



**Date:** Thursday, 15 February 2024  
**Time:** 4:03pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**15 February 2024**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 15 FEBRUARY 2024 AT 4:03PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren, Cr Jason Goode, Cr Belinda Bushell, 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), Grace Mannion (Secretary), Claire Golder (Town Planner)

Media Officer – Lauren Carr

Temora Independent – Sean Cunningham, Camillo Malacari and Mikayla McGuirk-Scolaro

**1 OPEN AND WELCOME**

Public forum was held at 3:00pm with Murrumbidgee Local Health District – New Hospital

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES**

**RESOLUTION 20/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

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

**CARRIED**

**4 OPENING PRAYER**

The opening prayer was conducted by Rev Ross Brinkman from the Temora Baptist Church



**5 CONFIRMATION OF MINUTES****RESOLUTION 21/2024**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

That the minutes of the Ordinary Council Meeting held on 18 January 2024 be confirmed.

**CARRIED**

**6 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Max Oliver	REP24/57	Pecuniary Interest	Left the meeting
Cr Lindy Reinhold	REP24/57	Pecuniary Interest	Left the meeting

**7 MAYORAL MINUTES**

Nil

**8 REPORTS FROM COMMITTEES**

**8.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 6 FEBRUARY 2024**

**File Number:** REP24/135

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 6 February 2024

**RESOLUTION 22/2024**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 23/2024**

Moved: Cr Jason Goode

Seconded: Cr Lindy Reinhold

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

**CARRIED**



**Date:** Tuesday, 6 February 2024  
**Time:** 11:01AM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Youth Advisory Committee Meeting**

**6 February 2024**

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**MINUTES OF TEMORA SHIRE COUNCIL  
YOUTH ADVISORY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 FEBRUARY 2024 AT 11:01AM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Belinda Bushell (Zoom)

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

**1 OPEN MEETING**

11:01am

**2 APOLOGIES**

Nil

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 REPORTS****4.1 YOUTH UPDATE**

**File Number:** REP24/75  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT****PLATFORM Y CHRISTMAS PARTY**

The annual Platform Y Christmas Party took place on Thursday 14<sup>th</sup> December at Temora Recreation Centre Pool. This was an opportunity to acknowledge the many hours of volunteering completed by our members, as well as our mentors (who also attended the event). Approximately 18 members attended the event, enjoying free slide time, fruit platters and a sausage sizzle. Certificates were presented by 2023 Temora Shire Council Young Citizen of the Year, Mr Will Matthews, who encouraged the young people to keep contributing to their community.

**COMMUNITY GARDEN PROJECT**

The Youth Development Officer (YDO) visited Erin Earth in Wagga in December, meeting with Manager Kirsty (Hartley) Cole. Erin Earth is a native garden which demonstrates sustainable living, aiming to be an inspirational resource for the Wagga area. She has kindly offered her assistance with our project, along with that of their resident horticulturalist.

The YDO and General Manager met in December 2023, where the General Manager shared her experience with similar projects and a list of resources. Both agreed to continue to gather more information and meet again in February.

**PLATFORM Y WEEKLY WORKSHOPS**

Our weekly workshops will re-commence Monday 12<sup>th</sup> February 2024, pending confirmation of availability of mentors. The proposed timetable for Term 1 is:

Hospitality - Wednesdays and Thursdays 4 - 5.30pm

CAPA - Wednesday 4.30pm - 5.30pm

Leadership - Monday 4pm - 5pm, every fortnight

Green Team - Tuesday 4 - 5pm every fortnight

Gaming - Friday 4.30pm - 6pm

YET - 3rd Monday of the month

New workshop: We are excited to be teaming up with the Temora Arts Centre to offer a Cartooning Workshop Tuesday 20<sup>th</sup> and 27<sup>th</sup> February 2024. The Youth Department will cover the cost of materials for the workshops. The hope is that this will be an introduction for young people to the Arts Centre, as well as TADVAC. Those who are keen, can join TADVAC (\$10 under 18, \$50 over \$18) and continue coming to the Arts Centre Tuesday afternoons.

**SCHOOL HOLIDAY WORKSHOPS**

The Summer phase of the School Holiday Workshops has concluded, with pleasing participation across a range of programs:

**Odd Ball Theatre** - Participants: 16 across two workshops. The groups engaged in drama games and activities to build confidence and teamwork.

**Dots By Designz** - Participants: 21 (fully booked). Ceramic plates or trivets were created with young people at the Temora Arts Centre. Using their family tree as inspiration, the plates were decorated using Indigenous style dot painting, led by Indigenous artist, Eisha Kemarr.

**Fit - Teens** - Participants: 6. We had hoped to have more uptake on this circuit class at On the Move. Those who attended learnt about the importance of fitness and correct technique when using weights/ machines. The participants were under the guidance of local instructor Mrs Narelle Stacey.

**Food I Am** - Participants: 18 (fully booked). This program gave the young people the opportunity to work in a professional setting, exploring the techniques and tastes of Italian cuisine.

**Flying Fruit Fly Circus** - Participants: 26 (workshop 1 - 17; workshop 2 - 9). The circus workshop was a great opportunity for the participants to work with one of the world's premier youth performing arts companies to develop their skills in a range of circus techniques, such as juggling, balancing, hula and plate spinning. This program helped build skills in persistence and teamwork.

### **BAKE IT FORWARD**

Members of the Temora Youth Hospitality Team volunteered their time to bake and deliver some special treats to show their appreciation to some local organisations. The Temora Police, Temora Friends of the Cemetery, The Temora Railway Volunteers, Temora Community Centre and Greenstone Lodge all received some baked goods from our four young Hospitality Team members.

Starting 2024 with gratitude at Platform Y!

### **DONATIONS AT THE RAILWAY FREECAMP**

The YDO has arranged for the signage on the donation box at the Railway free camp to be updated to indicate donations will go to the Temora Railway Volunteers, in accordance with the resolution of the December Council meeting.

### **COMMITTEE RESOLUTION 1/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

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

**CARRIED**

### ***Report by Sheree Elwin***

#### **1. SHEREE ELWIN**

Wished to congratulate Elizabeth West on winning the Young Citizen of the Year. Elizabeth was a long-term leader at Platform Y. We wish her all the best in her future endeavours.

**5 CLOSE MEETING**

The Meeting closed at 11.16am.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 6 February 2024.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**



**8.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 6 FEBRUARY 2024****File Number:** REP24/140**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 6 February 2024

Cr Max Oliver declared a pecuniary interest in relation to item REP24/57 due to being property owner in De Boos Street.

Cr Max Oliver left the meeting at 4:11pm and took no further part in the discussion.

Cr Lindy Reinhold declared a pecuniary interest in relation to item REP24/57 due to being property owner in De Boos Street.

Cr Lindy Reinhold left the meeting at 4:11pm and took no further part in the discussion.

**RESOLUTION 24/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 25/2024**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved that in relation to Report 4.11 EVX Charger location advise that the preferred position is opposite the Terminus Hotel on the southern side of Loftus Street

AND FURTHER

Should that position not be satisfactory to EVX they provide a further list of options for Council to consider.

**CARRIED**

**RESOLUTION 26/2024**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

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

**CARRIED**

Cr Belinda Bushell arrived at the meeting at 4:19pm.

Cr Max Oliver returned to the meeting at 4:31pm.

Cr Lindy Reinhold returned to the meeting at 4:31pm.



**Date:** Tuesday, 6 February 2024  
**Time:** 2:02pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Assets & Operations Committee Meeting

6 February 2024

**Order of Business**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 FEBRUARY 2024 AT 2:02PM**

**PRESENT:** Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor)(Chair), Cr Jason Goode, Cr Anthony Irvine

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager) (arrived at 2:03pm), Kris Dunstan (Director of Environmental Services)(arrived at 2:06pm), Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Melissa Boxall (General Manager), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:02pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That apologies from Cr Claire McLaren and Cr Belinda Bushell be received and accepted.

**CARRIED**

Rob Fisher Engineering Asset Manager arrived at 2:03pm

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Max Oliver	24/57	Pecuniary	Left the meeting
Cr Jason Goode	24/117	Non-pecuniary	Stayed in meeting

**4 REPORTS****4.1 ASSET & OPERATIONS COMMITTEE MEETING - ANNUAL VILLAGE MEETING AT SPRINGDALE**

**File Number:** REP24/8  
**Author:** General Manager  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The Delivery Program 2023 – 2027 includes the action item “Hold committee meeting of Council at a village location annually”.

Within the 2022/2023 financial year the Asset & Operations Committee met within the following village locations:

Date	Location
9 August 2022	Springdale Community Hall
7 March 2023	Ariah Park Memorial Hall

The Committee has not yet held a meeting in one of the villages during the current financial year. It is recommended that the Asset & Operations Meeting scheduled for 7 May 2024 be held at the Springdale Community Hall.

In the lead up to the meeting invitations will be sent to the Springdale Community Committee members and the wider community through notifications in the Temora Independent and on social media to encourage resident participation at the meeting.

The timing of this committee meeting does not impact on Councillor workshops scheduled to support the review and preparation of the 2024/25 Operational Plan and Budget.

**COMMITTEE RESOLUTION 2/2024**

Moved: Cr Jason Goode  
Seconded: Cr Anthony Irvine

That the Committee resolved to recommend to Council to hold the 7 May 2024 Asset & Operations Committee Meeting at Springdale Community Hall.

**CARRIED**

***Report by Melissa Boxall***

**4.2 GENERAL MANAGER PERFORMANCE REVIEW POLICY**

**File Number:** REP23/1633  
**Author:** Director of Administration & Finance  
**Authoriser:** Director of Administration & Finance  
**Attachments:** 1. Policy  
2. Guidelines

**REPORT**

A recent desktop review of Council's policies and procedures identified that Council does not have a policy for the Performance Management of the General Manager. Council officers have developed the draft General Manager Performance review Policy based on the Office of Local Government's Guidelines for the Appointment and Oversight of General Managers and feedback received from Councillors.

A draft policy (version 1) was distributed to Councillors on 20 December 2023 for input into the preparation of the new policy.

An updated draft policy (version 2) is attached for the Committees consideration.

The table below summarises feedback received from Councillors in relation to the draft policy distributed on 20 December 2023 and a summary of changes made to the policy and matters requiring further consideration:

Feedback	Response
Change references from governing body to Council for consistency and clarity	Policy has been updated to reflect
The engagement of an external facilitator should be subject to Council endorsement.	Section 3 of the Policy has been amended to reflect this. Now reads-  <i>That person may be selected by the performance review panel, subject to Council endorsement.</i>
The Performance Review Panel should consist of a maximum of four Councillors.	The current Performance Review Committee at TSC consists of five Councillors.  The Guidelines recommend that review panels should include the Mayor, Deputy Mayor and one other Councillor nominated by Council and a Councillor nominated by the General Manager – being a total of four councillors.

<p>The policy states that the performance review panel should comprise of the Mayor and 2 other Councillors nominated by Council.</p> <p>I do not believe the Deputy Mayor should have an automatic right to be on the panel. The role of a Deputy Mayor should be to represent the Mayor in the case where the Mayor is unable to attend.</p>	<p>The draft policy (attached) has been amended to reflect the recommendations of the Guidelines for consistency with expectations of the Office of Local Government.</p> <p>It is understood that the Councillor chosen by the General Manager is considered as optional in many Councils – hence the wording in the version 1 of the draft policy distributed on 20 December 2023 stating:</p> <p><i>The General Manager may also nominate a Councillor to the panel.</i></p>
<p>In the Appendix 1 “<i>within 3 months of the commencement date of the contract, A performance agreement setting out agreed performance criteria must be signed by the General Manager and Council...responsibility Performance Review Panel and General Manager</i>”</p> <p>I believe strongly that the Performance Agreement should be formally adopted by a resolution of Council before it is signed. The full Council needs to be aware of the performance criteria of the General Manager that they have employed and have input in what these are.</p>	<p>This is addressed in section 4 of the policy, as follows:</p> <p><i>The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be <u>presented to the governing body of the council for discussion in a closed meeting together with the outcomes of the previous review period.</u></i></p> <p>In addition, if deemed necessary the tables in Appendix 1 and 2 can be updated to more clearly reflect this step in the process.</p>

The matters outstanding in the finalisation of the draft Policy are as follows:

- The make up of the Performance Review Panel
- Whether the tables at Appendix 1 & 2 should be updated to reflect the feedback received regarding the process of consultation with Council in the finalisation of the Performance Agreement

The Guidelines and the updated draft policy are attached to this report for the Committee’s consideration.

### COMMITTEE RESOLUTION 3/2024

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

The Committee recommends to Council that the following sentence be added to section 3 of the policy “Should the General Manager decline the opportunity to nominate a Councillor to the panel, that the Council nominate that Councillor”.

AND FURTHER

The updated final draft General Manager Performance Review Policy be referred to Council for adoption.

**CARRIED**

**Report by Elizabeth Smith**



*Function: Governance*

*Temora Shire Council*

*Policy Number: G29*

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## General Manager Performance Review Policy

DRAFT

*Revision Number: 1*  
*File Name: General Manager Performance Review Policy*  
*Page Number: 1*

*Revision Date: January 2027*

Function: Governance

Temora Shire Council

Policy Number: G29

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: General Manager Performance Review Policy  
CODE NUMBER: G29  
AUTHOR: Temora Shire Council  
ENDORSEMENT DATE: January 2024

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
January 2024	New Policy	1		

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
January 2027		

*Function: Governance**Temora Shire Council**Policy Number: G29*

## 1 INTRODUCTION

The Local Government Act 1993 (The Act) requires councils to appoint a person to be the council's General Manager (section 334).

One of the prescribed functions of the governing body of a council is to determine the process for the appointment of the General Manager and to monitor their performance (section 223).

This policy has been developed using the *Guidelines for the Appointment and Oversight of General Managers* 2022 issued by the Office of Local Government, Department of Planning & Environment.

## 2 PURPOSE

The policy gives guidance to the performance management of the General Manager.

## 3 PROCEDURES

The General Manager is made accountable to the Council for their performance principally through the contract of employment.

The role of the Council is to monitor the General Manager's performance in accordance with their contract of employment.

The performance of the General Manager must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the General Manager's performance.

The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract.

The Council must establish a performance review panel led by the Mayor and delegate the task of undertaking the general manager's performance reviews to the panel.

It is recommended by the OLG (Guidelines) that full responsibility for performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise of the Mayor, the Deputy Mayor and another Councillor nominated by Council and a Councillor nominated by the General Manager.

Wherever possible and in accordance with Equal Employment Opportunity (EEO) principles, the performance review panel will have gender equality.

The Council may also consider including an independent observer on the panel.

*Revision Number: 1**File Name: General Manager Performance Review Policy**Page Number: 3**Revision Date: January 2027*

*Function: Governance**Temora Shire Council**Policy Number: G29*

Panel membership should be trained in the performance management of General Managers. Opportunities for training of panel members in the performance management of General Managers will be provided as required.

The role of the Performance Review Panel includes:

- Conducting performance reviews
- Reporting the findings and recommendations of those appraisals to council
- Development of the performance agreement
- Negotiating any performance-based increase in the General Manager's total remuneration package.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the Mayor.

The Council and the General Manager may agree on the involvement of a suitably qualified external facilitator such as a human resource professional to assist with the performance review process and the development of a new performance agreement. That person may be selected by the performance review panel, subject to Council endorsement.

All Councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations. The panel should report back to the governing body of the council in a closed session on the findings and recommendations of performance reviews as soon as practicable following any performance review.

## **4 PERFORMANCE REVIEW PROCESS**

The approved standard contract requires that the performance of the General Manager must be formally reviewed at least annually. The Council may also undertake interim performance reviews as appropriate.

The assessment should include:

- A self-assessment by the General Manager, and
- An assessment by the review panel of the General Manager's performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties. The meeting should concentrate on constructive dialogue about the General Manager's performance against all sections of the performance agreement. The meeting should identify any areas of concern and agreed actions to address those concerns.

The Council must advise the General Manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of the council for discussion in a closed meeting together with the outcomes of the previous review period.

*Revision Number: 1**File Name: General Manager Performance Review Policy**Page Number: 4**Revision Date: January 2027*

*Function: Governance**Temora Shire Council**Policy Number: G29*

## 5 RUMUNERATION AND REWARD

Under the approved standard contract, General Managers are entitled to an annual increase in their salary package on each anniversary of the contract, equivalent to the latest percentage increase in remuneration for the NSW public sector senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal.

Councils may also approve discretionary increases to the General Manager's total remuneration package under the approved standard contract as a reward for good performance. Discretionary increases may only be approved after a formal review of the general manager's performance has been undertaken and the General Manager's performance has been assessed as being better than satisfactory. Any discretionary increases should be modest and in line with community expectations and only apply for one year unless the council determines that it is to apply for the balance of the contract. All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an open meeting of the council.

The Council may also on one occasion during the term of the contract approve the payment of a retention bonus to the General Manager as an incentive for them to serve out their contract. If approved, the retention bonus is to be accrued on an annual, pro-rata basis for the remainder of the contract and is to be paid at the end of the contract period.

*Revision Number: 1*  
*File Name: General Manager Performance Review Policy*  
*Page Number: 5*

*Revision Date: January 2027*

Function: Governance

Temora Shire Council

Policy Number: G29

**APPENDIX 1 – PERFORMANCE MANAGEMENT TIMELINES**

<b>Timeline</b>	<b>Activity</b>	<b>Responsibility</b>
At commencement of each new council	Provide induction training on performance management of the General Manager	Council
Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the General Manager and the council	Performance Review Panel General Manager
Within 2 months of the signing of the performance agreement	The General Manager must prepare and submit to the council an action plan which sets out how the performance criteria are to be met	General Manager
21 days' notice (before annual review)	The General Manager gives the council written notice that an annual performance review is due	General Manager
At least 10 days' notice	The council must give the General Manager written notice that the performance review is to be conducted	Performance Review Panel
After 6 months	The council may also decide, with the agreement of the General Manager, to provide interim feedback to the General Manager midway through the annual review period	Performance Review Panel General Manager
Prior to the annual review	Ensure all Councillors on the review panel have been trained in performance management of General Managers	Council
Prior to the annual performance review	The General Manager may submit to council a self-assessment of their performance	General Manager
Annually	The General Manager's performance must be reviewed having regard to the performance criteria in the agreement	Performance Review Panel General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Performance Review Panel General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the General Manager a written statement with council's conclusions on the General Manager's performance during the performance review period	Performance Review Panel
As soon as possible after receipt of the statement	The General Manager and the council will agree on any variation to the performance agreement for the next period of review	Performance Review Panel General Manager

Revision Number: 1

File Name: General Manager Performance Review Policy

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Function: Governance

Temora Shire Council

Policy Number: G29

**APPENDIX 2 – STAGES OF PERFORMANCE MANAGEMENT**

Stage	Action	Process
1. Developing performance agreement	<ul style="list-style-type: none"> <li>Examine the position description and contract</li> <li>List all position responsibilities from the position description</li> <li>Identify stakeholder expectations</li> <li>List the key strategic objectives from the delivery program and operational plans</li> <li>Develop performance measures (identify indicators - set standards)</li> </ul>	<ul style="list-style-type: none"> <li>Good planning</li> <li>Direct and effective communication</li> <li>Open negotiation</li> <li>Joint goal setting</li> </ul>
2. Action planning	<ul style="list-style-type: none"> <li>Develop specific strategies to meet strategic objectives</li> <li>Identify resources</li> <li>Delegate tasks (e.g., put these delegated tasks into the performance agreements for other senior staff)</li> </ul>	<ul style="list-style-type: none"> <li>Detailed analysis</li> <li>Two-way communication</li> <li>Detailed documentation</li> </ul>
3. Monitoring progress (feedback halfway through the review period)	<ul style="list-style-type: none"> <li>Assess performance</li> <li>Give constructive feedback</li> <li>Adjust priorities and reset performance measures if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Communication</li> <li>Avoid bias</li> <li>Counselling</li> <li>Coaching</li> <li>Joint problem solving</li> </ul>
4. Annual	<ul style="list-style-type: none"> <li>Assess performance against measures</li> <li>Give constructive feedback</li> <li>Identify poor performance and necessary corrective action</li> <li>Identify outstanding performance and show appreciation</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation of the reasons behind performance being as assessed</li> <li>Open, straightforward communication (as bias free as possible)</li> <li>negotiation</li> <li>Counselling, support, training</li> <li>Documenting</li> <li>Decision making</li> </ul>
5. Developing revised agreement	See stage 1	See Stage 1

Revision Number: 1

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# Guidelines for the Appointment and Oversight of General Managers

2022





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## INTRODUCTION

The *Local Government Act 1993* (the Act) requires councils to appoint a person to be the council's general manager (section 334).

One of the prescribed functions of the governing body of a council is to determine the process for the appointment of the general manager and to monitor their performance (section 223).

These Guidelines have been developed to assist councillors when performing their functions under the Act relating to the appointment of general managers and overseeing their performance. They provide guidance on:

- the role of the general manager and the importance of a good working relationship between councillors and the general manager
- the recruitment process and the appointment of a general manager
- day to day oversight of and liaison with the general manager
- the performance review process
- separation, and
- renewal of the general manager's contract.

These Guidelines are issued under section 23A of the Act and must be taken into consideration by councils when exercising their functions in relation to the recruitment and oversight of general managers. They should be read in conjunction with the relevant provisions of the Act and the *Local Government (General) Regulation 2021* (the Regulation) and the standard contract of employment for general managers approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act (the approved standard contract).

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## ROLE OF THE GENERAL MANAGER

Councillors comprise the governing body of a council and make decisions by passing resolutions. It is the general manager's role to implement the lawful decisions of the council and to carry out the functions conferred on them by the Act and Regulation and other legislation.

General managers also perform other functions delegated to them by the governing body.

The governing body monitors the implementation of its decisions through the general manager's reports to council meetings.

### Key functions of the general manager

The Act confers certain functions on general managers of councils (section 335). Key aspects of the general manager's role are set out below:

#### Management of the council

The general manager is responsible for conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies approved by the governing body of the council and implementing without undue delay, lawful decisions of the governing body.

#### Assisting the governing body to set the strategic direction

The general manager also plays a key role in assisting the governing body to develop the council's strategic direction. The general manager is responsible for guiding the preparation of the community strategic plan and the council's response to it via the delivery program and operational plans. The general manager is also responsible for implementing the delivery program and operational plans and reports to the governing body on their

implementation. More information on this is available on the Office of Local Government's [website](#).

#### Determining the organisation structure

The general manager is responsible for determining the organisation structure of the council (other than senior staff positions) following consultation with the governing body and in accordance with the budget approved by the governing body (section 332). The positions within the organisation structure of the council must be determined to give effect to the priorities set out in the council's strategic plans, including the community strategic plan and delivery program.

#### Appointment and direction of staff

The general manager is responsible for the appointment and direction of staff and their dismissal. The general manager must consult with the governing body before appointing or dismissing senior staff.

#### Supporting councillors

The general manager is also responsible for ensuring councillors are provided with the information and the advice they require to make informed decisions and to carry out their civic duties.

The general manager should ensure that council meeting business papers contain sufficient information to allow councillors to make informed decisions and to allow them to effectively monitor and review the council's operations and performance. This will assist councils in ensuring they are complying with statutory requirements, keeping within the budget approved by the council, and achieving the strategic goals set by the council in its delivery program and operational Plan.

The governing body may direct the general manager to provide councillors with advice but

cannot direct them as to the content of that advice.

Requests by councillors for assistance or information outside of meetings should be made to the general manager unless the general manager has authorised another staff member to receive such requests. The *Model Code of Conduct for Local Councils in NSW* contemplates that councils should adopt a policy to provide guidance on interactions between councillors and staff. The policy should be agreed to by both the governing body and the general manager. To assist councils, the Office of Local Government has prepared a model councillor and staff interaction policy which reflects best practice. This is available on the Office of Local Government's [website](#).

## The delegation of functions to the general manager

A governing body may delegate certain functions of the council to the general manager but cannot delegate the functions set out in section 377(1) of the Act. The delegation of a council's functions must be made by resolution and be evidenced in writing. Delegations must be reviewed during the first 12 months of each term of the council (section 380).

The general manager may sub-delegate a function delegated to them by the governing body (section 378). However, the general manager still retains responsibility to ensure that any sub-delegated function is carried out appropriately.

## The importance of a good working relationship with the general manager

The position of general manager is pivotal in a council. It is the interface between the governing body which sets the strategic

direction of the council and monitors its performance, and the administrative body of the council, headed by the general manager, which implements the decisions of the governing body. A good working relationship between the general manager and the councillors is therefore critical for good governance and a well-functioning council. Where this relationship breaks down, this can quickly lead to dysfunction.

The Centre for Local Government at the University of Technology in Sydney has identified the following as key components of a good working relationship between councillors and the general manager:

- mutual trust and respect
- councillors publicly supporting the work of the general manager
- councillors dealing with any performance concerns through appropriate channels e.g., not the media or council meetings
- councillors not getting involved in the day-to-day operational matters of the council (which makes it difficult for the general manager to do their job)
- councillors having a clear understanding of how and when to approach the general manager or other staff for information or support and following agreed protocols
- regular meetings between the general manager, mayor and councillors to ask questions and share information and advice
- respect of confidentiality, and
- any conflict is dealt with professionally and quickly and where it can't be addressed informally, proper processes are followed.

## RECRUITMENT AND SELECTION

### Requirements of the *Local Government Act 1993*

One of the prescribed functions of the governing body of a council is to determine the process for the appointment of the general manager (section 223).

When recruiting a new general manager, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position (section 348).

As with the appointment of all council staff, councils must ensure that the appointment of the general manager is made using merit selection principles (section 349). Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the role is appointed. Equal employment opportunity principles also apply to the recruitment of general managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. A failure to maintain appropriate confidentiality may constitute a breach of the Act, the council's code of conduct and the *Privacy and Personal Information Protection Act 1998*.

Councils should engage an external recruitment consultant to assist them with the recruitment process and that person should have a role in verifying that proper processes and procedures are followed in the appointment of the general manager.

There are a range of possible approaches to undertaking the recruitment of the general manager. The guidance contained in these Guidelines reflects what the Office of Local Government considers to be best practice.

### The pre-interview phase

As noted above, the council's governing body is responsible for determining the process for recruiting the general manager.

The governing body should delegate the task of recruitment to a selection panel led by the mayor and approve the recruitment process. The panel will report back to the governing body on the process and recommend the most meritorious applicant for appointment by the council.

The selection panel should consist of at least the mayor, the deputy mayor, another councillor and a suitably qualified person independent of the council. Where practicable, the selection panel membership should remain the same throughout the entire recruitment process.

Selection panels should, where possible, have a mix of genders.

The council's governing body should delegate to one person (generally the mayor) the task of ensuring:

- the selection panel is established
- the general manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position
- the proposed salary range reflects the responsibilities and duties of the position
- the position is advertised according to the requirements of the Act
- information packages are prepared, and
- applicants selected for interview are notified.

The mayor, or another person independent of council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.



## Interview phase

Interviews should be held as soon as possible after candidates are short listed.

Questions should be designed to reflect the selection criteria for the position and assist the selection panel to assess the suitability of the candidate for the position.

Interviews should be kept confidential.

All written references must be checked. The selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.

If contact with someone other than a nominated referee is required, the applicant's permission must be sought.

At least 2 referees must be contacted and asked questions about the candidate relevant to the selection criteria.

Where tertiary qualifications are relied on, they should be produced for inspection and if necessary, for verification.

Appropriate background checks must be undertaken, for example, bankruptcy and criminal records checks and whether the candidate has been disqualified from managing a corporation by the Australian Securities and Investments Commission. For guidance on better practice recruitment background checks, see the Australian Standard AS 4811:2022 [Workforce Screening](#) and the Independent Commission Against Corruption's publication, *Strengthening employment screening practices in the NSW public sector* which is available on its [website](#).

## Selection panel report

The selection panel is responsible for preparing a report to the council's governing body that:

- outlines the selection process

- recommends the most meritorious applicant with reasons
- recommends an eligibility list if appropriate
- recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.

This report should be confidential and reported to a closed meeting of the council.

The appointment of a general manager is a non-delegable function of the council under section 377 of the Act and a general manager cannot be appointed without a formal resolution of the council.

The council's governing body must by resolution approve the position of the general manager being offered to the successful candidate before the position is offered to the candidate.

## Finalising the appointment

The mayor makes the offer of employment after the governing body has resolved to appoint the successful candidate. The initial offer can be made by telephone.

Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of the council) can be discussed by telephone but must be confirmed in writing.

The standard contract of employment for general managers approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act must be used. The approved standard contract is available on the Office's [website](#). The terms of the approved standard contract must not be varied. Only the term of the contract and the schedules to the approved standard contract can be adapted by councils.

General managers must be employed for 1–5 years.

The contract governs:

- the duties and functions of general managers
- performance agreements
- the process for renewal of employment contracts
- termination of employment and termination payments
- salary increases, and
- leave entitlements.

It should be noted that the Departmental Chief Executive of the Office of Local Government cannot approve individual variations to the standard terms of the contract.

Candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

## Record keeping

Councils should retain all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate. These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.



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## DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER

While one of the prescribed functions of the governing body is to monitor the general manager's performance, day-to-day oversight of and liaison with the general manager should be undertaken by the mayor.

The mayor's role in the day-to-day management of the general manager should include:

- approving leave
- approving expenses incurred, and
- receiving and managing complaints about the general manager in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

The council's governing body should ensure there are adequate and appropriate policies in place to guide the mayor in the day-to-day oversight of and liaison with the general manager and keep those policies under regular review.

Some of the key policies the governing body should ensure are in place are those relating to:

- leave
- travel
- credit cards
- purchasing and procurement
- expenses and facilities
- petty cash, and
- financial and non-financial delegations of authority.

The governing body should also ensure there are appropriate policies in place with respect to the expenditure of council funds and reporting requirements in relation to that expenditure.

The council's governing body should satisfy itself that any policy governing the conferral of a benefit on the general manager, such as use of a motor vehicle, allows the actual dollar value of that benefit to be quantified so it can be accurately reflected in the general manager's salary package in Schedule C to the approved standard contract.

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## PERFORMANCE MANAGEMENT

### Managing the performance of the general manager

The general manager is made accountable to the council for their performance principally through their contract of employment.

The role of the governing body is to monitor the general manager's performance in accordance with their contract of employment.

The performance of the general manager must be reviewed at least annually against the agreed performance criteria for the position. Councils may also choose to undertake more frequent interim reviews of the general manager's performance.

The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract. Development of the performance agreement is discussed below.

### Establishing a performance review panel

The governing body must establish a performance review panel led by the mayor, and delegate the task of undertaking the general manager's performance reviews to the panel. The extent of the delegation should be clear.

It is recommended that full responsibility for performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise of the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager.

The council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of reviews to the council, and
- development of the performance agreement.

The governing body and the general manager may agree on the involvement of a suitably qualified external facilitator such as a human resources professional to assist with the performance review process and the development of a new performance agreement. That person may be selected by the governing body or the performance review panel.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the mayor on the general manager's performance relevant to the agreed performance criteria.

All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

The panel should report back to the governing body of the council in a closed session on the findings and recommendations of performance reviews as soon as practicable following any performance review. This should not be an opportunity to debate the results or revisit the general manager's performance review. The general manager should not be present when the matter is considered.

The performance agreement, action plan and any associated records that contain specific information about the work performance or conduct of the general manager are to remain confidential unless otherwise agreed to by the general manager or are required to be disclosed by law. The unauthorised disclosure of this information may constitute a breach of the Act, the council's code of conduct and the *Privacy and Personal Information Protection Act 1998*.

## Establishing the performance agreement

The performance agreement is the most important component of successful performance management. The performance agreement should include clearly defined and measurable performance indicators against which the general manager's performance can be measured.

As one of the general manager's key responsibilities is to oversee the implementation of the council's strategic direction, it is important to align the general manager's performance criteria to the goals contained in the community strategic plan, and the council's delivery program and operational plans.

The performance agreement should also include indicators relevant to the general manager's personal contribution to the council's key achievements and their core capabilities, including leadership qualities.

The performance agreement should also include indicators related to promoting and maintaining an ethical culture within the council. These could include the conduct and measurement of the outcomes from staff surveys and the promotion of whistleblowing procedures under the *Public Interest Disclosures Act 1994* and the reporting of suspected wrongdoing to appropriate oversight agencies including the Independent Commission Against Corruption and the Office of Local Government.

The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council's expectations with respect to:

- service delivery targets in the council's delivery program and operational plans
- budget compliance
- organisational capability
- timeliness and accuracy of information and advice to councillors
- timely implementation of council resolutions
- management of organisational risks
- promotion of an ethical culture
- ensuring a safe workplace and facilitating compliance with the *Work Health and Safety Act 2011*, and
- leadership and providing a consultative and supportive working environment for staff etc.

## Performance review process

The approved standard contract requires that the performance of the general manager must be formally reviewed at least annually. The governing body of the council may also undertake interim performance reviews as appropriate.

The assessment should include:

- a self-assessment by the general manager, and
- an assessment by the review panel of the general manager's performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties in accordance with clauses 7.6 and 7.7 of the approved standard contract. These require:

- the general manager to give the council 21 days' written notice that an annual performance review is due, and
- the council to give the general manager at least 10 days' written notice that the performance review is to be conducted.

The meeting should concentrate on constructive dialogue about the general manager's performance against all sections of the performance agreement.

The meeting should identify any areas of concern and agreed actions to address those concerns.

In undertaking the performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice. The appointment by the council, in agreement with the general manager, of a suitably qualified external facilitator to advise on the process (see above) should assist councils to comply with these requirements.

The council's governing body must advise the general manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of the council for discussion in a closed meeting together with the outcomes of the previous review period.

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## REMUNERATION AND REWARD

Under the approved standard contract, general managers are entitled to an annual increase in their salary package on each anniversary of the contract, equivalent to the latest percentage increase in remuneration for NSW public sector senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal.

Councils may also approve discretionary increases to the general manager's total remuneration package under the approved standard contract as a reward for good performance. Discretionary increases may only be approved after a formal review of the general manager's performance has been undertaken and the general manager's performance has been assessed as being better than satisfactory.

Any discretionary increases should be modest and in line with community expectations and only apply for one year unless the council determines that it is to apply for the balance of the contract. All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an open meeting of the council.

Councils may also on one occasion during the term of the contract approve the payment of a retention bonus to the general manager as an incentive for them to serve out their contract. If approved, the retention bonus is to be accrued on an annual, pro-rata basis for the remainder of the contract and is to be paid at the end of the contract period.

## SEPARATION

### Termination of the general manager's employment

The approved standard contract sets out how the general manager's employment contract can be terminated before its expiry date by either the governing body or the general manager (see clause 10 of the approved standard contract). The circumstances in which the general manager's employment contract may be terminated are set out below:

#### By agreement

The contract may be terminated at any time by written agreement between the council and the general manager.

#### Resignation

The general manager may terminate the contract by giving 4 weeks written notice to the governing body of the council.

#### Incapacity

A council may terminate the general manager's contract by giving them 4 weeks written notice or by paying the equivalent of 4 weeks' remuneration calculated in accordance with Schedule C of the approved standard contract where:

- the general manager has become incapacitated for 12 weeks or more
- they have exhausted their sick leave, and
- the duration of the incapacity is either indefinite or for a period that would make it unreasonable for the contract to be continued.

#### Poor performance

A council may terminate the general manager's contract by giving them 13 weeks written notice or by paying the equivalent of 13 weeks' remuneration calculated in accordance with Schedule C of the approved

standard contract on grounds of poor performance.

A council may only terminate the general manager's contract on the grounds of poor performance where:

- a performance review has been conducted, and
- the council has concluded that the general manager's performance falls short of the performance criteria or the terms of their performance agreement, and
- the general manager has been afforded a reasonable opportunity to utilise dispute resolution under clause 17 of the contract (see below).

#### No fault termination

A council may terminate the general manager's contract at any time by giving them 38 weeks written notice or paying the equivalent of 38 weeks remuneration calculated in accordance with Schedule C of the approved standard contract. If there are less than 38 weeks left to run in the term of the general manager's contract, the council can pay out the balance of the contract in lieu of notice.

Where the council proposes to terminate the general manager's contract on these grounds, if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate the contract. If the council does not agree to participate in mediation, it must give the general manager reasons for its decision where the general manager requests them.

Where a council terminates the contract on these grounds, it must give the general manager reasons for its decision to terminate their employment where the general manager requests it.



### Summary dismissal

Councils may summarily dismiss the general manager on the grounds set out under clause 10.4 of the approved standard contract. These include:

- serious or persistent breach of the employment contract
- serious and wilful disobedience of any reasonable and lawful instruction or direction given by the council,
- serious and wilful misconduct, dishonesty, insubordination or neglect in the discharge of the general manager's duties and functions under their contract,
- failure to comply with any law or council policy concerning sexual harassment or racial or religious vilification
- serious or persistent breach of the council's code of conduct
- commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the general manager's ability to perform their duties and functions satisfactorily, or that brings the council into disrepute
- absence without approval for a period of 3 or more consecutive business days.

### Automatic termination

The general manager's contract of employment is automatically terminated where the general manager becomes bankrupt, or they are disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001*.

Where this occurs, the general manager's employment with the council automatically ends without the need for a decision by the council to terminate their contract of employment.

## Suspension of the general manager

Councils may suspend the general manager, for example while allegations against them are

being investigated. Suspension should be on full pay for a clearly defined period.

Councils should not suspend a general manager's employment without first seeking expert legal advice. It would not be appropriate to seek advice from council human resources staff on the proposed suspension of the general manager.

Any decision to suspend a general manager should be made at a closed council meeting, having first carefully considered the expert legal advice received in relation to the specific matter.

The principals of procedural fairness apply to any decision to suspend a general manager, i.e., the general manager must be advised of the circumstances leading to their suspension, the reasons for the suspension, the period of the suspension and be given a right to respond to the decision to suspend.

## Dispute resolution

The approved standard contract contains a dispute resolution clause at clause 17. These provisions are designed to encourage councils and general managers to attempt to resolve disputes when they arise.

Councils are required to offer the general manager an opportunity to utilise dispute resolution before they can terminate their employment for poor performance.

Where it is proposed to terminate the contract on the "no fault" grounds (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation under clause 17 in relation to the proposed decision to terminate. If the council does not agree to participate in mediation, it must give the general manager reasons for its decision where the general manager requests them.

The governing body of the council should ideally resolve to delegate this function to the mayor or a panel of 3 councillors including the mayor.

If the dispute involves the mayor, then the deputy mayor should take the mayor's place. If there is no deputy mayor then the governing body should resolve to appoint another councillor to take the mayor's place.

The governing body of the council and the general manager should agree on an independent mediator to mediate the dispute. The approved standard contract allows the Departmental Chief Executive of the Office of Local Government to appoint a mediator where the parties cannot agree on one.

Councils and general managers may also agree on a mediator when the contract is made.



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## RENEWING THE GENERAL MANAGER'S CONTRACT

Clause 5 of the approved standard contract sets out the process for renewing the general manager's contract of employment. The key steps in the process are as follows:

- At least 9 months before the contract expires (or 6 months if the term of employment is for less than 3 years), the general manager must apply to the council in writing if seeking re-appointment to the position
- At least 6 months before the contract expires (or 3 months if the term of employment is for less than 3 years), the council must respond to the general manager's application by notifying the general manager in writing of its decision to either offer the general manager a new contract of employment (and on what terms) or to decline their application for re-appointment
- At least 3 months before the contract expires (or 1 month if the term of employment is for less than 3 years) the general manager must notify the council in writing of their decision to either accept or decline the offer made by the council.

Approval may be sought from the Departmental Chief Executive of the Office of Local Government to vary these timeframes in exceptional or unforeseen circumstances.

The terms of the new contract of employment, and in particular the schedules to the new contract, should be set out in the letter of offer. Before offering a new contract, the council should carefully review the terms of the schedules to the new contract.

The governing body should ensure that the performance criteria of the new performance agreement adequately reflect its expectations of the general manager's performance.

The governing body should also consider previous performance reviews conducted under previous contracts.

The process of deciding whether to offer the general manager a new contract should be as follows:

- a performance review is conducted
- findings and recommendations are reported to a closed council meeting in the absence of the general manager
- the closed meeting considers and decides whether to offer a new contract of employment to the general manager and on what terms as set out in the schedules to the contract
- the mayor informs the general manager of the council's decision.

Details of the decision to offer a new contract and a salary package should be reported to an open council meeting.

## Appendix 1 – Performance management timelines

Timeline	Activity	Responsibility
At commencement of each new council	Provide induction training on performance management of the general manager	Council
Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the general manager and the council	Council or council panel General Manager
Within 2 months of the signing of the performance agreement	The general manager must prepare and submit to the council an action plan which sets out how the performance criteria are to be met	General Manager
21 days' notice (before annual review)	The general manager gives the council written notice that an annual performance review is due	General Manager
At least 10 days' notice	The council must give the general manager written notice that the performance review is to be conducted	Council or council panel
After 6 months	The council may also decide, with the agreement of the general manager, to provide interim feedback to the general manager midway through the annual review period	Council or council panel General Manager
Prior to the annual review	Ensure all councillors on the review panel have been trained in performance management of general managers	Council
Prior to the annual performance review	The general manager may submit to council a self-assessment of their performance	General Manager
Annually	The general manager's performance must be reviewed having regard to the performance criteria in the agreement	Council or council panel General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Council or council panel General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the general manager a written statement with council's conclusions on the general manager's performance during the performance review period	Council or council panel
As soon as possible after receipt of the statement	The general manager and the council will agree on any variation to the performance agreement for the next period of review	Council or council panel General Manager

## Appendix 2 – Stages of performance management

STAGE	ACTION	PROCESS
1. Developing performance agreement	<ul style="list-style-type: none"> <li>Examine the position description and contract</li> <li>List all position responsibilities from the position description</li> <li>Identify stakeholder expectations</li> <li>List the key strategic objectives from the delivery program and operational plans</li> <li>Develop performance measures (identify indicators - set standards)</li> </ul>	<ul style="list-style-type: none"> <li>Good planning</li> <li>Direct and effective communication</li> <li>Open negotiation</li> <li>Joint goal setting</li> </ul>
2. Action planning	<ul style="list-style-type: none"> <li>Develop specific strategies to meet strategic objectives</li> <li>Identify resources</li> <li>Delegate tasks (e.g., put these delegated tasks into the performance agreements for other senior staff)</li> </ul>	<ul style="list-style-type: none"> <li>Detailed analysis</li> <li>Two-way communication</li> <li>Detailed documentation</li> </ul>
3. Monitoring progress (feedback halfway through the review period)	<ul style="list-style-type: none"> <li>Assess performance</li> <li>Give constructive feedback</li> <li>Adjust priorities and reset performance measures if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Communication</li> <li>Avoid bias</li> <li>Counselling</li> <li>Coaching</li> <li>Joint problem solving</li> </ul>
4. Annual	<ul style="list-style-type: none"> <li>Assess performance against measures</li> <li>Give constructive feedback</li> <li>Identify poor performance and necessary corrective action</li> <li>Identify outstanding performance and show appreciation</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation of the reasons behind performance being as assessed</li> <li>Open, straightforward communication (as bias free as possible)</li> <li>negotiation</li> <li>Counselling, support, training</li> <li>Documenting</li> <li>Decision making</li> </ul>
5. Developing revised agreement	See stage 1	See Stage 1

### 4.3 QUESTION WITH NOTICE - EVENTS

**File Number:** REP24/84  
**Author:** Director of Administration & Finance  
**Authoriser:** Director of Administration & Finance  
**Attachments:** 1. Question with Notice  
2. Causes that Council supports

#### REPORT

Council has received the following question with notice from Cr Judd:

*"How does Council determine what annual events it hosts each year, how are they resourced, and what is staff involvement."*

Council's support of events is generally in line with achievement of an action in the Delivery and Operational Plans or as opportunities arise. Council's current Operational Plan includes several actions for Council to support and/or host a range of events, some of which are funded by Council, others are dependent on grant or other funding or partnership with other organisations. Staff involvement varies from one event to another.

**Action:** 2010 - Events - Financial support for the following events (at a minimum) , • International Women's Day • Australia Day • Volunteers Week \* Local Government Week \* Temora Show Society \* Aria Park Show Society \* V8 Jetboats \* Country Weekend Hot Rod Run \* Aria Park Christmas Tree \* Christmas Eve Mass \* Carols by Candlelight \* Rural Museum Open Day \* Temora Country Music Festival \* Aria Park "Spark in the Park" \* Anzac Day/ Remembrance Day Including seeking grant funding for those events

**Action:** 1031 - Arts and Culture - Develop exhibitions and arts events in conjunction with the Temora Arts Centre Advisory Committee

**Action:** 1042 - Arts and Culture - Undertake Drench Festival & Embrace Multicultural Festival

**Action:** 2050 - Youth - Develop and showcase talent by creating a youth made market and event with the support of local mentors

Further to the above, Council will recall the report (attached) that was presented to the May 2023 meeting of Council in relation to causes that Council support and detailed the nature of that support.

