



**Date:** Thursday, 21 March 2024  
**Time:** 4:00pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# **MINUTES**

## **Ordinary Council Meeting**

**21 March 2024**

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**MINUTES OF TEMORA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON THURSDAY, 21 MARCH 2024 AT 4:00PM**

**PRESENT:** Cr Rick Firman (Mayor) (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren, Cr Jason Goode (arrived 4:02pm), Cr Belinda Bushell, Cr Anthony Irvine

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), Kris Dunstan (Director of Environmental Services), Elizabeth Smith (Director of Administration & Finance), Alex Dahlenburg (Engineering Works Manager), Melissa Boxall (General Manager), Anne Rands (Executive Assistant), Grace Mannion (Secretary Environmental and Engineering), Claire Golder (Town Planner)  
Media Officer – Lauren Carr  
Temora Independent – Camillo Malacari

**1 OPEN AND WELCOME**

There were no Public Forum requests.

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES**

Nil

**4 OPENING PRAYER**

The opening prayer was conducted by Rev Nathan Manwaring from the Anglican Church.

**5 CONFIRMATION OF MINUTES**

**RESOLUTION 29/2024**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

That the minutes of the Ordinary Council Meeting held on 15 February 2024 be confirmed.

**CARRIED**



**6 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Claire McLaren	REP24/268	Pecuniary	Left meeting
Cr Nigel Judd	REP24/244	Pecuniary	Left meeting
Cr Nigel Judd	REP24/292	Non-pecuniary	Stayed in meeting
Cr Jason Goode	REP24/246	Pecuniary	Left meeting
Cr Anthony Irvine	REP24/192	Pecuniary	Left meeting
Cr Belinda Bushell	REP24/192	Non-pecuniary	Stayed in meeting
Cr Max Oliver	REP24/213	Pecuniary	Left meeting
Cr Max Oliver	REP24/306	Pecuniary	Left meeting
Cr Jason Goode	REP24/306	Pecuniary	Left meeting
Claire Golder	REP24/265	Pecuniary	Left meeting
Alex Dahlenburg	REP24/265	Pecuniary	Left meeting
Rob Fisher	REP24/265	Pecuniary	Left meeting
Kris Dunstan	REP24/265	Pecuniary	Left meeting

**7 MAYORAL MINUTES****7.1 MAYORAL MINUTE - MARCH 2024**

**File Number:** REP24/319  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

Councillors, Staff and Citizens of Temora Shire have learned of the sad passing of one of our inaugural Temora Shire Councillors – the late Mr Reginald Lorne Breust, at the age of 93.

A highly regarded farmer and grazier from Bectric, Mr Breust was first elected to serve in local government as a Councillor on the former Narraburra Shire, back in 1971. Mr Breust was a second-generation Councillor, taking over from his father, the late Gordon Breust.

Serving on the Narraburra Shire until it merged with the Temora Municipal Council in 1980, Mr Breust was one of the 11 Councillors elected to serve on the inaugural Temora Shire Council.

Mr Breust continued to serve as a Councillor until the 1983 Triennial elections, where he chose not to seek re-election.

The longest serving Councillor in NSW is Temora Shire's Cr N A Judd OAM. Cr Judd was elected to both the Narraburra Shire Council (in 1977) and then Temora Shire Council (in 1980), and therefore had the honour of serving alongside Mr Breust.

I also acknowledge Mr Breust's grandson – our Engineering Asset Manager (Mr R N Fisher). We are all aware of how proud Mr Breust was of Mr Fisher. We also know Mr Fisher, together with his entire family, will continue to honour Mr Breust's well respected name.

The prayers and thoughts of all past and present Councillors, Staff members and Citizens of Temora Shire remain with Mr Breust wife – Mrs Del Breust and their family.

I'd ask all present in the Chamber to please rise in our places and observe a Minute's Silence in honour of our former Councillor – the late Mr R L Breust.

**RESOLUTION 30/2024**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

That the Mayoral Minute be noted.

**CARRIED**

***Report by Mayor Rick Firman***

Claire Golder Town Planner left meeting at 4:12pm

Claire Golder Town Planner returned to the meeting at 4:13pm

**8 REPORTS FROM COMMITTEES****8.1 MINUTES OF THE ACCESS & EQUITY COMMITTEE MEETING HELD ON 12 MARCH 2024****File Number:** REP24/269**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Access & Equity Committee Meeting held on 12 March 2024

Anne Rands Executive Assistant left meeting at 4:16pm

Anne Rands Executive Assistant returned to meeting at 4:18pm

**RESOLUTION 31/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Lindy Reinhold

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 32/2024**

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

That resolution for item 4/2024 be deferred pending review of the precinct by Transport for NSW.

AND FURTHER

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

**CARRIED**

Cr McLaren voted against



**Date:** Tuesday, 12 March 2024  
**Time:** 11:02am  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Access & Equity Committee Meeting

**12 March 2024**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
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**MINUTES OF TEMORA SHIRE COUNCIL  
ACCESS & EQUITY COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 12 MARCH 2024 AT 11:02AM**

**PRESENT:** Cr Claire McLaren, Cr Belinda Bushell (arrived 11:04am), Mr Dale Wiencke, Cr Nigel Judd (Observer), Cr Anthony Irvine (Observer), Jane Sanders (arrived 11:04am)

**IN ATTENDANCE:** Kris Dunstan (Director of Environmental Services) (Chair), Claire Golder (Town Planner), Elizabeth Smith (Director of Administration & Finance), Rob Fisher (Engineering Asset Manager)

**1 OPEN MEETING**

11:02am

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2024**

Moved: Cr Claire McLaren

Seconded: Mr Dale Wiencke

That apologies from Temora Community Centre Deb Patterson, General Manager Melissa Boxall, Pinnacle Community Services Sheree Axtell and Kirsty Girling Regional Disability Advocacy Service be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

## 4 REPORTS

### 4.1 POLARIS STREET FOOTPATH HANDRAIL

**File Number:** REP24/200  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

#### REPORT

The Polaris Street concrete footpath link to Crowley Street is now complete. The project experienced some delays due to necessary modifications to Telstra infrastructure and changes to Telstra pit heights.

The design of the completed path had to accommodate multiple site constraints:

- The footpath heights on the property side being required to blend close to existing natural surface.
- The siting of the path to remain outside the property boundary was only just achieved.
- Blending in with other infrastructure such as Telstra Pits and remaining within standards for cross grade (slope) of the footpath, the height at the kerb had to be increased by more than double the normal kerb height at the deepest part.

As this is a public footpath and the drop-off now created along the path edge is greater than the building code for a step tread depth (up to approx. 400mm in worst location), a handrail will be manufactured to protect this edge of the new footpath as demonstrated in the images following.



**Budget Implications**

Quotations are being sought for this new handrail for pedestrian safety for all users inclusive of those with mobility aids such as wheelchairs, mobility scooters, walkers, etc.

Cost will be covered within the general maintenance budget.

**COMMITTEE RESOLUTION 2/2024**

Moved: Cr Claire McLaren

Seconded: Mr Dale Wiencke

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

**CARRIED**

***Report by Claire Golder***



## 4.2 TEMORA SHIRE COUNCIL OFFICE BUILDING AWNING

**File Number:** REP24/236  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

### REPORT

Council officers have received correspondence from Cr Nigel Judd, who expressed concerns relating to the present awning above entry steps at the Temora Shire Council office building.

The concerns relate to the lack of protection from the weather that the present awning offers and the risk of people slipping and falling during wet weather on the tiled steps. Currently during wet weather Council staff place a Caution – Wet Floor sign to alert visitors to the Council building of the wet surface.

Cr Judd has suggested that a new full-sized awning be installed at the Council offices entrance.

### Discussion

It is agreed that the present awning at the Council office building offers very limited protection for the building entrance during wet weather. However, the awning may not be the most significant issue relating to access to the Council offices. Installing a new larger awning may reduce the amount of rain falling directly at the entrance to the building. However, the existing tile surface may be a greater issue and replacement of the current tiles with non-slip tiles may be more beneficial to reduce the risk of slips during wet weather.

In addition, the existing accessible ramp is non-compliant with current standards. Accessing the ramp is very tight. Furthermore, the overall entrance appearance is deteriorating, with only one side containing a flower bed, the other side being concrete, and the entrance arches displaying peeling paint.



Photo 1: Existing awning



Photo 2: Accessible ramp



Photo 3: Existing steps and tiles



Photo 4: Entrance door



Photo 4: Entrance arches

If Council were to consider replacing the existing awning with a full-sized awning, this project would also need to incorporate new tiles and modification/replacement of the existing accessible ramp to meet current standards.

It is proposed that the Access and Equity Committee provide advice to Council regarding the most important priorities for improving access to the Council building, including during wet weather, and this advice be reported back to Council.

The advice will need to be considered in conjunction with current ideas proposed to improve the Council foyer involving reception and provision of meeting spaces to improve privacy for those who need to discuss private matters with Council staff.

### **COMMITTEE RESOLUTION 3/2024**

Moved: Cr Belinda Bushell

Seconded: Mr Dale Wiencke

That the Committee resolved to recommend to Council that an appropriate amount be referred to budget estimates for design incorporating accessibility and wet weather provisions

AND FURTHER

All works be conducted in accordance with Masterplan for the building.

**CARRIED**

***Report by Claire Golder***



### 4.3 TACTILE GROUND SURFACE INDICATOR PROJECT

**File Number:** REP24/216  
**Author:** Engineering Asset Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** 1. June 2023 Report  
2. Guide Dogs NSW/ACT Advice

#### REPORT




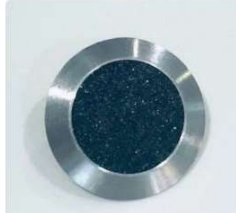




Council recently received a report from Guide Dogs NSW/ACT following a walk and talk inspection of the Temora CBD. The report focused on Tactile Ground Surface indicators and visual aids/obstructions for visually impaired persons at key Council buildings and pedestrian crossing points.

Council staff are seeking Council's feedback in relation to the issues identified within the report specifically issues identified on pages:

- 5 – Delineation of the footpath step nose
- 6 – Removal of the glass barricade
- 12 – Town Hall TGSI's & step nosing
- 13 – Town Hall angled corner
- 15 & 16 – Council Chambers step nose
- 18 – Library step nose
- All – consideration of TGSI and step nosing styles.



Step nose delineation.

 <p>Tactile Pad Directional TGSi- 300x300mm Yellow</p> <p><b>\$19.00</b> Safety Sector \$16.00 delivery Top-Quality Store</p>	 <p>Tactile Indicator 'peel &amp; Stick' - Tgsi Directional Tile</p> <p><b>\$15.30</b> eBay.com.au - safety-xpress \$30.00 delivery</p>	 <p>Tactile Polypad TGSi- 300x300mm Black</p> <p><b>\$19.00</b> Safety Sector \$16.00 delivery Top-Quality Store</p>	 <p>100pcs Tactile Indicator Stud Tgsi 316 Stainless Steel Black</p> <p><b>\$102.89</b> eBay.com.au Free delivery Top-Quality Store</p>
 <p>300x600mm Frp Tactile Indicator Tgsi Screw Down Directional Tile</p>	 <p>Tactile Pad TGSi- 300x300mm Yellow</p>	 <p>10pcs Tactile Indicator Brass Single Stud - Tgsi Brass Concentric</p>	 <p>100 X Tactile Indicator Studs – Stainless Steel - Tgsi</p>

TGSI styles

### Budget Implications

Unknown. \$64,000 directed to 2024/25 budget estimates as per attached 2023 report.

### COMMITTEE RESOLUTION 4/2024

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

The Committee resolved to recommend to Council to remove the bollard at the centre crossing of Hoskins Street.

AND FURTHER

Educate residents as to why the bollard is being removed.

**CARRIED**

### COMMITTEE RESOLUTION 5/2024

Moved: Cr Claire McLaren

Seconded: Cr Belinda Bushell

The Committee resolved to recommend to Council to support in principle the concept of nosing on steps and that alternative treatments be presented to the Committee.

**CARRIED**

**COMMITTEE RESOLUTION 6/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Claire McLaren

The Committee resolved to recommend to Council In relation to the Town Hall that Council treat the steps as per the previous resolution and two additional handrails be installed, one in the centre of the steps from Loftus Street and one on the diagonal

AND FURTHER

That Council investigate luminance contrast of tactiles and report back to the Committee.

**CARRIED**

**COMMITTEE RESOLUTION 7/2024**

Moved: Cr Claire McLaren

Seconded: Cr Belinda Bushell

The Committee resolved to recommend that Council endorse all other actions in the report.

**CARRIED**

***Report by Rob Fisher***

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

6 JUNE 2023

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 6 JUNE 2023 AT 2:00PM**

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

**IN ATTENDANCE:** Gary Lavelle (General Manager), Rob Fisher (Engineering Asset Manager), Elizabeth Smith (Director of Administration & Finance), Claire Golder (Town Planner)

**1 OPEN MEETING**

2:00pm

**2 APOLOGIES****COMMITTEE RESOLUTION 65/2023**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That apologies from Director of Environmental Services Kris Dunstan, Cr Belinda Bushell and Engineering Works Manager Alex Dahlenburg be received and accepted.

**CARRIED****3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Nil			

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

6 JUNE 2023

## 4 REPORTS

## 4.1 TACTILE GROUND SURFACE INDICATORS (TGSIS)

File Number: REP23/748

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. TGSi Map

## REPORT

An item was raised at the September 2022 Access & Equity meeting highlighting the need for tactile ground surface indicators (TGSIs) in Hoskins Street, Medical Centre, Recreation Centre and the Library.

Further investigation has been carried out, in consultation with a representative from Guide Dogs Australia and through review of the Australian Standard.

## Overview

To give a brief summary, the purpose of TGSIs is to ensure safe and dignified mobility of people who are blind or vision impaired. The requirements are set out in Australian/New Zealand Standard 1428.4.1:2009 – Design for Access & Mobility (Part 4.1: Means to assist the orientation of people with vision impairment – Tactile ground surface indicators).

There are two categories of TGSIs as outlined below:

- **Warning:** used to warn a pedestrian of a hazard ahead.



- **Directional:** used to advise pedestrians of the direction of travel to a facility or point of service.



## Positioning Requirements

Warning indicators are required to be installed on a kerb ramp if the distance between the building line/boundary and the kerb ramp is more than 3m. Likewise, directional indicators are required where the kerb ramp is more than 3m from the property line.



**Dimension Requirements**

Warning indicators are to be installed for the full width of the path of travel (kerb ramp) by 600m deep.

Directional indicators are to be installed from the crossing point (kerb ramp) to the edge of the building line.

**Luminance Contrast Requirements**

The Australian Standard states that the luminance contrast of TGSIs is the difference in the amount of light reflected from the TGSIs compared to the amount of light reflected from the background or adjacent path of travel.

A TGSIs must have a minimum luminance contrast of 30% compared to the amount of light reflected from the surface of the adjacent footpath/surface. We currently have yellow TGSIs installed.

**Proposed Locations**

All CBD areas with a footpath width greater than 3m have been scoped for the installation of TGSIs. A map is attached showing the proposed locations.

When considering buildings, TGSIs are required where the path of travel involves ramps or stairways. Warning indicators are then required to be installed at both the top and the bottom of each landing.

Council buildings with these types of accesses include the Bundawarra Centre, Council Office (main and eastern access), Library (front and rear access) and Town Hall. It should be noted that TGSIs are already installed at the Town Hall.

**Budget Implications – Road Crossing Points Only (Ex. Buildings & Kerb Ramps)**

To determine a cost estimate, the below calculations have been applied:

- Kerb ramp: average of 4 x tiles (300 x 600mm - laid vertically) per location
  - 54 kerb ramps
  - Total warning TGSIs = 216
- Pedestrian Refuge: average of 2 x tiles (300 x 600mm - laid horizontally) per location
  - 22 locations
  - Total warning TGSIs = 44
- Directional: average of 10 x tiles (300 x 600mm - laid vertically) per location
  - 31 locations
  - Total directional TGSIs = 310
- Materials: average of 1 x 290ml cartridge of liquid nails per 2 tactiles

## ASSETS &amp; OPERATIONS COMMITTEE MEETING MINUTES

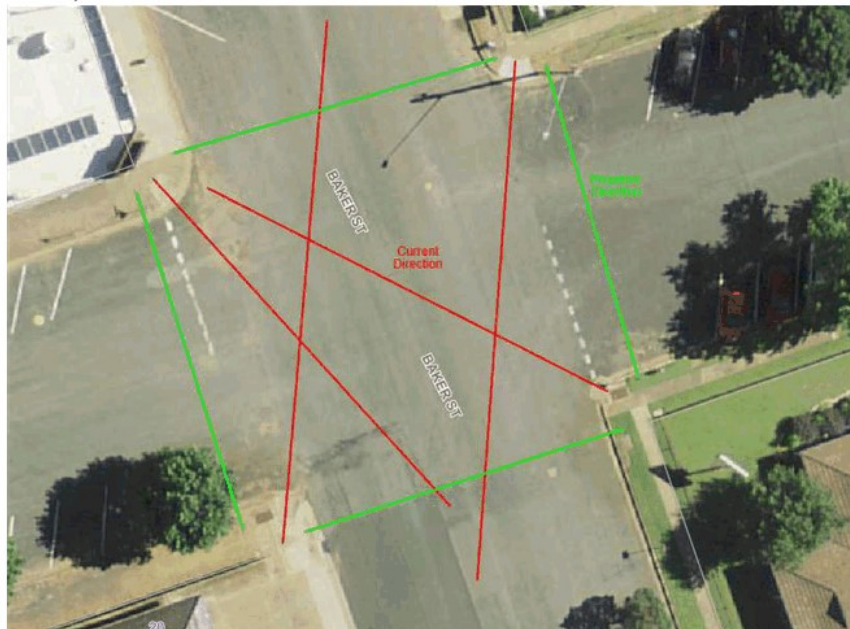
6 JUNE 2023

- 570 tactiles
- 3500 Screws fixed to concrete

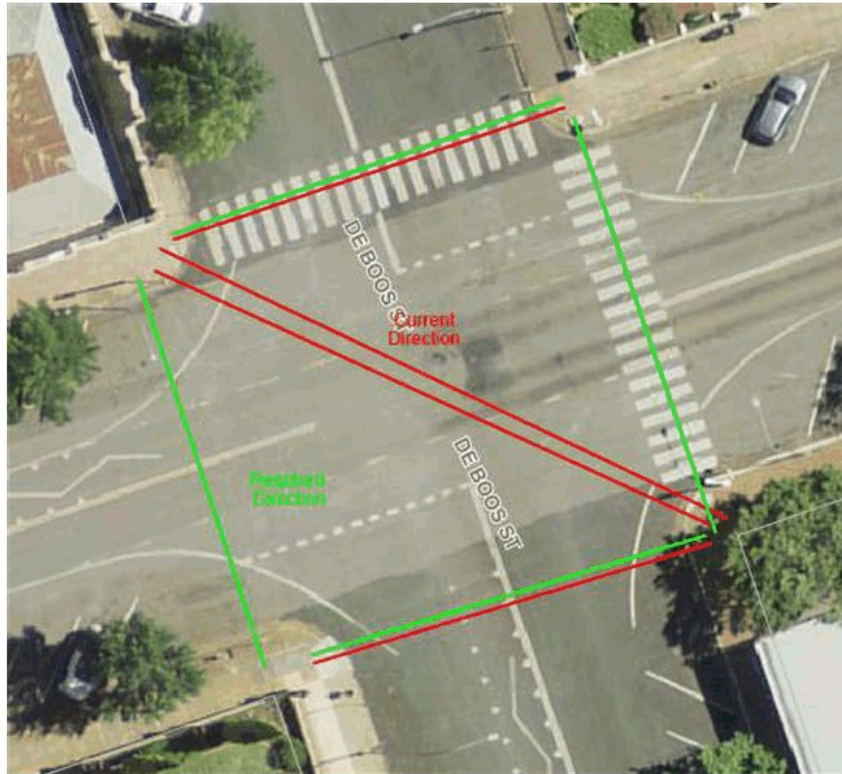
Item	Qty	Unit	Rate	Total Cost
Warning TGS	260	Each	\$52	\$13,520
Directional TGS	310	Each	\$52	\$16,120
Installation	1	Item	\$22,800	\$22,800
Materials (glue/screws)	285	Each	\$20	\$5,700
			Contingency	\$5,814
<b>TOTAL COST</b>				<b>\$64,000</b>

## Further Issues for Consideration

- Directional indicators required at the central crossing in Hoskins Street will require removal of the perspex signs with the Shire logo as they are a physical barrier.
- There are a number of noncompliant pram ramps that do not point at 90 degrees to the road centreline and the opposing roundabout as shown below.
  - Baker / Loftus Intersection



- Loftus / Deboos Intersection

**COMMITTEE RESOLUTION 66/2023**

Moved: Cr Claire McLaren

Seconded: Cr Rick Firman

That the Committee recommend to Council to refer the identified TGSi project to 2024/2025 Budget estimates.

AND FURTHER

The Engineering team provide a scope and cost associated with non-compliant pram ramps in the project area and include this in the 2024/2025 budget considerations.

AND FURTHER

That grant options be explored.

**CARRIED**

***Report by Amanda Colwill***





  
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Proprietary: GDA2011 / MGA zone 55

Date: 06/06/2023

Created By: Jacqui Threl

### Hoskins/Polaris Intersection





Projection: GDA2020 / MGA zone 55

## Hoskins/Parkes Intersection

Date: 18/05/2023

Created By: Amanda Obst

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This map is a representation of the current state of the land and is not a guarantee of accuracy. The Council is not responsible for any errors or omissions in this map. The Council is not responsible for any damage or loss resulting from the use of this map. The Council is not responsible for any damage or loss resulting from the use of this map.



