faeces on our streets due to the lack of a facility for heavy transport operators

Hi Rob, Alex and Melissa

Over the past 3 years there has been a noticeable increase in heavy transport vehicles parking in the Temora Industrial area. Whilst this is mostly acceptable, what is not acceptable is the alarming number of instances where our staff have to clean up human faeces from Ironbark St., Hakea St. and Melaleuca St.

A recent example:- I arrived at work this morning to one of my staff returning into our grounds in Ironbark St with a shovel full of human faeces and toilet paper. The staff member was dry heaving and had been physically impacted by this unsavoury task. The location of the surprise package was clearly visible from our main customer access gate. In speaking to my warehouse staff it seems that unfortunately this is a regular occurrence in Melaleuca, Mallee, Hakea and Ironbark streets.

I do not believe that my staff should be placed in this position, and I am signalling to Temora Shire Council will be taking a stand on behalf of my staff to rectify this problem by alerting Temora Shire Council of our concerns.

In addition to our findings in the 3 streets surrounding our warehouse complex, I understand there have other businesses in the industrial area who are reporting the same issues in the vicinity of their facilities.

Whilst this may be seen as individuals disregarding the shires roads and the adjacent businesses facilities, I believe that the root cause of this problem is the lack of ablution facilities for the heavy transport community in the Industrial area.

Whilst the seemingly unacceptable acts of a few people seem vulgar and unsavoury, I sympathise with these professional drivers who are left little or no alternative for their toileting activities as there are no facilities on the eastern side of town for them to use.

It is evident that the Temora Industrial Area has failed to cater for the parking, regulation rest times and periods whilst their vehicles and their trailers are being serviced. I believe it would be in the TSC best interest to invest in a heavy transport rest facility in the vicinity of the Temora Industrial area. To the best of my knowledge the nearest designated truck stops facilities are at Springdale and at the Inglebar Reserve.

I am requesting council consider fast tracking the installation of a suitable ablution facility near the Industrial area (in which the TSC shire depot resides). In addition from now on I will be instructed my staff to alert council staff to clean up these unsavoury parcels.



Projection: GDA2020 / MGA zone 55

Date: 6/09/2023

Created By: Alex Dahlbenburg

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Temora Shire Council
 1051 Arthur Street
 PO Box 262
 TEMORA NSW 2666
 Ph: (02) 6980 1100
 Fax: (02) 6980 1138
 Web: www.temora.nsw.gov.au

4.3 HOSKINS STREET MID-BLOCK PEDESTRIAN CROSSING

File Number: REP23/1171
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

The pedestrian crossing mid-block in Hoskins Street Temora outside the newsagency was noted as an ongoing concern for pedestrian safety, with resolution of the March 2023 Traffic Committee as endorsed by the Council meeting with the following.

The committee resolved to recommend to Council for TfNSW be delegated to investigate the feasibility of pedestrian crossing lights as a treatment for the Hoskins Street pedestrian crossing.

AND FURTHER

A report including costs (If a feasible option) presented back to a future meeting and potential grant opportunities sought.

This resolution was emailed through to TfNSW late March 2023 and again followed up by email in early July. No response or determination has been received by Council on this matter from TfNSW prior to this report being written.

In addition to the past resolution another matter to consider are several verbal complaints received in recent months suggesting the red infill line marking treatment at this pedestrian crossing isn't ideal in terms of visibility and consistency with other crossings. Concerns on poor lighting illumination at night by street lights are also ongoing at this pedestrian crossing.

COMMITTEE RESOLUTION 15/2023

Moved: Mr Greg Minehan
Seconded: NSW Police Aaron Coddington

That the Committee resolved to recommend to Council that TfNSW review the adequacy of lighting and undertake a more detailed review of line marking and safety concerns after the pavement upgrade project is completed.

CARRIED

Report by Alex Dahlenburg

4.4 CRM - HOSKINS STREET SPEED LIMIT**File Number:** REP23/1172**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. CRM Received**REPORT**

Council is in receipt of the attached CRM submitted by Cr Judd through Councillor CRMs on behalf of a concerned resident. Hoskins Street which forms part of Goldfields Way is a state road and therefore, Transport for NSW (TfNSW) is the road manager, meaning that Council has no authority on the decision around the speed limit in Hoskins Street.

This CRM is presented to determine if Council wishes that the request be forwarded and further investigated by TfNSW. To do so Councils staff can apply for a speed zone review.

Alternatively, Council may wish to take no further action on this matter.

Once a decision has been made on how this matter will be addressed return correspondence may be sent to the resident.

COMMITTEE RESOLUTION 16/2023

Moved: NSW Police Aaron Coddington

Seconded: Mr Greg Minehan

That the Committee resolved to recommend to Council that no further action be taken.

CARRIED

Report by Alex Dahlenburg

Alex Dahlenburg

From: crm@temora.nsw.gov.au
Sent: Tuesday, 29 August 2023 9:27 AM
To: Alex Dahlenburg
Subject: New CRM Road & Traffic Safety - 4654/2023 - 21868

Follow Up Flag: Follow up
Flag Status: Flagged

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

Request Details:

Request Number:4654 / 2023

Request Details:From: Nigel Judd Sent: Monday, August 28, 2023 10:10 PM To: Councillor request Cc:
Subject: Temora Hoskins Street concerns Concern expressed by Temora
resident, , about Concern about the speed of heavy vehicles through the main street of
Temora. Even though they may be doing 50km/hr, it is still too dangerous if pedestrians step out
unexpectedly. worries there will be a serious accident one day. As well as taking short term
measures, could these matters be added to future debate in the Integrated Planning and Reporting
process, please?

Request Category:Road & Traffic Safety

Customer Details:

Name:N A Judd
Address ARIAH PARK NSW 2665
Home Phone:
Work Phone:
Mobile:

Location Details:

Property Address:Hoskins Street TEMORA NSW 2666
Street Name:

Task Details:

Task to Complete:Investigate & Action
Task Due Date:07/09/2023

[Click here to view Request details.](#)

4.5 BURLEY GRIFFIN WAY & VESPER STREET INTERSECTION

File Number: REP23/1177
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: 1. Project Proposal

REPORT

Project proposal as sent to TfNSW attached, as submitted in August 2022.

This was followed up by email again in early July 2023 after no outcome or advice provided on the initial submission. At the time of writing this report a response on this proposal hadn't been received with this report to update on status.

COMMITTEE RESOLUTION 17/2023

Moved: Mr Greg Minehan
Seconded: Cr Max Oliver

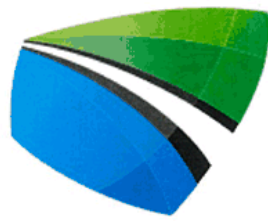
That the Committee resolved to recommend to Council that TfNSW work with Council's Engineering Department as they concur to the proposed closure at the end of Parkes Street pending detailed design plans being developed and submitted for review.

AND FURTHER

Discussion between TfNSW and Council regarding the intersection at Victoria Street.

CARRIED

Report by Alex Dahlenburg



Roads & Maritime

PROJECT PROPOSAL

Council: Temora Shire Council

Road Name: Burley Griffin Way / Vesper Street

Road No: MR84 / 360

Project title: Burley Griffin Way Urban Intersections

Project Description & Details:

Council is seeking to work with TfNSW to improve traffic safety at the two state road intersections between Burley Griffin Way and Vesper Street.

With the state road being the priority route (as detailed in photos), the traffic does not follow typical intersection rules. This results in regular road user confusion and results in increased risk to both traffic and pedestrians.

The northern intersection is currently a four-leg intersection and often confuses road users regarding precedence, with Vesper Street commonly mistaken as the priority road. In addition to this, when multiple vehicles are required to stop at stop signs on three of the four legs of the intersection there is confusion regarding who gets priority.

Council would consider closing the Parkes Street leg of the intersection. This would remove one leg of the intersection and would align the configurations at both intersections. Further to this, removal of this leg would prevent heavy vehicles using the residential Parkes and Tywnam Streets as a short cut to access Polaris Street or Victoria Street which often occurs currently.

The southern intersection is currently a T intersection however does not follow conventional T intersection rules. This is not seen as an overbearing issue; however, Council feels further traffic calming and pedestrian facilities should be considered to improve safety for road users and pedestrians alike. This intersection is adjacent to the Temora West Public School and receives a portion of this school aged pedestrian traffic on a daily basis.

Issues noted at the southern intersection include:

- Traffic, in particular heavy vehicles when approaching the intersection on Vesper Street from the south tend to hug the western kerb in an effort to improve sight to oncoming traffic on Victoria Street whilst not losing momentum. This results in Heavy vehicle entering the intersections at greater speed than is safe and is particularly prevalent in the summer months around harvest with Vesper Street being a significant grain transport route to both major grain receival sites in Temora.
- Vehicles on Vesper Street not giving way at the intersection. This is a tough issue to solve, however one thought is to install a kerb blister on the southern Vesper Street leg. This would prevent traffic from hugging the western kerb and the constriction would portray Vesper Street as the minor leg of the three-leg intersection.

Council looks forward to TfNSW consideration and response in relation to this matter and should you require any further information please contact Mr Alex Dahlenburg on 0269801100.

COMMITTEE RESOLUTION 6/2021

Moved: Cr Rick Firman

Seconded: Ms Katherine Boulton

The Committee resolved to recommend to Council that the Engineering Department obtain more detailed options and costings

AND FURTHER

To investigate strategies for community engagement of relevant stakeholders.

CARRIED

COMMITTEE RESOLUTION 2/2021

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that the Committee recommend to Council that the correspondence be noted

AND FURTHER

Than an appropriate letter be issued to the resident.

CARRIED



Local Traffic Committee Concurrence: **Yes / No / NR**

Design Complete: **Yes / No / NR**

Estimated Cost:

Comments & Background Information:

As detailed in proposal details.

Project Proposal Completed By: Michael Laxina
Title: Engineering Trainee

Project Proposal Reviewed By: Alex Dahlenburg

Signature: 

Date: 05/08/22

Title: Engineering Works Manager

Phone Number: 0419 844 759

5 CLOSE MEETING

The Meeting closed at 11:42am.

This is the minutes of the Traffic Committee meeting held on Tuesday 12 September 2023.

.....
GENERAL MANAGER

.....
CHAIRMAN

9.2 MINUTES OF THE ACCESS & EQUITY COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023**File Number:** REP23/1191**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Access & Equity Committee Meeting held on 12 September 2023**RESOLUTION 153/2023**

Moved: Cr Anthony Irvine

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

CARRIED**RESOLUTION 154/2023**

Moved: Cr Anthony Irvine

Seconded: Cr Graham Sinclair

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

CARRIED



DATE: TUESDAY, 12 SEPTEMBER 2023
TIME: 12:01PM
LOCATION: 105 LOFTUS STREET
TEMORA NSW 2666

MINUTES

Access & Equity Committee Meeting

12 September 2023

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**MINUTES OF TEMORA SHIRE COUNCIL
ACCESS & EQUITY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 SEPTEMBER 2023 AT 12:01PM**

PRESENT: Cr Claire McLaren, Temora Community Centre Deb Patterson, Community Rep Robert Jordan, Cr Belinda Bushell (Zoom), Mr Dale Wiencke, Cr Anthony Irvine (Observer)

IN ATTENDANCE: Kris Dunstan (Director of Environmental Services)(Chair), Claire Golder (Town Planner), Elizabeth Smith (Director of Administration & Finance), Melissa Boxall (General Manager), Alex Dahlenburg (Engineering Works Manager), Shontayne Ward (Economic & Community Development Officer)

1 OPEN MEETING

12:01pm

2 APOLOGIES

COMMITTEE RESOLUTION 10/2023

Moved: Cr Claire McLaren

Seconded: Mr Dale Wiencke

That apologies from Engineering Asset Manager Rob Fisher be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS

4.1 TEMORA MEMORIAL TOWN HALL ACCESS

File Number: REP23/750

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: 1. Temora Town Hall ramp modifications options

REPORT

Background

At the May Access and Equity Committee Meeting, the Committee considered a report in relation to a complaint received by Council regarding the access ramp at the Temora Memorial Town Hall, involving use of the ramp by a powered mobility scooter. The matter was investigated by Council staff.

Council officers, in conjunction with Council's Heritage Advisor who designed the ramp, identified that minor, relatively low cost, modifications to the ramp could occur, involving changes to the railings. These changes will improve the clear space located at both the bottom and the top of the ramp.

At the meeting, the Committee recommended to Council that the works are completed as proposed in the report at each end, and then seek a quote to complete the remaining works. This recommendation was subsequently adopted by Council.

In accordance with the resolution, Council officers have therefore made arrangements for the minor works to be completed, by the end of September.

Independent access report

In addition to the minor works completion, Council officers sought further advice from Council's Heritage Advisor. In summary, the advice states that:

- The design delivered an access ramp to the refurbished Temora Memorial Town Hall was a performance solution that responded to key aspects of the project brief, being retention of the existing tree, relocation of the plaque and time capsule, and provision of a large outdoor space, with large doors leading to the new foyer.
- The location of the ramp was designed to be the shortest length, responding to the topography of the site, which involved access from De Boos Street
- The ramp was designed to be integrate with the new entrance to the building

Further, Council's Heritage Advisor states that:

- It is acknowledged that the ramp, as constructed, is inconsistent with AS1428.1-2009 which requires a 1500mm wide section at the change of direction, as shown by Figure 1

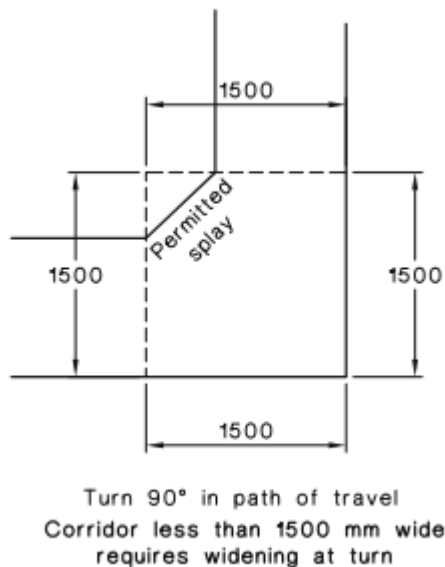


Figure 1: Change of direction dimensions of turning area

- However, the design of the ramp includes a curved section at the corner, rather than a square corner, along the accessible pathway, as shown by Figure 2.

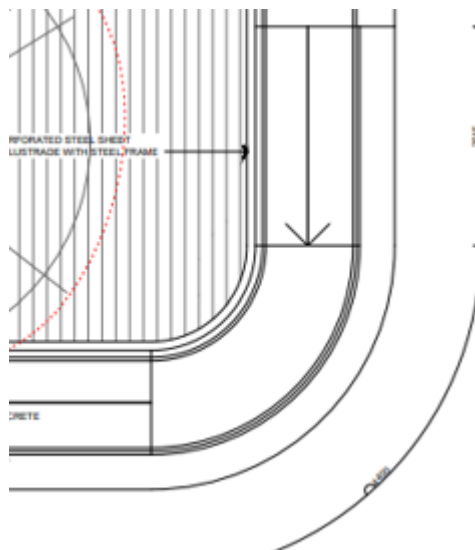


Figure 2: Plan of ramp curve

- The access as constructed could be independently reviewed by an Access Consultant, if Council wishes to seek further advice

Following receipt of this email, Council's Heritage Advisor offered to arrange for the existing ramp to be inspected by an independent access consultant and advice prepared for Council officers, and this offer was accepted. The cost of this report was covered by the Heritage Advisor.

The advice from the independent access consultant is as follows:

I understand that the complaint is from a user who uses a motorised scooter and note that the Standard does not include requirements for these devices.

Regardless of the origins of the complaint, the ramp as it currently exists, is not compliant.

An important aspect for compliance with AS 1428.1 is to provide an intermediate landing (for a 90° turn) of 1500 x 1500mm.

If this change in direction on the ramp is not constructed as a landing, then it would be considered to be a curved walkway (AS1428.1 - 2009 Cl 10.4) and that requires a clear minimum width of 1500mm.

The consultant has provided three concept design options to address the situation with the existing ramp. These designs are attached, along with a plan of the existing ramp.

The comments from the consultant about the designs are as follows:

1. Option 1 re-aligns the external boundary walls. This option should be capable of complying with AS1428.1.
2. Option 2 re-aligns the internal wall at the landing only. See discussion below, as this option does NOT comply with AS1428.1.
3. Option 3 re-aligns the internal walls and the edges of the upper deck. This option should be capable of complying with AS1428.1.

The concern of the consultant with Option 2 is that the alignment of the approaches to the intermediate landing space, for a 90° turn (all blue dotted lines), is offset by 680mm. The required circulation space as shown does not comply with Cl 6.5.1 and Fig 4, which only permits a 500mm splay across the internal corner. The landing is to provide a flat surface for a stationary wheelchair and occupant to stop and make a change in direction for accessing the next section of the ramp. The whole 1000mm width of the top or bottom of the ramp requires a minimum forward circulation space of 1500mm, which this option does not provide.

If the preference is for Option 2 is to accommodate the motorised scooter user, it may be instructive to set up a template, and for the user to negotiate the intermediate landing connecting the 2 ramps, to determine if it impedes access, or not.

For all 3 options, it appears from the design drawings that the top and bottom landings can be provided with the required circulation space for a 90° turn by adjusting the handrail to have no projection into the circulation space. There are also instances where the tolerances for the abutment of ground surfaces do not comply with Clause 7 of AS1428.1. These would need to be addressed as part of any works.

These drawings have been prepared only to depict 3 alternatives and to illustrate compliances and non-compliances of each. Developed drawings would be required to identify a detailed scope of work for whichever option is chosen.

Discussion

The access ramp to the Temora Memorial Town Hall was designed as a performance solution alteration to an existing building, to meet accessibility needs alongside a variety of site constraints, including integration with the existing building, setbacks from the footpath, provision of the deck area, retention of an existing tree and contenting with a sloping site. However, unfortunately, following construction, it has been found that the approved plans did not conform with Australian Standards for access.

Council has identified that minor modifications to the balustrades will improve accessibility at the bottom and the top of the ramp and these minor works will be completed.

However, any modifications to the ramp, where the turn in the ramp is located, would require more significant design works and likely significant cost.

The access consultant has provided three options that address the non-standard curved section of the ramp.

Option 1 involves significant modification to the external section of the ramp and removed the curved section, becoming a square corner.

Option 2 retains the curved border and increased the turning space by cutting into the ramp. However, this modification, whilst improving access, does not meet the minimum standards for circulation space.

Option 3 retains the curved wall, however the ramp is widened by realigning the internal wall and removing a 680mm section of the deck on the northern edge.

The matter was raised by a user of a mobility scooter. The provision of mobility scooter access to the Temora Memorial Town Hall is not an identified access outcome. Mobility scooters can vary significantly in size, with some being up to 153cm long x 74cm wide. However, the situation remains that the ramp access as constructed is now known to be non-compliant with the Australian Standards for accessible ramp entry to a public building.

COMMITTEE RESOLUTION 11/2023

Moved: Cr Claire McLaren

Seconded: Mr Dale Wiencke

That the Committee resolved to recommend to Council to:

1. Consider the options presented,
2. Obtain cost estimates for Option 1
3. Present a future report to the Committee on the cost estimates.

AMENDMENT

Moved: Cr Belinda Bushell

Seconded: Temora Community Centre Deb Patterson

That Council

1. Consider the options presented,
2. Obtain cost estimates for Options 1 and 3
3. Present a future report to the Committee on the cost estimates.

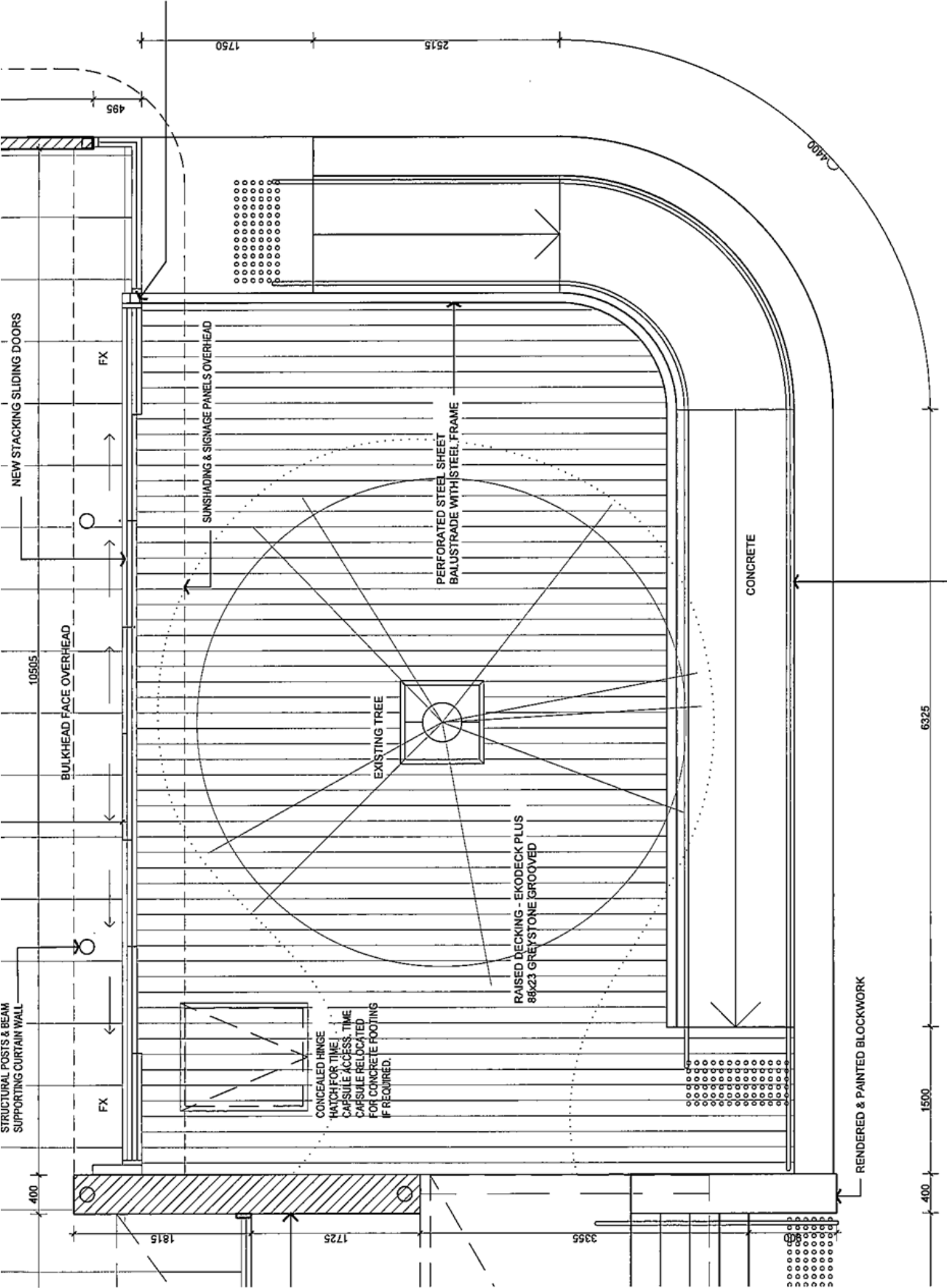
The Amendment was put and carried

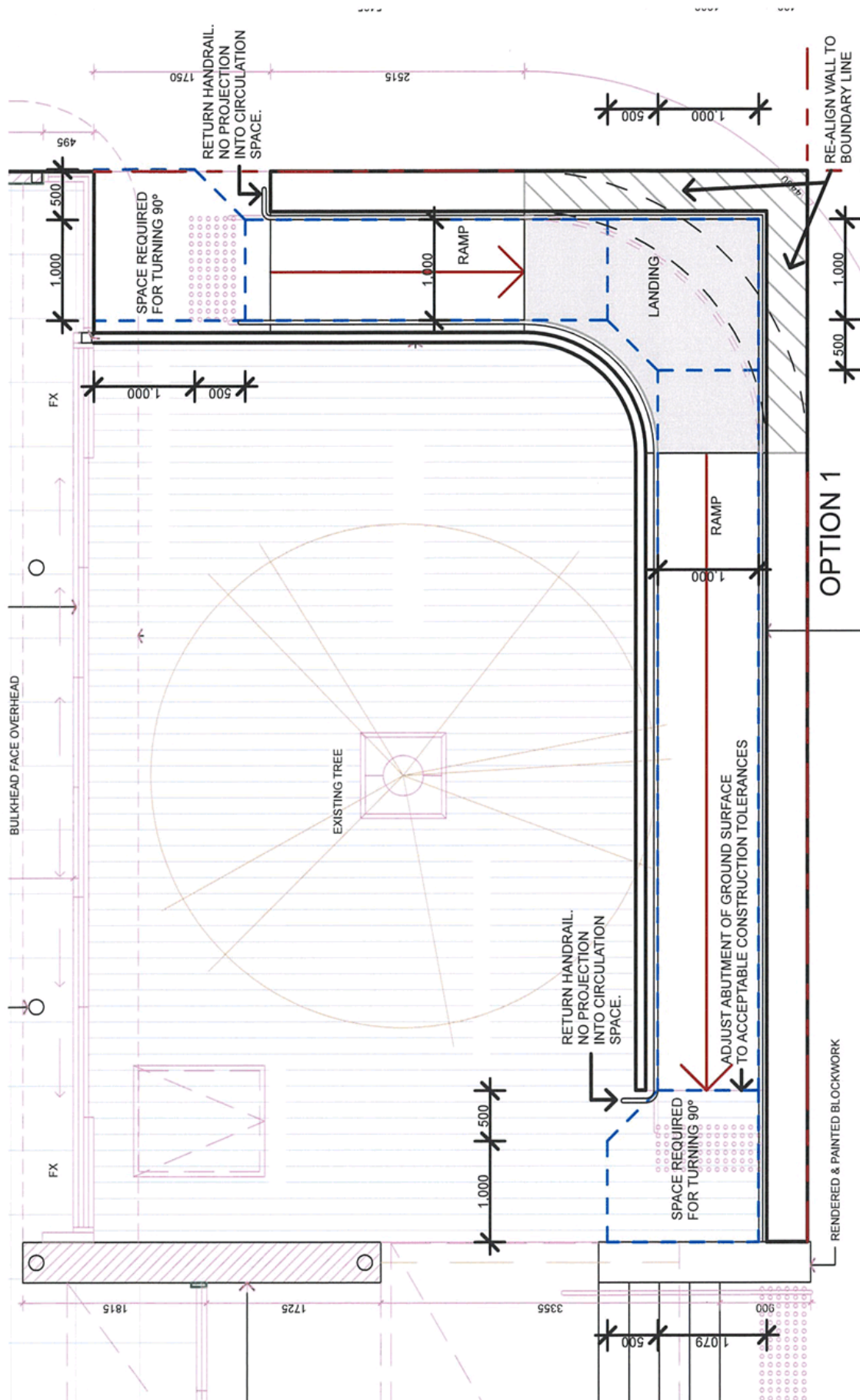
The Amendment became the motion

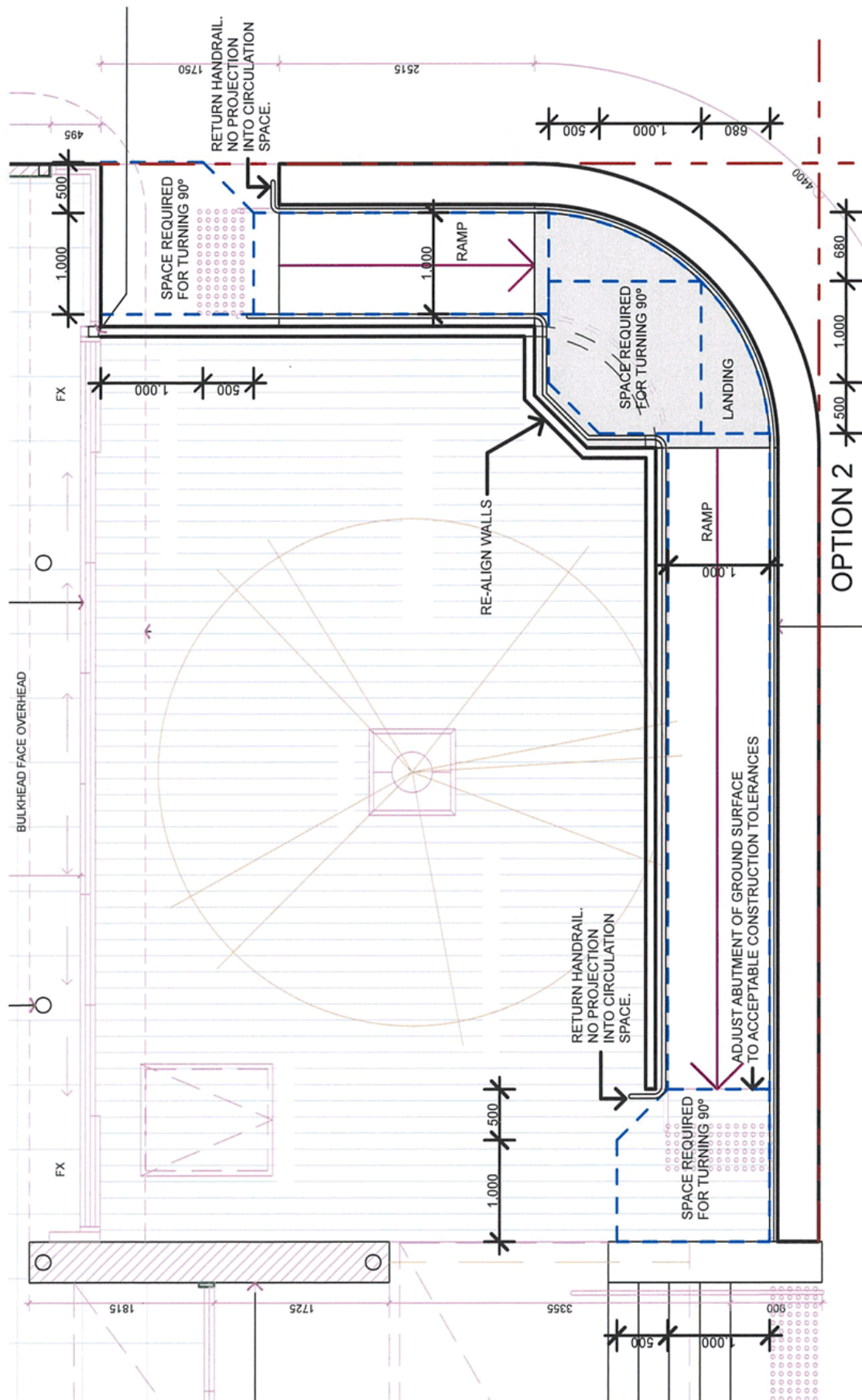
The motion was put and carried.

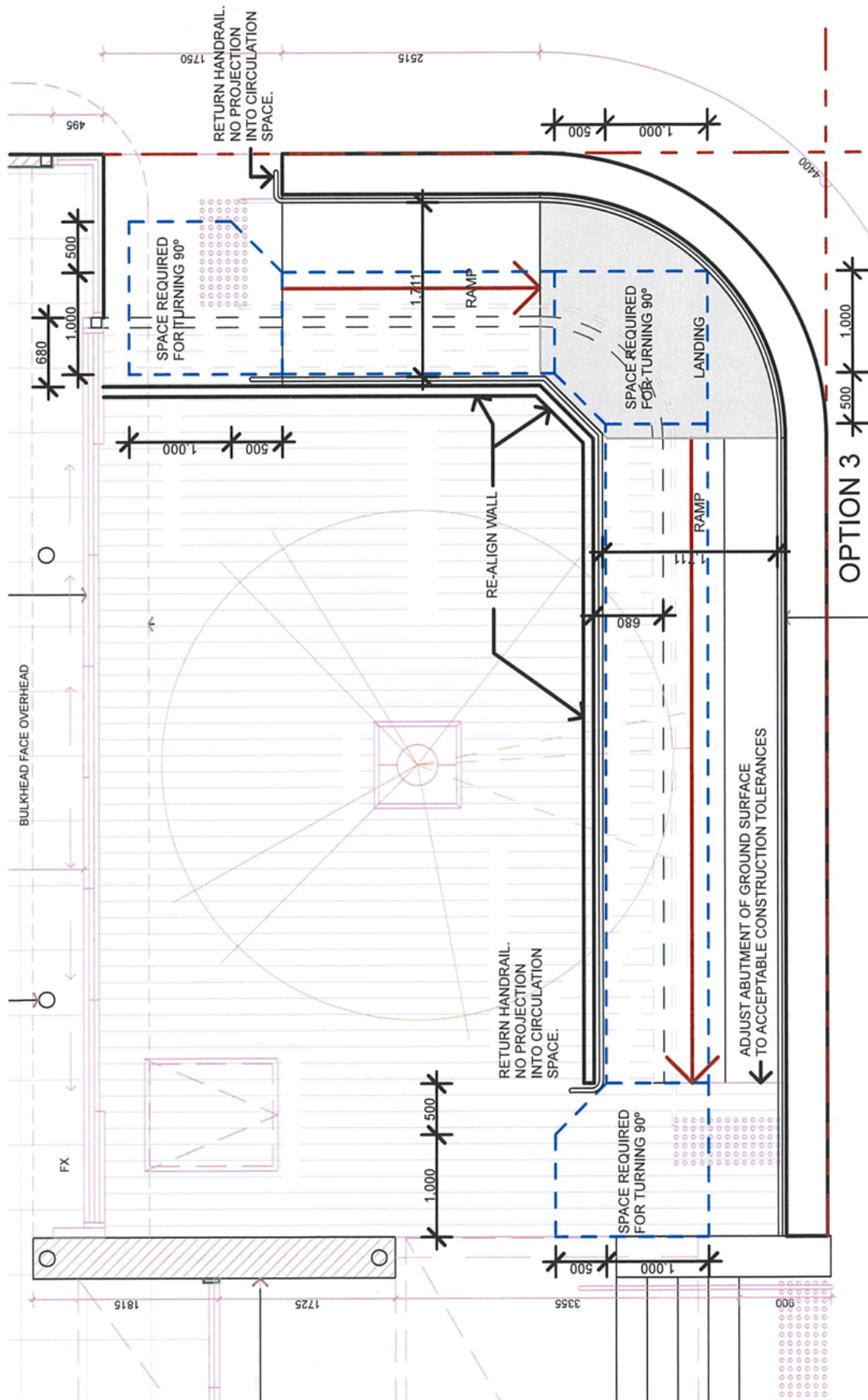
CARRIED

Report by Claire Golder









4.2 ARIAH PARK YOUTH HALL ACCESSIBILITY

File Number: REP23/752
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: 1. Heritage Advisor Report

REPORT

At the September 2022 Access and Equity Committee Meeting, the Committee was advised that access to the Youth Hall at Aria Park was an issue. Council officers sought advice from Council's Heritage Advisor regarding this issue. A copy of this advice is attached. In summary, the advice is as follows:

- There is an existing, non-compliant ramp to the front of the building, with a small step at the door
- The height of the entrance requires a 5.3m long ramp to provide accessibility to the building
- Providing two steps, in addition to the ramp, would provide additional convenient access to the building
- The most suitable location for a compliant ramp is beside the existing path, towards the swimming pool. New balustrade at the sides of the ramp will be required.
- Other ancillary improvements to the entrance are noted, being replacement of steel awning posts, new downpipe, fence and gate modifications, replacement lighting and lining of awning underneath.

An estimate of the cost of this project is as follows:

Demolish non-compliant ramp	\$1,000
Steel platform – supply and install	\$2,000
Form and pour steps (Eastern side)	\$1,500
Form and pour 5.3m ramp	\$5,000
Balustrade/Handrail fabricate and install	\$4,500
Canopy repairs/lining including drainage	\$2,500
 Total Cost (estimate)	 \$16,500

Discussion

The project has been identified by the Aria Park community as needed, in order to improve accessibility to an existing community building. The estimated cost of the project is above routine maintenance, and it is therefore recommended that Council consider the project at the next budget process in 2024.

COMMITTEE RESOLUTION 12/2023

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

That the Committee resolved to recommend to Council to refer the project to 2024/25 budget estimates.

CARRIED

Report by Claire Golder

Temora Shire Council Heritage Advisory Service

2.4 Arian Park Youth Hall, Wellman Street– Accessible entrance upgrade

Contact: Arian Park community

Significance

The simple hall building is clad in galvanised iron and the building is highly valued by the local community. It is set within the park area adjoining the swimming pool but engulfed within the new skate park by mesh fencing and behind a gate.

Physical description

1. The front elevation, noting the concrete slab which is nominally 290-300mm high and the step at the doors is another 80mm. This will require a nominal 5300mm long ramp.
 - Given the 380mm height and the steel in the vicinity, the recommended approach is to provide a galvanised steel chequer plate ramp and landing on battens fixed on top of the existing concrete. The top level of the new steel plate on the landing should be equal to the internal floor level and then the ramp will run to the right at the standard 1:14 slope with balustrading mounted around the edge of the landing and ramp.



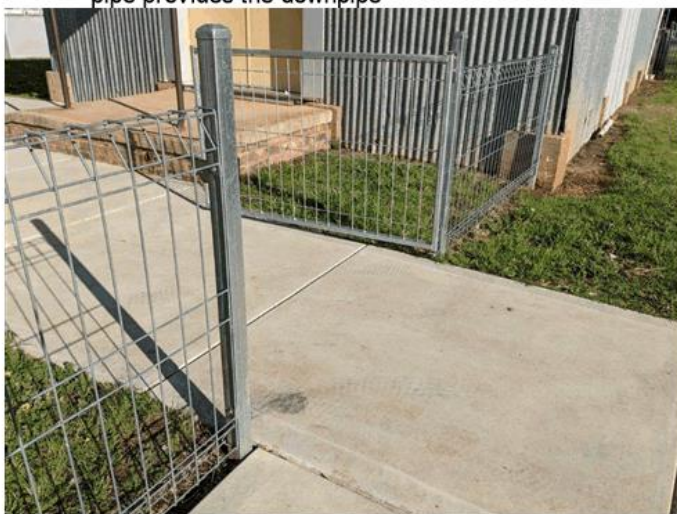
2. General view shows the fence and gate which confines the skate park.

Heritage Visit: September 2022
David Scobie Architects Pty Ltd

Temora Shire Council Heritage Advisory Service



3. The first ungalvanised steep post supporting the roof is also the downpipes. Note the outlet. It is recommended that the two pipes be replaced and that a new galvanised pipe provides the downpipe



4. Close view of the gate. Two options will be provided on the basis that the secure fencing and gate into the Skate Park needs to be retained.
- The new steel ramp will commence at the same line as the existing concrete landing and extend to the right for 5300mm. The existing gate will be retained but the fence panel between it and the building removed to fit the ramp

Temora Shire Council Heritage Advisory Service



5. This pipe balustrade system is appropriate and will comply with the Code for accessible systems and so is recommended as the balustrading to the new ramp and landing at the Hall entry.



6. There are two options for this landing at the entry and the existing non-compliant ramp.
- Option One: the steel chequer plate covers the existing landing and ramp at the matching internal floor level. In place of the ramp access to the new concrete area there will be two equal 190mm risers and 300mm treads to allow for entry on to the landing and into the hall from the left side and Skate Park compound.
 - Option Two: No steps and the landing is simply squared off to the same plan outline as the original concrete and the balustrade continues around the landing edge. This balustrade acts as the Code required restraint for the accessible landing but is also the perimeter fencing to complete the secure perimeter of the Skate Park. To enter the Hall from the Skate Park, you go out the gate and then up the new ramp.

Temora Shire Council Heritage Advisory Service



7. Remove this extended timber floor and install an Acco slab drain H100 with heelsafe grate. This will prevent wind blown water getting inside. It will simply drain beneath on to the retained slab. The steel chequer plate will need to be cut to suit the threshold entry



8. Replace the door seal with a sprung loaded flip down seal and ensure that the edge drips down into the Acco drain.



9. This view is taken from the end of the proposed 5300mm long ramp.
 - In option One noted above, the steps will allow access to the Hall landing from the Skate Park and now from the Ramp. To secure the Skate Park Compound, this end of the Ramp will require a gate in the matching steelwork of the balustrade system.

Temora Shire Council Heritage Advisory Service

- In Option Two: No gate on the ramp is required as the balustrade runs along the left side of the ramp and around the landing to meet the wall of the Hall. This secures the compound perimeter. The existing gate is maintained plus a small nominal 300mm element of fence and post is required to infill the space between the gate post and the new ramp and its balustrade. A second run of new balustrade is required along the right side of the ramp but only extends to meet the wall of the Hall



10. This groove in the concrete nominally aligns with the required end of the ramp. At the end a new concrete slab is to be poured with a quadrant and curved outer shape to bring the path back to meet the existing pathway.



11. The end of the new curved quadrant should nominally align with the third groove in the path and be parallel with the rectangular edge of the slab which supports the picnic park bench setting

Temora Shire Council Heritage Advisory Service



12. Check and repair the galvanised sheet roof and seal in the new drain. It may be preferable to sleeve a pvc drain inside the new galvanised steel pipe support. Replace the existing single light with a pair of compact recessed downlights. In any event the final touch is to line the underside of the awning roof with Painted Weathertex sheet.

Summary

The recommended solution is the retention of the existing concrete landing and ramp and erection of a simple steel plate ramp and landing over the top at the required levels and slopes.

Steel balustrading which matches that on the Skate Park ramp would be appropriate for edging the ramp and landing.

The recommended retention of the fence perimeter to the Skate Park is achieved with the single entry to the Hall being via the ramp with a curved new portion of concrete path to link the steel ramp back to the existing path.

The entry awning requires some conservation and repair works.

David Scobie
Heritage Advisor to Temora Shire Council

1. ROBERT JORDAN

At the bus stop near the old ANZ bank there are three trees growing. When he uses the hoist to get into the bus, the branches are touching his head.

Director of Environmental Services advised that trees could be trimmed through maintenance.

Thank you to Council for the footpaths in Crowley Street to Bob Aldridge oval. Likes the design and has tested the bridges and they are very good.

2. CR BELINDA BUSHELL

Reported that she was nearly cleaned up by mobility scooter at QPL corner at 5:00am one morning recently. Enquired whether the Road Safety Officer could conduct an education campaign regarding mobility scooter etiquette.

3. CR ANTHONY IRVINE

Engineering Works Manager under took repairs to 2 pram ramps. They were attended to quickly and they look spot on.

5 CLOSE MEETING

The Meeting closed at 12:25pm.

This is the minutes of the Access & Equity Committee meeting held on Tuesday 12 September 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

9.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023**File Number:** REP23/1192**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 12 September 2023**RESOLUTION 155/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED**RESOLUTION 156/2023**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

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

CARRIED



DATE: TUESDAY, 12 SEPTEMBER 2023
TIME: 2:03PM
LOCATION: 105 LOFTUS STREET
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

12 September 2023

Order of Business

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3	Disclosures of Interest	3
4	Reports	4
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4.3	Policy Revision F1 - Plant Replacement.....	30
4.4	Flood Damage - Natural Disaster Funding Update.....	42
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5	Confidential Reports.....	45
6	Close Meeting	46

**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 SEPTEMBER 2023 AT 2:03PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor) (Chair), Cr Belinda Bushell (arrived 2:15pm), Cr Jason Goode, Cr Anthony Irvine

IN ATTENDANCE: Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Melissa Boxall (General Manager), Claire Golder (Town Planner), Amanda Colwill (Engineering Technical Officer), Kai Sleeman (Work Experience)

1 OPEN MEETING

2:03PM

2 APOLOGIES

COMMITTEE RESOLUTION 107/2023

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

That apologies from Engineering Asset Manager Rob Fisher and Director of Environmental Services Kris Dunstan be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS

4.1 STREET BANNER & STREET STALL VAN - ALTERNATE OPTIONS

File Number: REP23/909

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Council Report - November 2022
2. C5 - Street Banner Policy

REPORT

A report was presented to the November 2022 Assets & Operations Committee and subsequent Council meeting, which reviewed the current procedure/cost associated with the street banner and street stall van (report attached). In accordance with Council's previous resolution, proposed options are presented within the below report.

STREET BANNER

Background

The previous report cited several issues in relation to the installation/removal of the banner, including:

- Lack of compliance with traffic control laws and high expense associated with traffic control compliance.
- Revenue vs expense – Council is currently offering this service at a financial loss that will be significant if correct traffic control procedures are implemented (greater than 100% increase)

Further investigation has been carried out from a risk management perspective which has also highlighted the below issues:

- No record of engineering certification for supporting structures (poles and winch/cables).
- Lack of specification on requirement of banner manufacture. E.g. rope or strap strength, steel ring detail, canvas thickness, canvas perforation, etc.
- Manufacturer certification not provided on existing banners.
- No pre-checks/inspections carried out on supporting infrastructure or banners.

OPTIONS

The below options are presented as alternatives to the current arrangement.

Option 1: Cease Street Banner Operations

Consider decommissioning the current over-street banner and no longer provide this as a service. Cost \$1k.

Ongoing: \$0

Option 2: Relocate the existing Street Banner Structure

Relocate to a mid-block location in one of the 2 main CBD blocks and seek certification of the structure and associated components including development of a banner specification.

Cost: \$15k - \$25k

Ongoing: Similar to current. Approx \$240 per establishment



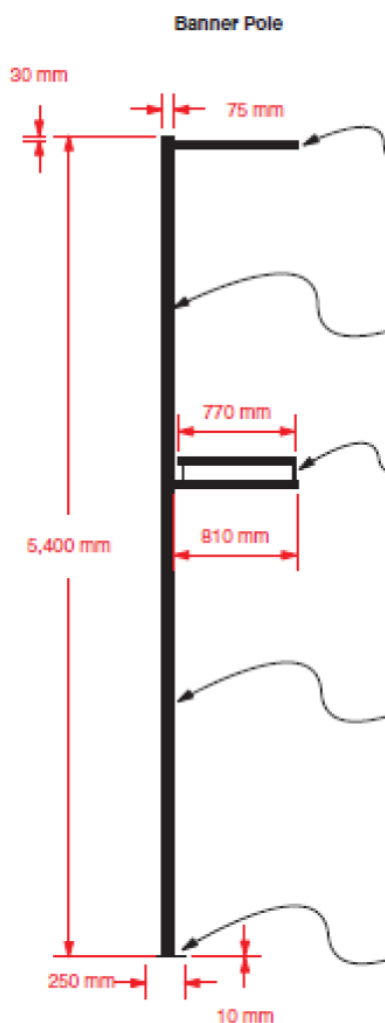
Option 3: Footpath Banners

This option is an all-in-one structure requiring adequate footing installation dependent on the install location. This particular company provides all engineering certification required for this type of structure.