In recent years numerous opportunities have arisen to host and support events that Council had been unable to resource in the past. A few examples include the 2022/2023 NSW Government's Community Events program (\$239k grant) which gave way to the inaugural DRENCH festival providing a month of cultural events at no (or very low) cost to the community or Council. The Embrace Festival was a GROW initiative, funded by Multicultural NSW. Embrace and DRENCH have now been allocated Council funding. The New Year's Eve event was previously an initiative of the PVC committee (driven by volunteers and funded through sponsorships and ticket sales), then funded by drought funding (round one) and in 2022/23 the Community Events Program.

The level of grant funding for events over recent years has increased expectations of residents. Recent change of government, along with adverse economic conditions, have resulted in a significant reduction in the availability of grant funding and Council facing pressure to continue to hold/support functions in line with expectations.

**COMMITTEE RESOLUTION 4/2024**

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

It is recommended that Council note the report.

AND FURTHER

The matter of restarting the Promotions & Visitation Committee be referred to the new Council.

**CARRIED**

***Report by Elizabeth Smith***

**Mercure - Reservation**

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**From:** Nigel Judd <nigel.ajudd@gmail.com>  
**Sent:** Tuesday, 30 January 2024 4:09 PM  
**To:** Mercure - Reservation  
**Subject:** Question with Notice

Subject: Question with Notice for Assets and Operations Committee

TEMORA SHIRE COUNCIL

**Question with Notice**

*"Hoes does Council determine what annual events it hosts each year, how are they resourced, and what is staff involvement?"*

Signed

  
.....

*Cr. Nigel Judd*

30/01/2024

## ORDINARY COUNCIL MEETING MINUTES

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## 15.5 CAUSES FOR CELEBRATION

**File Number:** REP23/716  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

## REPORT

A resolution at the June 2022 Council meeting was that a sunset committee would be formed to discuss and decide on which national and state causes (days/weeks/months) Council would support. The committee, consisting of Cr Firman, Cr Judd, the Director of Administration and Finance, and the Economic & Community Development Officer

A list of potential causes, prepared by the Communications Officer, was presented for the committee's consideration with approximate costs. The list is based on causes that have received some kind of Council support in the past, already have budget allocation, and/or relate to Council's Community Strategic Plan.

It was recommended that the committee make recommendations as to which causes Council shall support and the respective activities undertaken to acknowledge each cause. A summary of outcomes and recommendations is listed in the table below.

Cause	Description	Link to CSP/ Allocated budget	Notes/Actions
Australia Day	Australia Day Ceremony where the Citizen of the Year, Young Citizen of the Year, and Event of the Year are announced, and an Australia Day Ambassador addresses the crowd.	Allocated budget.  <b>CSP Ref 2.1.3:</b> Encourage diversity in our community leadership to better reflect the gender, age and occupations of the broader community.	Actions: - Formal events at Aria Park, Temora and Springdale. - Social media (SM) posts and Narraburra News (NN) calling for nominations. - SM posts showcasing nominees. - SM posts and NN article promoting event. - Media releases.
Clean Up Australia Day	National event to encourage Australians to actively take part in cleaning up their local environment.  Clean Up Australia	Some allocated budget  <b>CSP Ref 2.3.1:</b> Promote and enable opportunities for our community	Actions: - SM posts & NN articles promoting the senior bulky item pickup for seniors in Temora & Aria Park.  - SM posts and NN article about Clean Up Australia Day event

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	Day event (Sunday)	members to volunteer their services to achieve community outcomes through events, activities and local organisations.	(Sunday).
International Women's Day	A global day celebrating the social, economic, cultural, and political achievements of women. The day also marks a call for gender equality.	355 Committee allocated funds.  <b>CSP Ref 1.3.2:</b> Provide safe places and opportunities for our young people to develop a sense of identity, self-worth, confidence, belonging, and achievement through social activities	It is noted that International Women's Day is recognised through the Temora Women's Network 355 committee.  Actions: - Council staff to assist with design of event tickets and posters. - Council staff to assist with sale of tickets for event. - SM posts promoting the event. - Media release to the Temora Independent.
NSW Seniors Festival	A week-long cause celebrating seniors with events that promote active lives and community participation for seniors.	There is a small budget allocation for this cause.  Grant funding is also available.  <b>CSP Ref. None</b>  Theme 1: Enhancing our Quality of Life strategy 1.1 is <i>A community with appropriate services and care for our ageing population and people with a disability,</i> however there is no direct action	Actions: - Biannual Actively Ageing & Lifestyle Expo. - SM post promoting the event. - Media release to the Temora Independent pre-event.



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		that relates to this cause in the CSP.	
Parks Week	Celebration of the role parks play in contributing to the health of our communities	<p>Council does not currently participate in this cause.</p> <p><b>CSP Ref. 1.4.3:</b> Provide year-round recreation and leisure facilities and activities for the enjoyment of people of all ages and abilities.</p> <p><b>4.2.2:</b> Provide access to parks and playgrounds for residents and visitors, and incorporate public open space when new residential subdivisions are planned.</p> <p><b>4.4.1:</b> Provide parks, reserves, playgrounds and other open space with shade provision, seating and access to drinking water.</p> <p><b>4.5.3:</b> Implement community environmental initiatives that promote tree planting,</p>	<p>SM posts to raise awareness of Temora Shire parks, reserves, playgrounds and promote recent upgrades.</p> <p>Celebrate our Parks and Garden staff through NN and/or SM.</p>

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		composting, growing vegetables, and creating environments that promote biodiversity.	
Cultural Diversity Week (Harmony Week)	<p>Cultural Diversity Week celebrates Australia's cultural diversity.</p> <p>It is about inclusiveness, respect and a sense of belonging for everyone.</p>	<p>This year, TSC and Temora Community Centre hosted Embrace Festival.</p> <p>There is allocated funding for this event to be held annually. Grant funding is also available for multicultural events.</p> <p><b>CSP Ref. 1.3.2:</b> Provide safe places and opportunities for our young people to develop a sense of identity, self-worth, confidence, belonging, and achievement through social activities.</p> <p><b>1.6.1:</b> Provide opportunities for intergenerational activities that promote safety, respect and understanding.</p>	<p>It is recommended that Embrace Festival is to be Temora Shire's multicultural event.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>- Coordinate Embrace Festival with the aid of appropriate community groups.</li> <li>- SM posts regarding Embrace Festival.</li> <li>- Media release to the Temora Independent regarding the event.</li> <li>- Cultural diversity week story time at the library.</li> </ul>
National Youth Week	Organised by young people, for young people. Events are designed to	Funded by State Government grants.	It is noted that the activities undertaken for Youth Week change every year based on funding availability.

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	encourage young people (aged 12 to 24 years) to take on challenges, share ideas and focus on the positive aspects of being young. The week also recognises the youth workers, youth service providers and others working with and for young people.	<p><b>CSP Ref. 1.3.2:</b> Provide safe places and opportunities for our young people to develop a sense of identity, self-worth, confidence, belonging, and achievement through social activities.</p> <p><b>1.5.1:</b> Run classes, events and exhibitions to promote participation in the arts (painting, pottery, photography, sculpture).</p> <p><b>1.5.2:</b> Provide a program of theatre, dance, music, and cinema that caters for a variety of audiences.</p> <p><b>1.6.1:</b> Provide opportunities for intergenerational activities that promote safety, respect and understanding</p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>- Youth Week activities supported by Temora Youth and Platform Y.</li> <li>- SM posts of events.</li> <li>- NN article regarding events.</li> </ul>
Anzac Day	To mark the anniversary of the battle on the shores of Gallipoli	Budget allocated for ceremonies in Aria Park and	Budget is allocated for street closure management.

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	in commemoration of all returned and active service people in our armed forces in all wars and peacekeeping operations since WWI.	Temora.  <b>CSP Ref. 1.6.1:</b> Provide opportunities for intergenerational activities that promote safety, respect and understanding	Actions: - SM posts. - NN articles and media liaison for promotion of event.
National Road Safety Week	An awareness campaign about how to be safer on our roads for drivers, riders and pedestrians.	This cause is supported by the Road Safety Officer's role. Funded by TfNSW.  <b>CSP Ref. 4.2.3:</b> Maintain a network of roads, footpaths and cycleways to enable residents and visitors to move around the shire.	Events managed by the RSO.  Actions: - SM posts. - NN articles.
National Volunteer Week	Australia's largest annual celebration of volunteers and their important contribution to our communities.	Previously not supported by Council.  <b>CSP Ref. 2.3.1:</b> Promote and enable opportunities for our community members to volunteer their services to achieve community outcomes through events, activities and local organisations.	It is recommended that National Volunteer Week would be an appropriate time to hold a Community Volunteer event.  Actions: - Community Volunteer event. - SM posts supporting Volunteers Week and the event. - NN article. - Media release.  Notes: - Invitations would be sent to local volunteer groups, with RSVP's required for catering purposes.

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			- Councillors should be formally invited to this event also.
WOW Day (SES)	Wear Orange Wednesday to raise awareness of the role of the SES in the community.	<p>Council has supported this cause through social media on an ad hoc basis in the past.</p> <p><b>CSP Ref. 2.3.1:</b> Promote and enable opportunities for our community members to volunteer their services to achieve community outcomes through events, activities and local organisations.</p>	<p>It is recommended that WOW Day would be supported on an as needed basis.</p> <p>Action: Minute with the Mayor.</p>
Red Shield Appeal	Salvation Army initiative raising money for local people experiencing hardship.	<p>Council has supported this cause ad hoc for many years.</p> <p><b>CSP Ref. None</b></p>	<p>The current Council support for the Red Shield Appeal includes the placement of a claim the date in the NN and the display of the street banner on Hoskins Street.</p> <p>The Red Shield Appeal was discussed, and it was agreed the current level of support is adequate and should remain.</p>
NAIDOC Week	NAIDOC Week (National Aborigines and Islanders Day Observance Committee) occurs annually in July, and celebrates the history, culture and	In the past Council has flown the Aboriginal Flag and SM posts have been made on our Embrace Temora Facebook page	<p>Actions:</p> <ul style="list-style-type: none"> <li>- Fly the Aboriginal flag for the duration of NAIDOC Week.</li> <li>- SM posts sharing local NAIDOC Week events to TSC Facebook Page.</li> </ul>

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	achievements of Aboriginal and Torres Strait Islander peoples.	<p><b>CSP Ref. 2.2.1:</b> Acknowledge the Wiradjuri people at civic events and fly the Aboriginal flag.</p> <p><b>Ref 2.2.4:</b> Celebrate local indigenous history and preserve historical artefacts for future generations.</p>	
Library & Information Week	This is the week where we celebrate the work that library and information workers do all around Australia.	<p>Council has not supported this cause in the past</p> <p><b>CSP Ref. 1.4.3:</b> Provide year-round recreation and leisure facilities and activities for the enjoyment of people of all ages and abilities.</p>	<p>It is recommended that Council should support this cause.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>- SM posts showcasing library staff.</li> </ul>
Local Government Week	Local Government Week is designed to showcase the work councils do in their local communities, including the wide variety of services they provide.	<p>Council supports this cause annually with an allocated budget.</p> <p><b>CSP Ref. 2.1.2:</b> Engage the Temora Shire community to plan for a sustainable local government</p>	<p>It is recommended this cause shall continue to be supported.</p> <p>It is recommended that the Mayoral Morning Tea shall be dedicated to Council volunteers and committee members only. The National Volunteers Week will be for all community volunteers.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>- Local Government Week Committee to meet to discuss further LGW events.</li> <li>- SM posts regarding LGW events.</li> </ul>

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			<ul style="list-style-type: none"> <li>- NN articles regarding LGW events.</li> <li>- Article for Temora Independent regarding LGW events.</li> </ul>
R U OK? Day	R U OK? is an Australian non-profit suicide prevention organisation, founded by advertiser Gavin Larkin in 2009. It revolves around the slogan "R U OK?", and advocates for people to have conversations with others.	<p>This cause has not been supported by Council in the past.</p> <p><b>CSP Ref. 1.2.3:</b> Provide opportunities for our residents to maintain good mental health</p> <p><b>Ref 1.6.2:</b> Provide options and support for people who are fleeing violence, or who experience homelessness, substance abuse or mental illness</p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>- SM posts about cause.</li> <li>- SM post sharing where to get help Mental Health support (particularly in Temora).</li> <li>- TSC staff to hold a morning tea to raise awareness.</li> </ul>
Australian Citizenship Day	Australian Citizenship Day is an opportunity for all Australian citizens, whether by birth or by choice, to reflect on the meaning and importance of their citizenship.	<p>This cause has not been supported by Council in the past.</p> <p><b>CSP Ref. None</b></p>	<p>Action:</p> <ul style="list-style-type: none"> <li>- SM post.</li> <li>- If naturalisations are due close to Australian Citizenship Day, naturalisations should be held on the 17<sup>th</sup> Sept.</li> </ul>
National Carers Week	National Carers Week celebrates and recognises the 2.65 million Australians who provide care and support for a family member or friend.	<p>This cause has not been supported by Council in the past, however Pinnacle provides support for households with carers through respite,</p>	<p>Action:</p> <ul style="list-style-type: none"> <li>- Pinnacle to promote week on SM.</li> </ul>

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		<p>community transport, meals on wheels and other supports.</p> <p><b>CSP Ref. 1.1.1:</b> provide home and community care for our older residents (community transport, Meals on Wheels, outings and centre-based activities, respite, home modifications, home maintenance).</p> <p><b>Ref 1.1.2:</b> Provide a range of housing (independent living and care facilities) and other support options for older people and people with disability in Temora and Arian Park</p>	
National Recycling Week	Aims to educate and empower people to do the right thing when they're at the bin.	<p>The cause has been supported in the past with a social media campaign involving videos and SM posts.</p> <p><b>CSP Ref. 4.3.1:</b> Provide waste management facilities and</p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>- SM posts highlighting ways to recycle in the Shire.</li> <li>- NN article.</li> </ul>



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		increase opportunities for recycling for residents and visitors	
Remembrance Day	Remembrance Day is a memorial day observed in Commonwealth member states since the end of the First World War to honour armed forces members who have died in the line of duty.	<p>This cause has been supported in the past with SM posts and NN articles.</p> <p><b>CSP Ref. 1.6.1:</b> Provide opportunities for intergenerational activities that promote safety, respect and understanding</p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>- SM posts.</li> <li>- NN article.</li> <li>- Minute with the Mayor.</li> </ul>
International Day of Persons with a Disability	IDPwD is a United Nations observed day aimed at increasing public awareness, understanding and acceptance of people with disability.	<p>This cause is not currently supported by Council, however Pinnacle is an NDIS provider</p> <p><b>CSP Ref. 1.1.2:</b> Provide a range of housing (independent living and care facilities) and other support options for older people and people with disability in Temora and Ariah Park</p> <p><b>Ref. 1.1.3:</b> Provide services which enhance employment and education outcomes for</p>	<p>It is recommended that recognition shall be shown.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>- SM post, NN article and an article in the Temora Independent acknowledging IDPwD, highlighting the Independent Living Home and Pinnacle House Community Services.</li> </ul>

ORDINARY COUNCIL MEETING MINUTES

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		people with disability	
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**RESOLUTION 101/2023**

Moved: Cr Claire McLaren  
Seconded: Cr Max Oliver

It was resolved that Council adopt the causes Temora Shire Council will support, and the actions/activities that Council will undertake to acknowledge the causes as outlined in the report.

**CARRIED**

*Report by Shontayne Ward*

#### 4.4 DE BOOS STREET MASTER PLAN PROJECT

**File Number:** REP24/57

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:** 1. Draft De Boos Street Master Plan Project Brief

#### REPORT

At the March 2023 Assets Committee Meeting, the Committee considered a report in relation to concerns raised by a resident about access to the Temora Memorial Town Hall. The specific concerns related to the steep kerb ramp at the intersection of Loftus Street and De Boos Street.

The Committee made the following recommendation:

Town Hall Request – That the Committee resolved to recommend to Council to refer the matter to the heritage advisor.

The motion was withdrawn.

That Council put out to tender to get quotes for concept plans for De Boos Street from Victoria Street to Parkes Street

#### AND FURTHER

That Council obtain comments from the heritage advisor at the appropriate time.

This recommendation was subsequently adopted by Council.

Since this report, Council officers engaged consultant firm Rigor Engineering Services to prepare a *Road Safety Audit* report and *Recommended Treatments* report– *Temora Pedestrian Generators*. These reports, covering the central school zones in Temora, including the De Boos Street/Loftus Street area adjacent to the Town Hall, were considered at the November Traffic Committee meeting. The reports were supported with minor modifications from the Committee. The recommendations were subsequently endorsed by Council.

At the same Traffic Committee meeting, Council also endorsed the installation of two new accessible parking spaces at the corner of Loftus Street. This was due to a proposal for additional modular classrooms being installed at St Anne's School being placed where accessible parking was located (which has since occurred).

In addition, as part of ongoing reviews relating to urban vegetation, Council officers have noted that this section of De Boos Street contains very limited vegetation, which reduces amenity and shade for pedestrians in the area.

It is therefore clear that the De Boos Street precinct has several related issues that should be investigated for improvement, relating to accessibility, pedestrian safety and amenity. Council officers are of the view that the preparation of an overall De Boos Street Master Plan, focussing on the precinct comprising the Temora Memorial Town Hall, Council Chambers, St Anne's School/Sacred Heart Church and Temora Public School, is needed to address these matters.

Council officers have prepared a draft project brief, for the consideration of the Committee, which would be used to seek quotations from a suitable consultant firm to assist Council to plan for the future upgrades of the area.

A copy of the draft brief is attached for the Committee's consideration.

Cr Max Oliver declared a pecuniary interest in relation to item REP24/57, due to owning a property in De Boos Street.

Cr Max Oliver left the meeting at 2:26pm and took no further part in the discussion.

**COMMITTEE RESOLUTION 5/2024**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee recommend to Council to receive a future report on the quotations received in relation to the project brief for De Boos Street between Victoria & Parkes Streets.

**CARRIED**

***Report by Claire Golder***

Cr Max Oliver returned to the meeting at 2:41pm.

## De Boos Street, Temora

## Project Brief for Master Plan Purposes

Introduction

The purpose of this project brief is to define the preferred requirements for the preparation of a Master Plan to enhance De Boos Street, Temora (De Boos Street site).

Statement of Need

Through community consultation, Temora Shire Council is aware of community support to enhance the amenity of key public spaces in Temora Shire. This involves improving accessibility, pedestrian movement, and landscaping to provide shade and aesthetics.

The De Boos Street site, between Parkes Street and Loftus Street, including adjoining boundaries with Temora Public School in Anzac Street and Temora Memorial Town Hall in Loftus Street and De Boos Street, has been identified by Council staff as a priority site for enhancement.

The Site

The site comprises 200m of De Boos Street, between Parkes Street and Loftus Street, with the adjoining frontages of Temora Public School (Anzac Street) and Temora Memorial Town Hall, including adjoining footpath areas. De Boos Street, Anzac Street and Loftus Street are all approximately 22 metres wide.

The site is zoned R1 General Residential under the Temora Local Environmental Plan (LEP) 2010.

The site is located within a Heritage Conservation Area as identified within Council's LEP and includes the following items of local environmental heritage: Temora Shire Council Chambers, Sacred Heart Catholic Church (including St Joseph's Hall, St Bridgid's Convent and St Anne's Original School Building), Temora Public School (original school building), St Andrew's Presbyterian Church and Hall, Carlton House (dwelling), Former Narraburra Shire Offices and St Paul's Anglican Church. The site includes several sections of heritage brick kerb.

The site has limited landscaping, particularly adjacent to Sacred Heart Catholic Church/St Anne's School, which detracts from the community space adjacent to public buildings.

Existing accessible parking spaces are non-compliant, which impacts access to public buildings for people with disabilities and mobility impairments.

Pedestrian movement is not optimised, with wide streets not encouraging safe speeds in proximity to two schools.

Figure 1 shows the location of the study area.



Figure 1: Location of the study area, shown in red: Southern side of Anzac Street, East and West Side of De Boos Street, Northern and Southern sides of Loftus Street to Aurora Street, Temora.

#### The Stakeholders

Temora Shire Council is the landowner of the public space, including roads and footpath area. Temora Shire Council also owns the Temora Shire Council Chambers and administration office, as well as the Temora Memorial Town Hall.

Other key landowners are:

- Trustees of the Roman Catholic Church, owners of Sacred Heart Catholic Church Temora and St Anne's School, including the school community of staff and parents, bus drivers as well as parishioners
- NSW Department of Education, owners of Temora Public School, including the school community of staff and parents, bus drivers

- Presbyterian Church Trustees, owners of St Andrew's Presbyterian Church Temora
- Residential landowners on the western side of De Boos Street
- Anglican Church Trustees, owners of St Paul's Anglican Church Temora

The draft concept plans will require consultation with Councillors and the Temora Shire community.

The *Road Safety Audit* report and *Recommended Treatments* report– *Temora Pedestrian Generators*, both prepared by Rigor Engineering Services, are provided as background reference documents, identifying risks to pedestrians and motorists within the study area and recommended treatments to improve road safety.

#### Aim

The aim of the project is to design a master plan for the purposes of the future enhancement of the site to improve amenity through:

- provision of additional suitable landscaping trees, included in blisters, to provide shade and softening of the urban environment,
- improved safety for pedestrians with enhanced visibility, such as through raised crossings and/or pedestrian refuges, additional line marking and signage,
- provision of suitable accessible car parking spaces for St Anne's School/Sacred Heart Church, Temora Memorial Town Hall and Temora Shire Council Chambers,
- provision of suitable kerb ramps for pedestrian movement,
- consideration of school drop off and pick up areas,
- retention of parking spaces, due to high levels of demand,
- consideration of centre road parking and parallel parking along De Boos Street, as an alternative to existing angle parking,
- consideration of inclusion of a roundabout at the De Boos/Loftus Street Intersection,
- consideration of stormwater drainage,
- consideration of existing heritage brick kerb and retention where practical and appropriate, and
- meets relevant transport safety requirements in terms of carriageway width, parking width and depth, pedestrian crossings, refuges, raised pavement and blisters, kerb ramp location, accessible parking space location and suitable tree species identification.

#### Objectives

The objectives of the project are to:

- Develop a concept design for the site that includes:
  - o Improved streetscape amenity
  - o Improved pedestrian safety
  - o Improved access for people with disabilities
  - o Heritage considerations
- Consult with Councillors, Council staff, key stakeholders and the wider Temora Shire community as part of the preparation of the concept plans.

Deliverables & Price

Provide costs to provide the following deliverables as part of the project:

1. Meeting with Council staff and Councillors to discuss the project
2. Preparation of draft concept plans
3. Consultation and consideration of feedback
4. Preparation of final concept plans for endorsement by Council

Outcome

The outcome of the project will be a site master plan that includes concept design and layout for enhancement of the De Boos Street site, to be used for the development of future construction plans.



**4.5 COFFEE VAN PROPOSAL - SPRINGDALE REST AREA**

**File Number:** REP24/117  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. Proposal

**REPORT**

Council has received a request from a local business who is proposing that they operate their mobile coffee van from the Springdale Rest stop site, in close proximity to the Springdale Hall, playground and associated amenities.

Correspondence outlining the concept is attached.

Council has consulted the Springdale Progress Association, who has offered no objections providing that they don't impact on/compete with the Volunteer Driver Reviver operations that have been successfully operating from the reserve for the past few years.

Generally the Driver Reviver operates on:

- Friday/Sat/Sun/Mondays of any long weekend;
- Easter weekend;
- Weekends at the Start and finish of School holidays

These stipulations were put back to the proponent who is happy to work within these limitations.

Council generally prohibits trading on roadside and recreation reserves, however with Council consent this can be approved where overall public benefit can be demonstrated (eg. Lake Centenary/Sugar & Spice)

Council may wish to charge a token amount to cover the cost of electricity which is consistent with the Lake Centenary lease arrangement.

Cr Jason Goode declared a non-pecuniary interest in relation to item REP/117, due to being a member of the Antique Car Club who run Driver Reviver.

**COMMITTEE RESOLUTION 6/2024**

Moved: Cr Rick Firman  
Seconded: Cr Anthony Irvine

That the Committee resolved to recommend to Council to permit the local mobile coffee business to trade on the Springdale Recreation Reserve providing that:

1. The current Driver Reviver service is not impacted upon; and
2. The owners remit to Council an amount of \$10 per visit to cover the costs of electricity (remitted at the end of each month)

**CARRIED**

***Report by Kris Dunstan***



Temora NSW 2666

22 January 2024

Dear Councilors,

We enter this correspondence to formally seek permission for our business to commence trading with our mobile coffee van at the Springdale Rest Stop site.

The space in which we are seeking is located next to the playground and close by to the toilets, and we would require 6x6 meter to set up and operate safely and effectively.

We would be planning to trade on Saturday and/or Sundays from the hours of 7am - 4pm.

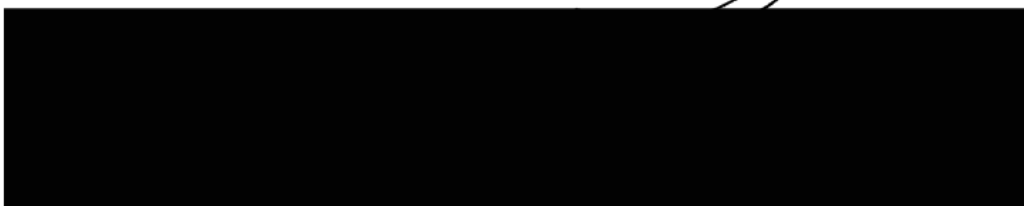
We hold a current Public & Products Liability insurance valued up to \$20,000,000.

We are almost completely self-sufficient, only needing access to power, if possible, please. We also hold a current Food Safety Supervisor Certificate.

We are highly committed to doing what is necessary to trade locally, as a locally owned family business.

We look forward to hearing from you regarding our request and welcome any further questions you may have, or information you require.

Kindest Regards,



**4.6 TEMORA COMMUNITY CENTRE ACCESSIBLE ENTRY**

<b>File Number:</b>	<b>REP24/110</b>
<b>Author:</b>	<b>Town Planner</b>
<b>Authoriser:</b>	<b>Director of Environmental Services</b>
<b>Attachments:</b>	<b>1. Existing access plan</b> <b>2. Option A</b> <b>3. Option B</b> <b>4. Community Centre ramp report</b>

**REPORT**

Councillors will recall that the Temora Community Centre was successful to receive a \$100,000 grant from the NSW Government's Stronger Country Communities Fund to provide an accessible entry to the front of the building.

The concept of the provision of accessible entry, to meet Australian Standards, has been designed by Katie Keith of Katie Keith Design.

The two design options, as well as a plan showing the existing entry, are attached alongside a report discussing the options.

The designs respond to the existing challenges faced by retrofitting an accessible ramp to a building entrance which has a finished floor level that is 425mm above street level. This difference in height requires that the accessible ramp must be a minimum of 5.95m in length.

**Option A:**

This option involves an accessible ramp being wholly located within the existing building. This design, whilst compliant with Council's policy of not allowing accessible ramps on Council's footpath, creates significant challenges for the building use, including restrictions on circulation space, as well as privacy and safety risks to staff. A significant amount of demolition and repair work is required to relocate the existing staff counter, which may lead to other issues and budget overruns.

**Option B:**

This option involves constructing the new ramp on the footpath, immediately alongside the building. No internal works to the building area required other than replacement of the entry foyer mat to suit the new automatic doors. Existing circulate spaces will remain and this option does not introduce privacy and security risks to staff, as the waiting area is separate, and reception is located close to the front office. The existing footpath in this location is 3.93m wide. If a ramp were to be constructed in this location, there would still be 2.53m of vacant footpath available for pedestrians in this location.

**Discussion**

As detailed within the supporting report, two options were explored and developed based on client briefing, existing site conditions, budget and functionality.

The report states that it is the professional opinion of Katie Keith that Option B, locating the ramp on the footpath in Hoskins Street, is the more suitable outcome for this project.

This view is supported by Council officers, due to the overall benefits for community members who use this important Civic building. It is noted that this approach has been used in other

important Civic buildings within Temora's main street including: the Post Office, Temora Town Library, John Meagher & Co building, Granleese & Co, Westpac bank and the Council offices.

It is therefore recommended that Council allow the proposal for a ramp to be built on the Council footpaths in Hoskins Street to access the Temora Community Centre.

#### **COMMITTEE RESOLUTION 7/2024**

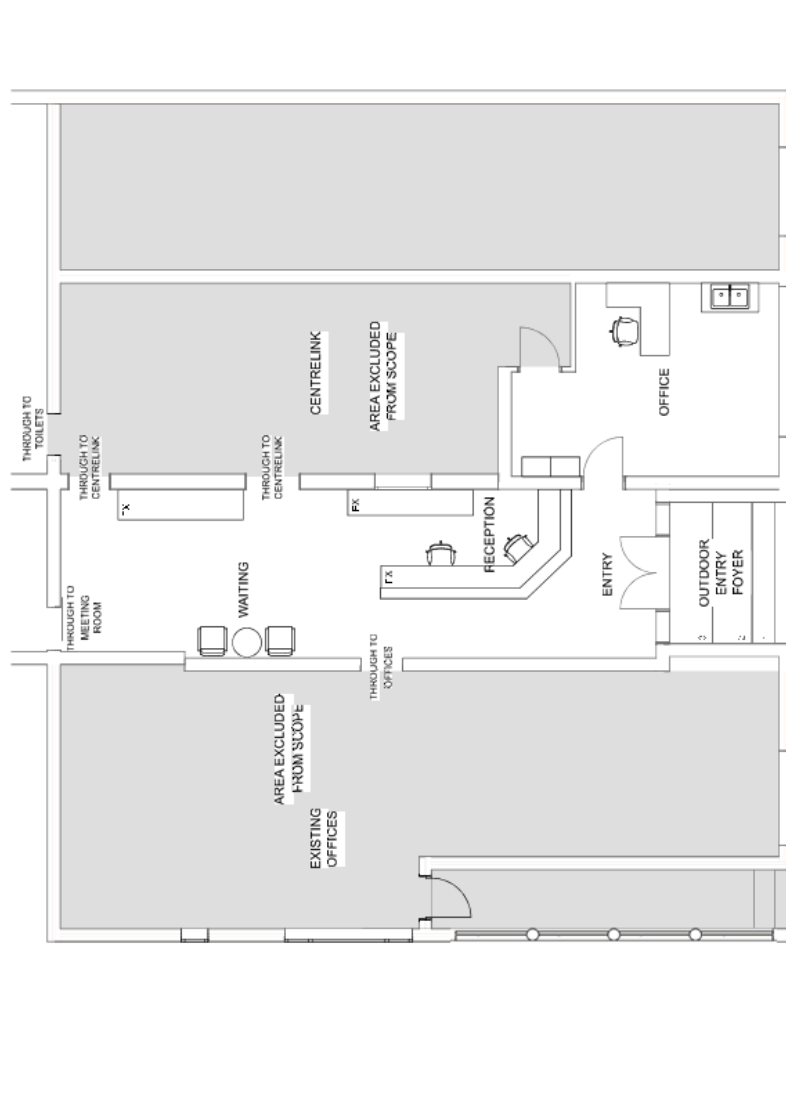
Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to support the proposal of the Temora Community Centre for an accessible ramp to be built on Hoskins Street, alongside the building.

**CARRIED**

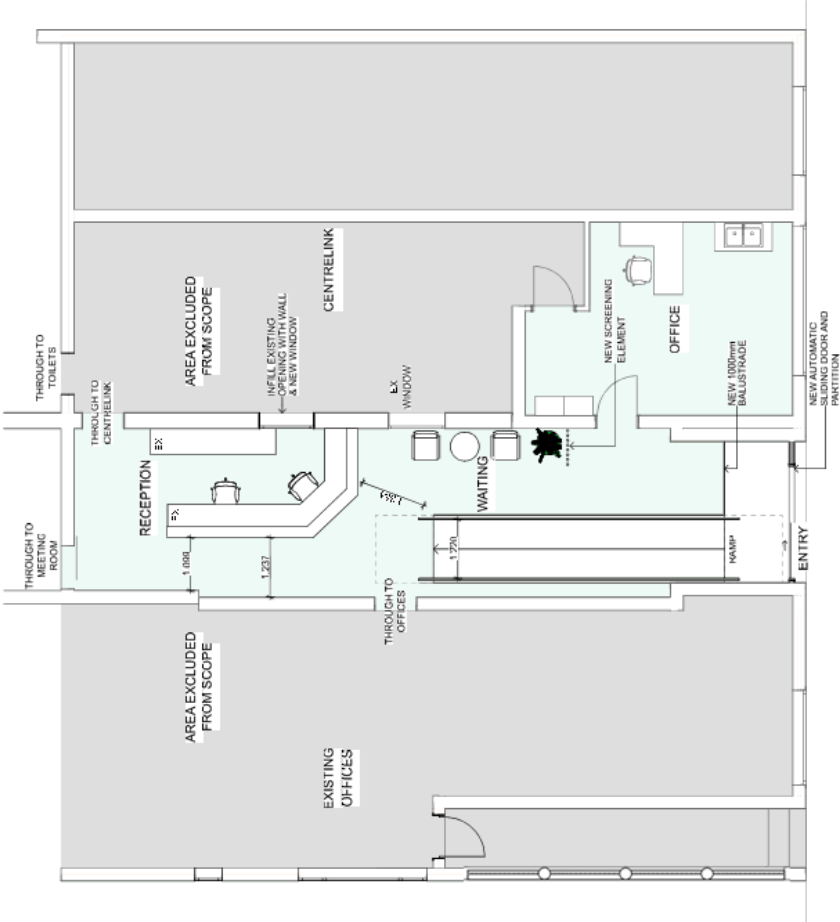
***Report by Claire Golder***



Existing Floor Plan  
1:100

1

[illegible]



1:100

New Floor Plan

1

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## New Floor Plan

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[illegible]



KATIEKEITHDESIGN

## **Temora Community Centre – New Entry Ramp Project**

225 Hoskins Street, Temora NSW 2666

Prepared by Katie Keith

30/01/2024



Temora Community Centre  
New entry ramp

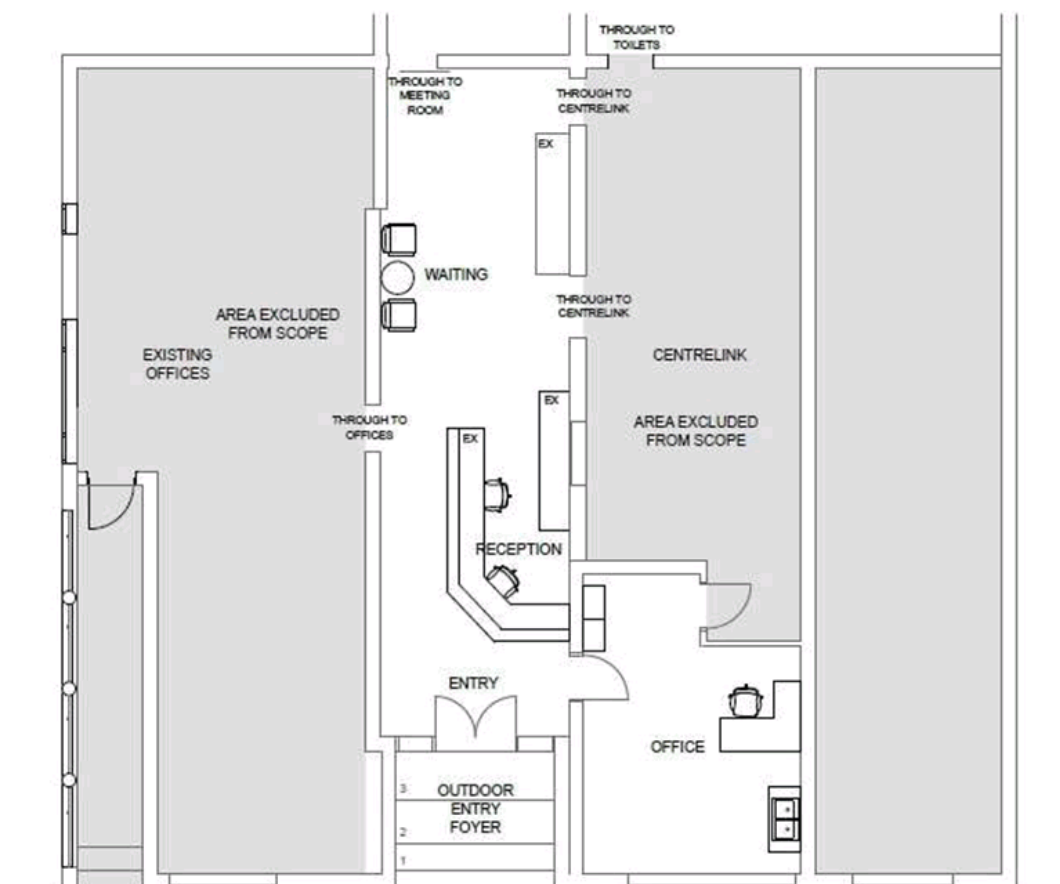
### 1. Introduction

Katie Keith Design was engaged to undertake the planning and redesign of the existing Community Centre entrance with the new design to include a new accessible ramp and entrance to comply with AS1428.

The existing building has several limitations that had to be worked with including the difference in the footpath level and the interior finished floor level which is approx 425mm. meaning the required ramp length is a minimum of 5950mm.

The existing entrance is smaller than the minimum required length and widths to have a new ramp within the existing outdoor entry foyer.

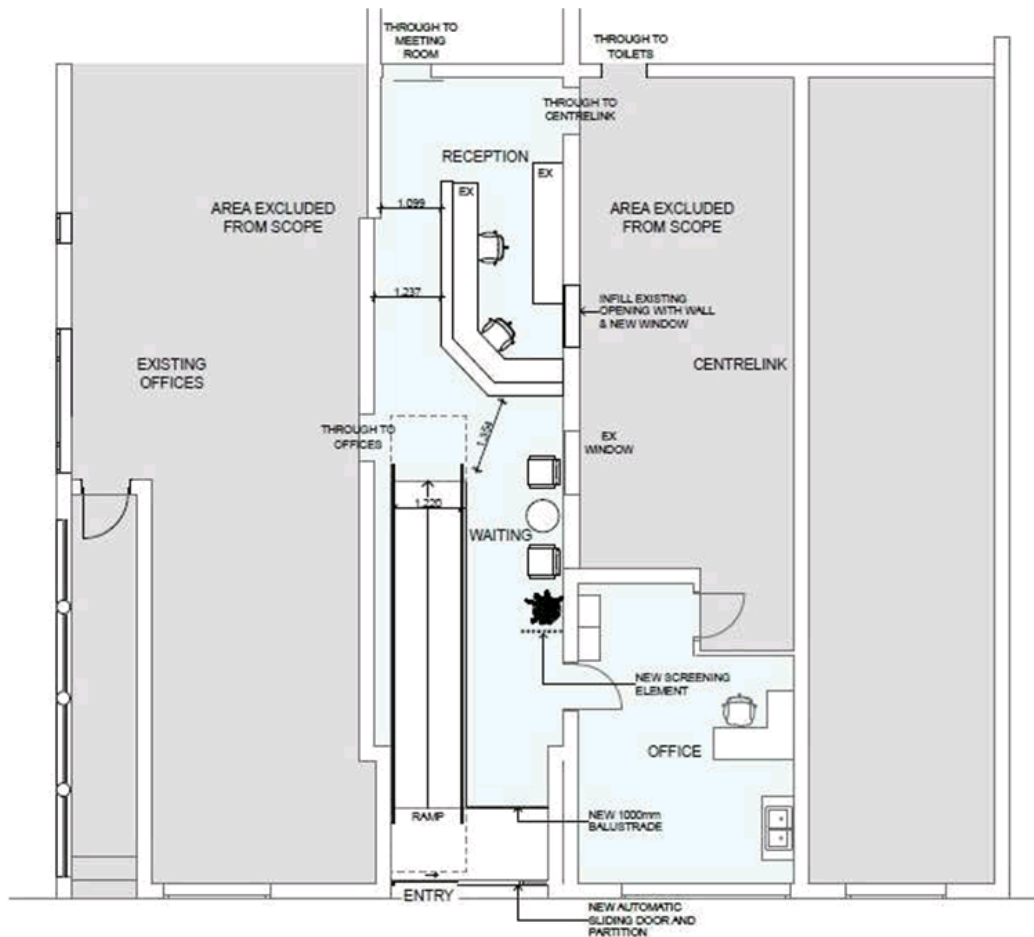
The existing reception space is long and narrow with multiple existing openings to work with. As the Community Centre staff work closely with the public security and privacy were important factors to be considered.



### Existing Floor Plan

Temora Community Centre  
New entry ramp

## 2. Option A



### New Floor Plan – Option A

#### 2.1 Design Description:

The design for the new entry and ramp in option A includes:

- The removal of the existing outdoor foyer stairs and double door and the removal of the existing materials and wall, floor and ceiling used in the existing outdoor foyer.
- Creating a new entry 200mm from the front of the building and installing a new automatic sliding door.
- Demolition of existing internal flooring and substrate to allow for new landing and accessible ramp.
- Relocation of the existing reception counter toward the back of the room to allow for the new ramp.
- Infilling the existing wide door opening into the Centrelink space. Infill with wall at base and a new window for viewing/ line of site into Centrelink space.

Temora Community Centre  
New entry ramp

- Installation of new glass or similar balustrade to open side of ramp and landing.
- Installation of new screening element to help create privacy and separation from the existing managers office and the new waiting area.
- Replace and/or patch carpet where reception joinery was relocated and new carpet to new ramp.

## 2.2 Pros: Option A

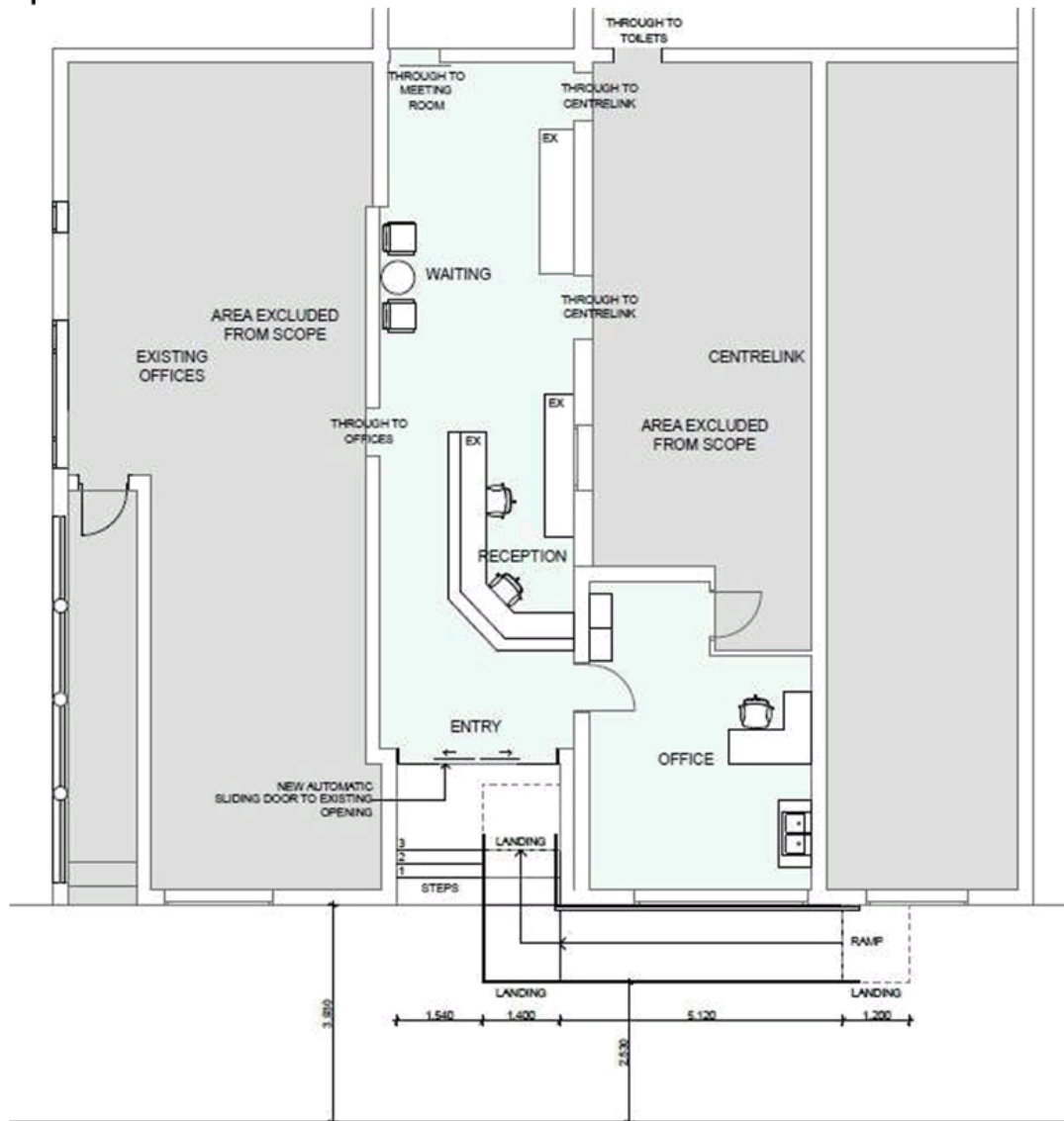
- Option A allows for the new ramp to be installed within the fit out and complies with Temora Shire Councils policy on not allowing ramps to be built outside of a buildings boundary/or on council owned footpaths.