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Prepared by: 05/06/2023 / MSA Item 15

Date: 05/06/2023

Created by: Jennifer Threl

### Hoskins/Loftus Intersection





  
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Date: 09/06/2023

Created by: Amanda Dool

### DeBoos//Loftus Intersection





  
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Date: 09/03/2023

Created by: Joanne Dale

### Hoskins/Victoria Intersection



# Walk and talk – Temora Streetscape – Access feedback

Compiled by [REDACTED] – 18<sup>th</sup> December 2023  
Guide Dogs NSW/ACT

Consultation with Amanda Colwill – Engineering Technical Officer – Temora  
Shire Council

18/12/2023

1

# Tactile Ground Surface Indicators (TGSIs) — Loftus Street, near corner of Hoskins Street

Recommend to replace warning TGSIs to align properly with line of travel and install warning tiles at mid-point refuge. As per AS 1428.4.1 2009. Green line indicates correct alignment.



Recommend to install mid-point warning TGSIs to increase safety for people with low vision.



18/12/2023

2

## Hoskins and Victoria Streets

Recommend installation of warning TGSIs at the mid-point pedestrian refuge.

This kerb ramp is facing in the direction of travel toward the aligning kerb ramp. Only add warning TGSIs if NOT meeting the requirements of the Australian Standards. Standards advise the kerb ramp will only require a warning TGSi installed here **if it doesn't meet the following criteria** "the change in gradient between the pedestrian surface at the top of the kerb ramp and the gradient of the kerb ramp surface lies between 1 in 8 to 1 in 8.5" AS 1428.4.1 2009 C 3 (b).

Please check the ramp aligns with the above requirements.



18/12/2023

3

## Kerb ramp on corner of Loftus and Little Hoskins Streets.

This kerb ramp is facing in the direction of travel toward the aligning kerb ramp. Only add warning TGSi NOT meeting the requirements of the Australian Standards. The kerb ramp will only require a warning TGSi installed here if it doesn't meet the following criteria "the change in gradient between the pedestrian surface at the top of the kerb ramp and the gradient of the kerb ramp surface lies between 1 in 8 to 1 in 8.5" AS 1428.4.1 2009 C 3 (b).

Please check the ramp aligns with the above requirements.

18/12/2023





## Streetscape – tiered stairs along Hoskins St

Uncertain about purpose of these warning tiles along these steps. They don't meet the intent of the Australian Standards (AS). Recommend removal of these tiles and paint the nosing of these stairs in areas between the handrails to increase visibility for all users & minimise tripping hazard.

Front edges of stairs should have nosing - a strip with a min. 30% luminance contrast 50 – 75mm wide (full width of path of travel) (can be set back 15mm) (must not project beyond the face of the riser and not extend more than 10mm down the riser when provided with a contrast and not set back from nosing)

**AS 1428.1 Cl. 11.1 (f) (g)**

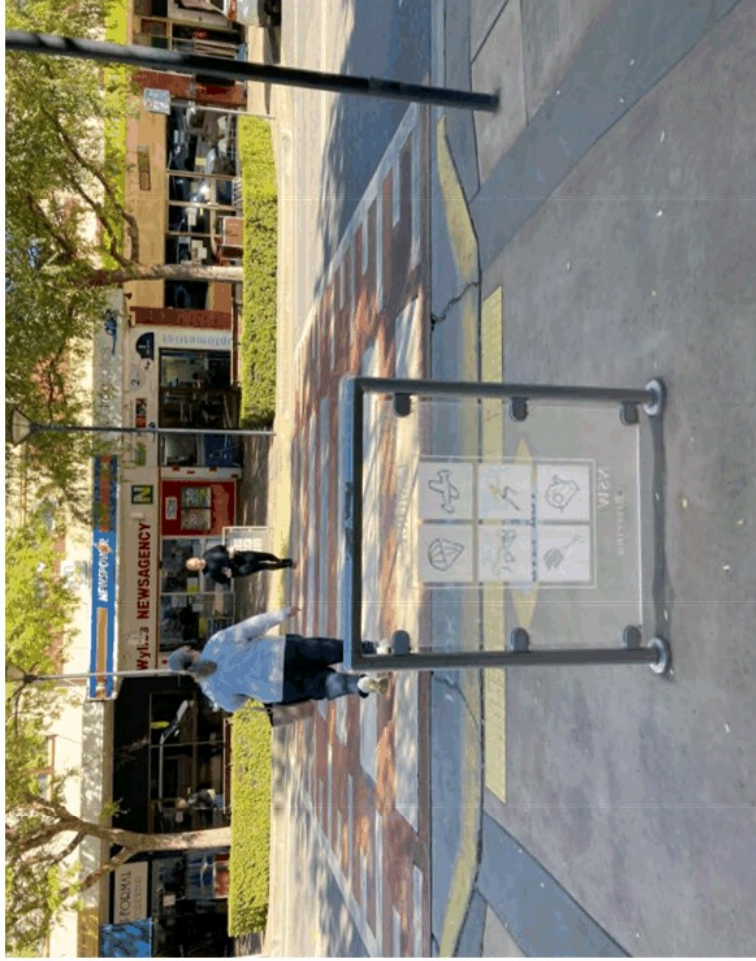


18/12/2023

5

## Hoskins Street

Recommend the removal of the sign in the foreground to create a continuous accessible path of travel. Currently all pedestrians need to move around this sign as they enter and exit the pedestrian crossing.



18/12/2023

6

**Warning TGSIs on ramp**

Recommend installation of warning TGSIs at the bottom and top of ramp extending the width of path, luminance, depth – To meet Australian Standards, **AS 1428.4.1 Cl. 2.2 / 2.3 / 2.4**



18/12/2023

7



## Mid-block crossing on Hoskins Street

Recommend to install directional TGSIs from building line to mid-block crossing ramp. Aim for most appropriate and safe functional installation and attempt to align directional tiles so they meet the building line in between the shop entrances to reduce the impact on safety for people accessing the newsagency. See,

AS 1428.4.1 App. D



18/12/2023

8



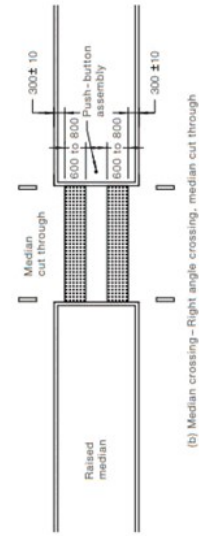
## Corner of Hoskins and Victoria Streets

Recommend installation of warning TGSIs on mid-point pedestrian refuge. Refer to,

AS 1420 4.1 – 2009 C4.

Apply 2 rows of warning tiles if wide enough on front/back of cut out or 1 central strip if not wide enough for 2. See picture below.

Nil warning tiles recommended for kerb ramp or indented crossing point as they are in alignment with mid-point pedestrian refuge.



(b) Median crossing—Right angle crossing, median cut through

18/12/2023



**Victoria Street,  
near corner of  
Hoskins St.**

Recommend installation  
warning TGSIs at the mid-  
point pedestrian refuge.

Refer to,  
AS 1420 4.1 – 2009 C4.

Apply 2 rows of warning  
tiles if wide enough on  
front/back of cut out or 1  
central strip if not wide  
enough for 2. See picture  
below.



18/12/2023

10

## Kerb ramps and road on corner of Loftus and De Boss Streets

Suggest re-design to provide access for all users. There are multiple hazards at this and other older intersections around town,

- Trip hazards
- Lack of ability for people with low vision to orientate and align for straight line travel
- Wide intersections that increase risk when crossing.
- Overbalancing / tipping for people using mobility devices.

As an interim measure recommend installation of warning TGSIs.



18/12/2023

11



## Temora Memorial Town Hall

Recommend increased luminance contrast of the installed warning TGISs. For TGISs to be useful to as many people as possible a minimum of 30% luminance contrast compared to the surrounding floor/ground surface is required.

**AS 1428.4.1 Cl. 2.2 / 2.3 / 2.4**

Recommend marking the nosing of the stairs to increase safety for all users.



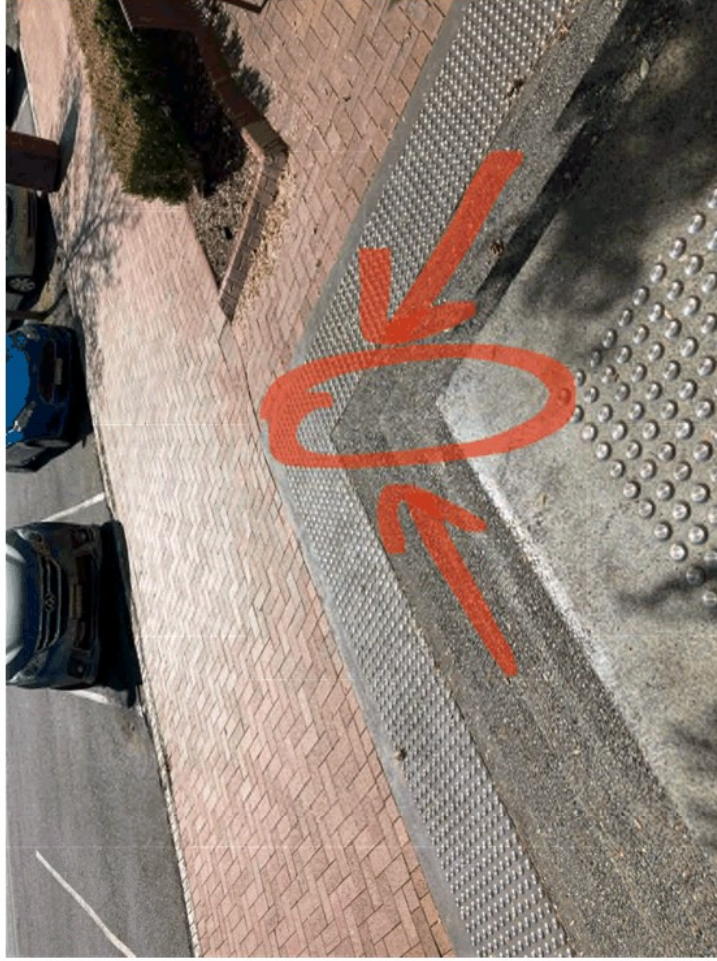
18/12/2023

12

## Temora Memorial Town Hall

Recommend to seek advice to seek the input from a Builder Certifier to determine if this exposed angled corner on the stairs meets the guidelines set out in the National Construction Code (NCC).

They present as a safety risk for pedestrians using these stairs.



18/12/2023

13

## Temora Shire Council Building

Recommend installation of  
warning TGSIs at top &  
bottom of entry ramp. As  
per,

**AS 1428.4.1 Cl. 2.2 / 2.3 /  
2.4**



18/12/2023

14



## Temora Shire Council Building

Recommend marking nosing of the entry stairs to increase safety for all users, as per,

**AS 1428.1 Cl. 11.1 (f) (g)**

Recommend installation of handrails both sides to increase safety for all users as per,

**AS 1428.1 Cl. 11.2**

There is currently no usable and safe handrail installed for these stairs resulting in a significant safety risk for any user.



18/12/2023

15

## Temora Shire Council Building

View looking down at main  
entry.

Mark stair nosings and  
install handrail both sides  
as recommended in  
previous photo.



18/12/2023

16



## Kerb ramps at corner of Hoskins & Britannia Streets

Recommend warning TGSIs be installed at right angles to the direction of travel across the roadway. A minimum of 600mm-800mm and 300+ \_ 10mm back from the front of the kerb.

Recommend in the longer term a re-design of kerb ramps at this intersection to meet,

AS 1428.1 – 2009 Design for access and mobility – General requirements for access – New building work

AS 1428.2 – 1992 Design for access and mobility - Enhanced and additional requirements – Buildings and facilities

AS / NZS 1428.4.1 – 2009 Design for access and mobility – Tactile Indicators

AS / NZS 1158 – 2010 Street Lighting Application

Currently this kerb is blended and a traveler with low vision has no way of being able to orientate or navigate this crossing safely.



18/12/2023

17

## Temora Library

Recommend marking the nosing of the entry stairs at the library to improve safety for all users.

As per,

**AS 1428.1 Cl. 11.1 (f) (g)**



18/12/2023

18

# Temora Library

Recommend installation of warning TSGIs at top of ramp. As per, AS 1428.4.1 Cl. 2.2 / 2.3 / 2.4

Recommend installation of warning TSGIs at bottom of ramp.



18/12/2023



19

As per discussion in regard to the enquiry about whether directional TGSIs are required to be installed in front of the Temora Library & Medical Complex. Directional TGSIs are not required for either of these buildings.

18/12/2023

20

Various documents were utilised to prepare the feedback required. It is highly recommended that Councils have access to copies of Australian Standards to refer to when designing and implementing infrastructure in streetscapes within the community. Please refer to these for detailed information to ensure any new work meets Australian Standards.

**AS 1428.1 – 2009 Design for access and mobility – General requirements for access – New building work**

**AS 1428.2 - 1992 Design for access and mobility - Enhanced and additional requirements – Buildings and facilities**

**AS / NZS 1428.4.1 – 2009 Design for access and mobility – Tactile Indicators**

**AS / NZS 1158 – 2010 Street Lighting Applications**

**AS 1744 – 2015 Forms of letters and numerals for road signs**

**AS / NZS 4586 - 201 Slip resistance classification of new pedestrian surface materials**

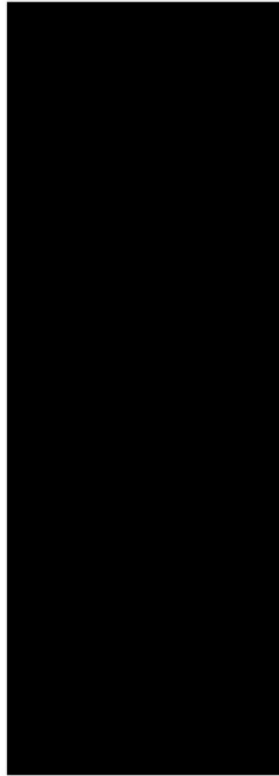
**AS 1428.5 – 2010 Communication for people who are deaf or hearing impaired**

**AS 1744 – 2015 Forms of letters and numerals for road signs**

18/12/2023

21

Prepared by  
Orientation & Mobility Specialist



18/12/2023

22



**4.4 TEMORA MEMORIAL TOWN HALL ACCESS RAMP**

**File Number:** REP24/207  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

At the September 2023 Access and Equity Committee meeting, Committee members considered a report in relation to the existing access ramp at the Temora Memorial Town Hall, which has been found to be non-compliant with accessibility standards.

At the meeting, Council committed to complete minor modifications to the ramp, in relation to the placement of handles on the handrail. However, it was identified that to achieve full compliance, more major construction works are required. These works relate to the achievement of an intermediate landing (for a 90° turn) of 1500 x 1500mm for compliance with AS 1428.1.

An independent access consultant prepared three options for modification for the ramp, two of which could achieve compliance with AS 1428.1. The Committee considered the three options and made the following recommendation:

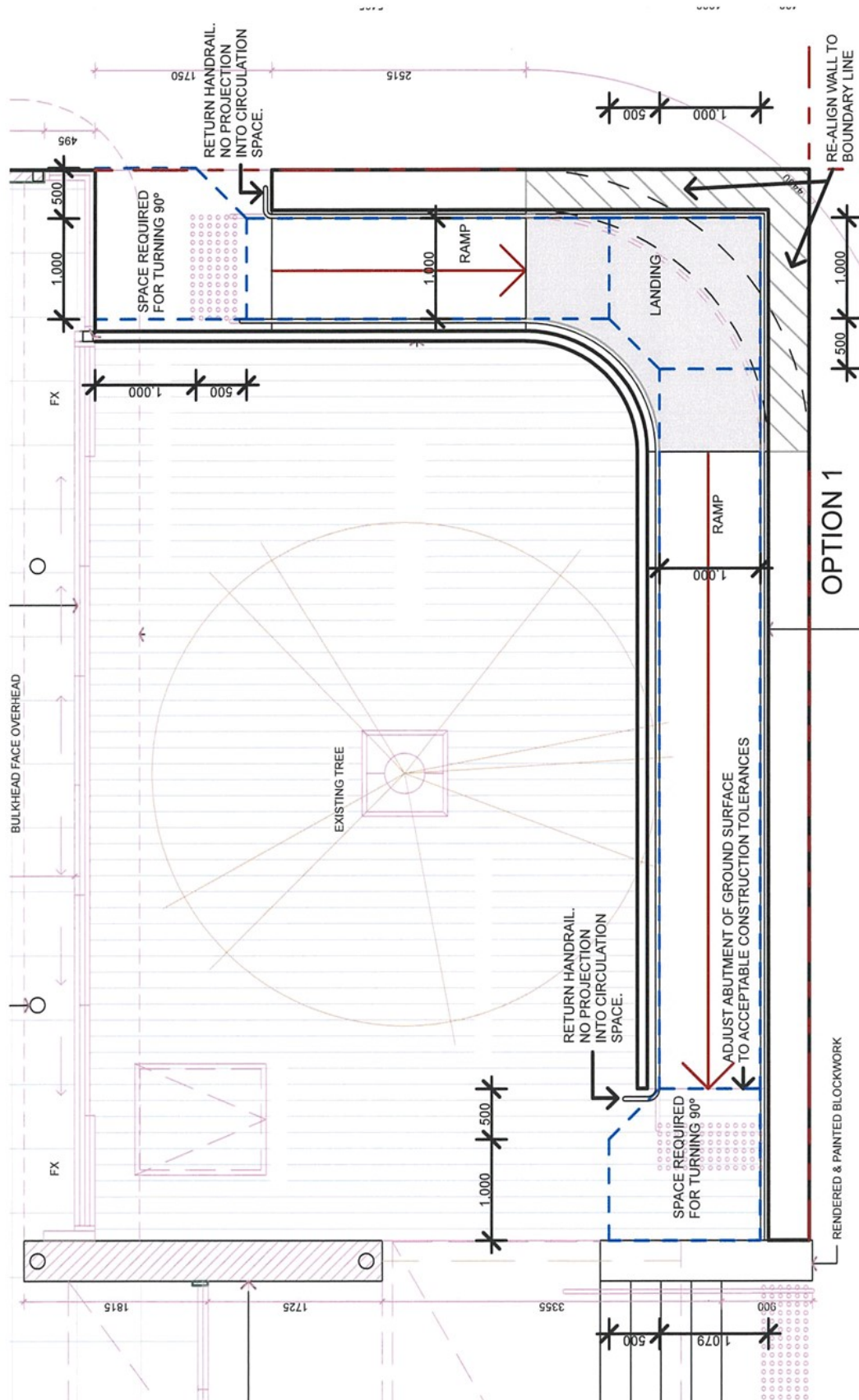
That Council

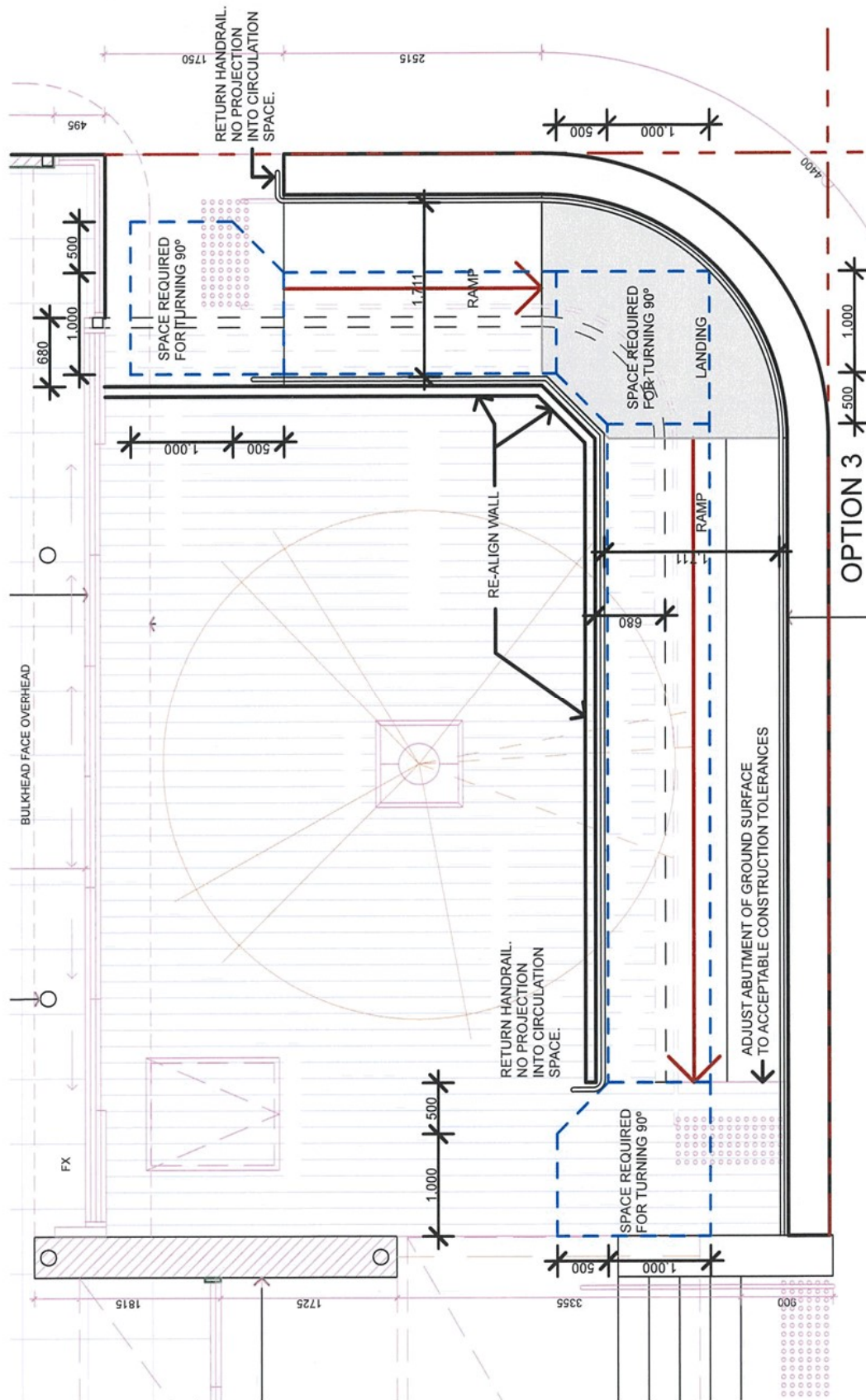
1. Consider the options presented,
2. Obtain cost estimates for Options 1 and 3
3. Present a future report to the Committee on the cost estimates.