Banner flag dimensions: 2100mm x 700mm / 510 gsm vinyl (corporate grade)

Banner pole: Dimensions provided below

Cost/single unit (including banner): Approximately \$6,500 (exclusive of freight) which includes the required engineering certification for this type of structure. It should be noted that the engineering component of this cost would be reduced if multiple units were purchased.



Width: 80 mm
Height: 6000 mm



Cost: \$20k – \$50k (subject to number)

Ongoing: minor reduced cost to current

Option 4: LED Digital Message Boards

This option is similar to the message boards used by schools and the content is managed using cloud-based editing software. There are two screen sizes costed below, with the larger option also including added benefits such as a longer warranty, lifetime support, remote monitoring etc.

Dimensions: Small screen: 1040mm x 720mm / Large Screen: 1680mm x 1040mm

Cost/unit: Small screen: \$12,680 / Large Screen: \$17,200 + Freight \$1800 + installation \$4000
(assuming power available close by)



Cost: \$20k - \$25k

Ongoing: Reduced cost to current.

STREET STALL VAN**Background**

The previous report provided a summary of the procedure carried out by Council staff when dropping off/picking up the street stall van. It showed the traffic control setup required for the pickup process which is not only disruptive to the traffic flow and parks and gardens operations, but also attributed to the high expense of each setup.

Options

The below options are presented as alternatives to the current arrangement:

Option 1: Provide footpath space only in the current location

This option would still see Council manage bookings, however there would be no other Council involvement. It would require community groups to supply their own portable table/chairs (most would have access to this). As noted in the previous report, surrounding Council's operate in a similar manner, where Council involvement is minimal.

Cost: Council administration only.

Option 2: Place the van south of the central island

This option involves blocking 3 parks including a disabled park on the south side of the island between 7:00am and 1:30pm each Friday. This enables placement and retrieval of the van by one Parks & Garden staff member as opposed to 4 and removes the manual component of the van pavement.

Note stabiliser legs may be required to level the van if one wheel cannot be placed on the kerb.

Ongoing cost: \$70 per establishment (approx.)

Note: Current approximate cost per establishment \$240.

Budget Implications

\$0k - \$50k

COMMITTEE RESOLUTION 108/2023

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to investigate opportunities to permanently place the Street Stall van for a 12-month trial period and investigate Option 4 for a digital sign with a future report to be presented to Council.

AND FURTHER

That the Rotary Club and TfNSW be consulted.

CARRIED

Report by Amanda Colwill

5.2 REVIEW OF STREET BANNER & STREET STALL VAN**File Number:** REP22/1375**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. Street Banner TGS

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

- f details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

REPORT

A review of the procedures and expenses associated with the provision of Council's street banner and street stall van has recently been undertaken. The item was raised at a Staff WHS committee meeting and the purpose of the review was to capture current process, identify shortcomings, define current cost, define safety requirements, and investigate possible alternatives.

Currently both services are provided by Council to community organisations and businesses, at the costs outlined below (per single use):

- \$85 (street banner)
- \$40 (street stall van - charitable group)
- \$150 (street stall van - commercial)

STREET BANNER

The street banner is erected/removed at approximately 7:00am on a Monday or Tuesday morning, using between 2 – 4 staff. The banner is clipped onto one side, rolled across the road, clipped to the other side, and then raised via a manual winch. This process takes approximately 10 minutes. While this occurs, traffic controllers are setup in 2 locations (see below) to stop traffic in both directions. However, this is not always the case and sometimes no traffic control is used. Traffic control signs are not setup in the current process.



CONFIDENTIAL ASSETS & OPERATIONS COMMITTEE MEETING AGENDA**15 NOVEMBER 2022**

The above process does not comply with Council's regulatory obligations under the *NSW Work Health and Safety Act 2011*, as detailed in the *Traffic Control at Worksites Manual (TCAWS)*. In order to satisfy these requirements, Council is required to set up the site as a work site shown in the Traffic Guidance Scheme (TGS) in Attachment 1.

In order to satisfy the requirements of the TGS it would call for 6 staff (\$50/hour) x 1 hour in addition to 3 vehicles (\$20/hour) x 1 hour, totalling \$360 each setup / removal. If a consecutive banner is not booked in, which is often the case, the cost to Council for erection and removal of a single banner booking would be approximately \$720.

Income/Expenditure – Street Banner

The below table outlines the cost and revenue over a calendar year, across a period of 5 years.

Note: The costs below reflect the non-compliant process and is likely understated due to some staff not recording the small amount of time associated with the works.

Year	Bookings	Revenue	Plant/Labour Cost
2022 - 2023	16 (6 completed)	\$136.36	\$932.47
2021 – 2022	19	\$548.62	\$3495.68
2020 – 2021	17	\$479.09	\$2318.29
2019 – 2020	20	\$579.54	\$7562.99
2018 – 2019	25	\$1282.72	\$4962.32
2017 – 2018	28	\$2165.93	\$4424.85

Alternatives

Should Council wish to explore alternatives, viable options may be as follows:

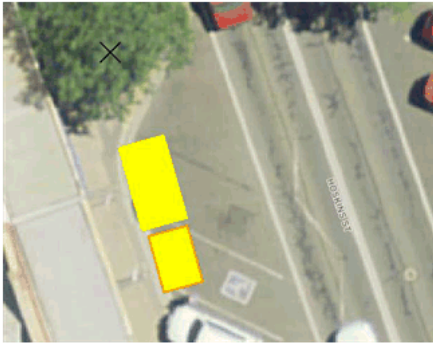
- Investigate the option of a digital announcement board, similar to LED boards used by both Temora High and Temora Public Schools. This would require an initial financial outlay, however, ongoing cost would likely be lower. It could also be updated remotely, removing the current risk associated with changing messages. This would require further scoping in terms of location, price, and options.
- Replace the street banner structure placing off the travel way (Intersection footpath, Paleface Park, On a building, etc).

STREET STALL VAN

The street stall van is setup on a Friday as required on the footpath/blister area adjacent to Wylie's Newsagents. The procedure for dropping off/pickup of the van is detailed below.

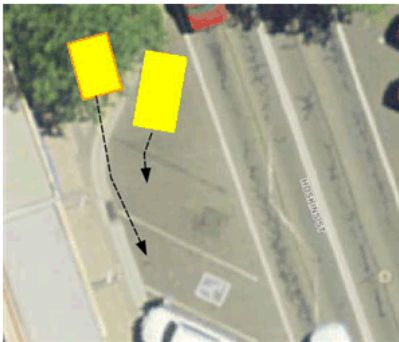
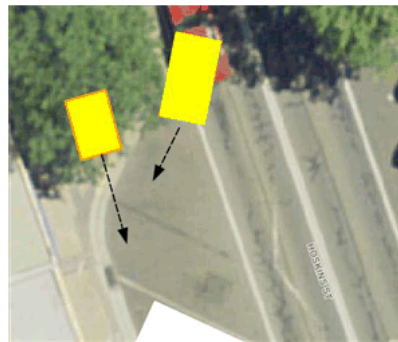
Morning (approx. 7.15am)

The van is towed down, unhitched in the below location on Hoskins Street, bollard folded down and then pushed up the gutter into place by 4 staff. Council staff then open up the van, wind down the legs and mop it out onsite. This does not require any disruption to traffic.

**Afternoon (approx. 1pm)**

If the disabled carpark is vacant, the van is pushed (by 4 staff) into this park and the ute will pull up beside the travel lane, reverse and then hook onto the van (image 1). If the disabled carpark is in use, the van is pushed (by 4 staff) to the no stopping area and the Ute will pull up in the north bound travel lane, reverse and then hook onto the van (image 2).

Traffic control is required in this instance and is set up as per below (image 3). The setup complies with the requirements as detailed in the *Traffic Control at Worksites Manual (TCAWS)*.

*Image 1**Image 2**Image 3*

CONFIDENTIAL ASSETS & OPERATIONS COMMITTEE MEETING AGENDA

15 NOVEMBER 2022

Income/Expenditure – Street Stall Van

The below table outlines the cost and revenue over a calendar year, across a period of 5 years.

Note: The costs below are likely is understated due to some staff not recording the small amount of time associated with the works.

Year	Bookings	Revenue	Plant/Labour	Insurance/Rego	Total Expense
2022 – 2023	6 (Half 1)	Nil to date	\$783.51	\$38.32 Insurance Allocation	\$821.83
2021 – 2022	6 (Covid)	\$260.88	\$986.37 \$121.56 (maintenance)	\$36.92 Insurance Allocation \$68.00 Registration	\$1212.85
2020 – 2021	3 (Covid)	\$180.00	\$703.55	\$42.88 Insurance Allocation \$67.00 Registration	\$813.43
2019 – 2020	10	\$261.81	\$373.01 \$46.98 (maintenance)	\$42.89 Insurance Allocation \$67.00 Registration	\$529.88
2018 – 2019	12	\$261.81	\$607.46 \$500 (maintenance repair work) \$653.61	\$34.00 Insurance Allocation \$66.00 Registration	\$1861.07
2017 – 2018	10	\$281.80	\$538.67 \$67.08 (maintenance)	\$47.54 Insurance Allocation \$59.09 Registration	\$712.38

Surrounding Councils

- Hilltops Council – has two designated places in the main street for community groups to book enabling them to hold cake stalls and/or sell raffle tickets. Council does not supply any equipment.
- Coolamon Shire Council – allow community groups to host street stalls in Coolamon, Ganmain and Ardlethan. Coolamon and Ganmain are managed by Council staff and Ardlethan is managed by the community. Council does not provide equipment.
- Bland Shire Council – Show Society Markets are held monthly. Council does not provide any equipment.

Alternatives

- Allow the community groups to hire the footpath space, however no caravan be provided with the community group supplying portable tables and chairs (most would have access to this).

CONFIDENTIAL ASSETS & OPERATIONS COMMITTEE MEETING AGENDA15 NOVEMBER 2022

Summary

Council is open to unacceptable risk continuing on the current path and this should not be encouraged or accepted.

Both the street banner and street stall van installation and removal works are very disruptive to staff core operations, and I suspect this is part the reason why shortcuts are taken to get the work done.

The cost of both items in my view is understated and will significantly increase should Council continue with the current arrangements using a compliant installation and removal process.

COMMITTEE RESOLUTION 132/2022

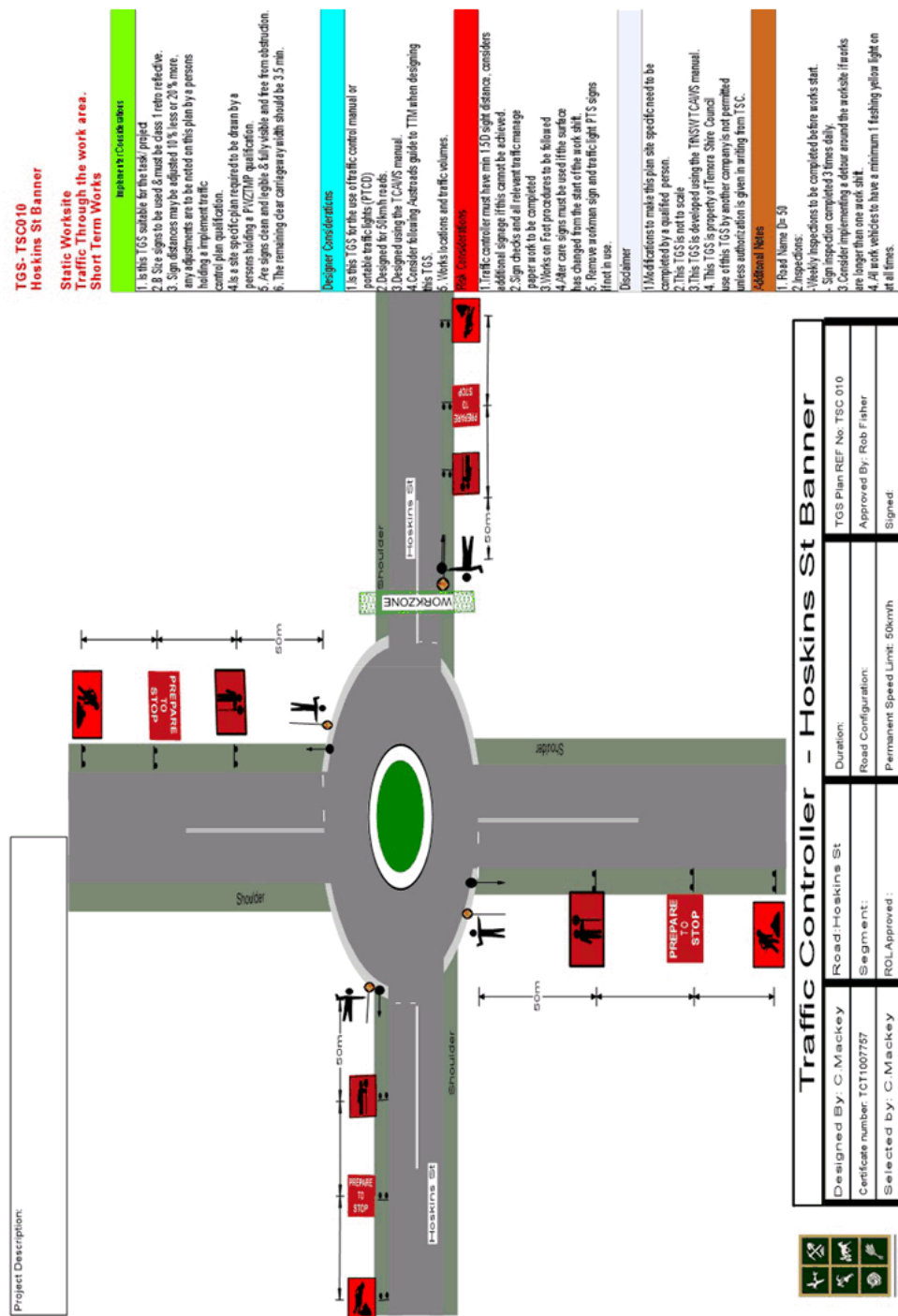
Moved: Cr Anthony Irvine

Seconded: Cr Rick Firman

That the Committee recommend to Council to continue existing arrangements until an options paper is presented to Council at a future meeting.

CARRIED

Report by Amanda Colwill



Function: Community

Temora Shire Council

Policy Number: C5

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

STREET BANNER

ACTIVE

*Revision Number: 2
File Name: Street Banner*

*Revision Date: October 2021
Page Number: Page 1 of 5*

*Function: Community**Temora Shire Council**Policy Number: C5***ABOUT THIS RELEASE**

DOCUMENT NAME: Street Banner
CODE NUMBER: C5
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: 31 August 2018

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
October 2017	Clarification of preference details and update of positions	1	N/A	GCL
31 August 2018	Review	2	N/A	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
October 2021	Review		Risk Officer

Revision Number: 2
File Name: Street Banner

Revision Date: October 2021
Page Number: Page 2 of 5

*Function: Community**Temora Shire Council**Policy Number: C5*

- 1 Standards of the banner required will be as per Appendix 1.
- 2 A fee as determined by the Council fees and charges schedule is required for Council to erect and lower the banner.
- 3 No approval will be given by Council for any other banner erected in Hoskins Street.
- 4 Application to erect a banner should be made in writing to Council. Absolute preference will be given to events occurring within 7 days. The decision in relation to banner allocation will be made by the General Manager. Consideration may also be given to the date of application and the benefit to the community.
- 5 All artwork on banner is to be submitted to Council prior to construction. Banners should not contain provocative or offensive emblems or slogans.
- 6 Confirmation of booking will be made in writing (Appendix 2).
- 7 In the event of extreme wind conditions, banners will be removed until conditions have improved.

Revision Number: 2
File Name: Street Banner

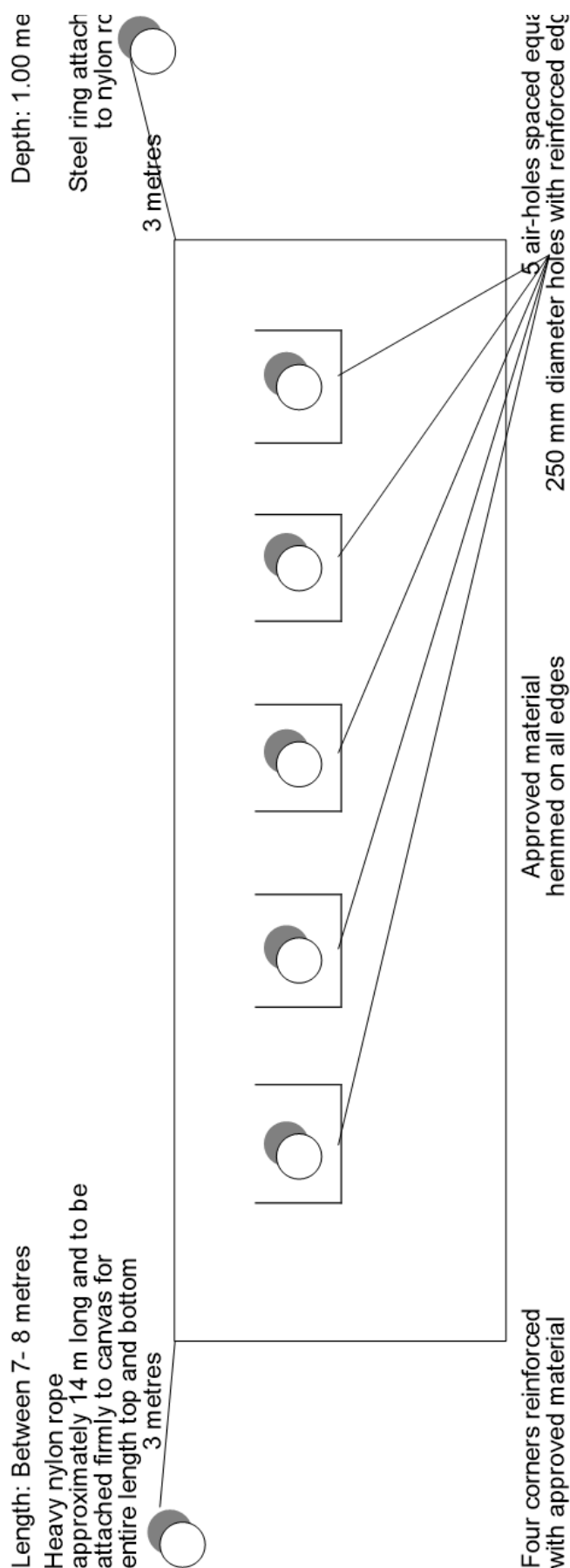
Revision Date: October 2021
Page Number: Page 3 of 5

Function: Community

Policy Number: C5
Temora Shire Council

TEMORA SHIRE COUNCIL DETAILS OF BANNER ACROSS HOSKINS STREET, TEMORA

Appendix



MATERIALS REQUIRED FOR CONSTRUCTION OF BANNER

- 1 Approximately 7 metres x 1 metre of approved material
- 2 Approximately 2 x 14 metres x 10 mm nylon rope
- 3 2 steel rings (approximately 50 mm diameter)
- 4 Quantity of approved material for reinforcing for four corners and around wind holes (approximately 500 mm x 500 mm)

NOTE: APPROVED MATERIAL IS 10-12 oz CANVAS OR A MATERIAL APPROVED BY DIRECTOR OF ENGINEERING SERVICES

Revision Number: 2

File Name: Street Banner

Revision Date: 15 November 2018

Page Number: Page 4 of 5

*Function: Community**Temora Shire Council**Policy Number: C5*

GCL:ATR:A/04/01

Appendix 2

25 October, 1995

Council approval has been granted to your request, subject to the banner being erected;

- 1 From (date) to (date).
- 2 In accordance with the conditions outlined in the Council's Street Banner Policy.
- 3 To the entire satisfaction of the Engineering Technical Services Manager.
- 4 The banner will be erected by Council.

Yours faithfully

G C LAVELLE
GENERAL MANAGER

Revision Number: 2
File Name: Street Banner

Revision Date: 15 November 2018
Page Number: Page 5 of 5

4.2 HOSKINS STREET - BIKE RACK REQUEST/LOCATIONS

File Number: REP23/938

Author: Trainee Engineer

Authoriser: Engineering Asset Manager

Attachments: 1. Council Report - March 2023
2. Council Report - May 2023

REPORT

Council has previously been presented with two reports (attached) detailing a request for additional bike racks in Hoskins Street. Council most recently resolved to investigate the existing infrastructure to determine whether it can accommodate additional bike racks.

Subsequently Councillors met onsite with the Engineering Asset Manager and Engineering Technical Officer to discuss the most suitable location/s for installation of the below style rack.



Proposed Locations

As discussed, the three proposed locations are listed below:

Option 1: On the kerb blister on the western side of Hoskins Street (in front of the Temora Hotel).



Option 2: On the footpath on the western side of Hoskins Street (in front of MGS)



Option 3: On the footpath on the eastern side of Hoskins Street (in front of the old Reconnect)



Budget Implications

It is estimated to cost \$2,000 to supply and install a single rack.

COMMITTEE RESOLUTION 109/2023

Moved: Cr Claire McLaren

Seconded: Cr Rick Firman

The Committee resolved to recommend to Council to approve the locations of Espresso House/Temora Hotel and Coffee Bar on the southern block and White Rose Café and Double Shot on the northern block and that provision be made for northern and southern blocks during footpath upgrades, subject to consultation with the adjoining business owners.

AND FURTHER

That cost be considered at the 2024/25 budget estimates.

CARRIED

Report by Tyler Madden

Cr Anthony Irvine and Cr Max Oliver voted against

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES**7 MARCH 2023**

4.7 HOSKINS STREET REQUEST - BIKE RACK**File Number:** REP23/294**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. Previous Council Report (2019)**REPORT**

Council has recently received correspondence requesting consideration of the installation of bike racks in Hoskins Street.

Council investigate locations for installation of bike racks in Hoskins Street. Visitors staying at Caravan Parks will ride their bikes into Hoskins Street but have limited availability to secure their bike with a lock in a bike rack while they shop or eat. Further it's not uncommon to see local Temora Cyclists attend shops like Kayshee, Coffee Bar, etc for a coffee at the end of their ride particularly on Saturday mornings where they just have to lean their bikes against shop fronts, signs or light poles nearby rather than being able to neatly place them in a bike rack. Can this matter be investigated and considered to allow safe and convenient storage of bikes in Hoskins Street.

There are currently 2 bike racks in Hoskins Street, photos and locations are provided below:

Outside Waratah Café:**Outside The Deli Café:**

A report was also presented at the November 2019 Council meeting requesting bike racks outside Coffee Bar (report attached). At the time the request was declined due to a lack of space for installation.

COMMITTEE RESOLUTION 16/2023

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

That the Committee resolved to recommend to Council to investigate suitable locations for additional bike racks and report back to Council

AND FURTHER

That Council consult with cyclists on the location and type of any additional bike racks.

CARRIED

Report by Amanda Colwill

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES

7 MARCH 2023

ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2019

14.14 BIKE RACK REQUEST

File Number: REP19/1399

Author: Environmental Secretary

Authoriser: General Manager

Attachments: 1. Bike Rack Request

REPORT

Council has received a request from a business owner for installation of bike racks in Hoskins Street.

RESOLUTION 466/2019

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that Council notes the report.

CARRIED

Item 14.14

Page 304

Item 8.1

Page 32

Belinda Bushell

From:
Sent: Monday, 11 November 2019 11:49 AM
To: Belinda Bushell
Subject: Request for bike rack

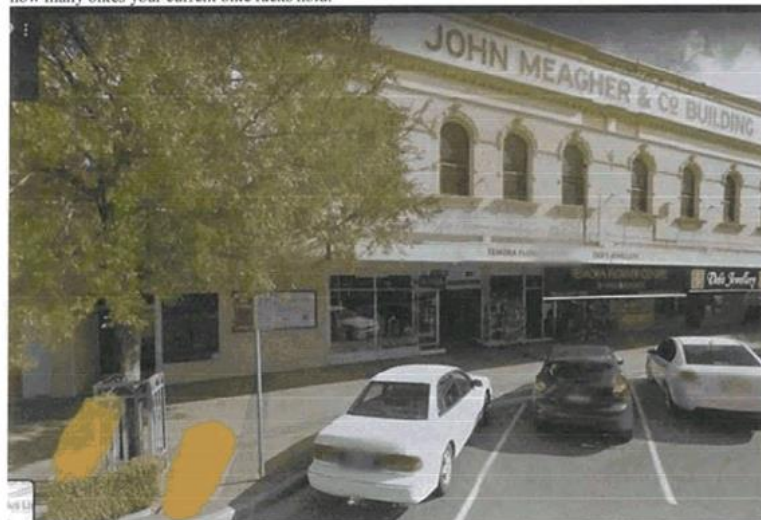
To Whom It May Concern,

As you would be aware I am relocating Coffee Bar On Hoskins to 244A Hoskins Street and I am aiming to have some seating out the front of my new shop for my customers.

Lately I have noticed we have more and more people riding bikes in our community and as I am aware it is a tradition to go for a ride and return to town for a coffee thus, I would like to take this opportunity to provide the coffee and also offer bike racks for my customers to secure their bikes on.

I write this letter to request a bike rack to be installed in the location where I have indicated on the picture.

Either side of the tree would be okay I thought this would be out of the way of foot traffic. I am not sure how many bikes your current bike racks hold.



I look forward to hearing your response.

SRF:ATR: 73006

25 November 2019

Coffee Bar on Hoskins
244A Hoskins Street
TEMORA NSW 2666

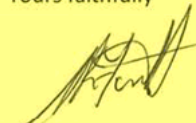
Dear Sarah

RE: BIKE RACK IN HOSKINS STREET

Council, at its meeting of Council held 21 November 2019 resolved that it was unable to accede to your request for the installation of a bike rack in front of your new premises in Hoskins Street.

The lack of room for the installation was seen as the main reason for this decision.

Yours faithfully



SR Firth
DIRECTOR OF ADMINISTRATION & FINANCE

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES

9 MAY 2023

4.3 HOSKINS STREET - BIKE RACK REQUEST

File Number: REP23/645
Author: Engineering Technical Officer
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

A resolution at the March 2023 Council meeting was to investigate suitable locations for additional bike racks, report back to Council, and further to consult with cyclists on the location and type of any additional bike racks.

As a result, feedback has been sought from an avid member of the cycling community. They have advised that road cyclists use carbon bikes with typical value between \$5,000 - \$10,000. The bike rack currently installed in Hoskins Street (near the Waratah Café) is not suitable for road cyclists. This style is suited for mountain bikes, flat bar bikes and children's bikes.

A photo is provided below showing an example of a suitable bike rack for carbon bikes. This style appears to be a custom design, however could be quite easily replicated.

**Proposed Locations**

The feedback from the local cyclists was that the most desirable location would be on the kerb blister outside Kayshe Coffee Shop. In the past a request was also submitted to Council (2019) suggesting a suitable location to be outside the Coffee Bar which was noted at the time. However since this request additional street furniture has been installed in this location, making space limited.

Photos are provided below of the two above locations.

Outside Kayshe**Outside Coffee Bar****Budget Implications**

A bike rack similar to the first example, is estimated to cost approximately \$2,000.

COMMITTEE RESOLUTION 46/2023

Moved: Cr Belinda Bushell

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES

9 MAY 2023

Seconded: Cr Rick Firman

That the Committee resolved to recommend that Council review existing infrastructure and whether it can accommodate proposed bike racks.

CARRIED

Report by Amanda Colwill

4.3 POLICY REVISION F1 - PLANT REPLACEMENT**File Number:** REP23/1094**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Policy F1 Plant Replacement 2023 Revision (Draft)
2. Current Active Policy F1 Plant Replacement

REPORT

Councils Policy F1 Plant Replacement was due for revision, and this has coincided with a new plant manager being appointed commencing early July, allowing for the new managers input to the policy review.

The current active policy is attached for reference as the newly revised draft policy saw significant changes made to align it to asset management plans and other Council policies or procedures. Previously the vehicle or equipment disposal component of fleet management was not captured in Council policy so is now included within the new draft policy as an additional section.

COMMITTEE RESOLUTION 110/2023**Moved:** Cr Belinda Bushell**Seconded:** Cr Jason Goode

The Committee resolved to recommend to Council to adopt the draft policy.

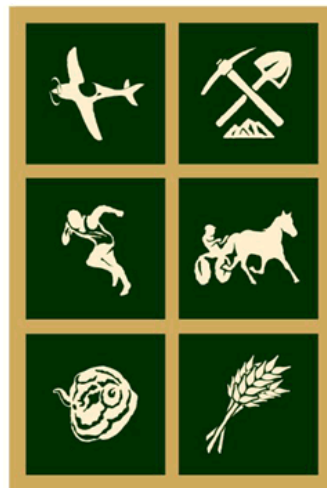
CARRIED***Report by Alex Dahlenburg***

Function: Finance

Temora Shire Council

Policy Number: F1

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

PLANT REPLACEMENT

DRAFT

*Revision Number: 4
File Name: Plant Replacement*

*Revision Date: August 2023
Page Number: Page 1 of 6*

Function: Finance

Temora Shire Council

Policy Number: F1

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Plant Replacement
CODE NUMBER: F1
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: September 2017

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2017	Changes to titles of staff	1	N/A	GCL
August 2018	Revision	2	N/A	GCL
October 2021	Revision	3	N/A	GCL
August 2023	Changes to; Method of Purchasing, Purchase considerations, Delegated Authority to removed Director of Engineering, Plant Replacement Lifecycle guide to align with Asset Management Plans	4		MB

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2018	Refresh		Plant Manager
October 2021	Review		Plant Manager
August 2023	Review		Engineering Works Manager, Engineering Asset Manager and Plant Manager

Revision Number: 4
 File Name: Plant Replacement

Revision Date: August 2023
 Page Number: Page 2 of 6

*Function: Finance**Temora Shire Council**Policy Number: F1***OBJECTIVES**

1. To acquire Council's plant and motor vehicles at the best value to council (Upfront cost, resale, maintenance, reputation, etc.)
2. To provide plant and equipment to support the construction and maintenance of all Council works in a cost-effective manner.
3. To allocate sufficient funds to meet the approved replacement program.
4. Provide supplementary plant and vehicles from external hire agencies to supplement Council's plant fleet and equipment as necessary.
5. To ensure plant and equipment purchasing complies with WHS legislation and policies.

By:

- 5.1. Consultation with the Plant Manager and Operators in relation to purchase of plant.
- 5.2. In assessing new Plant and Equipment Purchases the Plant Manager and suitable common operator/s where required undertake a nearby site inspection to confirm operator functionality, safety, and ergonomics. This is subject to approval by Engineering Works Manager.
- 5.3. Ensuring supplier provides pictorial stickers of danger areas e.g. crush points, electrical hazards, noise hazards or where not supplied be installed prior to operation as indicated by Plant Assessor.
- 5.4. Ensuring supplier provides a safe operation manual for plant available to operators.
- 5.5. Ensuring supplier provides a risk assessment for plant and a risk assessment is undertaken using Council's form WHS 105.6 Plant Hazard Checklist.
- 5.6. Ensuring supplier provides a label indicating operating noise level of plant.
- 5.7. Ensuring supplier provides the Safe Working Load of Plant (where necessary e.g. loader/backer) at required points.
- 5.8. Induction training supplied to common operators at time of delivery.

Function: Finance

Temora Shire Council

Policy Number: F1

Policy Statement

1. Method of Purchase

- 1.1 All purchasing be undertaken in accordance with Council's G3 - Procurement Policy.
- 1.2 Plant and equipment involving an estimated value of \$250,000 or more shall be purchased and sold in accordance with the Tender Regulations of the Local Government Act 1993. If the estimated value is greater than \$150,000 but less than \$250,000 the formal tender process shall be used if feasible otherwise where not possible the conditions of the G3 Procurement Policy shall be applied.
- 1.3 Vehicles, plant and equipment involving an estimated value of less than \$150,000 shall be purchased and sold by open quotations, noting the following points.
 - (I) The trade in price be market tested at various kilometres travelled.
 - (II) Replacement vehicles are purchased through local suppliers wherever possible at government contract prices.
- 1.4 Tender and quotation platforms shall be used, for example LGP (Local Government Purchasing), Australian Procurement, Buy NSW and VendorPanel.

2. Delegated Authority

- 2.1 The Engineering Works Manager has delegated authority through the General Manager to purchase replacement plant and equipment at auction up a value of \$150,000 providing the plant and equipment will be used in Council's works program and providing allowance has been made in the current budget for its purchase.

3. Replacement Policy - Guidelines

The following guidelines generally apply for the replacement of vehicles, plant and equipment.

3.1 Plant Replacement Cycle

- Sedans and Utilities (4WD's)	4 yrs or 150,000 km
- Light Trucks & Depot Works Utilities	8 yrs
- Medium Trucks (2-5 tonne)	10 yrs
- HC Large Trucks and Jetpatcher	10 yrs
- HR Water Trucks	12 yrs
- Rollers and Tractors	10 yrs or 8,000 hrs
- Graders and Loaders or Backhoe	10 yrs or 12,000 hrs
- Garbage Compactor	6 yrs
- Street Sweeper	8 yrs
- Small Plant - Front Deck Mowers. Slashers	6 yrs
- Forklifts	15 yrs
- Traffic Lights	10 yrs
- Small Plant / Equipment and other items	Needs basis

Revision Number: 4
File Name: Plant Replacement

Revision Date: August 2023
Page Number: Page 4 of 6

*Function: Finance**Temora Shire Council**Policy Number: F1*

As a general rule, vehicles will be sold or traded as detailed in the plant replacement cycle guidelines unless market forces determine otherwise. The decision to trade will be at the discretion of the Plant Manager and approved by the Engineering Works Manager or General Manager.

3.2 Considerations for Purchases

- Standardisation of vehicles where possible
- Purchase recognised quality vehicles (Reputational Brands)
- Asset life cycle cost
- Availability of parts and servicing
- Warranty
- Availability / lead time
- Fit for purpose
- Innovation and technology advancements
- Safety, Ergonomics and Risk Assessment
- Environmentally sustainable procurement (Reduced emissions, EV's)

4. **Plant and Equipment Disposal - Guidelines**

The following guidelines generally apply for the disposal of vehicles, plant and equipment.

- (I) Trade in value be sought where relevant.
- (II) Auction estimate be sought.
- (III) Trade in value and auction estimate be compared to proceed with the best value resale option.
- (IV) Expression of Interest (EOI) may be advertised locally subject to an auction estimate value being used as a benchmark reserve price for resale. If this isn't achieved the EOI is not awarded with the vehicle, plant or equipment item going to Auction as default.

5. **Future actions and policy principles**

- (I) Plant fund to be financially self-supporting from individual hire rates set for all plant items.
- (ii) The ten (10) year replacement program shall be reviewed on an annual basis.
- (iii) Computerised plant management system to be implemented and maintained where deemed beneficial. Such a system must involve communication between the Engineering Works Manager, Plant Manager and the Plant Operators.

The plant management system is also to include, but not be limited to arrangements for:-

- Regular servicing
- Preventative maintenance through oil sampling and like measures
- Operator awareness program
- Operator training

- (iv) Analysis of existing fleet as compared to current requirements and

Revision Number: 4
File Name: Plant Replacement

Revision Date: August 2023
Page Number: Page 5 of 6

Function: Finance

Temora Shire Council

Policy Number: F1

utilisation records.

Revision Number: 4
File Name: Plant Replacement

Revision Date: August 2023
Page Number: Page 6 of 6

Function: Finance

Temora Shire Council

Policy Number: F1

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

PLANT REPLACEMENT

ACTIVE

*Revision Number: 3
File Name: Plant Replacement*

*Revision Date: October 2021
Page Number: Page 1 of 5*

Function: Finance

Temora Shire Council

Policy Number: F1

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Plant Replacement
CODE NUMBER: F1
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: September 2017

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2017	Changes to titles of staff	1	N/A	GCL
August 2018	Revision	2	N/A	GCL
		3		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2018	Refresh		Plant Manager
October 2021	Review		Plant Manager

Revision Number: 3
 File Name: Plant Replacement

Revision Date: October 2021
 Page Number: Page 2 of 5

*Function: Finance**Temora Shire Council**Policy Number: F1***OBJECTIVES**

- 1 To acquire Council's plant and motor vehicles at the most advantageous cost.
- 2 To provide plant and equipment to support the construction and maintenance of all Council works in a cost effective manner.
- 3 To allocate sufficient funds to meet the approved replacement policy.
- 4 Provide supplementary plant and vehicles from external hire agencies to supplement Council's plant fleet and equipment as necessary.
- 5 To comply with WH & S regulation and policy.

By: Consultation with the Plant Manager and Operators in relation to purchase of plant;

Ensuring supplier provides pictorial stickers of danger areas e.g. crush points, electrical hazards, noise hazards;

Ensuring supplier provides a safe operations manual for plant for operators;

Ensuring supplier provides a Risk Assessment for plant;

Ensuring supplier provides a label indicating operating noise level of plant;

Ensuring supplier provides the Safe Working Load of Plant (where necessary e.g. loader/backer) at required points;

Induction training supplied to operators at time of delivery.

*Function: Finance**Temora Shire Council**Policy Number: F1***Policy Statement****1. Method of Purchase**

- 1.1 Plant and motor vehicles involving an estimated amount of \$150,000 or more shall be purchased and sold in accordance with the Tender Regulations of the Local Government Act 1993, and be purchased and sold by open tenders advertised in local and regional newspapers or, where appropriate, state newspapers, except where auction is the preferred disposal option.
- 1.2 Plant and motor vehicles involving an estimated amount of less than \$150,000 shall be purchased and sold by open quotations advertised in local and or regional newspapers, or where appropriate, State newspapers, except:-
- (a) Plant and motor vehicles involving an estimated amount of less than \$150,000 shall be purchased and sold by the following methods.
 - (i) Invitation to quote from local firms.
 - (b) The trade in price be market tested at various kilometres travelled.
 - (c) Replacement vehicles are purchased through local suppliers wherever possible at government contract prices.
- 1.3 Utilising LGP (Local Government Purchasing) and/or Australian Procurement.

2. Delegated Authority

- 2.1 The Director of Engineering Services has delegated authority through the General Manager to purchase replacement plant and equipment at auction providing the plant and equipment will be used in Council's works program and providing allowance has been made in the current budget for its purchase.

3. Replacement Policy - Guidelines

The following general guidelines shall apply for the replacement of vehicles, plant and equipment (changes to these general principles should be approved by the General Manager:-

3.1 Plant Replacement Cycle

- Sedans, Utilities and Station Wagons	1 yr or 20,000 km
- Light Trucks (1 tonne) & 4WD Vehicles	4 yrs or 60,000 km
- Small Trucks (2-5 tonne)	8 yrs or 150,000 km
- Large Trucks	8 yrs or 350,000 km
- Rollers/Tractors	8 yrs or 6,000 hrs
- Backhoes	8 yrs or 6,000 hrs
- Graders/Loaders	10 yrs or 10,000 hrs
- Garbage Compactor	7 yrs
- Small Plant - Front Deck Mowers	4 yrs
- Other items	Needs basis

Revision Number: 3
File Name: Plant Replacement

Revision Date: October 2021
Page Number: Page 4 of 5

*Function: Finance**Temora Shire Council**Policy Number: F1***3.2 Considerations for Purchase**

- Standardisation of vehicles where possible
- Purchase recognised quality vehicles
- Items of plant should return a financial gain

FUTURE ACTIONS/ POLICY PRINCIPLES

- (i) Plant fund to be financially self-supporting from individual hire rates set for all plant items.
- (ii) A ten (10) year replacement program to be formulated. Such plan is to be reviewed on an annual basis.
- (iii) Computerised plant management system to be implemented (if and when deemed beneficial) and maintained. Such a system has to involve communication between the Plant Manager and the Plant Operators.

The plant management system is also to include, but not be limited to arrangements for:-

- Regular servicing
 - Preventative maintenance through oil sampling and like measures
 - Operator awareness program
 - Operator training
- (iv) Analysis of existing fleet as compared to current requirements

Revision Number: 3
File Name: Plant Replacement

Revision Date: October 2021
Page Number: Page 5 of 5

4.4 FLOOD DAMAGE - NATURAL DISASTER FUNDING UPDATE

File Number: REP23/1181
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Following the Council meeting in April 2023, a resolution was endorsed by Council to bring a report back to Council on methods we can use to deal with continuing compliance requirements for TfNSW.

As a final update on AGRN 1034 – September 2022 this event has now been finalised for Emergency Works (EW) and Immediate Restoration Works (IRW) claims. With Restoration Works (EPA-RW) submitted reviewed and approved.

To ensure ongoing compliance, when EPA-RW are completed with a deadline of June 2025, a contractor known as Disaster Control Project Management (DCPM) will be engaged. In relation to an emergency event a contractor can be engaged within 12 months of the event and costs be recoverable. DCPM has already been doing work for Greater Hume, Federation, Lockhart and Weddin Councils in this area.

DCPM will photograph Council's whole road network as EPA-RW completion evidence, and this will also form pre-event condition evidence for the next 4 years with the cost likely to be \$20,000 to \$30,000 recoverable through natural disaster funding on this occasion. If this data is not required for a natural disaster in the next four (4) years and the guidelines remain unchanged Council would need to look at budgeting \$30,000 to \$40,000 in the 2028/29 financial year to re-capture road assets for pre-event condition evidence. Note the cost stated for 2028/29 is only higher to anticipate increases due to CPI and general pricing inflation. The data collected by DCPM will also be available to Council to inform ongoing asset condition assessments.

Budget Implications

AGRN1034

EW approved: \$60,574.94 (Not yet paid)

IRW approved: \$89,005.60 (Not yet paid)

Total Approved for re-imbursement = \$149,580.54

EW/IRW costs not approved = \$160,286.64

Council had to cover non-approved costs, so this amount has been transferred into the \$2.4 million funded through Regional and Local Roads Repair Program (RLRRP) as unsealed road maintenance.

EPA-RW approved: \$1,612,807.07

This restoration works (RW) funding now approved is to be completed prior to June 2025.

COMMITTEE RESOLUTION 111/2023

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

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

CARRIED

Report by Alex Dahlenburg

4.5 TENDER EXTENSION - BITUMEN SUPPLY AND SPRAY

File Number: REP23/1182
Author: Engineering Works Manager
Authoriser: Engineering Asset Manager
Attachments: Nil

REPORT

Councils' current bitumen supply and sprayer tender is contracted to Downer EDI Works until the 31st October 2023. This is contract Number VP262672.

The current Local Government Procurement (LGP) contract that our tender was ran under was due to expire on 30th June 2023, but was extended by LGP to 31st December 2023. This is due to LGP213-2 formalising a new tender for LGP213-2.

As Council has always operated our bitumen supply and spray tenders under the LGP Contract, the Engineering Works Manager emailed Downer EDI Works requesting they send correspondence requesting the current tender be extended from 31st October 2023 to 31st December 2023 in accordance with the LGP213-2 extension. Downer have been in contact with Procurement Australia in an attempt to receive communication in relation to the LGP213 contract extension before formally writing to Council, however an outcome has not yet been determined for the new LGP contract.

As Councils current tender expires on the 31st October 2023, Councils Engineering Works Manager is seeking approval from Council to extend this current tender to the 31st December 2023 in accordance with contract LGP213-2. If approval is granted a formal letter of this tender extension to 31st December 2023 will be issued to Downer EDI Works.

COMMITTEE RESOLUTION 112/2023

Moved: Cr Belinda Bushell
Seconded: Cr Jason Goode

The Committee resolved to recommend to Council that the current bitumen supply and spray tender VP262672 be extended from 31st of October 2023 to 31st December 2023 in accordance with contract LGP213-2.

AND FURTHER

Council's Engineering Works Manager send a formal letter of correspondence to current tendered contractor Downer EDI Works to this effect.

CARRIED

Report by Alex Dahlenburg

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

5 CONFIDENTIAL REPORTS

Committee Resolution 113/2023

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

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 3:00pm:

5.1 Tender - Stabilisation Services 23/25

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

5.2 Tender - Hoskins Street Pavement Upgrade

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.

5.3 Golden Gate Reserve - Pump

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.

CARRIED

Committee Resolution 114/2023

Moved: Cr Claire McLaren

Seconded: Cr Rick Firman

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 3:15PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 12 September 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

**9.4 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD ON 12 SEPTEMBER 2023****File Number:** REP23/1190**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee
Meeting held on 12 September 2023**RESOLUTION 157/2023**

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED**RESOLUTION 158/2023**

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

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

CARRIED



DATE: TUESDAY, 12 SEPTEMBER 2023
TIME: 3:22PM
LOCATION: 105 LOFTUS STREET
TEMORA NSW 2666

MINUTES

Economic Development and Visitations Committee Meeting

12 September 2023

Order of Business

1	Open Meeting	3
2	Apologies	3
3	Disclosures of Interest	3
4	Reports	4
4.1	Economic Development Update - September 2023	4
5	Close Meeting	6

**MINUTES OF TEMORA SHIRE COUNCIL
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 SEPTEMBER 2023 AT 3:22PM**

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

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

1 OPEN MEETING

3:22PM

2 APOLOGIES

COMMITTEE RESOLUTION 33/2023

Moved: Cr Rick Firman

Seconded: Cr Graham Sinclair

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

CARRIED

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS

4.1 ECONOMIC DEVELOPMENT UPDATE - SEPTEMBER 2023

File Number: REP23/1183
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The purpose of this report is to provide an update on the activities of the Economic and Community Development function for the past month.