## 2.3 Cons: Option A

- Option A requires a significant amount of demolition of the existing building and fit out. With any existing building work and demolition there is a risk of running into problems/more work than originally expected which can lead to budget blowouts.
- The new proposed accessible ramp takes up a lot of the existing fit out space creating a bottle neck towards the back of the room and reducing circulation space and general space for users of the Centre.
- The significant work required may not be achievable within the project budget.
- Relocating the reception counter to the back end of the fit out separates the reception staff and management staff in the front office.
- Waiting room located close to the front management office could create a security and privacy risk by allowing customers and visitors easy access to management.
- The design requires the larger of the two entries into the Centrelink space to be closed off/infilled. The secondary entrance may require widening to allow for wheelchair, walking frames and prams to access the space easily. There is also a cross over between this entrance and the entrance to the toilets.
- The location of the ramps top landing is close to the doorway through to the offices which could become a problem for circulation and also privacy and safety for the staff that use the offices.
- During construction due to the significant amount of demolition required and relocation of the existing joinery the facility would need to be closed or relocated to remain operational during construction.

Temora Community Centre  
New entry ramp

### 3. Option B



**New Floor Plan – Option B**

#### 3.1 Design Description:

The design for the new entry and ramp in option B includes:

- The removal of the existing outdoor foyer stairs and double door.
- A new ramp to be located on the footpath directly outside the Community Centre which hugs the building and wraps around into the existing outdoor entry foyer. The design includes a new ramp, new stairs and landing within the existing outdoor entrance foyer and building façade.
- The installation of a new double automatic door installed in the existing opening.
- No internal works other than the upgrade/replacement of the entry foyer mat to suit the new door configuration is required.

Temora Community Centre  
New entry ramp

### 3.2 Pros: Option B

- Option B requires minimal demolition with all demolition required being external works and within the existing outdoor entry foyer.
- Having the demolition and construction works isolated to the building exterior will allow for the Community Centre to continue to run during construction with minimum disruption to its customers/visitors and staff.
- A temporary entrance could be created via access through the secondary entrance to the lefthand side of the building through one of the existing offices.
- As the existing outdoor foyer space would be retained the existing art deco tiles could be kept and the tiles removed to create the new landing could be used to infill the missing tiles and maintain the character and heritage of the building.
- As no changes to the interiors is required under option B the existing carpet would remain.
- Option B allows for the existing interior to remain which is more generous in size and has more circulation space than the reduced interior of Option A.
- The safety and privacy concerns with Option A are no longer a concern as the management staff and waiting area are separate and reception is located close by the front office.
- The proposed budget for the project would accommodate the scope of works required in Option B.
- If there was budget remaining it could be put towards painting the tired reception interior.
- The new ramp could be designed to tie in with the Council's proposed future upgrade to the footpaths in this area of the Mainstreet.

### 3.3 Cons: Option B

- Option B requires the new accessible ramp to be built on Council footpath.

## 4. Conclusion

As part of the design process two options were explored and developed based on client briefing, existing site conditions, budget and functionality.

It is my professional opinion that Option B is the more suitable outcome for this project. It is recommended that Council look to vary their policy on allowing ramps to be built on council footpaths in the case of this important Civic building.

The Community Centre is an integral part of our community and a lot of the people who use this facility would greatly benefit from having suitable and safe accessible entrance to the building and its facilities.

This approach has been used in other important Civic buildings within Temora's main street including: the Post Office, Temora Town Library, John Meagher & Co building, Granleese & Co, Westpac bank and the Council offices.

**4.7 CRM - SEBASTOPOL ROAD****File Number:** REP24/78**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Letter Sebastopol Road January 2024
2. Previous correspondence 2007 to 2022
3. Traffic Committee Report Sebastopol Road March 2022

**REPORT**

Councils Engineering Works Manager is in receipt of recent correspondence dated 29<sup>th</sup> January 2024 as attached from a resident of Sebastopol Road.

Additionally attached is.

1. All previous written correspondence to Council and responses issued dating between 2007 and 2022.
2. Report in 2022 to Traffic Committee relating to Goldfields Way and Sebastopol Road which was correspondence from a different property owner to all other correspondence to this report. Committee resolution confirmed by the ordinary meeting of Council by resolution 48/2022 on 17<sup>th</sup> March 2022.

The resident has also previously met with the now retired General Manager and the Engineering Works Manager in relation to this matter. The most recent meeting in 2022 with the Engineering Works Manager detailed verbally that Council staff including myself do not have the authority to action a matter outside of the final resolution of Council or a superseded resolution of Council at a later date.

This resident was advised to discuss concerns directly with one (1) or more Councillors, along with submit further correspondence to Council for consideration that clearly detailed concerns. I'm unaware if this resident has discussed their concerns with any Councillors in the past 12 months, however new correspondence has been received as attached for consideration.

Items to note, both in general and in relation to the newly received correspondence.

1. The road was unsealed as per current condition when the resident purchased this property in October 2002.
2. The area of concern is the first 200 metres of Sebastopol adjoining Goldfields Way.
3. This property is the only dwelling along that section of Sebastopol Road, with the next dwelling access being 1km further along Sebastopol Road.
4. Truck noise including gear changing for vehicles on Goldfields Way would need referring to TfNSW.
5. Reference to Nicholson Street upgrade nearing completion.
  - When comparing, this street is urban not rural like Sebastopol Road.
  - Nicholson Street services properties facing Junee Road, access to O'Dea Street, secondary access to Temora Cemetery and Primary access to 10 separate individual urban property lots (only 1 with a dwelling currently out of those 10).
  - This upgrade was funded by the 'Fixing Local Roads' (FLR) program round 3 plus some additional Council funds.

6. In response to the comment regarding funding and reference to resurfacing works on Goldfields Way. Goldfields Way being a state highway is managed by TfNSW and Council has no control over maintenance and capital funding for Goldfields Way. This funding is also not transferable to Council for use on local roads we manage. It should be noted that TfNSW have funded a bitumen reseal for the segment that runs from near Boundary Range Road to the bottom of the hill near the old Sebastopol Pub. I draw this to Councils' attention as that work will be undertaken in late February or early March, so this resident may question why that's undertaken but the first 200m of Sebastopol Road isn't upgraded.
7. In relation to noting that Council has a parcel of land we put gravel in and have our trucks travel the road. Council manages a piece of crown land that was formally the Sebastopol recreation ground. Due to issues with mine shafts opening and related safety concerns the previous material stockpile on Goldfields Way opposite the old Sebastopol Pub was decommissioned for use to stockpile materials and that stockpile site was relocated to the old Sebastopol recreation ground. This stockpile is only used for road construction materials including sealing aggregate when planned work is nearby on Goldfields Way. The usage for the intended stockpile purpose, will result in the stockpile not even being used in every 12-month period. Operation from a noise perspective is only during approved ordinary work hours under Environmental Legislation being 7:00am to 6:00pm weekdays.
8. Wynds Lane is one of few examples where the bitumen seal is extended off Goldfields Way greater than 10 or 20 metres for the intersection. Wynds Lane is bitumen sealed for the first 100 metres but also includes a line marked bus stop in that section and was funded as part of the intersection upgrades on Goldfields Way for both Coolamon Road and Wynds Lane intersections.

#### **Option 1**

No further action, a detailed letter be sent to the resident outlining key items of this report.

#### **Option 2**

No further action, a detailed letter be sent to the resident outlining key items of this report.

Additionally, that the noise complaint item within the correspondence be referred to TfNSW.

#### **Option 3**

Council writes a detailed letter explaining key items of the report, with inclusion of an option for upgrade of the first 200 metres of Sebastopol Road undertaken at their expense.

#### **Option 4**

Council writes a detailed letter explaining key items of the report, with inclusion of an option for upgrade of the first 200 metres of Sebastopol Road undertaken by means of a 50/50 arrangement. Council commits 50% of the upgrade cost if the resident is willing to contribute the other 50%.

#### **Option 5**

Council refers the project to future budget estimates for the full project cost, to be considered within the 10-year budget program. This may also be denoted as subject to grant funding, so the project is only delivered if grant funding is applied for and successfully approved.

#### **Summary**

Council's Engineering Works Manager recommends that options 1 through 3 be considered as the outcome of this matter or a similar outcome.

Consideration also be given to the return correspondence being issued by the General Manager, due to the ongoing nature and continued complaints to Council on the same matter. This would solely be to reinforce that Council will not further consider this matter if that is the direction of Council as the outcome to this report.

**Budget Implications**

Upgrading Sebastopol Road by reconstructing the pavement and bitumen sealing for the first 200 metres would require a budget of \$60,000 to \$80,000 as an estimate without further detailed scoping.

Options 1, 2 and 3 – Nil cost other than minimal general administration operating expenses.

Option 4 - \$30,000 to \$40,000 estimated cost to Council as 50% of project subject to resident paying the equivalent 50%.

Option 5 - \$60,000 to \$80,000 estimated cost referred to Council's 10-year program of capital works budget estimates.

**COMMITTEE RESOLUTION 8/2024**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee recommend to Council Option 2 and 3.

**CARRIED**


***Report by Alex Dahlenburg***



Date: 29.1.24

To Whom it may concern.

This is the 6th. letter I have written to you in regards to Clearhills /Sebastopol Rd. We cannot put up with the dust that is caused from the traffic along it. We are both not well & our house is the closest to the road. We have pictures of the dust which we have submitted to Alex. There is also a school bus that uses this road. We can hear the trucks coming & going from Goldfields Way changing gears on the highway & once they turn the corner they take off down our road. We have noticed noticed that Nichalson St. has been redone with some sort sealance /gravel. We have pictures. Your excuse we dont have the money. We noticed that the Goldfields Way keeps getting resurfaced 3/4 times & we feel that if it was done properly in the first placed then this would be a money saver. What we are asking is not much. Also the council has a parcel of land to put their gravel so now we have councils trucks up & down the road. I want something done about this issue. If not I will take it further & no more letters will be written.



Mar. 13 2007 10:53PM P1

**Late Correspondence.**

**Urgent.**

**Date 12.3.07**

**To the Mayor, General Manager, Director of Engineering & Councillors.**

**Re: Roads Ranking a Wrestle. Published Fri. March 9th. 07**

**Dear Sir,**

**In presenting his report to the committee meeting on Feb.22nd. the Director of Engineering Services Mr. F. Giacomini, explained traffic counts were used for prioritising the Shires roads. These counters had been placed on the roads recently to collect as much data as possible.**

**The counter that was placed on Clearhills Rd. past Mr.J.Crawfords farm therefore the majority of the traffic would not be countered. The traffic counter should have been placed up by the Wagga Rd. It was brought to the attention of the Temora Shire that the counter needed to be moved as it would be a false reading but it was left where it was. Would this make Clearhills Rd. a low ranking Rd.? What is the Director of Engineering traffic count data on this road please? Has there been other Rds. with this type of problem?**

**Thanking you,**

**Clearhills Rd.  
Sebastopol 2666  
Ph./fax**

FDG:BCB:R/03/02

29 March 2007

Clearhills Road  
TEMORA NSW 2666

Dear

Regarding your letter dated 12<sup>th</sup> March, 2007 relating to traffic counts on Trigalong-Sebastopol Road (Clear Hills Road), traffic counts along the road were taken at both ends of the road, plus a third counter at the intersection with Leonards Lane.

Under the proposed Roads Hierarchy Plan before Council at present the first counter near Wynds Lane resulted in a score of 38.2, while the second just off the main road had a score of 23.3. The volume of traffic and their percentages is given in the table below. The scoring indicates that more traffic came off the Wynds Lane than the Main Road. The score for Leonards Lane is also included.

<b>Vehicles per day</b>	<b>Cars</b>				<b>Trucks</b>				<b>Score</b>	
	% C	No	% LR	No	% MR	No	% HC	No		
22	58.2	13	32.2	7	6.7	1.5	3.0	1	38.2	Off Wynds Road
20	43.2	9	35.3	7	-	-	-	-	23.3	Off MR 57
15	89.5	13	3.2	1	0.8	0.1	6.5	1	237.	Leonards Lane

It should be noted that the counts were only for a period of 23 days commencing mid August, 2006. The policy that is being presented to Council will require that any road which is considered for upgrading would have traffic counters placed for a full twelve month period. This initial count is to set a base line so that proposed criteria in the Hierarchy Policy can be considered by Council.

It is considered that the placing of three traffic counters, two on the Trigalong-Sebastopol Road and one on Leonards Lane, is adequate to gauge the initial traffic on the road.

Yours faithfully

  
FD Giacomin  
DIRECTOR ENGINEERING SERVICES

For the GENERAL MANAGER

FDG:BCB:C/04/18

26 April 2007

Clearhills Road  
SEBASTOPOL NSW 2666

Dear Carol,

Council considered your letter and representation to seal Clearhills Road at its April meeting and resolved to take no action at this stage.

Council also adopted the Roads Hierarchy Policy which places Trigalong-Sebastopol Road (Clearhills Road) as Class 5 – Unsealed Maintained. When traffic counters are available they will be placed on Clearhills Road as outlined in your letter and the traffic volume compared against the policy.

Yours faithfully

  
FD Giacomini  
DIRECTOR ENGINEERING SERVICES

For the GENERAL MANAGER

**Memo:** [REDACTED]

**CC:** [REDACTED]

**Date:** Tuesday, March 18 2008

**Approximate Time:** 10:00 am

**Taken from:** [REDACTED]

**Address:** Clear Hills Road, Temora

**Phone:** [REDACTED]

**Taken by:** [REDACTED]

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**Details:**

[REDACTED] called to request something to be done about the amount of dust that is coming off Clear Hills Roads as cars drive past.

Thank you.

memo Cars Report.doc

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ATT MR G Lavell

Date 3.12.08

To Temora Shire Council.

Re: Clearhills Rd. / Sebastopol Rd.

To Mr. C. Dunstan.

Dear Sir,

could you pass this letter onto the right channels. Clearhills Rd. is appalling as its fine dust & as its used by traffic a lot & the dust is unbearable. We wrote to the council nearly a year ago with no response & have explained to you about the problem. Mr. Fabio did a survey some time ago & placed the counter down Clearhills Rd. in a position that was placed to far down this Rd. where hardly any traffic went & was not put there when harvest was in progress also. The problem is that most farm houses are built a long distance from the the road & do not get the full impact of dust. As we are right on the Rd. we do. We would appreciate the council to seal from Wagga Rd. down Clearhills Rd. to the + sign which is not a long distance. This is a health problem for us as we cannot breath with the dust, it is so thick. We rang last yr. as it was so thick that we left the house we couldnt breath. The council sent a water truck out to water the road but it was so hot that it lasted about 1hr. as was back to dust. On our deeds it states that there is a sealed frontage. Our driveway is onto Trigalong Lane & the letterbox is on Clearhills Rd. Could Council please do something about this problem this summer.

Thanking You ..

FDG:BCB:R/03/02

17 December 2008

[REDACTED]  
Clearhills Road  
TEMORA NSW 2666

Dear [REDACTED]

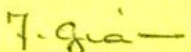
**RE: CLEARHILLS RD./SEBASTOPOL RD.**  
**(Your correspondence received 3<sup>rd</sup> December, 2008)**

Council acknowledges receipt of the abovementioned correspondence and advises that Council has adopted the Roads Hierarchy Policy which places Trigalong-Sebastopol Road (Clearhills Road) as a Class 5 – Unsealed Maintained. And therefore does not warrant for your request for the road to be sealed.

However, Council advises that residents do have the opportunity to seal certain roads at their own cost, this being only if it does not meet the required Class.

Should you wish to seal the road at your own cost, please contact Councils Director of Engineering Services on (02) 6980 1100 to schedule an appointment.

Yours faithfully

  
FD Giacomini  
DIRECTOR ENGINEERING SERVICES

For the GENERAL MANAGER

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**From:**  
**Sent:** Tuesday, 8 December 2009 9:53 AM  
**To:**  
**Subject:** FW: Accident Junee Road

Could you register this item on Trims please

Regards

Risk Assessor/Safety Officer  
Temora Shire Council  
Ph: 0409 691 077 or (02) 6980 1201  
Fax: 69780079

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**From:**  
**Sent:** Tuesday, December 08, 2009 9:26 AM  
**To:** ; Fabio Giacomini; Kerry John Wallace  
**Subject:** Accident Junee Road

Hi All

phoned to say that there has been an accident this morning on the Clear Hills Road (I think this is what she meant)

Wants something done about the dust. The accident happened because the 4wd could not see the truck for dust and then another vehicle went up the back of the 4wd, and the 4wd hit the truck. (Something like that) I asked had they called the police and she said they had. But it is all about the dust.

Can you please call her on

*Secretary - General Manager  
Temora Shire Council  
[arands@temora.nsw.gov.au](mailto:arands@temora.nsw.gov.au)  
PH: 02 69801102  
Fax: 02 69801138*

8/12/2009



Date: 9.2.2021

85771

Att. to Mr. G. lavell

Temora Council.

Re: Trigalong & Sebastopol Rd. Sebastopol NS.W. 2666

I am writing to you in regards to the part of the road in front of the road in front of our house. our council came graded the road before harvest which was excellant. The traffic {trucks mainly} have no respect for the road. I took notice that when they came off Goldfields Way they would speed up but coming up to Goldfields Way they dont slow down till they are out side our laneway. Their is that much dust I find it to be a health problem. As you know were have 2 vintage classic cars plus I put washing out

& dust gets into the house. It is a very fine dust & goes everywhere. The quality of life is very poor. I am asking the council to do something with the road from the Goldfields way & Sebastopol Rd. down past our hose to where you have graded a paddock for councils use. I am not a roads expert but there must be something that council can do.

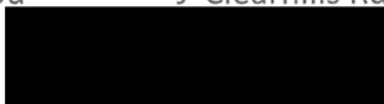
I have come up with with a few ideas. Used oil to cut down dust.

Some sort of good gravel which trucks wouldnt chew up.

Tar seal the area past our house & to put a speed sign from Goldfields Way to where your area is in the paddock.

I would appreciate the council to look at this issue.

Thanking you , Clearhills Rd Sebastopol. N.S.W. 2666



86378

RNF:ARB

21 March 2022

[REDACTED]  
Clearhills Road  
SEBASTOPOL NSW 2666

Dear [REDACTED]

Thank you for your correspondence relating to the intersection of Sebastopol Road and the Goldfields Way. Council considered your request at the March meeting of Council and subsequently resolved to forward your correspondence to TfNSW to be considered with other safety related information regarding the subject intersection.

If you have any further enquiries in relation to this matter please contact me on 02 6980 1100.

Yours sincerely



RN FISHER  
ENGINEERING TECHNICAL MANAGER

For the GENERAL MANAGER

## TRAFFIC COMMITTEE MEETING AGENDA

8 MARCH 2022

**4.7 GOLDFIELDS WAY / SEBASTOPOL ROAD INTERSECTION SAFETY CONCERNS****File Number:** REP22/227**Author:** Engineering Works Manager**Authoriser:** Engineering Services Manager**Attachments:** 1. Correspondence**REPORT**

Council received correspondence on Monday 31<sup>st</sup> January, 2022 in relation to road safety concerns for motorists at the intersection of Goldfields Way and Sebastopol Road. This correspondence and photos are attached to the report.

The main safety concerns raised as a summary are:

1. Trees/branches obstructing sight distance at the intersection
2. Narrow road Pavement which is unsafe for heavy vehicles trying to gain speed with limited sight distance
3. Lack of sight distance along Goldfields Way turning out of Sebastopol Road due to hills on Goldfields Way
4. Sebastopol Road is at an incline where it meets Goldfields Way, a flatter road pavement would allow easier turning rather than starting a turn manoeuvre on an uphill incline

Council also received a complaint from another resident that this resident was using various council gravel roads during harvest which is a longer haul from the farm gate, to avoid this intersection due to their safety concerns. The farm gate is on Sebastopol Road, however they were choosing to travel on council gravel roads (Sebastopol Road and Wynds Lane) and come out on Goldfields Way at Wynds Lane which other residents on these roads weren't happy about. From a council perspective it would be preferred the shortest route from farm gate to sealed road is utilised to help in protecting the condition of councils unsealed road receiving unnecessary heavy vehicle movements.

Council's Engineering Works Manager referred this customer request onto TfNSW through the RMCC Contract Manager on the 31<sup>st</sup> January to review these safety concerns and provide comment back to council. Council staff understand this may need an onsite review/road safety audit prior to any response. Once we know TfNSW position on this and our own council position regarding Sebastopol Road leg we can respond to the resident.

To date Council hasn't received any comment back in relation to this request from TfNSW.

This report and correspondence are presented to highlight the concerns as Sebastopol Road is Council's responsibility which formed part of the initial request in flattening the road pavement. This component needs consideration from council in terms of budgeting an upgrade pending on the outcome of the TfNSW Goldfields Way components of the request.

**Budget Implications**

Nil at this stage, however if upgrades are proposed on Sebastopol Road approaching the intersection this will require a council budget commitment.

**TRAFFIC COMMITTEE MEETING AGENDA****8 MARCH 2022**

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**COMMITTEE RESOLUTION 8/2022**

Moved: Mr Tom Wivell

Seconded: Cr Max Oliver

The Committee resolved to recommend to Council that the TfNSW Asset Manager undertake a site inspection.

**CARRIED**



**From:**

**Sent:** Monday, 31 January 2022 1:24 PM

**To:** Temora Shire Council <[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)>

**Subject:** Sebastopol goldfields rd intersection safety concerns

To Temora shire council,

As landholders who use Sebastopol rd/goldfields way intersection frequently, we have serious safety concerns with the dangerous conditions of the above mentioned intersection and would like to see a proactive approach taken for the safety of local community and travellers regarding this.

Firstly, the overgrown trees branches at the intersection impair vision.

Vision is also reduced when trying to turn onto goldfields way as incline to the road creates difficulty seeing oncoming traffic.

Also side aspect of goldfields way at intersection in either direction is steep with no room for heavy vehicle or car to make an emergency pull over to the side to let 100km travelling traffic keep going and avoid accidents. (which could likely happen with only couple hundred metres clear vision to the south).

We appreciate you taking the time to consider our concerns and look forward to hearing from you.

Kind regards











**From:** Alex Dahlenburg  
**Sent:** Monday, August 15, 2022 4:25 PM  
**To:**  
**Cc:** Rob Fisher <rfisher@temora.nsw.gov.au>  
**Subject:** RE: Sebastopol goldfields rd intersection safety concerns

Hi [redacted] and [redacted],

After a phone conversation with [redacted] I just wanted to confirm in writing that Transport for NSW (TfNSW) staff meet onsite Friday 15<sup>th</sup> July to audit this intersection. Information provided back to council essential determined that without spending a large amount of \$\$\$ on Goldfields Way there isn't too much that could be done at this location.

TfNSW asked council to sweep loose stone/gravel from the intersection following inspection and relocated the Give Way sign based on their instructions. The only other proposal was whether Truck Turning signs would be of benefit, however if permanent they will be unlikely to cause change to driver habits or see them reduce speed past this location.

TfNSW didn't really assess Sebastopol Road during this process as this road is a council owned road, with their inspection being Goldfields Way and just the intersection itself.

If council can assist with this matter in any other way just let us know.

Kind Regards



Alex Dahlenburg  
Engineering Works Manager  
Temora Shire Council

p: 02 6980 1113 m: 0419 844 759  
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**4.8 THOMAS THE TANK ENGINE****File Number:** REP24/85**Author:** Engineering Works Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. EOI Template Form for Thomas the Tank Engine**REPORT**

Following a report to the November 2023 Assets and Operations Committee it was recommended to Council that an expression of Interest be issued for Plant 7507 and 7504 and further that a report come back to Assets and Operations Committee.

At the ordinary meeting of Council on the 30<sup>th</sup> of November 2023 a motion was moved to endorse the committee recommendation.

Following this an Expression of Interest was advertised and published on the Council website as per copy attached. This was open from late 2023 through to the close date of 30<sup>th</sup> January 2024, with no submissions received by council.

After the article featured in the Temora Independent and the EOI published, previous members of the now folded APEX Temora club verbally advised that an agreement was reached between council and APEX Temora that Thomas the Tank be gifted to Council. This was subject to Thomas the Tank Engine, when retired, going to the Rural Museum or back to Apex Australia.

A search for a written agreement as an electronic record was undertaken but didn't turn up any documents. Former Temora Apex members advised their minutes are archived at the Rural Museum, however due to time involved these to date have not been manually searched through.

As per the previous report, plant items 7507 "Thomas the Tank Engine" and 7504 being the trailer to transport it, council had recently received quotes for the required annual engineering certification for the plant which highlighted the cost of owning this fleet asset, risks involved and lack of utilisation.

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

**Annual Cost for Plant 7507 – Thomas the Tank Engine**

19/20 FY = \$2,002.81

20/21 FY = \$1,523.30

21/22 FY = \$2,683.92

22/23 FY = \$2,520.29

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

19/20 FY = \$849.28

20/21 FY = \$770.44

21/22 FY = \$893.92

22/23 FY = \$721.92

It is still proposed that Council decommission these items of fleet, with engineering recertification now past its January due date. Reasons for decommissioning and/or selling.

1. **Annual cost** to Council of approximately \$3,000 with no income

2. **Management and Risk.** Thomas is classified as an ‘amusement device’. More stringent requirements by SafeWork NSW for Amusement devices have come into effect. See clause 238, 242 242(1A, 2, 3 & 4) in the previously supplied Work Health and Safety Amendment Regulation 2022.

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

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

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

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

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

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

Council’s Engineering Works Manager approached the Temora Bundawarra Centre Manager to see if they may wish to have Thomas as a static display at the Rural Museum as part of Temora’s History. However it was advised that due its size and inability to operate it without significant annual cost there is no desire to have Thomas.

Council’s Engineering Works Manager has since had further conversation with the Temora Bundawarra Centre Manager due to lack of any EOI submission regarding other alternate options. The manager advised that as council is currently looking into a new building in the facility as an Ambulance Museum, that if funding is successful this will free up space in the current building used to store historical ambulances and memorabilia. In the interim the Manager advised Thomas the Tank Engine could be placed in the storage area in the Bundawarra Centre property beside the Men’s Shed with a cover over it until such time minor restorations are made and space is available for display.

Council’s Plant Manager also sought auction estimates for the car trailer used to transport Thomas as it is of no need once arrangements are made for Thomas. No pricing was provided for Thomas, because if it is sold, indication verbally was due to its age and condition the value would be equivalent to scrap pricing.

The trailer auction estimate is \$3,500 to \$4,500.

From a quick online search of train style amusement devices for hire the below was found. As seen at the top of the image the daily hire rate is between \$1,000 and \$1,800 which indicates for Thomas the Tank Engine to be viable financially, then a similar hire charge would need to be applied by council if retained.

This search also shows that should a community group wish to hire this type of amusement device there are options available without council having to carry the cost of owning an amusement device and operate it correctly in accordance with the newest legislation implemented in 2022.

## Rate Guide

**From \$1000 - \$1800 +GST**

Subject to Date - Time - Location  
+ Chosen Train

### Other Rides - You May Like

**CLICK HERE !!**

Line 02



Melbourne  
**Tommy Cho Trackless Train**  
Price on Application  
2 Carriages - 10 per carriage



Sydney  
**Bonza Express**  
Price on Application  
Subject to Date - Time - Location required

Line 04



Sydney  
**Rainbow Carriage**  
Price on Application  
Subject to Date - Time - Location required



Brisbane  
**Red & Green 1 or 2 carriages**  
Price on Application  
Subject to Date - Time - Location required

Line 06



Brisbane  
**Green - Trackless Trains**  
Price on Application  
1.2m W x up to 15M Long



Melbourne  
**Thomas - Trackless Train**  
Price on Application  
Date - Time - Location required

Line 14



Melbourne  
**Cha Cha Train**  
Price on Application  
Date - Time - Location required

## Proposed Options

### Option 1

Recertify Thomas the Tank Engine and budget a \$10,000 revamp/face lift.

This would see Thomas the Tank Engine keep operating and annual expenses of approximately \$3,000. Operation costs are likely to increase to ensure council meets the newest legislative requirements regarding Work Health and Safety risks.

Part of this option as a consideration could be to seek local business or individual sponsorship to fund maintenance and operating expenses if the community wishes to see its continued operation.

#### **Option 2**

Council writes to APEX Australia to determine if they wish to have Thomas the Tank Engine back, with a further report back to council on the outcome of the correspondence.

#### **Option 3**

Thomas the Tank Engine be placed in storage at the Bundawarra Centre until future minor restorations are made and then it be placed on public display.

The car trailer once used to transport Thomas the Tank Engine to the Bundawarra Centre be sent to auction and sold.

#### **Option 4**

Thomas the Tank Engine and the car trailer both be sold.

Council's Engineering Works Manager recommends that Option 3 above be considered as the best outcome in relation to this matter.

### **Budget Implications**

#### **Option 1**

\$10,000 plus an average of \$3,000 annually. Also risk due to age of Thomas the Tank Engine that replacement or major repairs could occur in coming years.

#### **Option 2**

Nil cost

#### **Option 3**

Nil cost regarding Thomas the Tank Engine

Income back to plant fund of approximately \$4,000 for the sale of the car trailer

Savings of \$3,000 annually in maintenance expenditure

#### **Option 4**

Income back to plant fund of approximately \$5,000 for the sale of Thomas the Tank Engine and the car trailer.

Savings of \$3,000 annually in maintenance expenditure

### **COMMITTEE RESOLUTION 9/2024**

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

That the Committee recommends to Council that option 3 as detailed in the report be undertaken.

**CARRIED**

***Report by Alex Dahlenburg***

Cr Max Oliver left the meeting at 2:59 pm.



## TEMORA SHIRE COUNCIL

### EXPRESSIONS OF INTEREST

#### THOMAS THE TANK ENGINE & CAR TRAILER

Temora Shire Council is seeking written expressions of interest (EOI) for the purchase of amusement device "Thomas the Tank Engine" with or without the car trailer used to transport it.

One or both options below may be selected with an EOI price offered otherwise the EOI will be deemed invalid and not considered.

☐ **Option 1:** Thomas the Tank Engine (Only)

EOI Price Offered - \$ \_\_\_\_\_

☐ **Option 2:** Thomas the Tank Engine and Car Trailer

EOI Price Offered - \$ \_\_\_\_\_

*(Note: Car trailer will not be sold individually through EOI process)*

Personal Details of EOI Submission	
Name	
Address	
Phone No.	
Email	

#### **Conditions of Sale:**

1. "Thomas the Tank Engine" is classified as an amusement device and its operation as such for this purpose must comply with the Work Health and Safety Amendment Regulation 2022 under the Work Health and Safety Act 2011.
2. "Thomas the Tank Engine" as an amusement device requires annual engineering certification. This certification will have expired and the responsibility of the purchaser to arrange re-certification if they wish to operate it as a public amusement device.
3. "Thomas the Tank Engine" is not NSW road registered with the EOI allowing a submission for only the amusement device or a combined package with the car trailer council has used to transport Thomas.
4. If the successful EOI includes purchase of the car trailer, the purchaser is responsible for transferring the trailer registration and associated costs.
5. Expressions of interest received will be reported confidentially to the February Assets and Operations Council Committee meeting and Council Meeting, with the resolution of Council the final decision.

**Return via email to:** [secretary@temora.nsw.gov.au](mailto:secretary@temora.nsw.gov.au) or deliver in person to councils office at 105 Loftus Street, Temora with the EOI period open until 4:30pm Monday 30<sup>th</sup> January, 2024.





Image 1 & 2 – Inside Thomas the Tank Engine





Image 3 & 4 – Front of Thomas the Tank Engine







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



**4.9 LAKE FENCING**

**File Number:** REP24/59  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

**REPORT**

Council Resolution 169/2023 requires Council to staff prepare costings to fence the play equipment at Lake Centenary. As such, below is a draft sketch of a potential fence around the play equipment area with a ballpark cost estimate.

Resolution 1/2023

Moved: Cr Graham Sinclair

Seconded: Cr Anthony Irvine

It was resolved that the Operational Plan Quarter 1 Review 2023/2024 be noted.

AND FURTHER

That Council Officers prepare a report on costings associated with fencing the play equipment at Lake Centenary.

Carried

**Estimate**

Item	Cost (Ex GST)	Comment
150m of 1.2m high commercial grade Colourbond playground fencing with 2 x PA gates and 1 x vehicle access gate.	\$21,000	
Fence installation	\$10,000	
Concrete base hob (Supply and install)	\$9,000	Optional but preferred by P&G
	<u>\$40,000</u>	

**Further Discussion**

Installation of the proposed fence will increase ongoing maintenance for the Parks and Gardens Team at Lake Centenary. Inside the compound will need to be mowed with a smaller mower than the remainder of Lake Centenary which will create an additional establishment and additional snipping will be created on the fence line. This is not a major impost on its own, however, the cumulative effect of many projects over time has the P&G team significantly struggling to resource routine maintenance and this needs to be considered.

**Draft Fence Location**

**Budget Implications**

\$40,000 - \$12,500 (LCMC) = \$27,500

**COMMITTEE RESOLUTION 10/2024**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

That the Committee recommend to Council to review the Everyone Can Play Guidelines and present a future report to Council.

**CARRIED**

***Report by Rob Fisher***

**4.10 LOFTUS STREET REQUEST**

**File Number:** REP24/68  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Correspondence  
2. December 2018 Report  
3. April 2016 Report

**REPORT**

Council has recently received correspondence regarding the state of the footpath in Loftus Street between Hoskins Street and Little Baker Street. This has prompted Council staff to submit this report along with relevant background reports regarding the general subject area for Council's consideration.

It is evident this area of Loftus Street has been considered for upgrade for at least 18 years with some adjacent areas of the Hoskins Street exhibiting sacrificial concrete poured as part of the 2004/2005 Hoskins Street footpath upgrade works to connect a project in this area of Loftus Street. This subsequently did not occur, and Council has since reconsidered the area in April 2016 (attached) and the project has been included in Council's forward works program since 2015. The project remains incomplete and has been pushed back in Council's budget on several occasions.

It is clear this area needs improvement with many of the subject infrastructure assets in poor condition. As such, it is requested that Council consider the attached reports and provide direction on whether this project remains to be delivered as a single integrated project (Footpath, K&G, Road & Taxi Rank Infrastructure), or whether the Taxi Rank is removed from the capital works program not to be delivered. Additionally, it is requested Council consider whether the project remains to be fully grant funded and hence, not deliverable until a specific grant is available and successful.

Following Council decision, staff will review the plans and associated costs taking onboard Council's decision and include the project to be considered in the 24/25 budget process.

**Budget Implications**

Approximately \$250,000 - \$400,000

**COMMITTEE RESOLUTION 11/2024**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

That the Committee recommend that Council defer the taxi rank upgrade and consider in the budget estimates, the upgrade of the footpath and kerb and gutter infrastructure in Loftus Street from Hoskins Street to Little Baker Street.

AND FURTHER

Investigate a case for mixed use of the bus stops.

**CARRIED**

***Report by Rob Fisher***

GD:TC

15 January 2024

Temora Shire Council  
[adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)

Re:

I would like to raise my concerns on the following matters concerning the above building.

Footpath

The footpath on the Loftus Street side of the building is in need of urgent repair. There are many substantial cracks on the surface, areas that have been 'patched up' & areas that are just covered with sand which all are a dangerous trip hazard.

The footpath is a busy thoroughfare & is also the location of the mobile blood donor van.

I have attached photos to demonstrate the poor state of the footpath.

Tree

The tree at the corner of Hoskins & Loftus Streets is a considerable size & overlaps onto the awning of the building (photos attached).

The tree leaves block the gutters which is causing water damage to the awnings/building.

Please feel free to discuss any questions you may have with these matters.

Yours faithfully



**3.8 LOFTUS STREET TAXI RANK AND FOOTPATH RENEWAL**

**File Number:** REP18/1449  
**Author:** Engineering Technical Manager  
**Authoriser:** Engineering Technical Manager  
**Attachments:**

1. Photos
2. Transit Bus Shelter
3. Metro Shelter
4. Decco Shelter
5. Loftus Street Footpath Plan
6. Cost Estimate

**REPORT**

Council recently requested staff submit a revised report surrounding the upgrade of the Loftus Street Taxi Rank and associated surrounding areas, with the view of providing Council a lower cost option to upgrade this area.

To facilitate improved visibility of the project and provide the option of a staged approach, I have chosen to separate the kerb and footpath works from the taxi rank and associated access facilities.

**Road Shoulder, Kerb & Gutter, Footpath & Street Gardens**

Following further investigation of the site and plans provided by Mr David Scobie, I am of the view the general layout provided by Mr Scobie is the best option for upgrade of the area. However there are a number of options available to assist in lowering the cost of upgrade, of which, I have detailed below;

1. Reduce proposed footpath width. Currently the plans show a new kerb alignment and an increased footpath width of approximately 5m on the north side and 6m on the south side. I would propose the footpath be reduced to 4m on both the north and south sides. This would be sufficient for current and future pedestrian traffic on this section and would allow enough room for a taxi shelter and a 1.5-2.0m path to coexist (subject to confirmation of selected taxi shelter).
2. Remove 3 proposed street gardens on the straight sections of path. This is required to reduce the footpath width proposed in point 1.  
Note: Distance between proposed blister gardens in Loftus Street is 40m. This distance is consistent with the distance between street gardens in Hoskins Street.
3. Remove Street lamps (excluding Taxi Rank). Note: Solar lighting within the taxi shelter is an option being considered and if appropriate will remove all street lamps.
4. Remove 5 bins, retaining 3 bins. Number of bins is excessive for the area. Provide bins only where public seating is provided.
5. Reduce the protrusion of both blisters at western end consistent with the reduction in path width.
6. Take a minimalist approach to road reinstatement. This would include shoulder stabilisation only (exclude road pavement). This would include adding a 50mm correction course of pavement material and stabilising to a depth of 200mm between the kerb line and road shoulder line (approx. 5m wide on each side)

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ASSETS & OPERATIONS COMMITTEE MEETING MINUTES11 DECEMBER 2018

---

**Taxi Rank and Associated Facilities**

Following review of the taxi rank design again it is viewed as a good option, however it was considered by Council to be too high a cost for a service with low and reducing demand.

Options available to reduce cost of the taxi rank facility;

1. Reduce the size and style of the taxi shelter. Consider modular bus shelter unit similar to the eastern section of Loftus Street adjacent to Hoskins Street.
2. Remove the raised access platform and replace with compliant pram ramp access or kerb ramp access.
3. Remove the concrete median strip and replace with a combination of bollards and a root controlled tree line (see photo of Young taxi rank layout).

**Budget Implications**

Taxi Shelter - \$37,000

Kerb and Footpath Upgrade - \$210,000

**COMMITTEE RESOLUTION 142/2018**

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

That the Committee recommend to Council to refer the kerb and footpath upgrade to the 2019/2020 budget estimates.

**CARRIED**

***Report by Rob Fisher***



Photo 1 – Transition of old and new path.



Photo 2 – Taxi Rank layout.





Photo 3 – Taxi Rank shelter



Photo 4 – Kerb defect



Photo 5 – Kerb defect



Photo 6 – Kerb and footpath defect





Photo 7 – Layout looking east.