This recommendation was subsequently adopted by Council.

Plans of Option 1 and Option 3, which comply with AS 1428.1, are shown following.







Since the committee meeting, Council officers arranged for the handrail modifications to occur to have no projection into the circulation space. A further modification, to remove an extra steel post on the inside curve halfway down the ramp will occur within the month.

With the improvements to the handrail, Council officers requested a member of the community who uses a mobility scooter to test the ramp, to see if they were able to access the building. The test was successful, as shown by the following photos.

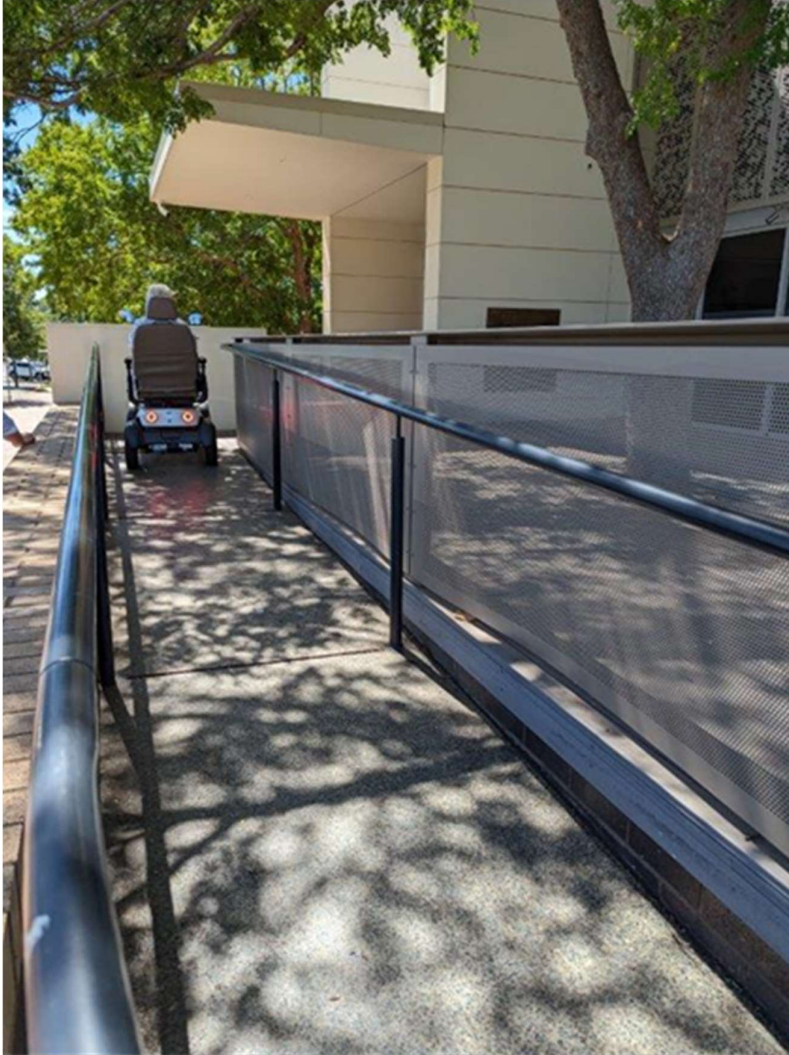


Photo 1: Approaching the top landing on the way up.





Photo 2: Passing down the upper ramp



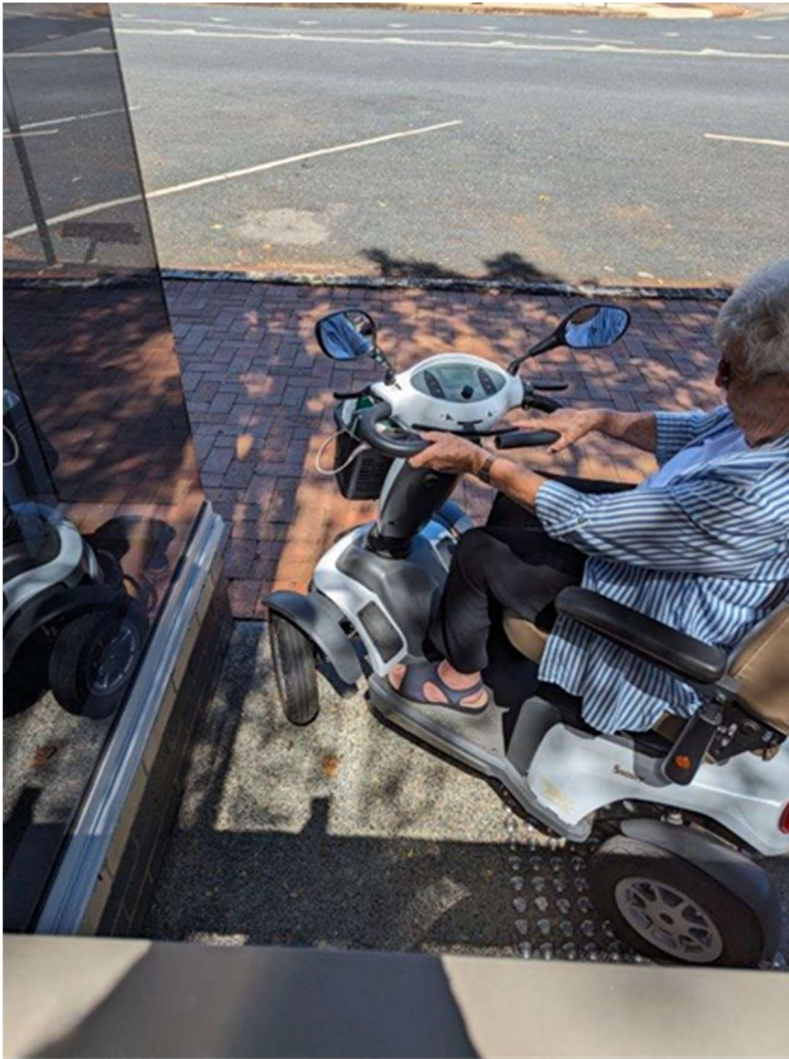


Photo 3: Exiting the bottom landing on to the footpath

Council officers have also sought quotations to complete the works shown in Options 1 and 3, as requested by the Committee.

Estimates of the cost of the works are as follows:

Option 1: \$30,000

Option 3: \$45,000

### Discussion

It is unfortunate that the ramp as constructed has found to be non-compliant with accessibility standards. The minor changes to the handrails have improved accessibility and have enabled a standard sized mobility scooter to access the Temora Memorial Town Hall.

The cost of the more major works to the ramp can be considered as part of Council's budget estimates process. However, it may be considered a relatively low priority, as it has been demonstrated that a person using a standard sized mobility scooter, which is larger than a

wheelchair, (which is the primary objective of the standard) can use the ramp currently. This is despite the ramp not achieving full compliance with accessibility standards.

Engineering Asset Manager Rob Fisher left the meeting at 11:47am

#### **COMMITTEE RECOMMENDATION**

Moved: Cr Belinda Bushell

That the Committee resolved to recommend that Council:

1. Note the improvements to accessibility that have been completed at the Temora Memorial Town Hall
2. Refer the cost estimates of upgrading the ramp to achieve full access compliance through inclusion of Option 1 to the 2024/25 budget process.

Lapsed for want of a seconder.

#### **COMMITTEE RESOLUTION 8/2024**

Moved: Cr Claire McLaren

Seconded: Cr Belinda Bushell

That the Committee resolved to Council that an alternative be investigated to have a glass door on western side of town hall foyer.

**CARRIED**

#### ***Report by Claire Golder***

#### **1. CR ANTHONY IRIVINE**

Air conditioner at Community Centre – Advised Debra Patterson was going to write to Council to outline issues, and requesting staff to follow up Ms Patterson regarding the letter.

**5 CLOSE MEETING**

The Meeting closed at 11:59am.

This is the minutes of the Access & Equity Committee meeting held on Tuesday 12 March 2024.

.....

**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.2 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 12 MARCH 2024****File Number:** REP24/270**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 12 March 2024**RESOLUTION 33/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED****RESOLUTION 34/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

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

**CARRIED**





**Date:** Tuesday, 12 March 2024  
**Time:** 2:00PM  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Assets & Operations Committee Meeting

**12 March 2024**

**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Disclosures of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Reports .....</b>	<b>4</b>
4.1	Recreation and Open Space .....	4
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4.5	2024 NSW Local Roads Congress .....	32
<b>5</b>	<b>Confidential Reports.....</b>	<b>34</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>35</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ASSETS & OPERATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 12 MARCH 2024 AT 2:00PM**

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

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

**1 OPEN MEETING**

2:00pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 17/2024**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

That apologies from Cr Belinda Bushell be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
Rob Fisher	REP23/1505	Non Pecuniary	Stayed in Meeting

**4 REPORTS****4.1 RECREATION AND OPEN SPACE****File Number:** REP23/1505**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:** Nil**REPORT**

Councillors and Staff held a workshop on 27 February 2023 to consider the Temora Shire Recreation and Open Space Strategy. The workshop recommendations were formalised by the below recommendation.

***Committee Resolution 25/2023****Moved: Cr Rick Firman**Seconded: Cr Claire McLaren**That the Committee resolved to recommend to Council to:*

- 1. Receive a future report on the actions to be delivered in response to the Recreation and Open Space Strategy,*
- 2. Write to local sporting clubs and the Temora and District Sports Council to commence discussions about options to reduce costs and changes to fees required to use sporting fields,*
- 3. Commence discussions with recycled water users regarding standardising fees and arrangements for the supply of recycled water for irrigation and*
- 4. Receive future reports on the outcomes of the preliminary discussions.*

Part 1 of the resolution seeks a future report on the actions to be delivered in response to the to the recreation and open space strategy. Below are the actions endorsed by Council in February 2023 coming directly from the Recreation and Open Space Strategy. These recommendations remain largely incomplete and Council staff are seeking clarity from Council regarding what is seen as necessary to complete and which actions are a priority for Council to be delivered.

**Recreation and Open Space Strategy Actions**

Recommendation	Priority	Comment
1. Develop a Sportsground Tenure Framework – guidelines for use and management	12 Months	Councils RoU Policy does this for most sporting organisations operating on Council land. The RoU Policy will be reviewed in 2024.  Lease arrangement exists for Temora Jet Boats.



2. Sportsground Condition Audit – of playing surfaces and any recommendations for improvement	TBA	Is this supported by Council?  If Council wish to proceed, an approximate \$10-15k budget will be required.
3. Maintenance Service Levels – develop service level plans based on agreed service levels for classification of parks and sportsground	24 months	Agree. Staff plan to record current service extent and levels of service, however, this is a dynamic (subject to weather) and resource intensive process and we have struggled to deliver.
4. Female Amenities Review – audit the provision of female change amenities	Complete	Council is nearing completion regarding provision of female change facilities at Council's operated sports grounds. Works are either complete or in progress.
5. Playground Strategy – develop strategy for playgrounds including accessibility, different age groups and skills	24 months	Would be undertaken with support of an external consultant and require a \$15k - \$30k Budget.  Council staff are working on diversity and accessibility with upgrade and renewal of parks as they fall due, but do not specialise in this area.  This could be combined with a Risk Audit of existing Playgrounds.
6. Implement playground strategy	5 years	This would commence at the finalisation of the Strategy
7. Grants Project List – develop a list of grant projects, collect supporting information to shovel ready	24 months	This makes sense, but there needs to be scrutiny and agreement on both renewal and upgrade projects first and this is a significant job.  There is no point putting in significant effort to develop projects for potential grant application if Council are not supportive at the time of funding.
8. Grant Project List – submit applications.	Remove	Remove as this as this occurs as a matter of course

9. Reserve Master Plans – develop site specific plans for priority high use locations – Nixon Park and Bob Aldridge Park	24 months	It is recommended that a master planning priority list be developed that includes both regional and local level facilities. This should be linked to the Grant project List action 7. This would also require a budget of \$30k-\$60k to complete.
10. Reserve Master Plans – review existing plans and create prioritised list of works	24 months	Agree. Links to Action 9.
11. Group/Club support – Explore opportunities to increase Council support to promote participation in sport and recreation	TBA	Is this supported?  Traditionally Council hasn't really done this.  If supported, how do Council see this done, and how is it done equitably and how would it be resourced?
12. Open Space Review – review all undeveloped open space site with the view to rationalise / better utilise existing resources.	TBA	Is this supported?  This could not be undertaken until Action 3 Maintenance Service Levels and Action 9 Master planning project is completed. This is reducing service or stopping service to undeveloped but maintained areas of open space. Or moving facilities to be co located with others.  Not sure there is a lot of opportunity to reduce the current sporting facility footprint.  Would be a 5 year plus action if it was to proceed.
13. Open Space Improvements – consider opportunities to improve existing open space with access, equipment and vegetation to align with hierarchy	24 months	Agree. Is this something that needs consideration and has strong linkages to points 7 & 9.
14. Dog Park – develop plan	24 months	In progress / subject to a different

for new Dog Park in Temora including suitable location, concept design and cost estimate		<p>Council resolution.</p> <p>Seems likely that this facility will be located in the Golden Gate reserve area either within the detention basin or on the western side of the reserve.</p> <p>Note: The detention basin completion could be 5+ years away still.</p>
15. Sports Tourism Discussion Paper – investigate opportunities to secure sports tourism in Temora Shire, including infrastructure gap analysis	TBA	<p>Is this supported?? Would require external consultant and budget estimated \$10k - \$20k.</p>
16. Major events – develop feasibility checklist to determine the benefits of future major event related infrastructure	TBA	<p>Is this supported??</p> <p>I assume this is a business case for the development of infrastructure that caters for major sporting events whilst facilitating community use also.</p> <p>Would require external consultant and budget estimated \$10k - \$20k.</p>
17. Accessibility – review the level of accessibility of facilities and develop program of upgrades	24 months	<p>Currently informally happening with renewal and upgrade. Likely some legacy issues that could be identified and improved.</p> <p>Would need external qualified technical support in this area if Council wish to do more than is currently occurring. Budget \$10k - \$20k</p>
<p>18. Temora Parks – identify a preferred location for the development of an additional park/playground in the southern part of Temora.</p> <p>Temora Recreation Ground is suggested as an option.</p>	TBA	<p>A new play facility will cost \$150k to \$400k plus ongoing operation and maintenance subject to location, scale, and embellishment. A new park could be well in excess of \$500k.</p> <p>Railway Precinct Master Plan would cover this if eventually delivered. Alternatively, there is an opportunity to co-locate a playground with the Temora Recreation Ground if Council wish to pursue.</p>

19. Pump track/BMX track – investigate development of track	12 months	<p>Currently included for Bradley Park, however, will be a stage 2 project.</p> <p>Federal Park has also been recommended for a mini pump track co located with the Skate Park. There is some discussion that Bradley Park could be a larger BMX / Pump Track targeted at older kids and the mini pump track co located with the skate park targeted at smaller kids. It is common to co locate mini pump tracks with skateparks and this is what has been proposed by the designers of the Railway Precinct Masterplan.</p>
20. Outdoor basketball court – investigate options for development of outdoor basketball court	TBA	<p>There are basketball non-standard half court practice facilities at Arianah Park, Federal Park and Father Hannan Oval.</p> <p>Additionally, there are indoor courts that are not heavily utilised.</p> <p>Could this be co located with a netball facility if Council wished to pursue.</p> <p>The report mentions the unused tennis courts in Federal Park which are also proposed as community gardens in the railway precinct masterplan.</p>
21. Sport and Recreation facilities Special Rate Variation – develop a discussion paper considering options to assist in funding priority projects	TBA	To be determined following development of a Financial Sustainability Strategy.
22. Equity of facility provision discussion paper – investigate facility provision for diversity of groups	TBA	Is this supported? Would require external consultant and budget estimated \$10k - \$20k.
23. Facility Multi-Use discussion paper – development of further	TBA	<p>Previously not supported by Council due to existing usage</p> <p>Is this still current?</p>



multi-use capacity at Council facilities		Overlaps with item 12.
24. Sport and Recreation Fees and Charges Review – towards equitable and recoup up to 20% of annual maintenance costs	12 months	Agree.  Staff working to provide a first cut draft pricing proposal to Council April Assets and Operations Committee.
25. Renewal of all park and sportsground advisory signage	Remove	Remove. Maintenance item.
26. Park Furniture – replace items when required with consistent items to create cost savings in maintenance	Remove	Remove maintenance item.

### Budget Implications

Unknown

Rob Fisher Engineering Asset Manager declared a non-pecuniary interest in relation to item REP23/1505, due to being the Treasurer of Temora Rugby League Football Club.

### COMMITTEE RESOLUTION 18/2024

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

That the Committee resolved to recommend that Council note the items discussed and recommendations made as follows:

- Sportsground Condition Audit – of playing surfaces and any recommendations for improvement – NOT SUPPORTED – Clubs to present annual condition reports to Sports Council
- Group/Club support – Explore opportunities to increase Council support to promote participation in sport and recreation – NOT SUPPORTED – Falls within remit of Sports Council
- Open Space Review – review all undeveloped open space sites with the view to rationalise/better utilise existing resources – NOT SUPPORTED
- Sports Tourism Discussion Paper – investigate opportunities to secure sports tourism in Temora Shire, including infrastructure gap analysis – NOT SUPPORTED
- Major events - develop feasibility checklist to determine the benefits of future major event related infrastructure – NOT SUPPORTED
- Temora Parks – identify a preferred location for the development of an additional

park/playground in the southern part of Temora. Temora Recreation Ground is suggested as an option - LEAVE IN WITH FUTURE REPORT TO COUNCIL

- Outdoor basketball court – investigate options for development of outdoor basketball court – NOT SUPPORTED
- Sport and Recreation facilities Special Rate Variation – develop a discussion paper considering options to assist in funding priority projects – LEAVE IN AND AWAIT OUTCOME OF REVIEW OF LOCAL GOVERNMENT FUNDING MODEL
- Equity of facility provision discussion paper – investigate facility provision for diversity of groups – NOT SUPPORTED – CAN BE COVERED OFF THROUGH REVIEW OF FEES & CHARGES.
- Facility Multi Use discussion paper – development of further multi-use capacity at Council facilities – LEAVE IN.

**CARRIED**

***Report by Rob Fisher***

**4.2 LAKE CENTENARY PLAYGROUND FENCING**

**File Number:** REP24/209  
**Author:** Town Planner  
**Authoriser:** Director of Environmental Services  
**Attachments:** Nil

**REPORT**

At the February Assets and Operations Committee meeting, Committee members considered a report in relation to the potential of fencing the playground at Lake Centenary.

As a result of the meeting, the Committee recommended to Council to review the Everyone Can Play Guidelines and present a future report to Council. This recommendation was subsequently adopted by Council.

Council officers have since reviewed the Everyone Can Play guidelines prepared by the NSW Government and other related guidelines.

Review of Play Guidelines

The outcomes of this review are as follows:

- There is no clear requirement that a fence should or should not be in place at a playground.
- It is noted that playgrounds near waterbodies do have risks, yet in one of the Everyone Can Play highlighted playgrounds, there was a photograph of a playground beside a lake in Penrith, and there was no fence in place.
- Where there were playgrounds with a fence in place, shown within the guidelines, the fence covered a very large area, so that the play equipment, tables, benches, shade, landscaping and toilets were all fenced in together.
- As there is no standard in place for fencing around play spaces, so each case should be considered on its own merit and requirements.

The guidance provided by Play Australia, which is the peak advocacy organisation for play in Australia, was also consulted. A summary of their guidance relating to playground fencing is as follows:

- Play Australia discourages Councils from erecting structures like fences that are intended to separate children from adults within a playground area. However, they do encourage the design of stimulating play spaces that foster integrated use by children and their families alike, with no barriers to separation.
- Fencing around outdoor play spaces assists in preventing children from running out into hazards such as a busy road and waterways or to keep animals out.

- While fencing is not a mandatory requirement for public play spaces, the need for fencing should be determined by conducting a risk assessment.

**Advantages of Playground Fencing**

1. Fences provide reassurance for some families that will only visit fenced playgrounds because their children are prone to running away.
2. Fences are a good way to separate a play space from other areas of a community park that could present a risk to the safety of children, such as: footy field, dog park, road, lake or river
3. The fence gives carers a sense of confidence to allow the children to play freely and safely within a defined space.
4. Fences can add a strong visual element to the playground's design, especially if using materials such as rail fences, bollards, landscaping, plants, garden beds, hedges, mounding, stone/brick wall or any combination of these.

**Disadvantages of Playground Fencing**

1. Fences separate children from the open space around the playground and therefore, limit the scope, variety and opportunities for various children's play. It restricts the learning, development and fun opportunities for the children.
2. Often fencing can separate children and carers. They relax and tend to be less attentive to the children under their care, which increases the risk of injury. For example, a small child could attempt equipment that is too difficult for their age resulting in harm.
3. They don't always look attractive and can add a 'commercial' or 'manufactured' feel to the play space. However, with creativity this can be improved as stated in point #4 in the advantages list.

Therefore, based on the guidelines above, the concept of installing a small fence around the younger children's play area is not consistent the requirements of Everyone Can Play and Play Australia, as this can separate small children from families and other children and does not encourage inclusive play.

**Approach of Wagga Wagga City Council to playground fencing at Wagga Beach**

The approach of Wagga Wagga City Council to fencing at the new playground at Wagga Beach is a balanced approach of safety and amenity, as there is a fence which is installed only along the riverside of the playground and the remainder of the playground is open. Gaps occur within the fence for paths, for accessibility, as gates are a barrier for people using mobility aids and parents with prams.