Resident Attraction / Workforce Development

1. The Economic Development Manager met with the Wagga campus of the College of Nursing Education & Training Australia (NETA) to learn more about their services which primarily assist overseas qualified nursing staff to have their qualifications recognised in Australia whilst connecting them to employment opportunities and supporting the visa process. Subsequently, a meeting was held in Temora with healthcare providers about the potential for NETA to assist with finding and training nursing staff, primarily from the Philippines, given Temora's growing and supporting Filipino community.
2. The ECDM coordinated an information session for businesses owners hosted at TAFE that provided information about inclusive recruitment practices.
3. The Economic Development Manager commenced early-stage planning for a resident attraction and jobs expo proposed to be held in Autumn 2024 to be coordinated by RDA Riverina.

Tourism

4. The draft concept plans for the Temora Railway Precinct were circulated for consultation to Councillors and the community through various forms including a workshop, community drop in, online survey, and display of plans in several locations.
5. The Canola Trail Committee hosted a forum for tourism operators located in Temora, Coolamon and Junee Shires at the Temora Aviation Museum. The forum was an opportunity to learn about achievements of the collaborative marketing brand of the past 12 months, plans for promoting the trail, and product development in the region. Destination Riverina Murray also provided an update on funding, training, and strategic development projects.

Business Development

6. The Economic Development Manager attended a forum called Wagga Wagga: Beyond 2050 which explained a number of emerging technologies that could impact the city and wider region over the next 30 years, including artificial intelligence and electronic aircraft.
7. Council and TBEG were both successful in receiving funding under the Small Business Month grants program. Council's funding will deliver a workshop about retail merchandising followed by five one-on-one consultations sessions with business owners by

retail strategist and marketing expert, Debra Templar. TBEG will coordinate a luncheon with a PR and marketing expert, Georgie Robinson.

Community Services

8. WSP Australia were onboarded as delivery partners for the development of the Temora and Bland Shires Drought Resilience Plan. An online community survey was circulated, a desktop research of existing strategic plans was conducted, and a stakeholder engagement plan produced.
9. The Economic & Community Development Officer coordinated a community launch event for The Resilience Project in partnership with THS and TPS. The event had over 200 residents register to attend with very positive feedback.
10. The Economic & Community Development Officer attended a conference in Sydney hosted by the NSW Local Government Multicultural Network that focused on multiculturalism, including success stories, key learnings, and introductions to service providers and programs.
11. The FLOW program of events for Reducing Isolations for Seniors has delivered several activities, including visual arts, chair yoga, telescope night, and creative writing. There are further activities scheduled to run through to the end of September.

COMMITTEE RESOLUTION 34/2023

Moved: Cr Rick Firman

Seconded: Cr Belinda Bushell

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

CARRIED

Report by Craig Sinclair

5 CLOSE MEETING

The Meeting closed at 3:35PM.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 12 September 2023.

.....
GENERAL MANAGER

.....
CHAIRMAN

9.5 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 12 SEPTEMBER 2023**File Number:** REP23/1234**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 12 September 2023**RESOLUTION 159/2023**

Moved: Cr Nigel Judd

Seconded: Cr Anthony Irvine

It was resolved that the reports be received.

CARRIED**RESOLUTION 160/2023**

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

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

CARRIED



DATE: TUESDAY, 12 SEPTEMBER 2023
TIME: 6:00PM
LOCATION: 105 LOFTUS STREET
TEMORA NSW 2666

MINUTES

Aerodrome Users Committee Meeting

12 September 2023

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**MINUTES OF TEMORA SHIRE COUNCIL
AERODROME USERS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 12 SEPTEMBER 2023 AT 6:00PM**

PRESENT: Cr Nigel Judd (Chair), Mr Grant Johnson, Mr Robert Maslin, Cr Max Oliver, Mr Peter Harper, Mr Robert Matthews, Mr Peter McIntyre (observer), Cr Anthony Irvine (observer), Mr Tim Reid (zoom)

IN ATTENDANCE: Claire Golder (Town Planner)

1 OPEN MEETING

6:00PM

2 APOLOGIES

COMMITTEE RESOLUTION 8/2023

Moved: Cr Max Oliver

Seconded: Mr Peter Harper

That apologies from Engineering Asset Manager Rob Fisher, General Manager Melissa Boxall, James Durham (Building Inspector/Quality Assurance Officer) and Graham Engel, be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

COUNCILLOR/OFFICER	ITEM	NATURE OF INTEREST	HOW MANAGED
NIL			

4 REPORTS

4.1 TEMORA AIRPORT MASTER PLAN IMPLEMENTATION REVIEW

File Number: REP23/903

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: Nil

REPORT

The Temora Airport Master Plan was adopted by Council in April 2019. It is therefore appropriate that a review of the implementation of this plan is conducted at this time.

Summary of the Airport Master Plan

Key objectives that the Temora Airport Master Plan has identified are:

- Securing the future asset management of Temora Airport through the identification and justification of infrastructure upgrades and investment
- Supporting future commercial usage of Temora Airport for pilot training and aircraft engineering businesses
- Developing the next stage of the Temora Airpark Estate
- Improving financial sustainability through diverse income sources
- Airport Precinct Concept Plans to guide future development

The objectives of the Temora Airport Master Plan are:

- Maintain the ability for aircraft to operate safely and unrestricted through the maintenance of existing infrastructure, to agreed service levels
- Ensure the airport is operating in accordance with National regulations, standards, legislation and policies, including the National Airports Safeguarding Framework
- Understand current conditions, performance, utilisation and costs
- Plan for and support the ability for airport facilities to be maintained, enhanced and expanded
- To improve future levels of service in response to population growth, demographic changes and community expectations, as well as options for commercial opportunities
- Efficiently use Council's resources
- Develop options for attracting and developing more general and recreational aviation activity at the airport
- Promoting the role of the airport and its significance as a community asset, including identity, employment, residential development, safety, heritage, education and tourism
- Providing for the airport to increase revenue
- Safeguarding the airport's long-term plans and objectives
- Managing environmental and heritage constraints

- Managing risks associated with asset liability
- Managing risks outside of the airport, including land use conflicts, wildlife, and public safety.
- Provide direction for Councillors, Council officers, user groups and the community

Future goals for the airport are to:

- Encourage the provision of additional flexible training facilities.
- Encourage complementary commercial businesses, including pilot training, engineering, and other aviation related businesses
- Continue to support the Temora Aviation Museum aims to educate local students, and students living further afield about the operations of an airport as well as aviation history during wartime.
- Improve facilities through additional hospitality and accommodation services, local employment opportunities and support for community functions on airport grounds
- Future Airpark estate expansion
- Flood study of Council owned land located north of the airport. Determine future purpose of this land.
- Increasing the number of visitors, improving the experience for visitors, and increasing the range of events available in order to attract different markets of visitors.
- Improve the long-term financial sustainability of Temora Airport through investigating and pursuing a diverse range of additional income sources.

Project implementation review

With the funding under the Federal Government's Building Better Regions Fund, many of the identified projects have been completed, these being:

- strengthening Runway 18/36,
- main apron reconstruction,
- taxiway construction,
- taxiway sealing and
- underground drainage.

In addition to maintaining and renewing existing assets and improving existing facilities at Temora Airport, the Master Plan identifies future development opportunities to be examined and determined to be implemented over the medium to long term. These projects include:

- Airport landholding and potential land acquisitions – this is progressing through plans for the development of the former saleyards, land and 44 Airport Street, in conjunction with 50 Airport Street (privately owned) to deliver the next stage of the airpark estate. Council is finalising preparations to secure land for the construction of a future taxiway to connect these sites to the runway.
- Commercial aviation development – this remains an option, in relation to pilot training opportunities. Demand has been impacted by the ongoing impacts of the pandemic and

rising costs. However, emerging impacts of Western Sydney Airport restricting training opportunities in smaller Sydney airports may lead to some training being based in regional locations, including Temora.

- Airport Tourism – expansion of experiences available at the Temora Aviation Museum, recovery after the pandemic and impacts of flooding. Regional tourism continues to have high demand, with high costs of overseas and interstate travel. Ongoing promotion through the Canola Trail partnership.

- Multipurpose airport building – the delivery of this project has been impacted by many factors, including the ongoing impacts of the pandemic, rising costs, and Council's overall financial position. The Temora Aviation Museum has the potential to accommodate aviation events within their display hangar. Facilities to cater for functions are continuing to be enhanced. Council has upgraded the Temora Memorial Town Hall, which offers the capacity to cater for large events, although not located at the airport.

- Private aircraft storage – this has been delivered to some extent with the Temora Gliding Club constructing a private hangar. Aircraft storage is available at the Temora Aero Club hangar.

- Adjoining development and aircraft noise contours – this has continued to be protected with new development required to occur within the Obstacle Limitation Surface and preventing noise sensitive developments from being developed in proximity to the airport.

The Temora Airport Master Plan included specific projects for delivery, with the status of each of these projects reviewed below:

Temora Airport Precinct Projects

<i>Airpark estate precinct</i>		
Project	Stage	Status
Completion of Airpark Stage 4 Spitfire Drive. Lots offered for sale.	One	Complete
Surveying and design of Stage 5, former saleyards land, including securing taxiway access to runway	One	Complete
Negotiations for acquiring additional land for first part future airpark estate expansion	One	Complete
Investigate potential development of vacant land for future airpark estate expansion	Two	Land now zoned to SP1 Special Activities to support future development.
Negotiations for purchase/arrangements for second part future airpark estate expansion	Two	Land has been sold to private developer. Development application for subdivision received

<i>Agricultural usage precinct</i>		
Project	Stage	Status
Completion of design for agricultural usage, located north of Spitfire Drive, including truck unloading and turning area off Airport Street (non-airside), aircraft taxiway and loading apron (airside), safety fencing and water tank storage area	One	Complete
Complete works associated with new agricultural usage site	Commenced late 2018	Complete

<i>Commercial aviation business precinct</i>		
Project	Stage	Status
Complete preliminary design of commercial precinct using Council surveyors and input from Temora Flood Study, including access design and identifying land potentially suitable for future development. Opportunities include aviation training facility, engineering maintenance training facility, aviation support businesses and private hangar storage facilities. Design to consider potential for alternate residential airpark usage.	One Flood study commenced early 2018 Site surveying completed in support for future stormwater detention basin	Currently occurring
Consultation with Temora Aviation Museum and input to OLS separation design from aviation consultant	Two	Future Project
Promotion of commercial development opportunities at Temora Airport	Three	Ongoing

<i>Existing Operations and Emergency Services precinct</i>		
Project	Stage	Status
Rural Fire Service water tanks installation	One	Complete
Upgrade of main airport apron, including refuelling areas, helicopter landing and aircraft parking areas	One	Complete
Upgrade to provide Code A, Code B and Code C taxiways	Two	Complete
Improvements to airport security through additional and upgraded fencing and access gates, improved separation of airside and non-airside areas to manage public access	One Completed investigation early 2018 Prioritise tasks and complete works as budget allows	Ongoing

<i>Aviation tourism precinct</i>		
Project	Stage	Status
Investigation of potential for visitors to access Aeroclub Hangar for airport viewing and access to refreshments	Two Considered as part of security review and future consultation with Aeroclub. Requires managing access to be non-airside, schedule of volunteer opening hours, managing access to Temora Aviation Museum. Potentially funded through grant application.	Future project
Provision of additional cabin accommodation at Airpark Caravan Park	Three Consider further in conjunction with TAM, as 12 rooms now available at Sky Lodge, operated by TAM.	Future Project

Museum precinct		
Project	Stage	Status
Diversification of experiences, events, services and attractions at Temora Aviation Museum to appeal to visitors and encourage return visits. Consider future travelling exhibitions, similar to Da Vinci machines, more interactive experiences, guided tours, films, and history-focused events.	One Continue supporting role to Temora Aviation Museum to strengthen Temora's major tourist attraction	Ongoing

Recommendations for future action and timeframes

Issue	Comment	Timeframe
Data		
Data recording	Collect data of regular commercial flights for use in collecting landing fees, if required	Ongoing
Aerodrome Weather Forecasting (TAF)	Council and stakeholder must lobby for the reinstatement of TAF from Temora Airport	Complete
Strategic Planning		
Risk Assessment	Responding to CASA requirements, managing risk of wildlife strikes, managing noise, security. System for recording wildlife strikes and near misses. Council insurance review regarding issue of risks to aircraft using unrated taxiways and aprons Response to independent airport safety advice and recommendations	Ongoing
Commercial development	Need to identify land suitable for future commercial development opportunities, such as aviation related services, lease hangars. May have the option for airpark estate use as well. Include Aviation Industries within the Temora Economic Development Strategy, which considers current and future industry infrastructure and business support needs. The Transport and Logistics Industry Skills Council Ltd reports that there is expected continued demand for aircraft pilots, flight	Ongoing

	instructors and maintenance engineers.	
Asset renewal plan	Develop an asset renewal plan covering projects, costs, timeframes, process and funding	Ongoing
Flood Study	Completion of flood study and mitigation works, including land north of the airport, owned by Council, which may not be suitable for future development due to several factors.	Ongoing
Infrastructure		
Airport Aprons	Develop a prioritised plan for the staged upgrading of existing aprons to standards suitable for their usage. Future aprons to be designed to a suitable minimum standard	Complete
Jointly funded infrastructure	Consider the concept of improving airport infrastructure through contribution on a non-cash basis, such as raw materials, or through fund raising events	Not required
Fuel supply	Providing opportunity for accessible and competitively priced aviation fuel to be supplied onsite	Complete
Caravan park	Caravan park is working well and is popular with visitors. Review use of Council owned land within the air park estate for overflow camping requires review. Investigate demand for next stage of airpark cabin development to complement caravan park.	Ongoing
Caravan storage area	Contact caravan owners to advise that Council will no longer be providing caravan storage and owners should collect their caravan from Temora Airport.	Complete
Former Terminal building use	Currently leased to Temora Flyers Inc, as a meeting place for local and visiting pilots. Council to maintain connection with group through EDM, and support their commitment to organising and providing local aviation related events	Ongoing
Airport fencing	As fencing requires replacing, consider the type of fencing to ensure suitability and	Ongoing

	attractive presentation of airport	
Telecommunications	Receive advise about the current level of telecommunications services at Temora Airport, optimal levels of service and make submission to relevant carriers and Government Ministers to achieve improvements	Ongoing
Income		
Airport Maintenance Fee	Commencement of Airport Usage Fees Policy	Complete
Rental fees	Review rental fees charged by Council for usage of airport buildings	Complete
Landing fees for commercial airport users	Commencement of Airport Usage Fees Policy	Complete. Limited fees collected
Tourism and Events		
Multipurpose building	Consider option for improving aero club to be more accessible for multipurpose uses. Consider opportunities through partnerships with Aviation Museum and heritage grants and possible purpose built facility.	No progress
Large event accommodation	Continue with current arrangements of leasing land for use in large events. Potential for additional overflow camping at Lake Centenary (special event). Consider issue of Lake Centenary viewing area, costs of additional cleaning and waste management.	Ongoing
Current airport events	Managing the current calendar of events at the airport. Review what events occur at the airport and if they involve closing the runway or airspace. Managing events in conjunction with private usage, considering landowners have invested in the airpark estate in order to enjoy regular flying. Review economic benefits of these events, such as number of participants, spectators, flow on economic benefits to the Shire. Examine non-recreational aviation uses including motorsport events. Increasing requirements for event organisers to promote visitation to Temora, rather than Temora being just a venue for an event	Ongoing

	with a small number of participants.	
New events	<p>On review of calendar, consider scope to increase events that attract participants and spectators, bringing wider economic benefits and promotion of Temora Shire. Particular focus on events that allow for continued use of airport for private recreational aviation to continue during the event.</p> <p>Continue to create events or exhibits that excite our community and attract tourists, by tapping into our strengths, including flying festivals. This includes attracting and maintaining high standard events, both large and small. It is imperative that the airport is generating wider economic return to the community if no landing fees are to be introduced, in order to respond to Council's ongoing investment into the resource.</p>	Ongoing. New ongoing usage of airport by Department of Defence parachuting school.
Tourism	<p>An information bay at the airport parking area.</p> <p>Investigate new opportunities to increase usage of Temora Airpark Caravan Park</p>	Ongoing

Discussion

Since the adoption to the Temora Airport Master Plan, Council has made good progress delivering infrastructure projects, rezoning and securing land to support the next stage of the Temora Airpark Estate. Negotiations are progressing to support the future development of this land and an application for funding has been submitted. Council has responded to new opportunities for additional usage of the Temora Airport through the Deference Force Parachuting School.

COMMITTEE RESOLUTION 9/2023

Moved: Mr Grant Johnson

Seconded: Mr Robert Maslin

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

CARRIED

Report by Claire Golder

4.2 ADF PARACHUTE OPERATIONS**File Number:** REP23/1154**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:**

1. Meeting Minutes - 28th August 2023
2. Council Report - June 2023

REPORT

Following a resolution at the June 2023 meeting of Council, a working group met to further discuss ADF parachute operations at the Temora Airport. Minutes from the meeting are attached to this report.

COMMITTEE RESOLUTION 10/2023**Moved:** Mr Peter Harper**Seconded:** Mr Robert Maslin

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

CARRIED***Report by Amanda Colwill***

ZOOM MEETING - 28/8/23**PRESENT:**

Tim Reid, Mark Binskin, Jill Bailey, Grant Johnson, Gary King, Nigel Judd, Rob Fisher, James Durham

TIM REID (ADF)

In regard to NOTAMs the ADF have consulted with RAAF airspace planners at HQ Joint Operations Command (HQ JOC) and Airservices NOTAMs office to improve the NOTAMs as submitted. NOTAMs now contain multiple phone contact numbers to call as well as the days of operations. Unfortunately, they cannot publish the times of operations as this option is not viable. The pilots of Snowbird now carry portable skyband radios to maintain a listening watch, which gives them more situational awareness when not in the aircraft. ADFPS PJE operations at Temora are now limited to two week blocks, unlike previous years, which allows more flexibility to all users.

GARY KING (COMMERCIAL OPERATOR)

Gary commented that it's great to have the operations at Temora providing an income stream for the Airport. The last two training blocks had worked in well with his Pilot training flights but stressed the lines of communications need to remain open.

MARK BINSKIN

Commented that NOTAMs needed to properly reflect what is being conducted in the respective flying period. Suggested that the ADF could provide a link to a website in the published NOTAM which would take pilots to a webpage with all the information regarding the Parachute Operations. This would unclutter the NOTAM from paragraphs of information and make it easier for all pilots to access all the information. Mark also suggested that the lower altitude drops work well as they are relatively simple to coordinate. It is the higher altitude drops that affect more users over a larger piece of airspace for longer periods and, therefore, need more clarity via the NOTAMs

GRANT JOHNSON (GLIDING CLUB)

Stated that the earlier NOTAMs weren't informative enough for all users and that the running NOTAM over the weekend was restrictive to airport users but noted that this had now been rectified. The Gliding Club would welcome future opportunities to raise awareness about gliding operations and that I agree that two-way communications are key to safety.

JILL BAILEY (RAAUS)

Supported the intention behind the ADF ops, and the benefit to the Council, museum and aerodrome, but clear NOTAM information was critical. Jill had a good news story where an RAAus CFI candidate flying in, experienced no issues after Jill had communicated with the Snowbird pilots the day before and provided specific times for later intended flights. Snowbird and the inbound pilot had no issues and the subsequent sortie was completed without having to maintain the 5km exclusion zone.

ROB FISHER (COUNCIL)

Keen to see a workable long-term solution for all users. Questioned whether an operating procedure could be documented for Temora so that information is not lost in change of personnel.

NIGEL JUDD (COUNCIL)

Question raised to Tim Reid: I raised the concern expressed by one delegate at an Aerodrome Users Committee Meeting who spoke to those in charge of the parachuters on an issue and told it would be fixed for next time, but next time it happened again, as different personnel were in charge.

There's needs to be continuity in those running the operation, or have a detailed manual that would contain any issues raised at a previous operation.

Tim Reid said he would note the concern and try to put procedures in place to reduce any concerns about their operations reoccurring.

AERODROME USERS COMMITTEE MEETING MINUTES

6 JUNE 2023

4.2 AERODROME USERS COHABITATING WITH ADF PARACHUTE OPS**File Number:** REP23/819**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:** 1. Correspondence**REPORT**

Requesting the Aerodrome Users committee hold discussions with key stakeholders relating to ADF Parachute operations.

Budget Implications

N/A

COMMITTEE RESOLUTION 6/2023

Moved: Mr Peter Harper

Seconded: Mr Grant Johnson

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

AND FURTHER

That the ADF would commit to explore operating procedures that would create an equitable working solution for all users.

AND FURTHER

That a smaller working group consisting of representatives from JOAP, ADF and Council would then meet to discuss solutions.

CARRIED***Report by Rob Fisher***

From:
Sent: Thursday, 25 May 2023 3:25 PM
To:
Cc:
Subject: Parachute operations - Temora airport (contact and flight information)

Dear fellow Temora airpark resident or pilot

Yesterday, , and I had a discussion with the Defence parachute pilots and have identified some potential areas for improvement. At request as Chair of the Temora Joint Operations Advisory Panel (JOAP) I am sending this email. I have tried to include as many pilots, residents and interested parties as I can, but if you think you know someone who might benefit from the email, please feel free to forward it on. I have bcc'd recipients to protect our email addresses from spam but the email includes all the people listed at the end of this email, in no particular order.

Some of you may not realise JOAP even exists, but we meet semi-regularly, as a forum to allow for residents, training operations, gliding operations, warbird and Museum operations and private flight operators and the Defence parachute operations, even the training academy from Wagga, to discuss safety related issues at Temora and attempt to resolve problems relating to aircraft operations, pilot actions or conflicting operations.

The discussion yesterday identified the following important information.

Firstly, while many of us might only fly locally, it is critical pilots check NOTAMs prior to every flight. This includes (because of the way information is delivered via NAIPS), Head Office NOTAMS, as this is where the information about Defence parachute operations is provided.
Today, using NAIPS, selecting the location as YTEM and a briefing period of 72 hours yields the information below.

AERODROME USERS COMMITTEE MEETING MINUTES

6 JUNE 2023

NOTAM INFORMATION

TEMORA (YTEM)

C20/23 REVIEW C13/23

AWIS FREQ 134.45 NOT AVBL
 AWIS AVBL TEL: 02 9353 6453
 FROM 05 182258 TO 06 050000 EST

C19/23 REVIEW C18/23

GRASS RWY 18/36 AND GRASS RWY 09/27 CLOSED DUE SWS
 FROM 05 172306 TO 05 260000 EST

C16/23

MIL PJE OPS WILL TAKE PLACE WI 15NM OF AD
 REF SEPARATE FIR NOTAM FOR FURTHER DETAILS
 SFC TO FL245
 FROM 05 142100 TO 05 260700

C129/22

PHYSICAL CHARACTERISTICS AMD
 RWY 18/36 PCN 10
 AMD ENR SUP AUSTRALIA (ERSA)
 FROM 11 302104 TO PERM

C6/22

AIP DEP AND APCH (DAP) EAST YTEM AMD
 RNAV-Z (GNSS) RWY 05
 MINIMUM SEGMENT ALT BTN IAF AND TEMNI 2500
 FROM 01 190217 TO PERM

C5/22

AIP DEP AND APCH (DAP) EAST YTEM AMD
 RNAV-Z (GNSS) RWY 23
 LNAV/VNAV MINIMA 1280 (378-2.1)
 LNAV MINIMA 1470 (568-3.2)
 FROM 01 190216 TO PERM

You will note there is no contact information on the NOTAM and this was one of the issues we discussed yesterday. We were provided with an email and Melbourne based phone number and the Skytrader pilots have noted our request to include direct contact information in the NOTAM in the future.
ops@skytraders.com.au Melbourne 03 9335 3944.

Obviously, this does not assist if you would like to speak to the pilots at Temora before you conduct a flight, so the temporary solution is, prior to engine start, contact the drop master on CTAF 126.15 and discuss your proposed operation.

It is also critical we plan for possible delays on return or departure, there have been aircraft who have not complied with requests to stay clear and this could result in lives being placed at risk, if parachutes are on descent and an aircraft arrives at the airport.

Obviously, we (pilots) have the right to use the airport, and many of us moved to Temora because of the relatively quiet airspace and unrestricted access to the airport. The Skytrader pilots advised the majority of "normal" drop activities will take place at Jervis Bay, so we are currently only seeing high altitude, oxygen dependent drops from 22,000 ft at Temora. These high altitude drops do result in a lack of flexibility for delays to drops as the parachutists are on oxygen during the climb, which is time limited.

Skytraders are willing to be accommodating with requests from pilots, but as noted above, most of the operations here at Temora are drops from 22,000 ft, so the chutes can and have taken up to 40 minutes to descend. This has resulted in the pilots announcing a 15 nm exclusion zone around the airport while the chutes descend, resulting in significant delays for inbound and outbound pilots. We must recognise the safety needs of the parachutists once deployed. The drop location will be relative to the prevailing wind as a quadrant, so until they are ready to drop, it should be possible for pilots to arrive from a direction away from the prevailing quadrant, but again this is oxygen dependent. Once the parachutes are released, there is no control from the parachute pilots as to where they go, hence the need for 15 nm restriction around the airport while chutes are away.

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AERODROME USERS COMMITTEE MEETING MINUTES

6 JUNE 2023

If pilots would like to depart or arrive and the drop has not yet commenced, there may be a window to arrange a mutually suitable delay to the drop to enable pilots to arrive or depart, but there are restrictions on delays, as all parachutists are obviously on oxygen during the climb to 22,000 ft and limitations on available oxygen exist, which might mean delayed drops are not possible.

Concerns were raised related to winter gliding operations and the need to remain within gliding distance of the airport due to weak thermal conditions and the Skytrader pilots understood these safety issues and are willing to arrange or adjust schedules as required, and as possible.

The phone number provided is for the Skytrader chief pilot, who is Melbourne based, and will not be exactly sure of specific drop schedules at Temora but should be able to assist with liaising with pilots.

Obviously, it is not ideal for local pilots to have to delay or be holding for extended periods, but the parachute operations are not expected to be as frequent as in the past. Please note, I am not the contact point for any interactions and all parachute questions should be directed to the number provided.

Sent to:

Regards



Disclaimer:

This message has been issued by Recreational Aviation Australia. The information transmitted is for the use of the intended recipient only and may contain confidential and/or legally privileged material. Any review, re-transmission, disclosure, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you have received this e-mail in error, please notify Recreational Aviation Australia (02) 6280-

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Cr Rick Firman left the meeting at 6:40 pm.

Item 8.5

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4.3 CALENDAR OF EVENTS AERODROME - SEPTEMBER 2023

File Number: REP23/1184
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

4 th September – 8 th September	ADF Parachute Training (tentative booking)
11 th September – 22 nd September	ADF Parachute Training
16 th September	Aircraft Showcase
4 th October – 7 th October	Australian Aerobatic Championships
21 st October	A Day at the Lake
20 th December – 21 st January 2024	Gliding Summer Camp

COMMITTEE RESOLUTION 11/2023

Moved: Mr Grant Johnson
Seconded: Mr Peter Harper

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

CARRIED

1 GRANT JOHNSON

Enquired about the renaming of the taxiway

Question taken on notice and will ask James Durham to respond.

Grass runaway is good and back in use. Will need regular mowing

2 PETER HARPER

Ersa proposed to be amended to include right hand circuits. Is there any objections?

Right hand circuit to take aircrafts away from the township.

Peter Harper to provide information for next meeting.

09/27 – vegetation growth is getting unmanageable, eastern end, and parallel taxiway needs spraying.

Question taken on notice and will ask James Durham to respond.

3 PETER MCINTYRE

Enquired about information on the driver training at the airport.

Has concerns about the impact on the runway.

Question taken on notice and will ask James Durham to respond.

5 CLOSE MEETING

The Meeting closed at 6:49PM.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 12 September 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN

10 DELEGATES REPORTS**1. CR SINCLAIR**

Attended with the Engineering Asset Manager the National Local Roads Congress conference in Canberra two weeks ago. Some interesting speakers. Natasha Bradshaw was an interesting speaker from Gatton Institute and reported on where things are up to with LG finances. A report by the Asset Engineering Manager is in the Information paper.

Attended the Goldenfields Water meeting via zoom – not ideal.

Attended with the Director of Administration & Finance the RFS Liaison committee meeting and was given update on fire season.

Attended Regional Weeds meeting with Engineering Secretary. Report by contractor Rob Ferguson who said we have spent \$60k in last year on St John's Wort across 3 shires. So lots of action being taken on that weed.

2. CR REINHOLD

Temora Women's Network committee are looking at holding a combined event with the Temora Library hosting One Book, One Temora with guest author Fleur Macdonald.

Pottery Group – Temora Arts Centre is looking to form a pottery group.

National Art Gallery is talking about potentially bringing a part of a collection to Temora.

TBEG business award finalists from Temora will be going to Albury for Regional Business Awards.

3. CR OLIVER

Attended Friends of the Cemetery meeting, pleasing to hear they have young volunteers from the Temora High School.

Attended Springdale Community Committee meeting and they are preparing for the Hot Rod Run in a couple of weeks. Also concerns with toilets and the toilet pipes are blocking. A representative from the Committee has spoken to Director of Environmental Services, who has it in hand.

Attended Bundawarra Centre AGM. The Chair Robert Maslin stood down and was replaced by Ken Hewett, and Bill Speirs Secretary and everything going well.

4. CR MCLAREN

Attended the Aviation showcase on the weekend and the weather was amazing and the turnout was great. Congratulations to Peter Harper on the turnout and I encourage everyone to attend the upcoming day at the lake.

5. CR FIRMAN

Attended the banking enquiry today in Junee run by Australian Senate. Spoke to the committee at 10:25am. Chair of the committee Matt Canavan was there. It was a privilege in a way. Grateful to Junee for leading the charge and Michael McCormack for supporting it. Senate committee seemed keen on principle of Council's suggestion of having independent assessor review any proposed closures. Well done to Junee Shire. Will see what comes out of the process.

Orana Anglican College are visiting again for a week. Will be having afternoon tea at Council Chambers. Encourage Councillors to put forward proposed projects. Cr Oliver suggested they could help with garden at Bundawarra Centre.

Citizenship Ceremony was held yesterday for 3 new citizens, Shirley Aldridge, Elisa Balon and Nida Warne. It is a very special occasion and encourage people to attend if they have time.

11 MAYORAL REPORT**11.1 MAYORS REPORT - AUGUST 2023****File Number:** REP23/1012**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT**

1st August – Local Government Week – ‘Boom Time Forum’. Well done to our General Manager (Ms Melissa Boxall, Town Planner (Mrs Claire Golder) and Economic Development Manager (Mr Craig Sinclair) for their most informative presentations. Cr Max Oliver was also in attendance.

- I had a teleconference with our NSW Member for Cootamundra, Ms Steph Cooke MP.
- I had a teleconference with the Mayor of Cootamundra-Gundagai Regional Council (Mayor Charlie Sheahan).

2nd August – I had a videoconference with the Chief Executive of Murrumbidgee Local Health District (Mrs Jill Ludford) and Ministerial Liaison Manager (Mrs Millie Brown). This is in relation to the upcoming NSW Country Mayors Association’s Rural & Regional Health Forum.

- I had a teleconference with the Senior Advisor to NSW Local Government Minister (Mr Brendan Byron), Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey – Gunnedah Shire) & Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC – Mrs Julie Briggs).
- I attended Council Chambers.

3rd August – The General Manager (Ms Boxall) and I flew to Sydney via Wagga.

- The General Manager (Ms Boxall) and I attended meetings at Parliament House with the NSW Minister for Local Government (The Hon Ron Hoenig MP) and Deputy Secretary Office of Local Government (Mr Brett Whitworth), Australian Local Government Association President (Cr Linda Scott – Sydney City), NSW Member for Cootamundra (Ms Steph Cooke MP), LGNSW President (Cr Darriea Turley AM), and Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey – Gunnedah Shire). These were all worthwhile meetings and we’re grateful for them making time to meet with us, as representatives of Temora Shire.
- We attended NSW Country Mayors Association (CMA) dinner with other Mayors and General Managers.

4th August – The General Manager (Ms Boxall) and I attended NSW Country Mayors Association meeting. We were among 120 other Mayors and General Managers who listened to NSW Ministers and Shadow Ministers, with a robust questions and answer session. It was terrific to have been able to introduce our new General Manager to our NSW local government ‘family’.

- Cr Nigel Judd OAM represented Council at the Temora Business Enterprise Group (TBEG) Awards Reception. Congratulations to those who were nominated and to the ultimate winners in the various categories.
- Cr Belinda Bushell attended the Temora Shire Library and read to youngsters. This was also part of Local Government Week.

5th August – I had teleconferences with Federal Member for Riverina, the Hon Michael McCormack MP and Mayor of Bland Shire (Mayor Brian Monaghan).

6th August – I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

7th August – I chaired a meeting of Temora Local Hospital Advisory Council (LHAC). We have a strong and caring team of Members, who, together with our Temora & District Hospital Manager (Mrs Wendy Skidmore) and Staff – are doing a terrific job. Exciting times of course with the Hospital re-development schedule.

- The Temora LHAC continues to work on our Temora & District Hospital Open Day. This will be held on Friday 22nd September, in the beautiful hospital gardens. Information stalls will be in the gardens to inform about our hospital re-development, hospital job opportunities, LHAC, hospital Auxiliary and more. A complementary BBQ luncheon will be provided to Shire citizens who attend.
- I had a teleconference with the Treasurer of REROC (Mr Tony Donoghue – General Manager at Coolamon Shire).

8th August – Councillors, General Manager (Ms Boxall), Senior Staff and I attended Council Committee Day. We had an onsite inspection of bike racks, a workshop, then Assets & Operations and Economic Development & Visitations Committee meetings.

- I had a meeting with the General Manager (Ms Boxall) and Director of Administration & Finance (Mrs Elizabeth Smith).
- I had a teleconference with the Treasurer of REROC (Mr Donoghue).

9th August – I had an interview with the Temora Independent re: Hospital Open Day and Luke Breust Dinner, Hoskins Street upgrade & Heavy Vehicle Alternate Route.

10th August – I had a zoom meeting with the Chief Executive Officer of Murrumbidgee Local Health District (MLHD) – Mrs Jill Ludford.

- I had a teleconference with the President of Local Government NSW – Cr Darriea Turley AM.
- I had a teleconference with the Chairman of NSW Country Mayors Association – Mayor Jamie Chaffey.

11th August – Councillors, the General Manager (Ms Boxall) and I met with the Chief Executive of LandCare NSW, Mr Turlough Guerin.

- I had a teleconference with Federal Member for Riverina, the Hon Michael McCormack MP.

14th August – As is usual practice, I was invited to attend and act as Chairman for the election of Officers of CAN ASSIST Temora & District Branch. Congratulations to President – Mrs Lynn Hegarty, her Executive team and volunteers for the crucial work they do to raise funds to assist those in our Shire community who need a helping hand. The Council and community also warmly commend the Members on reaching 40 years of service to our Shire citizens.

15th August – I attended the Council Chambers.

- I chaired a meeting of the St Paul's Anglican Church Parish Council.
- I had a teleconference with the Treasurer of REROC, Mr Tony Donoghue PSM (also General Manager of Coolamon Shire Council).

16th August – Cr Max Oliver and I attended the Annual General Meeting of the Temora & District Sports Council. Sports Club Delegates and School Delegates re-elected the Executive team including myself as President, Messrs John Morton and Tony Stringer as Vice-Presidents, Mrs Judy Gilchrist as Secretary, Mrs Denise Breust – Treasurer, Mr Hack Hetherington OAM as Patron and Cr Oliver all make up the Executive Committee.

17th August – Councillors, the General Manager (Ms Boxall), Senior Staff and I attended a Workshop on the Temora Railway Master Plan. This is a very exciting plan for our Shire

community, and I encourage citizens to have their say as part of the community consultation process.

- Councillors, the General Manager (Ms Boxall) and I held a meeting with Riverina Police District Commander – Supt Andrew Spliet and Inspector Justin Faulkner. Temora Shire is blessed to have a strong District and Local Police Force.
- Councillors, the General Manager (Ms Boxall) and I attended the formal meeting of Temora Shire Council.

18th August – I chaired a meeting of the Riverina Eastern Regional Organisation of Councils (REROC) Executive Committee.

21st August – I attended Council Chambers.

- I had a teleconference with Mayor David McCann OAM (Coolamon Shire).

22nd August – I attended the Temora Police & Community Committee’s Annual General Meeting.

23rd August – I attended an interview, alongside Temora & District Hospital Manager – Mrs Wendy Skidmore. We were guests of TEM-FM Presenter, Mr Mark Ribbons. We spoke on the hospital re-development and also the upcoming hospital Open Day (22nd September 10am – 2pm).

- I had a meeting with the General Manager (Ms Boxall).
- I had a meeting with Messrs Gary Lynch and Greg Matthews AFSM.
- I had a teleconference with Mayor Brian Monaghan (Bland Shire).

24th August – I chaired a meeting about the Temora District Hospital Open Day. Hospital Manager (Mrs Wendy Skidmore) and Temora LHAC Secretary (Mr Trevor Player) and I have been organizing this special day on Friday 22nd September.

- The General Manager (Ms Melissa Boxall) and I attended a meeting with the NSW Member for Steph Cooke MP and the Deputy Chief of Staff to the NSW Minister for Health, the Hon Ryan Park MP. This was in relation to our Temora & District Hospital.
- I had a meeting with Mrs Annie Drummond-Henman re: Luke Breust Dinner on 10th November.
- I chaired a meeting of the Temora & District Education Fund Board. Applications are now open for our 2024 round of grants.
- I had a teleconference with the NSW Member for Cootamundra, Ms Steph Cooke MP.

25th August – I chaired a meeting of the REROC Board, held in Wagga. I was accompanied by the General Manager (Ms Boxall) her first meeting as a Board member of REROC.

- The General Manager (Ms Boxall), Mayor of Coolamon Shire (Mayor David McCann OAM), General Manager of Coolamon Shire (Mr Tony Donoghue PSM) and I met with the Federal Member for Riverina, the Hon Michael McCormack MP.

28th August – I had teleconferences with the Chairman of NSW Country Mayors Association (Mayor Jamie Chaffey) and the Australian Local Government Association President (Cr Linda Scott).

- I had a meeting with Dr Richard Colbran (Chief Executive of Rural Doctors Network – NSW). Dr Colbran is also the Chairman of the NSW Minister for Regional Health’s Advisory Panel.

29th August – I turned 49 years of age. Thank you for the kind wishes I received.

30th August – I was invited to speak to a class at the Temora Public School, to discuss my reflections as a student. This is part of the 175 years of public education. Thank you to Assistant Principal, Mrs Claire Reid and her students for the warm reception I received.

- I attended Council Chambers.
- I joined with the NSW Members for Cootamundra and Albury for an inspection of Smith’s Cooking System’s Factory. Thank you to Mr John Smith, his family, and his staff for the most impressive tour.

- The General Manager (Ms Boxall) and I attended a meeting with the NSW Member for Cootamundra (Ms Steph Cooke MP). We discussed issues that Councillors have asked to be raised.
- I had a meeting with the newly elected Treasurer of the Temora Police & Community Committee (Mr Sheldon Reardon).
- I had a teleconference with the Federal Member for Riverina (the Hon Michael McCormack MP).

31st August – The General Manager (Ms Boxall) and I attended a series of meetings in Wagga with;

- The Federal Member for Riverina, the Hon Michael McCormack MP
- Mayor Dallas Tout (Wagga City) and General Manager (Mr Peter Thompson).
- The Riverina/Murray Director for Regional NSW, Mr Giles Butler
- The Chief Executive of REROC, Mrs Julie Briggs.

These were most worthwhile meetings, formally introducing our new General Manager.

RESOLUTION 161/2023

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the Mayor's report be noted.

CARRIED

Report by Mayor Rick Firman

Cr Bushell arrived at 4:52pm

12 STAFF REPORTS

RESOLUTION 162/2023

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

It was resolved that Council receive Staff reports.

CARRIED

13 GENERAL MANAGER**13.1 CALENDAR OF EVENTS - SEPTEMBER 2023**

File Number: REP23/1139
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

SEPTEMBER 2023

12 Committee Meetings
15 Country Mayors Health Forum – Wagga
20 Citizenship Ceremonies
21 Council Meeting
29 Riverina JO Board Meeting (Zoom)
29 Temora Shire Council Art Prize Opening

OCTOBER 2023

5 Mayoral Reception – The Hon Michael McCormack
10 Committee Meetings
12 REROC visit to Parliament House Sydney
19 Council Meeting
26 Walk & Talk Tour
27 REROC AGM – Wagga Wagga

NOVEMBER 2023


2 Mayoral Reception & Citation – 6:00pm
3 Bob Aldridge – Opening New Building 5:00pm
12/13/14 Local Government NSW Conference - Parramatta
21 Committee Meetings
23/24 Country Mayors - Sydney
30 Council Meeting

RESOLUTION 163/2023

Moved: Cr Lindy Reinhold
Seconded: Cr Graham Sinclair

It was resolved that the Calendar of Events be noted.

CARRIED

13.2 DISCLOSURE OF INTEREST RETURNS - SEPTEMBER 2023**File Number:** REP23/1010**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Disclosures [↓](#) **REPORT**

Disclosure of Interest Returns for the period 1 July 2022 to 30 June 2023 are due for submission to Council by 30 September 2023 for Councillors and designated persons.

Under the Model Code of Conduct all Councillors and designated persons must complete and lodge the return with the General Manager in the form prescribed by the regulations.

RESOLUTION 164/2023

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that Council notes the Disclosure of Interest Returns.

CARRIED***Report by Melissa Boxall***

disclosure of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A.

DISCRETIONARY DISCLOSURES

AS ATTACHED.

DISCLOSURES BY COUNCILLORS and designated persons return

Date received: _____

Received by: _____

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct). Complaints breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "Nil" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

RICKY BRUCE FIRMAN

as at **30-6-2023**

return date

in respect of the period from **1-7-2022** to **30-6-2023**

full name of councillor or designated person

Councillor's or designated person's signature

date: **1/7/23**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

SHERWOODS' 75 POLARIS ST. TEMORA.

Nature of interest **OWNER.**

230 HOSKINS ST. TEMORA.

OWNER.

230 HOSKINS ST. TEMORA.

OWNER.