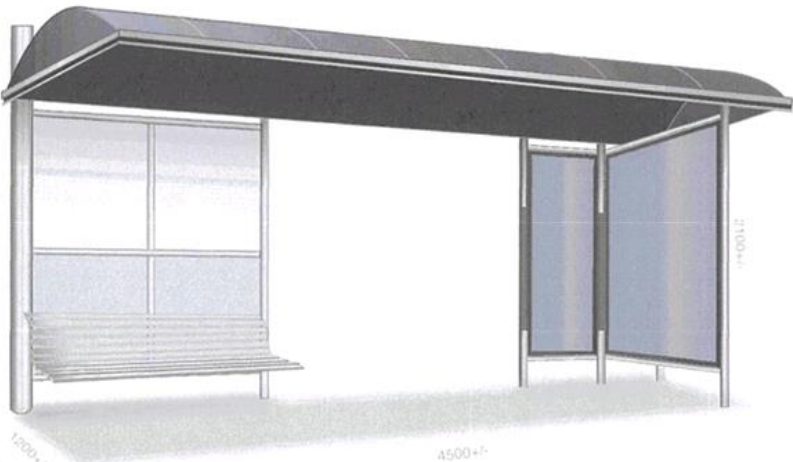


Covered Taxi Rank at Young



# Transit

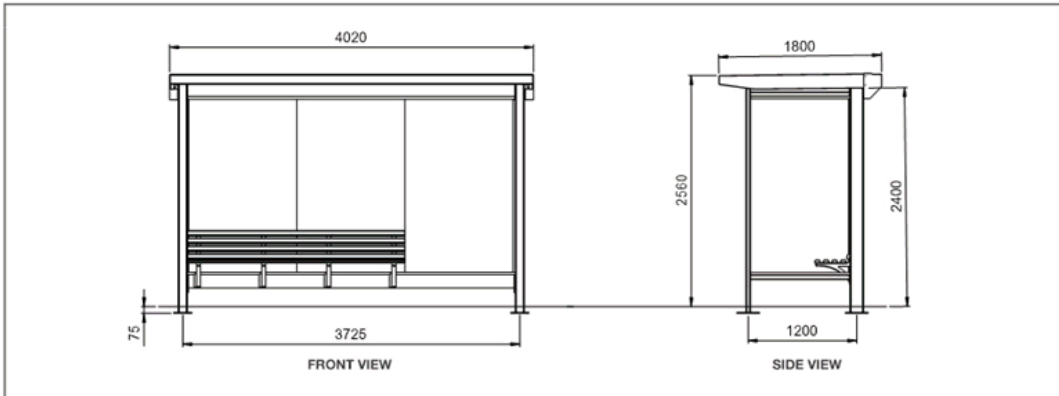
BUS SHELTER



- Features:**
- Roof: Corugated colourbond
  - Seating: Timber or Aluminium
  - Glazing: Laminated Glass or Acrylic
  - Drainage: Concealed
  - Size: Can be adapted to any specification

Transit	Specifications			
	Typical Length:	4500 mm	Side:	N/A
	Typical Width:	1200 mm	Colour:	Optional
	Typical Headroom:	2100 mm	Glazing:	Optional

STANDARD PRODUCT  
**METRO SHELTER**



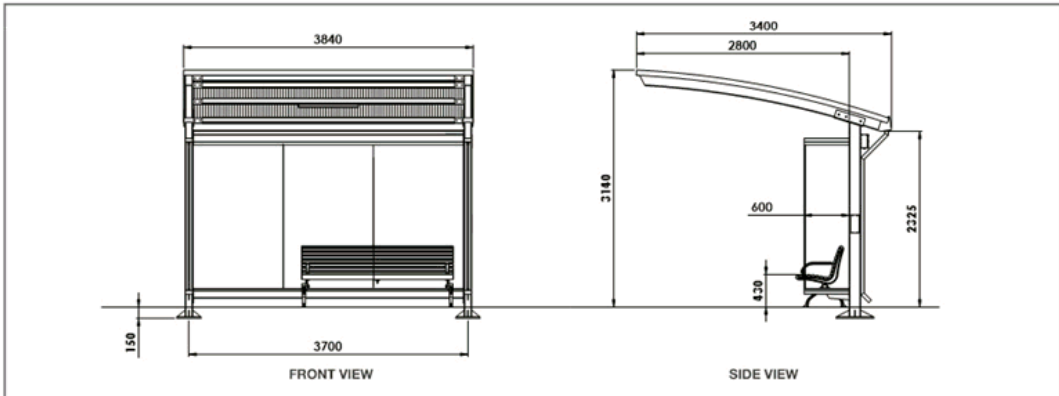
<b>Dimensions (mm):</b> Overall: 4020W x 1800D x 2560H Internal: 3725W x 1200D x 2400H Seat Length: 2400	<b>Features:</b> Toughened safety glass Colorbond roof Windbreaks Cantilever seat LED lighting Concealed footings	<b>Optional extras:</b> Mesh wall panels Aluminium roof Short Windbreaks Seat arm-rests Timber or Aluminium seat slats Solar powered lighting Drain to surface Bolt to surface
<b>Finishes:</b> Powder Coated Aluminium Frame Refer to Dulux Powder Coat colours		

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W: [stoddartinfrastructure.com.au](http://stoddartinfrastructure.com.au)  
E: [info@stoddartinfrastructure.com.au](mailto:info@stoddartinfrastructure.com.au)  
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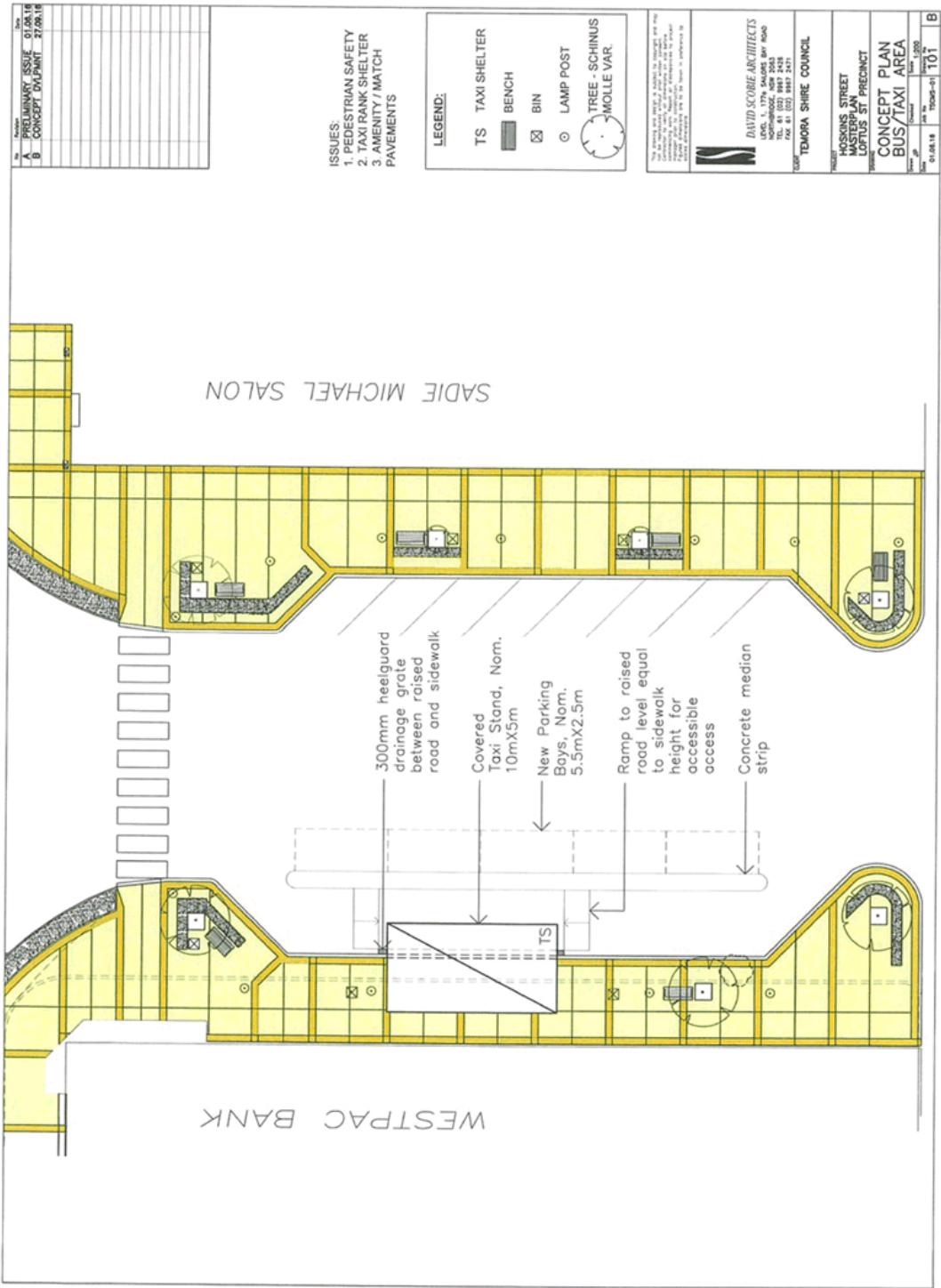
STANDARD PRODUCT  
**DECCO SHELTER**



<b>Dimensions (mm):</b> Overall: 3840W x 3400D x 3140H Internal: 3600W x 2800D x 2325H Seat Length: 2000	<b>Features:</b> Toughened safety glass Colorbond roof Windbreaks Freestanding seat LED lighting Drain to Surface Concealed footings Scaleable design	<b>Optional extras:</b> Mesh wall panels Seat arm-rests Timber or Aluminium seat slats Solar powered lighting Internal drainage
<b>Finishes:</b> Powder Coated Mild Steel frame Refer to Dulux Powder Coat colours		

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## BILL OF QUANTITIES - WORKS ESTIMATE

Quotation No 0  
 Temora Shire Council  
 Loftus Street Footpath and Associated Road Works

0/01/1900  
 Prepared by:

ITEM 1	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
<b>ESTABLISHMENT INC TRAFFIC CONTROL</b>						
	Establishment	each	1	\$2,500.00	\$2,500.00	Setup and Stabiliser
	Services Locations	each	1	\$1,000.00	\$1,000.00	
	Set out/level Control	hour	40	\$60.00	\$2,400.00	
	Project Management	hour	60	\$100.00	\$6,000.00	
				sub	\$11,900.00	

ITEM 2	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
<b>DRAINAGE</b>						
	Kerb and Gutter	m	120	\$180.00	\$21,600.00	
	Underground Drainage	m	100	\$250.00	\$25,000.00	
	Kerb Lintles	Each	2	\$2,000.00	\$4,000.00	
				sub	\$50,600.00	

ITEM 3	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
<b>FOOTPATH</b>						
Removal	Excavator, 2 x Truck, 2 x Labour	m <sup>2</sup>	42.5	\$370.00	\$15,725.00	
Concrete		m <sup>3</sup>	55	\$330.00	\$18,150.00	
Key Joint		m	120	\$50.00	\$6,000.00	
Crusher Dust		m <sup>3</sup>	100	\$50.00	\$5,000.00	
Preparation	Bob Cat, Truck, 2 x Labour	Hour	42.5	\$290.00	\$12,325.00	
Storm Water Connections	2 x labour, Ute	Hour	25.5	\$120.00	\$3,060.00	
Form Place and Finish		m <sup>2</sup>	450	\$40.00	\$18,000.00	
				sub	\$78,260.00	

ITEM 4	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
<b>ROAD WORK</b>						
	Shoulder Stabilisation	m <sup>2</sup>	500	\$50.00	\$25,000.00	
				sub	\$25,000.00	

ITEM 5	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
<b>STREET FURNITURE &amp; GARDEN BEDS</b>						
	Bins x 3	each	3	\$2,000.00	\$6,000.00	
	Seats x 4	each	4	\$1,500.00	\$6,000.00	
	Box Hedges	each	60	\$50.00	\$3,000.00	
	Garden Mix	m <sup>3</sup>	40	\$100.00	\$4,000.00	
	Water provision	each	1	\$4,000.00	\$4,000.00	
	Advanced Trees	each	4	\$500.00	\$2,000.00	
				sub	\$25,000.00	

SUB TOTAL \$190,760.00  
 10% CONTINGENCY \$19,076.00  
 TOTAL \$209,836.00



BILL OF QUANTITIES - WORKS ESTIMATE

Quotation No00/01/1900

Temora Shire CouncilPrepared by:

Taxi Shelter and Associated Works

ITEM 1	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
TAXI SHELTER						
	MODULER TAXI SHELTER INSTALLED	Ea	1	\$25,000.00	\$25,000.00	
				sub	\$25,000.00	

ITEM 2	DESCRIPTION	UNIT	QTY	RATE	COST	COMMENT
STREET FURNITURE & GARDEN BEDS						
	Trees	each	5	\$500.00	\$2,500.00	
	Bollards	each	8	\$100.00	\$800.00	
	Line Marking	each	1	\$2,000.00	\$2,000.00	
	Accessible Pram Ramp	each	1	\$3,000.00	\$3,000.00	
				sub	\$8,300.00	

SUB TOTAL\$33,300.00

10% CONTINGENCY\$3,330.00

TOTAL\$36,630.00

At 3:02 pm, Cr Max Oliver left the meeting.

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**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

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**4/04/2016 LOFTUS STREET TAXI RANK PROPOSAL(S/02/04)****BUDGET IMPLICATIONS:** \$137 000 - \$158 000**REPORT**

In the 2015/16 budget a value of \$125,000 was incorporated for the upgrade of the Taxi Rank precinct in Loftus Street, however no design concept for the area had been established. This stemmed to the removal of this item from the current financial year budget. The aim of this was to allow the development of a concept and the possibility to apply for funding under possible grant programmes.

This report outlines three possible concepts for the Taxi Rank precinct in Loftus Street in which council can determine an appropriate option to consider within a future budget, to also allow for application of works under future grant programs.

The existing Taxi Rank is in a central location for commuters at the Loftus Street location in relation to the Temora Business precinct. Maintenance this location for this purpose should reduce community confusion and increase acceptance of any design changes proposed. In the past 12 months the Taxi Rank experienced damaged to the kerb and pavement from the felling of the large peppercorn tree during a storm, however, touch-up repairs have since been performed raising the area to an acceptable safety standard. The aesthetics of the Taxi Rank has decreased due to the loss of shade and patched kerb repair (shown in images below).

Councils Engineering department have researched and designed three possible design concepts to meet community requirements, while meeting Austroads standards and space aesthetics. The Austroads standards from section 7.8 and 7.2 in regard to taxi ranks and parking requirements have been considered in the design process. The design concepts consist of maximising parking in the CBD, maintaining access to nearby businesses and fitting aesthetically into the current street scape.

Features that have been considered for this design include:

- Covered shelter for entry/exit of taxi
- Solar panels incorporated on shelter structure for lighting and information board
- Electronic information board for upcoming council events
- Extra parking
- Dual purpose areas for community activities
- Shelter and trees to increase usability in all weather conditions
- Improvement of the current Taxi Rank

**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

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A cost breakdown of the proposed three concept layouts has been attached with a design summary to highlight the features for consideration of each option.

**TAXI RANK *Designs***

**OPTION 1**

Number of taxi's	2
Number of car park spaces	13 (5 new)
Shelter size	7.5 x 21m (157.5m <sup>2</sup> )
Shelter cost	\$49000
Solar panels	\$35000 (+ install)
Seat cost	\$800 each
Road blister (38x1m)	\$190/m x 38 = \$7220
Pavement	\$40/m x 200 = \$8000
Kerb/150mm new	\$140/m x 40 = \$5600
Landscaping	\$2500 (hedge, irrigation, install)
Road access	two-way
Electronic Info board	\$20000
Signage	\$2000
TOTAL	\$132,620
10% Contingency	\$13,262

**OPTION 1 TOTAL: \$145,682**

**Option 1 *Concept Summary***

Option 1 gains five extra car parking spaces, maintains two-way traffic and does not allow the space to be used for other purposes. Solar panels incorporated in the roof of the shelter generate power for lighting and the information board. With designed landscaping this option would enhance the aesthetics of the Town centre.

**Option 1 *Design Layout Plan***

Diagram illustrating Option 1 for a bus stop layout. The layout shows a two-way road with a central green bus stop island. The island features a ramp and two designated 'TAXI' zones. Cars are parked on both sides of the road. A dashed line indicates the 'TWO-WAY' traffic flow.

**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

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## OPTION 2

Number of taxi's	2
Number of car park spaces	8 (0 new)
Shelter size	8 X 15m (120m <sup>2</sup> )
Shelter cost	\$40000
Solar panels	\$35000 (+ install)
Seat cost	\$800 each
Pavement (concrete)	\$90/m x 394m <sup>2</sup> = \$35460
Kerb 150mm new	\$140/m x 40 = \$5600
Landscaping	\$3500
Road access	One-way
Information board	\$20000
Signage	\$3000
TOTAL	\$143,360
10% Contingency	\$14,336

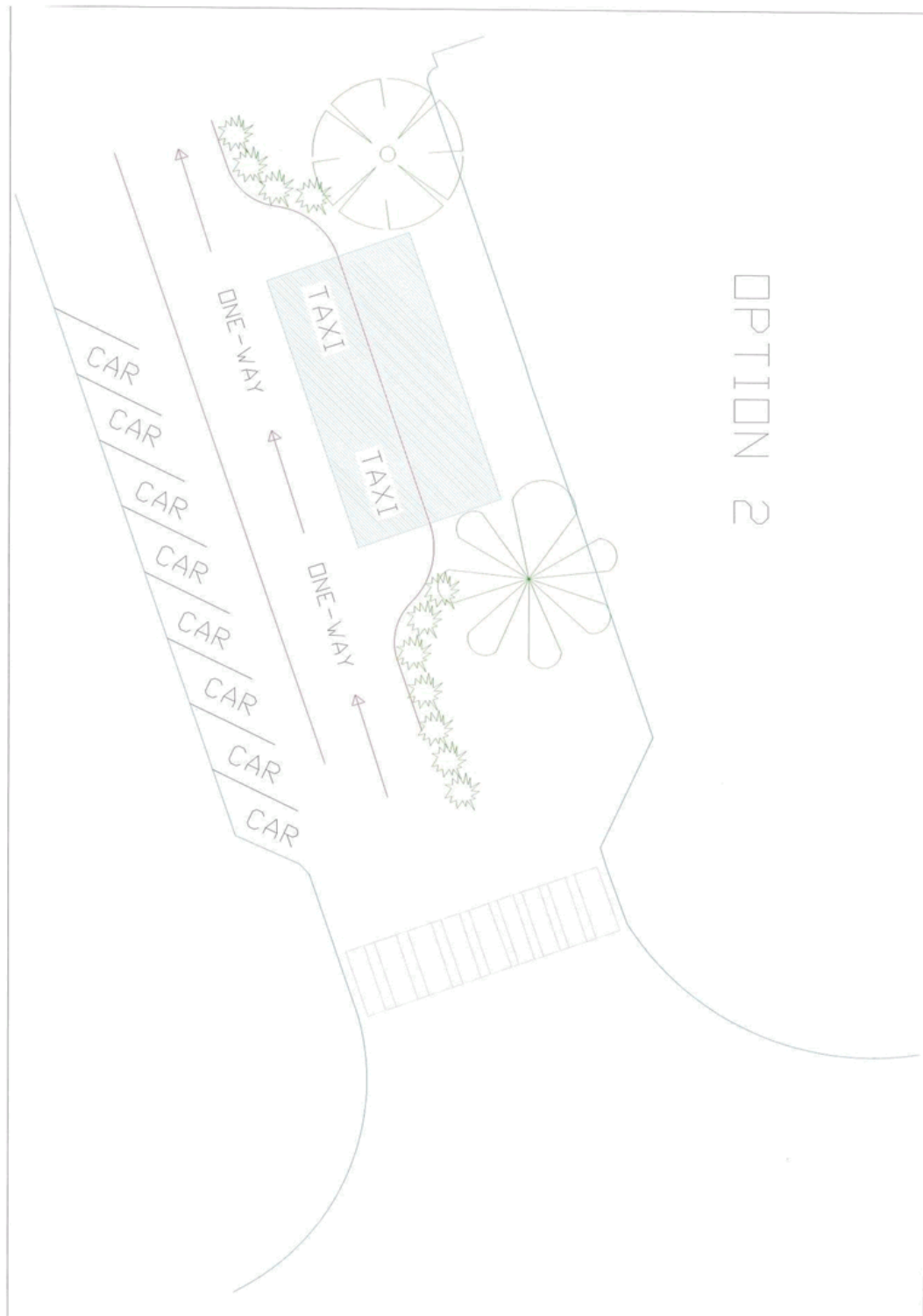
**OPTION 2 TOTAL: \$157,396**

## Option 2 *Concept Summary*

Option 2, gains zero extra car parking spaces, changes traffic to one-way direction in Loftus Street and allows the space to be used for other purposes such as (*markets, fairs and pedestrian calming*). Solar panels incorporated in the roof of the shelter generate power for lighting and the information board. With designed landscaping this option would enhance the aesthetics of the Town centre.

## Option 2 *Design Layout Plan*

**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**



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**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

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### OPTION 3

Number of taxi's	2
Number of car park spaces	16 (8 new)
Shelter size	9 X 12m (108m <sup>2</sup> )
Shelter cost	\$37000
Solar panel	\$35000 (+ install)
Seat cost	\$800 each
Road blister (9.5x0.4m)	\$100/m x 9.5m = \$950
Pavement	\$90/m x 80m <sup>2</sup> = \$7200
Kerb 150mm new	\$140/m x 90m = \$12,600
Bollards	\$2000
Landscaping	\$3500
Road access	One-way
Electronic Info board	\$20000
Signage	\$3000
TOTAL	\$124,550
10% Contingency	\$12,455

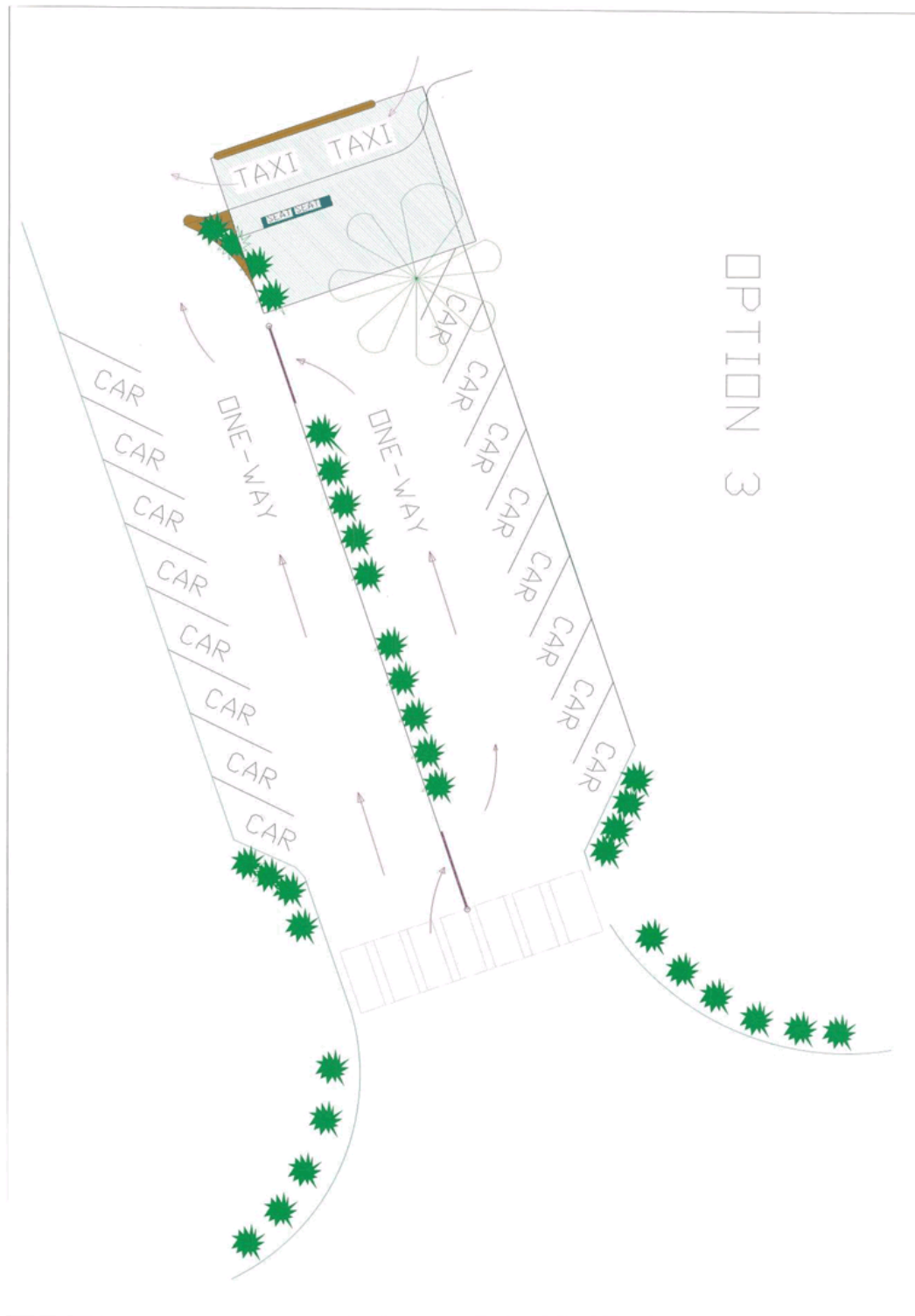
**OPTION 3 TOTAL: \$136,705**

### Option 3 Concept Summary

Option 3, gains eight extra car parking spaces, changes traffic to one-way direction and allows the space to be used for other purposes such as (*markets, fairs and pedestrian calming*). A boom gate has been included in the design for ease of car park closure for such events. Solar panels incorporated in the roof of the shelter generate power for lighting and the information board. With designed landscaping this option would enhance the aesthetics of the Town centre.

### Option 3 Design Layout Plan

**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**



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**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

**Existing Taxi Rank Images**



**Example images of Solar panels incorporated into taxi shelter**

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**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016****Solar energy lamp box shelters**

Solar energy is produced inside the sun or the surface of the sunspot continuous process of nuclear fusion reactions can be roughly divided into solar energy photovoltaic and solar thermal two categories. Photovoltaic plate assembly is a

**PHOTOVOLTAIC BUS SHELTER EQUIPPED WITH:****Example of Boom Gates for Option 3**



**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

**Example images of drive through Taxi Ranks**



**Brief Summary**

	New Spaces Gained	Parking	Traffic Flow	Loftus Street	Cost
Option 1	5		Two-Way		\$145,682
Option 2	0		One-Way		\$157,396
Option 3	8		One-Way		\$136,705

**RECOMMENDATION**

It is **recommended** that the committee consider the three proposed concepts in this report and to determine the most suitable option for recommendation to council for future grant program applications and budgeting within future years.

**Report by Greg Wiencke**

21/04/2016

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**REPORT ON THE MEETING OF THE ASSETS & OPERATIONS COMMITTEE  
HELD AT 2:00 PM TO 4:35 PM ON 12/04/2016**

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**149/2016**

**COMMITTEE RESOLUTION**

**On the motion of Cr Oliver and Cr Judd**

**The Committee resolved to recommend to Council that David Scobie be engaged to prepare plans incorporating a Loftus Street Taxi Rank similar to Option 1 and the proposed upgrades of the northern and southern blocks in Hoskins Street.**

**Carried**

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**4.11 EVX CHARGER LOCATION**

**File Number:** REP24/94  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

**REPORT**

Following Council resolution 145/2023 from November 2023 (below), Council staff have asked the electric vehicle charging company EVX to supply Council with their preferred location to install their 22kW pole mounted EV charger. EVX responded on the 30<sup>th</sup> of January with the site shown below on Loftus Street between Hoskins Street and Baker Street. As discussed, Council would be required to provide the 2 x parks, signage and line marking at the site.

EVX are requesting Council consider the site and site requirements before they undertake further electrical investigations with Essential Energy.

Committee Resolution 1/2023

Moved: Cr Jason Goode  
Seconded: Cr Claire McLaren

It was resolved that Council enter into negotiations with EVX regarding the installation of a charger on a pole within Temora Shire at no cost to Council and that a further report be provided to the Assets & Operations Committee.

Carried



**Budget Implications**

\$1,000 approximately (2024/25)

**COMMITTEE RESOLUTION 12/2024**

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

That the Committee recommend to Council to grant approval for the site and support Council's delivery of signage and marking

AND FURTHER

That the tree be removed.

**CARRIED**

***Report by Rob Fisher***

Cr Anthony Irvine recorded his vote against.

**4.12 CAPITAL WORKS FUNDING**

**File Number:** REP24/95  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

**REPORT**

Council staff are requesting some changes to the 2023/24 financial year capital works program to accommodate some delivery challenges and additional works to this area.

Council staff are requesting Council push back and reallocate the 2023/24 funded \$311,000 Old Cootamundra Road Resealing project to the 2024/25 financial year. This is needed to allow sufficient time to complete significant leadup works required prior to resealing.

Preparation works include:

- Shoulder & Table Drain grading, including adding gravel to shoulders where required. \$220,000 funded by RERRP in November 2023.
- 2x Causeway widenings/upgrades, 1x culvert extension and 1x culvert replacement - \$100,000 Council funds this FY
- Old Cootamundra Road Pavement Heavy Patching - \$140,000 funded by RERRP grant funding proposed next FY just prior to reseals.

With this project being pushed back and a significant pipeline of works into the future existing, Council staff would like to pull forward alternate resealing works requiring little preparation using the 2023/24 allocated \$311,000.

Projects proposed to be pulled forward are:

- Old Wagga Road North Seg 1 & 2 - \$135,000
- Howards Road Seg 2 - \$125,000

Total = \$260,000

The remaining \$51,000 of funds would be either revoted to the same project in 2024, or used as a buffer for any potential over expenditure of projects in the current year that are known before finalisation of the 2024/25 budget.

**Budget Implications**

Nil

**COMMITTEE RESOLUTION 13/2024**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

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

**CARRIED**

***Report by Rob Fisher***



**4.13 FEDERAL PARK PLAY EQUIPMENT**

**File Number:** REP24/102  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. Federal Park Concept Plan  
2. Proposed Work Extent

**REPORT**

Council staff are commencing play equipment renewal works at Federal Park in the coming days. This project is linked to the wider Railway Precinct Masterplan Project that is still some way from being finalised for funding consideration.

Attached is the draft precinct plan of Federal Park received Wednesday 31<sup>st</sup> January, that encompasses the play equipment replacement. A challenge currently faced is the need to integrate the current play equipment replacement works with any proposed future railway precinct masterplan works.

At a minimum, the play equipment needs to be placed appropriately, the playground soft fall must be bordered by a path or some form of edge, the area under the shade sail needs to be made functional and the current works need to tie into both the existing infrastructure retained (short and long term) and any proposed future works.

Staff are seeking Council consider the draft concept plan and the proposed extent of current works.

**Key Points**

- The play equipment is being relocated east and is bordered by new concrete paths.
- The existing central path is proposed for removal in the long term. This path is currently the lowest point and acts as a waterway for upstream runoff.
- The new design has a grassed drain that captures up stream water from the adjacent rail yard and Railway Station parking and takes it around the playground site to Crowley Street.
- The new playground height is proposed around 300mm above the existing central concrete path at the eastern end.
- The new play equipment was always intended to be removed from the existing shade sail area due to the height limitations of the shade sail. The shade sail area was planned to be re purposed into a shaded seating area.

**Budget Implications**

Unknown. The proposed work extent should go close to fitting within current approved budget of \$235,000, however, upward variation remains a risk.

**COMMITTEE RESOLUTION 14/2024**

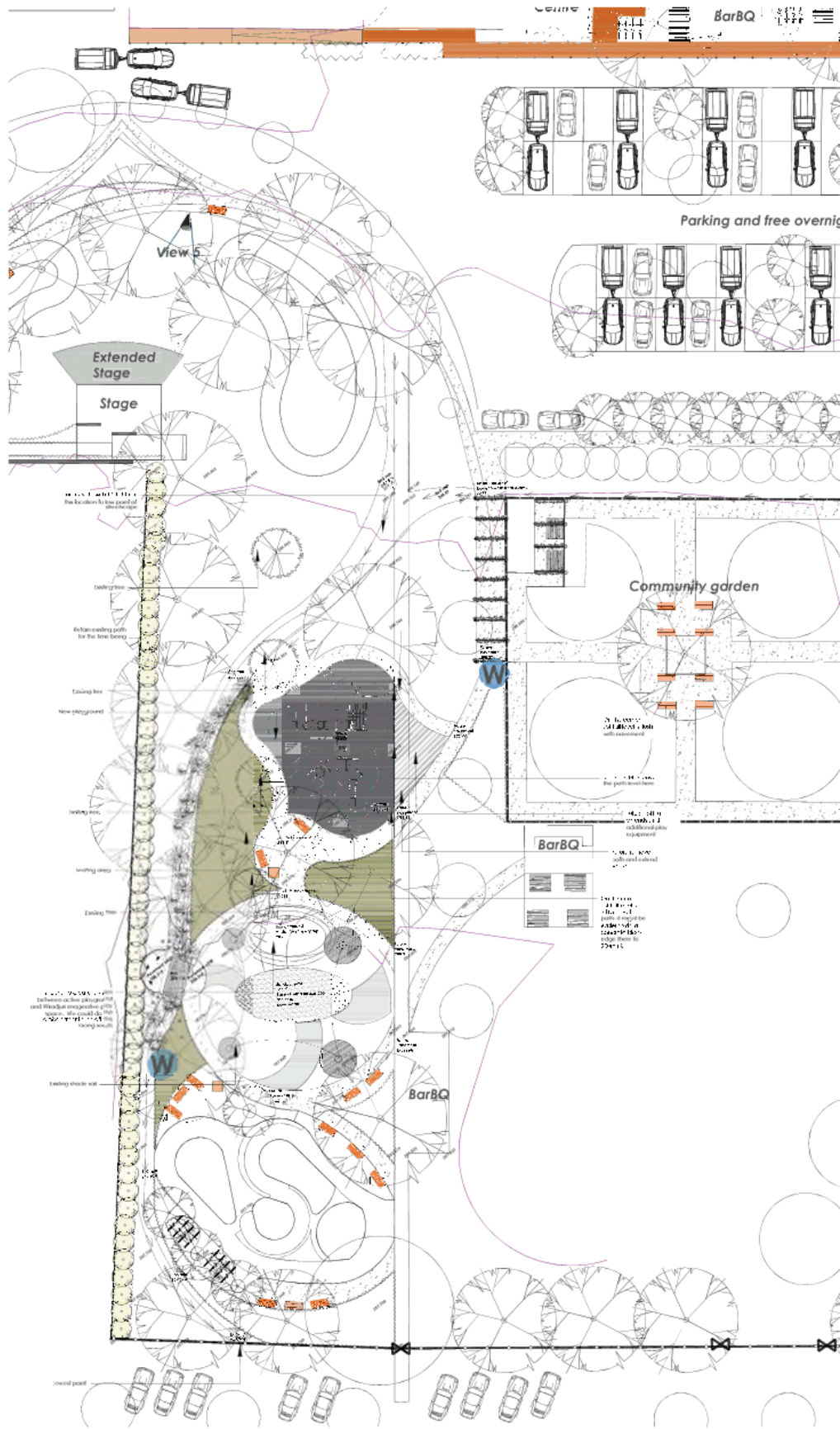
Moved: Cr Rick Firman

Seconded: Cr Jason Goode

That the Committee recommend that Council endorse the plans.

**CARRIED**

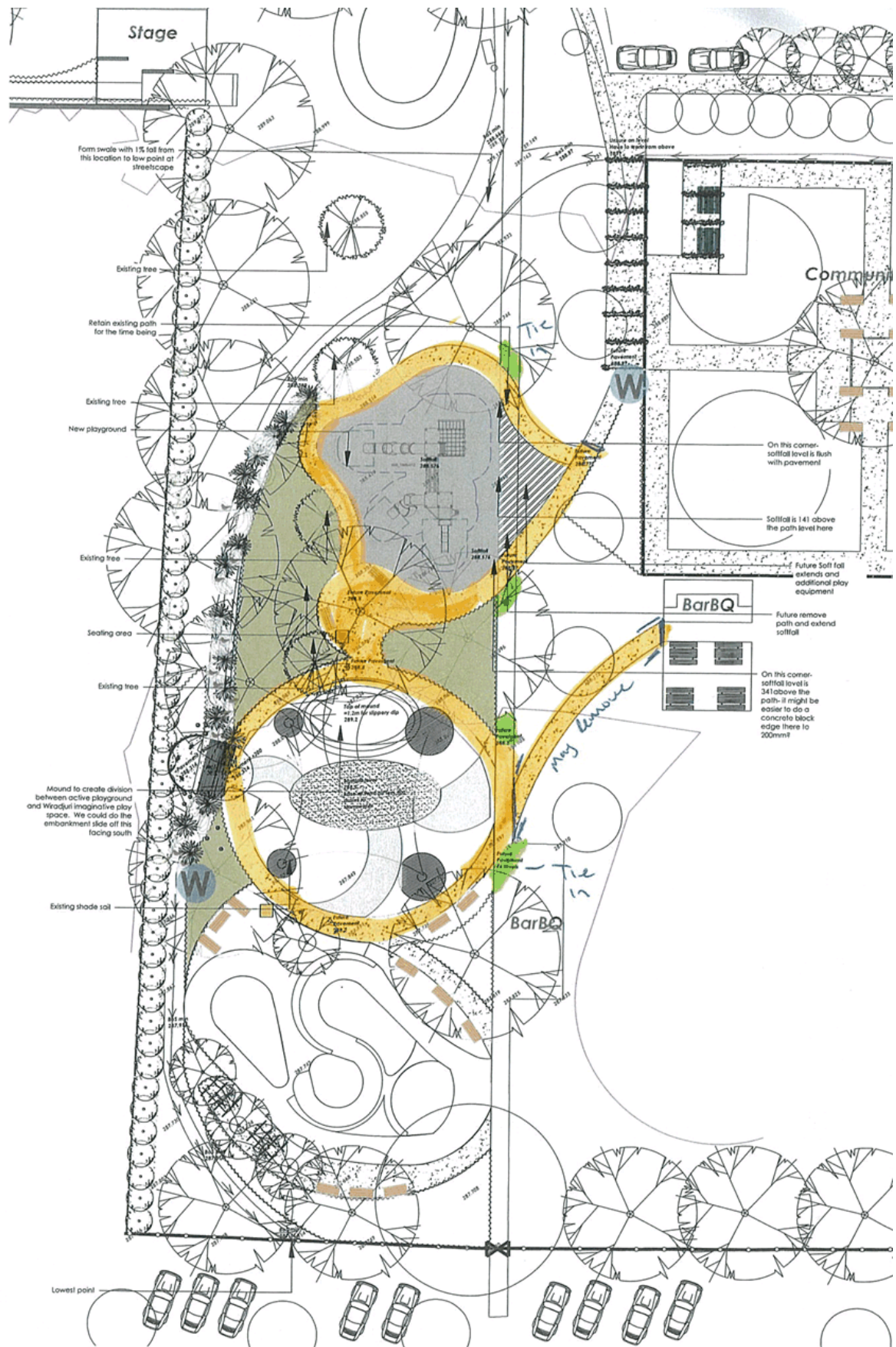
***Report by Rob Fisher***



Prepared by: [Signature]

Playground upgrade

CLIENT Temora Shire Council SCALE 1:200



ne.

Playground upgrade  
Temora

CLIENT  
DATE

Temora Shire Council  
21/01/24

SCALE  
1:100

**1. CR JUDD**

Enquired about the grader at theAriah Park depot.

***Engineering Works Manager advised that with staff on leave it has been left at Ariah Park Depot after finishing works on Mary Gilmore Way before Christmas.***

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 15/2024**

Moved: Cr Anthony Irvine

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 3:44pm:

**5.1 Aboriginal Land Claim**

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

**CARRIED**

**COMMITTEE RESOLUTION 16/2024**

Moved: Cr Jason Goode

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 3:52pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 6 February 2024.

.....  
GENERAL MANAGER

.....  
CHAIRMAN

**8.3 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD ON 6 FEBRUARY 2024****File Number:** REP24/146**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee  
Meeting held on 6 February 2024**RESOLUTION 27/2024**

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED****RESOLUTION 28/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

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

**CARRIED**





**Date:** Tuesday, 6 February 2024  
**Time:** 4:03pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

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

**6 February 2024**

**Order of Business**

**1    Open Meeting ..... 3**

**2    Apologies ..... 3**

**3    Disclosures of Interest ..... 3**

**4    Reports ..... 4**

     4.1    Economic Development Update ..... 4

**5    Confidential Reports..... 6**

**6    Close Meeting ..... 7**

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 FEBRUARY 2024 AT 4:03PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Nigel Judd, Cr Graham Sinclair (Deputy Mayor), Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Craig Sinclair (Economic Development Manager), Kris Dunstan (Director of Environmental Services), Melissa Boxall (General Manager)

**1 OPEN MEETING**

4:03pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

That apologies from Cr Claire McLaren & Cr Belinda Bushell 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**

**File Number:** REP24/109  
**Author:** Economic Development Manager  
**Authoriser:** Director of Administration & Finance  
**Attachments:** Nil

#### **REPORT**

The purpose of this report is to provide an update on the activities of the Economic & Community Development team.

##### **1. Growing Regions Program**

An application was submitted for \$727,000 funding under the Growing Regions Program which closed on 15<sup>th</sup> January. The project involves the final construction designs, site preparation, including the removal of existing buildings on the development site, construction of a main arterial sealed Code B taxiway and the sewerage infrastructure, activating 18 hectares of land for Airpark use.

The application requires a matching contribution from Council. Further information will be provided once the application is assessed.

##### **2. Ambulance Museum Project Funding**

Officers are making final preparations for the application for funding for the construction of the NSW Ambulance Museum at the Bundawarra Centre under the Federal Government's Regional Precincts and Partnerships Program. This includes refreshing the business case to include more up to date information, seeking letters of support, drafting the application. It is anticipated all the necessary documentation will be in place to be able to submit the application by the end of February.

##### **3. Events**

The Economic & Community Development Officer is working with other officers to coordinate a range of events that are taking place during the first quarter of the year. These include:

- **Australia Day Pool Party**, including the launch of the Indigenous artwork, which took place at the Recreation Centre on the 26<sup>th</sup> of January. Both the pool party and the artwork were funded through the National Australia Day Council.
- **Drench Festival** which is a series of cultural events taking place throughout the month of March. This will be the second year of the festival which commenced in 2023 with thanks to funding from the NSW Community Events Program. This year the festival is funded by Council and currently has up to 15 events scheduled, some of which are being hosted by Council and others are being coordinated by community groups and businesses. Promotion of the festival has commenced and will ramp up throughout February and into March. All events are listed on the tourism website: [temora.com.au/drench](https://temora.com.au/drench).
- **Embrace Festival** which is a celebration of multiculturalism in Temora Shire, takes place on the 7<sup>th</sup> April at the Temora Railway Station Precinct. The event is also in its second year. This year it is funded by Council; however, officers are awaiting the outcome of two separate funding applications which will help offset these costs.

- **Careers Market** – Officers are in the preliminary stages of coordinating an event focused on showing the career and training opportunities available in Temora. The joint project is being led by TAFE Temora with support from Council officers and TBEG. The event is proposed for 16<sup>th</sup> May 2024, at the TAFE Temora campus and is an initiative of the Temora Careers Network in response the Temora HR Needs Assessment report.

**COMMITTEE RESOLUTION 2/2024**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

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

**CARRIED**

***Report by Craig Sinclair***

**5 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 3/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 4:08pm:

**5.1 Economic Development Update**

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

**CARRIED**

**COMMITTEE RESOLUTION 4/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 4:31pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 6 February 2024.

.....

**GENERAL MANAGER**

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**CHAIRMAN**



**8.4 MINUTES OF THE TAIC PARTNERSHIP MEETING HELD ON 7 FEBRUARY 2024****File Number:** REP24/152**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the TAIC Partnership Meeting held on 7 February 2024**RESOLUTION 29/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Belinda Bushell

It was resolved that the reports be received.

**CARRIED****RESOLUTION 30/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

**CARRIED**



**Date:** Wednesday, 7 February 2024  
**Time:** 2:19pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## TAIC Partnership Meeting

**7 February 2024**

Order of Business

1    **Open Meeting** ..... **3**

2    **Apologies** ..... **3**

3    **Disclosures of Interest** ..... **3**

4    **Reports** ..... **4**

      4.1    Temora Agricultural Innovation Centre Proposal - Land Levelling of Irrigation  
              Blocks..... 4

5    **Close Meeting** ..... **7**

**MINUTES OF TEMORA SHIRE COUNCIL  
TAIC PARTNERSHIP MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON WEDNESDAY, 7 FEBRUARY 2024 AT 2:19PM**

**PRESENT:** Cr Graham Sinclair (Deputy Mayor)(Chair), Farmlink Col McCrone, Farmlink Rob McColl(Zoom), Cr Nigel Judd, Cr Jason Goode, Farmlink Shaughn Morgan, Farmlink James Holding (Observer), Cr Anthony Irvine (Observer)

**IN ATTENDANCE:** Elizabeth Smith (Director of Administration & Finance), Rob Fisher (Engineering Asset Manager)

**1 OPEN MEETING**

2:19pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2024**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

That apologies from General Manager Melissa Boxall be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

## 4 REPORTS

### 4.1 TEMORA AGRICULTURAL INNOVATION CENTRE PROPOSAL - LAND LEVELLING OF IRRIGATION BLOCKS

**File Number:** REP24/139  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

#### REPORT

##### **Background**

The Temora Agricultural Innovation Centre (TAIC) is 550 ha piece of NSW Crown Land designated for research purposes on the fringe of Temora. The land was formerly used for more than half a century by the NSW Department of Agriculture as a research facility for the regional community of farmers and agribusiness. The Trustee for the land is Temora Shire Council.

FarmLink Research Limited (FarmLink) is not-for-profit member based agricultural research and extension organization that licenses the facility. FarmLink has over 600 members from farming businesses, research institutions and agribusiness. FarmLink in conjunction with third parties undertake a range of research trials and extension events focused on soil health, pest and disease management, animal husbandry, crop improvement and carbon sequestration to support the sustainability and profitability of the local community.

##### **Issue**

The use of the facility for intensive research trials over many decades, coupled with the changing climate, has resulted in the de-levelling and compaction of the irrigation paddocks adjacent to Trungley Hall Road (referred to as paddocks 15 & 16). This has resulted in an increased level of inconsistency in the performance of trials in these locations. This situation is raising the risk of our third party Trialists discontinuing their work at TAIC and seeking more suitable facilities elsewhere.

##### **Proposal**

To maintain its position as a leading community research facility and retain our third party Trialists, FarmLink is planning to undertake levelling works of the irrigation blocks. We have received a quotation for the said works of \$27,000 + GST.

At the last s355 Committee (Committee) meeting held in November 2023, the Committee was advised that we were to make a submission to the Crown Reserves Improvement Fund (CRIF) on behalf of Temora Shire Council (TSC) for monies to undertake these works. This application for grant funding was completed and lodged. However, we will not receive notification of the result of the grant application until June 2024.

For our third party Trialists to 'lock in' the use of the paddocks in 2024 and beyond, FarmLink needs to undertake and complete the leveling works before 15 March 2024. It is intended to undertake and begin the required works from 15 February 2024.

To ensure that the works may be undertaken, FarmLink is seeking a contribution of \$12,000 from the TAIC Maintenance Fund. It is intended that FarmLink will contribute the balance of the monies (\$15,000).

If the CRIF application is approved, it is intention of FarmLink to replenish the TAIC Maintenance Fund with the \$12,000 that was used approved by Temora Shire Council for the levelling of the specified paddocks, which it is submitted will also add economic value to the TAIC by such an improvement.

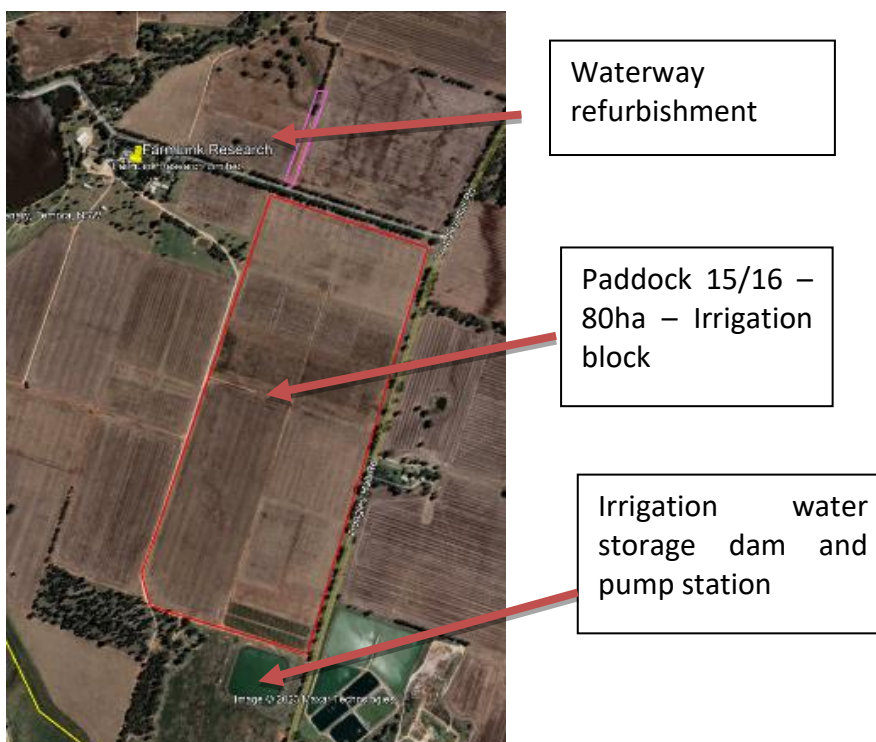
FarmLink seeks the endorsement of the s355 Committee to go ahead with this proposal through the approval of the requested monies.

### Project Detail

The core business of TAIC is research projects utilizing trial plots rotated annually following either wheat or canola production. It is submitted that paddocks 15 and 16 (which are located on the southern block and running parallel to Trungley Hall Road) are critical for the project's enterprise, as this land is fully irrigated.