This approach balances safety with inclusiveness, as it still requires parents to supervise and doesn't discourage people from entering the space, however it reduces the risk of children leaving the playground and running straight into the river. The Wagga Beach fence is a mixture of timber posts and narrow vertical metal rails, so there is a high visibility of the water, but the fence is not easily able to be climbed. Benches and sandstone blocks are placed near the gaps in the fence, so that parents can supervise children.

Photos of the fence at the Wagga Beach playground are shown below.





Overall site photo of Wagga Beach playground. The river is located on the other side of the path.



Fence on riverside with gaps for entry and sandstone blocks for seating for supervision.

The cost of installing a similar fence, only on the lake side and located immediately behind the existing hedge would be approximately \$20,000 as follows:

Item	Cost (Ex GST)	Comment
70m of 1.2m high commercial grade colorbond playground fencing (no gates)	\$10,000	

Fence installation	\$5,000	
Concrete hob (Supply and install)	\$5,000	Optional but preferred by P&G
<b>Total</b>	<b>\$20,000</b>	

The Lake Centenary Management Committee have previously indicated that they would contribute \$12,500 towards the fencing of the playground. Should the Asset & Operations Committee endorse the revised fencing proposal it is recommended that staff consult the Lake Centenary Management Committee in relation to the proposal and confirm their financial commitment to the project.

If they were to contribute \$12,500 to the project the cost to Council would be approximately \$7,500.

Kris Dunstan Director of Environmental Services left the meeting at 2:43pm

Kris Dunstan Director of Environmental Services returned to the meeting at 2:44pm

#### **COMMITTEE RESOLUTION 19/2024**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to take no action in relation to the fence  
AND FURTHER

That Council contact the Lake Centenary Management Committee to inform the Committee why it is not supported.

**CARRIED**

***Report by Claire Golder***

**4.3 ASSET MANAGEMENT FRAMEWORK****File Number:** REP24/210**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. Asset Management Policy
2. Asset Management Steering Committee Charter

**REPORT**

Council staff are in the process of reconstructing Councils asset management documents to be compliant with the NSW Government Integrated Planning and Reporting Framework. The Asset Management Policy and Asset Management Steering Committee Charter are documents Council staff have completed in draft for Council's consideration.

The Asset Management Policy is the highest-level asset management document within the organisation that aims to establish commitment and direction from the organisation's top management in relation to the strategic management of Council assets and services.

The Asset Management Steering Committee Charter is an operational meeting charter aimed at bringing together operational decision makers across the organisation to drive integration and implementation of Council's Asset Management System, in particular, Council's Asset Management Policy and Asset Management Improvement Plan.

Council staff are nearing completion of the Transport Asset Plan, have commenced the Sewer and Recycled Water Asset Plan and will commence the overarching Asset Management Strategy in the coming months. This is a resource intensive process and will take some time to complete; however, it is targeted that the asset management system be complete by the end of the 2024/25 financial year.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 20/2024**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee resolved to recommend to Council to endorse the Asset Management Policy and Asset Management Steering Committee Charter.

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

*Function: Engineering*

*Temora Shire Council*

*Policy Number: EW 1*

# TEMORA SHIRE COUNCIL



## ASSET MANAGEMENT POLICY

DRAFT

*Revision Number: 1.0*  
*File Name: Asset Management Policy*

*Revision Date: January 2024*  
*Page Number: 1*

*Function: Engineering**Temora Shire Council**Policy Number: EW 1***Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Asset Management Policy  
**CODE NUMBER:** EW1  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
January 2024	ISO 55000 Update		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
June 2027	General Review		

*Revision Number: 1.0*  
*File Name: Asset Management Policy*

*Revision Date: January 2024*  
*Page Number: 2*



*Function: Engineering**Temora Shire Council**Policy Number: EW 1*

## **1.0 Purpose**

Temora Shire Council is committed to the sustainable management of its infrastructure assets and services now and into the future, whilst complying with legislative requirements. This Policy aims to set guidelines for implementing consistent asset management processes throughout Temora Shire Council (Council).

## **2.0 Scope**

This Policy applies to all Council departments, officers, employees, and contractors.

## **3.0 Policy**

### **3.1 Background**

Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's strategic service delivery objectives.

Adopting asset management principles will assist Council in sustainably achieving the Community Strategic Plan and Long-Term Financial objectives.

Sustainable service delivery ensures that services are delivered in a socially, economically, and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound asset management practices enable sustainable service delivery by integrating customer values, priorities, and an informed understanding of the trade-offs between risks, costs and service performance.

### **3.2 Asset Management Framework**

The Asset Management Framework, as summarised in Figure 1, integrates into the wider Integrated Planning & Reporting (IP&R) framework and ensures Council performs the Asset Management functions of planning, coordinating, controlling, executing, monitoring and improving the activities associated with managing its assets and services.

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File Name: Asset Management Policy*

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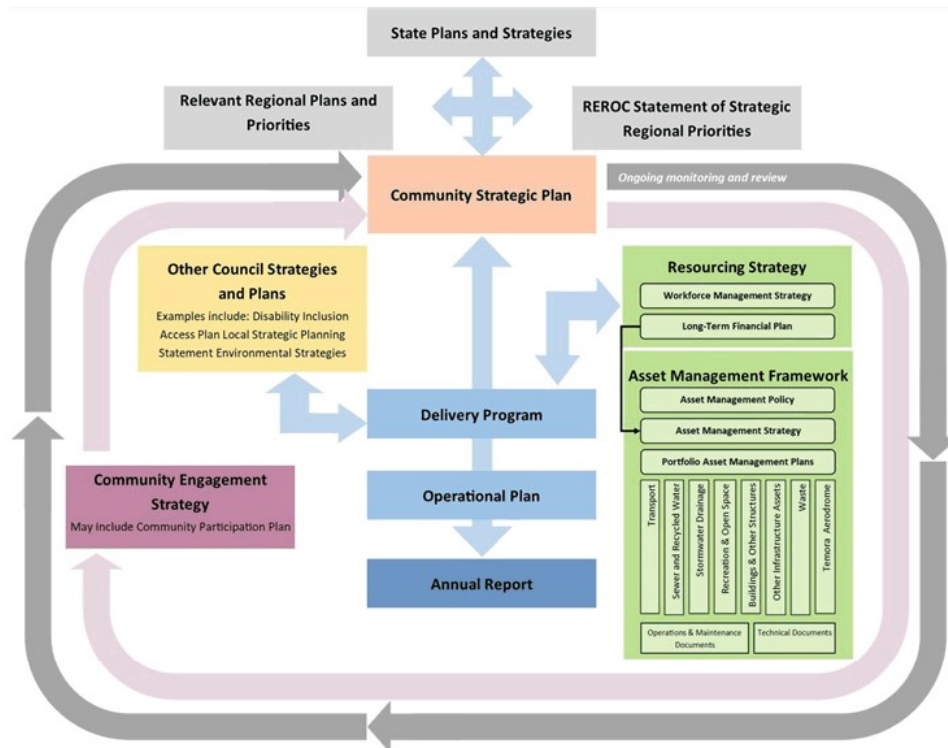


Figure 1

### 3.3 Principles

Councils sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of assets by:

1. Ensuring that Councils infrastructure assets and associated services are provided in a manner that respects financial, cultural, economic and environmental sustainability.
2. Ensure that asset management decisions and activities consider the needs of stakeholders, whilst balancing service, risk, and cost.
3. Ensuring that decision making for service delivery will be focused on asset renewal, rationalising under utilised assets and non-asset solutions as far as practicable, in order to achieve a cost-effective asset base and deliver financial sustainability.
4. Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset

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management awareness throughout the organisation through training and development.

5. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
6. Meeting all relevant legislative and regulatory requirements.
7. Demonstrating transparent and responsible asset management processes that align with demonstrated best-practices.
8. Providing sufficient resources to implement sound asset management system frameworks and strategies by:
  - a. Asset Management Plans will be completed for all major asset / service areas.
  - b. Expenditure projections from Asset Management Plans will be incorporated into the Councils Long-Term Financial Plan.
  - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
  - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - e. Asset operation, maintenance and renewal expenditure required to meet agreed service levels are identified in adopted Asset Management Plans, and Long-Term Financial Plans, and will form the basis of annual budget estimates. The service and risk consequences of variations between budgeted expenditure and required expenditure will be defined, documented, and communicated.
  - f. Implementation of an Asset Management Improvement Plan to ensure Council continually improves asset management systems and processes aiming to achieve the desired organisational asset management maturity.
  - g. Asset acquisition, renewal, upgrade and disposal decisions are made based on assessment of expected future demand, life cycle costs and risk.
  - h. Asset resilience will be considered in both asset renewal and construction of new and / or upgraded assets.
  - i. Future service levels with associated delivery costs will be determined in consultation with the community.
  - j. Providing those we serve with services and levels of service for which they are willing and able to pay.
9. Continually improve the asset management system and report to Council annually on asset management progress.
10. Regularly report to the community on asset management performance progress through the IP&R framework.

*Revision Number: 1.0*  
*File Name: Asset Management Policy*

*Revision Date: January 2024*  
*Page Number: 5*

*Function: Engineering**Temora Shire Council**Policy Number: EW 1*

## **4.0 Obligations and Responsibilities**

### **Councillors**

Councillors are responsible for adopting the policy and in ensuring that sufficient resources are applied to manage the assets.

### **General Manager**

The General Manager has the overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

### **Asset Management Steering Committee**

To take responsibility for determining the program, governance and achievement of outcomes of the Asset Management Improvement Plan.

### **Directors and Managers**

- Are responsible for the implementation of the Asset Management Policy and Procedures.
- Must fulfil responsibilities under the Civil Liabilities Act and relevant Accounting Standards.
- Must ensure consultation occurs within the various Council departments involved in Asset Management.
- Are required to set appropriate levels of service and manage risk and cost standards.
- Are to provide linkage between the community, key stakeholders and the Council on the management of Council's assets.
- Must monitor the performance of staff in relation to implementing asset management.

### **Staff, Volunteers and Contractors**

Implementation of asset management in accordance with the policy and related documents and legislation.

## **5.0 Related Documents**

- Temora Shire Council Asset Management Strategy
- Temora Shire Council Asset Management Plans
- Temora Shire Community Strategic Plan
- Temora Shire Council Long Term Financial Plan
- Temora Shire Council Workforce Plan

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## **6.0 Review**

The **Asset Management Policy** has a life of 4 years from the endorsement date, or less at the discretion of Council.

The **Asset Management Strategy** is a living document that must be monitored regularly and adjusted or updated to reflect progression in its implementation. At a minimum the Asset Management Strategy should be reviewed and updated biennially.

**Asset Management Plans** should be monitored and reviewed biennially.

**The Asset Management Improvement Plan** will be monitored and reviewed quarterly by the Asset Management Steering Committee.

### **Acknowledgement**

The Institute of Public Works Engineering Australasia and NAMS Canada

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*File Name: Asset Management Policy*

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*Function: Engineering*

*Temora Shire Council*

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## TEMORA SHIRE COUNCIL



### ASSET MANAGEMENT STEERING COMMITTEE CHARTER

DRAFT

*Revision Number: 1.0*  
*File Name: Asset Management Steering Committee Charter*

*Revision Date: January 2024*  
*Page Number: 1*

*Function: Engineering**Temora Shire Council**Policy Number: EW ?***Review Details****ABOUT THIS RELEASE**

**DOCUMENT NAME:** Asset Management Steering Committee Charter  
**CODE NUMBER:** EW?  
**AUTHOR:** Temora Shire Council  
**ENDORSEMENT DATE:**

**REVIEW**

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
January 2024	Original		

**PLANNED REVIEW**

Planned Review Date	Revision Description		Review by
June 2027	General Review		

*Revision Number: 1.0*  
*File Name: Asset Management Steering Committee Charter*

*Revision Date: January 2024*  
*Page Number: 2*

*Function: Engineering**Temora Shire Council**Policy Number: EW ?*

## 1.0 Purpose

The purpose of this Charter is to document the objectives, responsibilities, and administration of the Asset Management Steering Committee (AMSC) of Temora Shire Council (Council).

The primary function of the AMSC is to take responsibility for determining the program, governance, and the achievement of outcomes of the Asset Management Improvement Plan (AMIP). The AMIP is part of the Asset Management Strategy and aims to convert inadequacies identified through an asset management maturity assessment into a prioritised list of improvement actions. The AMIP process is iterative and the AMIP should be regularly reviewed and updated by the AMSC. Delivery of the improvement actions aim to facilitate continuous organisational asset management improvement until the desired level of maturity is achieved.

The AMSC provides an operational policy level overview so organisational governance requirements, concepts and directions are established and maintained whilst allowing innovation and continuous improvement in value for money service delivery. The AMSC provides insight on long-term strategies in support of legislative mandates.

Members of the AMSC ensure business objectives are being adequately resourced and addressed, and the project remains under control.

## 2.0 Scope

This Charter applies to all Council departments, officers, employees, and contractors.

## 3.0 Objectives

In seeking to achieve the above purpose, the Committee will:

- Implement the Asset Management Policy.
- Monitor the establishment, implementation, review and reporting on progress on Asset Management Improvement Plan (AMIP) to achieve target levels of asset management maturity.
- Communicate the overall maturity of asset management at Council and the opportunities for improvement to service performance through improved asset management.
- Enable communication across departments to enable a consistent, evidence based and integrated approach to:
  - Risk Management for assets.
  - Knowledge Management needed to support the asset management plan (software, data and business processes).
  - Resource Planning to ensure efficient delivery of the 4-year plan.
  - Workforce Planning to deliver the asset management plan.

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File Name: Asset Management Steering Committee Charter*

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- Support / guide the establishment and maintenance of regular reporting supported by appropriate evidence based on business processes, systems and data that communicate current and future affordable service levels and risks.

## 4.0 Outcomes

The intended outcomes of the AMSC are to:

- Improve organisational support and awareness of asset management.
- Coordinate a holistic approach to asset management (financial, strategic, regulatory, whole-of-life, environmental/sustainability, information technology).
- Define and implement list of agreed priorities and specific actions to be achieved.
- Information sharing and encourage consistency of approach.
- Lift accountability for achieving asset management objectives.
- Demonstrate organisational commitment to asset management.

## 5.0 Membership and Roles

The AMSC will consist of the following members:

Position
General Manager (Chair)
Chair of Asset & Operations Committee
Director of Finance and Administration
Director of Health and Building
Engineering Asset Manager
Engineering Works Manager
Asset Accountant / Finance Accountant
Enterprise Risk Manager

The agenda items of each AMSC Meeting will determine whether additional relevant positions of Council should be invited to attend on a one-off basis.

### 5.1 Role of the Committee

The role of the (AMSC) is to guide the delivery of asset management services including:

- Asset Management Policy.
- Asset Management Strategy.
- Service & Asset Management Plans.
- Asset Management Procedures.
- Asset Management Information System development.
- Asset Management Benchmarking & Reporting.

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*File Name: Asset Management Steering Committee Charter*

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- Risk Management Reporting.
- Other matters relating to Council's assets.
- Organisational communication - asset management commitment.
- Developing, implementing and monitoring key performance indicators that link the Resourcing Strategy to the Community Strategic Plan.

## 5.2 Role of Chair

The role of the chair is to set agenda and determine required attendance for each meeting dependent on the items on the agenda. Some items will require attendance of stakeholders not listed on the AMSC membership. The role of the chair during meetings will be to ensure all decisions are consensus based and recorded in task sheets.

## 5.3 Role of Member

It is intended that the AMSC leverage the experiences, expertise and insight of key individuals committed to delivering the Integrated Planning & Reporting framework, including the Community Strategic Plan. AMSC members are not necessarily directly responsible for managing project activities but provide support and guidance for those who do.

Thus, individually, AMSC members should:

- Be responsible for ensuring service levels and risks are monitored, documented in the Asset Management Plans and communicated to executive management.
- Be involved in communicating best value for money services for Council through transparent and accountable resource allocation.
- Identify potential improvements to address weaknesses and risks of proposed projects.
- Review and monitor the status of the AMIP projects.
- Establish and monitor processes that ensure there is accountability for projects achieving their stated objective for service level and risk improvement.
- Help balance conflicting priorities and resources.
- Foster positive communication on the benefits to Council achieved from the AMIP.

## 6.0 Meeting

The AMSC will meet quarterly, or sooner as required, to keep track of issues and the progress of the AMIP and ongoing support to its stakeholders.

The Committee may invite such other people, as it deems necessary to attend and advise at meetings.

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File Name: Asset Management Steering Committee Charter*

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The agenda and supporting documentation should be delivered to the Committee members at least three (3) working days prior to each meeting.

## 7.0 Reporting

The Committee will:

- Report to the Asset & Operations Committee at the first meeting subsequent to each committee meeting, regarding the proceedings of each committee meeting, the outcomes of the committee's reviews and recommendations and any other relevant matters.
- Record proceedings of each meeting and ensure each meeting record is provided to the Council on a regular and timely basis.
- Ensure the Committee's Charter is published on the Council's website.

## 8.0 Review Date

The Committee will review its Charter every 4 years or earlier, should it be required. The outcomes from this review are to be recommended for approval by the Council and the outcome documented in the Council minutes.

## 9.0 Reference & Related Documents

The AMSC will reference relevant guidelines and practices. These include:

- Strategic Asset Management Framework and Supplementary Guides.
- Integrated Planning & Reporting Framework and Supplementary Guides
- International Infrastructure Management Manual (IPWEA, IIMM, 2020).
- International Infrastructure Financial Management Manual (IPWEA, IIMM, 2020).
- ISO 5500 Series of Standards
  - ISO 55000 Asset management – Overview, principles and terminology.
  - ISO 55001 Asset management – Management System – Requirements.
  - ISO 55002 Asset management – Management systems - Guidelines on the application of ISO 55001.

Acknowledgement

The Institute of Public Works Engineering Australasia and NAMS Canada

Revision Number: 1.0  
File Name: Asset Management Steering Committee Charter

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#### 4.4 ATHLETICS CLUB REQUEST

**File Number:** REP24/253

**Author:** Engineering Asset Manager

**Authoriser:** Engineering Asset Manager

**Attachments:** 1. TAFNC Correspondence

#### REPORT

Following the February 2024 Council resolutions (shown below), a meeting was convened between Council, the Temora & District Sports Council, Temora Athletics Club and The Temora Australian Football and Netball Club to work through the Temora Athletics Club request. The meeting resulted in agreement being reached as shown in the attached correspondence and all parties now agree the proposed layout changes are acceptable.

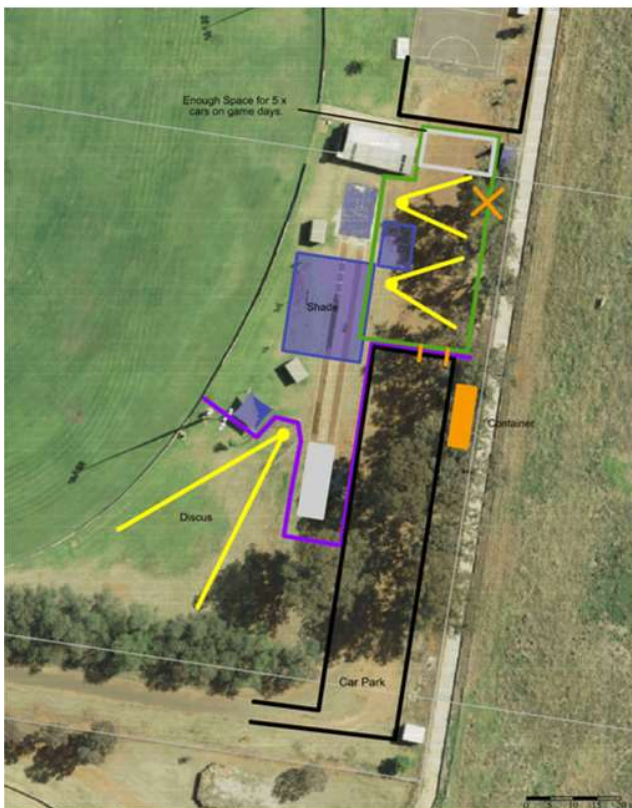
Resolution 1/2024

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



**Budget Implications**

N/A

**COMMITTEE RESOLUTION 21/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

That the Committee resolved to recommend to Council to endorse the proposed changes.

**CARRIED**

***Report by Rob Fisher***



## 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)

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Dear Temora Shire Sports Council,

Thank you for convening the recent meeting to discuss Temora Athletics Club's requests at Nixon Park; it was both productive and positive.

The Temora Australian Football and Netball Club (TAFNC) have concluded that they are no longer opposed to the changes to the current layout of the shot put and parking areas adjacent to the netball courts.

The compromise by Temora Athletics Club to allow TAFNC spectators to park adjacent to the senior netball court in winter, is appreciated; with TAFNC noting that this will be a limited number and on game day only.

Kind regards,

**Name: Grant Haigh (President)**

**28/2/24**

**Signature:**

*Temora Australian Football Netball Club*

**4.5 2024 NSW LOCAL ROADS CONGRESS**

**File Number:** REP24/221  
**Author:** Engineering Works Manager  
**Authoriser:** Engineering Asset Manager  
**Attachments:** Nil

**REPORT**

Council is in receipt of correspondence advising that the NSW Roads Congress 2024 will be held on Monday 3rd June 2024.

Early Bird tickets close Friday 30th April 2024 at a cost of \$480.00 each for Council staff and Councillors.

In previous years the fee was double this and a Councillor could attend for free with a member of Council staff.

In past years Council has nominated an Engineering Manager and Councillor to attend.

Most of the proposed topics for the event such as Assets, shared street spaces, future freight (in terms of heavy vehicle access) and the Electric Vehicle implementation from the road user viewpoint align with the role of the Engineering Asset Manager. It is therefore recommended that Engineering Asset Manager attend the 2024 Congress as the staff representative.