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		Name and address of employer or description of office held (if applicable)		Name under which partnership conducted (if applicable)	
Sources of income I received from an occupation at any time since 30 June		Name and address of employer or description of office held (if applicable)		Name under which partnership conducted (if applicable)	
NEWEAR SALESMAN R.B. FARMAN HOSKINS ST TEMORA.		N/A		N/A	
LOCAL GOVT BOARD MEMBER - ASH GARDENMENT		N/A		N/A	
TOUR FUNDRAISER SHERRAN - R.B. FARMAN HOSKINS ST		N/A		N/A	
LOCAL MEMBER - MAYORAL ADVISORY PANEL		N/A		N/A	
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from a trust since 30 June					
Name and address of settlor		Name and address of trustee			
N/A		N/A			
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of other income I received at any time since 30 June					
Include description sufficient to identify the person from whom, or the circumstances in which, that income was received					
SHARE DIVIDENDS					
MAYORAL/COUNCILOR ALLOWANCE					
RENT - 2 x UNITS - (230 HOSKINS ST TEMORA)					
IFTS					
Portion of each gift I received at any time since 30 June		Name and address of donor			
N/A		N/A			
F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?					
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS					
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June		Description of position			
* PAST PRESIDENT - TBEG		PAST PRESIDENT			
* TEMORA BUSINESS ENTERPRISE GROUP		PAST PRESIDENT			
H. DEBTS					
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June					
* N.A.B. - HOSKINS ST TEMORA					
I. DISPOSITIONS OF PROPERTY					
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)					
N/A					

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

1/1

DISCRETIONARY DISCLOSURES

~~THE~~ TEMORA HS BUREAU - MEMBER
 TEMORA EX-SERVICE CLUB - MEMBER
 TEMORA BOWLING CLUB - MEMBER
 TEMORA GOLF CLUB - MEMBER
 RURAL FIRE SERVICE - VOLUNTEER
 FARM LINK - MEMBER
 NATIONAL PARTY - MEMBER

and designated persons return

Date received: _____
 Received by: _____

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June of this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

GRAHAM PETER SINGLAIR as at 30.6.2023 return date
 full name of councillor or designated person

in respect of the period from 1.7.2022 to 30.6.2023

Councillor's or designated person's signature _____ date: 1-7-23

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

ATTACHED

Nature of interest

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from an occupation at any time since 30 June					
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from a trust since 30 June					
and address of settlor		Name and address of trustee			
NIL					
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of other income I received at any time since 30 June					
[include description sufficient to identify the person from whom, or the circumstances in which, that income is received]					
SOURCES OF INCOME RECEIVED FROM AN OCCUPATION OR TRUST SINCE 30 JUNE					
Description of occupation		Name and address of employer or description of office held (if applicable)		Name under which partnership conducted (if applicable)	
FARMER		PART - OWNER		[REDACTED]	
Sources of income I reasonably expect to receive from a trade union or professional or business association in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from a trade union or professional or business association at any time since 30 June					
SOURCES OF INCOME RECEIVED FROM A TRADE UNION OR PROFESSIONAL OR BUSINESS ASSOCIATION SINCE 30 JUNE					
Description of each trade union or professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June		Nature of interest (if any)		Description of principal objects (if any) of corporation (except in case of listed company)	
NIL		BOARD MEMBER			
F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?					
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS					
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June		Nature of interest (if any)		Description of principal objects (if any) of corporation (except in case of listed company)	
NIL					
H. DEBTS					
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June		Nature of interest (if any)		Description of principal objects (if any) of corporation (except in case of listed company)	
NIL					
I. DISPOSITIONS OF PROPERTY					
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)					
NIL					
J. CONTRIBUTIONS TO TRAVEL					
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June		Dates on which travel was undertaken		Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
NIL					

DISCLOSURE OF PECUNIARY INTERESTS 2023 - Graham Sinclair**REAL PROPERTY**

255 Sinclairs Lane TEMORA 2666	Part Owner
3944 Old Cootamundra Road TEMORA 2666	Part Owner
683 Reynolds Lane TEMORA 2666	Part Owner
39 Reynolds Lane TEMORA 2666	Part Owner
"Liddersdale" 162 Mackinlay's Road PUCAWAN 2666	Part Owner
25 Beattie Street TEMORA 2666	Part Owner
178 Loftus Street TEMORA 2666	Part Owner
180 Aurora Street TEMORA 2666	Part Owner - Mother lifetime tenacy
231 Bushells Road TEMORA 2666	Son's Property
332 Bushells Road TEMORA 2666	Son's Property
684 Reynolds Lane TEMORA 2666	Son's Property
4352 Old Cootamundra Road TEMORA 2666	Son's Property
4012 Old Cotamundra Road TEMORA 666	Son's Property
145 Morangarell Road TEMORA 2666	Son's Property
165 Hoskins Street TEMORA 2666	Son's Property
969 Thanowring Road TEMORA 2666	Son's Property
"Sunny Slopes" Booths Lane TEMORA 2666	Son's Property
"Flowerdale" Campbells Lane TEMORA 2666	Son's Sharefarmed property
"Back Place" Reynolds Lane TEMORA 2666	Son's Sharefarmed property
"Eulinda" Ferguson's Lane TEMORA 2666	Son's Sharefarmed property
"Tara" Thorne's Lane TEMORA 2666	Son's Leased Property
153 Kitchener Road TEMORA 2666	Sister's Property

Calculations of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

DISCRETIONARY DISCLOSURES

DISCLOSURES BY COUNCILLORS and designated persons return

Date received: _____
Received by: _____

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct. Complaints of breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

BELINDA JANE BUSHELL as at 30-6-2023
full name of councillor or designated person return date

in respect of the period from 1-7-2022 to 30-6-2023

Councillor's or designated person's signature

date: 1/7/23

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

110 ASQUITH STREET, TEMORA

Nature of interest

MORTGAGE

E. DISPOSITIONS OF PROPERTY			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. DEBTS	
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June	

I. DISPOSITIONS OF PROPERTY	
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)	

A. SOURCES OF INCOME			
Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June			
Sources of income I received from an occupation at any time since 30 June			
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
ANNING DEPT	JUNESHIRE COUNCIL		
W. HEALTH SERV -	24 BELMORE ST		
CONTRACTOR (FARM)	TEMORA SHIRE COUNCIL		
	105 LOFTUS ST		

B. SOURCES OF INCOME	
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June	
Sources of income I received from a trust since 30 June	
Name and address of settlor	Name and address of trustee

C. SOURCES OF INCOME	
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June	
Sources of other income I received at any time since 30 June	
Include description sufficient to identify the person from whom, or the circumstances in which, that income was received	

D. GIFTS	
Description of each gift I received at any time since 30 June	
Name and address of donor	

E. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

<p>DISCLOSURES BY COUNCILLORS and designated persons return</p>	<div style="text-align: right; margin-bottom: 10px;">Date received: _____ Received by: _____</div> <h3 style="text-align: center;">Important information</h3> <p>This information is being collected for the purpose of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).</p> <p>You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.</p> <p>The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.</p> <p>You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.</p> <ol style="list-style-type: none">1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.5. This form must be completed using block letters or typed.6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "Nil" is to be placed in an appropriate space under that heading. <div style="text-align: right; margin-top: 20px;">DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY <u>JASON ANTHONY COODE</u> as at <u>30-6-2023</u> <small>full name of councillor or designated person</small> return date in respect of the period from <u>1-7-2022</u> to <u>30-6-2023</u> Councillor's or designated person's signature: _____ date: <u>17/23</u></div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: left; padding: 5px;">A. REAL PROPERTY</th></tr><tr><th style="width: 80%; padding: 5px;">Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June</th><th style="width: 20%; padding: 5px;">Nature of interest</th></tr></thead><tbody><tr><td style="height: 40px;"></td><td></td></tr><tr><td style="height: 40px;"></td><td></td></tr><tr><td style="height: 40px;"></td><td></td></tr><tr><td style="height: 40px;"></td><td></td></tr></tbody></table>	A. REAL PROPERTY		Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest								
A. REAL PROPERTY													
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest												

<p>sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from an occupation at any time since 30 June</p>			
Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
Director	Fairrell Goode P/L 180 Hoskins St Temora		
<p>sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from a trust since 30 June</p>			
Name and address of settlor	Name and address of trustee		
Estate Hilda King	Joyan Anthony Goode, Kirsten Jane Goode and Damien Joseph Goode 180 Hoskins St Temora		
Mark Cameron Brennan	Delbos St Temora Business Assistance Riverina Pty Ltd 180 Hoskins St Temora		
<p>sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of other income I received at any time since 30 June</p> <p>include description sufficient to identify the person from whom, or the circumstances in which, that income was received</p>			
Telstra Corporation Ltd - Dividend			
<p>GIFTS</p> <p>description of each gift I received at any time since 30 June</p>			
Nil			
<p>CONTRIBUTIONS TO TRAVEL</p> <p>name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June</p>			
Nil			
<p>CONTRIBUTIONS TO TRAVEL</p> <p>1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</p>			
Nil			
<p>F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>			
<p>G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS</p> <p>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June</p>			
Law Society of NSW			Member
Society of Trust & Estate Professionals			Member
Riverina Law Society			President
Self Managed Superfund Association			Member
<p>H. DEBTS</p> <p>Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June</p>			
Fairrell Goode Pty Ltd 180 Hoskins St Temora			
Phantom Skull Cave Pty Ltd 180 Hoskins St Temora			
<p>I. DISPOSITIONS OF PROPERTY</p> <p>1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</p>			
Nil			

pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

DISCLOSURES BY COUNCILLORS and designated persons return

Date received: _____

Received by: _____

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct). Complaints breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting.

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3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
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7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

ANTHONY IRVINE

full name of councillor or designated person

as at **30-6-2023**

return date

in respect of the period from **1-7-2022** to **30-6-2023**

Councillor's or designated person's signature

date: **1/7/20**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

147 CARSON ST, TEMORA

6 WAKEA ST, TEMORA

Nature of interest

FREEMOLD

FREEMOLD

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June		Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?
☐ YES ☒ NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
NIL

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)

NIL

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		Sources of income I received from an occupation at any time since 30 June	
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
WAGE/TRADEMAN	LOVING SIGNS P/L		
	6 WAKEN ST, TEMORA		

Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

IFTS

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	

CONTRIBUTIONS TO TRAVEL

Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

DISCRETIONARY DISCLOSURES

Member, Rotary Club of Tenare
Chairman, Ardoch Park Rural Fire Service
Chairman, Ardoch Park-Murrol Senior Housing Inc.
Member, Ardoch Park Community Projects Committee
Member, TEMEM Ardoch Park Committee
Member, Ardoch Park Hall Committee

and designated persons return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

NIGEL ASHLEY JUDD as at 30.6.2023
full name of councillor or designated person return date

in respect of the period from 1-7-2022 to 30-6-2023

Councillor's or designated person's signature

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

1 Coolmore Street, Ardoch Park House
"Trescow", 1 Coolmore St, Ardoch Park
Unit 1/147 Baker St, Tenare

Nature of interest

Owner
Farming Property
Owned by Partner

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		Sources of income I received from an occupation at any time since 30 June	
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
Retired Farmer Incan San Lease on Farm		[REDACTED]	

Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
N/L	

Sources of other income I reasonably expect to receive in the period commencing on the first day after the turn date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income is received]

N/L Super Pension
Lease on Optic Tower

Gifts	
Date of each gift I received at any time since 30 June	Name and address of donor
N/L	

Contributions to Travel	
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken
N/L	

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/L			

H. DEBTS	
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June	Description of position
N/L	

I. DISPOSITIONS OF PROPERTY	
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time	
N/L	

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

DISCRETIONARY DISCLOSURES

NIL

DISCLOSURES BY COUNCILLORS and designated persons return

Date received: _____
Received by: _____

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

CLAIRE ELLEN MCLAREN as at **30-6-2023** return date

full name of councillor or designated person

in respect of the period from **1-7-2022** to **30-6-2023**

Councillor's or designated person's signature: _____ date: **1-7-23**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
563 Mary Gilmore Way, Bamedman, 2668	Owned
899 Mary Gilmore Way, Bamedman, 2668	Owned
90 Speirs Lane, Reetha, 2666	Owned
187 Gaunt Lane, Quandary, NSW, 2665	Owned

<p>sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from an occupation at any time since 30 June</p>			
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
mining	self employed		
<p>sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from a trust since 30 June</p>			
Name and address of settlor	Name and address of trustee		
NIL			
<p>sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of other income I received at any time since 30 June</p> <p><i>include description sufficient to identify the person from whom, or the circumstances in which, that income was received</i></p>			
Share Dividends			
GIFTS			
Description of each gift I received at any time since 30 June	Name and address of donor		
NIL			
CONTRIBUTIONS TO TRAVEL			
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
NIL			

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position		
NIL			
H. DEBTS			
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June			
NAB			
CASE IH			
I. DISPOSITIONS OF PROPERTY			
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
NIL			

Date received: _____
Received by: _____

DISCLOSURES BY COUNCILLORS and designated persons return

Important information

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

MAXWELL JOHN OLIVER
full name of councillor or designated person

as at 30.6.2023
return date

in respect of the period from 1-7-2022 to 30.6.2023

Councillor's or designated person's signature

date: 01-07-23

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date / at any time since 30 June	Nature of interest
26 BUNDABERG RD TAMORA NSW 2666	Family Home

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June	Description of principal objects (if any) of corporation (except in case of listed company)
Local Bus Driver	CR & WA Pty (Macaulay St Tamara)	N/A		
Unemployed	Tamara Shire Council Post Office St Tamara	N/A		

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

sources of income I received from an occupation at any time since 30 June

sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

sources of income I received from a trust since 30 June

Name and address of settlor

Name and address of trustee

sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

sources of other income I received at any time since 30 June

include description sufficient to identify the person from whom, or the circumstances in which, that income was received

IFTS

Particulars of each gift I received at any time since 30 June

Name and address of donor

CONTRIBUTIONS TO TRAVEL

Particulars of each person who made financial or other contribution to any travel taken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?

☐ YES ☒ NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June

Description of position

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

DISCRETIONARY DISCLOSURES

and designated persons return

Date received: _____
Received by: _____

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
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3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

LINDA LOUISE REINHOLD as at 30.6.2023
full name of councillor or designated person return date

in respect of the period from 1-7-2022 to 30.6.2023

Councillor's or designated person's signature _____ date: 03/07/23

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

153 Britannia Street, Tenoka

Nature of interest

OWNER

<p>sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from an occupation at any time since 30 June</p>		<p>Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June</p> <p>Tenora Community Centre Inc.</p>		<p>Nature of interest (if any)</p> <p>Partner is manager</p>		<p>Description of position (if any)</p> <p>Volunteer on Committee</p>		<p>Description of principal objects (if any) of corporation (except in case of listed company)</p>	
<p>F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>									
<p>G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS</p>									
<p>sources of other income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from a trust since 30 June</p>		<p>Name and address of settlor</p> <p>N/A</p>		<p>Name and address of trustee</p>		<p>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June</p>		<p>Description of position</p>	
<p>H. DEBTS</p>									
<p>sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of other income I received at any time since 30 June</p> <p>include description sufficient to identify the person from whom, or the circumstances in which, that income was received</p> <p>N/A</p>		<p>Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June</p> <p>N/A</p>							
<p>I. DISPOSITIONS OF PROPERTY</p>									
<p>1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</p> <p>N/A</p>									

<p>sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from an occupation at any time since 30 June</p>		<p>Name and address of employer or description of office held (if applicable)</p> <p>Reinholds Butclary</p>		<p>Name under which partnership conducted (if applicable)</p>			
<p>sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from a trust since 30 June</p>		<p>Hoskins St, Tenora</p>					
<p>CONTRIBUTIONS TO TRAVEL</p>		<p>and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June</p> <p>N/A</p>		<p>Dates on which travel was undertaken</p>		<p>Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken</p>	

me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

DISCRETIONARY DISCLOSURES

Member - Local Govt Professionals
Member - Tamara Ex Services Club
Members - Tamara Bowling Club

and designated persons return

Date received: _____

Received by: _____

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular.

Clause 4.23 of the Model Code of Conduct. Complaints of breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.

3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

GARY CHARLES LAVELLE

Full name of councillor or designated person

in respect of the period from 1-7-2022 to 30-6-2022

as at 30-6-2023

return date

Councillor's or designated person's signature

date: 1/7/23

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

6 BLUMPTON ST TAMORA

Nature of interest

OWNERS - JOINT

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from an occupation at any time since 30 June					
Name and address of employer or description of office held (if applicable)		Name under which partnership conducted (if applicable)			
WERNER MAWAHA TONGA SHINE CONSULTING					
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from a trust since 30 June					
Name and address of settlor		Name and address of trustee			
N/A					
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of other income I received at any time since 30 June					
I include description sufficient to identify the person from whom, or the circumstances in which, that income is received]					
N/A					
IFTS					
Portion of each gift I received at any time since 30 June		Name and address of donor			
N/A					
CONTRIBUTIONS TO TRAVEL					
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June		Dates on which travel was undertaken		Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
N/A					

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
RNBP/BNINIA		BOARD MEMBER	Regional development

F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?	
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N/A	

H. DEBITS	
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June	
N/A	

I. DISPOSITIONS OF PROPERTY	
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time	
N/A	

<p>me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property</p> <p><u>NIL</u></p>	<p>Date received: _____ Received by: _____</p> <h2 style="text-align: center;">Important information</h2> <p>This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.</p> <p>The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.</p> <p>Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.</p> <p>You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.</p> <ol style="list-style-type: none">1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.5. This form must be completed using block letters or typed.6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.										
<h3>and designated persons return</h3>											
<h2>DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY</h2>											
<p><u>ELIZABETH LOUISE SMITH</u> as at <u>30.6.2023</u> return date</p> <p>full name of councillor or designated person</p>											
<p>in respect of the period from <u>1-7-2022</u> to <u>30.6-2023</u></p>											
<p>Councillor's or designated person's signature: _____ date: <u>4-7-20</u></p>											
<h3>A. REAL PROPERTY</h3>											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June</th><th>Nature of interest</th></tr></thead><tbody><tr><td><u>11 JOAN RANDS PLACE TEMORA</u></td><td><u>OWNER</u></td></tr><tr><td><u>250 HASKINS STREET TEMORA</u></td><td><u>CO-OWNER</u></td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>		Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest	<u>11 JOAN RANDS PLACE TEMORA</u>	<u>OWNER</u>	<u>250 HASKINS STREET TEMORA</u>	<u>CO-OWNER</u>				
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest										
<u>11 JOAN RANDS PLACE TEMORA</u>	<u>OWNER</u>										
<u>250 HASKINS STREET TEMORA</u>	<u>CO-OWNER</u>										

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	Description of principal objects (if any) of corporation (except in case of listed company)
Sources of income I received from an occupation at any time since 30 June			
<p>Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>Sources of income I received from a trust since 30 June</p>			
<p>Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>Sources of other income I received at any time since 30 June</p> <p><i>[include description sufficient to identify the person from whom, or the circumstances in which, that income is received]</i></p>			
<p>IFTS</p> <p>Particulars of each gift I received at any time since 30 June</p>			
<p>CONTRIBUTIONS TO TRAVEL</p> <p>Particulars of each person who made financial or other contribution to any travel taken by me at any time since 30 June</p>			
<p>DISPOSITIONS OF PROPERTY</p> <p>Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)</p>			
<p>H. DEBTS</p> <p>Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June</p>			
<p>G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS</p> <p>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June</p>			
<p>F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>			

Disclosures of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

DISCRETIONARY DISCLOSURES

TREASURER - TEMORA RUGBY UNION CLUB

SECRETARY - TEMORA JUNIOR RUGBY UNION CLUB

CHAIRMAN - TEMORA HERITAGE COMMITTEE

VICE PRESIDENT - TEMORA BUSINESS ENTERPRISE GROUP

SECRETARY - MARRABURRA BUS & FIRE BRIGADE

VICE PRESIDENT - NARRABURRA SOCIAL & COMMUNITY CENTRE

BOARD MEMBER - CENTRAL WEST RUGBY UNION

SECRETARY - TEMORA LIQUOR ACCORD

Date received: _____
Received by: _____

DISCLOSURES BY COUNCILLORS and designated persons return

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought to know is false or misleading in a material particular clause 4.23 of the Model Code of Conduct. Complaints of breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

KRISTON JOHN DUNSTAN as at 30-6-2023
full name of councillor or designated person return date

in respect of the period from 1-7-2022 to 30-6-2023

Councillor's or designated person's signature _____ date: 1/7/2023

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
223 HOSKINS STREET	PART OWNER
286 HOSKINS STREET	PART LESSEE
	PART OWNER

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from an occupation at any time since 30 June					
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)			
IGORA SHARE COUNCIL DIRECTOR - ENV. SERVICES	105 LOFTUS ST TEMORA	N/A.			
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of income I received from a trust since 30 June					
and address of settlor	Name and address of trustee				
ONE TWELVE ITY LTD	[REDACTED]				
	c/- MGS ACCOUNTING				
	HOSKINS ST, TEMORA				
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June					
Sources of other income I received at any time since 30 June					
Include description sufficient to identify the person from whom, or the circumstances in which, that income is received					
RENT INCOME					
- 1 - 223 HOSKINS ST, TEMORA					
+ 2 - 223 HOSKINS ST, TEMORA					
[REDACTED]					
GIFTS					
Portion of each gift I received at any time since 30 June		Name and address of donor			
N/A.					
CONTRIBUTIONS TO TRAVEL					
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June		Dates on which travel was undertaken		Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
N/A.					

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			
F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position		
DEPA - DEVELOPMENT & ENVIRONMENTAL PROFESSIONALS ASSOCIATION	MEMBER		
H. DEBTS			
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June			
ST GEORGE BANK			
I. DISPOSITIONS OF PROPERTY			
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			
570 MORANGARELL ROAD, NARRABURRA			

<p>Disclosures by Councillors and designated persons return</p>	<p>Date received: _____ Received by: _____</p> <h3>Important information</h3> <p>This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.</p> <p>The information collected on this form will be kept in a register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.</p> <p>You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.</p>														
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<u>9 WADEY PLACE</u>	<u>OWNER</u>														
<u>10 WADEY PLACE</u>	<u>OWNER</u>														

<p>sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from an occupation at any time since 30 June</p>			
<p>Description of occupation</p> <p>LANDSCAPING</p>	<p>Name and address of employer or description of office held (if applicable)</p> <p>TENDRA SINCE COUNCIL</p> <p>105 LOTUS STREET</p> <p>NSW 2666</p>	<p>Name under which partnership conducted (if applicable)</p>	
<p>sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of income I received from a trust since 30 June</p>			
<p>Name and address of settlor</p> <p>SHIEL FAMILY TRUST</p> <p>WADEY PLACE TENDRA</p> <p>W 2666</p>	<p>Name and address of trustee</p> <p>[REDACTED]</p> <p>10 WADEY PLACE TENDRA</p> <p>NSW 2666</p>		
<p>sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June</p> <p>sources of other income I received at any time since 30 June</p> <p>include description sufficient to identify the person from whom, or the circumstances in which, that income is received</p> <p>N/A</p>			
<p>IFTS</p> <p>Gift of each gift I received at any time since 30 June</p> <p>A</p>			
<p>CONTRIBUTIONS TO TRAVEL</p> <p>Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June</p>		<p>Dates on which travel was undertaken</p>	<p>Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken</p>
<p>F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS</p> <p>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June</p> <p>N/A</p>			
<p>H. DEBTS</p> <p>Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June</p> <p>Commonwealth Bank - Home Loan</p>			
<p>I. DISPOSITIONS OF PROPERTY</p> <p>1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</p> <p>N/A</p>			

Date received: _____ Received by: _____	<div style="text-align: right; font-weight: bold; font-size: 1.2em;">and designated persons return</div> <div style="margin-top: 20px;"><div style="float: left; width: 45%;">1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).</div><div style="float: right; width: 55%;">Important information This information is being collected for the purpose of clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular under clause 4.23 of the Model Code of Conduct. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Department of Local Government or the NSW Civil and Administrative Tribunal.</div></div> <div style="clear: both;"></div> <div style="margin-top: 10px;"><div style="float: left; width: 45%;">2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.</div><div style="float: right; width: 55%;">The information collected on this form will be kept in the general manager's register of returns. The general manager is required to table all returns at a council meeting. Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Privacy and Regulation) 2009 and any guidelines issued by the Information Commissioner.</div></div> <div style="clear: both;"></div> <div style="margin-top: 10px;"><div style="float: left; width: 45%;">3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.</div><div style="float: right; width: 55%;">You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of previously undisclosed interest.</div></div> <div style="clear: both;"></div> <div style="margin-top: 10px;"><div style="float: left; width: 45%;">4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.</div><div style="float: right; width: 55%;">This form must be completed using block letters or typed.</div></div> <div style="clear: both;"></div> <div style="margin-top: 10px;"><div style="float: left; width: 45%;">5. This form must be completed using block letters or typed.</div><div style="float: right; width: 55%;">If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.</div></div> <div style="clear: both;"></div> <div style="margin-top: 10px;"><div style="float: left; width: 45%;">6. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.</div><div style="float: right; width: 55%;">If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.</div></div> <div style="clear: both;"></div>
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DISCRETIONARY DISCLOSURES

A

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY
ALEX JOHN DAHLENBURG
full name of councillor or designated person

as at **30-6-2023**
return date

in respect of the period from **1-7-2022** to **30-6-2023**

Councillor's or designated person's signature: _____ date: **01/07/23**

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		Sources of income I received from an occupation at any time since 30 June	
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	Name and address of partner
PL ENGINEER	TEMUQA SHIRE COUNCIL		
Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June			
Sources of income I received from a trust since 30 June			
Name and address of settlor	Name and address of trustee		
Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June			
Sources of other income I received at any time since 30 June			
include description sufficient to identify the person from whom, or the circumstances in which, that income was received			
IFTS			
Portion of each gift I received at any time since 30 June		Name and address of donor	
CONTRIBUTIONS TO TRAVEL			
Name and address of each person who made financial or other contribution to any travel taken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June		Description of position	
H. DEBTS			
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June			
Macquarie Bank - Car Loan			
ANZ Bank - Personal Loan			
I. DISPOSITIONS OF PROPERTY			
1 Particulars of each disposition of real property by me (including the street address of the affected property at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time)			

<p>DISCLOSURES BY COUNCILLORS and designated persons return</p>	<div style="text-align: right;">Date received: _____ Received by: _____</div> <h3 style="text-align: center;">Important information</h3> <p>This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.</p> <p>You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (clause 4.23 of the Model Code of Conduct). Complaints of breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.</p> <p>The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.</p> <p>Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.</p> <p>You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.</p>										
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<div style="text-align: center;">DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY MELISSA BOXALL <small>Full name of councillor or designated person</small></div> <div style="text-align: right;">as at 7 AUGUST 2023 <small>return date</small></div> <p>in respect of the period from 10 JULY 2023 to 7 AUGUST 2023</p> <p>Councillor's or designated person's signature: _____ date: 7/8/2023</p>											
<div style="text-align: center;">A. REAL PROPERTY</div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 80%;">Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June</th><th style="width: 20%;">Nature of interest</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>		Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____										
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_____	_____										

sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June			
sources of income I received from an occupation at any time since 30 June			
Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)	
General Manager	Temora Shire Council 105 Loftus Street		
	Temora 2666		
sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June			
sources of income I received from a trust since 30 June			
Name and address of settlor	Name and address of trustee		
Nil			
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include description sufficient to identify the person from whom, or the circumstances in which, that income was received			
Nil			
GIFTS			
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F. WERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position		
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H. DEBTS			
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June			
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I. DISPOSITIONS OF PROPERTY			
1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time			

14 ENGINEERING SERVICES

Nil

15 ENVIRONMENTAL SERVICES**15.1 CONTAMINATED LANDS POLICY - COMPLETION OF EXHIBITION****File Number:** REP23/1144**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft Contaminated Land Policy  **REPORT**

At the July Council Meeting, Councillors considered a report in relation to the Draft Contaminated Land Policy. This policy was prepared by the Riverina Eastern Regional Organisation of Council (REROC) alongside partner organisations. At this meeting Council resolved to place the draft policy on public exhibition and receive a future report prior to any formal adoption of the plan.

The draft plan was placed on public exhibition between 28 July 2023 and 31 August 2023, including newspaper advertisements and social media posts. The draft policy as attached.

No submissions were received.

As no submissions were received, it is proposed that Council adopt the Model Contaminated Land Policy, as exhibition, as a policy of Temora Shire Council.

RESOLUTION 165/2023

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

It was resolved that Council adopt the Model Contaminated Land Policy, as exhibited, as a policy of Temora Shire Council.

CARRIED

Report by Claire Golder

Version: 2023.4
(23 June 2023)

MODEL CONTAMINATED LAND POLICY

PREPARED BY:

Riverina and Murray Joint Organisation
Riverina Eastern Regional Organisation of Councils
Far North West Joint Organisation
Dubbo Regional Council





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1. PURPOSE

THE PURPOSE OF THIS POLICY IS TO ESTABLISH A FRAMEWORK THAT OUTLINES HOW COUNCIL WILL ACT IN GOOD FAITH WITH THE *CONTAMINATED LAND PLANNING GUIDELINES* WHEN CONSIDERING THE POTENTIAL OF SITE CONTAMINATION IN ITS LAND-USE PLANNING AND DEVELOPMENT CONTROL DECISION-MAKING PROCESSES.

2. OBJECTIVES

This policy aims to:

- enable Council to consider the likelihood of land contamination as early as possible in land-use planning and development control processes
- avoid any inappropriate restrictions on land use
- ensure a proposed change in land use or any development will not increase the risk of harm to human health and the environment
- ensure any contaminant is remediated to a level that complies with relevant contamination criteria as required by regulation, thereby ensuring the land is suitable for its intended use
- enable Council to provide accurate and timely information and advice to inform and support decision-making in land-use planning and development control processes
- enable the community to be informed of Council's requirements regarding the management of contaminated land
- enable Council to exercise its land-use planning and development control functions with a reasonable standard of care and diligence.

3. SCOPE

This policy provides information to internal and external stakeholders, interested parties and the broader community on Council's position on managing land contamination.

This policy applies to all land within the [CouncilName] local government area.

This policy is predicated on the requirements of Chapter 4 ("Remediation of Land") of the *State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)*,¹ as elaborated in its contaminated land planning guidelines.²

This policy is applicable to staff involved in Council land-use planning and development control functions, as well as in waste management and in managing public land and Council assets.

This policy is also applicable to:

- a principal certifying authority
- consultants (for example, strategic and statutory planning, contaminated land practitioners, underground petroleum storage systems practitioners)
- property developers
- landowners and/or managers
- members of the public.

¹ The content of Chapter 4 of the *Resilience and Hazards SEPP* was formerly the *State Environmental Planning Policy No. 55 – Remediation of Land* (guidelines for which can be found in *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land*, <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/clm/managing-contaminated-land-guidelines-remediation.pdf>).

² These guidelines, referred to in the *Resilience and Hazards SEPP*, are those found in Schedule 6(3) of the *Environmental Planning and Assessment Act 1979*.

4. DEFINITIONS

Term	Definition
Abbreviations	
ARA (appropriate regulatory authority)	Under section 6(3) of the <i>POEO Act</i> , Council is declared as the ARA for matters under the <i>UPSS Regulation</i> .
PCA (principal certifying authority)	A certifier can be either a council or a registered certifier. A registered certifier is also known as a principal certifying authority. Certifiers have statutory obligations and functions under the <i>Building and Development Certifiers Act 2018</i> , the <i>EP&A Act</i> and other legislation, including the <i>Building and Development Certifiers Regulation 2020</i> . This includes issuing construction and occupation certificates under Part 6 of the <i>EP&A Act</i> .
UPSS (underground petroleum storage system)	A system of tanks, pipes, valves and other equipment that is designed to either contain petroleum or to control its passage into, out of, through or within the system. The system includes any structure through which petroleum routinely passes from one part of the system to another.
Legislation	
<i>Contaminated Land Management Act 1997 (CLM Act)</i>	Establishes a process for the EPA to identify, investigate and (where appropriate) order the remediation of land if the EPA considers the land to be significantly contaminated.
<i>Contaminated Land Planning Guidelines</i>	Under Schedule 6 section 3 of the <i>EP&A Act</i> , the Minister can notify the publication of planning guidelines related to contaminated land under the <i>Resilience and Hazards SEPP</i> for purposes of Schedule 6 section 2 ('good faith' provisions) of the <i>EP&A Act</i> .
<i>Environmental Planning and Assessment Act 1979 (EP&A Act)</i>	The principal legislation of the NSW planning system that governs land-use planning and development control functions in NSW.
<i>Protection of the Environment Operations Act 1997 (POEO Act)</i>	Establishes a framework to protect, control and investigate pollution.
<i>Protection of the Environment Operations (Underground Petroleum Storage System) Regulation 2019 (UPSS Regulation)</i>	Establishes a framework for the design, installation, operation, maintenance and decommissioning of an underground petroleum storage system. Also designates Council as the 'appropriate regulatory authority' to administer the requirements of the <i>UPSS Regulation</i> .
<i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Exempt and Complying Development Codes SEPP)</i>	Establishes the rules and standards for exempt and complying development.
<i>State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)</i>	Outlines a planning framework for the remediation of contaminated land. Formerly known as SEPP55 – Remediation of Land.

Term	Definition
Processes	
Category 1 remediation work	Remediation work that requires the consent of Council under the <i>Resilience and Hazards SEPP</i> .
Category 2 remediation work	Remediation work not requiring the consent of Council under the <i>Resilience and Hazards SEPP</i> .
Detailed site investigation	<p>An investigation to define the extent and degree of contamination, to assess the potential risk posed by contaminants to health and the environment, and to obtain sufficient information for developing a remediation action plan if required.</p> <p>Reporting requirements for a detailed site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Independent review	An evaluation by an independent expert, with the appropriate competencies and qualifications, of the work of a primary consultant for all types of contaminated sites.
Initial evaluation	A process undertaken by Council to consider the potential for land to be contaminated, and the impacts of that contamination on the suitability of the land for proposed uses, when determining development applications or when preparing environmental planning instruments.
Preliminary site investigation	<p>An investigation to identify any past or present potentially contaminating activities; provide a preliminary assessment of site contamination; and, if required, provide a basis for a detailed investigation.</p> <p>Reporting requirements for a preliminary site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Remediation	The remediation of contaminated land is the (i) preparation of an environmental management plan (if required); (ii) removal, dispersal, destruction, reduction, mitigation or containment of the land contamination; and (iii) elimination or reduction of any hazard arising from the land contamination (including by preventing the entry of persons or animals on the land).
Remediation action plan	<p>A plan that sets out remediation goals and that documents the proposed process for remediating a site.</p> <p>Reporting requirements for a remediation action plan are outlined in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Validation	<p>The process of determining whether the objectives for remediation and any conditions of development consent have been achieved.</p> <p>A report on the validation is to detail the site work undertaken and demonstrate compliance with the remedial action plan for the site, and compliance with the contaminated land planning guidelines and all other applicable regulatory requirements.</p> <p>Reporting requirements for validation are elaborated in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>

Term	Definition
Terms	
Authorised officer	Authorised officers have regulatory powers and functions under environment protection legislation, as prescribed in Council's delegations of authority.
Complying development certificate	A certificate indicating approval for straightforward residential, commercial and industrial development, generally for building works larger than exempt development.
Contaminated land	Contaminated land is typically land that have been used for industrial or agricultural activities, or individual sites that store chemicals, such as service stations and dry cleaners. <i>Also see - Appendix 2</i>
Contamination	The presence in or under the land of a substance above the concentration at which the substance is normally present in or under that land at the same locality, being a presence that poses a risk of harm to human health or any other aspect of the environment (section 5 of the <i>CLM Act</i>). <i>Also see – 'pollution incident'</i>
Development control plan	Provides detailed planning and design guidelines to support the planning controls in the local environmental plan developed by Council.
Environmental management plan	An environmental management plan for contaminated land documents the mitigation measures and/or monitoring requirements where full clean-up of a site is not feasible or where the onsite containment of contamination is proposed.
EPA guidelines	Guidelines made or approved by the EPA in relation to managing site contamination.
Investigation area	Land declared to be an investigation area by a declaration in force under Part 3 Division 2 of the <i>CLM Act</i> .
Local environment plan	A plan that guides planning decisions for Council through zoning and development controls. Amendments to the local environment plan are through planning proposals.
Newbury test	The Newbury test states that a condition of consent must be imposed for a planning purpose (not an ulterior one); must fairly and reasonably relate to the development that is the subject of the development application; and must not be so unreasonable that no planning authority would have imposed it.
Planning proposal	Council may draft a planning proposal to amend a local environment plan and submit it to the department for Gateway determination.
Pollution incident	An incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises. <i>Also see – 'contamination'</i>

Term	Definition
Terms	
Section 10 planning certificates	<p>Formerly section 149 planning certificates.</p> <p>Section 10 planning certificates provides information regarding the development potential of a parcel of land. There are two types of planning certificates – section 10.7(2) and section 10.7(5).</p> <p>These certificates show the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.</p> <p>Section 10.7(5) certificates also include advice from ‘other authorities’ and certain information that Council holds on a property that is relevant to the land but is not disclosed in a section 10.7(2) certificate.</p>
Sensitive receptor	<p>Receiving environment or sensitive receiver. This is either a use of land for residential, educational, recreational or childcare purposes, or for the purposes of a hospital, or land identified as sensitive environmental land.</p>

5. REFERENCES

The following Council policies and procedures are relevant to this policy:

- [Asbestos management policy]
- [Compliance and enforcement policy]
- [Soil and water management policy]
- [Engineering guidelines and technical specifications]
- [Inspection and monitoring procedures]
- [Tree preservation order process]
- [Flood mapping]
- [Add additional relevant policies and procedures]

The following legislation and standards are referenced in this policy:

LEGISLATION

- o *Building and Development Certifiers Act 2018*
- o *Building and Development Certifiers Regulation 2020*
- o *Contaminated Land Management Act 1997*
- o *Conveyancing Act 1919*
- o *Environmental Planning and Assessment Act 1979*
- o *Environmental Planning and Assessment Regulation 2021*
- o *Environmentally Hazardous Chemicals Act 1985*
- o *Government Information (Public Access) Act 2009*
- o *Home Building Act 1989*
- o *Local Government Act 1993*
- o *Local Planning Directions*
- o *National Environment Protection (Assessment of Site Contamination) Measure 1999* (as amended)
- o *Protection of the Environment Operations Act 1997*
- o *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*
- o *Protection of the Environment Operations (Waste) Regulation 2014*
- o *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- o *State Environmental Planning Policy (Resilience and Hazards) 2021*, Chapter 4 ('Remediation of Land')
- o *Water Management Act 2000*
- o *Workplace Health and Safety Act 2011*
- o *Workplace Health and Safety Regulation 2017*

GUIDELINES

- o *Guide to Complying Development* (2022)
- o *Guide to Writing Conditions of Consent* (2021)
- o *Guidelines for Implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019* (2020)
- o *Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land* (2003)
- o *Noise Policy for Industry*
- o *Interim Construction Noise Guideline*
- o *Liquid Trade Waste Management Guidelines* (DPIE, 2021)
- o *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land* (1998) (and its revised form, the *Contaminated Land Planning Guidelines*, when released)
- o *Managing Urban Stormwater: Soils and Construction* (4th ed., LANDCOM, March 2004)
- o *Waste Classification Guidelines* (2014)
- o Statutory guidelines made or approved by the NSW EPA under the *Contaminated Land Management Act 1997*
- o Non-statutory guidance documents made by the NSW EPA

STANDARDS

- o *Australian Standard AS 1940-2017: Storage and Handling of Flammable and Combustible Liquids*
- o *Australian Standard AS 4897-2008: The Design, Installation and Operation of Underground Petroleum Storage Systems*
- o *Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.*

Best practice resources are available to assist Council in implementing this policy. These resources are listed in Appendix 1.

6. CONTENT

6.1. Policy statement

1. Council acknowledges that land contamination poses a risk of harm to human health and the environment.

6.2. Responsibilities

1. Council will act in good faith with the *Contaminated Land Planning Guidelines* by ensuring due care and diligence in considering land contamination in Council's land-use planning and development control functions.
2. Council will identify, evaluate and manage contaminated land so as to not increase the risk of harm to human health and the environment:
 - a. when preparing or making a planning instrument (including a planning proposal) and a development control plan (Part 3 of the EP&A Act)
 - b. when considering the potential for land contamination in development assessment and consent processes (Part 4 of the EP&A Act) and in environmental impact assessment processes (Part 5.1 of the EP&A Act)
 - c. in building and subdivision certification processes (Part 6 of the EP&A Act)
 - d. when managing public land and assets, including land managed or under the control of Council
 - e. when managing waste, including contaminants in soil.
3. Council will not approve a development application or lodge a planning proposal unless it is satisfied, based on information available to it under this policy, that that land is suitable, or can be made suitable, for its proposed use.
4. Council will consider the potential of land contamination in a process to furnish the contaminated land information that is required on planning certificates (section 10.7 of the EP&A Act).
5. With respect to sites with operational or abandoned underground petroleum storage systems, Council acknowledges that it is the ARA under the *UPSS Regulation*.
6. Council also acknowledges the regulation of underground petroleum storage systems sites is also under various other legislation administered by state departments and agencies, including SafeWork NSW and NSW Fair Trading.

6.3. Information management

1. Council will maintain and update a contaminated land site register so as to comply with section 59(2) of the *CLM Act* in furnishing contaminated land information on planning certificates under section 10.7 of the EP&A Act.
2. The contaminated land site register will include information on actual and potential land contamination to inform its land-use planning and development control functions in alignment with the *Contaminated Land Planning Guidelines*.
3. The list of sites in the contaminated land site register will be compiled, maintained and updated in good faith in the interests of responsible land-use planning and development control and is to be used as a first point of reference by Council.
4. Information on actual or potential land contamination contained in Council's contaminated land site register is to be supplied to the public only by either:
 - a. issuing a section 10.7 planning certificate under the EP&A Act
 - b. a Council officer with delegation to approve the release of reports identified in Appendix 3 that have been provided to Council
 - c. providing access to information and documents in accordance with *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

CONTAMINATED LAND SITE REGISTER

5. Council's contaminated land site register should contain accurate and reliable information for individual parcels of land on:
 - a. land-use history and zoning so as to flag the potential for land contamination for a parcel of land if Council reasonably suspects historical land use or zoning may indicate a use of land involving a potential land use or activity listed in Appendix 2
 - b. artefacts received by Council in relation to
 - i. reports on the assessment of site contamination listed in Appendix 3
 - ii. site audit statements
 - iii. EPA notifications under section 59(1) of the *CLM Act*
 - iv. notifications for category 2 remediation works
 - v. notifications of completion of category 1 and category 2 remediation works
 - c. any land-use restrictions on the land relating to possible contamination, such as notices issued by the EPA or other regulatory bodies.

6. CONTENT (CONT.)

6. If an EPA notification under section 59(1) of the *CLM Act* lists reports on the assessment of site contamination, Council will request copies of these reports to be included in its contaminated land site register.
7. Council will either modify an existing record or create a new record in its contaminated land site register if it approves a new or significant modification (as defined by the *UPSS Regulation*) to an existing underground petroleum storage system.
8. Information contained in this register is to be used by Council in
 - a. furnishing contaminated land information required on section 10.7 planning certificates under the *EP&A Act*
 - b. determining the suitability of land for its proposed use
 - c. determining conditions of development consent so as to not increase the risk of harm, to human health and the environment, of an approved use of land.
9. Council will consider the potential for contamination of adjacent land in any process prescribed in section 6.3(8).
10. Council will update records in the contaminated land site register with:
 - a. information provided to it in relation to the (actual or potential) contamination status of land, including notifications, notices and orders, and reports on the assessment of site contamination
 - b. information obtained from Council's inspection and monitoring of contaminated sites and from the inspection of sites operating underground petroleum storage systems
 - c. information directly obtained by Council in land-use planning and development control processes from
 - i. EPA online databases, in relation to sites subject to an investigation order and/or regulation under the *CLM Act*
 - ii. SafeWork NSW, in relation to underground petroleum storage systems licensed under Schedule 11 of the *Workplace Health and Safety Regulation 2017*
 - iii. NSW Fair Trading, in relation to registered retail fuel service stations
 - iv. other sources of information used as input into an assessment of historical land use.
11. In lieu of a contaminated land site register, Council should identify and assess historical use of land using information identified in section 6.3(10)(c) in any process prescribed by section 6.3(8).

SECTION 10.7 PLANNING CERTIFICATE

12. Council will furnish contaminated land information required on section 10.7(2) planning certificates including:
 - a. whether any adopted Council policy restricts the development of land subject to the planning certificate if Council knows or reasonably suspects land contamination
 - b. information prescribed by section 59(2) of the *CLM Act*
 - c. whether the land was or remains the subject of a preliminary investigation order under section 10(1)(a)-(b) of the *CLM Act*
 - d. whether the land is a remediation site
 - e. information on the potential of contamination of the land subject to the planning certificate due to its historical or current use. This information may be furnished using the annotations provided in Appendix 4 of this policy.
13. Council may furnish additional contaminated land information on section 10.7(5) planning certificates, including:
 - a. report(s) possessed by Council and identified in Appendix 3 relating to the assessment or regulation of site contamination of that land or adjacent land
 - b. a statement that the site has been assessed and/or remediated
 - c. a statement that any person relying on the certificate is advised to consider these artefacts and to seek Council's advice regarding further development of the site.

6.4. Council land-use planning function

1. Council will consider land contamination in land-use planning processes in accordance with processes, procedures and standards prescribed by the *Contaminated Land Planning Guidelines*.
2. Council will consider the potential for land to be contaminated when there is a proposed change in the permissible uses of that land.
3. Council will not include land in a zone that would permit a change of use of that land from the existing use unless:
 - a. Council has considered whether the land is contaminated
 - b. if the land is contaminated, Council is satisfied that the land is suitable in its contaminated state or can be made suitable for its proposed use after remediation, for all purposes for which land in the zone concerned is permitted to be used

6. CONTENT (CONT.)

- c. if the land requires remediation to be made suitable for any purpose for which land in that zone is permitted to be used, Council will impose conditions in development consent and approvals under Parts 4 and 5 of the *EP&A Act* to ensure the land is suitable for its proposed use through remediation prior to or during development works.

INITIAL EVALUATION

- 4. Council will undertake an initial evaluation to investigate the potential for land contamination when preparing or making a planning instrument, development control plan or planning proposal (rezoning proposal) under Part 3 of the *EP&A Act*, using the potential land uses and activities listed in Appendix 2 as a guide in this evaluation.

PRELIMINARY SITE INVESTIGATION

- 5. In alignment with *Local Planning Directions* 4.4 ('Remediation of Contaminated Land'), Council will prepare and submit a preliminary site investigation report with a planning proposal if that proposal seeks to rezone land to a proposed use that is a sensitive receptor (as defined by this policy), and there is no knowledge (or incomplete knowledge) as to whether that and adjacent land involve a land use or activity listed in Appendix 2.
- 6. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The proponent is responsible for engaging a suitably qualified consultant to undertake this investigation.
- 7. Council will require a preliminary site investigation to be provided if it reasonably suspects, from an initial evaluation, that land may be contaminated because of the land's history (or historical zoning), condition or other information known to Council.
- 8. If the risk of contamination of land subject to a land-use planning process makes the land unsuitable for its proposed use, and it is not feasible to make the land suitable (that is, remediate the land) for its proposed use, Council will either:
 - a. restrict the range of permissible uses of that land in planning instruments
 - b. elect not to proceed with the planning proposal to rezone that land.
- 9. If the preliminary site investigation identifies that the land can be made suitable for its proposed use through remediation, Council will include provisions in its local environment plan or development control plan that ensure the potential for contamination and the suitability of land for any proposed use is further addressed prior to the development of that land.

6.5. Council development control function

6.5.1. Development assessment

- 1. In alignment with section 4.15(1)(c) of the *EP&A Act*, Council shall consider land contamination in subdivision and development applications, particularly when a change in land use is proposed. This is to ensure that contaminated land:
 - a. is suitable for its proposed use in its contaminated state
 - b. can be made suitable for its proposed use through remediation
 - c. presents no increased risk of harm to human health and the environment.
- 2. Council will undertake an initial evaluation to identify and consider the possibility of all forms of potential contamination based on an assessment of the historical or current use of that or adjacent land, particularly if the historical or current use is a use or activity listed in Appendix 2, and the proposed use is a sensitive receptor.
- 3. If the initial evaluation identifies a potential for land contamination then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will initiate an assessment of site contamination (as prescribed in section 6.5.4 of this policy) to ascertain the nature and extent of contamination.

6.5.2. Exempt and complying development

- 1. Development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act* for complying development specified for Codes identified in section 1.19 under Part 1 of the *Exempt and Complying Development Codes SEPP*.
- 2. During development work on land subject to a complying development certificate, if land contamination is detected or reasonably suspected, Council requires that:
 - a. all development work immediately cease
 - b. Council and the EPA be notified of the potential contamination
 - c. the notification be sent by the PCA or by the person who issued the complying development certificate.
- 3. Exempt development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act*.