The irrigation facility provides a guarantee to the trialists of a successful trial crop germination plus ensures adequate soil moisture during dry weather phases for the full duration of the growing season. This provision of water security optimizes the capture of accurate trial data and eliminates the variability in both soil moisture and crop growth.

### TAIC Paddock 15/16



As a result of continuous cropping but aggravated by the previous wet seasons, the land status has become uneven creating low spots that hold water. This is not compatible with intensive trial plots.

It is therefore planned to laser level the 80ha block in conjunction with the waterway refurbishment.

This land improvement will provide trial security in the long-term by guaranteeing the integrity of the research data, which in the 'bigger picture' contributes positively to food production and food security, both domestically and for the global market.

#### **COMMITTEE RESOLUTION 2/2024**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

That the Committee resolved to recommend that Council endorse the proposal.

**CARRIED**

***Report by Shaughn Morgan***

5 CLOSE MEETING

The Meeting closed at 2:36pm.

This is the minutes of the TAIC Partnership meeting held on Wednesday 7 February 2024.

.....

GENERAL MANAGER

.....

CHAIRMAN



**9 DELEGATES REPORTS****1 CR SINCLAIR**

Australia Day was very impressive this year, with a very good crowd in attendance. The Temora Independent and the social media reporting was the best that we have seen over that last couple of years. Cr Sinclair advised that they had a problem with one of the speakers at the commencement of the program.

**2 CR IRVINE**

Was in attendance at the Australia Day function and the audio was not up to scratch and it was hard to hear, and the sound cut out through Craig Giles performance. When the stage is used during the day it is quite dark to see the people on the stage.

**3 CR JUDD**

Ariah Park had a good day for Australia Day function with Ms Steph Cooke as the guest speaker on the day. The celebrations commenced earlier as Ms Cooke had 3 events she needed to attend for the day.

**4 CR FIRMAN**

Currently in the process of arranging a meeting with new Assistant Commissioner Region Commander for the Southern Region NSW Police Joe Cassar APM.

Also meeting with Federal Member, The Hon Michael McCormack to discuss the Ambulance Museum application that has been lodged.

REROC – The Executive met last week to discuss the timeline for the appointment of the new CEO for REROC. Received 3 applications to carry out the interview process. October will hold interviews; November offer the position and early to mid-December the new CEO to commence.

**10 MAYORAL REPORT****10.1 MAYORS REPORT - JANUARY 2024**

**File Number:** REP24/93

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** Nil

**REPORT**

**1<sup>st</sup> January** – Happy new year! 2024 will be a significant year, in terms of Council and Shire community projects and programmes to be undertaken. Council Elections will be held on Saturday 14<sup>th</sup> September, so it certainly is a big year for Temora Shire – and an exciting one!

**4<sup>th</sup> January** – I had a meeting with Father Alex Osborne (Sacred Heart Catholic Church – Temora).

**8<sup>th</sup> January** – I had a meeting with the General Manager (Ms Melissa Boxall).

- I had a meeting with Mayor Jamie Chaffey (Chairman, NSW Country Mayors Association).
- I had a meeting with Mayor Brian Monaghan (Bland Shire). Mayor Monaghan advised of the passing of Cr Bruce Baker. The thoughts and prayers of all Councillors, Staff and Temora Shire Citizens are with the Family, Council and community of Cr Baker.

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

**11<sup>th</sup> January** – Cr N A Judd OAM, the General Manager (Ms M K Boxall), the Director of Environmental Services (Mr K J Dunstan), Assets Engineering Manager (Mr R N Fisher) and I were among the guests at the Official opening of the Temora Gliding Club House. I was honoured to have officially opened the building, on behalf of our State Member for Cootamundra, Ms Steph Cooke MP (due to being unable to attend for family reasons). Congratulations are extended to President, Mr Greg Noack and his Board on making this dream into a reality.

**15<sup>th</sup> January** – I had a teleconference with Mayor David McCann OAM of Coolamon Shire.

**16<sup>th</sup> January** – I had a meeting with General Manager (Ms Boxall).

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

**18<sup>th</sup> January** – Councillors, Senior Staff and I attended our first Council meeting for 2024. In the Mayoral Minute I presented, Council observed a Moment's Silence in honour of one of our former Citizens of the Year, the late R J New.

**22<sup>nd</sup> January** – The Deputy Mayor (Cr Sinclair), Cr Oliver and I attended a meeting of the Temora Shire Australia Day Council. Arrangements are all on track for a terrific Official ceremony at Temora's Gloucester Park. Our Australia Day Ambassador will be Temora Shire born Paralympic Gold Medallist, Mr Scott Reardon OAM. Aria Park will also host a breakfast, with Ms Steph Cooke MP (NSW Member for Cootamundra) as special guest speaker.

**23<sup>rd</sup> January** – I had a teleconference with State MP, Ms Steph Cooke.

- The Acting General Manager (Mrs Elizabeth Smith) and I attended a meeting of Mayors and General Managers in Wagga re: Riverina Regional Library.

**24<sup>th</sup> January** – The Acting General Manager (Mrs Smith) and I attended a meeting at the Wagga City Council Chambers re: Riverina Regional Library (RRL). This was attended by Riverina Mayors and General Managers. I'm delighted to advise a comprise has been reached, in relation to Wagga's departure from RRL.

**25<sup>th</sup> January** – I had a teleconference with Mayor Jamie Chaffey (Chairman - NSW Country Mayors Association).

**26<sup>th</sup> January** – A very special series of Australia Day celebrations were held across Temora Shire. The official awards ceremony took place at Temora's picturesque Gloucester Park, with over 400 attending. Congratulations to all those who received Outstanding Citizen Awards. Well done to our Citizen of the Year – Mr Bob Brabin, Young Citizen of the Year – Miss Elizabeth West and Event of the Year – Cooee to Marie'.

Temora Shire's very own Mr Scott Reardon OAM was our Australia Day Ambassador and continues to inspire us all.

It was also a very special occasion to have naturalised Mr Tom Harvey as a new Australian Citizen.

My warm congratulations to Temora Shire Australia Day Council Chairman - Deputy Mayor Graham Sinclair, Secretary – Mrs Beth Firman, Treasurer – Cr Max Oliver and their team on hosting a marvellous morning – reminding of how blessed we are to live in best country on God's Green Earth.

- Aria Park continued with their tradition Australia Day breakfast in Davey Park. Our State MP, Ms Steph Cooke was their guest speaker. Well done to Mrs Roz St Clair and her team for coordinating this event.
- The Deputy Mayor (Cr Sinclair) represented Council at the Pool Party and Aboriginal Artwork unveiling.

**29<sup>th</sup> January** – I had a meeting with NSW Country Mayors Association Chairman, Mayor Jamie Chaffey (Gunnedah Shire).

- I had a teleconference with NSW Member for Cootamundra, Ms Steph Cooke MP.

**30<sup>th</sup> January** – I had a teleconference with Mayor Jamie Chaffey (Chairman of NSW Country Mayors Association).

**31<sup>st</sup> January** – I had a teleconference with the Chief Executive of Riverina Eastern Regional Organisation of Councils (REROC), Mrs Julie Briggs.

- Councillors and I attended a public meeting at the Temora Memorial Town Hall to discuss the upcoming upgrades of Hoskins Street Road pavement. We appreciate our businesses, residents and visitors understanding as we improve this important part of our road network. NB: Temora Shire Council are carrying out the work on behalf of Transport for NSW – who own the road pavement section of Hoskins Street.

**RESOLUTION 31/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

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

**CARRIED**

***Report by Mayor Rick Firman***

**11 STAFF REPORTS**

**RESOLUTION 32/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that Council receive Staff reports.

**CARRIED**

**12 GENERAL MANAGER****12.1 CALENDAR OF EVENTS - FEBRUARY 2024**

**File Number:** REP24/72  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**FEBRUARY 2024**

2 Mayoral Roundtable for Cootamundra Electorate - Harden  
6 Committee Meetings  
10 New residents BBQ at the Temora Recreation Centre – 12 noon  
15 Council Meeting  
23 REROC Board Meeting

**MARCH 2024**

7 Councillors Walk & Talk – 9:00am  
12 Kooks Crossing – Name unveiling 9:30am  
12 Committee Meetings  
21 Council Meeting  
21/22 Country Mayors -Sydney  
27 Tara/Betric Road Opening – 3:00pm onsite  
27 REROC Take Charge Youth Leadership Forum  
29/1 Apr Easter

**APRIL 2024**

8/9 Country Mayors - Forbes  
9 Committee Meetings  
18 Council Meeting  
22 Mayor's Anzac Reception – 6:00pm – 7:30pm



**RESOLUTION 33/2024**

Moved: Cr Jason Goode  
Seconded: Cr Lindy Reinhold

It was resolved that the Calendar of Events be noted.

**CARRIED**

Engineering Works Manager left the meeting at 4:50pm

**12.2 TEMORA TAXI SERVICE****File Number:** REP24/124**Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. Temora Taxi  **REPORT**

Council received the attached correspondence from the Temora Taxi Service on Tuesday 6<sup>th</sup> February 2024.

In late 2023 the proprietors of the Temora Taxi Service met with the General Manager, suggesting that Council take on a component of the operation of the taxi service following their retirement. The current proprietors intend to retain the contract with the Department of Education for assisted student transport and the contract with Veteran Affairs.

In summary, the General Manager advised them that whilst the taxi service is a valued and important service to the community the operation of a taxi service is not a core function of Council and that Council's financial sustainability is a key consideration in decision making. The General Manager recommended that the proprietors increase their advertising, to put an article in the Temora Independent and to engage a specialised broker. The extent the sale of the business has been promoted appears to have been limited and Council is not aware of a specialised broker being engaged. In late January 2024, the proprietors approached the Mayor who arranged for them to put their case to Council. This meeting was held on Thursday 1<sup>st</sup> February 2024 and was attended by five Councillors and the Director of Administration & Finance.

According to the proprietors the key obstacle to the sale of the business is the long hours involved in providing the service, along with bookkeeping/reporting obligations.

An Income Statement has been received from the Temora Taxi Service and has been provided to Councillors in a confidential memo. Analysis of the information provided is difficult, as the Income Statement includes income and expenditure from sections of the business (such as a contract with Department of Education for Assisted School Transport) which do not form part of the proposal being put to Council by the current proprietors. Further, the financial report provided, encompasses the entire operations of the current taxi service, which offers multiple vehicles. The proposal being put forward is for Council to acquire and operate just one vehicle.

The Temora Taxi currently operates seven days a week from 8:00am until 10:00pm Sunday to Wednesday, from 8:00am until 11:00pm Thursday and from 8:00am until approximately 12:00pm Friday and Saturday. To continue to operate one taxi for these hours, wages alone are estimated to be in excess of \$292,000 as preliminary advice from Council's Industrial representative at LGNSW indicates that Council would likely be obligated to pay staff under the Local Government State Award. Not factored into these calculations are meal breaks, public holidays, overtime allowances, change over times, time to wash or maintain the vehicle, supervision and rostering, human resource matters, work health and safety compliance and dealing with grievances.

Other costs that are currently unknown are insurance and licencing costs and vehicle running and maintenance.

Legislative Context – Point to Point Transport (Taxis and Hire Vehicles) Act 2016

Providers of taxi and booking services are required by law to be authorised by the Point to Point Transport Commissioner and operate under *the Point to Point Transport (Taxis and Hire Vehicles) Act 2016 and the Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017* managed by the NSW Government through Transport for NSW. Anyone can apply to the Commissioner for authorisation. The Commissioner can approve an application, refuse an application, or vary, suspend or cancel an authorisation.

Point to Point transport includes:

- Taxis
- Hire cars
- Tourist services
- Rideshare services; and
- Other vehicles with 12 seats or less (including the driver) that provide passenger transport services for a fare.

Pinnacle Community Services

It has been suggested by the proprietors that Pinnacle Community Services operate the taxi. Pinnacle Services do not operate under the Point to Point legislation. Further, vehicles operating for Community Transport could not be used for taxi services as this would be prohibited under the funding deed. Pinnacle, like other areas of Council, have difficulty finding suitably qualified staff willing to work the hours required to provide their current range of services. All staff employed within Pinnacle Community Services are employed under the Local Government State Award.

Pinnacle provides transport to the most vulnerable in the community being the elderly, those with disabilities and the transport disadvantaged. Where funding is based on outputs (Commonwealth Home Support Program and Community Transport Program) Council is able to contact funding bodies to advise a change of circumstances and request a review of outputs, and consequently funding available.

Funding for transport may also be available through the National Disability Insurance Scheme (NDIS) for those with disabilities and through Home Care Packages for elderly residents (with transport approved as part of their package). Pinnacle currently provides transport for its clients with Home Care Packages and is able to provide transport for those with packages with other providers (under a contractual arrangement with the provider).

Funding for NDIS clients is generally made available directly to NDIS participants as a fortnightly allowance to pay for whichever means of transport they choose. This can be a combination of public transport, Pinnacle transport or another local service providers. Other local service providers in Temora include Kurrajong, who have an 8-seater vehicle, to provide transport for their clients as required.

There are also other providers of transport in Temora. The Ex-Services Club has a bus for its patrons, Whiddon Homes has a bus to transport its residents to the homes of their families and friends for visitation.

Council considerations

Enquiries of Point-to-Point Transport (Transport for NSW) revealed that Transport for NSW was unaware of any Council in NSW providing taxi services.



Enquiries made with Weddin Shire Council have found that the Council entered into an arrangement with a community service provider approximately 18 months ago who operate both a taxi service and community transport service in Grenfell under the Point to Point legislation and the Community Transport scheme. Weddin Shire Council do not operate the taxi service or the community transport service.

In the Gunnedah Shire the taxi service ceased operations approximately 18 months ago and within a short time frame an alternate commercial operator established a taxi service in the area, using their own fleet of vehicles.

While Council is an experienced provider of community transport, Council has no experience in operating a taxi service and are not familiar with the legislative and reporting requirements of the industry. As previously stated, the proprietors informed Council that the reporting requirements were significant. Current staffing levels within Council do not provide capacity/time to dedicate to setup or coordination of a Council-run taxi service and the requirement to employ staff under the Local Government Award mean that the proposal is not financially viable.

Council is obliged to consider its financial sustainability. From the very brief analysis of the financial reports, it would not be financially viable for Council to provide the taxi service. If Council were to take on the provision of taxi services in Temora Shire, Council would need to seriously consider making and levying a special rate to meet the costs of providing the service, or reducing services in other areas. To levy for a special rate for a specific service Council would be required to make application to IPART. Based on the information provided and the limited analysis officers have been able to conduct, the cost for Council to operate the taxi service is likely to be in the vicinity of \$300,000.

Whilst it is acknowledged that the Temora Taxi Service is an important and valuable service provided to the community Officers do not believe that Council is in a position to take on the operations of a taxi service, rather that Council should let the market determine the best model going forward.

#### **RESOLUTION 34/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council decline the request to purchase the Temora Taxi Service.

**CARRIED**

#### ***Report by Melissa Boxall***

Engineering Works Manager returned to the meeting at 4:55pm



## TEMORA TAXI SERVICE

01/02/2024

Dear Mr Mayor and Temora Shire Councillors

Thank you for your time and the time of the few councillors that did meet with us on Thursday in relation to this important issue the closure of the Taxi service in Temora.

We are coming to you as we have had no luck with selling the taxis over the last couple of years and have exhausted all options.

We approached the [REDACTED] to see if they were interested in taking on taxi service. We also met with the general manager Melissa at the shire council.

As we believe that having a local taxi service for the community is so important, we made extensive efforts and explored numerous options. The above meetings were held as we had been told that some local taxi services had been taken over by either the local clubs or the local council in some smaller towns and centres.

What we are putting to council is; The Pinnacle Community Transport, which is already a “**transport provider**”, take on with their fleet the taxi or taxis.

**Grenfell is a prime example of this, they to were going to lose their taxi service and their council took this on with their community transport as they knew it was a such avital community service that they had to keep for their town.**

Some of our drivers have expressed that they would be willing to keep driving the taxi if this were to happen.

There are so many reasons why the taxi service in Temora cannot go un serviced.

1.  
It's a vital service that a town needs.
- 2.

If we don't have a taxi service, it could have a real impact on the towns growth and people moving to Temora.

3.

A consequence and negative impact endangering the community as it may increase drink driving.

4.

The social and mental health could be impacted due to people being isolated.

5.

Temora being an elderly population, their independence will be reduced dramatically.

6.

Not only the elderly, but the everyday person with no form of transport is also worrying. What will they do without a taxi in Temora to get around.

7.

What about the person flying into the Temora airport and NO transport to get the into the towns centre. This distance is too far to walk and the potential for people returning could be reduced when taxi services are not available.

8.

People going to medical appointments.

9.

People being discharged from the hospital. Just this week on Australia day we picked up 2 discharged from hospital and took a further 2 to the hospital just on one shift alone.

10.

Many people use the taxi to go get their groceries.

11.

Social visiting how can this happen without a taxi.

12.

We take Husbands, Wives and partners up to Greenstone and Narraburra Lodge to visit their partners daily that now reside in these nursing homes. How will they visit when they do not have vehicles or any mode of transport to go and visit their loved ones. What stress this will cause to both parties.

13.

What about football season, where the family comes to watch and mum, and children go home, and the father / husband has a few beers to unwind from stress of farming etc. With mental health on the rise especially with the farming community, how is he going to get home to the farm? This all causes undue stress, and we really think it will bring back a lot more driving under the influence and may cause accidents. We regularly take people home that live out of town. With council approving more building estates on the outskirts of town this is also a concern, the taxi often takes people to and from these as well, they to will be at a loss with no taxi service.

14.

People broken down or have run out of fuel. They often call the taxi to pick them up. What will they do?

15.

Weddings, funerals, 21st birthdays and everything in between. When these functions are held, especially at the Golf Club. A bit too far to walk back to town.

16.

People and or couples will no longer be able to go and unwind after a stressful week and have a few drinks. How will they get home?

17. School children going to and from school and young teenagers that have work shifts finishing late. This could be a danger to our young walking home, especially with our changing world and increase in crime.

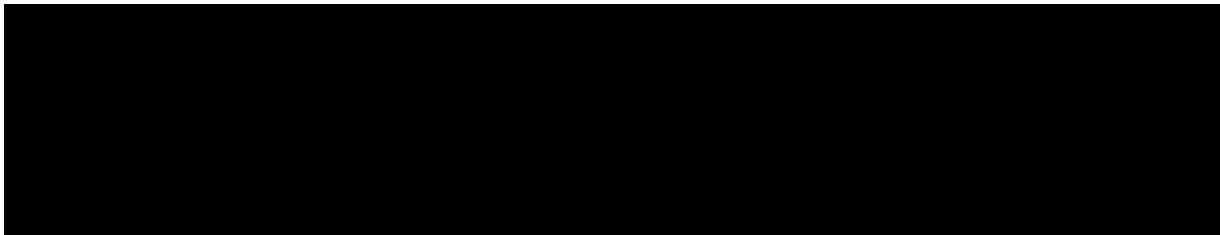
18. We also pick up Rail Drivers that have exceeded their working hours and take them to neighbouring towns, what will they do? Wait for another town to come and get them?

19. We also take Nurses to work on different shifts especially ones that are on relief.

20. We make deliveries of food and drinks from cafes and restaurants.

21. We have people with a transport subsidy scheme from the government that give half price taxi fares to people with disabilities, and this can only be used in a taxi. Temora has many people that use this service. What will they do?

So many people are stressing about this service not being available to them. We have made many phone calls, put a story in the paper and on social media. After the story in the Temora Independent which did create interest from a few, but after doing a bit of homework on the work involved and hours involved thought it was to much work. Some thought the contract work with assisted school travel went with the taxi but it definitely does not. For this work and taxi work you would need at least 6 cars and not the price we are asking. We have run out of options. We are closing our business on the last day of February 2024.



We know this is not what local councils would normally do, BUT this is a vital service that you cannot let close, it is so much of a community service.


WHAT IS IT SAYING IF THERE IS NO MODE OF TRANSPORT AVAILABLE IN OUR COMMUNITY.  
WE HAVE NOT THE LUXURY OF PUBLIC TRANSPORT  
IF TEMORA IS TO PROSPER AND KEEP MOVING FORWARD  
THE TAXI SERVICE IS DEFINITELY NEEDED. I HOPE YOU ALL COME TO THE SAME CONCLUSION AS US.

TEMORA NEEDS A TAXI SERVICE

Please see attached the asking price for the Taxi or taxis.

Kindest regards



**12.3 CODE OF CONDUCT COMPLAINTS STATISTICS REPORT****File Number:** REP24/180**Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. Code of Conduct Statistics Report [↓](#) **REPORT**

Council will recall that at the Council meeting held on 18 January 2024 it was resolved that the minutes of the Ordinary Council Meeting held on 21 December 2023 be confirmed subject to Council receiving information from the Office of Local Government in relation to report 15.2 Code of Conduct Statistics.

Advice was received from the Office of Local Government (OLG) on Friday 9 February 2024 which indicates that the return was completed correctly in relation to the number of finalised complaints investigated where there was found to be no breach (item 3(i)) and the number of finalised complaints investigated where there was found to be a breach (item 3(j)).

The advice also indicates that all costs of dealing with code of conduct complaints should be accounted for, including staff costs. The advice suggests that this could be achieved by undertaking an estimate of the time staff spent processing code of conduct complaints.

A revised return has been prepared and is attached for Council's review, prior to submission to the OLG.

**RESOLUTION 35/2024****Moved:** Cr Belinda Bushell**Seconded:** Cr Graham Sinclair

It was resolved that Council note the advice from the OLG and adopt the minutes of the December 2023 Council meeting.

**AND FURTHER**

That the amended Code of Conduct Complaints Statistics report be submitted to the OLG.

**CARRIED*****Report by Melissa Boxall***

## Office of Local Government

### Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2022 - 31 August 2023

*Date Due:* **31 December 2023**

*Survey return email address:* [codeofconduct@olg.nsw.gov.au](mailto:codeofconduct@olg.nsw.gov.au)

<b>Council Name:</b>	<b>Temora Shire Council</b>
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<b>Contact Name:</b>	<b>Elizabeth Smith</b>
<b>Contact Phone:</b>	<b>269801121</b>
<b>Contact Position:</b>	<b>Director Administration &amp; Finance</b>
<b>Contact Email:</b>	<a href="mailto:esmith@temora.nsw.gov.au">esmith@temora.nsw.gov.au</a>

All responses to be numeric.

**Where there is a zero value, please enter 0.**

Enquiries: Performance Team  
Office of Local Government  
Phone: (02) 4428 4100  
Enquiry email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Model Code of Conduct Complaints Statistics 2022-23  
Temora Shire Council

### Number of Complaints

1	The total number of complaints <b>received</b> in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	0
ii	Other Councillors	1
iii	General Manager	2
iv	Other Council Staff	0
2	The total number of complaints <b>finalised</b> about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	1
ii	6 Months	0
iii	9 Months	0
iv	12 Months	0
v	Over 12 months	0

### Overview of Complaints and Cost

3	a	The number of complaints <b>finalised at the outset</b> by alternative means by the GM or Mayor	0
	b	The number of complaints <b>referred to the Office of Local Government (OLG)</b> under a special complaints management arrangement	0
	c	The number of code of conduct complaints <b>referred to a conduct reviewer</b>	3
	d	The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer	0
	e	The number of code of conduct complaints <b>referred back to GM or Mayor</b> for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>	1
	g	Cost of dealing with code of conduct complaints via preliminary assessment	14,135
	h	Progressed to <b>full investigation by a conduct reviewer</b>	1
	i	The number of finalised complaints investigated where there was found to be <b>no breach</b>	0
	j	The number of finalised complaints investigated where there was found to be <b>a breach</b>	1
	k	The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i	ICAC	0
	ii	NSW Ombudsman	0
	iii	OLG	0
	iv	Police	0
	v	Other Agency (please specify)	0
	l	The number of complaints being investigated that are <b>not yet finalised</b>	2
	m	The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	28,525

### Preliminary Assessment Statistics

4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
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a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	1
f	Other action (please specify)	0
<b>Investigation Statistics</b>		
5	The number of investigated complaints resulting in a determination that there was <b>no breach</b> , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0
<b>Categories of misconduct</b>		
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	1
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
<b>Outcome of determinations</b>		
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a	Adopted the independent conduct reviewers recommendation	0
b	Failed to adopt the independent conduct reviewers recommendation	1
10	The number of investigated complaints resulting in a determination where:	
a	The external conduct reviewers decision was overturned by OLG	0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11	Date Code of Conduct data was presented to council	15-Feb-24

**13 ENGINEERING SERVICES****13.1 TEMORA ATHLETICS CLUB REQUEST****File Number:** REP24/143**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager

**Attachments:**

1. **December 2023 Report** [↓](#) 
2. **TAFNC Response** [↓](#) 
3. **Athletics Club Correspondence** [↓](#) 
4. **Amended Layout** [↓](#) 

**REPORT**

On 7 December 2023 Council received correspondence from the Temora Athletic Club regarding current Stronger Country Community Fund (SCCF R5) work and future Local Roads and Community Infrastructure Works (LRCI R4) at Nixon Park.

The Temora Athletics Club requested that Council approve the reconfiguration of the layout of their facility whilst the opportunity is available during Temora Athletics works (\$128k SCCF) and prior to completion of Council's planned car park works (\$60k LRCI).

The proposal included the following:

- Remove the shotput landing area away from traffic both passing and parked.
- Improve the drainage of the shotput area which currently gets water from the car park up stream.
- Locate the shot-put area closer to their storage/spectator areas improving setup and viewing.

This was reported to the 21 December 2023 Council meeting (attachment 1) where it was resolved that:

**RESOLUTION 228/2023****Moved:** Cr Jason Goode**Seconded:** Cr Belinda Bushell

***It was resolved that Council approve the request in principle and that TAFNC and Temora Sports Council be consulted prior to reporting back to Council.***

Council staff have engaged with the Temora Australian Football and Netball Club (TAFNC) and the Temora and District Sports Council seeking consideration of the Temora Athletics Club proposal.

Council received two responses one shown below from the Temora Senior and Junior Cricket Associations and one submission from TAFNC (attachment 2).

*Hi Judy and Committee,*

*Temora senior and junior cricket have no objections to the proposed development on the eastern side of Nixon Park.*

*Kind Regards Lincoln Macauley.*

Council staff have since provided the main points of the TAFNC correspondence to the Temora Athletics Club for consideration and the attached response (attachment 3) from the Temora Athletics Club has been provided for Councils consideration.

#### **Further Discussion**

Resulting from consideration of the TAFNC correspondence, the Athletics Club have proposed removing the shipping container as shown in the amended layout plan (attachment 4) to allow for potential parking and have moved the shade sail and shotput rings shown by the blue square and yellow circle respectively, to the west as far as practical. This leaves a gap of at least 10m between the shotput infrastructure and tree line for a vehicle to pass over the turfed area to a temporary parking position adjacent to the netball facility. It is proposed this be managed with a fold down bollard that could be folded down on game days as required to access the parking area from the car park. It is noted in the correspondence that this practice also occurs at the adjacent discus area where spectators cross the turfed area and park on Nixon No 1 Oval boundary.

Council Officers are supportive of the amended layout as it addresses the concerns raised by TAFNC and achieves the outcomes sought through the Temora Athletics Club request.

#### **Budget Implications**

The project is fully funded through grant funding. The Stronger Country Community Fund (SCCF R5) requires the project to be completed by 30 June 2024 and the Local Roads and Community Infrastructure Works (LRCI R4) component of the project is required to be completed by December 2024.

#### **RESOLUTION 36/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council approve the amended layout subject to the consideration of the Temora and District Sports Council.

**CARRIED**

#### **RESOLUTION 37/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that Council work with Temora & District Sports Council to facilitate discussions with Nixon Park Sporting Complex users.

**CARRIED**

#### ***Report by Rob Fisher***

## ORDINARY COUNCIL MEETING MINUTES

21 DECEMBER 2023

**13 ENGINEERING SERVICES****13.1 TEMORA ATHLETICS CLUB REQUEST****File Number:** REP23/1581**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. Correspondence**REPORT**

Council have recently received the attached correspondence from the Temora Athletic Club regrading current Stronger Country Community Fund (SCCF R5) work and future Local Roads and Community Infrastructure Works (LRCI R4) at Nixon Park.

The request is seeking Council consider the Temora Athletics Club be approved to reconfigure the layout of their facility whilst the opportunity is available during Temora Athletics works (\$128k SCCF) and prior to completion of Council's planned car park works (\$60k LRCI).

The proposal is seen as required from the Temora Athletics Club view based on:

- Removes the shotput landing area away from traffic both passing and parked.
- Improves the drainage of the shotput area which currently gets water from the car park up stream.
- Locates the shot-put area closer to their storage/spectator areas improving setup and viewing.

In relation to impact, the proposal will have a minor impact on the operations of the Temora Australian Football and Netball Club (TAFNC) who use this area as a car park for netball training and potentially for emergency vehicle access if required. It would be proposed if Council wish to consider approving the request, that TAFNC and the Temora Sports Council be consulted on any proposed changes.

**Further Discussion**

- It is not mentioned within the proposal, although Council staff have confirmed that the proposed layout will accommodate a vehicle needing to access the netball courts, however, this access would not be sealed and would pass over the grassed area at the front of the shotput facility. It is also apparent that there is access available on the northern side of the main amenities building.
- It is anticipated there is no change to the current budget of either project and the works remain within the scope and description of the respective grants.

**Budget Implications**

N/A

**RESOLUTION 228/2023**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council approve the request in principle and that TAFNC and Temora Sports

## ORDINARY COUNCIL MEETING MINUTES

21 DECEMBER 2023

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Council be consulted prior to reporting back to Council.

**CARRIED**

*Report by Rob Fisher*

7/12/2023

Temora Shire Council  
Melissa Boxall  
PO Box 262  
TEMORA NSW 2666



TEMORA  
ATHLETICS CLUB

To Melissa,

RE: Proposal for new athletic area layout

On Wednesday 6<sup>th</sup> December, some of our Temora Athletics Club committee, meet with Rob Fisher and Claire Golder to go through the finalisation of the SCCF5-0410 Upgrade to Nixon Park Athletics Area Grant. It was recommended at this meeting, that our proposal for a new layout, be put in writing for approval by council.

Please find attached two maps showing the original layout and proposed changes which include:

- Relocation of the existing two shot-put rings, including turf and irrigation for the new area. We are proposing these to be moved closer to our shed where the current car park is located. We believe this change will benefit our club as it will help to keep all our events in a centralised area, make it easier to move & set up equipment each week and utilise the one area of shade for athletes and officials. This will also assist with the drainage problems that exist in the current car park area, from the overflow of the drain. Ensuring we are also protecting the new long jump run up from this overflow and assist with the general "mud" that occurs as soon as there is a tiny bit of rain in the car park area.
- Removal of one tree near new proposed shot-put area to ensure sufficient distance for our senior athletes (20 meter clearance). This tree is located beside the fence and could be removed with little effect to surrounding area.
- Relocation of the existing shade sail (Blue Shade previously at end of long jump run up) This is proposed to be moved in between the two new shot-put rings near the shed.
- New 18m x 12m Shade Structure, from Riverina Shade Solutions, over and beside the long jump runup. This will ensure there is sufficient shade for athletes using both ends of the runup as well as officials and spectators.
- Moving the existing shipping container, currently located near the shot-put area, to be closer to the shed and new proposed shot-put area.
- Completing the new second pit at the end of the current run up. Including moving of barriers/bollards to around the pit. This will ensure cars are unable to drive on or over the runup and pit.
- Plumbing works and trenching of water pipes from amenities building to give access to clean water at the athletics shed. We currently cart water from the amenities building to our long jump pit.

Please note, all the above works still to be completed fit within the scope and budget of the grant. Also noting that Temora Athletics Club will have contributed to around 130 hours of in-kind works, valued at approximately \$13,000 once this project is complete.

Thank you for your consideration of this proposal. The committee are happy to discuss any concerns the other Nixon Park user groups may have with these changes.

Kind Regards,  
Belinda Lawrence  
Temora Athletics Club Secretary

**PO Box 227, TEMORA NSW 2666 [www.temoralac.org.au](http://www.temoralac.org.au)**

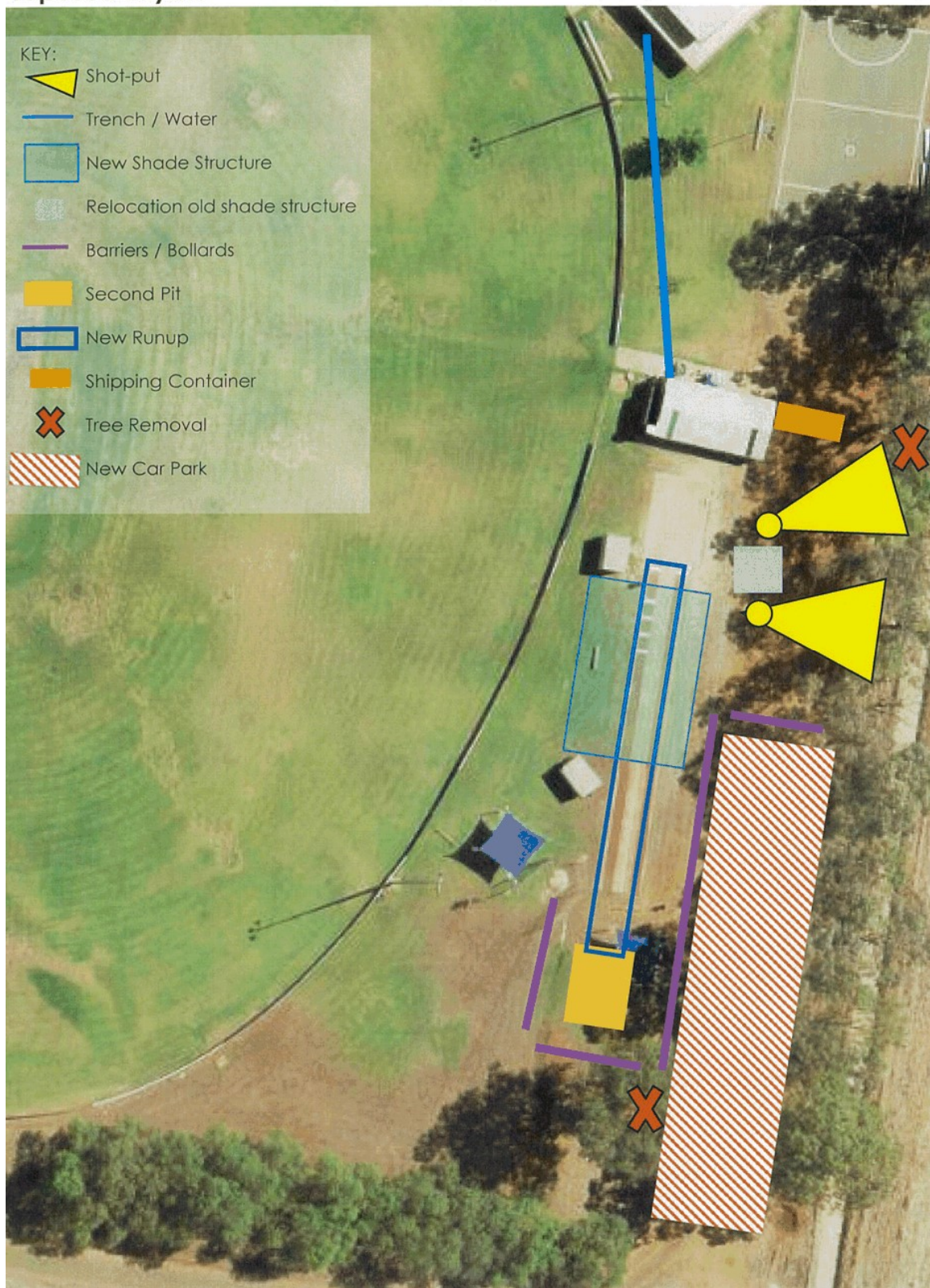


### Original Layout





### Proposed Layout







## TEMORA FOOTBALL & NETBALL CLUB

**ADDRESS**

PO Box 341  
Temora NSW 2666

**PHONE**

President: Grant Haigh 0407 025 142  
Secretary: Marnie Smith  
Treasurer: Jess Winkley

**EMAIL**

[temorakangaroos1@gmail.com](mailto:temorakangaroos1@gmail.com)

**STAY CONNECTED**

[www.facebook.com.au/tafnc/](https://www.facebook.com.au/tafnc/)

Dear Temora Shire Council,

I write in response to the Temora Athletics Club request, at Nixon Park. Thank you for the opportunity to provide this feedback, it is greatly appreciated.

After consulting our committee, the Temora Australian Football and Netball Club (TAFNC) committee members have concluded that they are opposed to any changes to the current layout of the shot put and parking areas adjacent to the netball courts.

Our reasons are as follows:

- The changes will cut off access to the netball courts for both ambulance access and disabled access for spectators. We have a lot of elderly spectators with limited mobility that require access to watch the games.
- Nixon Park is a well-used resource in the town, and it is becoming increasingly competitive for space. If the proposal was to be approved, it would be at the detriment to the future growth of TAFNC. E.g., The potential for additional TAFNC Netball courts to be built at Nixon Park. TAFNC put a lot of energy, money, and time into upgrading the two Netball courts into a modern playing space and feel that we will be locked into that corner with no room for potential growth.
- The current layout of shot-put areas better utilises the space around the AFL/Cricket ground.
- As a priority, Temora Shire Council must evaluate the use of sporting grounds in Temora and determine whether some grounds are being used to their full potential. Nixon is receiving a lot of pressure for use, however, grounds such as The Temora Recreation Ground are not. We understand that Nixon is a communal space, and it caters for many different codes, but there needs to be some equity across the shire grounds.

Kind regards,

**Name: Grant Haigh (President)**

**29/1/24**

**Signature:**

*Temora Australian Football Netball Club*



## TEMORA ATHLETICS CLUB

07/02/2024

Temora Shire Council  
105 Loftus Street,  
TEMORA NSW 2666

### RE: Temora Athletics – Nixon Park Upgrade - Concerns

Att: Rob Fisher

Thank you for your correspondence in regard to concerns raised by other users of Nixon Park. Temora Athletics committee have discussed and would like to address these concerns as follows.

**Concern:** *The changes will cut off access to the netball courts for both ambulance access and disabled access for spectators. It seems elderly spectators with limited mobility park and watch from this area sometimes from cars*

**Response:** We believe ambulance access is on the other side of our shed to where we are proposing to make changes. (as per screenshot below) The current carpark has limited accessibility when wet due to current drainage issues, in which we believe we are trying to address. We are flexible in the relocation of the shipping container to next to our shed (as per original design), and can leave in its current location to ensure there is sufficient access to the netball courts for spectators. The current carpark area will be grassed and provide an extra space for spectators to sit. The proposed new carpark area will be approx. 50m from the netball courts. We are also willing to be flexible in the number of bollards at the end of the proposed car park area to allow access to the elderly who currently park close to the courts. Cars currently park and drive on our discus area, so as long as the shotput rings and long jump runups are not driven over, we would be happy for a few cars to park on the grassed area for netball games.



**Concern:** Prevents any form of future growth of netball facilities at Nixon Park

**Response:** We are proposing to turf the current carpark area with the shotput rings easily moveable. This facility is a multi sport facility and therefore we believe the growth of the netball facility should not play a part in this decision. We are not limiting any future growth of any of the sporting groups who use this facility. We are centralising the Athletics area's and providing for a better parking solution all year round for all sporting groups along with shade solutions for spectators and competitors. Temora Athletics currently have multiple athletes who are competing at a national and international level and we believe the growth of our club is just as important as the growth of the other clubs using this facility.

**Concern:** The current layout better utilises the space around the AFL/Cricket ground

**Response:** We have proposed to move the shotput area's to provide further parking facilities. We do not limit the parking on the current discus area which is located next to the fence for AFL & Cricket oval. We are proposing to have the bollards relocated to around the new Long jump run up to ensure there is no driving or parking on this area as Council and Temora Athletics have invested a lot of time and money into this asset. We do not believe this has limited or will limit any access for the other sporting facilities. The shade structures proposed will be available to be used by all other sporting groups. The only major layout change is the moving of the Shotput area.

In conclusion, we believe we have addressed the concerns of the other clubs. As stated above we are happy to be flexible with the relocation of the shipping container and the bollards limiting access to the proposed grassed area and netball spectators' area. We believe the turfing of the current carpark will assist with drainage issues at Nixon Park and benefit all clubs who use this facility along with protecting our new long jump runup asset from water damage due to current drainage issues.

We are happy to discuss in person any further concerns that Council or other users may have.

Yours Faithfully,



Alison McCrone  
Temora Athletics Club President



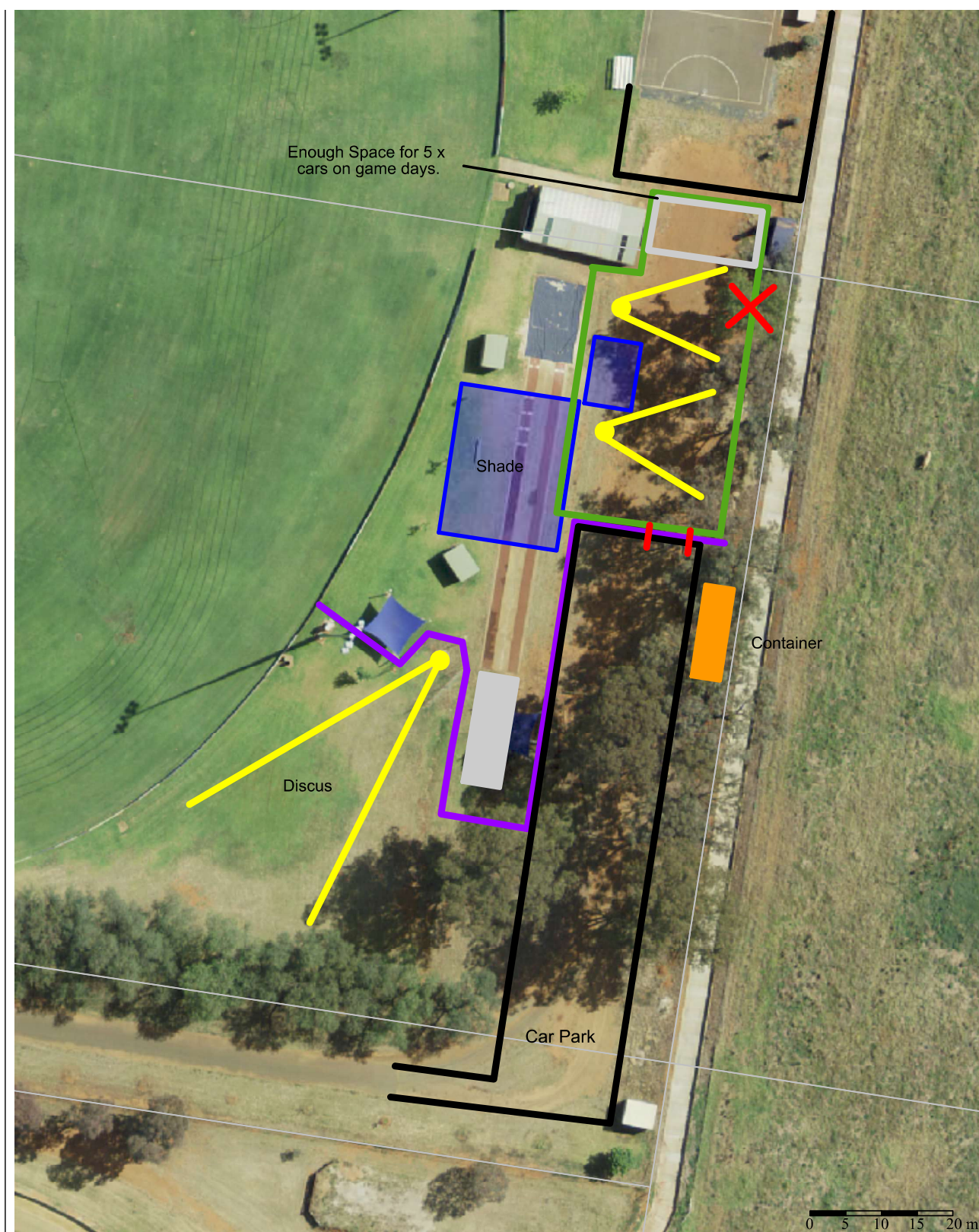
Belinda Lawrence  
Temora Athletics Club Vice President

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**PO Box 227, TEMORA NSW 2666 [www.temoralac.org.au](http://www.temoralac.org.au)**







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**Created By:** Rob Fisher

**Projection:** GDA2020 / MGA zone 55

**Date:** 8/02/2024 3:51 PM

**14 ENVIRONMENTAL SERVICES**

Nil

**15 ADMINISTRATION AND FINANCE****15.1 ARIC TRANSITION TO COMPLIANCE****File Number:** REP24/54**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**  
1. ARIC Terms of Reference    
2. Internal Audit Charter  **REPORT**

In December 2023 the Office of Local Government released final guidelines to assist Council with statutory requirements of the Audit Risk & Improvement Committee (ARIC). From 1 July 2024, Council is required to be fully compliant with the requirements of the guidelines.