**2024 NSW Local Roads Congress****3rd June 2024 | NSW Parliament House, Sydney**

The Roads & Transport Directorate is honoured to host the 2024 Local Roads Congress, an annual one-day event for local government to join together & discuss policy changes, challenges and constraints within the NSW local roads network.

The Congress provides a forum for Council Mayors, Councillors, General Managers and Directors of Engineering to discuss policy issues with NSW State Ministers to optimise road and transport outcomes across the state. The theme of this year's congress is 'Planning for the Future', which underscores our commitment to addressing the evolving challenges and opportunities in local road and transport infrastructure and to ensure the local road network is prepared for the challenges ahead.

Some of the topics at this year's event are:

- Future Freight
- Disaster Recovery Funding
- Integrated Network Planning
- Streets as Shared Spaces
- Electric Vehicles
- Asset AI Update



**Budget Implications**

\$480 per ticket at early bird price (prior to 30<sup>th</sup> April 2024), plus travel and accommodation expenses.

**COMMITTEE RESOLUTION 22/2024**

Moved: Cr Jason Goode

Seconded: Cr Rick Firman

That the Committee recommend to Council that the Engineering Asset Manager attend the 2024 NSW Local Roads Congress and nominate Councillor Judd to attend with the Manager.

**CARRIED**

***Report by Alex Dahlenburg***

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 23/2024**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 2:53pm:

**5.1 Lease Proposal - Temora Caravan Park**

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

**5.2 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.

**5.3 Recycled Water Pricing**

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

**5.4 Street Banner & Street Stall Report**

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 24/2024**

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 3:48pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 12 March 2024.

.....  
**GENERAL MANAGER**

.....  
**CHAIRMAN**

**8.3 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD ON 12 MARCH 2024****File Number:** REP24/272**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee  
Meeting held on 12 March 2024

Rob Fisher left the meeting at 4:34pm

**RESOLUTION 35/2024**

Moved: Cr Claire McLaren

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 36/2024**

Moved: Cr Jason Goode

Seconded: Cr Claire McLaren

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

**CARRIED**

Rob Fisher returned to the meeting at 4:36pm



**Date:** Tuesday, 12 March 2024  
**Time:** 4:02pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Economic Development and Visitations Committee Meeting

**12 March 2024**



**Order of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Disclosures of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Reports .....</b>	<b>4</b>
4.1	Economic Development Update .....	4
<b>5</b>	<b>Confidential Reports.....</b>	<b>7</b>
<b>6</b>	<b>Close Meeting .....</b>	<b>8</b>

**MINUTES OF TEMORA SHIRE COUNCIL  
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 12 MARCH 2024 AT 4:02PM**

**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), Elizabeth Smith (Director of Administration & Finance), Kris Dunstan (Director of Environmental Services), Melissa Boxall (General Manager)

**1 OPEN MEETING**

4:02pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 9/2024**

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

That apologies from Cr Claire McLaren and 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:** REP24/252  
**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 function over the past month.

#### **Drench & Embrace**

Council's annual, month-long arts and culture festival, Drench, was launched with the Songbirds performance in the Town Hall Theatre. The first of 20 events to be delivered throughout March, the event was attended by 40 people who enjoyed catering by the Youth Hospitality Team. The Eagles and Mac Tribute Show, also held in the Town Hall, was attended by over 80 people.

The festival is a collection of events that celebrate a range of different cultural pursuits in Temora Shire. Some events are organised by Council staff at Council venues including the Arts Centre, Bundawarra Centre, and Library, others are organised by community groups.

Planning is also underway for the Embrace festival, scheduled for the 7<sup>th</sup> April at the Railway Precinct. A range of local and interstate cultural artists will take to the stage to deliver performances and workshops from 11am to 2pm. Food vendors representing multiple cultural cuisines will also be available.

#### **National Regional Housing Summit**

The ECDO and the EDM attended the Regional Australia Institute's (RAI) National Regional Housing Summit in Canberra. Attendance at the conference was provided as part of Council's membership of the Regional Activators Alliance (RAA). The focus of the summit was the housing crisis facing regional Australia. A range of speakers and panellists presented on the many factors influencing the crisis. There was also an opportunity for roundtable discussions.

Key outtakes from the summit were:

- Local people are best placed to understand their community's needs. One size does not fit all, and even in measures designed to support regional communities, the criteria and competition often leaves smaller regions prejudiced.
- We need to encourage the development and deepening of local rental markets and rental housing, including social and affordable housing. Social and affordable housing is critical to the welfare of regional communities however it has not been adequately addressed in government housing policy.
- We need to ensure a pipeline of development-ready land (both brownfield/infill and greenfield land) – planning has a major role here.

- We need more supply and this needs to be of a greater mix – fostering a meaningful supply of medium density housing in regions. Right across regional Australia there is a particular (and significant) shortage of smaller, medium-high density housing.
- We must bolster the capacity of local government through additional funding.
- Enabling infrastructure investment to support regional communities growth into the future is absolutely critical alongside the construction of new homes. Water, energy, and key services must all support the addition of new homes, and residents.
- In many regional communities supply costs and market returns do not stack up. This tends to significantly constrain access to housing finance and is a key barrier to additional housing supply. The end result is local housing supply failing to meet demand. We must embrace public-private partnerships and collaborate – and possible solutions also need to be scaled up.
- There is a shortage in critical professions that needs to be addressed with both short-term, and long-term, solutions. The Planning Institute of Australia's 'State of the Profession' report found that 43% of local governments in Australia had no planners on staff. The Australian Local Government Association's Workforce survey found that 91% of local government respondents were experiencing a skills shortage in 2021-2022, with the top three occupations needed being planners, engineers, and building surveyors. The Association of Australian Certifiers 2023 workforce survey found that nearly half of the workforce is aged 50 and over, and many (across all ages) were looking to leave the occupation due to work-related stress.
- Spare rooms are an untapped resource which could prove valuable in the short term.
- The state government planning system is impeding too much on housing development.

The outcomes of the summit were presented to the Federal Government by the RAI who will continue to lobby for change on behalf of the RAA members.

### **NSW and ACT Ambulance Museum**

An application for \$18.6M to fund the construction of a newer and larger facility to house the collection of vehicles and memorabilia from the NSW and ACT ambulance services was submitted under the Federal Government's Regional Precincts and Partnerships program. The total value of the project is \$18.8M and if successful, will be due for completion by the end of March 2026 to comply with the program guidelines.

The application builds on the business case, building plans, and interior design plans that were delivered under the former NSW Government's Business Case and Strategy Development Fund. The new facility will be a state-significant museum, celebrating the history of first aid in NSW and the ACT, from traditional Indigenous medicine through to present day.

### **Sprout & Bloom Project**

An application for \$197,885 to fund the development and partial delivery of a 5-year exhibition strategy for the Bundawarra Centre was submitted under the CREATE NSW Annual Funding for Organisations program. The Sprout & Bloom project proposes to engage and mentor a part-time junior curator to work with a consultant to develop the strategy and deliver one exhibition. The strategy will seek to reengage visitors in the museum's vast collection of artefacts and

memorabilia through themed exhibitions. The total cost of the project, including in-kind support from Council, and corporate sponsorship is \$268k and will be delivered over an 18-month period from July 2024.

### **Riverina Murray Country Change Expo & Discovery Day**

Planning is underway for an event to be held in Wagga Wagga that is designed to promote the lifestyle and employment opportunities available in the Riverina and Murray regions. The concept was the idea of McGrath Temora estate agents and is being coordinated by RDA Riverina under the Country Change banner, with support from the EDM.

The expo will take place at the soon to open TransGrid Discovery Hub on Saturday 20<sup>th</sup> April from 10:00am to 3:00pm. Exhibitors will include LGAs and employers. Attendees will be invited from local, regional and metropolitan areas through various channels including the McGrath database, NSW GROW program, and Sureway Employment Services.

Attendees also have the option of participating in town tours on Sunday 21<sup>st</sup> April offered by some of the exhibiting LGAs.

### **Career and Volunteers Day**

Officers are working with TAFE Temora and TBEG to deliver an event that showcases the volunteering and employment opportunities available in Temora Shire. Held at TAFE Temora campus on the 16<sup>th</sup> May, the event will be open to students from 1:00pm and to the broader public from 3:00pm. Attendees will hear presentation from local employers and TAFE teachers. There will also be exhibitors from local employers.

### **Welcome Event**

An event to welcome newcomers to Temora was held at the Temora Swimming Pool on Saturday 10<sup>th</sup> February. Around a dozen people attended, including the Mayor and General Manager. The event connected several newcomers and is the first of more welcome events planned for 2024.

### **NSW GROW**

Temora Shire has had its first relocater under the NSW GROW program. Muhammad Khan and his wife relocated to Temora in February. Muhammad has commenced employment with Council as the IT Support Officer.

### **COMMITTEE RESOLUTION 10/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

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

**CARRIED**

***Report by Craig Sinclair***



**5 CONFIDENTIAL REPORTS**

**COMMITTEE RESOLUTION 11/2024**

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 4:18pm:

**5.1 Airpark Expansion - Heads of Agreement**

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

**5.2 Former Saleyards Analysis**

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 12/2024**

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 4:33pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 12 March 2024.

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**GENERAL MANAGER**

.....

**CHAIRMAN**

**8.4 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 12 MARCH 2024****File Number:** REP24/276**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 12 March 2024**RESOLUTION 37/2024**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

It was resolved that the reports be received.

**CARRIED****RESOLUTION 38/2024**

Moved: Cr Jason Goode

Seconded: Cr Nigel Judd

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

**CARRIED**



**Date:** Tuesday, 12 March 2024  
**Time:** 6:00pm  
**Location:** 105 Loftus Street  
TEMORA NSW 2666

# MINUTES

## Aerodrome Users Committee Meeting

**12 March 2024**

**Order of Business**

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**MINUTES OF TEMORA SHIRE COUNCIL  
AERODROME USERS COMMITTEE MEETING  
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666  
ON TUESDAY, 12 MARCH 2024 AT 6:00PM**

**PRESENT:** Cr Nigel Judd (Chair), Mr Grant Johnson, Mr Robert Maslin, Cr Max Oliver, Mr Peter Harper, Cr Anthony Irvine (Observer), Michael Monck (Infinitus Aero) (Observer), Tim Reid (ADF) (Observer) (Phone), Graham Engel, Guy Bowley (Observer), Emma Bowley (Observer), Peter McIntyre (Observer)

**IN ATTENDANCE:** Rob Fisher (Engineering Asset Manager), James Durham (Building Inspector/Quality Assurance Officer), Melissa Boxall (General Manager), Craig Sinclair (Economic Development Manager)

**1 OPEN MEETING**

6:00pm

**2 APOLOGIES**

**COMMITTEE RESOLUTION 1/2024**

Moved: Mr Peter Harper

Seconded: Mr Grant Johnson

That apologies from Mr Frank Lovell be received and accepted.

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

**4 REPORTS****4.1 RIGHT HAND CIRCUIT RESPONSE****File Number:** REP24/248**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**

1. November 2023 Report
2. Committee Correspondence A
3. Committee Correspondence B

**REPORT**

Following the November 2023 report where a submission was made to alter the flight procedures at Temora Aerodrome the committee was asked to consider the proposal and forward comments to Council and the Aerodrome Users Committee for consideration.

Council received two submissions of which both are not in favour of the proposed procedures and a third email was sent to Council regarding the proposal however this was after the closing date and has not been included.

From a Council staff position, if Right Hand Circuits are not in the best interest of all / majority of users, the status quo should remain, and the committee work together to develop alternative mitigation measures against the risks identified by the Temora Aviation Museum.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 2/2024**

Moved: Mr Graham Engel

Seconded: Mr Robert Maslin

That the Committee recommend to Council to note the report.

AND FURTHER

Council officers to investigate the option of including right hand circuits into the ESA.

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

**4.2 RIGHT HAND CIRCUITS****File Number:** REP23/1458**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:** 1. TAM Proposed Procedures**REPORT**

Council has received the following draft procedures from the Temora Aviation Museum for the committee's consideration.

Following Committee's consideration Council will seek input from CASA regarding the proposed procedures.

**Budget Implications**

N/A

**COMMITTEE RESOLUTION 14/2023**

Moved: Mr Robert Maslin

Seconded: Mr Murray Kear

That the Committee recommends to Council that the respective Airport Users Groups meet to discuss the potential introduction of right-hand circuits and submit their comments back to Council within 4 weeks.

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

**FLIGHT PROCEDURES**

## 1. LOCAL PROCEDURES

1.1 For noise abatement reasons, circuits performed away from the township or north and west of the aerodrome.

1.2 Right hand CCTS RQ RWY 23, RWY 18 and RWY 27

1.3 Left Hand CCTS RQ RWY 05, RWY 09 and RWY 36

## 2. GLIDER OPS HJ

2.1 Gliding OPS HJ FM separate parallel RWS marked with orange markers immediately W of RWY 18/36 and immediately N of RWY 09/27. Independent RWY OPS are not permitted.

## 3 CTAF 126.15

**ADDITIONAL INFORMATION**

1. Bird Hazard exists.
2. Aerobatics box 300-5000FT AGL immediately W of RWY 18/36, HJ
3. Temora Aviation Museum Air Displays and practice displays:
  - a. D427 and R406 ACT on display weekends and practice days.
  - b. Check PRD NOTAM for activation details. Check [www.aviationmuseum.com.au](http://www.aviationmuseum.com.au) for display dates.
  - c. No flight permitted except with permission of controlling authority \_ Temora Historic Flight Club – UNICOM 126.15 or 0407 391 431. Non participating aircraft should plan to arrive or depart outside the display times. Priority given to display aircraft except for aircraft in an emergency or Emergency Services aircraft.



15 Spitfire Drive  
Temora NSW 2666

20 December 2023

Rob Fisher  
Engineering Asset Manager  
Temora Shire Council  
[rfisher@temora.nsw.gov.au](mailto:rfisher@temora.nsw.gov.au)

Dear Rob

#### **RESPONSE TO RIGHT HAND CIRCUIT PROPOSAL**

The Temora Gliding Club instructor panel have discussed your request for a response to a proposal from Temora Aviation Museum (TAM) to establish right hand circuits at Temora on runways 18, 23 and 27.

The panel on behalf of the club do not support this proposal.

Our view is that mixed circuit directions at a relatively complex aerodrome like Temora will lead to confusion and a general increase in conflicts and incidents.

Temora receives many itinerant aircraft, and we already see a lack of knowledge of local procedures that should have been derived from ERSA and NOTAM.

There is a significant amount of ab-initio pilot training at Temora and a mixture of RH and LH circuits is a difficult environment for students and flight instructors to manage. In a training environment we should be easing the workload on students and flight instructors, not increasing it.

Whilst it may be argued that the use of reciprocal runways is rare due to the wind favouring one direction over the reciprocal, experience shows that these circumstances do occur particularly with RWY 18/36. The downwind leg of a right-hand circuit would be in head-to head conflict with a left-hand circuit to the reciprocal runway (e.g. RH 18 with LH 36).

In our view the rules should be standard for the many with exemption for the few who cannot legally comply. Other cases where right hand circuits are prescribed are for the benefit of majority users and this proposal does not fit that pattern.

We have no objection to right hand circuits in circumstances when they are necessary, and the rules already allow for this. A necessary right-hand circuit can be announced on the CTAF frequency and deconflicted through normal standard communications between pilots. At other times when more

situations where a pilot has not read or understood the NOTAM.

Please let me know if you have any further questions for the club to consider.

Yours sincerely



Mr Rob Fisher  
Engineering Asset Manager

3 December 2023

Hi Rob

**REFERENCE TO CHANGE OF CIRCUIT PROCEDURES:**

**In reference to the Aerodrome Users Committee Meeting on 22 November agenda item 4.2 that was submitted by Temora Aviation Museum for committee consideration.**

This submission was a proposal to change the normal LH circuit procedure to procedures with left hand circuits on Runways 05, 09 & 36 and right-hand circuits on runways 23, 18 & 27. The reason was for noise abatement with circuits performed away from the township.

First and fore-most I personally fully support the Aviation Museum and believe most of the towns people and aviation community do also, but this proposal is a very major operational change that will increase the complexity, and in some cases, difficulty for pilots frequenting the airport both local and away.

The LH circuit procedure is an approved and safe procedure used at most general aviation aerodromes. Aircraft joining the circuit are all travelling in one direction allowing more easily sighting and anticipation of where each other's aircraft are in the circuit. It is by far the safest procedure.

With the LH & RH circuit procedure pilots require a greater awareness, knowledge and understanding of the requirements needed and in some instance there may be confusion that could lead to an incident from an incoming aircraft, due to pilot ignorance of Temora's altered procedures.

In regards to the noise abatement concerns there should be no problems in extending or modifying the normal circuit to remain clear of the township. In most cases the aircraft are fairly well clear of the township and otherwise a slight adjustment to the circuit is all that is required.

Temora is known to be aviation friendly and noise complaints has been very few.

**4.2 CALENDAR OF EVENTS AERODROME - MARCH 2024**

**File Number:** REP24/208  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

Freedom Flyers Training – 9-10 March

ADF Parachute Training – 18 March to 5 April (no presence over Easter long weekend)

Temora Aviation Museum Showcase Day – 6 April 2024

ADF Parachute Training - 13-17 May (option)

20-31 May

ADF Parachute Training - 17-21 Jun (option)

24 Jun – 05 Jul

Temora Aviation Museum Showcase Day – 7 September 2024

ADF Parachute Training - 16-20 Sep (option)

23 Sep – 04 Oct

Warbirds Downunder – 18, 19 & 20 October 2024

State Gliding Championships – 7 – 14 December 2024

**COMMITTEE RESOLUTION 3/2024**

Moved: Mr Peter Harper

Seconded: Mr Grant Johnson

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

**CARRIED**

**5 CONFIDENTIAL REPORTS****COMMITTEE RESOLUTION 4/2024**

Moved: Cr Max Oliver

Seconded: Mr Robert Maslin

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 6:30pm:

**5.1 Aircraft Manufacturing Facility**

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 5/2024**

Moved: Cr Max Oliver

Seconded: Mr Peter Harper

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

**CARRIED**

**6 CLOSE MEETING**

The Meeting closed at 7:01pm.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 12 March 2024.

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**GENERAL MANAGER**

.....  
**CHAIRMAN**

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

Attended the Lake Centenary Management Committee meeting on Tuesday night. All going fine. Mentioned to the committee that the recommendation for fencing around the play equipment is not to proceed and the committee seemed ok with this.

**2 CR OLIVER**

Attended the Springdale Community Committee meeting, all going well. Currently getting ready for ANZAC Day Ceremony.

The committee is struggling for members and did a letter box drop and now have three new members.

**3 CR REINHOLD**

Attended the recent Drench events of Songbirds at the Town Hall Theatre and The International Women's Day Event with author Fleur McDonald at the Library, which had very good attendance.

Attended the Greyhounds Charity Race with a good crowd in attendance.

The Community Centre hosted a pool party and it took two hours to cook two hundred sausages. Is it possible for the BBQ's to be looked at?

***Director Environmental Services advised that they would be updated in the off season.***

**4 CR FIRMAN**

Several Councillors and staff attended the 51st Live Annual Exhibition at the Bundawarra Centre on a very warm day. Member for Cootamundra Steph Cooke opened the new entry walkway at the Bundawarra Centre. Congratulations to the Director Environmental Services and all involved in bringing this project to fruition.

Steve Holden was honoured for his service to Rural Fire Service with a plaque now placed on the Fire Exhibition Shed.

A motion going to Country Mayors Association regarding emerging issue regarding bio-security weed management and changes regarding funding being thrust upon Councils.

The State Government has withdrawn the review of Local Government funding model and referred it to NSW Parliamentary Standing Committee on State Development.

Advising that the General Manager and Mayor will be attending the Country Mayors Association meeting in Forbes on 8 and 9 April 2024 and will discuss housing.

Rural Crime Enquiry was adopted last night.

The General Manager and Mayor have co-signed a letter to Frank Whiddon Masonic Homes for a funding application for a new Greenstone Lodge under aged care infrastructure to the value of \$24M, Whiddon Homes is committed to doing all they can for a successful application.

**5 CR MCLAREN**

Enquired about associated costs with slashing and spraying of weeds and could it be added to budget consideration.



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

**File Number:** REP24/235  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**1<sup>st</sup> February** – I chaired a meeting with Councillors and Mr & Mrs Geoff Krause of Temora Taxi Service.

- I chaired a meeting of the Temora Zone Red Shield Appeal meeting to kick off our 2024 RSA. Auxiliary Lieutenant Caleb Smith and I will continue in our roles as Director and Chairman respectively. The RSA will be on the weekend of 25/26 May.

**2<sup>nd</sup> February** – The Acting General Manager (Mrs Elizabeth Smith) and I attended the Cootamundra Electorate Mayoral Summit – hosted by Ms Steph Cooke MP. This was held in Harden and attended by Mayors and General Managers across the Cootamundra Electorate. We raised various issues that are of the utmost importance to Council and Temora Shire community.

- I attended the annual Temora & District Education Fund's Grant Presentation Ceremony, held at the Temora Ex-Services Memorial Club. The TDEF Board hosted 28 Grant recipients and their families, together with dignitaries' sponsors. Grants totalling \$37,500 were announced for this year. Over \$500,000 in grants, matching grants and other forms of assistance have gone to 364 Temora Shire young people, to assist them pursuing their career dreams.

**4<sup>th</sup> February** – I was honoured to have officially opened the 2024 Southern Inland Swimming Carnival, hosted by Temora Swimming Club. It was also terrific to have acted as a lane timekeeper, alongside Mrs Elizabeth Pattingale and Mrs Amanda Sherriff.

**5<sup>th</sup> February** – I chaired a meeting of the Temora Local Health Advisory Council. We had the Murrumbidgee Local Health District Deputy CEO, Mrs Carla Bailey as our special guest.

**6<sup>th</sup> February** – Councillors and I attended Council Committee Day.

**7<sup>th</sup> February** – I had teleconferences with Federal Member for Riverina, the Hon M F McCormack MP & Chairman of NSW Country Mayors Association - Mayor Jamie Chaffey (Gunnedah Shire).