6. CONTENT (CONT.)

6.5.3. Development consent

1. Council will, under section 4.17 of the *EP&A Act*, impose conditions in development consent to ensure there is no increased risk of harm to human health and the environment associated with:
 - a. development works (including complying development) on land that is known to be or is potentially contaminated
 - b. onsite management of contaminants in soil, including
 - i. soil used as infill at a development site (that is, virgin excavated natural material)
 - ii. soil that may contain asbestos
 - iii. contaminated soil from remediation works
 - c. offsite management of contaminants in soil, including waste material generated during remediation for offsite processing (a waste classification report³ must be provided prior to transporting waste material offsite)
 - d. the detection of contamination on land that is subject to a complying development certificate
 - e. the ongoing operation of an approved use of land that involves a land use or activity listed in Appendix 2.
2. Standard conditions prescribed by Council in development consent related to contaminated land are those either:
 - a. contained in the *Council Guidance on Implementing the Contaminated Land Policy* document
 - b. developed by the NSW Department of Planning and Environment and located in the NSW Planning Portal (voluntary contaminated land conditions)
 - c. developed by Council in accordance with the NSW Department of Planning and Environment's *Guide to Writing Conditions of Consent* and which align with the 'Newbury Test'.
3. Council can impose a condition of development consent that requires the applicant to:
 - a. prepare a report on the assessment of site contamination, and to submit this report to Council prior to issuance of a subdivision works or construction certificate
 - b. submit a validation report to Council prepared by a certified consultant prior to commencing development works, confirming the land has been made suitable through remediation for its proposed use, and whether any ongoing monitoring is required to manage residual site contamination
 - c. prior to lodging a construction certificate, provide Council with the design specifications for a new or significantly modified underground petroleum storage system that was prepared by a 'duly qualified person' (within the meaning of the *UPSS Regulation*)
 - d. prior to lodging an occupation certificate, provide Council with
 - i. works as executed plans related to the installation of new or significantly modified underground petroleum storage systems by a 'duly qualified person'
 - ii. a copy of the fuel system operation plan that has been prepared in accordance with the *UPSS Regulation*
 - e. engage an accredited site auditor to review an assessment of site contamination and reports thereon, including a validation report. This is most appropriate for high-risk sites involving a change in land use to a sensitive receptor.

6.5.4. Assessment of site contamination

1. Council will require:
 - a. investigations on the nature and extent of land contamination to be undertaken by appropriately qualified contaminated land consultants
 - b. reports on these investigations to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.

PRELIMINARY SITE INVESTIGATION

2. If the initial evaluation identifies a potential for land contamination, then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will require a preliminary site investigation to be submitted with a subdivision works or development application to carry out development where the land concerned is:
 - a. land that is within an investigation area (within the meaning of the *CLM Act*)
 - b. land on which development for a purpose listed in Appendix 2 is currently being, or is known to have been, carried out
 - c. to the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital – land
 - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose listed in Appendix 2 has been carried out
 - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

³ <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/contaminated-land/20p2233-consultants-reporting-on-contaminated-land-guidelines.pdf>

6. CONTENT (CONT.)

3. Council will also require a preliminary site investigation when:
 - a. Council reasonably suspects the land is contaminated because of its historical use (or zone), its condition or other information known to Council
 - b. the land has been investigated and/or remediated, but there is insufficient information available to Council on the nature and extent of contamination and/or remediation works undertaken, or the circumstances have changed
 - c. there are restrictions on, or conditions attached to, the use of the land by a regulatory or planning authority that are or may be related to contamination, but there is insufficient information available to Council on the nature and extent of contamination
 - d. Council records show that the land is associated with pollution incidents or the illegal dumping of waste
 - e. the land is adjacent to land historically or currently being used for a purpose listed in Appendix 2, and Council reasonably suspects it is likely that this use may have contaminated the land subject to the preliminary site investigation
4. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.
8. A report on the detailed site investigation must include a statement as to whether the land is suitable for its proposed use or if remediation is necessary to make the land suitable for its proposed use. If remediation is required, the report must list the feasible remediation options available.

REMEDIATION ACTION PLAN

9. A remediation action plan is to be provided to Council if the report on the preliminary or detailed site investigation states that the land is not suitable for its proposed use but can be made suitable through remediation.
10. Prior to determining a subdivision or development application, Council must be satisfied that remedial measures have been or will be undertaken in accordance with the remediation action plan lodged with Council.
11. A remediation action plan must identify, upon completion of remediation works, the need for ongoing land management due to residual contamination. This plan may also include an outline of the environmental management plan.

VALIDATION REPORT

12. A validation report must be lodged with Council after remediation works have been completed.
13. Where applicable, Council will include a condition of development consent requiring this report to be provided to Council prior to issuance of the subdivision works or construction certificate.

DETAILED SITE INVESTIGATION

5. Council will require a detailed site investigation to be undertaken when either:
 - a. the results of the preliminary site investigation state the potential for or existence of contamination that may not be suitable for the proposed use of the land
 - b. Council is not satisfied with the content and/or completeness of the preliminary site investigation.
6. Council may request the preliminary and detailed site investigations to be combined when the land is known to be contaminated.
7. The detailed site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.

REMEDIATION WORKS

14. Remediation work that is ordinarily category 2 remediation work but which is ancillary to designated development that requires development consent under Part 4 of the *EP&A Act* and an environmental impact statement under Part 5 of the *EP&A Act* may, as an applicant chooses, either:
 - a. be made part of the subject of the development application for the designated development instead of being made the subject of a separate development application
 - b. be treated as category 2 remediation work, which does not require the consent of Council.
15. All remediation work must be consistent with the *Contaminated Land Planning Guidelines* and carried out in accordance with guidelines made or approved by NSW EPA as required by the *CLM Act*.
16. Council requirements regarding site management of remediation works are outlined in Appendix 5 and are required to be included in a remediation action plan.

6. CONTENT (CONT.)

17. Council must be notified within 30 days of the completion of remediation works, in alignment with section 4.14(2) of the *Resilience and Hazards SEPP*. This notice is required to include:
- information prescribed in section 4.15 of the *Resilience and Hazards SEPP*
 - a validation report.

CATEGORY 1 REMEDIATION WORKS

18. Remediation work that requires development consent is category 1 remediation work. Category 1 remediation work is remediation work that is either:
- identified in section 4.8(a)–(f) of the *Resilience and Hazards SEPP*
 - not being work to which section 4.11(b) of the *Resilience and Hazards SEPP* applies
 - not carried out in accordance with the site management provisions outlined in Appendix 5.

CATEGORY 2 REMEDIATION WORK

19. Remediation work that does not require development consent is category 2 remediation work. Section 4.11 of the *Resilience and Hazards SEPP* defines what constitutes category 2 remediation work.
20. Council must be notified of the intent to undertake category 2 remediation work at least 30 days before commencement. This notification is to include the information identified in section 4.13(3) of the *Resilience and Hazards SEPP*.
21. Council also requires the following information to be lodged 14 days before commencing these works:
- a copy of the preliminary site investigation report, detailed site investigation report and remediation action plan for these works
 - a copy of the soil and water management plan, where applicable (that is, for the management of flooding and of contaminants in soil)
 - the contact details of the contractor responsible for remediation works and of the party responsible for ensuring compliance of remediation work with all relevant regulatory requirements.
22. A validation report is to be submitted to Council upon the completion of category 2 remediation works.
23. For category 2 remediation works associated with underground petroleum storage systems, Council requires:
- if a storage system is to be decommissioned, that the person responsible for the storage system notify Council no later than 30 days before the storage system is decommissioned or removed, and that the notification include both

- a report on the assessment of site contamination, which is likely to be a report on the preliminary site investigation
 - a remediation action plan
- if a storage system is decommissioned, that the person responsible for the storage system either
 - submit a site report (preliminary site investigation report) to Council no later than 60 days after the system is decommissioned
 - submit the site report and a validation report to Council if remediation of the site is required, and submit these 60 days after the completion of the remediation works
 - if a storage system is to be modified and involves the removal or replacement of an underground petroleum storage tank, that the person responsible
 - not commission the modified underground petroleum storage system unless the reports prescribed by this clause are submitted to Council
 - submit an updated fuel system operation plan to Council
 - prepare, in accordance with guidelines made by the NSW EPA, the reports prescribed by this clause.

SITE AUDIT

24. Specific circumstances that may trigger an independent review ('audit') of information pertaining to an assessment of site contamination (including reports thereon) include when Council either:
- reasonably suspects that information provided by the applicant is incorrect or incomplete
 - needs to verify that information provided by the applicant adheres to appropriate standards, procedures and guidelines
 - does not have the capacity to technically review reports on the assessment of site contamination.
25. A statutory site audit is required only when there is a requirement to demonstrate compliance with:
- a requirement under the *CLM Act*
 - an approved voluntary management proposal
 - a requirement imposed by at least one of the following
 - the *CLM Act*
 - the *Resilience and Hazards SEPP*
 - the *EP&A Act* (that is, development consent or any other approval under this Act)
 - any other requirement imposed by or under a relevant Act.

6. CONTENT (CONT.)

26. Independent review ('audit') can be undertaken by a consultant with the necessary competencies and qualifications.
27. A statutory site audit must be undertaken by a site auditor accredited under the relevant provisions of the *CLM Act*.
28. For statutory site audits (within the meaning of the *CLM Act*), Council must be provided:
 - a. the site audit statement that outlines the conclusions of a site audit
 - b. the site audit report that summarises the information reviewed by the accredited site auditor.
29. Requirements of site auditors are prescribed in the relevant guidelines made by the NSW EPA on the site auditor scheme under the *CLM Act*.
30. Costs associated with an independent review or the site audit process are with the applicant.

ENVIRONMENTAL MANAGEMENT PLAN

31. An environmental management plan is required when either:
 - a. residual contamination on land requires ongoing management to manage the risk of harm to human health and the environment, especially when onsite containment of contamination is proposed or is in place
 - b. there are restrictions on the use of the land due to contamination.
32. An environmental management plan is to consider:
 - a. suitable management systems (active or passive)
 - b. potential for intrusive works, including any works arising from the maintenance of service infrastructure or exempt and complying development works
 - c. ecologically sustainable development
 - d. management of offsite contamination.
33. Council can, under section 4.17 of the *EP&A Act*, include a condition of development consent that requires an applicant to prepare and submit to Council an environmental management plan.
34. An environmental management plan is to be prepared in accordance with the requirements prescribed by the NSW EPA *Practice Note: Preparing Environmental Management Plans for Contaminated Land*.
35. An environmental management plan is to be prepared by an appropriately qualified contaminated land consultant and can be reviewed by an accredited site auditor. Environmental management plans prepared to comply with the *CLM Act* must be prepared, or reviewed and approved by, a contaminated land consultant who is certified under a certification scheme recognised by the NSW EPA.

36. Notations indicating that land is subject to an environmental management plan are required in:
 - a. section 10.7(2) and 10.7(5) planning certificates under the *EP&A Act*
 - b. covenants registered on a land title under section 88B of the *Conveyancing Act 1919*.
37. Provisions of environmental management plans must be legally enforceable. Council can rely on section 4.17 of the *EP&A Act* to include, as a condition of development consent, that an ongoing environmental management plan be prepared and may also consider orders under section 124 of the *Local Government Act 1993*.

6.5.5 Maintaining compliance with development consent

CONTAMINATED LAND

1. Council may monitor sites subject to an environmental management plan in accordance with any role or responsibility prescribed to it under that plan.
2. Council may monitor sites subject to remediation works to confirm that those works are undertaken in accordance with the site management provisions in Appendix 5.

UNDERGROUND PETROLEUM STORAGE SYSTEM

3. Council authorised officers may inspect and monitor these sites to ensure that the operation of underground petroleum storage systems maintains compliance with development consent and does not present an increased risk of harm to human health or the environment through site contamination (for example, through leaks and spills). The following are excluded:
 - a. sites with operational or abandoned underground petroleum storage systems licensed under Schedule 1 of the *POEO Act*
 - b. Council-owned or managed sites with operational or abandoned underground petroleum storage systems for which the NSW EPA is the ARA.
4. The inspection and monitoring of underground petroleum storage systems will focus on:
 - a. retail fuel service stations
 - b. fuel depots
 - c. multipurpose premises with retail fuel service (for example, general stores and post offices).

6. CONTENT (CONT.)

5. Council monitoring of these sites will be proportionate to the risk of harm posed by the underground petroleum storage system, which is to be determined by Council as a function of:
 - a. the age of underground petroleum storage tanks
 - b. existence of an onsite fuel system operation plan
 - c. evidence of loss monitoring
 - d. evidence of leak detection
 - e. proximity to a sensitive receptor, which would also include both
 - i. irrigation channels for agricultural use
 - ii. the use of groundwater for potable water use.
6. Council may determine and/or amend the potential risk of harm for an individual underground petroleum storage system site using information obtained from any of the following:
 - a. an annual inspection
 - b. an inspection at a frequency commensurate with the determined risk of the site
 - c. an assessment of responses provided to the Council's survey of underground petroleum storage system sites by the person responsible for the underground petroleum storage system
 - d. a formal notification received by Council under Part 5.7 of the *POEO Act* in relation to a potential leak in the underground petroleum storage system
 - e. any other notification sent to Council regarding the operation or decommissioning of the underground petroleum storage system
 - f. notifications under sections 91 and 96 of the *POEO Act* in relation to clean-up and prevention notices, respectively
 - g. the finding of an abandoned underground petroleum storage tank on public or private land.
7. Artefacts generated from Council's inspection and monitoring of underground petroleum storage systems are to be kept in Council's electronic document and records management system and linked to Council's contaminated land site register and/or to Council's database of underground petroleum storage systems.

6.6. Duty to notify

1. Where Council considers that contamination on a site triggers the duty to report contamination under clause 60 of the *CLM Act*, and it is not clear whether or not the polluter or site owner has reported the contamination, Council may notify the EPA.
2. Where the land is under Council management and/or control, or Council is the polluter of land, Council will notify the EPA in accordance with clause 60 of the *CLM Act*.

6.7. Public land

1. Community or public land (or part thereof) under Council's control or management that is known to be contaminated will be managed so as to not increase the risk of harm to human health and the environment.⁴

6.8. Use of consultants

1. Contaminated land investigations will be undertaken by, and reports on these investigations are to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.
2. The design and installation of underground petroleum storage systems will be undertaken by duly qualified persons within the meaning of the *UPSS Regulation*.

⁴ <https://www.epa.nsw.gov.au/your-environment/contaminated-land/managing-contaminated-land/procedures-for-land-managers>

7. DOCUMENTATION

This policy is supported by a range of capacity resources, documents, forms and templates that are either included or referred to in:

- **Appendix 1** – ‘Best Practice Resources on Managing Contaminated Land’ (including the *Council Guidance on Implementing the Contaminated Land Policy*) to assist and inform Council’s navigation of the contaminated land regulatory landscape
- **Appendix 2** – ‘Potential Land Uses and Activities That May Cause Site Contamination’
- **Appendix 3** – ‘Artefacts Generated in the Process of Managing Contaminated Land’
- **Appendix 4** – ‘Annotations for Section 10.7 Planning Certificates on Contaminated Land’
- **Appendix 5** – ‘Site Management Provisions for Remediation Works’.

8. AUTHORISATION

Owner	Directorate	Input Directorate – Team Name
	Responsible Officer	Insert Officer Position
Authorisation	Insert ‘Approved Executive’ or ‘Adopted Council’ Include date approved/adopted	
Review Date	Insert date four years from last issue date, or earlier if required	
Register	Indicate if this policy is included in the public policy and procedure register.	
Record of Amendments	Insert date	Provide brief description of the change.
	Insert date	Provide brief description of the change.

APPENDIX 1 Best practice resources on managing contaminated land

The resources listed in Table A1.1 below are based on *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land (SEPP55 Guidelines)*, guidelines made or approved by the EPA and on resources developed by the EPA and other NSW councils. They have been updated, where applicable, to reflect changes in the regulatory landscape.

The resources are also provided for processes ancillary to managing contaminated land, including underground petroleum storage systems, onsite and offsite

management of contaminants (including waste material) in soil, and the selection of consultants, among other processes.

A draft revision of the *SEPP55 Guidelines* (that is, the *Contaminated Land Planning Guidelines*) was released by the NSW Department of Planning and Environment in 2018 but has yet to be finalised at the time of finalising the model policy. As already noted, the Contaminated Land Framework includes (where appropriate) elements of the draft guidelines.

Table A1.1: Best practice resources available to Council on managing contaminated land and underground petroleum storage systems

RESOURCE	AUTHOR	DESCRIPTION
<i>Assessment of Site Contamination Reports</i>	RAMJO-REROC, Ballina and Bathurst CRCB projects	A resource to assist Council to ascertain the completeness of the report and to assist in the interpretation and use of its content. Also includes checklists to provide Council with a degree of confidence and certainty on the report.
<i>Managing Offsite Transport of Soil</i>	Ballina, RAMJO-REROC and FNWJO CRCB projects	A resource outlining best practices in the offsite management of soil, including soil that includes waste materials generated during remediation, for offsite processing.
<i>Managing Asbestos in Development Control Processes</i>	FNWJO CRCB project	A resource for Council on managing asbestos in its operations. It is complementary to the Council <i>Asbestos Management Policy</i> .
<i>A Guide to Selecting a Consultant</i>	RAMJO-REROC and Ballina CRCB projects	An important resource for Council to identify the required competencies and qualifications of consultants for specific stages of the assessment of site contamination, in the design and installation of underground petroleum storage systems, and in managing asbestos.
<i>A Guide to Retail Service Station Owners on Managing UPSS Systems</i>	NSW EPA (updated by RAMJO-REROC and FNWJO CRCB projects)	A quick reference guide on the obligations of owners, operators and site managers of UPSS infrastructure. This guide is a retired NSW EPA resource that has since been updated by RAMJO and its collaborators.
<i>UPSS and Council ARA Responsibilities</i>	RAMJO-REROC CRCB project	A quick reference guide for Council on their responsibilities as the ARA regarding UPSS systems.
<i>Decommissioning an Underground Petroleum Storage Tank or System</i>	NSW EPA	A fact sheet for Council on the process to decommission an underground petroleum storage system.
<i>Statutory guidelines made or approved by the EPA</i>	NSW EPA	The NSW EPA has made or approved a range of statutory guidelines dealing with different types of contamination. These guidelines are to be considered by accredited site auditors, contaminated land consultants, and those with a duty to report contamination to the NSW EPA.
<i>Non-statutory guidelines made or approved by the EPA</i>	NSW EPA	The NSW EPA has made or approved a range of non-statutory guidance documents dealing with different types of contamination. These guidance documents are to be considered by accredited site auditors, contaminated land consultants, and those with a duty to report to the EPA.

Note: RAMJO = Riverina and Murray Joint Organisation; REROC = Riverina Eastern Regional Organisation of Councils; CRCB = Council Regional Capacity Building; FNWJO = Far North West Joint Organisation.

APPENDIX 2 Potential land uses and activities that may cause site contamination

Information provided in this appendix is taken from the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. This information relates to activities that may cause contamination, as well as industries and associated chemicals that may cause contamination. The coverage of activities, industries and associated chemicals are largely the same when compared to the corresponding table in the *SEPP55 Guidelines*. Differences are presented in *italics*.

The information in these tables is to be used as a guide by Council in an initial evaluation of the potential for site contamination. However, a conclusive find as to whether land is 'contaminated' or 'not contaminated' can only be determined after a preliminary site investigation or a detailed site investigation.

Table A2.1: Activities that may cause site contamination

Acid and alkali plant and formulation	Iron and steel work
Agricultural and horticultural activities	Landfill sites
Airports	Metal treatment
Asbestos production and disposal	Mining and extractive industries
Battery manufacture and recycling	Oil production and storage
Breweries and distilleries	Paint formulation and manufacture
Chemical manufacture and formulation	Pesticide manufacture, formulation and use
<i>Council depots</i>	Power stations
Defence works	Printing shops
Drum reconditioning works	Railway yards
Dry-cleaning	<i>Research institutions (laboratories)</i>
Electrical manufacturing (transformers, capacitors)	Scrap yards
Electroplating and heat treatment premises	Service stations and fuel storage facilities (depots)
Engine works	Sheep and cattle dips
Explosives industry	Smelting and refining
<i>Firefighting training and the use of firefighting foams</i>	Tanning and associated trades
Foundries	<i>Waste processing, storage and treatment</i>
Fuel storage	Water and sewerage treatment plants
Gas works	Wood preservation
<i>Hospitals</i>	

Source: Table 1 in Appendix 1 of the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

Table A2.2: Industries and associated chemicals that may cause contamination

INDUSTRY OR ACTIVITY	MAIN CHEMICAL GROUP	ASSOCIATED CHEMICALS
Agricultural and horticultural activities		See – ‘chemical manufacture and use’ (‘fertiliser’, ‘fungicides’, ‘herbicides’ and ‘pesticides’).
Airports	Hydrocarbons	Aviation fuels (total petroleum hydrocarbons, kerosene), PFAS
	Metals	Particularly lead, aluminium, magnesium, chromium, chlorinated solvents
Asbestos production and disposal	Asbestos	Asbestos (bonded and fibrous). Be aware of assessments in areas of naturally occurring asbestos. ¹
Battery manufacture and recycling	Acids	Sulfuric acid
	Metals	Lead, manganese, zinc, cadmium, nickel, cobalt, mercury, silver, antimony
Breweries and distilleries	Alcohol	Ethanol, methanol, esters
Chemical manufacture and use	Acid and alkali	Mercury; chlorine (chloralkali process); sulfuric, hydrochloric and nitric acids; sodium and calcium hydroxides
	Adhesives and resins	Polyvinyl acetate, phenols, formaldehyde, acrylates, phthalates
	Drum reconditioning works	Chemicals, paints, resins, tars, adhesives, oils, fuels, solvents, drum residues
	Dyes	Chromium, titanium, cobalt, sulfur organic compounds, nitrogen organic compounds, sulfates, solvents
	Explosives	Acetone, nitric acid, ammonium nitrate, pentachlorophenol, ammonia, sulfuric acid, nitroglycerine, calcium cyanamide, lead, ethylene glycol, methanol, copper, aluminium, bis(2-ethylhexyl) adipate, dibutyl phthalate, sodium hydroxide, mercury, silver
	Fertiliser	Calcium phosphate, calcium sulfate, nitrates, ammonium sulfate, carbonates, potassium, copper, magnesium, molybdenum, boron, cadmium, arsenic
	Flocculants	Aluminium
	Foam production	Urethane, formaldehyde, styrene
	Fungicides	Carbamates, copper sulfate, copper chloride, sulfur, chromium, zinc

¹ <https://trade.maps.arcgis.com/apps/PublicInformation/index.html?appid=87434b6ec7dd4aba8cb664d8e646fb06>

INDUSTRY OR ACTIVITY	MAIN CHEMICAL GROUP	ASSOCIATED CHEMICALS
Chemical manufacture and use (cont.)	Herbicides	Ammonium thiocyanate, carbamates, organochlorines, organophosphates, arsenic, mercury, triazines
	Paints	<u>Heavy metals</u> – arsenic, barium, cadmium, chromium, cobalt, lead, manganese, mercury, selenium, zinc, titanium. <u>Solvents</u> – toluene oils, either natural (for example, pine oil) or synthetic, hydrocarbon
	Pesticides	<u>Active ingredients</u> – arsenic, lead, organochlorines, organophosphates, sodium tetraborate, carbamates, sulfur, synthetic pyrethroids. <u>Solvents</u> – xylenes, kerosene, methyl isobutyl ketone, amyl acetate, a wide range of chlorinated solvents
	Pharmaceutical	<u>Solvents</u> – acetone, cyclohexane, methylene chloride, ethyl acetate, butyl acetate, methanol, ethanol, isopropanol, butanol, pyridine methyl ethyl ketone, methyl isobutyl ketone, tetrahydrofuran
	Photography	Hydroquinone, sodium carbonate, sodium sulfite, potassium bromide, monomethyl para-aminophenol sulfate, ferricyanide, chromium, silver, thiocyanate, ammonium compounds, sulfur compounds, phosphate, phenylene diamine, ethyl alcohol, thiosulfates, formaldehyde
	Plastics	Sulfates, carbonates, cadmium, solvents, acrylates, phthalates, styrene
	Rubber	Carbon black
	Soaps, detergents	<u>General</u> – potassium compounds, phosphates, ammonia, alcohols, esters, sodium hydroxide, surfactants (sodium lauryl sulfate), silicate compounds. <u>Acids</u> – sulfuric acid and stearic acid <u>Oils</u> – palm, coconut, pine, tea tree
	Solvents	<u>General</u> – ammonia <u>Hydrocarbons</u> – for example, BTEX <u>Chlorinated organics</u> – for example, tetrachloroethene (perchloroethylene) trichloroethene, trichloroethane, dichloroethane, carbon tetrachloride, methylene chloride

INDUSTRY OR ACTIVITY	MAIN CHEMICAL GROUP	ASSOCIATED CHEMICALS
<i>Council depots</i>		Hydrocarbons, PAH, asbestos, heavy metals, pesticides, herbicides, <i>PFAS</i>
Defence works		Hydrocarbons, <i>PFAS</i> , asbestos See also – ‘chemical manufacture and use’ (‘explosives’), ‘foundries’, ‘engine works’, ‘service stations and fuel storage facilities (depots)’
Dry-cleaning	Chlorinated solvents	Tetrachloroethene (perchloroethylene), trichloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, white spirit (mixed hydrocarbons)
Electrical manufacturing	Solvents, metals	PCBs (transformers and capacitors), solvents, tin, lead, copper, mercury
Engine works	Hydrocarbons, metals, solvents, acids, alkalis, refrigerants	<u>Refrigerants</u> – chlorofluorocarbons, hydro chlorofluorocarbons, hydrofluorocarbons
	Antifreeze	Particularly aluminium, manganese, iron, copper, nickel, chromium, zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals
Foundries	Metals	Particularly aluminium, manganese, iron, copper, nickel, chromium zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals
<i>Firefighting training and the use of firefighting foam</i>	<i>PFAS</i>	Hydrocarbons, solvents, chlorinated solvents, inorganics
Gas works	Inorganics	Asbestos, ammonia, cyanide, nitrate, sulfide, thiocyanate, aluminium, antimony, arsenic, barium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, vanadium, zinc
	Organics	BTEX, phenolics, PAHs and coke
<i>Hospitals</i>	Waste	Asbestos, various
	Radioactive material	Diagnostic and therapeutic isotopes
Iron and steel work	Organics, metals	BTEX; phenolics; PAHs; metals and oxides of iron, nickel, copper, chromium, magnesium, manganese and graphite
Landfill sites	Gases, metals, organics	Methane, carbon dioxide, ammonia, sulfides, heavy metals, organic acids, hydrocarbons, asbestos
Marinas	Antifouling paints	Copper, tributyltin. See also – ‘engine works’, ‘metal treatments’ (‘electroplating’ metals)

INDUSTRY OR ACTIVITY	MAIN CHEMICAL GROUP	ASSOCIATED CHEMICALS
Metal treatment	Electroplating	<p><u>Metals</u> – nickel, chromium, zinc, aluminium, copper, lead, cadmium, tin.</p> <p><u>Acids</u> – sulfuric, hydrochloric, nitric and phosphoric acids.</p> <p><u>General</u> – sodium hydroxide, 1,1,1-trichloroethane, tetrachloroethylene, toluene, ethylene glycol, cyanide compounds</p>
	Liquid carburising baths	Sodium, cyanide, barium, chloride, potassium chloride, sodium chloride, sodium carbonate, sodium cyanate
Mining and extractive industries		<p>Arsenic, mercury and cyanides. See <i>also</i> – ‘chemical manufacture and use’ (‘explosives’).</p> <p>Aluminium, arsenic, copper, chromium, cobalt, lead, manganese, nickel, selenium, zinc and radio radionuclides.</p> <p>The list of heavy metals should be decided according to the composition of the deposit and known impurities. Consideration should be given to chemicals associated with any mineral processing that also occurred on the mine site.</p> <p>PFAS chemicals associated with firefighting equipment to protect mining infrastructure</p>
Oil production and storage		See – ‘service stations and fuel storage facilities (depots)’
Paint formulation and manufacture		See – ‘chemical manufacture and use’ (‘paints’)
Pesticide manufacture, formulation and use		See – ‘chemical manufacture and use’ (‘pesticides’)
Power stations		Asbestos, PCBs, fly ash metals, water treatment chemicals
Printing shops		<p>Acids, alkalis, solvents, chromium, trichloroethene, methyl ethyl ketone.</p> <p>See <i>also</i> – ‘chemical manufacture and use’ (‘photography’)</p>
Railway yards		Hydrocarbons, asbestos, arsenic, phenolics (creosote), heavy metals, nitrates, ammonia
<i>Research Institutions (laboratories)</i>		Various, depending on the nature of work being carried out. A case-specific evaluation is required.
Scrap yards		Hydrocarbons, metals, solvents, asbestos

INDUSTRY OR ACTIVITY	MAIN CHEMICAL GROUP	ASSOCIATED CHEMICALS
Service stations and fuel storage facilities (depots)	Petroleum hydrocarbons, PAHs and lead	Aromatic hydrocarbons, BTEX, naphthalene, PAHs, phenols, lead
Sheep and cattle dips		Arsenic, organochlorines, organophosphates, carbamates, synthetic pyrethroids
Smelting and refining		Metals, fluorides, chlorides and oxides of copper, tin, silver, selenium lead, and aluminium
Tanning and associated trades	Various	<u>Metals</u> – chromium, manganese, aluminium <u>General</u> – ammonium sulfate, ammonia, ammonium nitrate, arsenic phenolics, formaldehyde, sulfide, tannic acid
Water and sewerage treatment plants	Metals and chemicals used in water treatment and wastewater and biosolids treatment	Aluminium, arsenic, cadmium, chromium, cobalt, lead, nickel, fluoride, lime, zinc
<i>Waste processing, storage and treatment</i>	Fire retardants, plastics	Polybrominated diphenyl ethers, PFAS, plasticisers
Wood preservation	Metals	Chromium, copper, arsenic, naphthalene, ammonia, pentachlorophenol, dibenzofuran, anthracene, biphenyl, ammonium sulfate, quinoline, boron, creosote, organochlorine pesticides

Note: PFAS = per- and polyfluoroalkyl substances; BTEX = benzene, toluene, ethylbenzene, xylene; PAH = polycyclic aromatic hydrocarbons; PCB = polychlorinated biphenyl.

Source: Table 2 in Appendix 1 of the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*.
The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

APPENDIX 3 Potential land uses and activities that may cause site contamination

Table A3.1 lists artefacts either prepared by or for Council in a process to consider and assess site contamination. These artefacts should be retained in Council's electronic document and records management system and also linked to the respective record in Council's contaminated land site register.

These artefacts can also be provided with section 10.7 planning certificates under the *EP&A Act*.

Table A3.1: Artefacts generated in a process to assess site contamination

PROCESS	ARTEFACT	PREPARED BY	DESCRIPTION
Initial evaluation	Checklist	Council	To guide Council's consideration of the potential for site contamination.
Preliminary site investigation	Report on the preliminary site investigation	Consultant	Reports the possibility of potential contamination based on historical land use. It includes the development of the conceptual site model.
	Checklist	Council	Confirms whether the requirements of the investigation have been met.
Detailed site investigation	Report on the detailed site investigation	Consultant	Defines the extent and degree of contamination and assesses potential risks posed to health and the environment by contaminants. The investigation is also used to obtain sufficient information for the development of a remediation action plan if required.
	Checklist	Council	Confirms whether the requirements of the investigation have been met.
Remediation	Remediation action plan	Consultant	A plan that sets out remediation objectives and documents the proposed remediation process.
	Validation report	Consultant	Reports on whether the objectives for remediation and any conditions of development consent have been achieved.
Site audit	Site audit report	Consultant	A summary of information reviewed by the accredited site auditor.
	Site audit statement	Consultant	An outline of the conclusions of a site audit.
Environmental management plan		Consultant	Outlines the mitigation measures and/or monitoring requirements where the full clean-up of a site is not feasible or where onsite containment of contamination has been proposed.

Table A3.2 lists key artefacts generated in a process to regulate contaminated land and underground petroleum storage systems.

These artefacts may also be included on section 10.7 planning certificates under the *EP&A Act*.

These artefacts should be retained in Council's electronic document and records management system, and also linked to the respective record in Council's contaminated land site register.

Table A3.2: Artefacts generated in a process to regulate contaminated land and underground petroleum storage systems

PROCESS	ARTEFACT	PREPARED BY
EPA notices and orders under the CLM Act	Preliminary investigation order	EPA
	Significant contaminated land notice	EPA
	Management order	EPA
	Voluntary management proposal	Landowner, or person managing an activity that caused the site contamination
	Environmental management plan	EPA/landowner
	Revocation of orders under the <i>CLM Act</i>	EPA
Pollution prevention	Waste classification report	Person responsible for remediation
	UPSS inspection form	Council
	Contaminated land investigation form	Council
	<i>POEO Act</i> section 91 clean-up notice	Council/EPA
	<i>POEO Act</i> section 96 prevention notice	Council/EPA
	Leak notification under the <i>POEO Act</i> Part 5.7	Council / UPSS operator
	Fuel system operation plan	Council / UPSS operator
	Loss monitoring reports	Council / UPSS operator
	Leak detection reports	Council / UPSS operator
Decommissioning of a UPSS (category 2 remediation works)	Development application	
	Notifications (leak notification)	UPSS owner
	Validation report	Consultant
Information management	<i>POEO Act</i> section 192 and 193 requests for information	Council
	Survey of UPSS operators	Council
Compliance	Penalty infringement notices	Council

Note: UPSS = underground petroleum storage system.

APPENDIX 4 Annotations for section 10.7 planning certificates on contaminated land

Council is required to include contaminated land information on section 10.7 planning certificates. This requirement is anchored in:

- the *EP&A Act*
 - o section 10.7(2), as elaborated by the *Environmental Planning and Assessment Regulation 2021*
 - o section 10.7(5), in relation to advice on other matters affecting the land
 - o section 10.7(6), in relation to furnishing of contaminated land information in good faith with Schedule 6 of the *EP&A Act*
- section 10(1) in schedule 2 of the *Environmental Planning and Assessment Regulation 2021* in relation to whether an adopted Council policy restricts the development of land because of site contamination

- the *CLM Act*
 - o section 10(1)(a)–(b), in relation to preliminary investigation orders issued by the EPA for the land
 - o section 44, in relation to the EPA's repeal or revoking of orders and notices issued under section 10 of the *CLM Act*
 - o section 59(2), in relation to matters that are to be included in section 10.7 planning certificates.

The information required to be included on a planning certificate is outlined in Table A4.1. Council must note that information prescribed under section 59(2) of the *CLM Act* pertains to land that 'is' subject – not 'was' subject – to the prescribed regulatory processes. However, Council can elect to include this historical information on planning certificates in accordance with its *Contaminated Land Policy*.

Table A4.1: Contaminated land information required on section 10.7 planning certificates

PLANNING CERTIFICATE	CONTAMINATED LAND INFORMATION
Section 10.7(2)	A statement that Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated. See Table A4.2 for annotations that Council can use.
	At the date of issue of the planning certificate, a statement that the land to which the planning certificate relates is: <ul style="list-style-type: none"> • significantly contaminated land within the meaning of the <i>CLM Act</i>, including whether only part or all of the land is significantly contaminated • subject to a management order under the <i>CLM Act</i> • the subject of an approved voluntary management proposal under the <i>CLM Act</i> • subject to an ongoing maintenance order under the <i>CLM Act</i> • the subject of a site audit statement under the <i>CLM Act</i>.
	Council may elect to include information on the potential of site contamination because the historical use of that land is known or reasonably suspected by Council to be an activity identified in Appendix 2. See Table A4.2 for annotations that Council can use.
Section 10.7(5)	Information provided on section 10.7(2) planning certificates and additional information Council may elect to disclose pertaining to the actual or potential contamination of the land. See Table A4.2 for annotations that Council can use.

Table A4.2: Annotations for additional information on section 10.7 planning certificates for land that is or may be contaminated

SITUATION	ANNOTATION
<p>Council has identified that the land:</p> <ul style="list-style-type: none"> has a previous land-use history that could have involved the use of contaminants on the site (for example, the land may have been used for an activity listed in Appendix 2) is known to be contaminated but has not been remediated. 	<p>‘Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes.</p> <p>Consideration of Council’s adopted policy and the application of provisions under relevant State legislation is warranted.’</p>
<p>Council has identified that the land is known to contain contaminants but that it has been remediated for a particular use or range of uses, and some contamination remains on the site (for example, encapsulated).</p>	<p>‘Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that are considered to be contaminated or on lands that have been remediated for a specific use.</p> <p>Consideration of Council’s adopted policy and the application of provisions under relevant State legislation is warranted.’</p>
<p>Council records do not contain a clear site history without significant gaps in information, and Council cannot determine whether the land is contaminated and, therefore, the extent to which Council’s policy should apply.</p>	<p>‘Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes. Council records do not have sufficient information about the previous use of this land to determine whether the land is contaminated.</p> <p>Consideration of Council’s adopted policy and the application or provisions under relevant state legislation is warranted.’</p>

Note: The information in this table applies where Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated.

APPENDIX 5 Site management provisions for remediation works

Council can impose site management provisions for proposed remediation works. Council will request that these provisions be included in a remediation action plan that is to be lodged to Council prior to commencing these works. Council will require remediation works to be carried out in accordance with the remediation action plan.

The site management provisions listed in Table A5.1 are taken from the *Resilience and Hazards SEPP* and amended to reflect best practice site management, as included in the draft *Contaminated Land Planning Guidelines* and in other Council contaminated land policies.

Remediation work must comply with the requirements of the:

- *CLM Act*
- *Contaminated Land Planning Guidelines*
- *Resilience and Hazards SEPP*
- *POEO Act*.

Council will also require the validation report to be lodged with Council within 60 days of the completion of remediation works and, where applicable, prior to the issuance of a subdivision or construction certificate.

Table A5.1: Site management provisions to be included in a remediation action plan

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Air quality	<p>Emissions of dust, odour and fumes from a remediation site are to be appropriately controlled and in accordance with relevant regulations and guidelines made or approved by the EPA.</p> <p>These may include but are not limited to:</p> <ul style="list-style-type: none"> • ensuring no onsite burning of material • maintaining equipment in a functional manner to minimise exhaust emissions • covering vehicles transporting soil (including contaminated soil) and/or infill onsite or offsite • establishing dust suppression and control measures to minimise windborne emissions of dust, having regard to site-specific wind conditions • monitoring and managing odours, including the use of a hydrocarbon mitigating agent on the impacted areas and materials • covering stockpiles of contaminated soil that remain onsite for more than 24 hours (see 'stockpiles' for additional provisions) • regularly monitoring air quality throughout remediation work.
Bunding	<p>Any areas used for remediation or the stockpiling of construction materials or contaminated soils shall be controlled to contain surface water run-off and run-on and be designed and constructed so as to prevent the leaching of contaminants into the subsurface or groundwater.</p> <p>Locate stockpiles and construction materials away from drainage lines and provide bunding of disturbed areas and excavations to prevent run-off to waterways or stormwater where necessary.</p> <p>All surface water discharges from the bunded areas to Council's stormwater system shall not contain detectable levels of the contaminants of concern and must comply with the relevant EPA and ANZECC standards for water quality.</p> <p>Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p>

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Capping or containment of contaminated soil	<p>Capping of contaminated soil should occur only after alternative remediation works have been investigated, particularly in urban zoning or areas identified as future growth in Council's local environment plan or development control plan.</p> <p>Contaminated soil is only permitted to be capped if it does not prevent any permitted use of the land and if it can be demonstrated that there will be no ongoing impacts on human or environmental health.</p> <p>Capping of contaminated soil that exceeds zoning permissible levels is classified as category 1 remediation work and may only be permitted with development consent.</p> <p>The soil investigation levels for urban redevelopment in NSW are contained in <i>National Environment Protection (Assessment of Site Contamination) Measure 1999</i> (as amended).</p> <p>Where the proposed remediation involves the onsite containment of contaminated material, the need for a continuing monitoring program should be assessed by both the applicant's consultants and Council. To ensure that future owners of the site are aware of the contaminated material and any ongoing maintenance and monitoring, Council may impose a consent condition on any subsequent development application for the subject site, requiring a covenant to be registered on the title of the land that gives notice of the existence of onsite containment of the contaminated soil. The covenant may also bind the owners or any future owners to the responsibility of ongoing monitoring and maintenance (as described in an environmental management plan) and any future remediation works required.</p> <p>Records of any maintenance undertaken on the site shall be kept for future reference and provided to Council annually.</p> <p>The cost of preparing the covenant is borne by the applicant.</p>
Consultants	<p>Ensure consultants (or contractors) undertaking the remediation works have the required competencies and qualifications.</p> <p>Remediation work requiring validation by a site auditor (that is, a statutory site audit) must use a site auditor accredited under Part 4 of the <i>CLM Act</i>.</p> <p>Validation of remediation work that is not a statutory site audit is to be undertaken by a consultant with the necessary competencies and qualifications.</p>
Consultation	<p>Written notification to adjoining owners and occupants is to occur at least two days prior to commencing remediation works.</p> <p>This notification is to include:</p> <ul style="list-style-type: none"> the estimated length of remediation work the hours of remediation work the contact details of the site manager. <p>Signage visible from the road and adjacent to site access is to display the site manager and remediation contractor contact details for the duration of the works.</p>

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Decommissioning of underground petroleum storage systems	<p>The removal of all UPSSs is to be undertaken in accordance with the:</p> <ul style="list-style-type: none"> • <i>UPSS Regulations</i> • SafeWork NSW requirements • <i>Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.</i> <p>Decommissioning of an underground petroleum storage tank or system must be undertaken by a duly qualified person who holds a demolition licence from SafeWork NSW and is competent and experienced in the task.</p> <p>Following the removal of an underground petroleum storage tank or system, the site area, which includes bowser lines and fuel lines, shall be assessed, remediated if need be and validated in accordance with the requirements above and with guidelines made or approved by the NSW EPA.</p> <p>All documents must be submitted to Council, including (but not limited to) a validation report (or tank pit validation) prepared in accordance with relevant guidelines made or approved by the EPA.</p>
Erosion and sediment control	<p>An erosion and sediment control plan (ESCP) is to be prepared and submitted to Council for approval prior to commencing remediation works.</p> <p>The ESCP is to be developed with regard to the requirements detailed in Council's <i>Soil and Water Management Policy</i> and Council's <i>Engineering Guidelines and Technical Specifications</i> and must include leachate collection and disposal.</p> <p>Sediment control structures shall be provided to prevent sediment from entering drainage systems, particularly where surfaces are exposed or where soil is stockpiled.</p> <p>All erosion and sediment control measures must be maintained in a functional condition throughout the remediation works.</p> <p>Vehicles are to be cleaned prior to leaving the site.</p> <p>Also see – 'soil and water management' for related provisions.</p>
Hazardous material	<p>Hazardous and industrial wastes arising from the remediation work shall be removed and disposed of in accordance with the requirements of the NSW EPA and SafeWork NSW, together with the:</p> <ul style="list-style-type: none"> • <i>Workplace Health and Safety Act 2011</i> • <i>Workplace Health and Safety Regulation 2017</i> • <i>CLM Act</i> and subordinate regulations • <i>Environmentally Hazardous Chemicals Act 1985</i> and subordinate regulations. <p>Under the <i>POEO Act</i>, the transportation of Schedule 1 hazardous waste is a scheduled activity and thereby required by the EPA to be carried out by a transporter licensed by the NSW EPA.</p> <p>Also see – 'waste' for additional related site management provisions.</p>
Health and safety	<p>All works associated with remediation works must comply with workplace health and safety legislation and other applicable SafeWork NSW requirements.</p> <p>This requires:</p> <ul style="list-style-type: none"> • the preparation of a health and safety plan • site fencing, public safety warning signs and security surveillance (where applicable) to be established for the remediation site.