ARIC Terms of Reference and Internal Audit Charter

The Local Government Regulation requires Council's ARIC to operate according to Terms of Reference consistent with the approved Model Terms of Reference (contained within the guidelines). The Terms of Reference provide the ARIC with clear guidance on how it should serve the Council and allows the Council to have input into how the committee will operate. The Terms of Reference must be approved by resolution of Council and be reviewed annually by the ARIC and once each term of Council.

The Internal Audit Charter is required under the Local Government Regulation to guide how internal audit will be undertaken by the council. The Charter must be informed by the Model Internal Audit Charter (contained within the guidelines), developed by the ARIC and approved by a resolution of Council.

Council adopted a Terms of Reference in February 2022 based on the draft guidelines. An Internal Audit Charter was endorsed by the ARIC in March 2022, also based on the draft guidelines. The Terms of Reference and Charter have been updated in accordance with changes to the models contained within the guidelines and to reflect the sharing arrangements proposed through the Audit Alliance.

Audit Alliance

The Audit Alliance was established in 2009 as a resource sharing initiative in order to deliver economies of scale and financial savings to the participating Councils and includes the following member Councils:

- Bland
- Coolamon
- Cootamundra-Gundagai
- Junee
- Lockhart
- Temora

The ARIC Terms of Reference and Internal Audit Charter have been drafted on the assumption that Council will continue to participate in the Audit Alliance.

Council officers met late in 2023 to discuss how Alliance member Councils can best achieve compliance with the guidelines, particularly in relation to composition of the committee. Under the guidelines, the ARIC is required to have an independent Chair. This is a change to how the Alliance functions at present as General Managers are no longer able to fill the role of ARIC Chair. Advice received from the OLG indicates that the Alliance member Councils are able to share an ARIC Chair. Each member Council will have its own committee, comprising an independent Chair, two independent members and a non-voting Councillor. It is proposed that the Alliance recruit a shared independent Chair with each Council to individually recruit two independent members for their ARIC.

The guidelines require the appointment of an internal audit coordinator (referred to as the Head of Internal Audit Function in the Charter). It is proposed that Bland Shire Council act as the host Council to employ an Internal Audit Coordinator.

The estimated cost to each member of the Alliance for the proposed composition of the ARIC is \$53,543 in the initial year and \$52,710 each year thereafter (CPI adjusted). Council's forward estimates include a budget for internal audit and the ARIC totaling \$74,801, prepared on the basis of Council being unable to enter into a shared arrangement. The forward estimates will be adjusted during the upcoming budget process to reflect the estimates provided.

Officers recommend that Council support continued participation in the Audit Alliance in anticipation of ongoing economies of scale being achieved through the Alliance model.

#### Risk Management Committee

Council currently has a Risk Management Committee comprised of senior staff and one Councillor representative. The objectives of the Risk Management Committee are to:

- Report to the ARIC on matters relating to risk management issues
- Review trends in the risk management profile of Council
- Review emerging trends in the public sector pertaining to risk management.

With the new requirements of the ARIC becoming effective from 1 July 2024, Council Officers suggest that the Risk Management Committee is no longer required as all appropriate reporting in relation to risk management is now required to go directly to the ARIC. Additionally, the ARIC will be required to meet four times per year and the support and resourcing required to be delivered by Council Officers under the final Guidelines is anticipated to increase substantially.

In light of this, it is recommended that the Risk Management Committee be dissolved effective 1 July 2024.

#### **RESOLUTION 38/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council:

1. Adopt the ARIC Terms of Reference and Internal Audit Charter
2. Continue to participate in the Audit Alliance
3. Dissolve the Risk Management Committee effective from 1 July 2024.

**CARRIED**

***Report by Elizabeth Smith***

Cr Judd and Cr McLaren recorded their votes against



*Temora Shire Council*

# TEMORA SHIRE COUNCIL



## Audit, Risk & Improvement Committee Terms of Reference

**DRAFT**

*Revision Number: 2  
File Name: ARIC*

*Revision Date: February 2024  
Page Number: 1*

*Temora Shire Council***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: Audit, Risk & Improvement Committee  
Terms of Reference

CODE NUMBER:

AUTHOR: Temora Shire Council

ENDORSEMENT DATE: February 2022

**REVIEWED BY COUNCIL** (required once per Council term)

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
Feb 2022	Draft Guidelines - Terms of Reference		17 Feb 2022	GCL
Feb 2024	Release of Final Guidelines			

**REVIEWED BY ARIC** (required annually)

Revision Date	Revision Description		Date reviewed by ARIC	ARIC Chair Endorsement

**PLANNED REVIEW**

Planned Review Date	Revision Description	Review by
Feb 2025 (ARIC)		

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*Temora Shire Council*

Temora Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. These terms of reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

## Objective

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

## Independence

The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Council with robust, objective and unbiased advice and assurance.

The Committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of Council. The Committee will provide independent advice to Council that is informed by Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The Committee must always ensure it maintains a direct reporting line to and from Council's internal audit function and act as a mechanism for internal audit to report to the governing body and General Manager on matters affecting the performance of the internal audit function.

## Authority

Council authorises the Committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council
- use any Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of Council
- seek the General Manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with Council's procurement policy and subject to approval by the General Manager and budgetary constraints.

Information and documents pertaining to the Committee are confidential and are not to be made publicly available unless explicitly authorised by the General Manager. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Composition and tenure

The Committee consists of an independent Chair, two independent members who have voting rights

*Temora Shire Council*

and one non-voting Councillor, as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the Chair and members of the Committee. Current committee members are:

TBA	Independent chair (voting)
TBA	Independent member (voting)
TBA	Independent member (voting)
Cr Claire McLaren	Councillor member (non-voting)

All committee members must meet the independence and eligibility criteria prescribed in the *Local Government (General) Regulation 2021*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as a member or as Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Council, ideally, no more than one member should leave the Committee because of rotation in any one year.

The terms and conditions of each member's appointment to the Committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the Chair's or an independent member's term, the governing body is to undertake an assessment of the Chair's or committee member's performance. Reappointment of the Chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the Committee are to possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to the Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the Council's annual financial statements.

Council, as a member of an Alliance of six Councils within the Riverina Region, intends to share its chair with the ARICs of the remaining Alliance Councils being Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Bland.

The role of the Chair will be to provide independent assurance and assistance on the governance, risk control and compliance frameworks for each of the Councils.

While each Council will have its own separate committee, it is anticipated that the appointed chair will preside over all six committees.

The appointment of Chair, to commence from 1 July 2024, will be undertaken in accordance with the

*Temora Shire Council*

*guidelines for risk management and internal audit for local government in NSW.*

## **Role**

In accordance with section 428A of the *Local Government Act 1993* (the Act), the role of the Committee is to review and provide independent advice to Council regarding the following aspects of the Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Council, and
- internal audit

The Committee must also provide information to Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these Terms of Reference.

The Committee will act as a forum for consideration of Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee has no power to direct external audit or the way it is planned or undertaken but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

## **Responsibilities of members**

### **Independent members**

The Chair and members of the Committee are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Council

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- have strong leadership qualities (Chair)
- lead effective committee meetings (Chair), and
- oversee Council's internal audit function (Chair).

**Councillor members**

To preserve the independence of the Committee, the Councillor member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the governing body may have regarding Council and issues being considered by the Committee
- provide insights into local issues and the strategic priorities of Council that would add value to the Committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the Committee and any issues arising from it, and
- assist the governing body to review the performance of the Committee.

Issues or information the Councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 and issues being considered by the Committee.

The Councillor member of the Committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If the Councillor member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to the Council, that the Councillor member be removed from membership of the Committee. Where the Council does not agree to the Committee Chair's recommendation, Council must give reasons for its decision in writing to the Chair.

**Conduct**

Independent committee members are required to comply with Council's code of conduct.

Complaints alleging breaches of Council's code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's Code of Conduct.

**Conflicts of interest**

Once a year, Committee members must provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent committee members are 'designated persons' for the purposes of Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

*Temora Shire Council*

## **Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards, where applicable.

## **Workplans**

The work of the Committee is to be thoroughly planned and executed. The Committee must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the Committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with the governing body vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the Committee.

The Committee must also develop an annual work plan to guide its work, and the work of the internal audit function, over the forward year.

The Committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the Committee.

When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

## **Assurance reporting**

The Committee must regularly report to the Council to ensure that it is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.

The Committee will provide an update to the governing body and General Manager of its activities and opinions after every Committee meeting.

The Committee will provide an annual assessment to the governing body and General Manager on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The Committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the governing body require additional information, a request for the information may be made

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*Temora Shire Council*

to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

**Administrative arrangements****Meetings**

The Committee will meet at least four times per year, including a special meeting to review the Council's financial statements.

The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend a meeting if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The General Manager, Director of Administration & Finance and head of the internal audit function are to attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The Chair can request the attendance of other Council staff, Councillors or contractors of the Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The Committee must meet separately with the head of the internal audit function and the Council's external auditor at least once each year.

**Dispute resolution**

Members of the Committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.



*Temora Shire Council***Secretariat**

The General Manager will nominate a staff member to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within three weeks of the meeting to each member.

**Resignation and dismissal of members**

Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give four months notice to the Chair and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the Chair or an independent committee member before the expiry of their term where that person has:

- breached the council's Code of Conduct
- performed unsatisfactorily or not to expectations
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- experienced an adverse change in capacity or capability
- been proven to be in a serious breach of their obligations under any legislation, or
- declared, or is found to be in, a position of a conflict of interest which is unresolvable.

The position of a Councillor member on the Committee can be terminated at any time by the governing body by resolution.

**Review arrangements**

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the Committee.

These terms of reference are to be reviewed annually by the Committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

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## **Schedule 1 – Audit, risk and improvement committee responsibilities**

### **Audit**

#### **Internal audit**

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Council:
  - o on whether the Council is providing the resources necessary to successfully deliver the internal audit function
  - o if the Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
  - o if the Council's Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable
  - o of the strategic four-year plan and annual work plan of internal audits to be undertaken by the Council's internal audit function
  - o if Council's internal audit activities are effective, including the performance of the head of the internal audit function and internal audit function
  - o of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
  - o of the implementation by Council of these corrective actions
  - o on the appointment of the head of the internal audit function and external providers, and
  - o if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

#### **External audit**

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

### **Risk**

#### **Risk management**

Review and advise the Council:

- if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council is providing the resources necessary to successfully implement its risk management framework

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- whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated individual projects, programs and other activities
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council's risk management approach impacts on the Council's insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

**Internal controls**

Review and advise the Council:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

**Compliance**

Review and advise the Council of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

**Fraud and corruption**

Review and advise the Council of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

*Temora Shire Council***Financial management**

Review and advise the Council:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - o management compliance/representations
  - o significant accounting and reporting issues
  - o the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - o appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's Annual report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - o appropriate authorisation and approval of payments and transactions
  - o adequate segregation of duties
  - o timely reconciliation of accounts and balances
  - o review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

**Governance**

Review and advise the Council regarding its governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

**Improvement****Strategic planning**

Review and advise Council:

- of the adequacy and effectiveness of the Council's IP&R processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and

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→ whether Council is successfully implementing and achieving its IP&R objectives and strategies.

**Service reviews and business improvement**

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise Council:
  - o if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
  - o if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
  - o how the Council can improve its service delivery and the Council's performance of its business and functions generally

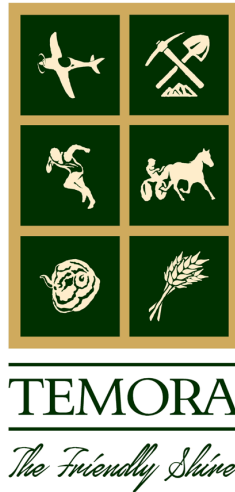
**Performance data and measurement**

Review and advise the Council:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective, and
- of the adequacy of performance data collection and reporting.

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# TEMORA SHIRE COUNCIL



## Internal Audit Charter

ACTIVE

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*Temora Shire Council***Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Internal Audit Charter  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:** March 2022

**REVIEW**

Revision Date	Revision Description	Date reviewed (ARIC/Council)	General Manager's Endorsement
February 2022	New Document	March 2022 (ARIC)	GCL
February 2024	Final Guidelines released by OLG	February 2024 (Council)	

**PLANNED REVIEW**

Planned Review Date	Revision Description	
March 2025	Annual review by ARIC	

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*Temora Shire Council***Temora Shire Council Internal Audit Charter**

Temora Shire Council has established the internal audit function as a key component of the Council's governance and assurance framework and in compliance with the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit in local government in NSW*. This Charter provides the framework for the conduct of the internal audit function in Council and has been approved by the governing body taking into account the advice of the Council's Audit, Risk and Improvement Committee.

**Purpose of internal audit**

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes<sup>2</sup>.

Internal audit provides an independent and objective review and advisory service to provide advice to Council, the General Manager and the Audit, Risk and Improvement Committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

**Independence**

Council's internal audit function is to be independent of the Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports functionally to the Council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by Council and Council's management has no role in the exercise of the Council's internal audit activities.

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to Council. Should Council require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the Council to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager has delegated internal audit responsibilities to the Director of Administration & Finance.

The General Manager must consult with the Chair of the Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment of the head of internal audit function.

Where the chair of the Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the head of internal audit function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to Council.

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The head of internal audit function is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from the Council.

## Authority

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of the internal audit function considers necessary to enable the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of the internal audit function is responsible and accountable for maintaining the confidentiality of the information they receive during their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release Council information to external parties that are assisting the internal audit function to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Role

The internal audit function is to support the Council's Audit, Risk and Improvement Committee to review and provide independent advice to the Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).

## Head of Internal Audit Function

### Outsourced internal audit function

Council's internal audit function is to be led by a member of Bland Shire Council staff with sufficient skills, knowledge and experience to ensure it fulfils its roles and responsibilities to Council and its Audit, Risk and Improvement committee. The head of internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of

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interest.

Responsibilities of the head of internal audit function include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the Audit, Risk and Improvement Committee's annual plan and four-year strategic work plan
- forwarding audit reports by the external provider to the Audit, Risk and Improvement Committee
- acting as a liaison between the external provider and the Audit, Risk and Improvement Committee
- monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the Audit, Risk and Improvement Committee, and
- assisting the Audit, Risk and Improvement Committee to ensure the Council's internal audit activities comply with the *Guidelines on risk management and internal audit in local government in NSW*.

## Internal Audit Team

### Outsourced internal audit team

Bland Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the head of internal audit function is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- is not the same provider conducting the Council's external audit
- is not the auditor of any contractors of the Council that may be subject to the internal audit, and
- can satisfy the requirements of the Office of Local Government's *Guidelines on risk management and internal audit for local government in NSW*.

The head of internal audit function must consult with the Audit, Risk and Improvement Committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by Council.

## Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. Council's Audit, Risk and Improvement Committee must develop a strategic work plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the Committee and the internal audit function over each council term. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee is to also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards.

The head of the internal audit function is to provide the findings and recommendations of internal

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audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The head of internal audit function is to establish an ongoing monitoring system to follow up Council progress in implementing corrective actions.

The General Manager, in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit function.

The head of internal audit function is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## **Conduct**

Internal audit personnel must comply with the Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the Council's Audit, Risk and Improvement Committee before any disciplinary action taken against the head of the internal audit function in response to a breach of the Council's Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

## **Administrative arrangements**

### **Audit, risk and improvement committee meetings**

The head of the internal audit function will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The head of internal audit function can be excluded from meetings by the committee at any time.

The head of the internal audit function must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The head of the internal audit function can meet with the Chair of the Audit, Risk and Improvement Committee at any time, as necessary, in between committee meetings.

### **External audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

### **Dispute resolution**

The internal audit function should maintain an effective working relationship with the Council and the Audit, Risk and Improvement Committee and seek to resolve any differences they may have in an

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amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and the Council, the dispute is to be resolved by the General Manager and/or the Audit, Risk and Improvement Committee. Disputes between the internal audit function and Audit, Risk and Improvement Committee are to be resolved by Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

**Review arrangements**

Council's Audit, Risk and Improvement Committee must review the performance of the internal audit function each year and report its findings to Council. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to Council.

This charter is to be reviewed annually by the Committee and once each council term by Council. Any substantive changes are to be approved by Council.

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## Schedule 1 – internal audit function responsibilities

### Audit

#### Internal audit

- Conduct internal audits as directed by the Council's Audit, Risk and Improvement Committee.
- Implement Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by council of corrective actions.
- Assist the council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

#### External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

### Risk

#### Risk management

Review and advise:

- if the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities.
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting.
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile.
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings.
- whether appropriate policies and procedures are in place for the management and exercise of delegations.
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.
- if there is a positive risk culture within Council and strong leadership that supports effective risk management.
- of the adequacy of staff training and induction in risk management.
- how the Council's risk management approach impacts on the Council's insurance arrangements.
- of the effectiveness of Council's management of its assets.
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

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*Temora Shire Council***Internal controls**

Review and advise:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated.
- whether appropriate policies and procedures are in place for the management and exercise of delegations.
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.
- if Council's monitoring and review of controls is sufficient.
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

**Compliance**

Review and advise of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework.
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements.
- whether appropriate processes are in place to assess compliance.

**Fraud and corruption**

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

**Financial management**

Review and advise:

- if Council is complying with accounting standards and external accountability requirements.
- of the appropriateness of Council's accounting policies and disclosures.
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations.
- whether Council's financial statement preparation procedures and timelines are sound.
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - o management compliance/representations
  - o significant accounting and reporting issues
  - o the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - o appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in Council's Annual Report is consistent with signed financial statements.
- if Council's financial management processes are adequate.
- the adequacy of cash management policies and procedures.
- if there are adequate controls over financial processes, for example:
  - o appropriate authorisation and approval of payments and transactions
  - o adequate segregation of duties
  - o timely reconciliation of accounts and balances

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- o review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate.
- if Council's grants and tied funding policies and procedures are sound.

**Governance**

Review and advise of the adequacy of Council governance framework, including Council's:

- decision-making processes.
- implementation of governance policies and procedures.
- reporting lines and accountability.
- assignment of key roles and responsibilities.
- committee structure.
- management oversight responsibilities.
- human resources and performance management activities.
- reporting and communication activities.
- information and communications technology (ICT) governance.
- management and governance of the use of data, information and knowledge.

**Improvement****Strategic planning**

Review and advise:

- of the adequacy and effectiveness of the Council's IP&R processes.
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives.
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

**Service reviews and business improvement**

Review and advise:

- if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance.
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance.
- how Council can improve its service delivery and Council's performance of its business and functions generally.

**Performance data and measurement**

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective.
- of the adequacy of performance data collection and reporting.

**15.2 IPART - TERMS OF REFERENCE - REVIEW OF FINANCIAL MODEL FOR COUNCILS****File Number:** REP24/125**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Draft Terms of Reference [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb\_img.jpg\)](#) **REPORT**

IPART have released a draft Terms of Reference for the Investigation of the financial model of NSW Councils. This review was committed to following the review of the rate peg methodology. IPART are seeking feedback on the draft Terms of Reference, with submissions due by 15 March 2024.

Issues which should be included in any review of local government financial modelling include:

- The ongoing and increasing impact of cost shifting from other levels of government.
- The impact of the decreasing value of the FAGS grant, now estimated to be .55% of Commonwealth revenue – far from the 1% when FAGS were first established.
- The impact of competitive, opportunistic funding programs (such as Fixing Country Roads). Councils need more consistent, reliable funding sources (such as Roads to Recovery) which provide the ability to prioritise and select projects and ensure resources (staff, co-contributions etc) are available to deliver the projects.
- A review into the requirements of an SRV with the aim of simplifying the process.
- Consideration of the difference between metropolitan Councils and regional/rural Councils in raising own source revenue.

**RESOLUTION 39/2024**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council lodge a submission which includes reference to the items mentioned in the report.

**CARRIED**

***Report by Elizabeth Smith***



**The Hon Chris Minns MP**  
Premier of New South Wales



Ref: A5922499

Carmel Donnelly PSM  
Chair  
IPART  
PO Box K35  
HAYMARKET POST SHOP  
NSW 1240

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Re: Referral to commence review of the financial modelling of councils


Dear Ms Donnelly,

I refer the financial modelling of councils to IPART under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (the Act).

**Enclosed** are a draft terms of reference as provided to me by the Minister for Local Government. I understand that IPART will consult on the draft terms of reference in line with the requirements of the Act.

I look forward to hearing about the next steps and outcomes of this work.

Sincerely,

  
**Chris Minns MP**  
Premier of New South Wales

CC: The Hon. Ron Hoenig MP, Minister for Local Government

11/JAN/2024

## DRAFT TERMS OF REFERENCE

### Investigation of council financial model in NSW

I, the Hon. Christopher John Minns MP, Premier, under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (NSW), request the Independent Pricing and Regulatory Tribunal (IPART) to investigate and report on the financial model for councils in NSW.

#### The task

IPART should review and recommend improvements on the following matters:

- 1. The visibility of councillors and the community over the financial and operational performance of their councils**
  - Are the mechanisms for reporting on council performance clear and understood. Does the accounting code for local government provide meaningful financial information to enable councillors to understand and influence the financial and budget performance of their council. Is there a need to update the performance indicators to make them more useful for 'real time' monitoring.
  - Are councillors receiving timely and appropriate information to enable decisions on allocation of public funds in an efficient and cost effective way.
  - Are there benefits to moving to dedicated budget or expenditure review committee models to ensure budget decisions are understood by councillors and the communities they serve?
- 2. Whether the current budget and financial processes used by councils are delivering value-for-money for ratepayers and residents**
  - Is the Integrated Planning and Reporting process, currently used by councils to make budget decisions, effective in allowing councillors to engage with the community on the challenges in setting a budget and meeting service level expectations
  - How well Councils are setting service delivery standards that match revenue, managing their expenses within allocated budgets, and what opportunities exist for improvement in efficiency, service quality and sustainability.
  - How to visibly boost elected councillor accountability for council budgets and expenditure to the community
- 3. Whether the current funding model will sustainably support the needs of communities**
  - How do councils balance cash flow to manage the different (and sometimes uncertain), timeframes for revenue and grants money (including Financial Assistance Grants), coming into council
  - How effective are councils in identifying and using other revenue sources beyond grants and rates to support the needs of communities and sustainably provide services required to be delivered by councils.
  - Identify measures to put downward pressure on rates through other 'own source' revenue or closer scrutiny of expenditure.
  - Consider the needs of diverse communities and councils and protect the interests of current and future ratepayers from unnecessary impact on their cost of living

**4. Whether councils (both councillors and staff) have the financial capacity and capability to meet current and future needs of communities.**

- Are councils equipped with the right internal capabilities to deliver on the services which their community requires?
- Has the Audit Mandate been successful in providing a consistent view on the accounting and risk management practices of councils?
- Are there opportunities to look at long term expenditure and service delivery improvements by insourcing services? Where outsourcing models have been used, do they provide an efficient and effective means of meeting community needs?
- What examples of best practice capability building and innovation could be implemented more widely?

**5. How can better planning and reporting systems improve long term budget performance, transparency and accountability to the community?**

- How effective councils are in managing their assets and planning for future growth and renewal of assets.
- Whether current community engagement allows for effective long-range planning and sustainable funding.
- Whether the current framework of reporting and compliance is appropriate and effective.

**6. Any other matters IPART considers relevant.**

**The review process and timeline**

IPART is required to consult publicly as part of this review, including publishing a Draft Report for comment and undertaking a public hearing prior to finalising its Final Report. IPART may undertake other methods, including targeted consultation, that it considers appropriate.

IPART will provide the final report to the Minister administering the Independent Pricing and Regulatory Tribunal Act 1992 (IPART Act) and the Minister for Local Government within 12 months of receiving the final terms of reference.

The Minister administering the IPART Act will table the final report in each House of Parliament and forward a copy to the Parliamentary Librarian in accordance with section 19 of the IPART Act. Once the final report has been tabled in Parliament or earlier if requested by the Minister administering the IPART Act, IPART will publish a copy of the report on its website.





**The Hon. Christopher John Minns MP**  
Premier

### 15.3 CHILD SAFE POLICY

**File Number:** REP24/127

**Author:** Director of Administration & Finance

**Authoriser:** Director of Administration & Finance

**Attachments:** 1. Child Safe Policy    
2. Code of Conduct  

#### REPORT

Temora Shire Council is committed to being a child safe organisation that values the safety and wellbeing of all children and young people in our community. The Child Safe Policy and Code of Conduct will support a culture that creates, maintains and improves child safe practices across all areas of Council's operation and ensures adherence to the NSW Child Safe Standards.

Our commitment to child safety upholds a zero tolerance of child abuse. Our organisation will promote and support the safety, welfare and wellbeing of children and young people where abuse is prevented, responded to and reported.

The Child Safe Standards recommended by the Royal Commission provide a framework for making organisations safe for children. The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) identified thousands of cases where organisations in Australia failed to protect children in their care from abuse. The Standards have been accepted by the NSW Government.

A child safe culture is a set of values and practices that guide the attitudes and behaviours of all staff. The following values should be at the heart of any approach that prioritises children's safety:

- The best interests of children and their protection from harm is paramount.
- Child abuse is not tolerated and must not happen.
- Children's rights are understood and respected.
- Concerns about child safety raised by children and their parents and carers are acted on.
- Reporting abuse is not obstructed or prevented.

A child safe organisation is defined as one that systematically:

- Creates conditions to reduce the likelihood of children being harmed.
- Creates conditions that increase the likelihood of identifying and reporting harm.
- Responds appropriately to disclosures, allegations and suspicions of harm.

#### Child Safe Policy

In accordance with the Child Safe Standards, staff have re-drafted policy G11 – Child Protection as a step towards compliance with the standards. The Child Safe Policy will provide strategic and operational direction to councillors, council staff, volunteers and other stakeholders engaged to deliver council services. It is recommended that the draft Child Safe Policy be placed on public exhibition for a period of 28 days, and that if no relevant submissions are received the Policy be endorsed as current.

Child Safe Code of Conduct

Also required under the Standards is a Child Safe Code of Conduct which outlines the minimum expected behaviours between employees, Councillors, volunteers, contractors and children as part of Council's commitment to creating a child safe environment. The Code of Conduct is attached for Council's endorsement.

Also under development, or scheduled for development, are a Child Safe Reporting Policy, a Child Safe Risk Management Plan and a Child Safe Recruitment Policy. All of which will be developed as operational (internal) documents.

**RESOLUTION 40/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that Council endorse the Child Safe Code of Conduct

AND FURTHER

That the draft Child Safe Policy be placed on public exhibition for a period of 28 days, and if no relevant submissions are received the Policy be endorsed as current.

**CARRIED**

***Report by Elizabeth Smith***

*Function: Governance*

*Temora Shire Council*

*Policy Number: G11*

# TEMORA SHIRE COUNCIL



## Child Safe Policy

DRAFT

*Revision Number: 3*  
*File Name: Child Safe Policy*

*Revision Date: January 2024*  
*Page Number: 1*

*Function: Governance**Temora Shire Council**Policy Number: G11***Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Child Safe Policy  
**CODE NUMBER:** G11  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
30 August 2017	Legislative Review	1	N/A	GCL
November 2018	No Change	2	N/A	GCL
January 2024	Legislative Review	3		

**PLANNED REVIEW**

Planned Review Date	Revision Description	Review by
January 2025	Fit for Purpose	General Manager

*Revision Number: 3*  
*File Name: Child Safe Policy*

*Revision Date: January 2024*  
*Page Number: 2*

*Function: Governance**Temora Shire Council**Policy Number: G11*

## 1. Purpose

Temora Shire Council is committed to being a child safe organisation that values the safety and wellbeing of all children and young people in our community. This Child Safe Policy will support a culture that creates, maintains and improves child safe practices across all areas of Council's operation and ensures adherence to the NSW Child Safe Standards. It will provide strategic and operational direction to Councillors, council staff, volunteers and other stakeholders engaged to deliver council services.

Our commitment to child safety upholds a zero tolerance of child abuse. Our organisation will promote and support the safety, welfare and wellbeing of children and young people where abuse is prevented, responded to and reported.

As a Council, we endeavour to inform, listen to and empower children and young people to voice opinions about decisions that directly affect them. We value children and young people as meaningful and beneficial members of our community, and we are committed to an organisation where our staff and our practices hold child safety as a paramount objective.

We seek to ensure equity for all children and young people interacting with our services and seek to continually improve how we maintain safety in our organisation.

## 2. Scope & Audience

This policy applies to all people who conduct work for Temora Shire Council in a paid or unpaid capacity. This may include Councillors, Council staff, volunteers, contractors, trainees, work experience participants and other stakeholders engaged to deliver council services.

This policy applies to all activities in the organisation which involve, result in, or relate to contact with children and young people.

## 3. Roles and responsibilities

### **Council**

The Council publicly commits to child safety and embeds a child safe culture as adopted in Council's Child Safe Code of Conduct.

### **General Manager**

The General Manager is responsible for ensuring that Council fulfills its responding and reporting obligations and to notify the Office of the Children's Guardian (NSW) when an allegation of child abuse is made against a Councillor, employee, volunteer, or contractor or other stakeholder engaged to deliver council services. The General Manager is responsible for ensuring that Councillors are informed and supported to understand their roles in providing a child safe environment.

### **Directors/Managers**

Directors/Managers are responsible for ensuring compliance with the policy and that all Council employees, contractors and volunteers are informed, resourced and supported to understand their role in providing a child safe environment.

### **Child Protection Officer**

Council's Public Officer has been appointed as the Child Protection Officer and their responsibilities are:

- to provide ongoing support and response to concerns about the safety and wellbeing of children while engaged in services, programs or events delivered by council.

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- to notify the Office of the Children's Guardian (NSW) when an allegation (of which they are aware) of child abuse is made against a Councillor, employee, volunteer, or contractor.

**Council employees, Councillors, Contractors, and volunteers**

Employees, Councillors, contractors, and volunteers shall adhere to the requirements of this policy, reportable conduct and responding and reporting obligations and be able to demonstrate their awareness of their child safety responsibilities. Employees and Councillors are also to be aware of their obligations outlined in the Child Safe Code of Conduct. All staff shall adhere to their responding and reporting and reportable conduct obligations and take action when a child or young person is at risk of significant harm.

All Council staff should be aware that the appointment by Council of a Child Protection Officer does not remove mandatory reporting obligations that other Officers of Council may have under S27 of the *Children and Young Persons (Care and Protection) Act 1998*

**4. Statement of Commitment to Child Safety**

Council believes children and young people have the right to be respected, empowered and safe. We are committed to our responsibilities in keeping them safe and listening to their views.

**5. Child Safe Standards**

The Child Safe Standards recommended by the Royal Commission provide a framework for making organisations safe for children. The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) shone a spotlight on thousands of cases where organisations in Australia failed to protect children in their care from abuse.

This Policy reflects Council's commitment to:

- The office of Children's Guardian's *Principles for Child-Safe Organisations (2017)*.
  - Principle 1: The organisation focuses on what is best for children.
  - Principle 2: All children are respected and treated fairly.
  - Principle 3: Children's families and communities are welcome and encouraged to participate in the organisation.
  - Principle 4: Children receive services from skilled and caring adults.
- The *Child Safe Standards* identified in context of the Royal Commission (2017):
  1. Child safety is embedded in institutional leadership, governance, and culture.
  2. Children participate in decisions affecting them and are taken seriously.
  3. Families and communities are informed and involved.
  4. Equity is upheld, and diverse needs are taken into account.
  5. People working with children are suitable and supported.
  6. Processes to respond to complaints of child abuse are child focused.
  7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
  8. Physical and online environments minimise the opportunity for abuse to occur.
  9. Implementation of the Child Safe Standards is continuously reviewed and improved.
  10. Policies and procedures document how the organisation is child safe.
- The United Nations *Convention on the Rights of the Child (1990)*.

**6. Requirements**

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*Function: Governance**Temora Shire Council**Policy Number: G11***Mandatory reporting – Risk of significant harm**

Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff who are 'mandatory reporters' are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline. The Mandatory Reporter Guide (MRG) is used to help determine when and what should be reported. Staff who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Child Protection Helpline. The Child Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting. Mandatory reporting is outlined in the *Children and Young Persons (Care and Protection) Act 1998*.

**Selection and recruitment**

Council will meet legal requirements to ensure that only people with valid Working with Children Checks (WWCC) are engaged in child-related work. The WWCC is an essential part of Council's recruitment process to prevent people who pose a risk to the safety of a child or young person from being employed or engaged in child-related work. Human Resources (HR) manage all selection and recruitment related WWCCs. This is in line with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*.

**Allegations against staff**

Complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, volunteers and students on placement involving a child or young person will be handled in accordance with the relevant legislation, specifically the *Children's Guardian Act 2019*. This mandates a specific approach to the handling and reporting of complaints about staff involving a child or young person.

All allegations in relation to staff involving an individual under the age of 18 years will be immediately reported to the Child Protection Officer, who will in turn investigate and report the matter to the relevant oversight agency in accordance with Council's reporting obligations.

**Child-Safe Organisation**

Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council adopts the *Royal Commission Final Report Recommendations (2017)* relevant to Local Government including the Child Safe Standards. Council also supports the Office of the Children's Guardian's *Principles of Child-Safe Organisations*. Council's Management team collaborates on the identification, implementation and creation of policies, procedures and actions that enables Council to meet its objectives as a Child-Safe Organisation.

**7. Definitions**

**Abuse:** a term that is used to describe different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience.

**Allegations:** A reportable allegation is that an employee has engaged in conduct that may be reportable

**Child:** refers to a person who is under the age of 16 years.

**Child Safe Organisation:** An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.

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**DCJ:** The NSW Department of Communities and Justice. DCJ is the NSW Government agency responsible for the care and protection of children and young people.

**Mandatory Reporters:** People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the *Children and Young Persons (Care and Protection) Act 1998*

**MRG:** Mandatory Reporter Guide. The MRG is a decision-making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

**Neglect:** A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.

**Public Officer:** Director Administration & Finance.

**Reportable Conduct:** The Children's Guardian Act 2019 defines reportable conduct as:

- A sexual offence
- Sexual misconduct
- Ill-treatment of a child
- Neglect of a child
- An assault against a child
- An offence under S43B (failure to protect) or a 316A (failure to report) of the Crimes Act 1900 and
- Behaviour that causes significant emotional or psychological harm to a child.

**Risk of Significant Harm:** Concern/s about a child or young person that is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare, or wellbeing. In addition, it can result from a single act or omission or an accumulation of these. Risks of significant harm is the NSW threshold to report child protection concerns to DCJ via the Child Protection Helpline.

**WWCC:** Working with Children Check. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.

**Young Person:** A young person can be defined in a variety of ways depending on the context. For this Policy a young person is a person who is over the age of 16 years but under the age of 18 years.

## 8. Related Documents

- Child Safe Code of Conduct
- Child Safe Reporting Procedure
- Child Safe Risk Management Plan (under development)
- Child Safe Recruitment Policy (under development)

## 9. Background/legislative requirements

- *Children's Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Crimes Act 1900*

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- Children and Young Persons (Care and Protection) Regulation 2012
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
- *Disability Inclusion Act 2014*
- *Anti-Discrimination Act 1977*
- United Nations Convention of the Rights of the Child
- Child Safe Standards

## **10. Publication**

Council's Child Safety policy will be available on Council's website, promoted through social media platforms, including staff newsletters and noticeboards. Details of the policy will be included in Council's induction process. Through visibility and awareness of this policy Council aims to ensure that employees, Councillors, contractors, volunteers and other stakeholders are aware of Council's commitment to child protection and as a result, take a preventative, proactive and participatory stance in ensuring the safety and wellbeing of children and young people in their activities and across the community.

## **11. Review**

This policy will be reviewed annually, after an incident by the General Manager and once per term of Council by the governing body, taking into account legislative or industry changes. The policy will be put on public exhibition for input from young people and their advocates.

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# Child Safe Code of Conduct

Council officers include full-time, part-time, casual, temporary, term contract employees, volunteers, students on placement, contractors and Councillors.

## You must:

- ✓ Treat children and young people with respect and value their ideas and opinions
- ✓ Act as positive role models in their conduct with children and young people
- ✓ Avoid any unnecessary physical contact with a child or young person
- ✓ Report any misconduct or inappropriate behaviour by other Council employees to their supervisor
- ✓ Contact the police if a child is at immediate risk of abuse – **phone 000**.
- ✓ Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to their supervisor or the Child Protection Helpline on **132 111**

## Those holding a Working with Children Check must:

- ✓ Act in accordance with this Code of Conduct outside of work, and note their behaviour, regardless of whether at work or not, may be subject to the Reportable Conduct Scheme.
- ✓ Should they become aware that another Council employee poses a serious risk of abusing a child under 18 years of age, alert their supervisor and ensure measures are taken to remove or reduce the risk of abuse.
- ✓ Note 'failure to protect' where an employee has power to do so, may incur a penalty of up to two years' imprisonment.

## You must not:

- ✗ Shame, humiliate, oppress, belittle or degrade children or young people
- ✗ Unlawfully discriminate against any child
- ✗ Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- ✗ Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- ✗ Be alone with a child or young person unnecessarily and for more than a very short time
- ✗ Develop a 'special' relationship with a specific child or young person for their own needs
- ✗ Show favouritism through the provision of gifts or inappropriate attention
- ✗ Arrange contact, including online contact, with children or young people outside of Council's services, programs and activities
- ✗ Photograph or video a child or young person without the consent of the child and their parent/s or guardian/s
- ✗ Work with children or young people while under the influence of alcohol or illegal drugs
- ✗ Engage in open discussions of a mature or adult nature in the presence of children
- ✗ Use inappropriate language in the presence of children.

*Breaches of the Child Safe Code of Conduct can lead to disciplinary action up to and including termination of employment.*

**For further information** refer to Council's Child Safe Policy and associated documents.



**TEMORA**  
*The Friendly Shire*

**15.4 QUARTERLY BUDGET REVIEW - QUARTER ENDING 31 DECEMBER 2023****File Number:** REP24/158**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**  
1. Quarterly Budget Review [↓](#)   
2. Capital Expenditure [↓](#) **REPORT**

Quarterly Budget Review Statement for the period 1 October 2023 to 31 December 2023.

**RESOLUTION 41/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that Council adopt the Quarterly Budget Review for the quarter ending 31 December 2023.

**CARRIED**

***Report by Elizabeth Smith***

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/23 to 31/12/23

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**31 December 2023**

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 31/12/23 indicates that Council's projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**



**date:**

8-Feb-24

Elizabeth Smith  
Responsible Accounting Officer

## Temora Shire Council

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2023

## Income &amp; Expenses - Council Consolidated

Quarterly Budget Review Statement  
for the period 01/10/23 to 31/12/23

	Original Budget 2023/24	Approved Changes			Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBR	Dec QBR	Mar QBR					
<b>(\$000's)</b>									
<b>Income</b>									
Rates and Annual Charges	6,610,945				6,610,945			6,610,945	6,521,710
User Charges and Fees	14,295,953				14,295,953			14,295,953	4,499,410
Interest and Investment Revenues	668,344				668,344	311,656	3	980,000	536,468
Other Revenues	439,359				439,359			439,359	246,219
Grants & Contributions - Operating	10,342,976	(3,063,098)			7,279,878	1,072,010	1	8,351,888	7,483,907
Grants & Contributions - Capital	5,809,454	1,191,401			7,000,855			7,000,855	3,210,605
Net gain from disposal of assets	146,567				146,567			146,567	9,124
Other Income	316,297				316,297			316,297	162,748
<b>Total Income from Continuing Operations</b>	<b>38,629,895</b>	<b>(1,871,697)</b>	<b>-</b>	<b>-</b>	<b>36,758,198</b>	<b>1,383,666</b>		<b>38,141,864</b>	<b>22,670,191</b>
<b>Expenses</b>									
Employee Costs	10,937,009	151,878			11,088,887			11,088,887	5,582,355
Borrowing Costs	70,103				70,103			70,103	36,957
Materials & Contracts	14,229,086	(429,557)			13,799,529	442,508	2	14,242,038	7,379,338
Depreciation	7,239,999				7,239,999			7,239,999	3,843,502
Other Expenses	779,384				779,384			779,384	277,379
<b>Total Expenses from Continuing Operations</b>	<b>33,255,582</b>	<b>(277,679)</b>	<b>-</b>	<b>-</b>	<b>32,977,903</b>	<b>442,508</b>		<b>33,420,411</b>	<b>17,119,531</b>
<b>Net Operating Result from Continuing Operations</b>	<b>5,374,313</b>	<b>(1,594,018)</b>	<b>-</b>	<b>-</b>	<b>3,780,295</b>	<b>941,158</b>		<b>4,721,453</b>	<b>5,550,660</b>
Discontinued Operations - Surplus/(Deficit)					-			-	
<b>Net Operating Result from All Operations</b>	<b>5,374,313</b>	<b>(1,594,018)</b>	<b>-</b>	<b>-</b>	<b>3,780,295</b>	<b>941,158</b>		<b>4,721,453</b>	<b>5,550,660</b>
<b>Net Operating Result before Capital Items</b>	<b>(435,141)</b>	<b>(2,785,419)</b>	<b>-</b>	<b>-</b>	<b>(3,220,560)</b>	<b>941,158</b>		<b>(2,279,402)</b>	<b>2,340,055</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/2023 and should be read in conjunction with the total QBR report



Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/23 to 31/12/23**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Operating Grants Income for 2023/24 increased by \$1.072m due to unbudgeted operational Grants being received \$12k - Australia Day Grant Received \$18k - Youth School Holiday Grants Received \$7.5k - Temora Town Hall Theatre Grant Received \$35k - Staff LSL provisions transferred from other councils \$1m - Severe Weather Grant
2	Increase in Materials & Contracts of \$442k \$405k - Forecast expenditure for Severe Weather Grant \$12k - Australia day activities and Aboriginal Art work \$18k - Youth Events in School Holidays \$7.5k - Purchase of Theatre equipment
3	Increased reserves and interest rates have resulted in higher than anticipated interest income.

Quarterly Budget Review Statement for the period 01/10/23 to 31/12/23									
Capital Budget Review Statement									
Budget review for the quarter ended 31 December 2023									
Capital Budget - Council Consolidated									
(\$'000's)	Original Budget 2023/24	Approved Changes Sep QBRs	Dec QBRs	Mar QBRs	Revised Budget 2023/24	Variations for this Dec Qtr	Notes Projected Year End Result	Actual YTD figures	
<b>Capital Expenditure</b>									
New Assets		2,354			2,354		2,354	2,354	
- Plant & Equipment	15,000				15,000		15,000		
- Office Equipment	10,000	695			10,695		10,695	10,695	
- Furniture & Fittings									
- Infrastructure									
Land & Buildings	567,000				567,000	320,673	1	887,673	107,692
Other Structures/Swimming Pools/Open Space & Recreational	298,021	20,579			318,600	26,800	2	345,400	126,302
Roads, Bridges, Footpaths	2,170,830	(65,000)			2,105,830			2,105,830	554,043
Stormwater Drainage	500,000				500,000			500,000	
Other Infrastructure	90,000				90,000			90,000	
Sewerage Network									
- Other Assets	279,000	21,903			300,903	445			16,425
Renewal Assets (Replacement)									210,668
- Plant & Equipment	1,345,000	121,834			1,466,834	48,500	3	1,515,334	440,710
- Office Equipment	43,520				43,520			43,520	24,474
- Furniture & Fittings	8,500				8,500			8,500	
- Infrastructure									
Land & Buildings	414,500	339,345			753,845	7,367		761,212	434,549
Other Structures/Swimming Pools/Open Space & Recreational	1,053,449				1,053,449			1,053,449	294,201
Roads, Bridges, Footpaths	4,075,857	1,093,180			5,169,037	60,000	4	5,229,037	2,140,311
Stormwater drainage	430,000	69,557			499,557			499,557	89,239
Sewerage Network	150,000	250,000			400,000			400,000	
Other Infrastructure					150,000			150,000	
- Leasehold Improvements									
- Other Assets	103,000				103,000	451		103,451	57,463
- Major Maintenance	242,500				242,500	887		243,387	38,824
Loan Repayments (Principal)	428,587				428,587			428,587	212,883
Development of Real Estate									
Carrying Amount of Assets Sold	225,706				225,706			225,706	52,448
Loans to Long Term Debtors & Deferred Development Infrastructure									
Transfers to Reserves	1,600,388				1,600,388	682,488	6	682,488	683,990
<b>Total Capital Expenditure</b>	<b>14,200,858</b>	<b>1,854,447</b>	<b>-</b>	<b>-</b>	<b>16,055,305</b>	<b>1,147,611</b>		<b>17,202,916</b>	<b>9,886,015</b>
<b>Capital Funding</b>									
Rates & Other United Funding	6,229,054	1,854,447			8,083,501	1,146,134		9,229,635	2,030,835
Capital Grants & Contributions	5,809,454				5,809,454			5,809,454	3,210,605
Reserves:									
- External Restrictions/Reserves	558,000				558,000			558,000	59,009
- Internal Restrictions/Reserves	937,550				937,550			937,550	4,462,611
New Loans									
Receipts from Sale of Assets									
- Plant & Equipment	372,273				372,273			372,273	79,214
Repayments by Long Term Debtors	294,527				294,527			294,527	43,741
<b>Total Capital Funding</b>	<b>14,200,858</b>	<b>1,854,447</b>	<b>-</b>	<b>-</b>	<b>16,055,305</b>	<b>1,146,134</b>		<b>17,201,439</b>	<b>9,886,015</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,477)</b>		<b>(1,477)</b>	<b>(0)</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2023 and should be read in conjunction with the total QBRs report

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/23 to 31/12/23**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Temora Cemetery Land - purchase for expansion cemetery \$320,673 - Infrastructure Reserve funded.
2	Bundawarra Centre - New Walkway & Cabinetry \$26,800 - SCCF R4 funded.
3	Medical Complex - Daikin Air-Conditioners \$48,500 - not budgeted.
4	Footpath - Crowley St, Seg 5 & 6 (Polaris to Bob Aldridge) \$60,000 Get Active NSW funded - not in original budget.
5	Deferred Development Infrastructure advancement - \$682,488 reserve funded.