**8<sup>th</sup> February** – I chaired a meeting of the Cootamundra State Electorate Council Executive.

- The Deputy Mayor (Cr Graham Sinclair) and I joined the General Manager (Ms M K Boxall) and Director of Administration & Finance (Mrs E L Smith) for a meeting.
- I had a teleconference with Mayor Charlie Sheahan (Cootamundra-Gundagai Regional Council).
- I had a meeting with the Treasurer of REROC, Mr Tony Donoghue PSM (Coolamon Shire).

**9<sup>th</sup> February** – I had a meeting with Chairman of NSW Country Mayors Association - Mayor Jamie Chaffey (Gunnedah Shire).

- I attended a meeting with the CEO of REROC (Mrs Julie Briggs) and the Treasurer (Mr Donoghue), held in Coolamon. This is to discuss the recruitment agency we use to recruit a new CEO.

**10<sup>th</sup> February** – The General Manager (Ms Boxall) and I attended the new residents BBQ at the Temora Recreation Centre. It was terrific to have met with several of our new Temora Shire residents. It was extra special to have my mother (Mrs B K Firman) accompany me.

**11<sup>th</sup> February** – I had a meeting with the Hon M F McCormack MP.

**12<sup>th</sup> February** – I was invited to present the Temora Public School's Student Representative Councillor Badges at a special ceremony. My warm congratulations to all Student Councillors and to Principal, Mrs Erin Pike and her team for hosting such a special occasion.

- I attended Council Offices.

**13<sup>th</sup> February** – I had a meeting with the General Manager of Goldenfields Water County Council - Mr Aaron Drenovski.

**14<sup>th</sup> February** – I attended a sitting of the NSW Local Government Boundaries Commission. We're considering the Inner West Council de-merger proposal.

- I chaired a meeting of St Paul's Anglican Church Parish Council.

**15<sup>th</sup> February** – I attended a meeting with fellow Temora Local Health Advisory Council Members, to be briefed on the layout of our new Temora & District Hospital. This is a most exciting time for the Shire community. We're grateful to NSW Health Infrastructure for the consistent manner they are engaging with Council, LHAC and Temora Shire community.

- Councillors, Senior Staff and I attended our formal Council meeting.
- Hospital layout plans were formally unveiled to Councillors and Senior Staff.

**16<sup>th</sup> February** - I chaired a meeting of the Temora & District Education Fund's Ball Committee. The Debutante of the Year Ball will be held on Saturday 5<sup>th</sup> July 2024 at the Temora Memorial Town Hall.

- I had a teleconference with Mayor Jamie Chaffey (Gunnedah Shire). Mayor Chaffey is the NSW Country Mayors Association Chairman.

**17<sup>th</sup> February** – My mother (Mrs Beth Firman) and I attended the Zone 7 Young Woman of the Year Finalists Dinner, held at the Temora Ex-Services Memorial Club. Hosted by the Temora Show Society, Temora Shire was well represented by Miss Emily Buerckner (Ariah Park Show's Young Woman of the Year) and Miss Sophie Heinjus (Temora Show's Young Woman of the Year). They conducted themselves exceptionally well. It was a pleasure to have attended, alongside our NSW Member for Cootamundra, Ms Steph Cooke MP among 160 other guests from Temora Shire and all over the Zone 7 district.

**18<sup>th</sup> February** – I had a teleconference with Federal Member for Riverina, the Hon M F McCormack MP.

**19<sup>th</sup> February** – I had teleconferences with the CEO of REROC, Mrs Julie Briggs.

- I had a meeting with UGL Regional Linx Community Engagement Manager, Mr Scott Barrett.

**21<sup>st</sup> February** – I chaired a meeting of the Temora & District Sports Council (TDSC) Executive Committee.

- I had a teleconference with State Member for Cootamundra, Ms Steph Cooke MP.
- I chaired a meeting of our TDSC Delegates. Delegates heard from guest speakers in the General Manager (Ms Boxall) and recently appointed Temora Recreation Centre Manager, Mrs Angela Guilfoyle. A Minutes Silence was observed in honour of one of our esteemed former Presidents of TDSC, the late Richard John New.

**22<sup>nd</sup> February** – I attended Council Offices.

- I chaired a meeting of the Temora & District Education Fund Board.

- I chaired the election of Officers for the Temora Show Society Inc. Congratulations are extended to re-elected President, Mrs Narelle Pellow-Djukic and her team. It was pleasing to see newly appointed Secretary is Mr Shaughn Morgan (FarmLink Chief Executive). I was pleased to have been elected to the Committee. This is the first community organisation I joined back in 1988.

**23<sup>rd</sup> February** – I chaired a meeting of the Riverina Eastern Regional Organisation of Councils (REROC) Board. The General Manager (Ms Boxall) also attended for Temora Shire.

**26<sup>th</sup> February** – I attended Council offices.

- I attended a meeting of the NSW Country Mayors Association Executive.
- I chaired a meeting of the Temora Zone Red Shield Appeal Committee. The Appeal weekend is on 25/26 May.
- I chaired a meeting of the Temora & District Sports Council Executive, the Temora Australian Football Club Executive and Temora Athletics Club, held at Nixon Park. Council's Engineering Asset Manager (Mr R N Fisher) also attended the meeting.

**27<sup>th</sup> February** – The General Manager (Ms Boxall) and I attended a meeting with the NSW Minister for Local Government, the Hon Ron Hoenig MP. This was hosted by REROC and Dr Joe McGirr MP, in Wagga. We raised a multitude of issues with the Minister.

**28<sup>th</sup> February** – I flew to Sydney for NSW Regional Health Ministerial Advisory Panel session.

**29<sup>th</sup> February** – I attended the first sitting for 2024 of the NSW Regional Health Ministerial Advisory Panel meeting at NSW Ministry of Health, in St Leonards (Sydney). The Minister for NSW Regional Health – the Hon Ryan Park MP was with us, plus Secretary of NSW Ministry for Health – Mrs Susan Pearce among several other top ranking State officials. There's some terrific work being done. Our next sitting is in Orange, in May.

## **RESOLUTION 39/2024**

Moved: Cr Jason Goode

Seconded: Cr Max Oliver

It was resolved that the Mayors report be noted.

**CARRIED**

***Report by Mayor Rick Firman***

**11 STAFF REPORTS**

**RESOLUTION 40/2024**

Moved: Cr Nigel Judd

Seconded: Cr Jason Goode

It was resolved that Council receive Staff reports.

**CARRIED**

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

**File Number:** REP24/206  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**MARCH 2024**

7 Councillors Walk & Talk – 9:00am  
9 Bundawarra Centre Walkway Opening – 12:30pm  
9 Rural Museum Open Day  
12 Kooks Crossing – Name unveiling 9:30am  
12 Committee Meetings  
21 Council Meeting  
21/22 Country Mayors -Sydney  
27 REROCC Take Charge  
27 Tara/Bectric Road Opening – 3:00pm onsite  
29/1 Apr Easter

**APRIL 2024**

5 Michael McCormack MP – 2:00pm  
8/9 Country Mayors - Forbes  
9 Committee Meetings  
18 Council Meeting  
22 Mayor's Anzac Reception – 6:00pm – 7:30pm  
25 Anzac Day

**MAY 2024**

7 Committee Meetings  
9/10 Country Mayors – Sydney  
16 Council Meeting

**RESOLUTION 41/2024**

Moved: Cr Jason Goode  
Seconded: Cr Belinda Bushell

It was resolved that the Calendar of Events be noted.

**CARRIED**

**12.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2024**

**File Number:** REP24/227  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

The 2024 Local Government NSW Annual Conference will be held Sunday 17 to Tuesday 19 November 2024 at the Tamworth Regional Entertainment and Conference Centre. Host Council is Tamworth Regional Council.

Council must nominate their voting delegate and nominate the number of attendees to the conference.

Given that the Conference will be held following the next Local Government election it is recommended that Council nominate positions, rather than individuals to attend the 2024 Local Government NSW Annual Conference.

**RESOLUTION 42/2024**

Moved: Cr Belinda Bushell  
Seconded: Cr Jason Goode

It was resolved that Council nominates the General Manager and three Councillors with the Mayor as the voting delegate for the 2024 Local Government NSW Annual Conference.

**CARRIED**



**12.3 REALLOCATION OF FUNDS FOR ADMINISTRATION OFFICE FIT OUT**

**File Number:** REP24/267  
**Author:** General Manager  
**Authoriser:** General Manager  
**Attachments:** Nil

**REPORT**

In the 2023/24 Operational Plan there is an action to undertake an upgrade of the carpark at the rear of the Council Administration Building. Council officers have identified that the carpark remains in a satisfactory condition.

It has been identified through the Integrated Planning & Reporting (IP&R) annual planning process that consideration should be given to improving the access, functionality and the aesthetic of the Council Administration building. At the Councillor IP&R workshop held on 6 February 2024 this matter was discussed and in-principle support was given to reallocate the funding for the carpark upgrade to the design and commencement of the first stage of the fit out of the Council Administration Building.

It was noted that the redesign should be undertaken to ensure that consideration is given to potential future expansion of the Administration Building and that improving the customer experience should be a priority.

It is recommended that Council approve \$100,000 allocated to the upgrade of the carpark at the rear of the Council Administration Building be reallocated to the design and commencement of the first stage of the fit out of the Council Administration Building and that a new action be included in the draft 2024/25 Operational Plan to progress this project beyond the current financial year.

**Budget Implications**

The \$100,000 required for the preparation of the design and the commencement of stage 1 of the Administration Building fit out can be funded using existing funds within the 2023/24 Operational Plan and budget.

**RESOLUTION 43/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council

1. Approve the reallocation of \$100,000 for the upgrade of the carpark at the rear of the Council Administration Building to the design and commencement of the first stage of the fit out of the Council Administration Building in the 2023/24 budget; and
2. Endorse a new action be included in the draft 2024/25 Operational Plan and budget to progress this project beyond the current financial year.

**CARRIED**

***Report by Melissa Boxall***

**12.4 LETTER OF SUPPORT FOR DR PARRY HOMES, APOLLO PACE**

**File Number:** REP24/268  
**Author:** General Manager  
**Authoriser:** General Manager  
**Attachments:** 1. Dr Parry Homes  
2. Steph Cooke

**REPORT**

Council has received correspondence from the President of Dr Parry Memorial Homes Inc. Mr Allan Gallagher requesting Council's support for the development at Apollo Place, Temora (letter attached). This project aims to deliver affordable, age-appropriate housing that will address the housing shortage Temora is facing now and in the future.

Dr Parry Memorial Homes has written to the Member for Cootamundra, Ms Steph Cooke MP, requesting her support of the development at Apollo Place and are also seeking the support of Council to ensure that the State government is aware of Council's recognition of the importance of this project to the Temora Shire community.

The support of the project at Apollo Place by Dr Parry Homes is recognised in the 2023/24 Operational Plan under the Strategy 'Support developments that increase the volume of affordable, senior and disability accommodation' and Action 'Support Dr Parry Homes proposal to develop Apollo Place'. A letter of support from Council would be consistent with the Integrated Planning & reporting (IP&R) framework.

Cr Claire McLaren declared a pecuniary interest in relation to item REP24/268, due to being an Executive Member of Dr Parry Memorial Homes Committee.

Cr Claire McLaren left the meeting at 5:00pm and took no further part in the discussion.

**RESOLUTION 44/2024**

Moved: Cr Jason Goode  
Seconded: Cr Lindy Reinhold

It was resolved that Council write to the Member for Cootamundra, Ms Steph Cooke in support of Dr Parry Homes Memorials development of Apollo Place, Temora.

**CARRIED**

Cr Claire McLaren returned to the meeting at 5:03pm.

***Report by Mel Boxall***



[drparrymemorialhomesinc@gmail.com](mailto:drparrymemorialhomesinc@gmail.com)

PO Box 301 Temora, NSW, 2666

Reg Incorporated No Y943712

ABN 44 533 986 728

To the General Manager,

Temora Shire Council,

12<sup>th</sup> March, 2024.

Dear Melissa,

We have recently written to our local member of Parliament, the honourable Steph Cooke MP, asking for her support for our development at Apollo Place. This is an exciting project as it promises to deliver affordable, age-appropriate housing that will address the housing crisis Temora is facing now and will continue into the future. As Temora's population ages it is imperative that we plan now so that our community is well placed to deal with the demands of an ageing population. While community consultation with the Temora community will occur in the future, we are seeking the support of Temora Shire Council at this stage to ensure that the State government sees that Council recognises the importance of this project to our community.

Yours sincerely,

A handwritten signature in black ink that reads "allan" followed by a stylized flourish.

Allan Gallagher

President

Dr Parry Memorial Homes Inc



P.O. Box 301 TEMORA NSW 2666  
Reg. Incorporated No. Y943712  
ABN 44 533 986 728



[drparrymemorialhomesinc@gmail.com](mailto:drparrymemorialhomesinc@gmail.com)

PO Box 301 Temora, NSW, 2666

Reg Incorporated No Y943712

ABN 44 533 986 728

To the Honourable Steph Cooke,  
Member for Cootamundra,

Dear Steph,

Dr Parry Memorial Homes Inc thank you for your invitation to write to you, and we hereby formally request your support for our Apollo Place development, which will address the housing crisis that Temora faces today and that will continue into the future.

We have been providing low-cost accommodation to vulnerable seniors in Temora and district for over 50 years. We are an incorporated association and a registered charity with deductible gift recipient status. Our accommodation consists of 24 x 1 bedroom self-care unit for seniors and a 15 x 2-bedroom retirement village complex for over 55s. The rent for our self-care units is set at below 75% of the market rent, and is currently \$100 per week, compared to a market rent of close to \$200 per week.

#### Our History

Dr Parry Memorial Homes Inc was founded in 1967 as a partnership between the RSL and Temora APEX Club, with the goal of providing low-cost accommodation to retired ex-service men and women who served in the Second World War. The original committee undertook much fundraising, and with the support of the local community built the first block of 4 units. Additional units were built in stages during the 1980s, with 24 units built in total. Today, these units continue to be in high demand, and generally operate at maximum capacity. They are well maintained, renovated as required, and surrounded by manicured gardens.

In 2018 we invested our surplus funds which had built up over years of fiscal discipline by the committee and built a 15 x 2-bedroom retirement village complex for over 55s, which is valued by the community and has been fully occupied since its completion.

#### Our Future

The NSW Planning & Environment Draft Riverina-Murray Regional Plan cited Housing Industry Association data which forecast that Temora will have 43% of its population aged 65 years and older by 2036. This startling figure highlights the need for affordable, age-appropriate accommodation that enables people to age in place with the provision of services in the home.



In recent discussions with the Murrumbidgee Local Health District about Temora's new hospital, it was explained that the model for the future delivery of health services will be for services to be delivered in the home. This further highlights the need for age-appropriate housing to enable our seniors to age in place.

We have recently acquired land in Apollo Place from the Temora Shire Council to expand our offering of affordable accommodation for over 55s. We have had concept plans and costings prepared and the Apollo Place development will provide an additional 40 dwellings, approximately, built to Liveable Design Standards that allow residents to age in place. Women will be a key focus group as they experience more poverty in retirement due to limited superannuation savings.

With our proven track record of delivering affordable housing to seniors in the Temora community we are, in many ways, the original 'community housing provider'. With the support of our community, we have demonstrated the competency to build and maintain housing assets and provide them at very low cost to some of our most vulnerable residents. We are in a strong financial position with a skilled and experienced Committee, eager to deliver this project.

We kindly request that you arrange a meeting with the Minister for Housing, the Honourable Rose Jackson MLC, so that we can present our vision for Apollo Place which will be a key initiative to address the future housing needs of Temora.

Yours sincerely,

Allan Gallagher

President

Dr Parry Memorial Homes Inc

11<sup>th</sup> March, 2024.

**12.5 G13 - COMMUNICATIONS & MEDIA POLICY****File Number:** REP24/274**Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. G13 Communications & Media Policy**REPORT**

The Communications and Media Policy provides a framework to assist Council when communicating directly or indirectly with the public. It ensures engagement directly with the public and indirectly, with media, by Council officials (Councillors and staff) is consistent, accurate, professional, and enhances Council's reputation.

Council's current Communications Policy (C20) was adopted by Council in November 2018, with amendments made in 2021. The Media Policy (G13) was developed and adopted by Council in August 2017.

A desktop review of Council's policies in late 2023 found that there is no statutory requirement for Council to have a separate policy on communications protocol, or how Councillors interact with the media. However, a media policy is considered best practice with the Office of Local Government (OLG) releasing its model policy on this topic in 2022.

The policy review recommended that both policies be reviewed by Council before it enters caretaker mode in August 2024. It also suggested that the two policies can be combined.

The OLG model media policy was used as the basis for the development of the new Communications and Media Policy, elevating the current communications policy and combining policies to align to the best practice model.

The new Communications & Media Policy applies to all people who conduct work for Council in a paid or unpaid capacity including Councillors, staff, volunteers, contractors, trainees, work experience participants and other stakeholders engaged to deliver Council services.

The policy applies to engagement between Council officials and the public, including media and social media. However, the social media policy remains as an expansion of this policy, due to its complexity and ever-changing environment and trends.

Effective engagement assists Council in keeping the community informed, explaining decisions, and promoting community confidence in Council and its decisions. The policy assists Council officials in understanding:

- Communication principles to guide communication priorities and decisions,
- How to conduct engagements (using various communications platforms) in a professional, efficient, respectful, and community-focused manner,
- Accountability requirements of Council officials in communications and dealing with media, and
- When and how to use communication platforms for information and knowledge sharing.



**RESOLUTION 45/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that Council endorse the Communications & Media Policy.

AND FURTHER

That a paragraph similar to the Social Media Policy paragraph regarding concerns and complaints be included in the Communications and Media Policy.

**CARRIED**

*Function: Governance*

*Temora Shire Council*

*Policy Number: G13*

## TEMORA SHIRE COUNCIL



### Communications and Media Policy

DRAFT

*Revision Number: 2*  
*File Name: Communications and Media Policy*

*Revision Date: March 2024*  
*Page Number: 1*

Function: Governance

Temora Shire Council

Policy Number: G13

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Communications and Media Policy  
CODE NUMBER: G13  
AUTHOR: Temora Shire Council  
ENDORSEMENT DATE: March 2024

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
31.8.2017	Refresh	1	N/A	GCL
12.03.2024	Updated Policy, including merging G13 and C20	2		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
March 2027	General Review		

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File Name: Communications and Media Policy

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*Function: Governance**Temora Shire Council**Policy Number: G13*

## PURPOSE

The Communications and Media Policy provides a framework to assist Temora Shire Council when communicating directly or indirectly with the public. It ensures engagement directly with the public and indirectly, with media, by Council officials (Councillors and staff) is consistent, accurate, professional, and enhances Council's reputation.

Effective engagement assists Temora Shire Council in keeping the community informed, explaining decisions, and promoting community confidence in Council and its decisions.

The development of digital media means that people worldwide can access and actively engage in content. Therefore, how a Council is portrayed impacts greatly on how the organisation is perceived.

Communication platforms can be an effective tool to promote Council programs, events, and initiatives. Some platforms can also be invaluable in times of crisis or emergency when critical information needs to be communicated to the public.

Despite the many benefits, media also presents a variety of challenges and risks. These include:

- Maintaining the accuracy, reliability, and integrity of information
- Ensuring confidential information is managed appropriately, and
- The increased exposure and risk to reputation where information is not managed appropriately.

## SCOPE

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 engagement between Council officials and the public, including media and social media. However, a social media policy exists as an expansion of this policy, due to its complexity and ever-changing environment and trends.

## PRINCIPLES

Temora Shire Council, Councillors, and staff, are committed to upholding and promoting Council's values of:

- We will make the best decisions we can, through:
  - Leadership and Respect - act decisively with knowledge and courage in the best interest of our community;
  - Integrity and transparency – act honestly and openly in all our dealings with a view to make equitable decisions;
- We will act with the community as our primary consideration, through:

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- Community focus - engage with our community to provide services that respond to community need;
  - Future custodianship – always act with the consideration of the impact of our actions on future generations;
- We will value the views and input of others, through:
  - Teamwork and cooperation – work together with open communication to achieve a common goal by sharing knowledge and support each other;
  - Effective partnerships – treat everyone with respect by being inclusive, non-judgemental and by valuing diversity;
- We will maximise our opportunities, through:
  - Innovation – encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk; and
  - Continuous improvement – always strive to achieve our goals more efficiently through improvements in process or new technology.

The following four communications principles are common themes within Council's values which determine and guide communication priorities and decisions:

1. **Openness** - We will act honestly and openly in exchange of information and knowledge sharing between our Council, the public and media. We will use communications platforms appropriate to the audience.
2. **Consistency** - We will ensure consistency of message by all Councillors and staff when communicating with the public and media.
3. **Accuracy** - The information and knowledge we share will be a source of truth for our Council and community, and we will prioritise the need to correct inaccuracies when they occur.
4. **Timeliness** - We will respond to enquiries in a timely manner, presenting Council as a professional, efficient and community-focused organization.

These principles should underpin every aspect of a Council's engagement and all Council staff and officials should commit to upholding them.

## ACCOUNTABILITY REQUIREMENTS

All engagement by Council officials must be conducted in a professional, efficient, respectful, and community-focused manner.

## COMMUNICATIONS OFFICER

The Communications Officer role is to:

1. Liaise with relevant staff members within the organisation to gather the information required,

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2. Develop key messages, communication artefacts and documentation where appropriate,
3. Be the lead point of contact for all media enquiries, requests for interviews, requests to film or photograph Council staff, facilities or events for news and current affairs purposes,
4. Be responsible for reviewing media statements prior to their release,
5. Ensure that media statements are approved by the Mayor or General Manager prior to their release,
6. Notify frontline staff of current relevant information and key messages,
7. Develop and/or support media training and/or induction to be provided to relevant staff and/or Councillors,
8. Inform Councillors of media releases and other relevant communications distributed,
9. Maintain a record of all media enquiries and responses,
10. Ensure that media organisations and their representatives are treated professionally, equally and without bias,
11. Ensure that media enquiries are dealt with promptly,
12. Provide guidance to Councillors and Council staff approached by the media for comment to avoid misinformation and miscommunication,
13. Ensure that all media releases are published on the Council's website,
14. Ensure Council meets its legal obligations with respect to maintaining records of public communication, and
15. Maintain the accuracy and currency of Council's public facing communication platforms.