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Hours of work	<p>All remediation work (including the delivery and removal of materials or equipment) shall be limited to the following hours of work (unless through an alternative mutual agreement in writing with Council):</p> <ul style="list-style-type: none"> Monday to Saturday – 7.00 am to 5.00 pm Sunday and Public Holidays – no remediation work is permitted <p>Note: The hours of work listed above are in accordance with the <i>Exempt and Complying Development Codes SEPP</i>.</p>
Importation of infill	<p>All fill imported to the site shall be validated as virgin excavated natural material as defined in the <i>POEO Act</i> to ensure that it is:</p> <ul style="list-style-type: none"> suitable for the proposed land use from a contamination perspective compatible with the existing soil characteristics for site drainage purposes. <p>Council may, in certain instances, require the details of the appropriate validation of imported fill material to be submitted with any application for the future development of the site. Hence, all fill imported onto a site is to be validated by one or both of the following methods during remediation works:</p> <ul style="list-style-type: none"> Imported fill should be accompanied by documentation from the supplier that certifies that the material is not contaminated, based upon analyses of the material or the known past history of the site where the material is obtained. Sampling and analysis of the fill material should be conducted in accordance with the NSW EPA <i>Sampling Design Guidelines</i> to ensure that the material is not contaminated. <p>Fill should be imported and exported in accordance with the provision of a virgin excavated natural material exemption or an NSW resource recovery order and exemption.</p> <p>Fill is permitted for use provided that it:</p> <ul style="list-style-type: none"> is not itself contaminated, particularly with waste material (including asbestos) is weed and pest free is compatible with the existing soil characteristics so as not to adversely affect site drainage.
Landscaping and rehabilitation	<p>The remediation work site must be stabilised to ensure that no offsite impacts occur on the site after completion. This requires:</p> <ul style="list-style-type: none"> the preparation of a landscaping plan landscaping of the site in accordance with the landscape plan the progressive stabilisation and revegetation of disturbed areas in accordance with the landscape plan. <p>There shall be no removal or disturbance to trees or native understorey without prior written consent obtained through Council's tree preservation order process.</p> <p>All trees that will be retained on the site must be suitably protected from damage during remediation works. This includes the provision of protective fencing to protect the root zone of these trees. The fencing must extend, at a minimum, to the drip line of each tree.</p> <p>No stockpiling, storage, excavation, vehicle parking or vehicle movement is to occur within the root zone protection area. Tree protection fencing must remain in place until the end of remediation works.</p> <p>All exposed areas shall be progressively stabilised and revegetated upon the completion of remediation works.</p>

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Noise and vibrations	<p>Any noise and vibrations from the site shall be limited by complying with the NSW EPA's <i>Noise Policy for Industry</i> (2017) and the <i>Interim Construction Noise Guideline</i>.</p> <p>All equipment and machinery shall be operated in an efficient manner to minimise noise from the site on adjoining properties, including (when necessary) ensuring that plant equipment noise is suppressed.</p> <p>The use of any plant or machinery shall not, on any premises, cause vibrations in excess of the relevant NSW EPA guidelines and Australian Standards.</p>
Rodents and vermin	Rodents and vermin are to be adequately controlled and disposed of in an environmentally appropriate manner.
Site access and vehicle use	<p>Vehicle access to the site shall be designated to prevent the tracking of sediment onto public roadways and footpaths. Soil, earth, mud or similar material must be removed from the roadway by sweeping, shovelling or a means other than washing on a daily basis or as required by an appropriate authority. Soil residue from vehicle wheels shall be collected and disposed of in an appropriate manner.</p> <p>All vehicles are to:</p> <ul style="list-style-type: none"> • enter and exit the site in a forward motion • comply with all road rules, including vehicle weight limits • minimise the use of local roads by using state roads where available • be cleaned pre-work and post-work to prevent the movement of weed seeds • have all loads securely covered or sealed to prevent the release of any dust, fumes, soil or liquid emissions during transportation • conduct deliveries of soil, materials, equipment or machinery during the hours of remediation work (see 'hours of work').
Site security and lighting	<p>The site shall be secured to ensure against all unauthorised access by using appropriate fencing.</p> <p>It is recommended that security lighting be used to deter unauthorised access. If security lighting is used, it shall be shielded to protect the amenity of adjoining landowners.</p>
Soil and water management	<p>All remediation works shall be conducted in accordance with a site-specific soil and water management plan prepared in accordance with the requirements of LANDCOM's <i>Managing Urban Stormwater: Soils and Construction</i>.¹</p> <p>The plan should aim to segregate and manage both contaminated and non-contaminated areas in a manner that minimises the potential dispersal of contaminants and any cross-contamination of contaminated and non-contaminated materials. In some cases, standard erosion and sediment control requirements will be inadequate for managing contaminated soils and water.</p> <p>Where remediation work involves the excavation of soil, the person responsible for the remediation work shall consult Council's flood mapping. Where works are proposed to be undertaken within an area identified by Council as having the potential to be impacted by flood waters (that is, inundation), such works shall be undertaken in alignment with the responsive actions for such potential site inundation as described in the site-specific soil and water management plan.</p> <p>A copy of the remediation action plan and the soil and water management plan shall be kept onsite and made available to Council officers on request.</p> <p>Soil and water management measures for remediation work in relation to stockpiles, site access, excavation pump-out, landscaping and rehabilitation, and bunding are discussed elsewhere in this table.</p> <p>See – 'erosion and sediment control' for related provisions.</p>

¹ <https://www.environment.nsw.gov.au/research-and-publications/publications-search/managing-urban-stormwater-soils-and-construction-volume-1-4th-edition>

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Stockpiles	<p>No stockpiles of soil or other materials shall be placed on public land (for example, footpaths, reserves or nature strips).</p> <p>All stockpiles shall be placed away from drainage lines, gutters or stormwater pits or inlets. All stockpiles of soil or other material shall be maintained to prevent dust, odours or seepage. All stockpiles of contaminated soils shall be secured to prevent dust, odour or seepage if being stored for more than 24 hours.</p> <p>Stockpiling of contaminated materials requires special measures to manage the generation of leachate, run-off, vapours, odours and airborne particulates.</p> <p>Store any temporary stockpiles of contaminated soil in a secure area.</p>
Unexpected finds during remediation works	<p>Council is required to be notified of any new information that comes to light during remediation works that has the potential to alter previous conclusions regarding site contamination.</p>
Validation report	<p>The validation report is to be prepared in accordance with relevant guidelines made by the NSW EPA.</p> <p>A copy of the validation report is to be provided to Council within 60 days of completing the remediation works and prior to commencing development works at the site.</p> <p>The validation report is to:</p> <ul style="list-style-type: none"> • contain a copy of any reports or records taken during remediation or following the completion of validation works • contain a validation statement detailing that all works have been undertaken and completed satisfactorily and in accordance with relevant guidelines made or approved by the EPA • demonstrate that the objectives of the remediation action plan have been achieved, any conditions of development consent have been complied with and whether any further remediation work or restrictions on land use are required • provide evidence confirming that all NSW EPA, SafeWork NSW and other regulatory authorities' license conditions, approvals and/or regulatory requirements have been met, including in respect of managing contaminated soil and other waste material generated by the remediation works • identify the need for continued monitoring in situations where clean-up is not feasible or onsite containment has occurred • state the suitability of the site for its current or proposed use. <p>Successful validation is the statistical confirmation that the remediated site complies with the clean-up criteria set for the site.</p> <p>The full cost of the validation is borne by the applicant.</p>
Vertical mixing (on agricultural land)	<p><i>The Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land</i> relates to the remediation of large agriculture properties with low-level but broad-spread contamination.</p> <p>The relevant NSW EPA guidelines are not designed or suitable for use in the remediation of contamination, including lead contamination, on small allotments. Therefore, Council will not support remediation action plans relying on this methodology, and an alternative remediation methodology shall be used for small allotments.</p>

(CONT.)

PARAMETER	PROVISION TO BE INCLUDED IN A REMEDIATION ACTION PLAN
Waste	<p>If contaminated soil and other waste material generated by the remediation works are to be treated and managed onsite, the treatment and management of each is to be in accordance with relevant guidelines made or approved by the EPA.</p> <p>If contaminated soil and other waste material generated by the remediation works are to be removed from the site, then this must be in accordance with the POEO Act and its waste regulation. This includes:</p> <ul style="list-style-type: none"> the preparation of a waste management plan that the waste classification process complies with the <i>Protection of the Environment Operations (Waste) Regulation 2014</i> and is undertaken by an appropriately qualified consultant record-keeping for waste going to a licensed landfill or a resource recovery facility regarding <ul style="list-style-type: none"> how the waste is to be treated and transported evidence that the landfill is licensed to accept this waste the requirement that transport of the waste to or from a site must be by a licensed waste transport contractor. <p>Any enquiries associated with the offsite disposal of waste from a contaminated site should be referred to the EPA helpline (phone 131 555).</p> <p>If contaminated soil or other waste generated by the remediation works is to be transported to Council's landfill or waste management facility:</p> <ul style="list-style-type: none"> Council's Waste Management Facility only accepts waste in accordance with its Environment Protection Licence (number XXXX). Section L5 Waste requires that waste be general solid waste. Analysis of the contaminated soil is to be undertaken to verify that the waste is general solid waste. All documentation is to be provided to Council's Waste Management Team and approved prior to the waste entering the landfill. <p>See – 'hazardous material' for related site management provisions.</p>
Water quality: dewatering – excavation and groundwater pump-out	<p>Only clean and unpolluted waters are to be discharged to Council's stormwater system or any watercourse. Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p> <p>Prior to any dewatering commencing, a dewatering management plan shall be submitted to Council.</p> <p>All pump-out water must be analysed for concentrations of suspended solids, pH and any contaminants of concern. The analytical results must comply with the relevant NSW EPA and ANZECC standards for the quality of water discharged to stormwater. If necessary, the water shall be treated prior to discharge.</p> <p>If the water quality does not comply with the identified criteria, then it cannot be discharged to stormwater. Alternative arrangements for the disposal of water shall be provided, if necessary (for example, offsite disposal by a licensed liquid waste transporter for treatment or disposal at an appropriate waste treatment or processing facility).</p> <p>Dewatering may require a licence from the NSW Office of Water.</p>
Water quality: groundwater	<p>Any contamination assessment, carried out in accordance with the requirements of the relevant guidelines made or approved by NSW EPA in accordance with the <i>CLM Act</i>, shall address the potential for contamination of groundwater at the site.</p> <p>Any work below the water table may require a licence from the NSW Office of Water. Such works include bores for water supply, testing and monitoring, and any dewatering or extraction.</p> <p>If the groundwater at the site is found to be contaminated, then Council, the NSW Office of Water and the NSW EPA are to be notified.</p>

Note: ANZECC = Australian and New Zealand Environment and Conservation Council; UPSS = underground petroleum storage system; ESCP = erosion and sediment control plan.

16 ADMINISTRATION AND FINANCE**16.1 OFFICE CLOSURE 2023****File Number:** REP23/1112**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** Nil**REPORT**

Christmas and Boxing Day holidays fall on Monday 25 & Tuesday 26 December 2023 with Monday 1 January 2024 being New Year's Day. As we are an Agency for Service NSW they follow Council closures.

It is proposed that for the period 25 December 2023 to 1 January 2024 inclusive, the Shire Office be closed, and reopen on Tuesday 2 January 2024.

All emergency personnel will be available and on call if required and arrangements will be made in regard to waste management operations over the closure period.

In addition, it should be noted that all indoor staff work many hours of unpaid overtime each year and, I believe that the closure of the office at this time would go some way towards compensating them for their efforts.

It should also be noted that the majority of Service NSW agencies & Council offices in the region close for this period.

The Library usually opens Saturdays for two hours 10:00am to 12 noon. It is requested that the Library does not open on Saturday 23 December 2023.

NOTE: Council closed the office for a similar period over the last eight years and received no complaints.

RESOLUTION 166/2023

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council approves the closure of the Shire Office for the period 25 December 2023 to 1 January 2024 inclusive and reopen on Tuesday 2 January 2024.

AND FURTHER








That the Council approves the closure of the Library on Saturday 23 December 2023.

CARRIED

Report by Elizabeth Smith

16.3 FINANCIAL STATEMENTS 2023 - AUTHORISED FOR ISSUE DATE**File Number:** REP23/1113**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance

Attachments:

1. Statement by Mgt & Councillors - GP [↓](#) 
2. Statement by Mgt & Councillors - SP [↓](#) 
3. Income Statement [↓](#) 
4. Balance Sheet [↓](#) 
5. Comprehensive Income [↓](#) 
6. Statement of Changes in Equity [↓](#) 
7. Cash Flow [↓](#) 

REPORT

In accordance with changes to accounting standards, specifically AASB110 *Events after the Reporting Period*, Council is required to authorise the financial statements for issue. Until this date, Council has the power to amend and reissue the financial statements in cases where critical information is received or where the OLG directs Council to amend the report. The financial report will not reflect events after the authorised for issue date.

RESOLUTION 167/2023

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

It was resolved that Council delegate the General Manager to authorise the financial statements for issue upon receipt of the audit report.

CARRIED***Report by Elizabeth Smith***

Temora Shire Council

General Purpose Financial Statements

for the year ended 30 June 2023

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 21 September 2023.

Rick Firman
Mayor
21 September 2023

Graham Sinclair
Councillor
21 September 2023

Melissa Boxall
General Manager
21 September 2023

Elizabeth Smith
Responsible Accounting Officer
21 September 2023

Temora Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2023

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- the NSW Office of *Water Best-Practice Management of Water and Sewerage Guidelines*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the sewerage business as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 21 September 2023.

Rick Firman
Mayor
21 September 2023

Graham Sinclair
Councillor
21 September 2023

Melissa Boxall
General Manager
21 September 2023

Elizabeth Smith
Responsible Accounting Officer
21 September 2023

Temora Shire Council

Income Statement

for the year ended 30 June 2023

Original unaudited budget 2023	\$ '000	Notes	Actual 2023	Actual 2022
	Income from continuing operations			
6,307	Rates and annual charges	B2-1	6,302	6,088
10,057	User charges and fees	B2-2	12,412	12,574
704	Other revenues	B2-3	479	364
7,641	Grants and contributions provided for operating purposes	B2-4	11,967	8,177
4,761	Grants and contributions provided for capital purposes	B2-4	4,854	7,940
116	Interest and investment income	B2-5	512	168
–	Other income	B2-6	315	270
52	Net gain from the disposal of assets	B4-1	19	–
29,638	Total income from continuing operations		36,860	35,581
	Expenses from continuing operations			
9,575	Employee benefits and on-costs	B3-1	11,373	9,980
8,704	Materials and services	B3-2	11,020	9,437
81	Borrowing costs	B3-3	79	62
6,581	Depreciation, amortisation and impairment of non-financial assets	B3-4	7,163	6,366
660	Other expenses	B3-5	746	586
–	Net loss from the disposal of assets	B4-1	–	31
25,601	Total expenses from continuing operations		30,381	26,462
4,037	Operating result from continuing operations		6,479	9,119
4,037	Net operating result for the year attributable to Council		6,479	9,119
(724)	Net operating result for the year before grants and contributions provided for capital purposes		1,625	1,179

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

Temora Shire Council

Statement of Financial Position

as at 30 June 2023

\$ '000	Notes	2023	2022
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	3,647	4,823
Investments	C1-2	13,636	9,604
Receivables	C1-4	3,544	4,268
Inventories	C1-5	1,038	1,773
Contract assets and contract cost assets	C1-6	130	656
Other	C1-11	248	251
Total current assets		22,243	21,375
Non-current assets			
Investments	C1-2	10,143	5,542
Receivables	C1-4	839	345
Infrastructure, property, plant and equipment (IPPE)	C1-8	326,620	282,095
Investments accounted for using the equity method	D2-2,D2-3	217	217
Total non-current assets		337,819	288,199
Total assets		360,062	309,574
LIABILITIES			
Current liabilities			
Payables	C3-1	1,763	2,036
Contract liabilities	C3-2	3,606	2,349
Borrowings	C3-3	429	417
Employee benefit provisions	C3-4	3,933	3,906
Total current liabilities		9,731	8,708
Non-current liabilities			
Borrowings	C3-3	2,238	2,667
Employee benefit provisions	C3-4	66	56
Total non-current liabilities		2,304	2,723
Total liabilities		12,035	11,431
Net assets		348,027	298,143
EQUITY			
Accumulated surplus	C4-1	119,021	112,542
IPPE revaluation reserve	C4-1	229,006	185,601
Council equity interest		348,027	298,143
Total equity		348,027	298,143

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

Temora Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2023

\$ '000	Notes	2023	2022
Net operating result for the year – from Income Statement		6,479	9,119
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-8	48,491	43,633
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-8	(5,086)	(1,257)
Total items which will not be reclassified subsequently to the operating result		43,405	42,376
Total other comprehensive income for the year		43,405	42,376
Total comprehensive income for the year attributable to Council		49,884	51,495

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

Temora Shire Council

Statement of Changes in Equity

for the year ended 30 June 2023

\$ '000	Notes	2023			2022		
		Accumulated surplus	IPPE revaluation reserve	Total equity	Accumulated surplus	IPPE revaluation reserve	Total equity
Opening balance at 1 July		112,542	185,601	298,143	103,423	143,225	246,648
Restated opening balance		112,542	185,601	298,143	103,423	143,225	246,648
Net operating result for the year		6,479	–	6,479	9,119	–	9,119
Restated net operating result for the period		6,479	–	6,479	9,119	–	9,119
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-8	–	48,491	48,491	–	43,633	43,633
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-8	–	(5,086)	(5,086)	–	(1,257)	(1,257)
Other comprehensive income		–	43,405	43,405	–	42,376	42,376
Total comprehensive income		6,479	43,405	49,884	9,119	42,376	51,495
Closing balance at 30 June		119,021	229,006	348,027	112,542	185,601	298,143

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Temora Shire Council

Statement of Cash Flows

for the year ended 30 June 2023

Original unaudited budget 2023	\$ '000	Notes	Actual 2023	Actual 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
–	Cash and cash equivalents at beginning of year		4,823	2,779
(3,318)	Cash and cash equivalents at end of year	C1-1	3,647	4,823
4,190	plus: Investments on hand at end of year	C1-2	23,779	15,146
872	Total cash, cash equivalents and investments		27,426	19,969

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

16.2 RECORDS FOR DESTRUCTION PINNACLE - DR/2-2023**File Number:** REP23/1209**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Records for Destruction [↓](#) **REPORT**

Attached are records that need to be destroyed under GA39 Retention and Disposal Authority.

RESOLUTION 168/2023

Moved: Cr Max Oliver

Seconded: Cr Belinda Bushell

It was resolved that the Pinnacle records are destroyed as listed in the attached report.

CARRIED

Report by Elizabeth Smith

GA39 Temora Council Retention Disposal Authority: Destruction Record

For: 3 - Community Services - Service Provision

Reference: DR/2-2023

GA39 No	Description of records	Disposal action
3.7.1	Records relating to the management of community services provided by or on behalf of the organisation. Includes liaison with other agencies regarding service provision and lobbying for increased service provision.	Retain minimum of 10 years after action completed, then destroy

Item	PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES	Date Range	Disposal After
PCSCOOTA Box 138	Meeting Minutes and Mail Register	2010	2020

Total Number of Boxes : 1

Date Destroyed:**Authorised by*:**

Note: The destruction of records should be irreversible, and environmentally friendly.

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

Method of Destruction:

No. of Boxes:

GA39 Temora Council Retention Disposal Authority: Destruction Record 97733

For: 3 - Community Services - Service Provision

Reference: DR/ - 2/2023

GA39 No	Description of records	Disposal action
12.1.1	Records documenting the organisation's financial transactions which are the primary record of transaction. Includes revenue, expenditure, debt recovery, deposits, investments, revenue from levies, banking and rates.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
Item	Date Range	Disposal After
	PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES	
PCS Coota Box 124	Financial Reports, Scope of Works, Invoices	2016 2023
PCS Coota Box 126	Financial Reports	2012 2019

Total Number of Boxes : 2

Date Destroyed:**Authorised by*:**

Note: The destruction of records should be irreversible, and environmentally friendly. Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

Method of Destruction:**No. of Boxes:**

GA39 Temora Council Retention Disposal Authority: Destruction Record 7/1/55

For: 3 - Community Services - Service Provision

Reference: DR/ - 2/2023

GA39 No	Description of records	Disposal action
3.7.3	Records of clients of community services. Records include: client case files and summary or registered particulars eg: medical details, registers and databases, assessments of eligibility and entitlements, enrolment and attendance records, records of client contact not recorded elsewhere, etc	Retain minimum of 7 years after action completed, then destroy

Item	DATE RANGE	Disposal After
PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES		
PCSCOOTA Box 127	Client Files-Compacts TUMUT	2010
PCSCOOTA Box 128	Client Files-Compacts TUMUT	2010
PCSCOOTA Box 129	Client Files-Community Options TUMUT	2011
PCSCOOTA Box 130	Client Files-Community Options TUMUT	2009-2014
PCSCOOTA Box 131	Client Files-COPS/Community Options TUMUT	2014
PCSCOOTA Box 132	Client Files-COPS/Community Options TUMUT	2007-2008
PCSCOOTA Box 133	Client Files-COPS/Community Options TUMUT	2010
PCSCOOTA Box 134	Client Files-COPS/Community Options TUMUT	2010
PCSCOOTA Box 135	Client Files-Compacts TUMUT	2010
PCSCOOTA Box 136	Client Files-Compacts TUMUT	2011
PCSCOOTA Box 137	Client Files-COPS/Community Options TUMUT	2009
PCSCOOTA Box 139	Client Files-COPS TUMUT	2010

Total Number of Boxes : 12

Date Destroyed:

Authorised by*:

Method of Destruction:

No. of Boxes:

Note: The destruction of records should be irreversible, and environmentally friendly.

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

GA39 Temora Council Retention Disposal Authority: Destruction Record 97733

For: 3 - Community Services - Service Provision

Reference: DR/ -2/2023

GA39 No	Description of records	Disposal action
3.7.3	Records of clients of community services. Records include: client case files and summary or registered particulars eg: medical details, registers and databases, assessments of eligibility and entitlements, enrolment and attendance records, records of client contact not recorded elsewhere, etc	Retain minimum of 7 years after action completed, then destroy

Item	DATE RANGE	Disposal After
PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES		
PCSCOOTA Box 114	2016	2023
PCSCOOTA Box 115	2015	2022
PCSCOOTA Box 116	2015	2022
PCSCOOTA Box 117	2015	2022
PCSCOOTA Box 118	2015	2022
PCSCOOTA Box 119	2015	2022
PCSCOOTA Box 120	2015	2022
PCSCOOTA Box 121	2015	2022
PCSCOOTA Box 122	2015	2022
PCSCOOTA Box 123	2014	2021
PCSCOOTA Box 125	2012-2016	2023
PCSCOOTA Box 126	2012	2019

Total Number of Boxes : 12

Date Destroyed:**Authorised by*:****Method of Destruction:****No. of Boxes:**

Note: The destruction of records should be irreversible, and environmentally friendly.

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

GA39 Temora Council Retention Disposal Authority: Destruction Record 97733

For: 3 - Community Services - Service Provision

Reference: DR/ 2/2023

GA39 No	Description of records	Disposal action
---------	------------------------	-----------------

Records of clients of community services. Records include:
 client case files and summary or registered particulars eg:
 medical details, registers and databases, assessments of
 eligibility and entitlements, enrolment and attendance
 records, records of client contact not recorded elsewhere, etc

3.7.3

Item	Date Range	Disposal After
PINNACLE COMMUNITY SERVICES - COOTAMUNDRA ARCHIVES		
PCSCOOTA Box 100	2013	2020
PCSCOOTA Box 102	2011/2014	2021
PCSCOOTA Box 103	2013	2020
PCSCOOTA Box 104	2013	2020
PCSCOOTA Box 105	2013	2020
PCSCOOTA Box 106	2013	2020
PCSCOOTA Box 107	2016	2023
PCSCOOTA Box 108	2014	2021
PCSCOOTA Box 110	2016	2023
PCSCOOTA Box 111	2016	2023
PCSCOOTA Box 112	2016	2023
PCSCOOTA Box 113	2016	2023

Total Number of Boxes : 12

Date Destroyed:**Authorised by*:****Method of Destruction:****No. of Boxes:**

Note: The destruction of records should be irreversible, and environmentally friendly.

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be reconstituted or reconstructed.

*Council acknowledges that the records listed above are no longer required for legal, administrative, audit or financial reasons.

17 CORRESPONDENCE**17.1 SOROPTIMIST INTERNATIONAL SOUTH EAST ASIA PACIFIC - RURAL WOMEN'S DAY AWARDS****File Number:** REP23/1115**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rural Women's 2023 Awards [↓](#) **REPORT**

Soroptimist International South West Slopes is organising an awards program to coincide with International Day of Rural Women in October. The awards are to recognise women who contribute much to the local region.

Requesting financial support from Council in the amount of \$1,000. This amount will be used in two ways:

- \$500 for the awards program specifically – marketing, prizes etc.
- \$500 for the awards ceremony to be held in Temora – venue hire, publicity.

Council's contribution to the awards would be recognised through social media and other publicity activities.

The ceremony will be held on 14 October.

NOTE: Donations for 2023/2024 are \$3,000 with a total budget of \$15,000. \$12,000 budget remaining

RESOLUTION 169/2023

Moved: Cr Graham Sinclair

Seconded: Cr Claire McLaren

It was resolved that Council supports the Soroptimist International Southwest Slopes awards ceremony to the value of \$500.00.

CARRIED



Soroptimist International South East Asia Pacific

South West Slopes

a global voice for women

Tuesday, 15 August 2023

Ms Melissa Boxall
General Manager
Temora Shire Council

Via email: mboxall@temora.nsw.gov.au

Dear Ms Boxall,

Thank you so much for taking the time to meet with me and my fellow Soroptimists, Sonia Casanova, Terry Maunsell and Nerida Murray, last Wednesday morning. It was a great opportunity to share with you information about the work done by Soroptimist International around the world, and especially the projects that we are working on at a local level.

Background information

As discussed, Soroptimist International South West Slopes is organising an awards programme to coincide with International Day of Rural Women in October. The purpose of the awards is to recognise women who contribute so much to our local region but are often overlooked for acknowledgement.

The problem of gender inequity in honours lists is not restricted to the South West Slopes area. During the period from 1975 – 2016, only 30% of Order of Australia honours were awarded to women. Similarly, the number of women Australian of the Year recipients is just 19.6%.

While some progress has been made recently, we must continue to work towards recognising worthy women for their achievements and the role they play in our communities. In the words of Governor-General David Hurley, *"We are not done. We have to keep working."*¹

Rural Women's Day Recognition Awards

To that end, Soroptimist International South West Slopes is organising the Rural Women's Day Recognition Awards, with awards to be given in the following categories:

- 'Woman To Watch' – women aged 18 - 30 years, for special achievement in any aspect of her life.
- Professional / Business – for special achievement in business or the professions.
- Community – for extraordinary contribution to the community
- 'Golden' – for women aged 60+ years, for memorable achievements during any stage of her life.
- First Nations – recognising an indigenous Australian woman for her achievements and contribution from any of the above categories.

Soroptimist International of South West Slopes Inc.
Y1530347
All correspondence to: sisouthwestslopes@siswp.org

President: Denise Clements
Secretary: Sonia Casanova
Treasurer: Julie Wynd



Soroptimist International South East Asia Pacific

South West Slopes

a global voice for women

The awards will be launched in late August and, following judging by an independent panel, finalists will be notified in late September. Award recipients will be announced at a special ceremony in Temora on Saturday, 14 October 2023.

Support from Council

To assist us in establishing these awards, we are requesting financial support from Council in the amount of \$1,000. This amount will be used in two ways:

- \$500 for the awards programme specifically (e.g. marketing, prizes, etc.)
- \$500 for the awards ceremony to be held in Temora (e.g. venue hire, publicity, etc.)

We'd be pleased to recognise Council's contribution to these awards appropriately, such as through social media, other publicity activities, etc. We'd also be delighted if you (or your representative) would like to present one of the awards at the special ceremony on 14 October.

If more information is needed about the awards and/or Council's involvement, please contact Sonia Casanova on 0414 673 916 or email sisouthwestslopes@siswp.org. Sonia is heading up our Awards working group and will be able to provide more information.

Thank you in advance for your consideration of our request, and indeed for your support of Soroptimist International South West Slopes.

Sincerely,

Denise Clements

Denise Clements
President
SI South West Slopes

¹ Maley, J. 2023 'Women get greater share of Order of Australia honours for the first time', *Sydney Morning Herald*, 11 June, viewed 14 August 2023.

17.2 PRESBYTERIAN CHURCH - CAROLS 2023**File Number:** REP23/1117**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Presbyterian Church - Carols 2023 [↓](#) **REPORT**

The Presbyterian Church is organising the Christmas Carols 2023 on behalf of the Temora Christian Leaders. The carols will be held on 9 December 2023 in Gloucester Park at 7:30pm. Commencing with a BBQ at 6:30pm.

The request for approval is:

- Use of Gloucester Park
- Use of power box near the toilet park
- Use of mobile stage
- Placement of street banner in the week leading up to the event.
- Use of Town Hall if inclement weather
- Sprinklers to be turned off for the day

NOTE: Donations for 2023/2024 are \$3,000 with a total budget of \$15,000. \$12,000 budget remaining

RESOLUTION 170/2023

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that Council supports the Presbyterian Church in hosting the 2023 Carols in the park.

CARRIED



Presbyterian Church of Australia

In the State of New South Wales

Congregation of Temora



Email: mr.derek.yu@gmail.com

Phone: 0430 146 257

PO Box 152
De Boos Street
Temora NSW 2666

23rd August 2023

Ms Melissa Boxall
General Manager
Temora Shire Council
105 Loftus Street
TEMORA NSW 2666

Dear Ms Boxall,

On behalf of the Temora Christian Leaders, St. Andrew's Presbyterian Church is organising Christmas Carols for 2023 at Gloucester Park on Saturday 9th December. A barbeque will begin at 6.30pm. The carols event will then commence at 7:30pm and conclude at approx. 9.00pm.

We wish to make the following requests:

- The use of Gloucester Park for the Town Carols.
- The use of the power box for electricity located near the toilet block at Gloucester Park.
- The use of the Council Mobile Stage.
- The placement of the banner across the main street for the week leading up to the event and following the event until Christmas.
- The use of the Town Hall in the event of rain/inclement weather.
- To arrange for any park sprinklers to be de-activated on the day.

We thank you in advance for your assistance in these matters and we look forward to your response and to a joyful Christmas community event.

Yours Sincerely,

Rev. Derek Yu
Minister
St. Andrew's Presbyterian Church

17.3 EVENT APPLICATION - AUSTRALIA DAY CEREMONY**File Number:** REP23/1222**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Event Application Submission [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\) !\[\]\(42fc53a13f008e5bbf67aee5111990a5_img.jpg\)](#)**REPORT**

An event application has been lodged by the Temora Shire Council Australia Day Committee to host the annual Australia Day Ceremony on Friday 26 January 2024.

Council has a budget allocation of \$6,000 to support this event.

Budget Implications

Task	Qty	Rate	Unit	Cost
Mobile Stage Hire (Bond - \$400) (Set up and Delivery - \$440)	1	-	-	\$840
Street Banner (Install and take down)	1	\$160	Each	\$160
Delivery and Collection of Chairs and Tables (2 staff)	1	\$220	Hour	\$220
Plant hire (light ute)	1	\$15	Hour	\$15
Small Event Application Fee	1	\$55	Each	\$55
TOTAL				\$1,290
Once \$400 Bond is released – Total				\$890

RESOLUTION 171/2023

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that Council approve the event.

CARRIED

Report by Grace Mannion

Event Application Form

Submitted on	8 September 2023, 7:59PM
Receipt number	52
Related form version	0

1. Event Details

Event name	Australia Day
Event start date and time	26/1/2024 8.00am
Recurring dates	N/A
Event end date and time	26/1/2024 11.30am
Location of event	Gloucester Park
What date and time do you require access to the venue before the event?	25/1/2024
What date and time do you require access to the venue after the event?	N/A
Description of event	Australia Day Citizenship Ceremony and Awards
Estimated number of staff/volunteers	20
Estimated number of attendees	200

2. Event Organiser

Event organiser	Temora Shire Council Australia Day Council
Organisation name	As Above
Organisation type	355 Committee
Contact phone number	0427772791
Contact email address	bandbfirman@bigpond.com
Organisation address	18 Kavanagh Circuit
Contact number on the day of the event	0427772791

3. Insurance

Insurance company

As per Council 355 Committees

Policy number

Policy expiry date

Value of insurance

Name of person/organisation insured

Please upload your insurance policy

Publicity

Details of event for advertising purposes

Please upload a high res image to accompany advertising

Attach another high quality image for advertising

Attach another high quality image

4. Event requirements

4. a) Does your event require road closures?

No

4. b) Is your event to be held on Council property?

Parks

4. c) Do you require additional garbage bins?

No

4. c) Do you require additional garbage collection?

No

4. c) Please outline the cleaning management strategy in place to ensure the event site is clear of waste following the event.

Volunteers and Committee to clean the site

If you require more room for your Waste Management Strategy, please upload it here.

4. d) Does your event require the inclusion of any structures:

Other: Portable stage

4. e) Are you planning on using amusement rides or fireworks as part of your event?

None

4. e) Please list the amusement rides, supplier and their telephone number

Please upload an extended list of amusement rides if there is not enough room on this form

Name

Address

Telephone number

Proposed time of display (start and finish times)

Please select the appropriate box for type of permit held:

4. f) Will access by machinery/vehicles on surfaces other than roadways be required? No

4. f) Describe the nature, size, and number of vehicles, number of vehicle movements and the purpose of access:

4. g) Will food be sold at your event? No

4. g) If you propose to sell food at your event, please provide details:

4. h) Will alcohol be sold at your event? No

4. h) Please provide a copy of the liquor licence

4. i) Will a public address system be used at your event?

4. i) Please provide details, including start and finishing times, for amplified sound

4. i) Please upload a Noise Management Plan

4. j) Do you require the use of power (where possible)? Yes

4. j) Select what kind of power source you require:

4. j) Will a generator or other power source be used? No

4. j) Do you require access to Council's power supply (where available)? Yes

4. j) Do you require Council's fixed lighting where available (fees may apply)? No

4. j) Please indicate the times required for lighting

4. k) Do you require extra amenities to be provided on site? No

4. k) Please provide details regarding the number of additional toilet facilities intended to be placed on-site and the name of the provider of the service

4. l) Do you require access to Council's water supply (where available)? No

4. l) Please indicate the extent and purpose of the water supply (fees may apply)

4. m) Do you require outdoor advertising signs or banners? Yes

4. m) Please provide details of signs and/or banners Have booked the Australia Day Street Banner

4. m) Please provide details of the proposed location of the signs Main Street

Please upload a site map of your event

Checklist

Have you included:

Have you notified emergency services of your event (Police, Fire Department, Ambulance)? Yes

Signature

Please sign and date this application







[Link to signature](#)

Date 8/9/2023

17.4 EVENT APPLICATION - ARIAH PARK COMMUNITY CHRISTMAS TREE**File Number:** REP23/1219**Author:** Secretary Engineering**Authoriser:** General Manager

Attachments:

1. Event Application Submission [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) 
2. Financial Request Support Letter [!\[\]\(ca145749a3d75a63aab95bf2007ac277_img.jpg\)](#) 
3. Road Closure Application Submission [!\[\]\(cebf350717b10b761f7a70f0ef3d3565_img.jpg\)](#) 
4. Draft Site Map [!\[\]\(a208dddb31f53867d2aa7a3324b86e19_img.jpg\)](#) 

REPORT

An event application has been lodged by The Ariah Park Community Projects Committee to host the Ariah Park Community Christmas Tree Event on Wednesday 20 December 2023.

It includes a request for the temporary road closure of Coolamon Street, Ariah Park (between Ariah Street and Pitt Street) for the event.

A request for financial assistance has been received to cover the costs associated with the road closures and is attached for reference.

Council has a budget allocation of \$1,000 to support this event.

Budget Implications

Task	Qty	Rate	Unit	Cost
Road closure of Coolamon Street 6pm to 9pm (between Ariah Street and Pitt Street) – Traffic Guidance Scheme (TGS)	2	\$210	Hour/s	\$420
Setup of barriers/signs and vehicle (x 2 staff)	1.5	\$125	Hour/s	\$187.50
Removal of barriers/signs and vehicle (x 2 staff)	1.5	\$125	Hour/s	\$187.50
Road Closure advertisement – Temora Independent	1	\$75	Each	\$75
Large Event Application fee	1	\$115	Each	\$115
Road Closure Application fee	1	\$115	Each	\$115
TOTAL				\$1,100

NOTE: Donations for 2023/2024 are \$3,000 with a total budget of \$15,000. \$12,000 budget remaining

Cr Nigel Judd declared a non-pecuniary interest in relation to item REP23/1219, due to being a committee member.

Cr Judd left the meeting at 5:10pm and took no further part in the meeting.

RESOLUTION 172/2023

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was moved that Council approve the event and the \$1,000.00 as allocated.

AMENDMENT

Moved: Cr Anthony Irvine

Seconded: Cr Claire McLaren

That Council approve the event and support by way of \$1,000 and donate the large event application fee back to the Committee.

The amendment was put

And Lost

The motion was then put

Carried

CARRIED

Report by Grace Mannion

Cr Judd returned to the meeting at 5:17pm

*Function: Community**Temora Shire Council**Policy Number: C17*

TEMORA SHIRE COUNCIL

TEMORA**NSW**
Riverina

THE MAJOR EVENT MANAGEMENT APPLICATION

ACTIVE

Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 1

*Function: Community**Temora Shire Council**Policy Number: C17*

Events staged at a location owned and/or managed by Temora Shire Council.

Temora has extensive parks, air fields/runways, waterways, and sporting reserves that can be utilised for a wide range of events and activities. However, to manage these resources on behalf of the wider community, those responsible for planning and delivering the event (Event Manager), must apply to Council for permission to use the public space or venue.

In most cases detailed information will be required to support your Event Application.

This is needed to ensure:

- The venue is reserved for your event
- The venue is appropriate for your event
- The event will be delivered in a safe manner for all those in attendance
- The event will not damage or impact council owned or managed property or the environment

Skills and expertise of event organisers

It is the responsibility of the event organiser to ensure they hold the necessary skills and expertise to manage an event, and these skills are accordance with the scale of the event planned. A well thought out and completed application with good supporting documentation would form part of demonstrating such skills.

What do I need to do to obtain permission to hold an event?

The first step in obtaining permission to hold an event is to submit a completed "Major Events Application Form" together with a fee as per Council schedule of Fees & Charges. Once completed the application serves as a comprehensive Event Management Plan and provides Council with all the relevant information relating to the proposed event. The application must be accompanied by the relevant approvals, licences, traffic management plans, site maps etc.

Council will provide a written response to your application, this may be a refusal or an approval with conditions attached. A bond may be required for the hosting of some events; relevant Council staff are available by appointment to discuss applications prior to submission.

Applications to stage an event in the Temora Shire Council local government area must be received by Council a full **eight (8) weeks** prior the proposed event. This includes all relevant insurances, Traffic Management Plans, Risk Assessments, Certificates of Currency and Amusement Ride WorkCover Documents etc. relevant to the event.

Licences and approvals for subcontractors, pyro-technicians, food vendors etc. must be forwarded to Council a full **four (4) weeks** prior to the event being staged.

Any road closure or traffic alteration will require an additional (Road Closure Application) to be lodged **twelve (12) weeks** before the event and fees and charges will be applicable to all road closures. Events that involve temporary full or partial road closure

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Temora Shire Council

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c) Are you a section 355 committee of Council?

Yes ☒ No

Amber Foster.

2. CONTACT NUMBER DURING EVENT HOURS

0438 296 102

~~0438 771 291~~

N.B. this number will be provided to Council Staff and external agencies e.g. NSW Police and RMS.

3. INSURANCE

The applicant must arrange to obtain Public Liability Insurance cover for the proposed specific activity/event on community land or other council managed land or, arrange to extend their current policy to cover the activity. The minimum required amount of Public Liability Insurance in 2015 is to be \$20,000,000. Please provide the name of the Insurance Company, Policy No. and expiry date and attach a certificate of currency to the application.

Name of person/organisation insured :

Ariah Park Community Projects Committee

Company:

Local Community Insurance Services

Policy Number:

LC1084577 PLB

Expiry Date:

13-6-2024

4. LOCATION, DATE AND TIMES

The location/s of the proposed activity/event should be clearly described in No 6 and details indicated on site plan on page 14.

Location address:

Davey Park, Coolamon Street, Ariah Park.

First day at the venue (set-up date):

Wed. 20th Dec. 2023.

Dates the event proper takes place:

Wed. 20th Dec 2023.

Last day onsite (vacate date):

Wed. 20th Dec 2023.

Start and finish times of the event:

6pm - 9pm.

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7. TENTS/MARQUEES/STALLS☒ N/A

If you propose to erect tents, marquees or stalls please provide dimension of marquees/tents/stalls:

- a. Please indicate location of marquees/tents/stalls on **attached site plan page 14**.
- b. Because of the potential damage of undergrounds services by using pegs, conditions will apply depending on site location.

8. TEMPORARY ROAD CLOSURE☐ N/A

- a. If you required full or partial temporary road closure or changes to traffic conditions please complete Road Closure application.
- b. Any road closure requires **twelve (12) weeks** minimum notification.

9. SALE OF FOOD AT THE EVENT☐ N/A

If you propose to serve food or drink please provide details

Community can BBQ Cakes / Slices.

If yes applicants must comply with conditions as detailed at:

<http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

10. ALCOHOL☒ N/A

- If it is proposed to sell alcohol, an "On-licence (functions), liquor licence, or other appropriate liquor licence" must be obtained from the NSW Office of Liquor, Gaming and Racing www.olgr.nsw.gov.au/liquor-licensees-new.asp and submitted to the Licensing Police at least 14 days prior to the date of the function. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event. For further information regarding Licensing law details please contact the **Wagga Wagga Police Licensing Sargent (02) 6921 0544**
- **Secondary supply:** If **you** or one of your attendees gives alcohol to a person under 18 years **you** will be fined \$550 on the spot.-Liquor Act 1982- Section 114(4)
- Council has Section 632 signs (alcohol free zone) in certain areas such as Paleface Park, prohibiting consumption of alcohol. Any exception to this rule will require approval to be granted by Council and must be made in writing prior to the event application (charges will apply to cover these signs for the duration of the event).

11. PUBLIC ADDRESS SYSTEM/PERFORMANCES☒ N/A

If amplified sound is proposed to be used please provide the following details:

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14. AMENITIES

a. Please provide details regarding the number of additional toilets facilities intended to be placed on-site and the name of the provider of the service.

The amenities available in Davey Park are sufficient to meet the needs of those attending the event.

- Where the number of people attending the event exceeds 250, a minimum of 6 toilets must be provided. Thereafter one additional toilet for every additional 250 people must be provided.
- Where Council amenities on site are insufficient, additional toilets must be provided as per the ratio stated above.
- Please indicate the location of portable toilets on **attached site plan page 14**.

15. WATER☒ N/A

If you require access to Council's water supply (where available), please indicate the extent and purpose of such a supply: *(A fee may be charged after the event for usage.)*

16. SPORTING OVALS AND FACILITIES

- The cost of any damages caused to surfaces/facilities as a result of use during inclement weather or inappropriate use will be borne by the event hirer.
- Applicants must comply with conditions as detailed @ <http://www.temora.nsw.gov.au/f.ashx/documents/Policiesandcodes/G21-Sporting-Fields-Yearly-Right-Of-Use.pdf>

a) Lake Centenary

- If your event requires the use of or restricted access to Lake Centenary, your organisation will need to obtain written permission from the Lake Centenary Management Committee by contacting the president and written permission must be obtained and attached prior to lodging your application.
- Applicants must comply with conditions as detailed in Lake Centenary Management Committee "Condition of Use".
- If restricted access is required suitable notice will be required to inform residents.
- An aquatic event licence may be required if so a copy of your licence is to be provided to Council prior to the event. To find out if you require an aquatic event licences go to www.rms.nsw.gov.au/maritime/using-waterways/aquatic-events/licences.html#WhatIsanaquaticlicence

17. AMUSEMENT DEVICE☒ N/A

An "amusement device" means anything mobile fixed or made available to members of the public on which, or any part of which, or by means of which, they may ascend or

To be advised.

Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 10

Function: Community

Temora Shire Council

Policy Number: C17

Please tick the appropriate box on the type of permit held:

"Local display permit (1) day" ☐"Professional- General Permit" ☐

Please provide permit no. _____

- Applicants must provide Council with a copy of the completed NSW Government Work Cover Fireworks Display Check List;

http://www.workcover.nsw.gov.au/data/assets/pdf_file/0014/14243/fireworks_display_checklist_5629.pdf

- Have you advised your local fire service of the event?
Yes/No
- Will a local Rural Fire Service Officer be present?
Yes/No
- Have neighbouring residents received notification of proposed fireworks?
Yes/No
- Applicants must comply with Explosives and fireworks licences – Work Cover** www.workcover.nsw.gov.au/licences.../explosives-and-fireworks-licence

20. SECURITY

- Have you advised your local police service of the event?
Yes/No

If no, it is responsibility of the applicant to notify all relevant authorities of the event

- If duration of the event is for more than a day and/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and overnight security needs:

The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators and appropriate crowd control.

21. ADVERTISING SIGNS/BANNERS☒ N/A

- If outdoor advertising is planned, please provide details of signs/ banners.

- Please provide details of the proposed location of signs

Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 12



Local Community
Insurance Services

18 May 2023

Ariah Park Community Projects
C/- Karin Walker
222 Mirrool Road
Ariah Park, NSW 2665

A division of
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864

Level 1
148 Frome Street
ADELAIDE SA 5000
GPO Box 1693
ADELAIDE SA 5001

Tel 1300 853 800
Fax: +61 8 8235 6448
Direct 1300 853 800
insurance@lcis.com.au
www.localcommunityinsurance.com.au

CERTIFICATE OF CURRENCY PUBLIC & PRODUCTS LIABILITY

Quote Number: 38722948863

THIS CERTIFICATE OF CURRENCY PROVIDES A SUMMARY OF THE POLICY COVER AND IS CURRENT ON THE DATE OF ISSUE. IT IS NOT INTENDED TO AMEND, EXTEND, REPLACE OR OVERRIDE THE POLICY TERMS AND CONDITIONS CONTAINED IN THE ACTUAL POLICY DOCUMENT. THIS CERTIFICATE OF CURRENCY IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. WE ACCEPT NO RESPONSIBILITY WHATSOEVER FOR ANY INADVERTENT OR NEGLIGENT ACT, ERROR OR OMISSION ON OUR PART IN PREPARING THESE STATEMENTS OR IN TRANSMITTING THIS CERTIFICATE BY EMAIL OR FOR ANY LOSS, DAMAGE OR EXPENSE THEREBY OCCASIONED TO ANY RECIPIENT OF THIS LETTER.

INSURED NAME	Ariah Park Community Projects
INTERESTED PARTY	Temora Shire Council
POLICY INCEPTION DATE	13-06-2023
POLICY EXPIRY DATE	13-06-2024
SITUATION	Worldwide excluding USA and Canada
LIMIT OF LIABILITY	Public \$20,000,000 any one event Products \$20,000,000 in the aggregate any one year
DEDUCTIBLE/EXCESS	The insured shall bear the first \$100 of each and every Property Damage claim or series of Property Damage claims arising out of any one Occurrence.
SPECIAL CONDITIONS	N/A

Created on 29/08/2023 1:46 PM



Temora Shire Council
 105 Loftus Street
 PO Box 262
 TEMORA NSW 2666
 Ph: (02) 6980 1100
 Fax: (02) 6980 1138
 Web:
www.temora.nsw.gov.au

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Created By: Amanda Colwell

Projection: GDA2020 / MGA zone 55

Date: 29/08/2023 1:46 PM

Site Map

Function: Community

Temora Shire Council

Policy Number: C17

12. The Hirer must promptly advise Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
13. The Hirer indemnifies the Council against any claim, demand, action, suit, or proceeding that may be made or brought against the Council arising from the Hirer's use of the facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
14. The Hirer must comply with all applicable laws and Australian Standards rules at all times when using the facilities.
15. Council has the unlimited discretion to stop any or all events deemed inappropriate or dangerous.
16. This agreement shall come into effect upon the applicant receiving a written approval from Council the approval may come with additional conditions attached.
17. Once the Hiring applicant receives written approval from Temora Shire Council, the Hirer must pay the bond noted on the approval within fourteen (14) days.
18. Should the Hirer cancel this agreement, the Hirer will be responsible for any expenses incurred by council for land, road, and signage or facility preparation.