## Temora Shire Council

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 31 December 2023

## Cash &amp; Investments - Council Consolidated

	Original Budget 2023/24	Approved Changes				Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs	Mar QBRs						
<b>(\$000's)</b>										
<b>Externally Restricted <sup>(1)</sup></b>										
Sewerage Services	4,008,634				4,008,634				4,008,634	3,582,581
Domestic Waste Management	1,486,691				1,486,691				1,486,691	1,529,907
Pinnacle Unexpended Grants	1,480,744				1,480,744				1,480,744	1,317,632
Stormwater Drainage & Flood Studies	400,296				400,296				400,296	405,639
SS94 Contributions	254,032				254,032				254,032	298,195
Unexpended Externally Restricted Grants	1,577,853				1,577,853				1,577,853	2,176,900
<b>Total Externally Restricted</b>	<b>9,208,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,208,250</b>	<b>-</b>			<b>9,208,250</b>	<b>9,310,854</b>
(1) Funds that must be spent for a specific purpose										
<b>Internally Restricted <sup>(2)</sup></b>										
Pinnacle Internally Restricted	3,409,796				3,409,796				3,409,796	3,874,747
Other Waste Management	520,509				520,509				520,509	613,549
Airside Maintenance	151,980				151,980				151,980	139,076
Ariah Park Tip Fee Contributions	13,930				13,930				13,930	11,503
IT Capital Works	235,204				235,204				235,204	215,161
Digital Two Way Radio	95,000				95,000				95,000	95,000
Employee Leave Entitlements	1,977,570				1,977,570				1,977,570	2,260,710
FAGS Received in Advance	3,034,635			(3,034,635)	-				-	-
Gravel Royalty	1,012,617				1,012,617				1,012,617	1,009,374
Industrial Development	338,162				338,162				338,162	131,037
Infrastructure	1,614,457				1,614,457				1,614,457	1,436,103
Infrastructure - Airpark Estate	204,690				204,690				204,690	204,690
Izumizaki Donation	-				-				-	2,152
Local Roads	666,680			(666,680)	-				-	960,678
Medical Complex	9,845				9,845				9,845	8,393
Plant & Vehicle	500,000				500,000				500,000	500,000
Regional Local Roads Repair Program	1,948,552				1,948,552				1,948,552	4,161,861
Revotes	989,193				989,193				989,193	1,166,311
Roads Reserve	565,000				565,000				565,000	565,000
Sports Council Requirements	62,018				62,018				62,018	61,018
Temora Agricultural Innovation Centre Maintenance Reserve	10,249				10,249				10,249	27,990
Youth Hospitality	1,266				1,266				1,266	2,150
<b>Total Internally Restricted</b>	<b>17,361,353</b>	<b>(3,701,315)</b>	<b>-</b>	<b>-</b>	<b>13,660,038</b>	<b>-</b>			<b>13,660,038</b>	<b>17,446,503</b>
(2) Funds that Council has earmarked for a specific purpose										
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>				<b>1,000,000</b>	<b>1,627,437</b>
<b>Total Cash &amp; Investments</b>	<b>27,569,603</b>	<b>(3,701,315)</b>	<b>-</b>	<b>-</b>	<b>23,868,288</b>	<b>-</b>			<b>23,868,288</b>	<b>28,384,794</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/2023 and should be read in conjunction with the total QBR report

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/23 to 31/12/23

**Cash & Investments Budget Review Statement****Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$1,917,696

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/23

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

**\$ 000's**

Cash at Bank (as per bank statements)		2,182,722
Investments on Hand		26,467,098
less: Unpresented Cheques & EFTs	(Timing Difference)	(1,400)
less: Unpresented Direct Debits	(Timing Difference)	(165)
less: Pay Files not Presented	(Timing Difference)	(286,630)
add: Undeposited Funds	(Timing Difference)	25,355
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(2,186)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	

**Reconciled Cash at Bank & Investments****28,384,794****Balance as per Review Statement:****28,384,794**

Difference: 0

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

## Temora Shire Council

# Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

## Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2023

### Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
CRS (NSW) Pty Ltd	Hoskins Street reconstruction project	4,589,887	20/10/23	2 years	Y	
Adaptive Interiors	Harper Park Toilet Upgrade	128,580	1/09/2023	1 year 9 months	Y	
Grant Reid Building	Nixon Park Amenities	100,053	16/10/23		Y	
Westrac	2 x Graders	1,010,952	21/11/23		Y	
Toto Australia Pty Ltd	Mower Replacement	138,407	21/11/23		Y	

#### Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2023 and should be read in conjunction with the total QBRs report

Temora Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/23 to 31/12/23**Consultancy & Legal Expenses Budget Review Statement**

## Consultancy &amp; Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	Nil	
Legal Fees	22,491	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**




Temora Shire Council  
**Budgeted Capital Expenditure**  
**For the Year Ended 30th June 2024**  
 As at 31st December, 2023

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Council Buildings</b>							
Airport Caravan Park Fence Installation	0	20,579	20,579	20,579	0	20,579	
Ariah Park Pool - Shade Structure	17,000		17,000	16,425	575	17,000	
Bundawarrah Centre - New Walkway and Cabinetry	80,400		80,400	105,723	1,477	107,200	26,800
Bundawarrah Centre - Virtual Tour	8,000		8,000		8,000	8,000	
Bundawarrah Centre / VIC Upgrade	100,000	59,533	159,533	43,914	115,619	159,533	
Bundawarrah Centre - LED Lighting Upgrade	7,000		7,000		7,000	7,000	
Christmas Decorations - Temora	20,000		20,000		20,000	20,000	
Christmas Decorations - Ariah Park	1,000		1,000	909	91	1,000	
Council Car Park Upgrade	100,000		100,000		100,000	100,000	
Depot - Covered storage area	87,500		87,500	509	86,991	87,500	
Depot - replace evaporative cooler			0	3,782	0	3,782	3,782
Ergonomic Furniture	10,000	695	10,695	10,695	(0)	10,695	
Junee Rd Caravan Park - Hardstand Pads (6)	14,000		14,000		14,000	14,000	
Junee Rd Caravan Park - Solar	13,000		13,000		13,000	13,000	
Library - Local Special Projects	8,500		8,500		8,500	8,500	
Medical Complex - Daikin Airconditioners			0	48,500	0	48,500	48,500
Pinnacle House - Shed Renovation	50,000		50,000		50,000	50,000	
Recreation Centre - Upgrade Visitor Seating & BBQ	100,000		100,000	12,909	87,091	100,000	
Recreation Centre - Gas Boiler Replacement with Electric Pump		2,354	2,354	2,354	0	2,354	
Recycling Press	258,000		258,000	188,320	69,680	258,000	
NRCC House - Working at Heights Safety System	17,000		17,000		17,000	17,000	
NRCC House - Library Signage		2,495	2,495	6,080	0	6,080	3,585
NRCC House - Library Exterior Upgrade of Brickwork		30,498	30,498	30,498	0	30,498	
NRCC House - Library Back Auto Door		2,168	2,168	2,168	1	2,168	
Springdale Hall - Septic Tank			0	451	(0)	451	451
Town Hall Theatre - AV Upgrades		3,754	3,754	4,641	0	4,641	887
<b>Technology</b>							
CCTV Upgrades	82,000		82,000	56,103	25,897	82,000	
Civica - Implement Inspection Reporting Module	15,000		15,000		15,000	15,000	
Magia Upgrade	13,520		13,520		13,520	13,520	
API Planning Portal Implementation Cost		21,903	21,903	22,348	0	22,348	445
Replace PC's on Network	30,000		30,000	24,474	5,526	30,000	
<b>Parks &amp; Gardens</b>							
Bradley Park - Stage 1	500,000		500,000	87,692	412,308	500,000	
Callaghan Park - Replace path to old pool / heated pool entrance	55,000		55,000		55,000	55,000	
Callaghan Park - Remove BBQ on Anzac St side	5,000		5,000		5,000	5,000	
Edis Park - Playground Swing Set Installation (\$18,000)	18,000		18,000	3,459	14,541	18,000	
Federal Park - Replace Play Equipment, connect to existing footpath, level / drain wet areas, replace shade sail	235,000		235,000	234	234,766	235,000	
Harper Park - Toilet Refurbishment including accessibility	100,000		100,000	75,448	24,552	100,000	
Harper Park - Improve accessibility (gates, paths, etc)	20,000		20,000		20,000	20,000	
Lake Centenary - Bridge Installation & Walking Track Improvements	158,449		158,449		158,449	158,449	
Lake Centenary - Reseal Rd & Carpark	50,000		50,000		50,000	50,000	
Lake Centenary - Foreshore Levelling, playground sand replacement, retaining wall works, foreshore path, concrete under picnic settings, install bike rack	72,500		72,500		72,500	72,500	
Lake Centenary - Additional Solar Lighting	45,000		45,000		45,000	45,000	
Lake Centenary - Internal Waterline	10,000		10,000		10,000	10,000	
Lake Centenary - Seating / Picnic Area upgrade	45,000		45,000		45,000	45,000	
Parks & Sportgrounds - Potable water drinking facilities	10,000		10,000		10,000	10,000	
Temora West Park - Install footpath network	40,000		40,000		40,000	40,000	
<b>Sporting Grounds</b>							
Bob Aldridge Park - New Female and Accessible Change Rooms		244,651	244,651	221,794	22,857	244,651	
Bob Aldridge Park - Lighting upgrade	80,000		80,000	69,182	10,818	80,000	
Nixon Park - Level and irrigate cricket nets & discus area	25,000		25,000		25,000	25,000	
Nixon Park - Eastern amenities building floors, showers / toilet / layout / storage	120,000		120,000	50,356	69,644	120,000	
Nixon Park - seal gravel car park	60,000		60,000		60,000	60,000	
Nixon Park #2 - Scarify & Heavy Top Dressing	35,000		35,000		35,000	35,000	
Nixon Park - Athletics area upgrade (Long Jump Pit & Discus Ring)	77,000		77,000	75,193	1,807	77,000	
Nixon Park - Athletics area upgrade (Additional shade near long jump)	40,621		40,621		40,621	40,621	
Temora Tennis Courts - Lighting Upgrade	80,000		80,000	68,232	11,768	80,000	
Temora West Sportsground - Lighting upgrade	70,000		70,000	64,636	5,364	70,000	
<b>Sewerage</b>							
Effluent Reuse - Renewals	100,000		100,000		100,000	100,000	
Service Junction Replacements	50,000		50,000		50,000	50,000	
French St Sewer Pump Replacement	0	250,000	250,000		250,000	250,000	





Temora Shire Council  
**Budgeted Capital Expenditure**  
**For the Year Ended 30th June 2024**  
 As at 31st December, 2023

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>Roads &amp; Transport</b>							
Plant Purchases	1,345,000	121,834	1,466,834	392,210	1,074,624	1,466,834	
Kerb & Gutter Program - Renewal	170,000	270,000	440,000	61,969	378,031	440,000	
Kerb & Gutter Program - Upgrade				8,292			
Footpath Construction Program - Renewal	30,000		30,000	49,247	40,753	90,000	60,000
Footpath Construction Program - Upgrade	139,000	(65,000)	74,000	20,037	53,963	74,000	
Rural Unsealed Roads - Renewal	1,324,000	12,000	1,336,000	265,110	1,070,890	1,336,000	
Rural Unsealed Roads - Upgrade	335,312		335,312	18,525	316,787	335,312	
Urban Sealed Roads - Renewal	391,500	400,000	791,500	680,960	110,540	791,500	
Urban Sealed Roads - Upgrade	5,000		5,000	314	4,686	5,000	
Urban Unsealed Roads - Renewal	0	258,979	258,979		258,979	258,979	
Urban Unsealed Roads - Upgrade	834,468		834,468	4,280	830,188	834,468	
Rural Sealed Roads - Renewal	564,770	152,201	716,971	480,349	236,622	716,971	
Rural Sealed Roads - Upgrade	857,050		857,050	502,596	354,454	857,050	
Bridges - Renewal	900,000		900,000		900,000	900,000	
Regional Roads - Renewal	695,587		695,587	602,675	92,912	695,587	
Street Lighting - Progressive Upgrade	40,000		40,000	34,183	5,817	40,000	
Street Lighting - MR84 Intersections	85,000		85,000		85,000	85,000	
<b>Stormwater Drainage</b>							
Chifley Street Culvert(s)	200,000		200,000		200,000	200,000	
Burley Griffin Way Road Crossing & Nixon Park Outfall (Council & Highfields)	300,000		300,000		300,000	300,000	
Chifley St U/G Drainage (Joffre to Culvert)	70,000		70,000		70,000	70,000	
Victoria St Arterial U/G Drainage - Gallipoli to Mallee St (400m)	360,000		360,000	81,299	278,701	360,000	
Golden Gate Reserve - Retention Basin Design	100,000		100,000		100,000	100,000	
Giles Street Levee Bank and Pipe Culvert Works	0	35,000	35,000	1,488	33,513	35,000	
Nixon Park & Gardner Street Dam Levee Reinforcement	0	24,784	24,784		24,784	24,784	
Victoria St U/G Drainage - Railway Yard to Camp St 60m)	0	9,773	9,773	6,453	3,320	9,773	
<b>Cemetery</b>							
Ariah Park Cemetery - Internal Road and Drainage	50,000		50,000	356	49,644	50,000	
Temora Cemetery - Carpark Resealing	16,000		16,000		16,000	16,000	
Temora Cemetery - Land Cnr Vesper & Thom	0		0	20,000	300,673	320,673	320,673
<b>Development</b>							
Apollo Place			0		0	0	
Saleyards Subdivision			0		0	0	
Deferred Development Expenditure		1,502	1,502	683,990	(0)	683,990	682,488
<b>Transfer to Reserves</b>							
Sewerage Reserve	607,044		607,044		607,044	607,044	
Domestic Waste	0		0	229,373	(229,373)	0	
Pinnacle Externally Restricted	0		0	599,047	(599,047)	0	
Stormwater Management	49,363		49,363	54,706	(5,343)	49,363	
Section 94 Contributions	90,000		90,000	34,163	55,837	90,000	
Unexpended Grants	0		0		0	0	
Regional Local Roads Repair Program	0		0	2,213,309	(2,213,309)	0	
Pinnacle Unexpended Internally Restricted	433,481		433,481	774,576	(341,095)	433,481	
Other Waste	0		0		0	0	
Employee Leave Reserves	0		0	283,140	(283,140)	0	
Local Roads Reserve	0		0		0	0	
Gravel Royalties	0		0	4,295	(4,295)	0	
Ariah Tip Fees Donations	0		0	804	(804)	0	
Infrastructure Replacement Reserve	300,000		300,000	129,146	170,854	300,000	
Infrastructure Replacement Reserve - Street Lighting Upgrade	57,500		57,500		57,500	57,500	
Two Way Radio - Upgrade to Digital	15,000		15,000	15,000	0	15,000	
Medical Complex Maintenance Reserve	10,000		10,000	3,548	6,452	10,000	
IT Services Capital Expenditure	0		0		0	0	
Sports Council Requirements	0		0	4,000	(4,000)	0	
Youth Team Surplus	0		0	884	(884)	0	
Aerodrome - Airside Maintenance	38,000		38,000	25,096	12,904	38,000	
Temora Agricultural Innovation Centre Capital Renewal & Maintenance	0		0	17,658	(17,658)	0	
	13,546,565	1,859,703	15,406,268	9,620,685	6,941,486	16,553,879	1,147,611



Temora Shire Council  
**Budgeted Capital Expenditure**  
**For the Year Ended 30th June 2024**  
 As at 31st December, 2023

Description	Original Budget	Approved Sub-Vote	Total Approved Budget	Actual	Est. Remainder of Year	Revised Estimate	Variance this Quarter
<b>New Assets</b>							
Work in Progress	0	0	0	0	0	0	0
Plant & Equipment	0	2,354	2,354	2,354	0	2,354	0
Office Equipment	15,000	0	15,000	0	15,000	15,000	0
Furniture & Fittings	10,000	695	10,695	10,695	(0)	10,695	0
Infrastructure:	0	0	0	0	0	0	0
Buildings - non specialised	67,000	0	67,000	0	67,000	67,000	0
Buildings - specialised	500,000	0	500,000	87,692	412,308	500,000	0
Community Land	0	0	0	0	0	0	0
Operational Land	0	0	0	20,000	300,673	320,673	320,673
Other Structures	180,400	20,579	200,979	126,302	101,477	227,779	26,800
Roads	2,031,830	0	2,031,830	534,006	1,506,115	2,031,830	0
Bridges	0	0	0	0	0	0	0
Footpaths	139,000	(65,000)	74,000	20,037	53,963	74,000	0
Stormwater Drainage	500,000	0	500,000	0	500,000	500,000	0
Sewerage Network	0	0	0	0	0	0	0
Other open space/recreational assets	117,621	0	117,621	16,425	101,196	117,621	0
Other Infrastructure	90,000	0	90,000	0	90,000	90,000	0
Other	279,000	21,903	300,903	210,668	90,680	301,348	445
<b>Renewal Assets</b>							
Work in Progress	0	0	0	0	0	0	0
Plant & Equipment	1,345,000	121,834	1,466,834	440,710	1,074,624	1,515,334	48,500
Office Equipment	43,520	0	43,520	24,474	19,046	43,520	0
Furniture & Fittings	8,500	0	8,500	0	8,500	8,500	0
Infrastructure:							
Buildings - non specialised	0	35,161	35,161	38,746	1	38,746	3,585
Buildings - specialised	414,500	304,184	718,684	395,803	326,663	722,466	3,782
Other Structures	50,000	0	50,000	356	49,644	50,000	0
Roads	3,145,857	1,093,180	4,239,037	2,091,064	2,147,973	4,239,037	0
Bridges	900,000	0	900,000	0	900,000	900,000	0
Footpaths	30,000	0	30,000	49,247	40,753	90,000	60,000
Stormwater Drainage	430,000	69,557	499,557	89,239	410,318	499,557	0
Sewerage Network	150,000	250,000	400,000	0	400,000	400,000	0
Other open space/recreational assets	1,003,449	0	1,003,449	293,845	709,604	1,003,449	0
Other Infrastructure	150,000	0	150,000	0	150,000	150,000	0
Other Assets	103,000	0	103,000	57,463	45,988	103,451	451
	<b>11,703,677</b>	<b>1,854,447</b>	<b>13,558,124</b>	<b>4,509,126</b>	<b>9,521,526</b>	<b>14,022,360</b>	<b>464,236</b>
Aerodrome Estate & Industrial Land	0	0	0	-	0	0	0
Transfers to Reserves	1,600,388	0	1,600,388	4,388,745	(2,788,357)	1,600,388	0
Major Maintenance	242,500	3,754	246,254	38,824	208,317	247,141	887
Deferred Development Expenditure	0	1,502	1,502	683,990	(0)	683,990	682,488
	<b>13,546,565</b>	<b>1,859,703</b>	<b>15,406,268</b>	<b>9,620,685</b>	<b>6,941,486</b>	<b>16,553,879</b>	<b>1,147,611</b>

**16 CORRESPONDENCE****16.1 BECTRIC ROCKS 2024 - MOBILE STAGE****File Number:** REP24/178**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bectric Rocks 2024  **REPORT**

Bectric Reserve Trust and Open Minds Brighter Futures will be holding the Bectric Rocks event on Saturday 16 March 2024 at the Bectric Recreation Reserve.

They are seeking Council's support in donating the hire of the mobile stage and the cost of an employee to deliver, setup and return the stage.

All funds raised are going to Bectric Hall maintenance and Open Minds Brighter Future.

Mobile Stage Setup, Delivery & Pickup	\$440.00
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*NOTE: Donations for 2023/2024 are \$7,507.64 with a total budget of \$15,000. \$7,492.36 budget remaining*

**RESOLUTION 42/2024****Moved:** Cr Belinda Bushell**Seconded:** Cr Jason Goode

It was resolved that Council accede to the request for Bectric Rocks 2024.

**CARRIED**

31<sup>st</sup> January, 2024

Temora Shire Council  
General Manager  
Ms. Melissa Boxall  
P.O. Box 262  
TEMORA NSW 2666

Dear Melissa,

On behalf of the Bectric Recreation Reserve Trust and Open Minds Brighter Futures I would like council to consider a donation to cover the cost of hiring the outdoor portable stage for our up-and-coming outdoor event, Bectric Rocks.

This event will be held on Saturday, March 16, 2024, at the Bectric Recreation Reserve Trust grounds from 3pm. (Weather permitting).

This event is to promote our local musical talent and give the community an event that can be enjoyed by all age groups and for family and friends to come together and enjoy an outdoor tranquil atmosphere and raise much needed funds for both these organizations'.

We would also be most grateful if the council would consider donating towards the cost of hiring the outdoor stage for this event and to have a council employee take responsibility for the transportation and erection of this stage. If needed, Phil Moroney and Allan Breust will be on hand to help with the set up needed as has been done in the past.

The funds raised will be divided between the Bectric Hall which will help with the maintenance and upkeep of the last standing pise (mud) hall in Australia which is 120 years old and the local Open Minds Brighter Future committee.

I would be more than happy to discuss this further with you if you wish.

I look forward to hearing from you.

Kind regards

Mrs. Deb Coddington  
On behalf of the –  
Bectric Recreation Reserve Trust and Open Minds Brighter Future  
Bectric Rocks

**17 BUSINESS WITH NOTICE**

Nil

**18 NOTICE OF MOTION**

Nil

**19 BUSINESS WITHOUT NOTICE - URGENT**

Nil

**1. CR IRVINE**

Advised he was at the Community Centre recently and there was no air conditioning in some rooms, is there any spare funds to support this.

***Mayor Firman advised Cr Irvine for the the Community Centre to write to Council and advise of this situation.***

**20 COUNCILLORS INFORMATION PAPER****RESOLUTION 43/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that the Information Reports be received.

**CARRIED**

**20.1 HOSKINS STREET PAVEMENT UPGRADE - PRESENTATION**

**File Number:** REP24/76

**Author:** Engineering Works Manager

**Authoriser:** Engineering Asset Manager

**Attachments:** 1. Presentation [!\[\]\(ab4e2b3fc7e7887b7a72f548aa6f5e60\_img.jpg\) !\[\]\(0a20d1259d5ab849a22cc9906b421113\_img.jpg\)](#)

**FIRST HEADING**

Following the meeting held at 6pm Wednesday 31<sup>st</sup> January 2024 at Temora Memorial Town Hall for the Hoskins Street Pavement Upgrade project please find attached a copy of the presentation.

# Hoskins Street Pavement Upgrade

Alex Dahlenburg,  
Engineering Works Manager  
Temora Shire Council

P: 0419 844 759

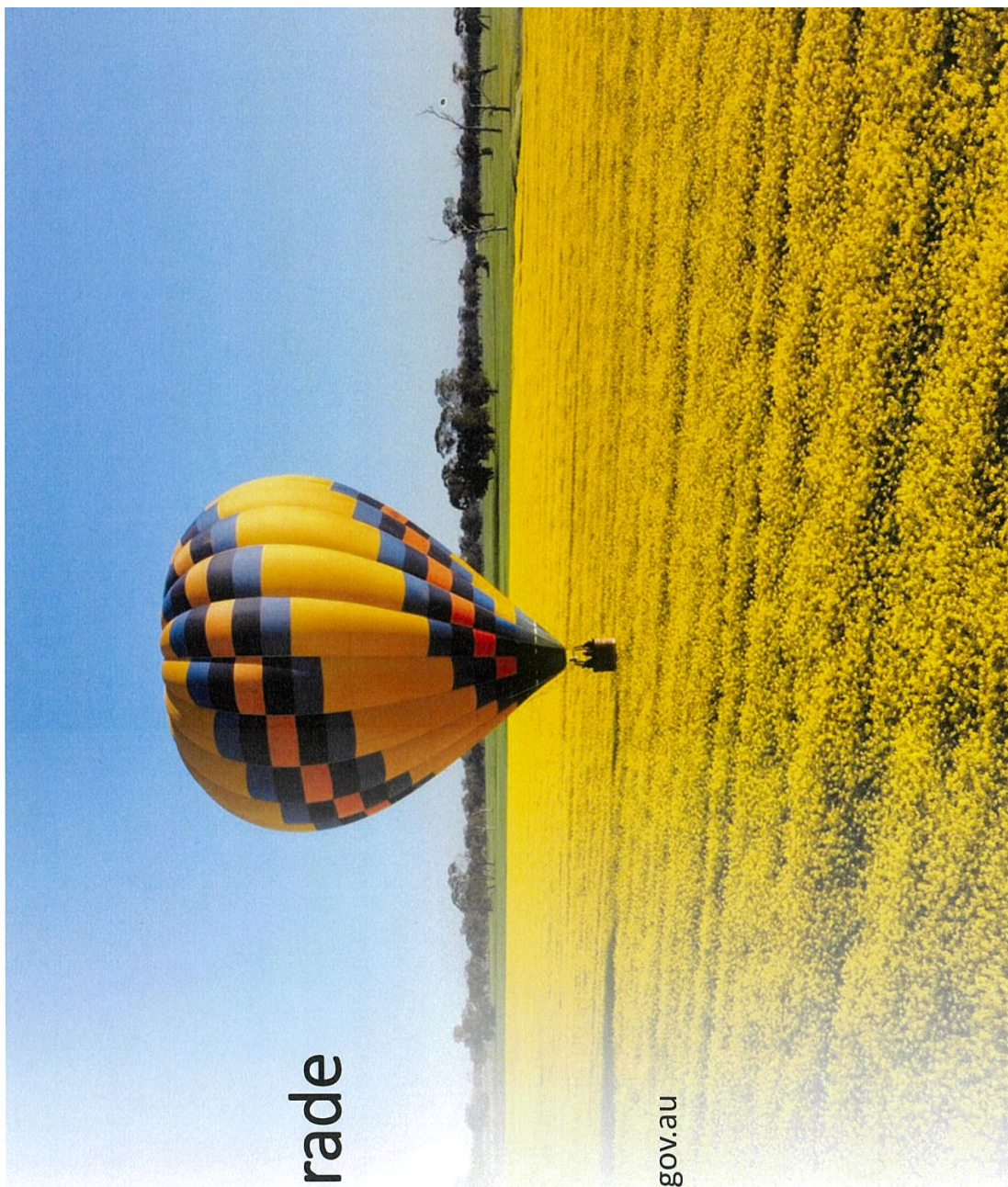
E: [adahlenburg@temora.nsw.gov.au](mailto:adahlenburg@temora.nsw.gov.au)

31 January 2024



TEMORA

*The Friendly Shire*





# Acknowledgement to Country

As we begin our meeting today – Temora Shire Councillors and Staff acknowledge the Traditional owners of Temora Shire's land and waters – the Wiradjuri People, we acknowledge their continued connection to country and culture and we pay our heartfelt respects to Elders – both Past and Present – acknowledging their contribution to the Temora Shire community, a place we all call 'Home'.

Transport for NSW also acknowledges the Traditional Custodians of the lands on which we work and pays respect to Elders past and present.





# Primary Project Team and Arrangements



## Transport for NSW (TfNSW)

The NSW Government is funding the upgrade of Hoskins Street to provide a smoother, safer and stronger road.

TSC operates under a Roads Maintenance Council Contract (RMCC) as a sub-contractor to TfNSW



## Temora Shire Council (TSC)

Managing delivery and coordination of the project



## Complete Road Seal (CRS)

Primary Contractor engaged by Council for delivery of works utilising other sub-contractors for services as required



# What are we doing?

Temora Shire Council, on behalf of Transport for NSW, is upgrading a 1.4-kilometre section of Hoskins Street in Temora.

To limit the impacts to motorists, the project will be carried out in two stages.

1

- **Stage 1A: Hoskins St**  
(between Kitchener Rd and Polaris St)
- **Stage 1B: Hoskins St**  
(between Britannia St and Victoria St)

**Stage 1A and 1B cost**  
**Total = \$2.5 million (Approx)**

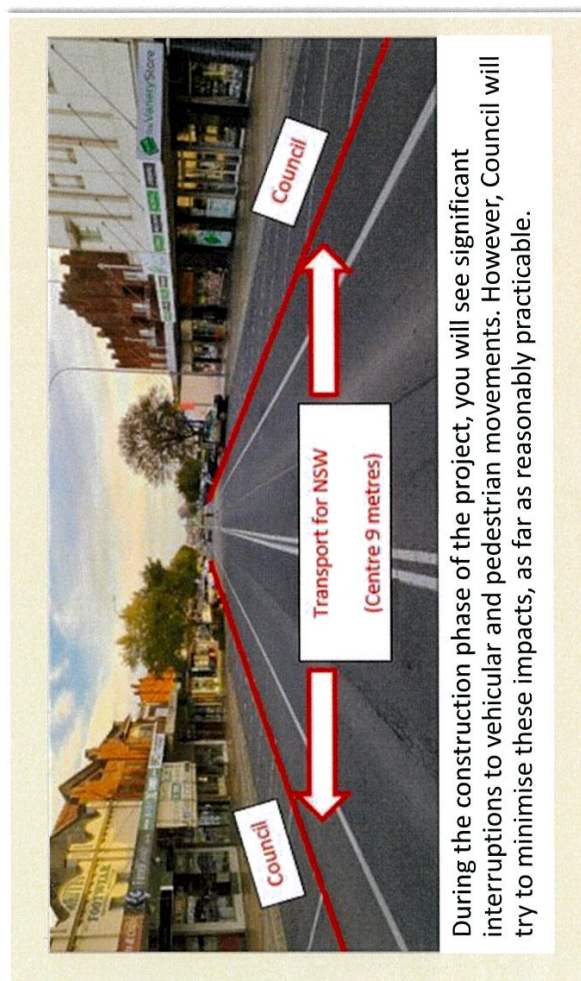
2

- **Stage 2: Hoskins St**  
(between Victoria and Polaris Sts)

**Stage 2 cost (Ex. Drainage)**  
**Total = \$3 million (Approx)**

Works will include:

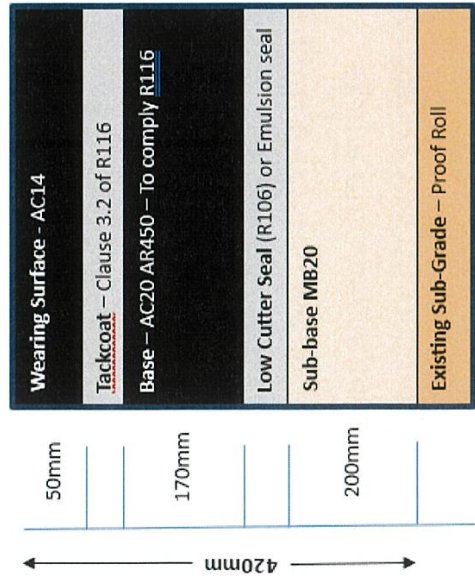
- Establishing a temporary work site
- Removing old road surface
- Improving drainage
- Laying stronger and smoother road surface



During the construction phase of the project, you will see significant interruptions to vehicular and pedestrian movements. However, Council will try to minimise these impacts, as far as reasonably practicable.

# Pavement Treatment Explained

Treatment Type 1



**Treatment type 1 (13,655 Sqm)**

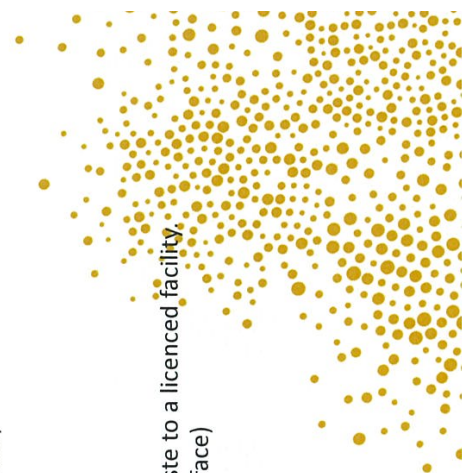
- Mill out 420mm deep and transport the waste to a licenced facility.
- Proof roll exposed subgrade
- If any soft areas found, excavate, remove, and replace with MB20 compacted in maximum 150mm/minimum 100mm layers.
- Test the subgrade
- Place 200mm thick MB20 (compacted in max 150mm thick layers)
- Test the subbase
- Apply 5 or 7mm primerseal
- Place 170mm thick AC20 AR450 (base) and compact
- Test the base
- Place 50mm thick AC14 A15E (wearing surface)
- Test the wearing surface
- Linemark

**Treatment type 2 (2,030 Sqm)**

- Leave the medians/blisters as they are.
- Mill out 50mm deep and transport the waste to a licenced facility.
- Place 50mm thick AC14 A15E (wearing surface)
- Test the wearing surface
- Linemark

**Geometry**

- Follow the existing profile and geometry



## Stage 1A and 1B

Stage 1 will be carried out at two locations on Hoskins Street as daytime works.

**Daytime works are between the hours of 7am to 6pm.**

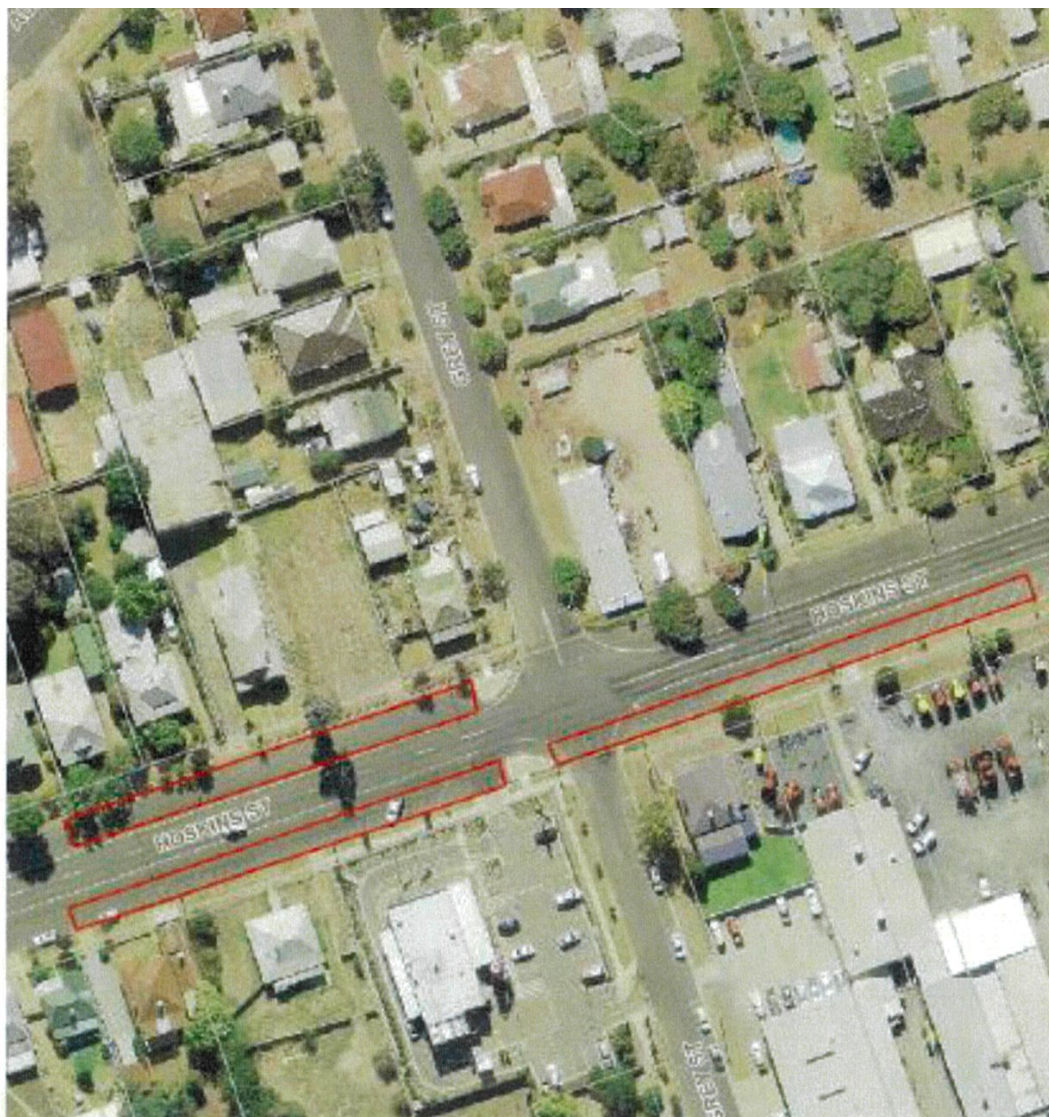
**Stage 1B: Work will start between Victoria and Britannia Streets**

**Stage 1A: Once that's completed, works will start between Kitchener Road and Polaris Street.**

**During this work Hoskins Street will remain open with single lane closures and reduced speed limits.**







## Additional Road Shoulder Areas

Council has funded road shoulder  
upgrades for the outlined areas  
North and South of the Grey Street  
Intersection



## Stage 2

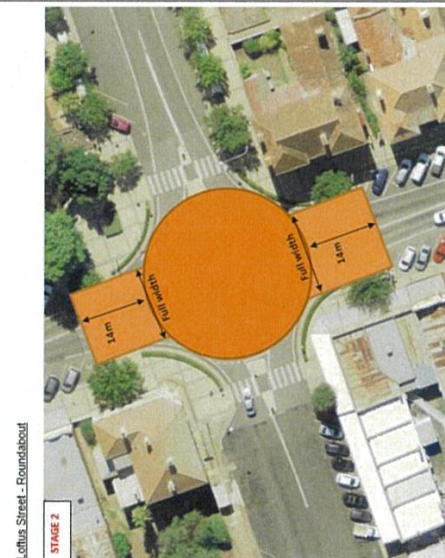
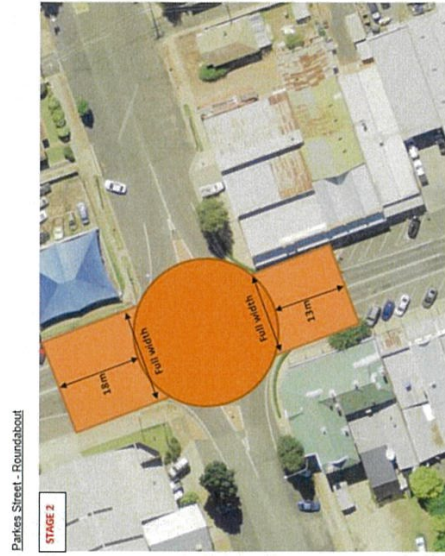
Stage 2 work will be carried out between Victoria and Polaris Streets, **as night works between the hours of 6pm and 6am.**

We're still working through the work program to ensure we limit the impacts to businesses and the community.

We expect Stage 2 work will **start in September 2024.**







## Stage 2 - Additional Components\*



**Waterline Replacement - Goldenfields**  
Water will be replacing the Firefighting watermain between Victoria Street and Loftus Street



**Underground Stormwater Pipe Replacement -**  
Council will be replacing an underground stormwater pipe across Hoskins Street between the Post Office and MF Brennan/Temora Travel

**Drainage Polaris Street area** – Project development and concept design still being undertaken



# Work Timeline

\*Weather permitting

2024 Q1

Q2

Q3

Q4

Communications

Stage 1A & 1B

11 Mar – 12 Apr

Weekdays:

7am – 6pm

Saturday:

8am – 1pm

Stage 2

2 Sep – 4 Oct

Times TBC

# Traffic Management

Traffic Management arrangements may be altered, if required, to those shown in the following plans.



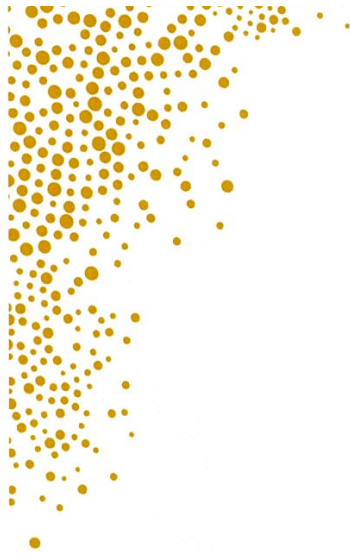


## Stage 1A Hoskins St (between Kitchener Road and Polaris Street)

- Works will be carried out primarily as a one lane closure under traffic control
- For Kitchener Road Intersection a separate Traffic Plan may be developed







## Stage 1B Hoskins St (between Britannia St and Victoria St)

- Hoskins Street closed between Austral Street/Cootamundra Road and Victoria Street
- Detour implemented via Austral Street, Baker Street and Victoria Street
- Local Traffic Access from Southern end at Austral Street to the Medical Centre





## Stage 2 Hoskins St (between Victoria and Polaris Streets)

- Hoskins Street closed between Victoria Street and Polaris Street
- Detour implemented via Victoria Street, Baker Street and Polaris Street
- Local Traffic Access will be permitted to Hoskins Street for the unclosed blocks. (staged construction)
- For Victoria Street Roundabout a separate Traffic Plan will be developed
- For Polaris Street Intersection a different Traffic Plan will be developed



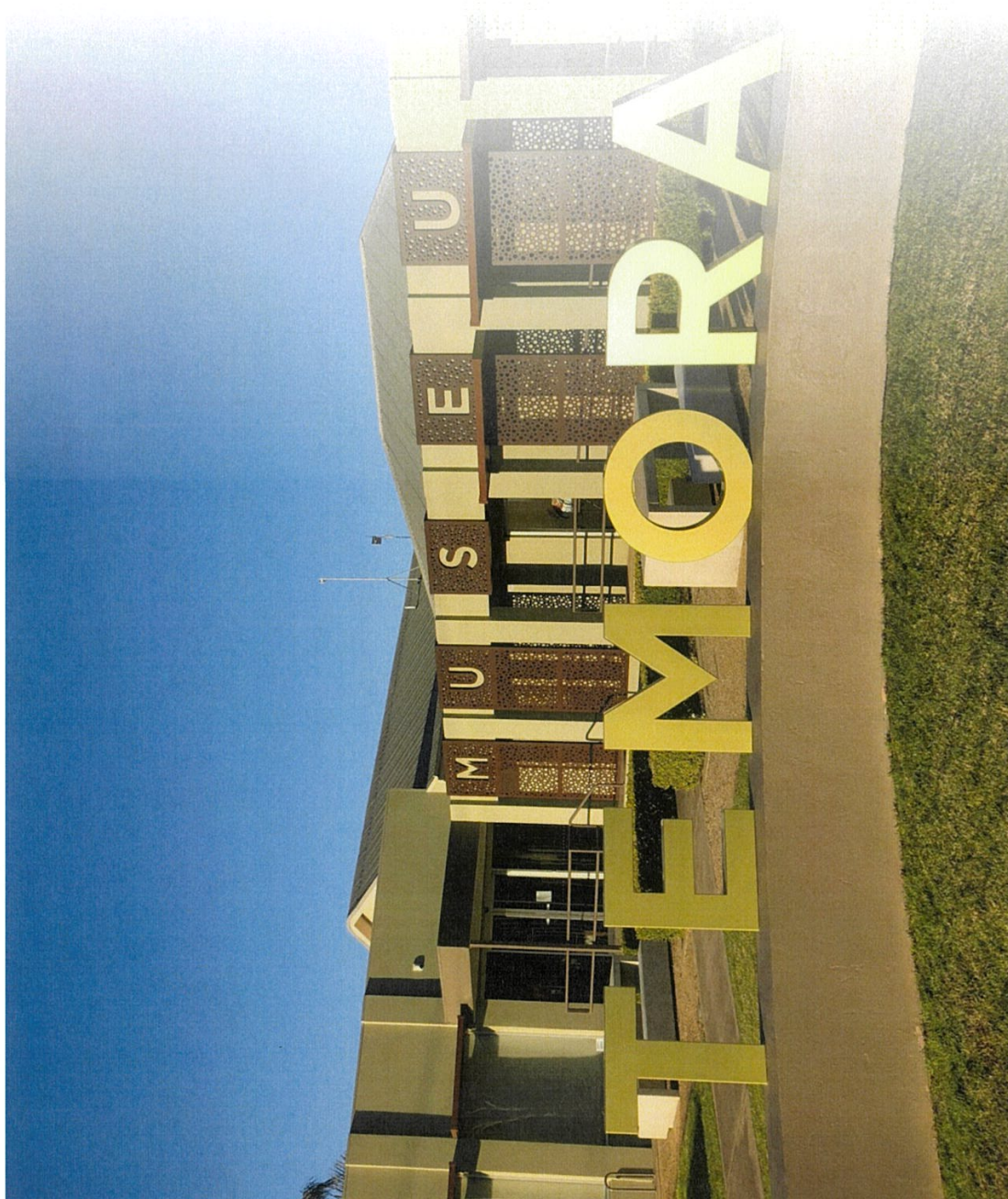


## Pedestrians

- Footpaths behind the kerb in all sections of the project will remain open allowing pedestrian access to businesses and properties.
- Pedestrian Crossing points in each block will have restrictions in place during construction within that block of the street.
- Marked Pedestrian Crossings will be temporarily removed, with reinstatement as soon as practically possible.