**GENERAL MANAGER**

The General Manager is the official spokesperson for the Council on operational and administrative matters.

The General Manager may delegate to other Council staff to speak on their behalf where appropriate, (for example, where the delegated staff member has professional expertise regarding the subject matter, or the General Manager is unavailable).

**MAYOR**

The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the *Local Government Act 1993*).

If the Mayor is unavailable, the Deputy Mayor may act as the Council's spokesperson.

The Mayor may delegate their role as spokesperson to the General Manager or other Councillors when appropriate, (for example, where another Councillor is best placed to comment, because the issue is of particular interest to them, or it is within their particular area of expertise).

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*Function: Governance**Temora Shire Council**Policy Number: G13***COUNCILLORS**

Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should provide this information to the General Manager.

When engaging with the public and media Councillors:

- Must not purport to speak for the Council unless authorised to do so.
- Must clarify when speaking that they are expressing their personal views as an individual Councillor and that they are not speaking for the Council (unless authorised to do so)
- Must uphold and accurately represent the policies and decisions of the Council
- Must not disclose Council information unless authorised to do so, and
- Must seek information and guidance from the General Manager where appropriate before providing comments to ensure they have the most up-to-date and relevant information, and have considered reputational or other risks.

Councillors are obliged to attend media engagement training provided as part of their induction, or refresher training, or as part of their ongoing professional development program.

In the interests of promoting a positive, safe, and harmonious organisational culture, Councillors should endeavour to resolve personal differences privately and must not prosecute them publicly.

Councillors must direct any questions about their obligations under this policy to the General Manager.

**COUNCIL STAFF**

Council staff must not communicate to the media or publicly about matters relating to the Council unless authorised to do so.

Council staff:

- Must uphold and accurately represent the policies and decisions of the Council
- Must not disclose Council information unless authorised to do so, and
- Must seek information and guidance from the General Manager or Communications Officer where appropriate before providing comment to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.

If Council staff receive a media enquiry or they are invited by media to comment on a matter relating to the Council, they must refer the enquiry to the General Manager or Communications Officer.

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Where Council staff become aware of potential issues that could result in media interest, they should provide this information to the General Manager.

The Council must provide training to Council officials who are authorised by the General Manager to engage with the media.

Complaints received are to be managed in accordance with Council's policy *G5 Complaints/Disclosure Reporting Mechanism*.

#### **ENGINEERING DEPARTMENT STAFF**

The Manager and/or supervisor of civil works to be undertaken is responsible for community consultation and notifying those impacted.

Roadworks undertaken as a contractor to Transport for NSW (TfNSW), under the RMCC Contract, require works to be communicated a minimum of two (2) weeks prior to commencement of works, and may be carried out by TfNSW &/or Council.

Communications are to be provided to property owners prior to works, where:

1. there is direct impact by Council,
2. may impact property access, and/or
3. may impact pedestrian thoroughfare (of significant or extended nature in urban areas).

Communication platforms used for notification purposes may include:

- Media release to local newspaper
- Council newsletter
- Social media posts
- Face-to-face (i.e. door knocks, forums)
- Letter (mailed, email or letter box drop)

#### **COMMUNICATION PLATFORMS**

The following communication platforms are used by Council for the purpose of information and knowledge sharing.

##### **1. THE MEDIA**

Council officials must comply with the Council's *Code of Conduct* when engaging with the media in an official capacity or in connection with their role as a Council official.

Council officials must not share information or make comments to the media through either direct or indirect mechanisms that:

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- Are defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public,
- Contains profane language or is sexual in nature,
- Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory,
- Is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety,
- Contains content about the Council, Council officials or members of the public that is misleading or deceptive,
- Divulges confidential Council information,
- Breaches the privacy of other Council officials or members of the public,
- Contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW,
- Could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment,
- Commits the Council to any action,
- Violates an order made by a court,
- Breaches copyright, and/or
- Advertises, endorses, or solicits commercial products or business.

## **2. NEWSLETTER**

The Council newsletter publication is used to communicate about:

1. local, state, and federal government information,
2. causes adopted by Council, and/or
3. organisations that are mentioned in Council's current Delivery Program or Operational Plan.

Organisations located in Temora Shire may apply via [communications@temora.nsw.gov.au](mailto:communications@temora.nsw.gov.au) to advertise in the calendar of events section of the newsletter. The following conditions may apply for inclusion:

- Priority will be given to events that have a tourism and/or community focus,
- Events that are not inclusive will not be listed, and
- Regular meetings will not be listed (i.e. community groups, special interest or religious groups).

## **3. COUNCIL WEBSITE**

The Council's website is used as a one-stop-shop for:

1. Sharing information and knowledge on Council services, policies, meetings,
2. Sharing information on building, works and projects in Temora Shire,

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3. Paying for Council services, where appropriate,
4. Submitting applications, reservations, and expressions of interest,
5. Hosting open jobs and procurement opportunities within Council,
6. Promoting Council news, venues, and facilities,
7. Hosting public notices, and
8. Contacting Council.

#### **4. TEMORA SHIRE'S TOURISM WEBSITE**

The tourism website is used as a platform to:

1. Detail upcoming Council festivals and events,
2. List Temora Shire events and activities that drive tourism,
3. List businesses and activities that drive tourism,
4. Promote venues and facilities that drive tourism, and
5. Promote relocation to Temora Shire.

#### **5. SOCIAL MEDIA**

Since Social Media's inception, it has grown in popularity and influence, and is now fundamental in how people interact with one another, used for work and play purposes and how we consume information and ideas.

Despite its obvious benefits, social media is complex and presents a variety challenges and risks which necessitate a standalone policy: Temora Shire Council's Social Media Policy.

#### **6. PHONE**

Phone calls, incoming and outgoing, are a critical part to business operations at Council. This section aims to explain how we direct the public in contacting Council via phone and, refers to receiving incoming calls from the public.

Council's direct line should be the main point of contact for all incoming phone inquiries. Administration will triage calls to the appropriate department or Council official based on the information received in the call.

If the department or Council official is unable to receive the call at the time, administration staff should forward the contact and enquiry details to the relevant department and/or staff, ideally via email. Council officials should return the call as soon as possible. When a call remains unanswered after three attempts, Council official should attempt to make contact using other platforms (e.g. email), if available to them.

A direct line number or mobile may be given in communications when:

- Taking registrations for activity or event,
- The responsible official is the only person that can answer queries, and/or

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- The subject matter is important, or urgent in nature.

Council is to retain a designated 24-hour emergency on-call contact via Council's direct line.

## **7. TEXT MESSAGES**

One-on-one text messages between Council officials and/or the public is a crucial part of everyday business. This section refers only to bulk text messages. Bulk text messages refer to sending messaging to a mass audience.

Bulk text messages are an effective tool, and may be used when approved by the General Manager:

- During emergencies
- To promote major events and activities

According to the *Spam Act 2003*, Council must first gain permission from recipients prior to sending text messages. When sending bulk text messages, the platform used should be trusted and secure, and the message is to include an opt-out option for the recipient.

## **8. EMAILS**

Emails are vital to business operations at Council. This section refers to bulk email distribution. Bulk email distribution refers to sending email to a mass audience.

Bulk email distribution is an effective tool for sharing useful or relevant information. Distribution lists are categorised into interest groups. To avoid spamming unnecessarily, information should only be sent to relevant distribution groups. Distribution of information may include:

- Newsletters,
- Notification of activities or events,
- Notification of local, state, or federal initiative, or
- Notification and updates of emergencies.

According to the *Spam Act 2003*, Council must first gain permission from recipients prior to sending bulk emails. When sending bulk emails, the platform used should be trusted and secure, and the message is to include an opt-out option for the recipient.

## **COMMUNCAITIONS DURING EMERGENCIES**

During emergencies, such as natural disasters or public health incidents, the Engineering Works Manager (with assistance from Communications Officer) will be responsible for coordinating communications on behalf of the Council.

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Council officials must not provide comments or information that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.

For further information on disaster response, refer to Temora Shire Council's Disaster Workforce Recovery & Continuity Business Plan.

## **COMMUNICATIONS IN THE LEAD UP TO ELECTIONS**

This policy does not prevent the Mayor or Councillors who are candidates at a Council or any other election from providing comment to the media in their capacity as candidates at the election.

As per the Code of Conduct, any media comment provided by the Mayor or Councillors who are candidates at a Council or another election must not be provided in an advertisement, newspaper column, or a radio or television broadcast paid for by the Council or produced by the Council or with Council resources.

## **RECORDS MANAGEMENT**

Communications content created and received by Council officials, acting in their official capacity, is a Council record and may be subject to information access applications made under the Government Information (Public Access) Act 2009. These records must also be managed in accordance with the requirements of the State Records Act 1998 and Council's *Records and Information Management* and *Records Management Procedures for Councillors*.

## **LEGISLATION FRAMEWORK, STANDARDS, RELEVANT EXTERNAL POLICIES AND GUIDELINES**

- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- Local Government Act 1993
  - Section 226 (a)
  - Section 226 (c)
  - Section 232 (f)
- Spam Act 2003
- NSW Government – Office of Local Government 22-37 Model Media Policy

## **INTERNAL RELATED DOCUMENTS**

- Temora Shire Council's Model Code of Conduct

*Revision Number: 2*

*File Name: Communications and Media Policy*

*Revision Date: March 2024*

*Page Number: 11*

*Function: Governance**Temora Shire Council**Policy Number: G13*

- Temora Shire Council's Privacy Management Plan
- Temora Shire Council's Social Media Policy
- Temora Shire Council's Records and Information Management
- Temora Shire Council's Records Management Procedures for Councillors
- Temora Shire Council's Disaster Workforce Recovery and Continuity Business Plan

**DEFINITIONS**

For the purposes of this Policy the following definitions apply:

**COUNCIL OFFICIAL**

Includes Councillors, members of staff and delegates of the Council (including members of committees that are delegates of the Council).

**MEDIA**

Means print, broadcast and online media used for communicating information to the public, including, but not limited to, newspapers, magazines, internet publishers, radio, and television broadcasters.

**SOCIAL MEDIA**

Means online platforms and applications, such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards, that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, LinkedIn, YouTube, and Instagram.

**PERSONAL INFORMATION**

Means information or an opinion (including information or an opinion forming part of a database and whether recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

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**13      ENGINEERING SERVICES**

Nil

General Manager Melissa Boxall acknowledged Engineering Works Manager, Alex Dahlenburg for his 12.5 years of service at Council. Alex's last day will be Friday, 5 April 2024 and we wish him well in his new endeavours.

Mayor Rick Firman thanked Mr Dahlenburg for his achievements with Council and wished him all the best.

**14 ENVIRONMENTAL SERVICES****14.1 ARIAH PARK AND SPRINGDALE FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**

**File Number:** REP24/244

**Author:** Town Planner

**Authoriser:** Director of Environmental Services

**Attachments:** Nil

**REPORT**

At the Arianh Park and Springdale Floodplain Risk Management Committee meeting, held on 5 March 2024, the Committee considered the final Arianh Park and Springdale Floodplain Risk Management Study and Plan.

It has been a lengthy process to complete this project, which first commenced in 2019.

The overall objectives of the *Arianh Park and Springdale Floodplain Risk Management Study (Arianh Park and Springdale FRMS)* were to assess the impacts of flooding on existing development, review existing Council policies as they relate to development of land in flood liable areas, consider measures for the management of flood affected land and to develop the *Arianh Park and Springdale Floodplain Risk Management Plan (Arianh Park and Springdale FRMP)* which:

- i) Proposes modifications to existing Council policies to ensure that the development of flood affected land is undertaken so as to be compatible with the flood hazard and risk.
- ii) Sets out the recommended program of works and measures aimed at reducing over time, the social, environmental and economic impacts of flooding.
- iii) Provides a program for implementation of the proposed works and measures.

The study area for *Arianh Park and Springdale FRMP* applies to areas that are zoned *RU5-Village* in Arianh Park and Springdale, in addition to their immediate surrounds. The study deals with the following two types of flooding:

- **Main Stream Flooding**, which occurs when floodwater surcharges the in bank area of the existing creek system. Main Stream Flooding is typically characterised by relatively deep and fast flowing floodwater, but may be shallower and slower moving in flood fringe areas.
- **Major Overland Flow** which occurs during storms which result in the flow of water across the land as it makes its way toward defined watercourses whether they be modified or not, as well as surcharge of the existing stormwater drainage system.

Major Overland Flow is typically characterised by relatively shallow and slow moving floodwater.

The activities undertaken in *Arianh Park and Springdale FRMP* included:

1. Undertaking a consultation program over the course of the study to ensure that the Arianh Park and Springdale communities were informed of the objectives, progress and outcomes over the course of the study,
2. Review of existing flood behaviour in the study area and its impact on existing development,

3. Assessment of the potential impact that a partial blockage of hydraulic structures and future urbanisation, as well as increases in hydraulic roughness and rainfall intensity associated with future climate change could have on flood behaviour,
4. Review of current flood related planning controls relating to the study area and their compatibility with flooding conditions,
5. Strategic review of potential floodplain risk management works and measures aimed at reducing flood damages, including an economic assessment of the most promising measures,
6. Ranking of works and measures using a multi-objective scoring system which took into account economic, financial, environmental and planning considerations,
7. Preparation of *FRMP*.

A copy of the study and plan, with supporting figures is attached via separate cover, due to the large document size.

#### Summary of Flood Impacts

At the 1% AEP level of flooding, eight dwellings, 21 commercial/industrial buildings and one public building would be subjected to above-floor inundation at Ariaiah Park, while seven dwellings would similarly experience above-floor inundation at this level of flooding at Springdale.

As the depth of above-flood inundation at both Ariaiah Park and Springdale is relatively shallow at the 1% AEP level of flooding, the total flood damages in the two villages only amount to about \$1.7 Million and \$0.6 Million, respectively.

#### Flood Risk and Development Controls

The Ariaiah Park and Springdale FRMS&P has recommended a range of measures to manage and mitigate the impacts of flooding. These measures are summarised below:

1. Inclusion of a new special flood considerations clause in the Temora Local Environmental Plan 2010 which would apply to land which lies between the Flood Planning Area and the extent of the Probable Maximum Flood.
2. The application of a graded set of planning controls for future development that recognise the location of the development within the floodplain; to be applied through the update of Temora Shire DCP 2012.
3. Improvements in the NSW SES emergency planning including data on the nature and extent of flooding at Ariaiah Park and Springdale, times of rise of floodwaters, duration and depths of inundation at major road crossings for a range of flood events and properties affected by flooding.
4. Preparation of a Flood Information Brochure which could be prepared by Council with the assistance of NSW SES containing both general and site-specific data.
5. Investigation, design and implementation of a flood warning system for Springdale which would comprise the installation of a telemetered stream gauge which would be linked to an automated public announcement system, as well as a set of flashing lights on Burley Griffin Way.
6. Council undertaking further consultation with rural landowners who would be adversely impacted by the construction of a trunk drainage upgrade scheme that is aimed at

reducing the impact that Major Overland Flow has on existing development that is located on both the northern and southern sides of the Temora-Roto railway line at Arian Park.

7. Investigation and concept design of the agreed scheme of Measure 6.
8. Detailed design and construction of Measure 6.
9. Preparation and implementation of a Vegetation Management Plan for Gundibindyal Creek and one of its tributaries where they run through parts of Springdale.

#### Community Consultation

The draft Arian Park and Springdale FRMS&P report was placed on public exhibition over the period 27 October 2023 to 24 November 2023. Council received five (5) written submissions by the closing date, four (4) of which related to Arian Park and one (1) of which was of an overarching nature. No submissions were received relating to Springdale.

The main concerns raised in the five (5) submissions were as follows:

- i. The nature of flooding and its impact on existing development at Arian Park was in one respondent's opinion not consistent with what they had experienced in at least the last 50 years.
- ii. The approach adopted for assessing flood damages at Arian Park, namely the reliance on a "drive by" survey in combination with the available LiDAR survey data to estimate floor levels was not sufficiently accurate.
- iii. In regards the Arian Park Trunk Drainage Upgrade Scheme:
  - a) The scheme should be expanded to include the installation of a diversion bank running in a north/south direction on the eastern side of Arian Park.
  - b) The scheme should be modified to keep overland flow as far east as possible, crossing the rail corridor and continuing north through private property to the Mirrool Creek.
  - c) The scheme will remove overland flow which presently runs in a northerly direction along Coolamon Street/Mary Gilmore Way, where it replenishes farm dams that are located on both sides of the road.
  - d) The scheme will adversely impact land that is located on the western side of Cemetery Road which is zoned RU1 – Primary Production.

#### Consultant response

In regards points i) and ii), the definition of flood behaviour and the assessment of flood damages at Arian Park were based on industry best practice and using procedures set out in the latest edition of Australian Rainfall & Runoff (Geoscience Australia, 2019), design rainfall intensities issued by the Bureau of Meteorology and flood damage curves issued by the Department of Planning and Environment.

In regards concerns raised under point iii), the following comments are made:

- a) The landowner on the eastern side of Arian Park, south of the rail corridor was consulted prior to finalisation of the draft report and advised that the construction of formal flood mitigation works requiring easements is not favoured at this time.

b) The diversion of overland flow to the east of Aria Park, north of the rail corridor would result in significant adverse flooding conditions being experienced in private property and as a result was not considered a viable option.

c) It is acknowledged that the scheme would remove overland flow which is presently diverted north along Coolamon Street/Mary Gilmore Way, but note that during intense rainfall events, this flow results in the inundation of several residential properties that are located adjacent to the road reserve. It is also noted that the diversion of flow in a northerly direction via the table drains that run along both sides of the road is not consistent with the natural fall of the land which is toward the north-west (i.e. in the direction that the scheme aims to direct overland flow).

d) It is acknowledged that the scheme will increase both the rate and volume of overland flow discharging to the land that is located on the western side of Cemetery Road which is zoned RU1 – Primary Production.

Copies of the submissions are attached as part of the separate cover package of documents.

#### Discussion

The aim and intent of the Aria Park and Springdale FRMS&P was to seek to understand, and to reduce and mitigate the extent of flooding in Aria Park and Springdale.

The study and plan have provided Council with a thorough understanding of design flooding at different scale modelled events, the level of risk associated with such events, and a range of controls and mitigation measures for Council to consider. The information will be used by Council officers to guide future development in relation to finished floor level, where a flooding risk has been identified.

Once the FRMS&P is adopted, Council will be able to seek funding for feasibility studies and preparation of designs to support future implementation of works projects, based on the outcomes of the plan.

The highest priority works project is the investigation of the installation of a flood warning system at Springdale, as flooding as shown within the plan has the highest level of risk.

The measures to occur in Aria Park, via the proposed Aria Park Trunk Drainage Upgrade Scheme, require further discussion with landowners, as a clear direction on future works to reduce the impacts of flooding has not yet been found. The placement of easements on rural land toward the east of Aria Park village is not supported at this time, as this would involve significant areas of land to be managed for flood mitigation purposes, which could constrain farming activities. There was also opposition from rural landowners regarding the potential of flood mitigation works to increase the level of flooding on farming properties. Landowners are also concerned about works that impact upon farm dams being filled during higher rainfall events.

Solutions for Aria Park that involve informal arrangements, could attempt to balance the need to protect the village centre from more frequent flooding impacts, whilst generally maintaining the natural flow of water towards the Mirrool Creek. However, informal arrangements are ineligible for funding by the NSW Government and may be changed, should the affected property change ownership.

Discussions directly with landowners, following adoption of the Plan, will allow further refining of the solutions, in an attempt to reach agreement with the affected parties regarding the most acceptable solutions to manage the impacts of flooding, now that the design floods have been

modelled. However, progression to the next stages relies on the adoption of the flood study and plan at this time.

Conclusion

The Arianh Park & Springdale FRM Committee, on the recommendation of Cr Oliver and seconded Cr Judd, recommends that the report adopted by Council.

Cr Nigel Judd declared a pecuniary interest in relation to item REP24/244 due to a due to being a resident of Arianh Park.

Cr Nigel Judd left the meeting at 5:13pm and took no further part in the discussion.

**RESOLUTION 46/2024**

Moved: Cr Max Oliver

Seconded: Cr Anthony Irvine

It was resolved that Council adopt the Arianh Park and Springdale Floodplain Risk Management Study and Plan.

**CARRIED**

Cr Nigel Judd returned to the meeting at 5:21pm.

***Report by Claire Golder***

**15 ADMINISTRATION AND FINANCE****15.1 SPONSORSHIP REQUEST - 2024 VOLUNTERRING NSW STATE CONFERENCE**

**File Number:** REP24/289  
**Author:** Economic Development Manager  
**Authoriser:** Director of Administration & Finance  
**Attachments:** 1. Volunteering Sponsorship

**REPORT**

Council received correspondence (see attached) from the Centre for Volunteering who are asking all Local Government Areas across NSW to support volunteering networks in their electorate by sponsoring two (2) local constituents to attend the 2024 Volunteering NSW State Conference on June 6, 2024. The price for each individual delegate is \$305.00 including GST and booking fee.

Should Council wish to support the request for sponsorship, the Economic & Community Development Officer has drafted an application and assessment process for consideration. The process is designed to ensure fairness and transparency in selecting the delegates, with a focus on identifying candidates who are passionate, dedicated and have the potential to make meaningful contributions to volunteering in the Shire.