Name: W. H. SPEIRSDate: 21 - 8 - 2023Position: ChairmanSignature: W. H. Speirs

<u>Council Authorisation</u>	
Insurance: Yes / No	Permit:
Approved / Denied	
Fee: _____	
Permit Number: _____	

Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 16

Ariah Park Community Projects Committee**624 Mary Gilmore Way****ARIAH PARK NSW 2665**

Ms. Melissa Boxall,
General Manager,
Temora Shire Council,
105 Hoskins Street,
TEMORA NSW 2666

Dear Melissa,

Re. Closure of Coolamon St. Ariah Park for Christmas function

The Ariah Park Community Projects Committee has applied for Council's consent to host its annual Community Christmas Tree event in Davey Park, Ariah Park, again this year. The proposed date is Wednesday 20th December 2023 from 6.00pm in the evening.

As the event attracts numerous children, the Committee believes that in the interest of assuring their safe participation in the activity, the street should be temporarily closed to vehicular traffic.

Because the event is organized to support community involvement on a not-for profit basis, the Committee is required, in the first instance, to meet the cost associated with road closure.

Would you please place before Council our request that Council favourably consider making a donation to our Committee equivalent to the cost of facilitating the closure of the road for this event.

Yours sincerely,

Bill Speirs

Chairman,

Ariah Park Community Projects Committee

1st September 2023

Temporary Road Closures Form

Submitted on	29 August 2023, 2:48PM
Receipt number	10
Related form version	0

Contact Person

Name	Bill Speirs
Organisation	Ariah Park Community Projects Committee Inc.
Position	Chairman
Address	624 Mary Gilmore Way, Ariah Park, NSW 2665
Phone	0428771291
Email Address	lynndene1@bigpond.com
Are you a section 355 Committee of Council?	No
Is your event an official Council event?	No
Name of event	Ariah Park Community Christmas Tree
Please give a brief description of your event	A family friendly event focusing upon children's activities and a visit from "Santa Claus".
Has your event been held in Temora Shire previously?	Yes
Have you previously applied to Council to obtain a temporary road closure ?	Yes
Have you had a meeting with the Temora Shire Council's Risk Management Officer to ensure your road closure complies with Australian Standards 1742?	No
Do you require Council assistance with traffic control operators?	No
Do you require Council assistance with road closure barriers?	Yes
Do you require assistance with road closure and traffic control signage?	Yes
I have met with the Temora Shire Council Risk Management	We will meet following his return from Annual Leave. We will discuss

Officer and we discussed:

pedestrian safety on Coolamon street adjacent to Davey Park with particular emphasis on the potential for children to venture onto the pavement.

Insurance

Does your event/organisation have the required insurance coverage with Temora Shire Council's interest noted in the policy?

Yes

Please provide the name of the insurance company

LCIS

Policy number

LCI084577PLB

Expiry date

13/06/2024

Event/Organsiation Manager

Name

Bill Speirs

Phone contact number during the event hours *please note that this number will be provided to Council staff and external agencies such as NSW Police and RMS*

0428771291

Name of third party operators

N/A

Contact number for third party operators *please note that this number will be provided to Council staff and external agencies such as NSW Police and RMS*

Location/address of event

Davey Park, Coolamon Street, Arianh Park, NSW 2665

Date of first day at venue (set-up date)

20/12/2023

Date the event proper takes place

20/12/2023

Last day on site

20/12/2023

Start and finish times of the event

6.00pm - 9.00pm

Upload a detailed map of the road closures required.

[Site Map APK Christmas Tree 2023.pdf](#)

Avoid any additional fees

Signature



[Link to signature](#)

Date

29/08/2023



TEMORA
SHIRE COUNCIL

Temora Shire Council
105 Loftus Street
PO Box 262
TEMORA NSW 2666
Ph: (02) 6980 1100
Fax: (02) 6980 1138
Web:
www.temora.nsw.gov.au

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Created By: Amanda Colwill

Projection: GDA2020 / MGA zone 55

Date: 29/08/2023 1:46 PM

Site Map

17.5 EVENT APPLICATION - TBEG CHRISTMAS STREET FAIR**File Number:** REP23/1205**Author:** Secretary Engineering**Authoriser:** General Manager

Attachments:

1. Event Application Submission [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) [!\[\]\(42fc53a13f008e5bbf67aee5111990a5_img.jpg\)](#)
2. Financial Support Request Letter [!\[\]\(ca145749a3d75a63aab95bf2007ac277_img.jpg\)](#) [!\[\]\(02c4673a215180b499fc79dccc80dd29_img.jpg\)](#)
3. Draft Site Plan [!\[\]\(cebf350717b10b761f7a70f0ef3d3565_img.jpg\)](#) [!\[\]\(799ff5f02c209098fee6150e3037f9d6_img.jpg\)](#)

REPORT

An event application has been lodged by Temora Business Enterprise Group (TBEG) to host the TBEG Christmas Street Fair on Friday 1 December 2023.

It includes a request for the temporary road closure of Hoskins Street (between Parkes Street and Victoria Street) and Loftus Street (between Little Baker Street and Little Hoskins Street) for the event. *(Note that a formal Road Closure Application is yet to be received.)*

A request for financial assistance has been received and attached for reference.

Council has a budget allocation of \$2,750 to support this event.

Budget Implications

Task	Qty	Rate	Unit	Cost
Hoskins Street (between Parkes St and Victoria St) Loftus Street (between Little Baker St and Little Hoskins St) Traffic Guidance Scheme (TGS) Man Closure During Event (TfNSW Requirement) - During Event 6 hours x 3 Staff - Plant Hire 2 Vehicles	6	\$300	Hour/s	\$1,800
Setup of barriers/signs and vehicle (x 2 staff)	1.5	\$125	Hour/s	\$187.50
Removal of barriers/signs and vehicle (x 2 staff)	1.5	\$125	Hour/s	\$187.50
Road Closure advertisement – Temora Independent	1	\$75	Each	\$75
Large Event Application fee	1	\$115	Each	\$115
Road Closure Application fee	1	\$115	Each	\$115
Mobile Stage (Bond - \$400) (Setup and Delivery - \$440)	1	-	-	\$840
Event Bins	10	\$10	Each	\$100
TOTAL				\$3,420
After \$400 Bond for stage is reimbursed - Total				\$3,020

NOTE: Donations for 2023/2024 are \$3,000 with a total budget of \$15,000. \$12,000 budget remaining

Cr Rick Firman declared a non-pecuniary interest in relation to item REP23/1205, due to being a non-financial member.

Cr Nigel Judd declared a non-pecuniary interest in relation to REP23/1205, due to being a Patron of TBEG.

Cr Lindy Reinhold declared a non-pecuniary interest in relation to item REP23/1205, due to being a member of the committee.

RESOLUTION 173/2023

Moved: Cr Max Oliver

Seconded: Cr Belinda Bushell

It was resolved that Council approve the event and allocated the budgeted amount to support the event and invoice TBEG for any amounts in excess of budget.

CARRIED

Report by Grace Mannion

Event Application Form

Submitted on	16 August 2023, 2:52PM
Receipt number	51
Related form version	0

1. Event Details

Event name	Temora Christmas Street Fair
Event start date and time	1 December 2023 4pm
Recurring dates	Nil
Event end date and time	1 December 2023 9.30pm
Location of event	Hoskins & Loftus Streets
What date and time do you require access to the venue before the event?	2pm 1 December (Hoskins Street from Victoria Road to Park Street and Loftus Street wings)
What date and time do you require access to the venue after the event?	None - street can re-open 9.30pm
Description of event	Annual community event organised by TBEG
Estimated number of staff/volunteers	10
Estimated number of attendees	2,500

2. Event Organiser

Event organiser	Lauren Carr
Organisation name	TBEG
Organisation type	Not for profit
Contact phone number	0437626393
Contact email address	eo@tbeg.org.au
Organisation address	36 Duetcher Street, Temora NSW 2666
Contact number on the day of the event	0437626393

3. Insurance

Insurance company	LCIS
Policy number	LCI072096PLB
Policy expiry date	29/7/2024
Value of insurance	\$20,000,000
Name of person/organisation insured	Temora Business Enterprise Group
Please upload your insurance policy	PublicLiabilityCoC.pdf PersonalAccidentVolunteersCoC.pdf

Publicity

Details of event for advertising purposes	To be provided closer to the event. However, something like: "TBEG presents the Christmas Street Fair for 2023, from 4pm Friday 1st December on Hoskins Street. For the whole family there will be street stalls, food, amusement and entertainment. Hoskins Street will be closed for a chance for some Chrissie shopping. Come and experience the festivities."
Please upload a high res image to accompany advertising	
Attach another high quality image for advertising	
Attach another high quality image	

4. Event requirements

4. a) Does your event require road closures?	Yes
4. b) Is your event to be held on Council property?	Hoskins Street
4. c) Do you require additional garbage bins?	Yes
4. c) Do you require additional garbage collection?	Yes
4. c) Please outline the cleaning management strategy in place to ensure the event site is clear of waste following the event.	Extra council bins required and pick up post event. Street tidy also required, although volunteers will assist.
If you require more room for your Waste Management Strategy, please upload it here.	
4. d) Does your event require the inclusion of any structures:	Stalls
4. e) Are you planning on using amusement rides or fireworks as part of your event?	Amusement rides

4. e) Please list the amusement rides, supplier and their telephone number

TBC

Please upload an extended list of amusement rides if there is not enough room on this form

Name

Address

Telephone number

Proposed time of display (start and finish times)

Please select the appropriate box for type of permit held:

4. f) Will access by machinery/vehicles on surfaces other than roadways be required?

No

4. f) Describe the nature, size, and number of vehicles, number of vehicle movements and the purpose of access:

4. g) Will food be sold at your event?

Yes

4. g) If you propose to sell food at your event, please provide details:

Food trucks and charities will set up food stalls. All stalls will have public liability insurance.

4. h) Will alcohol be sold at your event?

No

4. h) Please provide a copy of the liquor licence

4. i) Will a public address system be used at your event?

No

4. i) Please provide details, including start and finishing times, for amplified sound

4. i) Please upload a Noise Management Plan

4. j) Do you require the use of power (where possible)?

Yes

4. j) Select what kind of power source you require:

3-phase

4. j) Will a generator or other power source be used?

Yes

4. j) Do you require access to Council's power supply (where available)?

Yes

4. j) Do you require Council's fixed lighting where available (fees may apply)?

No

4. j) Please indicate the times required for lighting

4. k) Do you require extra amenities to be provided on site? No

4. k) Please provide details regarding the number of additional toilet facilities intended to be placed on-site and the name of the provider of the service

4. l) Do you require access to Council's water supply (where available)? No

4. l) Please indicate the extent and purpose of the water supply (fees may apply)

4. m) Do you require outdoor advertising signs or banners? No

4. m) Please provide details of signs and/or banners

4. m) Please provide details of the proposed location of the signs

Please upload a site map of your event

[Draft Site Plan - Christmas Street Fair 2023.png](#)

Checklist

Have you included:

Site Map

Insurance details

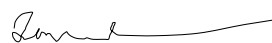
Waste Management Strategy

Have you notified emergency services of your event (Police, Fire Department, Ambulance)?

No

Signature

Please sign and date this application



[Link to signature](#)

Date

16/08/2023

OFFICIAL



Mel Boxall
General Manager
Temora Shire Council
105 Loftus Street
TEMORA NSW 2666

17 August 2023

RE: TBEG Christmas Street Fair 2023

Dear Ms Boxall,

Firstly, the Temora Business Enterprise Group (TBEG) would like to thank Council for allocating \$2,000 of funding from Reconnecting Regional NSW Community Events Program toward the Christmas Street Fair this year.

The TBEG Executive is currently planning for the fair. The event will bring together local businesses, community groups and entertainers to provide an opportunity for fundraising, shopping and networking. We are writing to request in-kind support from Council to stage the event.

This year's fair will be held in Loftus and Hoskins Street, between Little Hoskins and Little Baker Streets, and Parkes and Victoria Streets; with late night shopping in Hoskins Street, from 4pm – 8.30pm on Friday, 1st December 2023.

The objectives of this year's event are:

1. To stimulate local pre-Christmas retail spending;
2. To encourage neighbouring Shires to visit and shop in Temora;
3. To enable local community and sporting groups, volunteer organisations and schools to raise money;
4. To provide an opportunity for residents and their families to connect, socialise and enjoy entertainment; and
5. To raise the profile of TBEG.

As TBEG operates this event at a loss for the benefit of the wider community, we would be grateful for the following in-kind support from Temora Shire Council:

- Traffic management for the closure of Loftus Streets (between Little Hoskins and Little Baker Streets) between 2pm and 9.30pm.
- Traffic management for the closure of Hoskins Street (Between Victoria and Parkes Streets) Between 3.30pm and 9pm with heavy vehicle traffic diversion via Baker Street for the duration of the event.
- Use of power in Paleface Park.
- Delivery and collection of ten (10) extra garbage bins and additional garbage collection for the CBD on Saturday morning after the event.

OFFICIAL



- Use of stage to showcase local musical and dance groups.

We appreciate your consideration of this request. Should you require any further information, please do not hesitate to contact the organising committee.

Warm regards,



Lauren Carr
Executive Officer
Temora Business Enterprise Group
M: 0437 626 393
E: eo@tbeg.org.au



18 BUSINESS WITH NOTICE

Nil

19 NOTICE OF MOTION**19.1 NOTICE OF MOTION - WEBCASTING****File Number:** REP23/1206**Attachments:** 1. NOM - Webcasting [↓](#) 

I, Councillor Anthony Irvine, give notice that at the next Ordinary Meeting of Council be held on 21 September 2023, I intend to move the following motion:-

RESOLUTION 174/2023

Moved: Cr Anthony Irvine

Seconded: Cr Claire McLaren

That Council Officers provide a report of the current audio visual and webcasting processes and hardware with a view of improving the process and outcomes for participants attending in person at meetings, for participants attending remotely via use of meeting hosting platforms, and to improve the webcast content for compliance with obligations and for the community who wish to access webcast content.

CARRIED

Notice of Motion:

That Council Officers provide a report of the current audio visual and webcasting processes and hardware with a view of improving the process and outcomes for participants attending in person at meetings, for participants attending remotely via use of meeting hosting platforms, and to improve the webcast content for compliance with obligations and for the Community who wish to access webcast content.

Cr. Anthony Irvine

14th September 2023

A handwritten signature in black ink, consisting of a large capital 'D' followed by a long horizontal stroke that tapers off to the right.

20 BUSINESS WITHOUT NOTICE - URGENT**1. CR JUDD**

Enquired on his response to the Question without Notice at the August Assets & Operations Committee regarding culvert works on the Mary Gilmore Way.

Engineering Works Manager Alex Dahlenburg advised Council has no involvement in this project including roadworks after the structures are finished, hence him taking the question on noticed to get appropriate details and plans off TfNSW.

As indicated the structures are higher on the road surface which was to be expected considering the old culverts had no concrete deck with the crown units exposed as the finished surface. The new culverts have thicker walls for loadings along with a concrete deck slab.

This means the road height at the culvert structures is between 380mm and 400mm higher than the old structures.

What this means for the road is that the road pavement each side of the structures will be reconstructed to blend the structures back into the existing road. These road transitions each side of the culvert deck are approximately 60 metres each direction.

The road will not be reconstructed and lifted for the entire length between both culverts.

21 COUNCILLORS INFORMATION PAPER**RESOLUTION 175/2023**

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

It was resolved that the Information Reports be received.

CARRIED

RESOLUTION 176/2023

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That Council write a letter of thanks to Minister for Health Ryan Park to express sincere thanks for supporting the funding for the hospital and also a letter to local member for Cootamundra Steph Cooke for the work she did in securing funding for the hospital.

CARRIED

21.1 NSW NATIONAL ROADS CONGRESS 2023

File Number: REP23/1197

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Roads Congress Report [!\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\) !\[\]\(1fa16a73daf7b68de7d1700d4a6bc818_img.jpg\)](#)

Information report attached for the NSW National Roads Congress held on Wednesday 6th – Thursday 7th September attended by the Engineering Asset Manager, Rob Fisher and Cr Graham Sinclair.

National Roads Congress

(Kambri Cultural Centre ANU Canberra)

ALGA President, Linda Scott – Opened the event.

- Greater than 75% of all roads in Australia are managed by Local Government.
- Approx 650,000km of road managed by Local Government.
- Local road network is in a bad state.
- \$3.8 billion in outstanding natural disaster work.
- RTR Started at the ALGA conference.
- Lobbying for increase from \$500m to \$800m annually.
- National state of the assets report notes \$9.2 billion in road assets are in poor condition.
- ALGA in partnership with IPWEA are planning to update of the national state of the assets report.
- Increasing frequency of natural disasters. 46 declared natural disasters impacting 300 LGAs in past 12 months.
- Important to build back better.
- \$200m annual disaster ready fund. ALGA asked for an additional \$250m annually from federal government.
- Housing. 1 in 15 under housing stress.
- \$500m local infrastructure housing support program coming soon.
- \$100m community energy funding program coming soon.

Natasha Bradshaw - Associate of Grattan think tank - preliminary funding report rural and regional councils.

- Report to be released in November 2023.
- Delivered council survey.
- Simply not enough funding in the system:
 - Grants have not kept pace cost index outpacing grants significantly. 20% difference since pause in FAGS (I think).
 - Increasing usage both heavy and light.
 - Road funding has reduced as a % of LG expenditure (money being spent in other LG areas).
 - Lack of clarity regarding the exact role of Local Government (I think this is from a service view / where does it start and stop).
 - Cost shifting remains an issue.
 - Lack of clarity regarding service levels and service responsibilities.
 - New regulations has increased LG costs.
 - Municipal rates per capita is low in NSW.
 - Not acting now will increase cost in the future.
 - Optimal funding will decrease overall long term spend.
 - Climate change will increase negative impacts.
 - Federal government should cover the bill they get the benefit.
 - Plenty of money being spent at federal level on new roads / mega projects.
 - \$1b for feds is pretty small in a wider context.
 - \$34 billion more spent than was forecast over 20 years (think this is in relation to mega projects / upgrade).

- Mega projects inflating construction costs and straining resources.
- Grant funding structure
 - Road managers in remote areas are in an impossible position.
 - Regional and remote Councils are not coping.
 - Distribution is wrong with Rural and Regional affected.
 - Tied funding imposes unnecessary burden.
 - Funding based on short term political cycles.
 - Programs favour new projects.
 - Upfront cost only one fifth of lifecycle cost.
 - Admin of grants is out of control. Need to monitor but the balance is out of whack.
 - Councils need help to do asset management well.
 - Data quality needs to significantly improve.
 - Strategic documents are at critically low levels.
 - Councils risk over capitalising and not affording ongoing costs.
 - Rural staff are stretched across many functions.
 - Variation in useful life is alarming.
 - Councils need to improve their processes.
 - Released in November

Panel Q&A

- David Elliott -
 - extra money should come from fuel excise.
 - All trade areas have skills shortages.
 - If you want to retain staff train staff.
- QLD ALGA Rep -
 - Queensland reconstruction authority established a number of years ago.
 - QLD have better asset data.
 - Struggling for contractors.
 - Consider staff concessions to retain staff. Work from home, pay, etc.
- Gratton institute
 - Communities fed up with the state of roads.
 - Pressure will build.
 - Action may happen to late and cost more.
 - Need to look at what is necessary. Need to reduce burden and red tape that occupies Local Government.

Johan Cronje - NTRO

- NTRO Local is a service to Councils, previously ARRB.
- Recent research - compact roundabout
 - Documents on their website.
 - Vertical speed break as opposed to horizontal.
 - Local government road safety plan template?
- Goulburn Mulwaree – Case study
 - Road condition assessment (AusRAP??)
 - IPAVE product

- Power BI

Senator Carol Brown, Assistant Minister for Infrastructure and Transport - Road Safety

- Road safety is responsibility of all levels of government.
- 50% reduction by 2030.
- ALGA participating in road safety ministers meeting.
- 1200 people killed annually.
- Tracking in the wrong direction.
- National minimum dataset across state coming.
- Road safety risk assessment training for LG staff coming.
- 50/50 funding contributions (not sure of programs).
- \$140m for heavy vehicle rest areas.

Simon Buxton Transport Tasmania - Heavy Vehicle Access

- There is a gap between the design vehicle and the demand vehicle in relation to bridge stock.
- Land / development is serviced by the road networks and heavy vehicles.
- Every time you say yes, you are generating heavy vehicles.
- HVs are essential to development and life in general.
- Industry needs
 - Short turnaround times.
 - Access certainty.
 - End to end network.
 - Consistent approach to road access.
- Road manager challenges
 - Fleet innovations moving quickly.
 - Compromise to safety and unsustainably consuming road assets.
 - Skills shortages.
- Tasmanian HV portal likely to be rolled out on mainland.

Sustainable position

- operators must know their vehicle and load.
- Road managers must have asset data.
- Telematics provide demand data.
- Regulators undertake compliance and enforcement activities.
- Road authorities provide leadership.

Additional benefits of Tasmanian model

- safe and transparent access decisions.
- Optimisation of infrastructure investment and return.
- Targeted use of financial and Human Resources.
- Sustainability and certainty through time and change.
- Network resilience and thriving communities.

NEF6393- Contemporary heavy vehicle access decision making for road managers.

Panel Q&A

- Data is foundational to equitable decision.

- Austroads standard likely to be the go-to standard.
- Data collection is good value with a high BCR
- Likely to be enforced by LG ministers.
- Telematics are viewed as regulatory oversight.
- Telematics is likely to roll out on RAV HVs.

Brendon Moon Coordinator General, National Emergency Management Agency - Navigating federal disaster recovery and response arrangements

- \$200m disaster fund encouraging.
- LG is important in the Natural disaster space.
- People's priorities are getting back in homes / getting reestablished.
- Councils need to invest in reducing risk.
- Access to DRFA funding is not equal across states.
- Recovery needs to be broader than DRFA.
- Cat B Funding
 - Don't need approval to make safe. Photo and invoice.
 - Asset management systems are important moving forward.
- Cat D
 - How do we reduce risk.
- Disaster roadshow will be rolled out in all states.

Darren Chester, Shadow minister for Local Government

- Federal government see LG as a trusted partner.
- Has a focus on safety. Don't believe we are ambitious enough.
- Road toll trending in wrong direction.
- Need to find smarter ways.
- Ripple effect of road trauma is large and lasts for years.
- Challenges all levels of governments to be more ambitious.
- RTR may have a safety focus in future.
- 30% of people live in regional areas, yet 60% of road toll in country areas.
- RTR is a good program, allows locals to fix local problems.
- Too easy to blame drivers. Government needs to take action on road condition.
- Road network itself is a factor in road crashes.
- Mistake not continuing funding of LRCI.
- LG is very efficient compared to other delivery models.

Dr Wendy Russel - ANU

Community Batteries

- Australia needs 61GW of storage.
- Storage solves a lot of solar problems.
- Not many community batteries in Australia.
- Mostly installed by DSPs (Essential etc)
- Community batteries for community solar program. \$200m program target 400 community batteries.
- VIC has 100 new battery program closing Oct 2023.
- Benefits
 - Increase solar hosting capacity.
 - Decarbonise.
 - Push prices down by better use of solar.
 - Community equitable access to power, community buildings.

- Challenges
 - Business case is not good. Local value is hard to achieve when benefits shared across the grid.
 - Equality is limited by payback.
 - Lower price. Only if it solves a network problem.
 - Revenue (value stacking tricky)

Role for local government

- Trusted partners
- Channel to engage within community
- Access to land and approval
- Own community batteries
- Partner with networks, communities and investors

Ian Faulks – Partner, Safety and Policy Analysis International (road safety)

- Journeys typically start and end on a local road.
- Drivers are skilled but decide to behave unsafely. Push the boundaries but don't expect or intend to cause harm.
- The safe system
 - People make mistakes
 - People choose to be unsafe
- Offences are generally for no high priority reason.
- Less than 200 prosecutions for 1200 fatal crashes annually.
- 700-800 thousand prosecutions for traffic offences.
- Perhaps looking at the offences as opposed to the fatal crashes may be an option.
- Published Road Safety Strategy
 - 2030 there will be improved road safety management.
 - Doesn't say much about local councils.
 - Most councils will have a network safety plans.
 - 80% of local roads are 1-star AusRAP rated.
 - LG has little control over road safety policy, legislation, etc.
- NSW priorities include. Towards zero collaboration hub, enhanced local leadership.
- Investment in infrastructure treatment
 - Safety barriers, rumble strips across the regional road network.
 - Safer local speeds
- NSW fatality data heading in the wrong direction.
- Generally, it's local people killed on local roads.
- The two thirds of road deaths are on country roads and most are country residents.
- Legacy roads (no longer fit for purpose)
 - Alignments
 - Culverts
 - Drainage
- Workers on the road
 - Speed compliance at road works is poor.

Summary

- Drivers are skilled but act unlawfully.
- Looking at traffic offending may be useful.
- Education should be a normal component of road safety.

21.2 WORKS REPORT - SEPTEMBER 2023

File Number: REP23/1226
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Main Roads

- MR 57 Goldfields Way – inspection and routine maintenance
- MR 84 Burley Griffin Way – inspection and routine maintenance

Local Roads

- Delavan Street upgrade
- Tara Bectric seg 7 shoulder widening works
- Tara Bectric seg 7 pipes
- MR 398 shoulder widening project
- Heavy Patching Old Wagga South and North
- Heavy Patching Coolamon Road
- Maintenance grading
- Culvert cleaning works on Sealed Rural Roads
- Flood damage repair to gravel roads
- Slashing and Spraying

Urban Temora & Aria Park

- Urban slashing and spraying
- Urban footpath repairs
- Crowley Street footpath and installation of ramps
- Delaven Street Pipes
- Timber Bollards installation Airport Caravan Park
- Box culverts on Back Mimosa Road
- Father Hannan Oval footpath to southern cross village repairs

Works planned for September 2023

- Pipe culverts on Reynolds Lane
- Pipe Culverts on Ness's Lane
- Macauley Street footpath to TEM-FM

- Anzac Street footpath widening at the stadium
- Wattle Street upgrade
- Heavy patching MR57 Goldfields Way at Altona ag entry/exit
- Hoskins Street heavy patching
- Heavy Patching Thanowring Road
- Heavy Patching causeway Bundawarra Road
- Back Mimosa Road final trim, finish table drain construction and bitumen seal
- Maintenance grading
- Weed spraying and slashing.
- Tara Bectric Road seg 7 pipe culverts
- MR398 Seg 3 widening works and dig-out pavement failure
- Thanowring School Road pipe culverts
- Barbys Lane gravel resheet
- Boundary Range Road Gravel resheet
- Glynburn Road flood damage
- Tabledrain works on Chifley Street
- Camp Street road pavement works along new kerb and gutter
- Removal of 2x kerb ramps De Boos Street and replace in new alignment
- Removal and replacement of 2x Hoskins Street kerb ramps due sub-standard lip at invert
- Culvert cleaning works on Sealed Rural Roads

Report by Pat Kay

21.3 BUILDING APPROVALS - AUGUST 2023

File Number: REP23/1146
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 38/2023 – Lot C; DP 348566; 85 Parkes Street, Temora – Stage 1 -Demolition, Stage 2 - Construction of New Dwelling and Residential Storage Shed/Garage.
- ✓ DA/CC 39/2023 – Lot 4; DP 1195195; 98 Airport Street, Temora – Stage 1 – Aircraft Hangar, Stage 2 – Construction of New Dwelling.
- ✓ DA/CC 40/2023 – Lot 3; DP 718550; 57 Polaris Street, Temora - Demolition of Dwelling and Construction of Office.
- ✓ DA/CC 41/2023 – Lot 1; DP 15309; 118 Britannia Street, Temora – Demolition of Dwelling and Construction of Units
- ✓ DA 42/2023 – Lot 10; Section 12; DP 758957; 207 Baker Street, Temora - Demolition of Dwelling.
- ✓ DA/CC 43/2023 – Lot 4; DP 1285566; 35 Joffre Street, Temora – Construction of New Dwelling.
- ✓ DA 44/2023 – Lot 2; DP 304694; 46 Cootamundra Road, Temora – Demolition of Dwelling.
- ✓ DA 50/2023 – Lot 1; DP 873420; 1 Harrison Street, Aria Park – Signage.

COMPLYING DEVELOPMENT CONSENTS ISSUED

- ✓ CDC 19/2023 – Lot 7; DP 21497 - 89 Byron Street, Temora - Construction of Awning.
- ✓ CDC 21/2023 – Lot 6; DP13818 - 126 Victoria Street, Temora – Construction of Carport.

21.4 REGULATORY CONTROL - AUGUST 2023**File Number:** REP23/1227**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	20	No	No	7x no issues 3x warnings issued 2x monitor 6x informal notice to shop owners 2x dumped car
Scooters & Bikes	1	No	No	No issues
School Zones	58	No	No	All schools checked – no issues
Noise	5	Yes	No	5 noise complaints: - 4x monitor - 1x fireworks report
Air Quality	N/A	No	No	No issues
Illegal Dumping/Littering	3	No	No	3x rubbish dumped
Overgrown/Untidy Blocks	3	No	No	2x monitor 1x cleaned up
Lake Walking Track – leashed animals	61	No	No	61x checks - no issues
Animal Welfare	26	No	No	5x dog rescue/pound 2x supply collection 4x showground inspections 1x dog surrender 5x missing dogs (2 found) 1x reported lost dog 2x monitor 1x cat to pound 1x cat hit by car 1x dog hit by car 2x reports – no issues on inspection 1x swarm bees
Dangerous Dogs	2	No	No	1x surrender 1x report – nothing found (dispute between parties)
Impounded	2	No	No	2x vehicles (Teale St) 3x dog - pound
Noise Animals	4	No	No	4x monitor barking dogs
Nuisance Animals / Trapping	7	No	No	1x bird control/monitor 2x euthanised (cat) 4x cat traps issued

				5x feral cat reports
Dead Animal Removal	4	No	No	2x kangaroo 2x cat
Keeping of Horses in Residential Areas	1	No	No	1x monitor and reported to RSPCA
Main Street Sign Approvals Inspections	2	No	No	2x lock Teale Street gates – left open
Rural Stock Incidents	3	No	No	2x no Issues 1x escape sheep – caught and returned to paddock
Fruit Fly	NIL	No	No	NIL
Euthanised	4	No	No	3x feral cat 1x sick cat
Other	39	No	No	8x feed area cleans 4x supply collections 13x pound, showground, airport, lake, platform Y 1x feeding cats - warned 7 x drive of town (specifically known dog areas) 3 x Community centre welfare checks 1x hospital goat good 1x Police pups inspection 1 x lost dog

Report by Ross Gillard

21.5 BORROWINGS

File Number: REP23/1114
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 @ 31/08/2023	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$808,426	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$607,660	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,155,622	20 yrs	2042
Totals			\$498,689	\$2,571,708		

Report by Elizabeth Smith

21.6 CASH & INVESTMENTS FOR PERIOD ENDED 31 AUGUST 2023**File Number:** REP23/1235**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  



Temora Shire Council

Cash & Investments

For the period ended 31st August, 2023

	Original Budget 2023/24	Revised Budget 2023/24	Actual YTD Figures
Externally Restricted			
Sewerage Services	4,010,834	4,010,834	3,946,593
Domestic Waste Management	1,492,244	1,492,244	1,486,030
Stormwater Drainage Flood Studies & Construction Programs	400,296	400,296	404,399
S94 Contributions	254,031	254,031	295,524
Unspent Restricted Grants	1,535,590	1,535,590	1,509,316
Pinnacle Externally Restricted	1,504,679	1,504,679	1,702,714
Total Externally Restricted	9,197,674	9,197,674	9,344,576
Internally Restricted			
Pinnacle Internally Restricted	3,433,657	3,433,657	3,830,852
Other Waste Management	523,135	523,135	675,155
Leave Reserves	2,199,905	2,199,905	2,199,905
Roads Reserve	565,000	565,000	565,000
Local Roads	1,636,506	1,636,506	2,107,313
FAGS Received in Advance	3,034,635	3,034,635	0
Industrial Development	338,162	338,162	338,162
Plant & Vehicle	500,000	500,000	500,000
Izumizaki Donation	0	0	2,152
Gravel Royalty	773,088	773,088	765,550
Ariah Park Tip Fee Contributions	12,540	12,540	9,679
Medical Complex Development	9,845	9,845	12,784
Infrastructure	1,614,457	1,614,457	1,414,457
Infrastructure - Airpark Estate	204,749	204,749	204,749
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	279,156	279,156	275,498
Sports Council Requirements	63,566	63,566	62,566
Youth Donations	1,372	1,372	1,266
Revotes	988,920	988,920	1,402,227
Airside Maintenance	153,610	153,610	135,402
Temora Agricultural Innovation Centre Maintenance Reserve	10,249	10,249	32,778
Regional Local Roads Repair Program	2,187,924	2,187,924	2,010,319
Total Internally Restricted	16,437,551	16,437,551	16,640,813
Total Restricted Reserves	25,635,226	25,635,226	25,985,389
Cash & Investments			
Westpac Cheque Account			2,302,094
AMP Business Saver Account			512,706
AMP Notice Account			843,077
Macquarie Bank Cash Management Accelerator Account			519,906
Westpac Cash Reserve			514,127
Term Deposits held with:			
Bank of Queensland			1,500,000
National Australia Bank			11,224,085
Commonwealth Bank of Australia			1,026,324
AMP Bank			1,010,076
Macquarie Bank			4,064,706
Westpac Bank			0
Northern Territory Treasury Bonds			1,000,000
Australian Equity Bank			2,000,000
My State			500,000
Total Cash & Investments	25,635,226	25,635,226	27,017,101
Less Funds required for operational purposes			(1,000,000)
Cash & Investments Available for Reserves	25,635,226	25,635,226	26,017,101
Funding Surplus			31,712

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

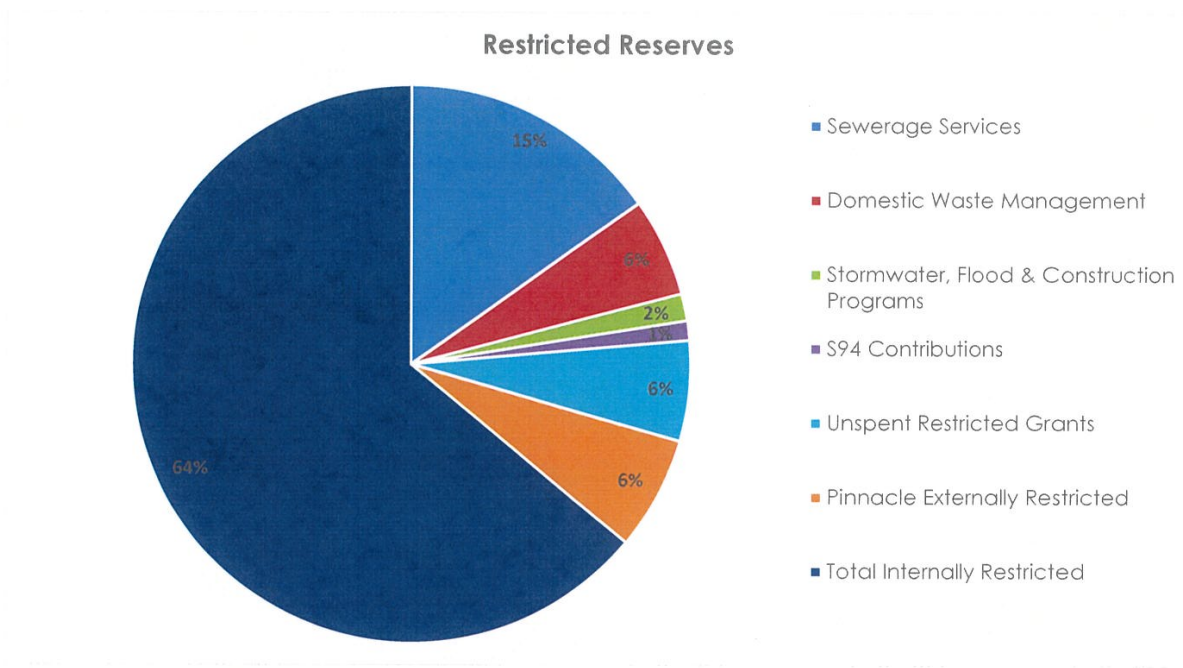

 Elizabeth Smith
 Director Administration & Finance



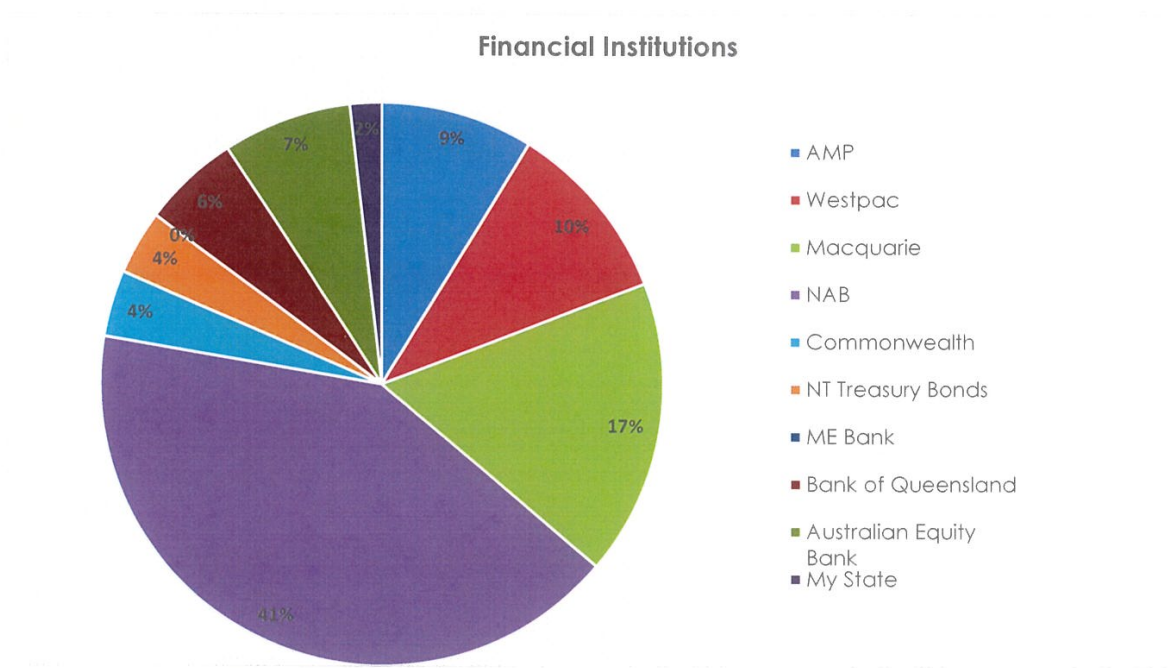
Temora Shire Council

Cash & Investments

For the period ended 31st August, 2023



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



Graph Two - Proportion of cash held with each financial institution.

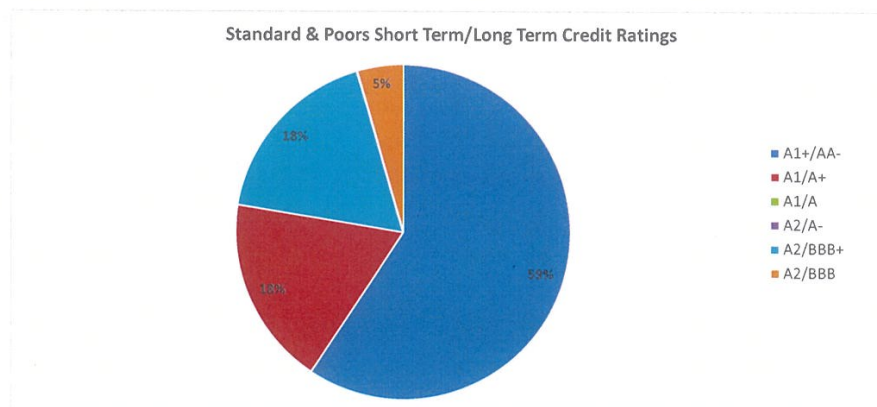


Temora Shire Council



Cash & Investments

For the period ended 31st August, 2023

Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			2,302,094.41	
Westpac Bank	A1+/AA-	Cash Reserve		1.55%			514,126.92	2,816,221.33
Macquarie Bank	A1/A+	Cash Management Accelerator Account		4.10%			519,906.32	519,906.32
AMP Bank	A2/BBB	Business Saver		2.65%			512,706.21	
AMP Bank	A2/BBB	31 Day Notice Account		4.65%			843,076.62	1,355,782.83
							Total Cash Held	4,691,910.48
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	14/03/23	4.55%		27/09/23	500,000.00	
National Australia Bank		Term Deposit	11/04/23	4.45%		11/10/23	500,000.00	
National Australia Bank		Term Deposit	7/06/23	5.12%		29/02/24	1,000,000.00	
National Australia Bank		Term Deposit	28/06/23	5.51%		31/07/24	1,000,000.00	
National Australia Bank		Term Deposit	30/06/23	5.52%		13/03/24	500,000.00	11,224,085.35
Commonwealth Bank	A1+/AA-	Term Deposit	22/03/23	4.27%		25/10/23	1,026,324.11	1,026,324.11
AMP Bank	A2/BBB	Term Deposit	15/02/22	1.00%		15/02/24	510,075.57	
AMP Bank	A2/BBB	Term Deposit	30/06/23	5.70%		15/05/24	500,000.00	1,010,075.57
Macquarie Bank	A1/A+	Term Deposit	23/08/23	4.85%		23/07/24	525,392.89	
Macquarie Bank		Term Deposit	8/03/23	4.55%		20/09/23	517,774.11	
Macquarie Bank		Term Deposit	30/08/23	4.52%		29/11/23	521,538.58	
Macquarie Bank		Term Deposit	28/06/22	3.87%		24/05/23	1,000,000.00	
Macquarie Bank		Term Deposit	8/03/23	4.55%		13/09/23	500,000.00	
Macquarie Bank		Term Deposit	22/03/23	4.64%		27/03/24	1,000,000.00	4,064,705.58
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
							22,325,190.61	22,325,190.61
Total Cash & Investments								27,017,101.09



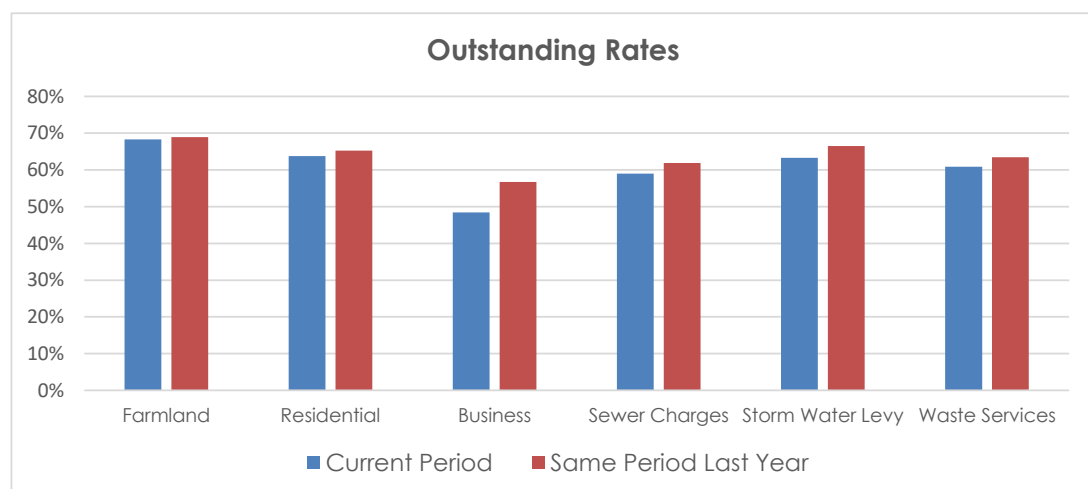
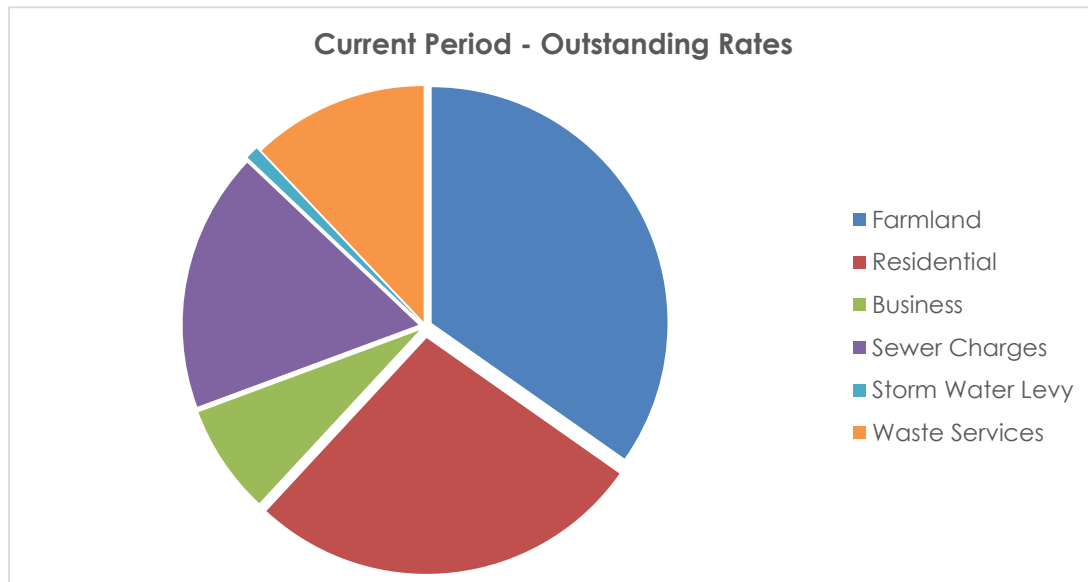
Graph One - proportion of investments held by Standard & Poores credit ratings.