**Contact:**

Temora Shire Council

P: 02 6980 1100 (Option #1)

M: 0419 844 759

E: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)



**20.2 ROAD SAFETY OFFICER REPORT - FEBRUARY 2024****File Number:** REP24/167**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** 1. Road Safety Officer Report - February 2024 [↓](#) **Report:**

Please see attached Road Safety Officer Report for February 2024.





## ROAD SAFETY OFFICER REPORT – FEBRUARY 2024

### Activities

- RSO created social media messaging for January & February.
- RSO attended Temora Interagency Meeting on Tuesday, the 19th of December.
- Back to School editorial focusing on road rule reminders created for Temora Independent.
- Correspondence sent to Inspector Darren Moulds for Slow Down signage down Coolamon Street, Aria Park. No feedback received from Darren other than the speed down the main street had been raised previously to Council & Police.
- RSO to set up the portable speed board on Mary Gilmore Way South as part of the speed program for one week. The portable speed board has since had issues with both screen & battery durability.
- RSO had meeting with TfNSW lead on Wednesday, the 17<sup>th</sup> of January 2024.
- RSO dropped off TfNSW Caravan competition flyer to the following local sites:
  1. Temora Caravan Park
  2. Springdale Rest Stop
  3. Aria Park Sportsground / Camping Grounds
- RSO chaired Four Shires Program Delivery Meeting on Monday, the 5<sup>th</sup> of February 2024.
- RSO to drop off TfNSW Bus Awareness banner to Temora Recreation Centre. This will be displayed at Council facilities for approximately 6 weeks across February & March.
- Note below preliminary RSO projects for 2024/2025 FY. All below projects to be finalised and submitted to TfNSW by the end of March:
  1. Cycling Project
  2. Caravan Weigh Day
  3. 65+ (The Road Ahead)
  4. Young Drivers (HLDBSD)
  5. Speeding on Local Roads
  6. Speed & Fatigue
  7. Farmers – Harvest focused sessions with local agronomy businesses
  8. Off the Field Road Safety – RSO to target local sporting clubs.

**20.3 WORKS REPORT - JANUARY 2024**

**File Number:** REP24/170  
**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
- Main Rd MR 57/84 Heavy Patching
- Sealing of Heavy patches

**Local Roads**

- Wattle St upgrade/ Evatt St shoulders
- Kitchener Rd heavy patching
- Howards Rd upgrade – site preparation
- Clays Lane project on Goldfields Way
- Traegers Lane resheet – formation and drainage
- Maintenance grading
- Slashing and Spraying

**Urban Temora & Arianah Park**

- Urban slashing and spraying
- Parks and sporting field maintenance items
- Nicholson St upgrade
- Golden Gate Dam fence
- Truskett St Kerb and Gutter
- Lawson Rd Kerb and Gutter
- Loftus St Kerb and Gutter
- Chifley St drainage project
- Bundawarra Rd drainage project

**Works planned for February 2024**

- Howards Rd upgrade – tree removal
- Clays Lane project on Goldfields Way
- Pipe culverts on Reynolds Lane
- Pipe culverts on Ness's Lane
- Pipe culverts on Morangarell Rd
- Nicholson st upgrade Final trim and seal
- Camps Lane gravel resheet
- Wells Lane gravel resheet
- Wattle St concrete driveways
- Weed spraying and slashing.
- Hoskins St pram ramps
- Nixons Lane pipes and cutoff wall

***Report by Pat Kay***



**20.4 BUILDING APPROVALS - JANUARY 2024**

**File Number:** REP24/142  
**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 82/2023 – Lot 1; DP 15309; 118 Britannia Street, Temora – Subdivision
- ✓ DA 85/2023 – Lot 1; DP 1125479; 76 Goldfields Way, Temora – Subdivision
- ✓ DA 87/2023 – Lot 3; Section 8; DP 758030; 37 Ashton Street, Aria Park – Extension to Existing Residential Storage Shed/Garage
- ✓ DA/CC 88/2023 – Lot 12; Section A; DP 6207; 3A Britannia Street, Temora – Construction of a New Dwelling
- ✓ DA/CC 89/2023 – Lot 11; Section A; DP 6207; 3B Britannia Street, Temora – Construction of a New Dwelling
- ✓ DA/CC 90/2023 – Lot C; DP 306068; 137 Aurora Street, Temora – Stage 1 Construction of Units, Stage 2 Subdivision

**COMPLYING DEVELOPMENT CONSENTS ISSUED**

- ✓ CDC 33/2023 – Lot 21; DP 873054; 2 Kitchener Road, Temora – Installation of an Inground Swimming Pool
- ✓ CDC 3/2024 – Lot 2 DP 851942; 139 Britannia Street, Temora – Dwelling Additions and Alterations
- ✓ CDC 5/2024 – Lot 2; DP 1273496; 3A Watsonford Street, Temora – Construction of a Residential Shed/Garage

**20.5 REGULATORY CONTROL - JANUARY 2024****File Number:** REP24/169**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	5	No	No	3x no issues 2x monitor
Scooters & Bikes	1	No	No	1x bike left at school (claimed)
School Zones	0	No	No	School Holidays
Noise	7	Yes	No	7 noise complaints: - 7x monitor
Air Quality	N/A	No	No	N/A
Illegal Dumping/Littering	3	No	No	1x tyre 2x household rubbish
Overgrown/Untidy Blocks	5	No	No	5x monitor/ongoing
Lake Walking Track – leashed animals	70	No	No	1x tree down 69x no issues
Animal Welfare		No	No	12x owner contacted/monitor 5x rescue pickups 2x update RSPCA 2x pound 1x cattle missing – found
Dangerous Dogs	4	No	No	4x reports: - 2x owners contacted - 1x cat attack (2 dogs) - 1x killed chicken (animal attack but nothing confirmed)
Impounded	6	No	No	5x dogs 1x collected
Noise Animals	5	No	No	5x barking dogs - monitor
Nuisance Animals / Trapping	16	No	No	5x cat trap issued 11x bird monitor (airport)
Dead Animal Removal	5	No	No	3x kangaroo 1x cat 1x possum
Keeping of Horses in Residential Areas	4	No	No	3x no change – continue to monitor 1x horse escaped – owner found
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	3	No	No	1x monitor 1x nothing found 1x missing cattle - found

Fruit Fly	NIL	No	No	NIL
Euthanised	0	No	No	0
Other	37	No	No	2x pound clean/feed 22x airport, showground, caravan park, platform y, parks, rest stops 4x lock Teal Street 5x caravan park check – tenant (now evicted and moved on) 2x food collection for pound 1x snake relocation 1x impounded push bike

***Report by Ross Gillard***

**20.6 BORROWINGS**

**File Number:** REP24/55  
**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 @ 31/1/2024	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$678,835	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$576,709	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,133,125	20 yrs	2042
Totals			\$498,689	\$2,388,669		

***Report by Elizabeth Smith***

**20.7 CASH & INVESTMENTS PERIOD ENDED 31 JANUARY 2024****File Number:** REP24/153**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  





## Temora Shire Council

## Cash &amp; Investments

For the period ended 31st January, 2024

	Original Budget 2023/24	Revised Budget 2023/24	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	4,008,634	4,008,634	3,559,174
Domestic Waste Management	1,486,691	1,486,691	1,483,928
Stormwater Drainage Flood Studies & Construction Programs	400,296	400,296	399,567
S94 Contributions	254,032	254,032	387,610
Unspent Restricted Grants	1,577,853	1,577,853	2,134,060
Pinnacle Externally Restricted	1,480,744	1,480,744	1,306,446
<b>Total Externally Restricted</b>	<b>9,208,250</b>	<b>9,208,250</b>	<b>9,270,784</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	3,409,796	3,409,796	3,990,029
Other Waste Management	520,509	520,509	606,984
Leave Reserves	1,977,570	1,977,570	2,260,710
Roads Reserve	565,000	565,000	565,000
Local Roads	666,680	666,680	943,961
FAGS Received in Advance	3,034,635	3,034,635	0
Industrial Development	338,162	338,162	131,037
Plant & Vehicle	500,000	500,000	500,000
Izumizaki Donation	0	0	2,152
Gravel Royalty	1,012,617	1,012,617	1,009,374
Ariah Park Tip Fee Contributions	13,930	13,930	11,781
Medical Complex Development	9,845	9,845	7,640
Infrastructure *	1,614,457	1,614,457	1,115,430
Infrastructure - Airpark Estate	204,690	204,690	204,690
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	235,204	235,204	215,161
Sports Council Requirements	62,018	62,018	61,018
Youth Donations	1,266	1,266	1,656
Revotes	989,193	989,193	1,145,082
Airside Maintenance	151,980	151,980	146,539
Temora Agricultural Innovation Centre Maintenance Reserve	10,249	10,249	24,422
Regional Local & Emergency Roads Repair Program	1,948,552	1,948,552	4,072,785
<b>Total Internally Restricted</b>	<b>17,361,353</b>	<b>17,361,353</b>	<b>17,110,450</b>
<b>Total Restricted Reserves</b>	<b>26,569,603</b>	<b>26,569,603</b>	<b>26,381,234</b>
*Infrastructure reserve contains \$44,913 of funds which are not allocated to specific projects			
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			1,298,521
AMP Business Saver Account			1,020,307
AMP Notice Account			861,003
Macquarie Bank Cash Management Accelerator Account			1,033,766
Westpac Cash Reserve			1,672,044
Term Deposits held with:			
Bank of Queensland			2,000,000
National Australia Bank			12,829,754
AMP Bank			1,010,076
Macquarie Bank			2,553,064
Northern Territory Treasury Bonds			1,000,000
Australian Equity Bank			2,032,264
My State			514,692
<b>Total Cash &amp; Investments</b>	<b>26,569,603</b>	<b>26,569,603</b>	<b>27,825,490</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>26,569,603</b>	<b>26,569,603</b>	<b>26,825,490</b>
<b>Funding Surplus</b>			<b>444,256</b>

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

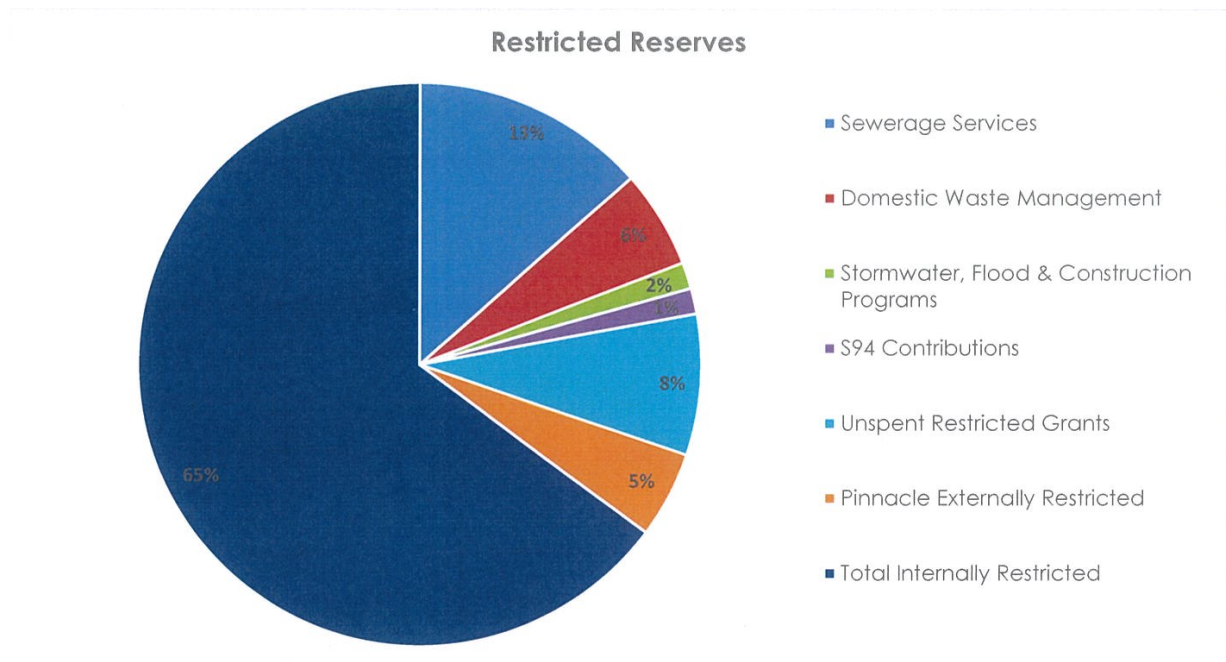
Elizabeth Smith  
Director Administration & Finance



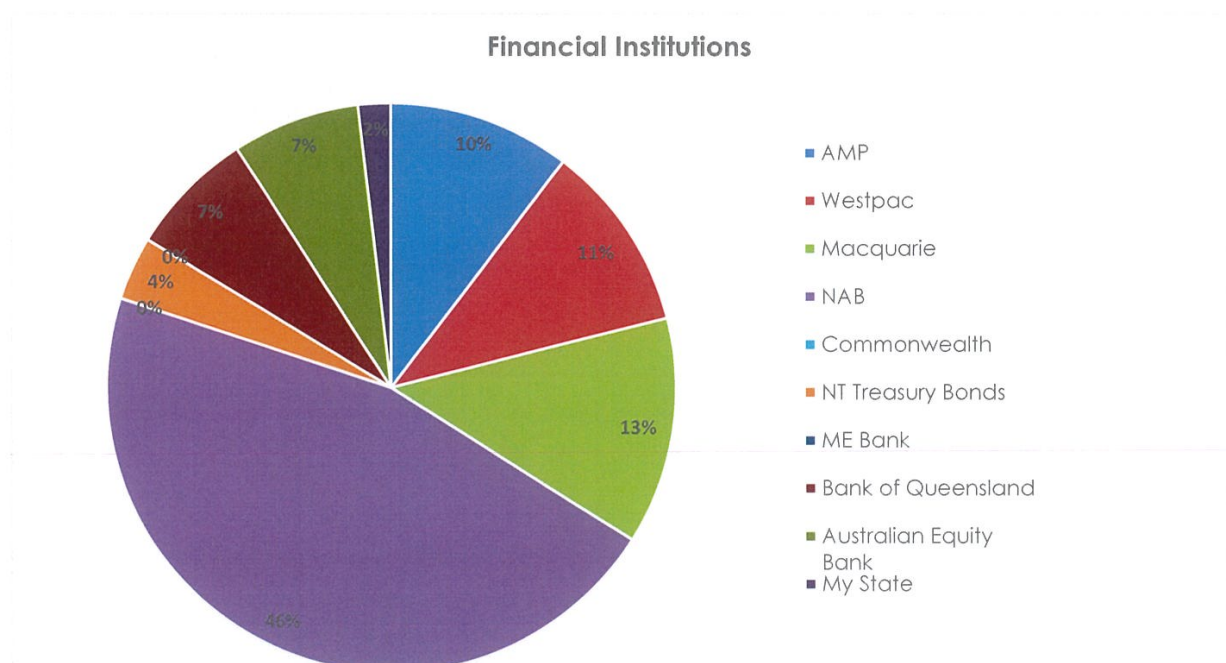
Temora Shire Council

**Cash & Investments**

For the period ended 31st January, 2024



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



Graph Two - Proportion of cash held with each financial institution.





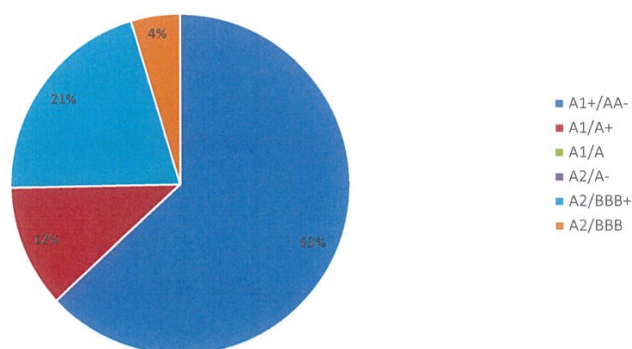
Temora Shire Council

Cash &amp; Investments



For the period ended 31st January, 2024

Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
<b>Cash Held</b>								
Westpac Bank	A1+/AA-	Cheque account		0.00%			1,298,521.44	
Westpac Bank	A1+/AA-	Cash Reserve		1.35%			1,672,043.77	2,970,565.21
		Cash Management						
Macquarie Bank	A1/A+	Accelerator Account		4.75%			1,033,766.81	1,033,766.81
AMP Bank	A2/BBB	Business Saver		3.30%			1,020,306.68	
AMP Bank	A2/BBB	31 Day Notice Account		5.20%			861,003.37	1,881,310.05
							<b>Total Cash Held</b>	<b>5,885,642.07</b>
<b>Investments Held</b>								
Bank of Queensland	A2/BBB+	Term Deposit	22/06/23	5.25%		22/06/26	500,000.00	
Bank of Queensland		Term Deposit	21/06/19	2.35%		19/06/24	500,000.00	
Bank of Queensland		Term Deposit	1/03/23	4.95%		28/02/25	500,000.00	
Bank of Queensland		Term Deposit	4/12/23	5.30%		11/12/24	500,000.00	2,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	26/11/23	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	29/11/23	5.20%		14/08/24	536,781.67	
National Australia Bank		Term Deposit	8/09/21	0.80%		9/09/24	504,415.11	
National Australia Bank		Term Deposit	15/11/23	5.35%		14/11/24	528,665.43	
National Australia Bank		Term Deposit	31/05/23	4.95%		29/05/24	522,542.58	
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	29/11/23	5.20%		14/08/24	531,864.40	
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	19/12/23	5.10%		25/09/23	500,863.02	
National Australia Bank		Term Deposit	16/08/23	5.20%		14/08/24	509,469.87	
National Australia Bank		Term Deposit	27/09/23	5.30%		25/09/24	512,278.77	
National Australia Bank		Term Deposit	11/10/23	5.15%		16/10/24	511,155.48	
National Australia Bank		Term Deposit	7/06/23	5.12%		29/02/24	1,000,000.00	
National Australia Bank		Term Deposit	28/06/23	5.51%		31/07/24	1,000,000.00	
National Australia Bank		Term Deposit	30/06/23	5.52%		13/03/24	500,000.00	
National Australia Bank		Term Deposit	20/12/23	5.10%		18/12/24	1,000,000.00	
National Australia Bank		Term Deposit	20/12/23	5.10%		27/11/24	530,000.00	12,829,753.50
AMP Bank	A2/BBB	Term Deposit	15/02/22	1.00%		15/02/24	510,075.57	
AMP Bank	A2/BBB	Term Deposit	30/06/23	5.70%		15/05/24	500,000.00	1,010,075.57
Macquarie Bank	A1/A+	Term Deposit	23/08/23	4.85%		23/04/24	525,392.89	
Macquarie Bank		Term Deposit	29/11/23	4.95%		13/03/24	527,662.87	
Macquarie Bank		Term Deposit	13/09/23	4.71%		24/04/24	500,000.00	
Macquarie Bank		Term Deposit	22/03/23	4.64%		27/03/24	1,000,000.00	2,553,055.76
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	24/01/24	5.10%		30/10/24	1,032,264.11	
Australian Equity Bank	A2/BBB+	Term Deposit	28/06/23	5.40%		28/08/24	1,000,000.00	2,032,264.11
My State Bank	A2/BBB+	Term Deposit	10/01/24	5.10%		8/01/25	514,691.78	514,691.78
							<b>21,939,840.72</b>	<b>21,939,840.72</b>
<b>Total Cash &amp; Investments</b>								<b>27,825,482.79</b>

Standard &amp; Poors Short Term/Long Term Credit Ratings



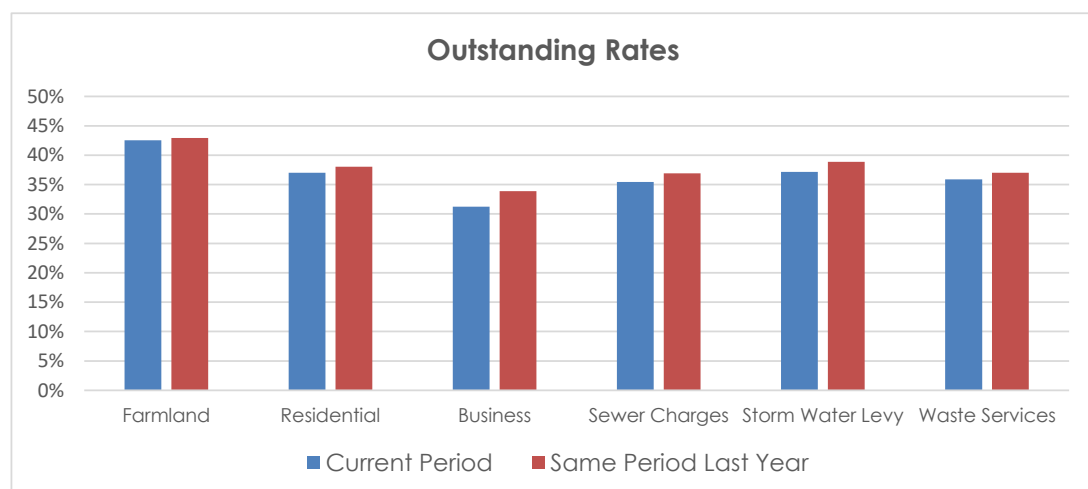
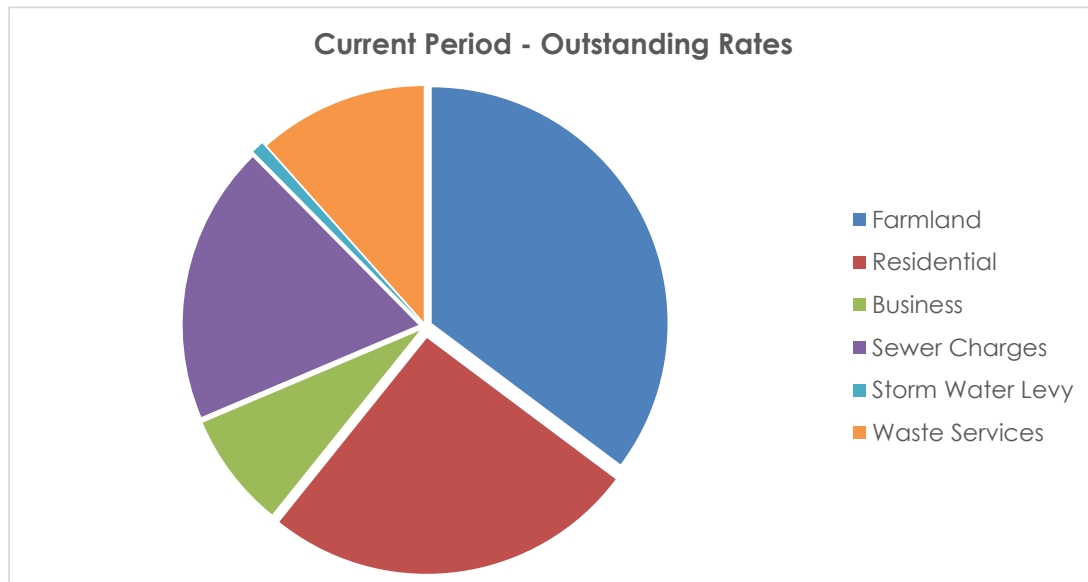
Graph One - proportion of investments held by Standard &amp; Poors credit ratings.

**20.8 RATES - JANUARY 2024****File Number:** REP24/136**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**  
1. Rates Collection [↓](#)   
2. Chart [↓](#) 



Temora Shire Council  
**Rates Collections**  
 For the period ended 31 December, 2023

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates		Same Period last year	
				Outstanding \$	Outstanding %	Outstanding \$	Outstanding %
Fairland	2,139,247.60	(2,997.84)	(1,227,943.30)	908,306.46	43%	875,826.34	43%
Residential Temora - Occupied	1,483,804.16	(75,789.79)	(884,461.24)	523,553.13	37%	518,476.05	39%
Residential Temora - Vacant	69,729.23	0.00	(40,550.16)	29,179.07	42%	21,211.09	33%
Residential - Ariah Park	90,778.03	(6,751.01)	(52,078.53)	31,948.49	38%	35,524.46	43%
Residential - Springdale	14,671.37	(1,156.23)	(7,494.23)	6,020.91	45%	5,272.65	45%
Rural Residential	166,761.94	(9,586.20)	(107,280.22)	49,895.52	32%	50,987.96	33%
Residential - Temora Aviation	47,556.56	(728.97)	(28,651.57)	18,176.02	39%	14,810.80	33%
Business Temora - Hoskins Street	294,296.13		(194,909.19)	99,386.94	34%	97,777.46	37%
Business Temora - Town	291,289.43		(208,308.38)	82,981.05	28%	89,577.75	32%
Business Temora - Aviation	28,922.94		(18,946.73)	9,976.21	34%	8,988.92	32%
Business - Ariah Park	23,002.04		(13,970.85)	9,031.19	39%	7,431.13	35%
Business - Other	10,554.83		(9,491.81)	1,063.02	10%	728.50	7%
<b>Services</b>							
Residential Sewer Charges	1,175,187.84	(37,264.23)	(719,784.32)	418,139.29	37%	405,936.39	38%
Non-Residential Sewer Access & Usage Charges	243,576.97		(172,141.57)	71,435.40	29%	69,942.97	34%
Storm Water Levy	57,542.86		(36,159.01)	21,383.85	37%	19,962.82	39%
Domestic & Rural Waste Services	719,442.06	(39,738.30)	(432,186.08)	247,517.68	36%	245,375.41	38%
Trade Waste Services	151,743.63		(100,830.95)	50,912.68	34%	44,761.38	31%
Overpayments	(119,887.40)		71,993.20	(47,894.20)		(31,033.19)	
Legal charges	17,599.15		(6,481.26)	11,117.89		11,394.19	
<b>Total</b>	<b>6,905,819.37</b>	<b>(174,012.57)</b>	<b>(4,189,676.20)</b>	<b>2,542,130.60</b>	<b>37%</b>	<b>2,492,953.08</b>	<b>39%</b>



**20.9 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE JANUARY 2024****File Number:** REP24/132**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall - January 2024 [↓](#) 





Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 31st January, 2024

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	14,657	21,775
Other Sundry Income	-	-
<b>Total Income</b>	<b>14,657</b>	<b>21,775</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(5,335)	(5,632)
Rates	(4,279)	(4,589)
Water	(257)	(565)
Cleaning	(8,583)	(5,873)
Maintenance	(9,231)	(7,673)
Administration		
Employee Costs	(3,494)	(3,481)
Depreciation	(51,798)	(58,912)
Insurance	(28,424)	(25,193)
Organisation Support Costs	(25,404)	(24,689)
Other/Miscellaneous	-	(8)
<b>Total Expenditure</b>	<b>(136,804)</b>	<b>(136,615)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(122,147)</b>	<b>(114,839)</b>
Internal Hire/Donation	1,015	2,717

**20.10 TEMORA TOWN HALL THEATRE - JANUARY 2024****File Number:** REP24/130**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre - January 2024 [↓](#) 



Temora Shire Council

## Temora Town Hall Theatre Operating Statement

For the period ended 31 January, 2024

	Current YTD	Previous YTD
<b>Candy Bar</b>		
Income	22,652	19,690
Purchases	(7,963)	(8,122)
	14,689	11,568
<b>Admissions</b>		
Income	38,669	39,905
Gold Class Ticket Sales	1,842	1,599
Audio Visual Purchases	(22,486)	(25,940)
	18,024	15,564
<b>Other Income</b>		
Facility Hire	1,500	636
Sale of Advertising	491	-
Donations	990	25
	2,981	661
<b>Other Costs</b>		
Advertising	-	(166)
Bank Fees	(767)	(745)
Building Maintenance	(228)	(46)
Cleaning	(2,827)	(2,322)
Computer Costs	(2,154)	(3,028)
Event Catering Expenses	(2,326)	-
General Maintenance	(225)	(554)
Insurance	(7,446)	(6,614)
Licences & Permits	(342)	(864)
Materials Purchased	(2,021)	(1,148)
Rates & Electricity	(4,366)	(4,741)
Stationery & Office Consumables	(8)	-
Employee Costs	(15,916)	(18,200)
Sundry Expenses	(2)	32
Telephone & Internet	(725)	(726)
Volunteer Support	(328)	(700)
Depreciation	(1,115)	(517)
	(40,795)	(40,340)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 5,101)</b>	<b>(\$ 12,547)</b>
Internal Hire/Donation	-	-

**20.11 SPRINGALE COMMUNITY COMMITTEE MINUTES HELD 22 NOVEMBER 2023****File Number:** REP24/66**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Springdale Community Committee [↓](#) 

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## Springdale Community Committee

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Meeting opened: 6:12pm DATE: 22.11.2023

**Present:** Max Oliver, Annie Thorne, Pat Thorne, Vinni Reid, Jess Miller, Les Buckley

**Apologies:**

**Minutes of previous meeting 17.09.2023**

Minutes read and accepted – Moved by Vinni, seconded by Pat.

**Business arising from minutes:**

- The Hot Rod weekend was a great success. The committee made considerable profits from both the canteen and the buffet dinner. Special mention to Vinni who was the main organiser of the weekend and worked hard to make sure everything ran smoothly. The meal was greatly appreciated and enjoyed by the participants.

**Treasures report:**

After a couple of months of profitable events, our accounts are looking quite healthy.  
Moved by Vinni, seconded by Les.

**Correspondence:**

*Incoming:*

*Outgoing:* Letter sent to Jindalee Feedlot requesting a donation of beef for the Hot Rod dinner.

**General Business:**

- New Years Eve prices will remain at \$10 per head or \$25 for a family. That will include a lucky door prize entry. We will also have a meat raffle on the night. Thank you to Pat and Annie Thorne who kindly donated \$200 towards the cost of the night. Lock Stock and Bingle will once again provide the entertainment.
- The family of Bruce Cullen kindly donated a photo of WWI veteran, Reg Cullen, to the hall.

**Meeting closed at 6:32pm**

Next meeting to be held Sunday 21st January 2024, at 5pm.

**20.12 IMAGINE TEMORA AGM MINUTES HELD 12 DECEMBER 2023****File Number:** REP24/62**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora AGM [!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\)](#) 

## **Temora Shire Council – AGM Imagine Temora Committee**

Held Temora Art Centre 12 December 2023 at 5.05pm

**Present:**

Yianna Johns, Lindy Reinhold, Jeremy, Louise Adams, Susan Hunn, Fran Cahill.

**Apologies:**

Ken Forster and Susan Jeri

**Returning Officer** – Lindy Reinhold

Minutes from 2022 AGM read - Moved as true and correct – Fran Cahill. Seconded – Yianni Johns

**Yianni Johns declared all positions vacant**

**Election of Office Bearers** – President/Chair nominee – Yianni Johns

Nominated by Louise Adams

Seconded – Lindy Reinhold

Accepted

Secretary nominee - Louise Adams

Nominated by Susan Hunn

Seconded – Fran Cahill

Accepted.

**General business**

Discussion regarding Council Annual Allowance for Imagine.

The office bearers term has been extended to indefinite due to a lack of candidates.


Moved Susan Hunn

Seconded Jeremy.

Next AGM to be held November 2024

Meeting closed 5.15pm



**20.13 IMAGINE TEMORA MINUTES HELD 12 DECEMBER 2023****File Number:** REP24/64**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora [↓](#) 

## Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 12 December 2023 at 5.15pm

**Present:**

Louise Adams, Jeremy, Susan Hunn, Fran Cahill, Lindy Reinhold and Yianni Johns.

**Apologies:**

Ken Forster, Susan Jeri.

**Minutes from previous Meeting:**

Read by Louise Adams

**Moved** – Jeremy

**Seconded** - Yianni Johns

**Correspondence – inward and outward:**

Email – Riverina Touring Network. Louise is to sign up for newsletter mailing list. It may be possible to apply to Graincorp or the like for grant funding for performances by the Touring Group.

**Business arising from previous meeting:**

Nil

**General business/Around the Room Update:**

**TSC-** ERA Youth Mentoring Program had three successful applicants.

Flow still running – re screening movie Dubla. Holding pool events for over 60's running over three weeks. A lottery is being held for Flow participants, the prize is tickets for Andre Rieu movie event.

Jeremy will be away 23 Dec- 8 Jan 2024 and the Art Centre will be closed. Jeremy will be available to open the Centre remotely should anyone require access.

Eisha and Sandy exhibition will run until mid February 2024. Eisha will be running a children's trivet workshop in January 2024 and a painting trivets workshop in February 2024.

Jeremy in discussions with the National Gallery regarding the loan of some artworks for display at the Art Centre. The NGA will be conducting a site visit on the 22 December 2023.

**Motion Arts** – Auditions for The Great Gatsby underway. Will be performing in May 2024 over two weeks.

Members movie nights still running.

**Performing Arts** – In recess until February 2024.

**Women's Network**-Will be holding a combined evening event with the Library on 8 March 2024 for International Women's Day. Event will feature author Fleur McDonald and a supper.

Lindy performed the official opening of the Bald Archies in November.

**TADVAC-** Have an art exhibition opening at the Bundawarra Center on the 21 December 2023.

Yianni has been offered an exhibition at the Leeton Museum/Gallery in May 2024.

Ariah 62 Café are still looking for artworks to hang.

Next meeting - 13 February 2024.

Meeting closed 6.00pm

**20.14 AUSTRALIA DAY COMMITTEE MINUTES HELD 18 DECEMBER 2023****File Number:** REP24/60**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Australia Day Committee [↓](#) 

**TEMORA SHIRE AUSTRALIA DAY COUNCIL**

**MINUTES OF THE LAST GENERAL MEETING HELD ON MONDAY 18TH DECEMBER 2023 HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING AT 5.30PM**

**PRESENT:** Cr Graham Sinclair (Chairman) Cr Rick Firman (Vice Chairman), Cr Max Oliver (Treasurer), Mrs Beth Firman (Secretary)

**APOLOGIES:** Ms Roz St Clair

Received and confirmed on the motion of Cr Oliver and Cr Firman **CARRIED.**

**MINUTES OF LAST MEETING:**

The minutes of the last meeting were read and confirmed on the motion of Cr Oliver and Cr Firman **CARRIED**

**BUSINESS ARISING:**

- Still waiting for Mr Scott Reardons CV
- Approx 30 responses from other Councils regarding their acknowledgment of Citizens of the Year
- Mrs Joy Cornford is to deliver the prayer on behalf of the Baptist Church

**CORRESPONDENCE:**

**Incoming:**

- Letter from Temora west Public School confirming Captains to give address

**Outgoing:**

- Letters to Greenstone Lodge and Narraburra Lodge
- Letter to Mr Peter McGee president of Temora Lions Club

Beth Firman and Cr Oliver moved that the outward correspondence be endorsed and the inward correspondence be read and dealt with. **CARRIED**

**TREASURERS REPORT:**

Nil to Report

**GENERAL BUSINESS:**

- Angus Sinclair is happy to play the bagpipes at the Australia day presentation
- Beth to see Independent with regard to printing certificates
- Anne Rands and the Secretary to count votes, medals to Millers
- Winners certificates to be printed and framed
- Special Award to be framed
- Daryl Kemp right to do the sound
- Cr Oliver raised an issue regarding the program that the prayer be said before Welcome to Country and Craig to perform before naturalisation and before announcement of Citizenship awards.
- Feature in paper on 19<sup>th</sup> January

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at 6.00 pm. Next meeting to be held on 22 January 2024

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Chairman

**20.15 RURAL MUSEUM MANAGER REPORT - JANUARY 2024****File Number:** REP24/87**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rural Museum Manager Report [↓](#) 

**Temora Rural Museum – MANAGER’S REPORT**

**Meeting Date:** 11<sup>th</sup> Jan. 2024

**Visitation From:** 9/11/2023 to 11/1/2024      **Adults:** 375      **Children:** 55

**Group Visits:** Nil

**Group Bookings:** Young “Meals on Wheels” group. Thu. 29<sup>th</sup> Feb.

**Recent Events:** Various U3A activities

“Bald Archy Prize” Exhibition Opening. Fri. 17<sup>th</sup> Nov. 7.00pm

NSW Ambulance Retired Officer’s Reunion. Sat. 18<sup>th</sup> Nov. 9.30am

CATERED BBQ LUNCH

Greenstone Lodge Goldfield bus tour. Fir. 1<sup>st</sup> Dec. 2.15pm

Temora Antique Motor Vehicle Rego Days. Sat. 2<sup>nd</sup> & 9<sup>th</sup> Dec. 9.00am

“Brush with Art” Exhibition Opened. Fri. 22<sup>nd</sup> Dec. 9.30am

**Planned Events:** 51<sup>st</sup> Annual Live Exhibition. Sat 9<sup>th</sup> Mar. 9.00am

**Recent Acquisitions:** Marine engines

Crocheted double-bed quilt

Ariah Park Anglican Church records

“Temora Independent” press photo negative archive

“Temora Independent” printing blocks etc.

SO (Ret.) Charles Francis’ NSW Ambulance memorabilia

Supt. (Ret.) Malcolm Voysey’ NSW Ambulance memorabilia

**Correspondence:**

**General ephemera.** 2

**Magazines & newsletters.** “Sirens” November 2023

Harden-Murrumburrah Historical Society, Summer 2024

RAHS “History” Dec. 2023

**Circulars.**

**Letters. I/W:** Six Letters of Support – Ambulance Museum Grant, received to date.

**O/W:** Numerous requests for Letters of Support – Ambulance Museum Grant.

Thanks - Donation of Marine engines.

Thanks – Fay & Kevin Richards, retiring from roster.

**Email:**



**20.16 TEMORA HISTORICAL SOCIETY MINUTES HELD 11 JANUARY 2024****File Number:** REP24/89**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Historical Society [↓](#) 

**MINUTES OF THE GENERAL MEETING  
OF THE TEMORA HISTORICAL SOCIETY Inc.  
held at the museum on 11<sup>th</sup> January 2024**

Meeting commenced at 7.28pm

**Present:** Robert Maslin (Chair) Brian Jennings, Bob Ingram, John Clarke, Brian Durham, John Harris, Keri & Col Perry, Neil Martin, Bill Speirs, John O'Connor, Michael Tucker, Sue & Graham Crawford, Ken Morton

**Apologies:** Ken & Kate Hewett, Caroline Clarke, Allan Lewis, Len Stimson, Gordon Muir

**MOVED** that the apologies be received. Bob Ingram / John Harris - carried.

**Minutes:**

**MOVED** that the minutes of the general meeting of the Temora Historical Society held on 8<sup>th</sup> November 2023 be accepted as a true and accurate record. Col Perry / Brian Durham – carried.

**Business Arising from the minutes:**

Bill tabled the plans for the proposed extension of the Header Shed.

The two cabinets for the Textile Exhibition have arrived, but the “Backyard Blitz” by visiting school students did not eventuate.

The Major Event Application for the 51<sup>st</sup> Annual Live Exhibition has been lodged.

**Correspondence:**

**MOVED** that the correspondence be received and dealt with as read. John Harris / Brian Jennings – carried

Summary as attached.

**Treasurer’s Report:** The treasurer reported an income since 9<sup>th</sup> November 2023 of \$7,796-80, an expenditure of \$6,833-86 and a Closing Balance, on 5<sup>th</sup> January 2024, of \$57,415-11 in the Society’s working A/c.

**MOVED** that the Treasurer’s reports be accepted. Graham Crawford / Bob Ingram – carried.

**Manager’s Report:** as attached.

**Curator's Reports:**

Textiles – The Donaldson Collection will remain on display until after the Annual Live Exhibition, but the large textile cabinet in the permanent exhibition gallery will be refreshed.

Stationary Engines - work is continuing on the restoration of the Lister engines and the newly acquired model from Melbourne is now going. The Gardner engine is now clean and working and the new observation window in the large engine shed has been installed. Robert Maslin outlined his research into the Harkness/Hardy company to provide context to the engine he is working on. The McDonald tractor is still awaiting restoration.

Rural Fire Service – The Service is preparing a plaque to be unveiled at the Annual Live Exhibition, recognizing Steve Holden's work to establish the CEC.

Wagon Shed – The horse-drawn Temora Municipal Garbage wagon has been tidied up and added to the wagon shed display.

Grounds – some renovation of the various succulent gardens has been undertaken.

Archives – the Temora Independent photographic negative collection (1963+) has been donated to the Temora Community Archive by the new proprietors.

Housekeeping – Eileen England has commenced the pre-Live Exhibition tidy up in the Marge Fouracre Gallery.

Electrical Maintenance – Neil Storm has added sensor lighting to the Pioneer Cottage and external security lighting to the TEMFM Broadcast Centre.

All other curators present reported satisfactory progress.

**General Business:**

Bill drew attention to the declining number of museum customer service volunteers assisting the Visitor Centre staff and offered to prepare an article for the local paper and Facebook to encourage increased participation.

**MOVED** that the Society purchase a commercial dishwasher to replace the present domestic model which is not sufficient to meet our catering needs. Keri Perry / Graham Crawford – carried

**MOVED** that the Society purchase two "Parking" signs, site specific to effectively direct traffic into off-street parking associated with the Annual Live Exhibition. John O'Connor / John Clarke - carried

There being no further business the meeting closed at 8.23pm

**20.17 THE BUNDAWARRAH CENTRE MINUTES HELD 11 JANUARY 2024****File Number:** REP24/91**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. The Bundawarra Centre [↓](#) 

**MINUTES OF THE GENERAL MEETING  
OF THE BUNDAWARRAH CENTRE (355c) ADVISORY COMMITTEE  
held at the Bundawarra Centre on 11<sup>th</sup> January 2024**

Meeting commenced at 8.24pm

**Present:** Robert Maslin (Chair)(THS), John Harris, (THS), Neil Martin(THS), Michael Tucker, (TS4M). Bill Speirs TSC Staff also present

**Apologies:** Ann Pike, Cr. Max Oliver, Mark Ribbons

**MOVED** that the apologies be received. Michael Tucker / John Harris - carried

**Minutes:**

**MOVED** that the minutes of the Annual General Meeting held on 8<sup>th</sup> Sept. 2023 be accepted as a true and accurate record. Neil Martin / Robert Maslin – carried.

**Correspondence:**

There was no correspondence relative to the Committee.

**General Business:**

**MOVED** that the Secretary write to Council to request installation of a concrete mower edge along the southern wall of the front buildings from the main access ramp path to the eastern end of the Fire & Rescue Shed along the Macauley Street frontage. Neil Martin / Robert Maslin – carried.

There being no further business the meeting closed at 8.29 pm.

**21 CONFIDENTIAL REPORTS****RESOLUTION 44/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:53pm

**21.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 6 February 2024**

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 21/2024**

Moved: Cr Graham Sinclair

Seconded Cr Jason Goode

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 22/2024**

Moved: Cr Max Oliver

Seconded Cr Jason Goode

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

**CARRIED**

**21.2 Confidential Minutes of the Economic Development and Visitations Committee Meeting held on 6 February 2024**

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 23/2024**

Moved: Cr Jason Goode

Seconded Cr Lindy Reinhold

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 24/2024**

Moved: Cr Jason Goode

Seconded Cr Claire McLaren

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

**CARRIED**

**21.3 Temora High School Drainage**

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 25/2024**

**Moved:** Cr Jason Goode

**Seconded** Cr Graham Sinclair

**It was resolved that Council include the works in the Temora High School grounds in the 2024/25 financial year's budget, and consider drainage works from High School to Aurora Street at budget estimates.**

**CARRIED**

**21.4 Permanent Road Closure**

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 26/2024**

**Moved:** Cr Graham Sinclair

**Seconded** Cr Max Oliver

**It was resolved that Council proceed with actioning resolution 170/2021 that Council sell the land to the interested parties.**

**CARRIED**

**CARRIED**

**RESOLUTION 45/2024**

**Moved:** Cr Nigel Judd

**Seconded:** Cr Jason Goode

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

**CARRIED**



**22 MEETING CLOSE**

**The Meeting closed at 6:26PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 March 2024.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**