21.7 RATES REPORT - AUGUST 2023**File Number:** REP23/1157**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**
1. Rates [↓](#) 
2. Rates Chart [↓](#) 



Temora Shire Council
Rates Collections
 For the period ended 31 August, 2023

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates		Same Period last year	
				Outstanding \$	Outstanding %	Outstanding \$	Outstanding %
Category							
Farmland	2,137,852.15	(2,997.84)	(676,441.81)	1,458,412.50	68%	1,405,821.43	69%
Residential Temora - Occupied	1,481,963.11	(74,837.02)	(504,612.84)	902,513.25	64%	882,418.19	66%
Residential Temora - Vacant	78,450.69	0.00	(24,711.89)	53,738.80	69%	40,785.44	62%
Residential - Arish Park	90,482.32	(6,487.49)	(31,958.26)	52,036.57	62%	56,694.75	69%
Residential - Springdale	14,546.20	(1,241.89)	(3,619.02)	9,885.29	73%	7,009.02	61%
Rural Residential	166,967.58	(9,836.20)	(65,165.80)	91,965.58	59%	89,817.71	58%
Residential - Temora Aviation	47,502.44	(728.97)	(17,425.87)	29,347.60	63%	28,638.70	64%
Business Temora - Hoskins Street	293,967.91		(138,349.92)	155,617.99	53%	159,041.96	61%
Business Temora - Town	291,006.03		(162,963.93)	128,042.10	44%	154,934.14	55%
Business Temora - Aviation	28,922.94		(13,580.83)	15,342.11	53%	14,304.10	51%
Business - Arish Park	22,840.79		(11,341.56)	11,499.23	50%	10,265.20	48%
Business - Other	10,552.04		(7,823.66)	2,728.38	26%	2,561.92	25%
Services							
Residential Sewer Charges	1,179,011.47	(36,582.38)	(420,400.11)	722,028.98	63%	698,481.97	65%
Non-Residential Sewer Access & Usage Charges	118,387.71		(96,922.74)	21,464.97	18%	29,778.55	30%
Storm Water Levy	57,480.34		(21,107.37)	36,372.97	63%	34,050.41	67%
Domestic & Rural Waste Services	718,401.59	(38,406.79)	(250,143.71)	429,851.09	63%	418,222.80	65%
Trade Waste Services	151,787.03		(75,201.40)	76,585.63	50%	76,630.27	54%
Overpayments	(119,887.40)		92,505.59	(27,381.81)		(18,050.73)	
Legal charges	16,010.42		(1,438.53)	14,571.89		12,073.08	
Total	6,786,245.36	(171,118.58)	(2,430,703.66)	4,184,423.12	62%	4,103,478.91	66%



21.8 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE AUGUST 2023**File Number:** REP23/1232**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Memorial Town Hall [↓](#) 



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st August, 2023

	Current YTD	Prior YTD
Income		
Facility Hire	2,046	7,880
Other Sundry Income	-	-
Total Income	2,046	7,880
Expenditure		
Utilities		
Electricity & Gas	(1,402)	(2,580)
Rates	(3,763)	(3,611)
Water	(134)	(174)
Cleaning	(2,449)	(2,162)
Maintenance	(2,698)	(2,416)
Administration		
Employee Costs	(792)	(891)
Depreciation	-	-
Insurance	(28,424)	(25,193)
Organisation Support Costs	-	-
Other/Miscellaneous	-	-
Total Expenditure	(39,662)	(37,027)
Total Town Hall Surplus/(Deficit)	(37,616)	(29,147)
Internal Hire/Donation	542	425

21.9 TOWN HALL THEATRE - AUGUST 2023**File Number:** REP23/1230**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 August, 2023

	Current YTD	Previous YTD
Candy Bar		
Income	8,314	8,490
Purchases	(1,864)	(4,195)
	6,450	4,295
Admissions		
Income	15,533	15,183
Audio Visual Purchases	(9,253)	(12,017)
	6,280	3,166
Other Income		
Facility Hire	409	-
Donations	-	25
	409	25
Other Costs		
Bank Fees	(242)	(395)
Building Maintenance	(228)	-
Cleaning	(546)	(791)
Computer Costs	(277)	(160)
Event Catering Expenses	(273)	-
General Maintenance	-	(259)
Insurance	(7,446)	(6,614)
Licences & Permits	(118)	-
Materials Purchased	-	(320)
Rates & Electricity	(2,384)	(3,869)
Employee Costs	(4,346)	(5,244)
Telephone & Internet	(121)	(121)
	(15,981)	(17,772)
Total Cinema Surplus/(Deficit)	(\$ 2,842)	(\$ 10,286)
Internal Hire/Donation	-	-

21.10 LAKE CENTENARY MANAGEMENT COMMITTEE MINUTES HELD 6 APRIL 2023**File Number:** REP23/1194**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. LCMC  

**Lake Centenary Management Committee Meeting**

6/4/23 – Railway Hotel, Temora

Meeting opened: 7.35pm

Present: Brett Cornford, Amanda Blachut, Adam Blachut, Simon Forsyth

Apologies: Brent & Amber Crawford, Graham Sinclair, Scott Krause, Rachel Parsons

Last Meeting minutes read & accepted: 8.2.23 Railway Hotel

Moved: Adam

2nd: Amanda

Matters arising:

The Lakes entrance signage, to be included in General Business and to be included in the Lake Centenary Management Plan

The Shade Sail quote was received and tabled. Riverina Shade Solution Quote No:09039 for the amount of \$1819.00 was moved by Brett to be accepted, moved by all.

Treasures report:

Bank balance of \$48,688.84

Deposits of \$710.00 from launch fees

\$10,020.00 short term

\$48.14 interest

Short Term Deposit has matured

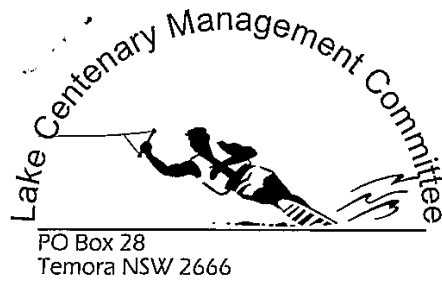
Moved: Amanda Blachut

2nd: Brett

Correspondence in:

Irvine Signs, Quotation: JP12365, 2nd March 2023 for \$7,363.30 for the rules and regulation board

An email was received from Brett Smith, Education Officer, Fisheries and Aquaculture Management for a "Try Fishing" event to be held at Lake Centenary on the 6th May 2023. The event was voted on by email and sent to Temora Shire Council for approval.

**Correspondence out:**

Letter of approval sent to the T.S.C. for the "Try Fishing".

General Business:

Boom Gate is playing up again. Magnet is not getting voltage. Electrician required.

AGM was tabled and a date discussed. Simon to book the Temora Hotel for a table of 12.
AGM to commence at 6.30pm with a dinner to be provided at 7.30pm

Next General Meeting

AGM Tuesday 9th May 2023, 6.30pm, Temora Hotel

The General Meeting closed at 8.00pm

21.11 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 21 JUNE 2023**File Number:** REP23/1119**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora & District Sports Council [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\) !\[\]\(2f36c159ea3670f7a62f64a4f1cf5c05_img.jpg\)](#)

GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL

REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 21st June 2023, AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB

Attendance: Judy Gilchrist (Secretary) Denise Breust (Treasurer) Jack Morton (Rugby League) Michelle Mawbey (Swimming) Marnie Smith, Rob Pfeiffer, Peter Hartwig (Aussie Rules) Bruce Lack (Bowling Club) Michele Stewart (Tennis) Maree Liston (Pistol Club) Alison McCrone, (Temora Athletics Club) Kate Bruce (THS)

Apologies: Rick Firman, Tony Stringer, Max Oliver, Raymond Wells, Adam Reid, Claire Reid, Hack Hetherington. Grant Haig, Linc Macauley, Emma Bowley

Moved Michelle Mawbey Seconded Michele Stewart Carried

Executive Meeting Report:

Nil.

Rec Centre Business:

The Basketball club have applied for a federal grant.
They have received a grant for new benches. Congratulations

Business Arising from the Minutes:

Defibrillator for Nixon Park. Peter Hartwig has given us photos of a sign at Coolamon Recreation Ground. We shall investigate, the signage and costings.

Minutes: The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Maree Liston Seconded Marnie Smith Carried

CORRESPONDENCE:

Incoming: Letter from Temora Tafe re First Aid and CPR. Letter from Arah Park School re Elite Sports Grant for James Chambers, as he has been selected for NSW State team to play in Perth in August

Outgoing: Thank you letters to all our very kind and generous sponsors.
Business Papers

Moved Judy Gilchrist seconded Kate Bruce carried.

Treasurers Report:

Balance as per bank statement \$15,926.41 moved on the motion of Denise Breust Seconded Bruce Lack Carried

Presentation Night:

All reports have been very good, regarding our presentation night, great night, good food and good company. Great to be back after 3 years re Covid. A huge number of nominations were received, our town is very lucky to have such great athletes, with great clubs behind them. I'm sure there were some very happy award winners on the night and some very surprised winners as well. Bring on next year! And thank you to all the clubs that took the time out to complete the nomination forms and send them in. Well done all round.

General Business:

Swimming Club: In recess. Training is still being held in the heated pool for 10 plus kids,

Tennis Club: The weekend of the 20th - 21st May the regional Matchplay Series was held in Temora. Juniors from all over the Region played tennis from 10 to 16yrs. Saturday saw 2 coaches and 10 players attend a squad session in the afternoon. Sunday 43 juniors hit the courts to compete in an age division singles tournament. Under 10boys runners up was Aria Parks Gus Chambers one of ours. Everyone enjoyed the Tennis and comments were made on how well everything was run, and how well behaved everyone was. Hopefully we'll we will get a date next year to host again.

Men's Tuesday Night tennis being played. Tuesday / Friday social tennis runs all year round everyone is welcome to come and have a game. 7.30 – 10.30ish Thursday night tennis with Gary Thompson. Last term St Annes seniors held their annual knockout at the complex. This term Temora High School are having a hit on Wednesday great to see. The courts are available for use contact. 0448 073091.

Lastly as big congratulations on a well put together Presentation Dinner, great to see everyone enjoying themselves. Well done to the Temora & District Sports Council Committee.

Pistol Club: Maree and John Liston were at the Nationals that was held in Darwin last month. Then they moved over to Cairns for the Masters Games at the Great Barrier Reef. And to their surprise they were given the to be flag bearers. What a great time they have had. And had some good competition.

Temora Athletics Club: The club are very excited about Grace Krause being selected in the Youth Olympics. They will be held at Trinbago. How exciting for Grace, her family, her coach, her Athletics club, and Temora High School. You should so very proud of yourself, Grace for this huge selection. We are all hoping that you have such an amazing time and just do what you do best.

And enjoy the moment and have fun. Good Luck from all the Temora & District Sports Council.

Senior Aussie Rules: The club are halfway through their season; A grade Netball are undefeated. All other netball sides are coasting along nicely. Football going well, 1st grade going along steadily. The reserve grade is doing very well and have only lost a few games.

The club is having a 10-year reunion on the 15th of July at the Golf Club for the 1st grade football side, the A grade and C grade Netball. Hope it is a great night of catching up and reminiscing.

Temora High School: The following student have qualified for Riverina cross country – Nate Hawksworth, Ruby Jordan, Corey Robinson, Bryce Krause, Jarred Dogger, Sarah Oliver, Kai Sleeman.

Emma Lockley and David Oliver -12 students Zone cross country Age Champions. Sasha Curry, Lara Curry, and Grace Krause. Riverina Cross Country Sasha Curry 2nd and Lara Curry 3rd. The girls are off the State Cross Country. Lia Sleeman NSW CHS Swimming representative

Lawn Bowls- Sam Goesch, Cooper Gersbach, Jake Anderson.

Jed Ruskin and Lachlan Blackwell competed at the State Championships against Riverina Murry and won a silver medal. Outstanding to see the outstanding the level of talent in the Riverina. Lexi Wood captained the open girls Rugby 7's Open Girls Riverina Team.

Kate Pellow played in the girls Riverina AFL.

Temora Bowling Club: Annual tournament is being held at Temora in August. There is an accommodation shortage, which will interfere with competitors attending if they can't find any suitable accommodation. Fingers crossed it will sort itself out. Invitation have been sent out to the clubs. Renovations are set for the function area. Hopefully wont take to long. The Bar area will be done down the track.

Basketball: It is recess and will start up end of August / September.

Rugby League: The crop is in this year. Let's hope it can get a chance to grow. It is still very wet. The Club has just had 3 weeks of byes, which is not good for the players. The had a close 1-point win on the weekend. Otherwise, all going well.

AGM will be held on the 16th of August 2023

The next meeting will be on the 16th of August 2023
6.30 pm Temora Ex-Services Club Narraburra Room

Meeting closed at 7.20pm

Signed Chairman:

Secretary:

21.12 TEMORA PERFORMING ARTS MINUTES HELD 3 JULY 2023**File Number:** REP23/1130**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Performing Arts [↓](#) 

Temora Performing Arts Meeting 3rd July, 2023

Meeting commenced at 5:15 pm

Present: Fran Cahill, Susan Jeri, Dorothy Anderson, Josie Holloway, Fay Webb, Graham Trewin, Wilhemina Trewin

Apologies: Nil

Minutes: Minutes from March read and accepted. There had been no meeting since then. Notes from Imagine meeting on 13/6 read.

Treasurer's Report: Balance at 30/6/2023 \$3,489.32 Payment made for mailbox.

Correspondence: Email from Tony Bozicevic confirming concert for 2pm 21st October in Town Hall.
Email from Mat Walker to inform us he is moving to Wagga, and resigning from the Committee. He would still like to keep in touch.

Business Arising

General Business:

Tony Bozicevic Concert 2pm Saturday 21st October:

Ticket Prices: Adults:\$25

Pensioners: \$20

Aged Care Residents/Students: \$15

We will advertise in Harden, Young, West Wyalong and Narrandera as well as Temora.

Graham suggested we talk to Pinnacle about bringing a group, also talk to Joy Franke. Fran will talk to Young Conservatorium too.

Fran said the **Riverina Conservatorium** had **free lunch time concerts at 1pm** on each **Thursday last semester**, but none have been scheduled yet for this semester

Capital Trio: Concert at 2pm Sunday 1st October in the Uniting Church, Binalong Street Harden

Next Meeting: Monday 4th September, 2023 at 5:15 pm at the Ex-Services Club. Check with reception for venue.

Meeting closed: 6.00pm

21.13 FRIENDS OF THE TEMORA SHIRE CEMETERIES MINUTES HELD 10 JULY 2023

File Number: REP23/1134

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Friends of the Temora Cemetery [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\)](#) 

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

.....

Ian Preston (Group Pres)	Pat Taylor (Hon Sec)	Temora Shire Council
32 Gallipoli St	22 Lawson Rd Temora 2666	PO Box 262
Temora NSW 2666	Merryl Graham (Hon Treas.)	Temora NSW 2666
Ph. 0428 729 410	PO Box 251 Temora 2666	Ph. 02 6980 1100

Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

The next meeting has been set down for: -

WHEN: Monday September 4, 2023

TIME: 10.00am

WHERE: Old Temora Cemetery – Beige Shed. (Temora Shire Council Chambers if weather is inclement)

AGENDA:

1. Apologies and attendance
2. Confirmation of previous minutes
3. Treasurer's report
4. Correspondence
5. General Business, including
 - Raffle
 - Senior Citizens Thank you and morning tea
 - Temora High School Year 12 Students
6. Information Exchange
7. Date of next meeting

Looking forward to seeing you there.

Pat Taylor
Secretary
Friends of the Temora Shire Cemeteries

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Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 10 July 2023, Temora Council Chambers, Temora

Meeting Opened: 10.16am.

Attendance: Ian Preston, Rick and Pat Taylor, Harold Fritsch, Wilma McCubbin, Betty Brabin, Barb Harmer, Mavis Cassidy, Lyn and Michael Wells, Merryl Graham, Leonie Weir, Pam Beurckner and Kris Dunstan

Apologies: Darryl Sutherland, Sal Hurst, Keith Cassidy, Belinda Bushell, Max Oliver, Bruce Firman, Brian Murray, and Bob Hudson. Accepted.

Minutes: Minutes of the previous meeting were read by Pat. The minutes were accepted as read by Lyn Wells 2nd Mavis Cassidy. Carried

Business Arising: Columbarium Wall – Letter and number plaques were purchased and have been installed on the northern wall.

Ariah Park Cemetery – New plaque has been installed on the amenities block wall.

A donation of \$10,000 has been received by the Temora Senior Citizens Group.

Tree Pruning – The pine trees were pruned but not as hard as we would have liked, resulting in drooping limbs (a few months later). Kris suggested that we put in a request to the Council for their assistance.

Treasurer's Report: Financial report read by Merryl Graham indicated a credit balance of \$29,364.58. Merryl moved her report to be accepted as read, 2nd Kris Dunstan, carried.

Correspondence:

Outward:

- Email to Kris Dunstan, Temora Shire Council, requesting a load of gravel for the Old Monumental Cemetery. Thank you, Kris, for your prompt response.
- Thank you letter to Harvey Mowers, re donation of chain/bar oil.
- Temora Senior Citizens Group – an itemised list and cost estimates as requested for their consideration (re.

possible donation).

- Thank you letter to the Temora Senior Citizens Group for their very generous donation of \$10,000. This is very much appreciated by the FOTSC and the local community.
- Letter to Diane Choice of Arianh Park/Mirrool Garden Club, thanking them for donation of \$881.41.
- Sympathy card to Val Haines following the passing of Tom Haines.
- Emails to Temora Shire Council regarding 3 Seats, plaques, and installation of 3 cement slabs.

Inward:

- Mayor's Office, an invitation to attend an afternoon tea, commemorating King Charles III Coronation.
- Temora Senior Citizens Group Re Donation.
- Quotations from Phoenix Foundry and Aluminium Seating.
- Invitation from Mayor to attend the Mayoral Morning tea for community volunteers.

Correspondence moved by Betty Brabin, 2nd Harold Fritsch. Carried.

General Business:

1. STREET STALL AND RAFFLE. Pat suggested we forego the street stall in 2024 and run an additional raffle instead. Betty informed the meeting that she is against this suggestion. Following a discussion, President Ian called for a show of hands on this issue. The majority voted to NOT have the street stall. Pat moved to not have a street stall in 2024 and that we hold two raffles in that year. 2nd Lyn Wells. Carried.
2. SENIOR CITIZENS DONATION. Merryl outlined the purchases we made with the donated money. The row and column bronze markers on the Columbarium Wall (installed). Three aluminium seats; 2 for the Old Temora Cemetery and 1 for the Lawn, plaques for the seats and 3 cement slabs (yet to be installed). Kris suggested we mark out the location for the slabs. Thank you plaque also to be installed on Columbarium Wall.
3. ARIAH PARK /MIRROOL GARDEN CLUB. The donation of \$881.41 will be earmarked for the Arianh Park Cemetery existing garden or new garden if the present one is to be removed to make way for the lawn cemetery.
4. TEMORA SHIRE CEMETERY MAPPING. The web site can be difficult to access for mobile phone users and needs to be made more user friendly. Merryl stated that she had spent some time with Amanda Cowell regarding the issues/complaints passed on from other users. The Mapping system used by Temora Shire Council is the same as used by Junee and Wagga Shire Councils. The system is designed as a website not so much as an App for mobile phone use. Kris suggested a possible QR code to be included in the information panels at the cemetery. Lyn commented that her father was buried two years ago, and he was still not on the system. Kris suggested that Lyn advises Amanda re. same.
5. CEMETERY STREET SIGNS. Merryl informed the meeting there are no cemetery street signs in the main street. Kris suggested to write a letter the Temora Shire Council General Manger requesting a Cemetery sign to be erected on the southern side of town at the Murphy Street/Junee Road intersection.
6. INFORMATION EXCHANGE.

Wilma addressed the meeting, paying homage to Tom Haines.

Wilma raised an issue about the large Aleppo pine tree at the north-western end of the old Temora cemetery that appears to be dying. Merryl stated that despite the tree's appearance, the tree in question had been inspected earlier this year by Cassidy Tree Service and they stated that the tree was alive. The FOTSC have been keeping a close eye on this tree.

Wilma enquired if we affix service badges on Ex Servicemen's graves at the Arianh Park Cemetery. Merryl stated that if there is a monument in place then that is the family's responsibility. If there is an unmarked grave that has been identified as an ex-service man or woman, then permission is sought via the Australian War Graves and the AIF badge is then included on their plaque. This is the process that the FOTSC have been doing at all the cemeteries in the Temora Shire. If a family member requests a Service badge plaque for a marked grave, then the FOTSC will oblige.


Michael requested that the FOTSC obtain quotes for the tree pruning. 2nd Betty. Carried.

Ian has raised concerns with the sprinkler system in the lawn cemetery. Particularly Rows S and T. Water pools between the plinths and the white stones become stained when the water drains. Ian requested that Council top up the white stones. Kris to follow up with Council.

Next Meeting: Monday 4 September 2023 commencing at 10am at Beige Shed Old Temora Cemetery (Temora Council Chambers in the event of Inclement weather).

In closing, President Ian thanked everyone for their attendance.

Meeting Closed 11.00 am.

21.14 IMAGINE TEMORA MEETING MINUTES HELD 11 JULY 2023**File Number:** REP23/1132**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora [↓](#) 

Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 11 July 2023 at 5.07pm

Present:

Lindy Reinhold, Louise Adams, Susan Jeri, Fran Cahill, Jeremy, Yianni Johns (on phone), Maxine Linnane.

Apologies:

Scott Hayman and Ken Forster

Minutes from previous Meeting:

Read by Louise Adams

Moved – Lindy Reinhold

Seconded - Susan Jeri

Correspondence – inward and outward:

Invitation from Temora Shire Council for Mayoral Morning Tea celebrating Local Government Week

Business arising from previous meeting:

General business/Around the Room Update:

TSC- Discussion regarding Council's \$10,000 annual budget for Imagine groups to use to offset council hire fees for council facilities.

Seniors In Isolation grant workshops coming up. Will include drawing, pottery, ink drawing, yoga/body movement, performance art etc. They will start mid July and will be free for Seniors.

The Art Centre has had new blinds installed.

Jeremy has requested member groups send him information re upcoming events so he can promote them through council media, in particular the Narraburra News.

The Temora Art Prize is coming up in September, Jeremy is looking for sponsors.

The Art Centre fees are to be increased 16% across the board.

Womens Network – Have not convened this month.

Motion Arts – Springdale Musical Theatre Concert still planned for 26th August.

Performing Arts – Tony Bozicevic concert to be held 21 October at 2pm at the Town Hall, ticket prices have now been set. They will be advertising this event widely throughout surrounding towns.

Riverina Conservatorium Of Music will be conducting lunchtime concerts, details TBA.

There was a discussion re streaming events at the Town Hall Theatre, making a night of events with gold coin entry and supper provided.

Westpac Community Grants, Fran has investigated and found to be too difficult. Other grant options were discussed.

Next meeting will be held on 8 August

Meeting closed 6pm

21.15 TEMORA ARTS CENTRE ADVISORY COMMITTEE MINUTES HELD 2 AUGUST 2023**File Number:** REP23/1121**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Arts Centre Advisory Committee [↓](#) 

**Minutes of the mee ting for Temora Arts Centre Advisory Committee held on
the: 2nd of August at the Temora Arts Center**

Present:

(President) Bob Brabin, Judy Gorton, Colette Balzer, Rebecca Drenovski (Sec), Faye Robbins, Tracey Heinrich, Wendy Reardon.

Apologies:

Elizabeth Smith, Claire McClaren, Lindy Reinhold

Opening and attendance:

Bob Brabin opened the meeting at 6:00

Declaration of interests:

NIL

Minutes of the previous meeting:

The minutes if the previous meeting were declared and read.

Moved: Faye

Seconded: Jeremy

Business arising from previous minutes:

Flags – Suggestion get different groups to sign the flag. Visiting artists, fabulous 5 councilors etc.

Correspondence:

NIL

Managers' Report

- Hospital advisory development – are looking for a committee to facilitate the display of artworks at the redeveloped hospital. Using phycology to match art with different conditions that people may have. Lots of research to be done re: phycological impacts that art can have. Applications are available from Jeremy or Bob.
- The Centre has now obtained insurance, limited events are covered by the insurance, maybe about 10 per year.
- There are several up-and-coming events/classes and workshops happening at the Centre. Christmas events could include Williby kids suggested and others to come to a Christmas event. Christmas crafts for children etc.

- Heritage group – recording gear to record the heritage group and may be made available for others as the recording gear is now at the Centre.
 - Temora art prize – likely to be announcing next week. Colette concerned about the price - potential no fee but limited entry and ready to be hung. Judy suggested a hanging workshop a week before to show people how to have pictures ready to hang. Date of launch 29/9/24
 - The Centre has purchased hanging hardware for most of the spaces.
 - Very exciting news that the Centre may become a temporary home for some national prize art. We may have an outdoor piece and some indoor pieces for potentially up to a year.
-
- Art Factory, going to do a trail at the Centre and it may become a regular thing.
 - Local paper has been contacting and covering events.
 - Few issues brought up re: booking confusion on the website confusion with FB, taking off the interested/going options.

General Business

Judy – Sydney Contemporary art Museum had people come to town last easter. See if they might like to come back to the Centre again this year. – Jeremy to follow up.

Suggested that the staff at the Council that deal with public inquiries be brought up to speed with the location of the Centre and some basic information to pass onto enquirers that present at council for information. – Jeremy to look into.

Judy – Would like to collate the results from the strategic plan refinements. ASAP

Trades people have been to the Scout hall part of the Centre. The leaks have been checked have sealed up the joints potentially causing the leaks, Jeremy – is chasing James and Lachlan to fix the flooring, so it doesn't remain a trip hazard.


TADVAC Art show commences this Friday with an opening at 6:30 for 7:30pm

Pottery – Follow up, interested members for pottery. Jeremy recommended having a meeting regarding ongoing costings etc. Before workshops are booked in giving people costings.

Ongoing – Looking for Grants that can help with the Centre pottery space. Look to do things in stages, not just big grants, be on the lookout for smaller grants.

Confirmation of the date and venue of the next meeting:

Next meeting to be held at the Temora Art Centre on the Wednesday the 20th September at 6pm

21.16 IMAGINE TEMORA MINUTES HELD 8 AUGUST 2023**File Number:** REP23/1152**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora [↓](#) 

Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 8 August 2023 at 5.05pm

Present:

Louise Adams, Susan Jeri, Jeremy, Scott Hayman, Ken Forster.

Apologies:

Lindy Reinhold, Fran Cahill and Yianni Johns

Minutes from previous Meeting:

Read by Louise Adams

Moved – Jeremy

Seconded - Susan Jeri

Correspondence – inward and outward:

Invitation from Temora Shire Council to nominate recipients of Australia Day awards 2024.

Business arising from previous meeting:

Jeremy to clarify with council if \$10,000 annual allowance would cover technician costs during Town Hall performances.

Riverina Conservatorium Of Music will be holding their first lunchtime event this Friday – piano recital.

The Temora Art Prize sponsors are all in place and the entry forms will be out soon.

General business/Around the Room Update:

TSC- Oral history studio now set up and running at the Art Centre.

The Flow workshops are going well with good numbers attending.

The Art Centre is being very well utilized. Temora Public School, Wendy Reardon workshops, Angela Coombs workshops and Telescope Seminars have all been held at the Centre.

Create NSW are seeking input re improving the arts in the regions – haveyoursay.nsw.gov.au follow the prompts to provide suggestions/feedback.

Temora.com.au has listings for all upcoming events.

Womens Network – Fleur McDonald will be holding a book launch at the library on the 8 March 2024 and they are intending to hold a joint event with afternoon tea etc as part of International Women's Day. Wendy at the library is contemplating applying for a grant to cover expenses.

Motion Arts – Springdale Musical Theatre Concert still planned for 26th August, rehearsals going well and they will be commencing advertising soon.

Their Members Movie Nights are being well patronized with last weeks screening of The Rocky Horror Show saw members dressing up and having a ball. August movie will be Sweeney Todd.

Performing Arts – Tony Bozicevic concert to be held 21 October at 2pm at the Town Hall.

TADVAC- Colour In Your Life members exhibition opening at 7pm on the 11 August.

UA3 and kids groups have been well attended.

Eckersleys in Wagga are expanding their shop – great news for local artists.

Amanda McLean pastel workshop scheduled for 19 and 20 August.

New TSC manager Melissa Boxall has visited the center and was most impressed.

Next meeting will be held on 12 September

Meeting closed 6pm

21.17 TEMORA SHIRE SISTER CITY COMMITTEE MINUTES HELD 15 AUGUST 2023**File Number:** REP23/1123**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Sister City Committee [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) 

TSC SISTER CITY COMMITTEE**Annual General Meeting**

Meeting Held: 15/08/2023. **Location:** Temora Arts Centre Meeting Room

Chairperson: Shontayne Ward

In Attendance: Jason Goode, Anne Giacomini, Fabio Giacomini, Robert Brabin, Cr. Jason Goode, Shontayne Ward, Alexy Bruce, Ella Lawrence

1. Apologies: Peter Speirs, Helen Speirs, Jeff Cornford, Tanya Botha.

Moved: Anne Giacomini **Seconded:** Jason Goode **Carried**

2. Minutes From Previous AGM submitted:

True and Correct

Moved: Anne Giacomini **Seconded:** Fabio Giacomini **Carried**

3. Positions declared vacant and Election of officers:

Chairperson: Jason Goode

Nominated: Anne Giacomini **Seconded:** Bob Brabin **Elected**

Deputy Chairman: 1. Bob Brabin –declined position but will remain on committee.

2, Ella Lawrence –decided to stand –position explained

Nominated: Shontayne Ward **Seconded:** Bob Brabin **Elected**

Secretary: Anne Giacomini

Nominated: Bob Brabin **Seconded:** Jason Goode **Elected**

Public Relations and Communications Officer: Shontayne Ward

Nominated: Anne Giacomini **Seconded:** Jason Goode **Elected**

Council Staff: Shontayne Ward

Councillor: Cr Jason Goode/ (Cr Rick Firman)

4. Correspondence:

IN: Nil

OUT: Nil

5. Business Arising From The Previous Meeting:

6. Other General Business

The two new members Ella and Alexy were welcomed to the Sister City Committee

Emails and contact details of the two new committee members were obtained:

Ella Lawrence: [REDACTED] [REDACTED]

Alexy Breust: [REDACTED] [REDACTED]

MEETING CLOSED 5:10 pm

21.18 TEMORA HERITAGE COMMITTEE MINUTES HELD 17 AUGUST 2023**File Number:** REP23/1137**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Heritage Committee [↓](#) 

**MINUTES OF THE MEETING
OF THE
TEMORA HERITAGE COMMITTEE**

Meeting Held: Temora Shire Council Chambers – 17th August, 2023

Present: David Scobie, Cr Jason Goode, Claire Golder, Dale Wiencke, Merryl Graham, Bill Speirs, Wilma McCubbin, Cr Nigel Judd, Cr Anthony Irvine and Sal Hurst. Via Zoom – Belinda Bushell, Katrina Walsh, Chris Horton, Kate Roberts, Kathryn McGreal, David Hardiman, Catilin Coote and Louise Coote

Apologies: Ros Hartwig, Michael Collins, Cr Max Oliver

Commenced: 12.04 pm

Confirmation of Minutes:

It was **MOVED** by Merryl and **SECONDED** by Cr Goode that the minutes be accepted.

Business Arising:

Temora Hospital Redevelopment Briefing

- Zoom presentation to advise the committee of the concept for the redevelopment of the Temora Hospital.
- General discussion and questions from the committee.
- Main concerns that were put forward where in regard to the loss of the entire building without maintaining some of the existing structure ie round room (originally used as the kids ward, now a staff room and area for families to sit with patients).

Indigenous Heritage

- David to move forward with the design of the signage.

Self-Drive Brochures

- Four tours scoped out, next month table a 1-25 list for review then forward to Mark @ Cuttlefish for mapping.

Satellite Airfield Tours

- Kris, David, Craig, Leanne and Sal met to discuss options/share ideas for the draft panel.

Sal to follow up and provide an update/draft panel at the next meeting.

Oral History Project

- Cr Judd, Jeremy and Sal met to discuss use of equipment, documentation, storage and possible candidates to interview.
- A room at the Arts Centre has been set up for interviews/recordings.
- Keen to start recording some life stories of our residents.
- An important project to retain these recordings, anyone who would like to take part please get involved.

Chinese Heritage Book

- Merryl advised the book is getting there, still progressing.

Main Street Verandah Re-Instalment

- Kris advised that \$15,000.00 was approved as part of the budget.
- Nothing further happening at the Westy at the moment, the verandah really needs to be replaced as a matter of urgency.
- Cr Irvine discussed a DA in Wagga in relation to a steel verandah structure as opposed to hardwood – durability and strength. Made a reference to NSW Planning Circular – pedestrian access under a structure.

Heritage Assistance Fund

- Jason and Brooke Keen provided photos and proof of payment for the painting at the Bagdad Church. David to inspect on his September visit.
- Application from Keen's for the repair to stained glass. **MOVED** Merryl and **SECONDED** Cr Judd to allocate \$1,000.00 to this project.

Sal to make an appointment for David to inspect and advise in writing the amount approved for repairs.

Digitalisation of the Temora Independent

- Pascoe Digital notified they have collected the first batch of film – January 1924 to December 1948 (23 reels).

Heritage Advisors Report

- Reported and discussed by David.

Meeting Notices: Current Projects
General Business arising to discuss.

General Business:

- **Cr Judd** – advised the committee that the restoration of the Railway Goods Shed by the team from Goulburn is now completed. Will have photos for the next meeting.
- **Wilma** – reminder the committee of the upcoming Bus Tour, Saturday 26/8. Numbers to be in as soon as possible for catering purposes.
- **Bill** – discussed with the committee the U3A meeting which saw 20 people in attendance. The next meeting is to be held at Arianah Park.

Meeting Closed: 1.00 pm

Next Meeting: Thursday 12th October, 2023 in the Council Chambers.

21.19 FRIENDS OF TEMORA SHIRE CEMETERY MINUTES HELD 4 SEPTEMBER 2023

File Number: REP23/1228

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Friends of the Cemetery [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) 

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

.....
 Ian Preston (Group Pres)
 32 Gallipoli St
 Temora NSW 2666
 Ph. 0428 729 410
 Email us at: temshire@temora.nsw.gov.au

Pat Taylor (Hon Sec)
 22 Lawson Rd Temora 2666
 Meryll Graham (Hon Treas.)
 PO Box 251 Temora 2666

.....
 Temora Shire Council
 PO Box 262
 Temora NSW 2666
 Ph. 02 6980 1100

- be sure to direct it for our attention.

Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 4 September 2023, Beige Shed, Old Temora Cemetery

Meeting Opened: 10.02am.

Attendance: Ian Preston, Rick and Pat Taylor, Harold Fritsch, Wilma McCubbin, Betty Brabin, Mavis Cassidy, Lyn and Michael Wells, Leonie Weir, Annie Bennett, and Max Oliver.

Apologies: Meryll Graham, Kris Dunstan, Sal Hurst, Keith Cassidy, Belinda Bushell, Bruce Firman, Brian Murray, Robyn Lewis, Pam Beurckner, Bob Hudson. Barb Harmer and Steve Bennett. Accepted.

Minutes: Minutes of the previous meeting were read by Pat. Moved by Lyn Wells 2nd Mavis Cassidy. Carried.

Business Arising: Two concrete slabs have been laid and two seats installed in the Old Monumental Cemetery. Aria Park Cemetery: Ian informed the meeting that Nigel Judd will be meeting in the near future with Rob Fisher and the local community regarding the Aria Park Lawn Cemetery extension.

Cemetery Street sign: Max Oliver informed us that Temora Shire Council has approved our request. The sign will be installed when Council workload allows.

Tree pruning: Lyn Wells suggested we call for tenders, once we know the number of trees to be pruned. (Discuss again next meeting).

Treasurer's Report: Financial report read by Ian Preston indicated a credit balance of \$29,913.27. Michael Wells moved the report to be accepted as read, 2nd Lyn Wells, carried.

Correspondence:

Outward:

- Letter to General Manager, Temora Shire Council, requesting a Cemetery Street sign to be installed at the Junee/Murphy Street intersection.
- Email to Kris Dunstan, Lexie Dahlenburg regarding the Lych Gate requesting Council to repair several posts which have wood rot, as does the cross (needs to be replaced). The Lych Gate also requires painting and if the cost of repairs will be funded by Temora Shire Council Assets Maintenance Program.
- Email to Kris Dunstan, Grant Nicholson regarding Public Liability, Risk Assessment and Teachers Workers Compensation for Year12 students and teacher who have volunteered to work at Cemetery.
- Thank you letter to McGuirk's tyre service. Re donation of 2 tyres for the chair trolley.

Inward:

- Email from Derek Ryan requesting information regarding family grave,
- Letter from Mayor Rick Firman regarding nominations for Australia Day Awards (Nominations close 27 October 2023).

Correspondence moved by Mavis Cassidy, 2nd Betty Brabin. Carried.

General Business:

1. RAFFLE. 2 Raffles to be held in 2024. The first one is in April/May, second September/October. Betty suggested at end of the year to check with Council the Community Street Stall Calendar to avoid clash of dates.
2. SENIOR CITIZENS DONATION. Morning tea and thank you to be held for the Senior Citizens Group in

November. Date to be finalised.

3. TEMORA HIGH SCHOOL. Year 12 students have volunteered to work at the cemetery over 2 consecutive Wednesdays, the first of which was recently. 10 Students attended and got to work on the tasks assigned to them by Meryll. This mainly involved cleaning headstones. They did a great job, and we commend them for their work ethic.

4. INFORMATION EXCHANGE.

Wilma McCubbin informed the meeting that the Anglica Church funded the building of the Lych Gate. Erected in 1962.

Next Meeting: Monday 4 December 2023 commencing at 11.30am at Temora West Park (Temora Council Chambers in the event of Inclement weather). Christmas Party to follow.

In closing, President Ian thanked everyone for their attendance.

Meeting Closed 10.28 am.

21.20 BUNDAWARRAH CENTRE ADVISORY COMMITTEE AGM MINUTES HELD 14 SEPTEMBER 2023**File Number:** REP23/1237**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bundawarra Centre Advisory [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\)](#) 

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE BUNDAWARRAH CENTRE ADVISORY COMMITTEE
held at the museum on 14th September 2023**

Meeting commenced at 8.08pm

Present: Robert Maslin (Chair)(THS), Ken Hewett, (THS), Neil Martin (THS), Mark Ribbons (TEMFM), Cr. Max Oliver (TSC). Bill Speirs TSC Staff also present

Apologies: Ann Pike, Michael Tucker

Minutes:

MOVED that the minutes of the annual general meeting held on 14th July 2022 be accepted as a true and accurate record. Neil Martin /Cr. Max Oliver – carried.

Correspondence: none relevant to the AGM

Rural Museum Chairman's Annual Report: to be attached

Shed 4 Men Chairman's Annual Report: to be attached

TEMFM Annual Report: to be attached

MOVED that the Annual Reports be tabled when received. Ken Hewett /Mark Ribbons – carried.

Election of Officers:

Cr. Max Oliver occupied the chair for the Election of Officers.

Chairman: Ken Hewett, nominated by Robert Maslin

Deputy Chairman: Robert Maslin, nominated by Neil Martin

Deputy Chairman: Mark Ribbons, nominated by Robert Maslin

Secretary: Bill Speirs, nominated by Cr. Max Oliver

Public Officer: Bill Speirs, nominated by Mark Ribbons

Committee: Michael Tucker TS4M, John Harris THS, and Council delegate/s as appointed.

In the absence of further nominations, the chairman declared the nominees duly elected.

General Business:

On behalf of the Temora Historical Society, the chairman, Ken Hewett, formally handed over the responsibility of maintaining the new toilet facility to the management of the TEMFM management committee.

It has been agreed between the Historical Society and the TEMFM committee, that in lieu of a cash transfer of funds from the committee to the Society, equivalent to one half of

the net cost of completing the project, the committee will defray the debt by returning it as annual sponsorship by the Society of TEMFM until the end of the 2030 calendar year.

MOVED that a letter be written to Temora Shire Council thanking them for installing the path at the TEMFM Radio broadcast station. Mark Ribbons / Neil Martin – carried

MOVED that a request be placed before Council to allow the installation of a concrete mower edge along the Macauley Street wall of the Bundawarra Centre building to prevent damage to the rendered and painted surfaces during lawn maintenance. Ken Hewett / Robert Maslin - carried

The date for the next annual meeting was determined as Thursday 12th July 2024.

There being no further business, the meeting closed at 8.15pm

21.21 THE HON MICHAEL MCCORMACK - NATURAL DISASTER FUNDING**File Number:** REP23/1127**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. The Hon Michael McCormack [↓](#) 

Advising representations have been made on behalf of Council to Senator the Hon Murray Watt, Minister for Agriculture, Fisheries & Forestry and Minister for Emergency Management regarding claimable oncosts under the Natural Disaster Funding arrangements.

Will advise Council when a response is received.

THE HON. MICHAEL MCCORMACK MP
Federal Member for Riverina
Shadow 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 in relation to correspondence I received from former Temora Shire Council General Manager, Mr Gary Lavelle PSM, on 11 July 2023 regarding claimable oncosts under the Natural Disaster Funding arrangements.


I have made representations on your behalf to Senator the Hon Murray Watt, Minister for Agriculture, Fisheries and Forestry and Minister for Emergency Management.

I have forwarded your correspondence for Minister Watt's information.

When Minister Watt responds, I will write to you again.

Thank you for taking the time to contact me on this matter.

Yours sincerely


Michael McCormack MP
Federal Member for Riverina
mm.jh.pks

7 / 8 /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



21.22 MINISTER FOR HEALTH - THE HON RYAN PARK - TEMORA HOSPITAL**File Number:** REP23/1125**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. The Minister for Health - The Hon Ryan Park [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\)](#) 

Thanking Council for seeking the status on the Temora Hospital Redevelopment. The NSW Government remains committed to progressing the Temora Hospital Redevelopment project and the master planning phase has now been completed and project progressing into the design phase.

The Hon Ryan Park MP

Minister for Health
Minister for Regional Health
Minister for the Illawarra and the South Coast



Ref: M23/3667

Cr Rick Firman OAM
Mayor

Ms Melissa Boxall
General Manager
Temora Shire Council
temshire@temora.nsw.gov.au

Temora Hospital redevelopment (your ref: MB:ATR)

Dear Mayor and Ms Boxall

Thank you for writing about the status of the Temora Hospital redevelopment.

I acknowledge Council's concerns and appreciate your commitment to sustainable appropriate health services for your community.

I understand how significant this development is for the community of Temora and the surrounding townships that rely on access to quality health care services close to home.

The NSW Government remains committed to progressing the Temora Hospital redevelopment project. The master planning phase has now been completed and the project is progressing into the design phase.

The next step is the concept design. Community feedback will be sought on this in the coming months. I am assured that engagement with Temora Shire Council will continue throughout the project.

Thank you again for writing. For more information, please contact the Temora Redevelopment Project Team at MLHD-Temora-Redevelopment@health.nsw.gov.au.

Yours sincerely

A handwritten signature in blue ink that reads "Ryan Park".

Ryan Park MP
Minister for Health
Minister for Regional Health
Minister for the Illawarra and the South Coast

22 CONFIDENTIAL REPORTS**RESOLUTION 177/2023**

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 5:36PM:

22.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 12 September 2023

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 147/2023

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

CARRIED

RESOLUTION 148/2023

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

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

CARRIED

22.2 Nixon Park Amenities Building Upgrades

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 149/2023

Moved: Cr Belinda Bushell

Seconded: Cr Lindy Reinhold

It was resolved that Council award the tender for the Nixon Park Amenities Building Upgrade to GJR Building.

CARRIED

22.3 Regional Precincts and Partnerships Grants Program

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

business.

RESOLUTION 150/2023

Moved: Cr Claire McLaren

Seconded: Cr Anthony Irvine

It was resolved that Council leaves this on the table and be considered as the sole agenda item at the Economic Development Committee meeting in October 2023.

CARRIED

22.4 Insurance Claim

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 151/2023

Moved: Cr Belinda Bushell

Seconded: Cr Lindy Reinhold

It was resolved that Council reimburse the volunteer and that the volunteer agree to sign a deed of release in relation to the matter.

CARRIED

22.5 Temora Recreation Centre Management

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 152/2023

Moved: Cr Claire McLaren

Seconded: Cr Graham Sinclair

It was resolved that Council note the report.

CARRIED

22.6 Harper Park Toilets Upgrade Tender

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 153/2023

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

It was resolved that Council:

- 1. Negotiate with the preferred tenderer to bring the project to an agreed budget,**
- 2. Address any essential budget overruns by adjusting the project funding under the grants program and**
- 3. Award the project to the preferred tenderer based on these negotiations and/or adjustments**

CARRIED

22.7 Public Solar Lighting

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 154/2023

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was resolved that Council proceed with the 4 locations on a trial basis with the \$31,859.70 funded from Block Grant and Council Street Lighting funding.

CARRIED

CARRIED

RESOLUTION 178/2023

Moved: Cr Belinda Bushell

Seconded: Cr Nigel Judd

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

CARRIED

23 MEETING CLOSE

The Meeting closed at 6:35pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 October 2023.

.....

GENERAL MANAGER

.....

CHAIRMAN