**Proposed Application & Assessment Process:**

1. **Announcement:** Make a public announcement about the opportunity to attend the conference as sponsored delegates for Temora Shire Council. This announcement will be shared through various channels such as social media, the Narraburra News, direct email to community organisations, and media release.
2. **Application Form:** Creation of an application form that interested volunteers can fill out. The form will include fields for personal information, volunteer experience, reasons for wanting to attend the conference, and any relevant skills or qualifications.
3. **Deadline:** Set a deadline for submitting applications.
4. **Assessment Panel:** Form an assessment panel comprising three Councillors. The panel will be responsible for assessing the applications and selecting the sponsored delegates.
5. **Selection Process:** The review committee will review all submitted applications and evaluate them based on the selection criteria.
6. **Notification:** Once the review process is complete, notify the selected delegates and announce their selection publicly. Also, inform the unsuccessful applicants respectfully.

Delegates or their nominating organisation must be able to cover the other costs related to attending the conference, such as travel, accommodation and meals.

Announcements: 18th March 2024

Application Deadline: Friday 26th April 2024

Assessment Panel Review: Tuesday 30<sup>th</sup> April 2024

Sponsorships Announcements: 2nd May 2024



*NOTE: Donations for 2023/2024 are \$9,146.04 with a total budget of \$15,000.*

*\$5,853.96 budget remaining*

**RESOLUTION 47/2024**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that Council approve the cost of \$610 (including GST and booking fee) from Council's donations budget to sponsor two local volunteers to attend the 2024 Volunteering NSW State Conference, provided that the appropriate applicants are found.

AND FURTHER

That the assessment panel consist of three Councillors.

**CARRIED**

**RESOLUTION 48/2024**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

It was resolved that the assessment panel comprise of Councillor Reinhold, Bushell and McLaren.

**CARRIED**

Kris Dunstan, Director Environmental Services left meeting at 5:23pm

Kris Dunstan, Director Environmental Services returned to meeting at 5:25pm

Rob Fisher, Engineering Asset Manager left meeting at 5:25pm.

Rob Fisher, Engineering Asset Manager returned to meeting at 5:27pm

***Report by Craig Sinclair***

**From:** Conference <[conference@volunteering.com.au](mailto:conference@volunteering.com.au)>  
**Sent:** Wednesday, March 6, 2024 2:20 PM  
**To:** Temora Shire Council <[temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)>  
**Subject:** 2024 Volunteering NSW State Conference - Sponsorship Opportunity



Dear Ms Melissa Boxall,

As the peak body for volunteering in NSW, The Centre for Volunteering will be presenting the Volunteering NSW Conference, on Thursday 6 June, 2024 at the Amora Hotel Jamison Sydney.

We are asking all Local Government Members across NSW to support volunteering networks in their electorate. As the General Manager for Temora Shire Council we are inviting you to **sponsor** two (2) local constituents to attend this leading volunteering forum on June 6, 2024. The price for each individual delegate is \$305.00 including GST and booking fee.

As you may be aware, the pressures on the volunteer sector in NSW and Australia have become immense in a rapidly changing environment. The Conference theme is **Volunteering is for All of us** to give delegates the opportunity to build on knowledge, leadership and best practice in volunteer management to provide the critical infrastructure for the vitally important programs that volunteers deliver.

In sponsoring your constituents to attend the conference, your support will be acknowledged in both the opening address and on the conference program. More importantly, as the local member, you will be enhancing volunteering programs in your local community that provide much needed services to those in need.

To proceed, please nominate two (2) suitable local candidates or alternately we can nominate two (2) candidates from your electorate through our state wide network. For payment please email your invoice details to [conference@volunteering.com.au](mailto:conference@volunteering.com.au)

Thank you and I look forward to hearing from you at your earliest convenience.

Yours sincerely,



**Gemma Rygate**

**Chief Executive Officer**

**The Centre for Volunteering**

Level 3, 40 Gloucester St, The Rocks 2000

T 02 9261 3600

E [conference@volunteering.com.au](mailto:conference@volunteering.com.au)

W [www.volunteering.com.au](http://www.volunteering.com.au)

[Facebook](#) | [Twitter](#) | [Linked In](#) | [Instagram](#) | [Newsletter](#)

**15.2 TEMORA ARTS CENTRE MANAGER - TWELVE MONTH REPORT****File Number:** REP24/292**Author:** Economic Development Manager**Authoriser:** Director of Administration & Finance**Attachments:** 1. Annual Report**REPORT**

The purpose of this report is to provide Council with an update from the Temora Arts Centre Manager on his progress with the facility, having been in the role for twelve months. The report is attached.

Council is also advised that officers have commenced the engagement process with TADVAC regarding the renegotiation of their licence agreement which is due to expire in the middle of this year.

Cr Nigel Judd declared a non-pecuniary interest in relation to item REP24/292, due to the Arts Centre Manager being Cr Judd's son in-law.

**RESOLUTION 49/2024****Moved:** Cr Jason Goode**Seconded:** Cr Graham Sinclair

It was resolved that Council note the report.

**CARRIED*****Report by Craig Sinclair***

**Annual report for the Temora Arts Centre - A Hub of Cultural Engagement and Community Support****March 14<sup>th</sup> 2024****Introduction**

Since beginning my leadership in mid-April of the previous year, the Temora Arts Centre (TAC) has embraced its mission to serve as the premier cultural and creative hub in Temora. Our focus on excellence, community engagement, and continuous improvement drives us to offer diverse and enriching experiences that meet the evolving needs of our community.

**Programs, Achievements, and Collaborative Efforts**

**Diverse Programming:** The TAC hosts a variety of programs including chair yoga led by local instructors, creative writing workshops, and artistic courses, catering to the wellness and creative growth of our community members.

**Youth and Senior Engagement:** TaDVAC has expanded its contribution by initiating guided studio sessions for youth, facilitating intergenerational learning and engagement with the arts. This effort is part of our broader initiative to engage with our younger community members, providing them with a platform for expression and development.

**U3A's Active Role:** The University of the Third Age (U3A) actively engages with the Temora Arts Centre, fostering a symbiotic relationship that benefits both entities. This partnership enhances our community's educational and cultural opportunities, highlighting the Centre's role in promoting lifelong learning and engagement.

**Community and Technology Enhancements:** Efforts by TaDVAC to secure grants for community education, including cyber security awareness and the safe storage of lithium batteries, reflect a proactive approach to community welfare. These grants also facilitate technological upgrades for TAC, benefiting all users with improved facilities and resources.

Adding to these initiatives, TaDVAC has recently expanded its involvement by introducing an additional weekly meeting for a pottery club on Mondays. This is a significant step towards fostering a more community-driven centre.

**Significant Achievements:**

A significant milestone was reached when the Temora Creative Writers Group, following a grant writing workshop held at the TAC, successfully obtained a grant. This accomplishment not only empowers the group to embark on their exciting community projects but exemplifies the Centre's role in enhancing the capabilities and reach of our local creative talents.

**Cultural Exhibitions and Accessibility:**

Our exhibition space has not only showcased beautiful artworks and pottery but also has plans to feature pieces from the National Gallery of Australia, enriching our cultural offerings. Critical to our ability to extend the accessibility of the Temora Arts Centre, especially over weekends, is the dedication of our volunteers. This invaluable support, primarily from members of TaDVAC and other community volunteers, ensures that the facility can welcome visitors outside of traditional hours.

**Visitor Engagement and Program Numbers:**

Weekly, the Temora Arts Centre engages an impressive array of community members across our programs, underlining our role as a vital cultural hub. With numbers up from previous years, we are just getting started and continue to drive for more engagement:

Pottery sessions (Monday): 20+ attendees

Youth (Tuesdays) and senior guided studio sessions (Various days): 30+ attendees

Chair yoga (Weekly, three sessions): 45+ attendees

Creative Writing Group (Tuesday): 8+ attendees

TaDVAC-supported programs (Varied): 20+ attendees across sessions

This equates to approximately 100-150 unique engagements per week, showcasing the Centre's wide-reaching impact on the community.

**Community Feedback**

Illustrating the profound effect TAC has had on community members, Pam Adams, a recent Temora transplant, shares her story:

"The Temora Arts Centre has become an invaluable, essential ingredient in my life. After moving from Victoria with severe health challenges, the Centre offered me a community and creative outlets that have significantly aided my recovery. The friendly art group and my own Temora Creative Writers Group, which meets weekly, have provided me with opportunities and support I never expected. Thanks to Jeremy Kruckel and TAC, I'm exploring new horizons as my health improves. It's a winner all round for me."

- Pam Adams, Retired Secondary Teacher

**Acknowledgement**

The council's support has been crucial in enabling the Temora Arts Centre to thrive as a cultural beacon. As we continue to evolve, guided by our collaborative successes, and inspired by stories like Pam's, we remain committed to enriching our community's cultural landscape and fostering an environment where every individual can find connection, creativity, and growth.

Jeremy Kruckel

Arts Centre Manager (Part-Time)

Temora Shire Council

**16      CORRESPONDENCE**

Nil

**17      BUSINESS WITH NOTICE**

Nil

**18      NOTICE OF MOTION**

Nil

**19      BUSINESS WITHOUT NOTICE - URGENT**



**20 COUNCILLORS INFORMATION PAPER****RESOLUTION 50/2024**

Moved: Cr Jason Goode

Seconded: Cr Belinda Bushell

It was resolved that the Information Reports be received.

**CARRIED**

**20.1 ROAD SAFETY OFFICER REPORT - MARCH 2024**

**File Number:** REP24/300

**Author:** Environmental Secretary

**Authoriser:** General Manager

**Attachments:** 1. Road Safety Officer Report

**Report:**

Please see attached Road Safety Officer Report for March 2024.



## ROAD SAFETY OFFICER REPORT – MARCH 2024

### Activities

- Confirmed VMS Board location with Engineering Works Manager for Easter Long Weekend. Approximately 900 metres east from Waratah Street & Milvale Road intersection from 26 March 2024 to 2 April 2024.
- RSO created social media messaging for March.
- Cycling Safety editorial created for Temora Independent.
- Bus Safety Week editorial and social media posts created for Temora Independent.
- RSO took photos of each 40kmh thermos & dragon's teeth school zone line marking within Shire. This was sent to TfNSW for possible repainting to those that have faded significantly.
- RSO attended Rotary Youth Driver Awareness forum in Yanco on 29 February 2024.
- RSO attended TfNSW Road Safety Program online meeting on 4 March 2024.
- RSO chaired Four Shires Quarterly Meeting on 11 March 2024.
- RSO attended TfNSW Safer Roads Portal webinar on 12 March 2024.
- RSO attended NSW Temporary Delegation & Neighborhood Activities Permit webinar session conducted by TfNSW on 12 March 2024
- RSO delivered "Help Learner Driver Become Safer Driver" program in Temora Shire Council at Platform Y on 13 March 2024.
- RSO confirmed The Road Ahead information session for Temora Shire Council to be held on 22 April 2024 at Platform Y. Rotary Club of Temora to support RSO on the day.

**20.2 WORKS REPORT - FEBRUARY 2024****File Number:** REP24/302**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** Nil**Main Roads**

- MR 57 Goldfields way – inspection and routine maintenance
- MR 84 Burley Griffin Way – inspection and routine maintenance
- MR 57 Goldfields Way Clays Lane Reconstruction Project including pipe culvert extension.
- MR57 Goldfields Way Shoulder grading and tabledrains near Greens Creek, Reefton and near Taylors Road, Gidginbung
- 2x solar lights installed at Ingalba Rest Area on Burley Griffin Way
- Raised Pavement Marker removal on MR 57 and MR 84 in preparation for bitumen reseals.

**Local Roads**

- Guardrail inspections
- Howards Road upgrade – site preparation
- Traegers lane Gravel resheet – formation and drainage
- Camps lane Gravel resheet gravel placement
- Rural Unsealed Road culvert inlet and outlet cleaning various roads
- Cleaning out inlets and outlets of causeways on Springdam Road, Haueslers Road and Terlichs Road
- Old Cootamundra Road, shoulder grading
- Schmidts Road shoulder grading and table drains
- Tree trimming maintenance for clearance on rural unsealed roads in Sebastopol area
- Maintenance grading
- Slashing and spraying

**Urban Temora & Arian Park**

- Urban slashing and spraying
- Parks and sporting field maintenance items

- Nicholson Street upgrade final trim and bitumen reseal
- Wattle Street driveway drainage upgrades as part of upgrade to bitumen seal project
- Hoskins Street pram ramps for 2x new disabled parking spots
- Federal Park Play Equipment Upgrade
- Footpath installation Temora West Park
- Bradley Park playground and footpaths
- Golden Gate Dam fence repairs
- Baker Street Kerb and Gutter repairs
- Drainage works on Delavan Street downstream of new pipe culvert
- Drainage maintenance works eastern stormwater drain on Trungley Hall Road
- Preparation works for urban bitumen reseals in spraying, sweeping, maintenance patching, etc.
- Chifley Street drainage project
- Bundawarra Road drainage project including driveway works to tie-in and pipe culvert across Evatt Street intersection

**Works planned for March 2024**

- Howards Road upgrade – Vegetation Works
- Hoskins Street Pavement Upgrade Works
- MR 57 Goldfields Way Clays Lane Reconstruction Project
- MR 57 Goldfields Way, bitumen reseals segment 190 and 550
- MR84 Burley Griffin Way, bitumen reseals segment 200
- MR84 Burley Griffin Way, table drain maintenance works between Springdale and Porters Lane.
- Camps Lane Gravel Resheet
- Rural Unsealed Road culvert inlet and outlet cleaning various roads
- Pipe culverts on Reynolds Lane
- Pipe culverts on Ness's Lane
- Pipe culverts on Morangarell Road
- Federal Park Play Equipment Upgrade
- Footpath installation Temora West Park

- Bradley Park playground and footpaths
- Carpark works at Nixon Park
- Urban Bitumen Sealing various town streets as per program, and rural roads in Old Wagga Road North and Howards Road Segment 2
- Wells Lane Gravel Resheet
- Weed spraying and slashing.
- Nixons lane pipes and cutoff wall

***Report by Pat Kay***

**20.3 BUILDING APPROVALS - FEBRUARY 2024**

**File Number:** REP24/308  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** Nil

**ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979**

In accordance with the provisions of Section 4.59 of the Act, and Section 124 of the Regulations, notification is given that the undermentioned developments have recently been granted consent.

**DEVELOPMENT APPLICATIONS ISSUED**

- ✓ DA/CC 86/2023 – Lot 9; DP 867531; 19 View Street, Temora - Carport
- ✓ DA/CC 91/2023 – Lot 3; Section 8; DP 758030 – 37 Ashton Street, Arianah Park – New Dwelling
- ✓ DA/CC 2/2024 – Lot 5; DP 1285566 – 37 Joffre Street, Temora – New Dwelling
- ✓ DA/CC 3/2024 – Lot 13; Section 19; DP 758957 – 161 Crowley Street, Temora – Shade Shelter
- ✓ DA/CC 4/2024 – Lot 1; DP 388838 – 125 Kitchener Road, Temora – Carport and Additions and Alterations
- ✓ DA/CC 6/2024 – Lot 4; DP 1015581 – 48 Bartondale Road, Temora – Residential Storage Shed/Garage

**COMPLYING DEVELOPMENT CONSENTS ISSUED**

- ✓ CDC 2/2024 – Lot 51; DP 1262606 – 9A Rosella Street, Temora – Pergola

**20.4 REGULATORY CONTROL - FEBRUARY 2024****File Number:** REP24/305**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	1x no issues 3x move on 1x towed
Scooters & Bikes	1	No	No	1x bike collected and disposed of (broken)
School Zones	27	No	No	School Holidays
Noise	8	Yes	No	8 noise complaints: - 8x monitor (animal related)
Air Quality	N/A	No	No	N/A
Illegal Dumping/Littering	3	No	No	1x tyre 2x household rubbish
Overgrown/Untidy Blocks	7	No	No	7x monitor/ongoing
Lake Walking Track – leashed animals	30	No	No	1x dead animal removal 29x no issues
Animal Welfare	10	No	No	4x missing dogs – found 2x rehome animal 1x pickup injured animal – vets 2x rescue pickups – pound 1x animal to pound
Dangerous Dogs	0	No	No	NIL
Impounded	2	No	No	1x ewe 1x lamb
Noise Animals	8	No	No	7x monitor/ongoing 1x rectified
Nuisance Animals / Trapping	5	No	No	3x cat trap issued 1x bird monitor (airport) 1x bird concern – no further action
Dead Animal Removal	1	No	No	1x kangaroo
Keeping of Horses in Residential Areas	0	No	No	NIL
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	1	No	No	1x monitor
Fruit Fly	NIL	No	No	NIL
Euthanised	2	No	No	2x cats



Other	20	No	No	1x rehome tenant from caravan park & remove rubbish 3x jetboat event check 11x pound clean/feed 1x snake reported at lake 1x remove cat trap and dispose 3x rest stop checks
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***Report by Ross Gillard***

**20.5 BORROWINGS**

**File Number:** REP24/197  
**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 @ 29/2/2024	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	\$545,645	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29 %	\$82,831	\$1,133,125	20 yrs	2042
Totals			\$498,689	\$2,357,605		

***Report by Elizabeth Smith***

**20.6 CASH & INVESTMENTS FOR PERIOD ENDED 29 FEBRUARY 2024**

**File Number:** REP24/303

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Cash & Investments



## Temora Shire Council

## Cash &amp; Investments

For the period ended 29th February, 2024

	Original Budget 2023/24	Revised Budget 2023/24	Actual YTD Figures
<b>Externally Restricted</b>			
Sewerage Services	4,008,634	4,008,634	3,709,270
Domestic Waste Management	1,486,691	1,486,691	1,566,434
Stormwater Drainage Flood Studies & Construction Programs	400,296	400,296	410,523
S94 Contributions	254,032	254,032	342,459
Unspent Restricted Grants	1,577,853	1,577,853	1,944,207
Pinnacle Externally Restricted	1,480,744	1,480,744	1,289,031
<b>Total Externally Restricted</b>	<b>9,208,250</b>	<b>9,208,250</b>	<b>9,261,924</b>
<b>Internally Restricted</b>			
Pinnacle Internally Restricted	3,409,796	3,409,796	3,997,479
Other Waste Management	520,509	520,509	634,316
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	854,171
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	10,781
Medical Complex Development	14,845	14,845	26,009
Infrastructure *	1,614,457	1,614,457	1,165,430
Infrastructure - Airpark Estate	204,690	204,690	203,921
Digital Two Way Radio Upgrade	95,000	95,000	95,000
Computer Upgrade	235,204	235,204	213,518
Sports Council Requirements	62,018	62,018	61,018
Youth Donations	1,266	1,266	1,756
Revotes	989,193	989,193	536,022
Airside Maintenance	151,980	151,980	146,960
Temora Agricultural Innovation Centre Maintenance Reserve	10,249	10,249	22,745
Regional Local & Emergency Roads Repair Program	1,948,552	1,948,552	3,838,273
<b>Total Internally Restricted</b>	<b>17,366,353</b>	<b>17,366,353</b>	<b>16,275,673</b>
<b>Total Restricted Reserves</b>	<b>26,574,603</b>	<b>26,574,603</b>	<b>25,537,597</b>
*Infrastructure reserve contains \$85,586 of funds which are not allocated to specific projects			
<b>Cash &amp; Investments</b>			
Westpac Cheque Account			1,261,872
AMP Business Saver Account			1,023,166
AMP Notice Account			864,806
Macquarie Bank Cash Management Accelerator Account			1,037,535
Westpac Cash Reserve			1,173,689
Term Deposits held with:			
Bank of Queensland			2,000,000
National Australia Bank			12,867,207
AMP Bank			1,030,989
Macquarie Bank			2,553,056
Northern Territory Treasury Bonds			1,000,000
Australian Equity Bank			2,032,264
My State			514,692
<b>Total Cash &amp; Investments</b>	<b>26,574,603</b>	<b>26,574,603</b>	<b>27,359,275</b>
<b>Less Funds required for operational purposes</b>			<b>(1,000,000)</b>
<b>Cash &amp; Investments Available for Reserves</b>	<b>26,574,603</b>	<b>26,574,603</b>	<b>26,359,275</b>
<b>Funding Surplus</b>			<b>821,678</b>

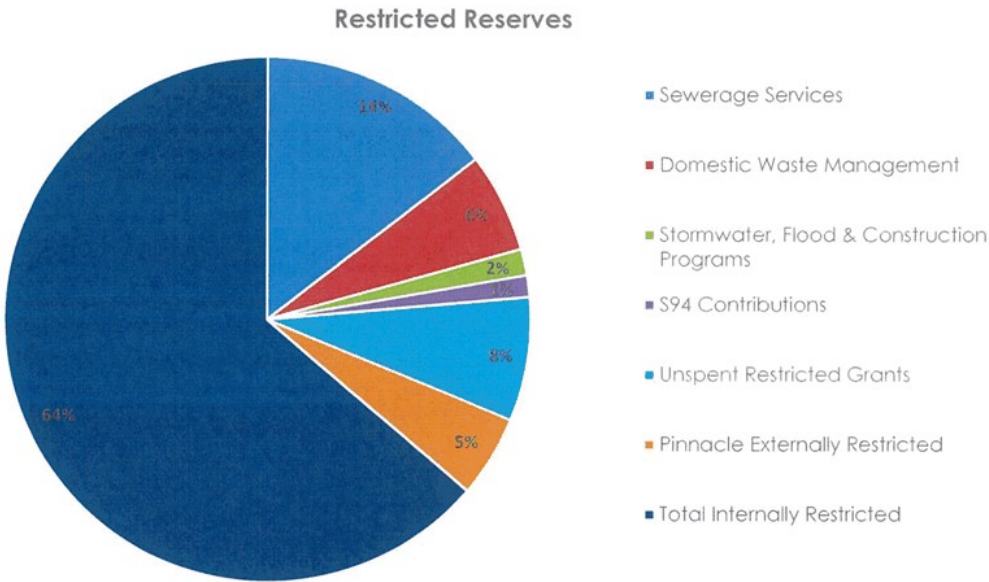
I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.

Elizabeth Smith

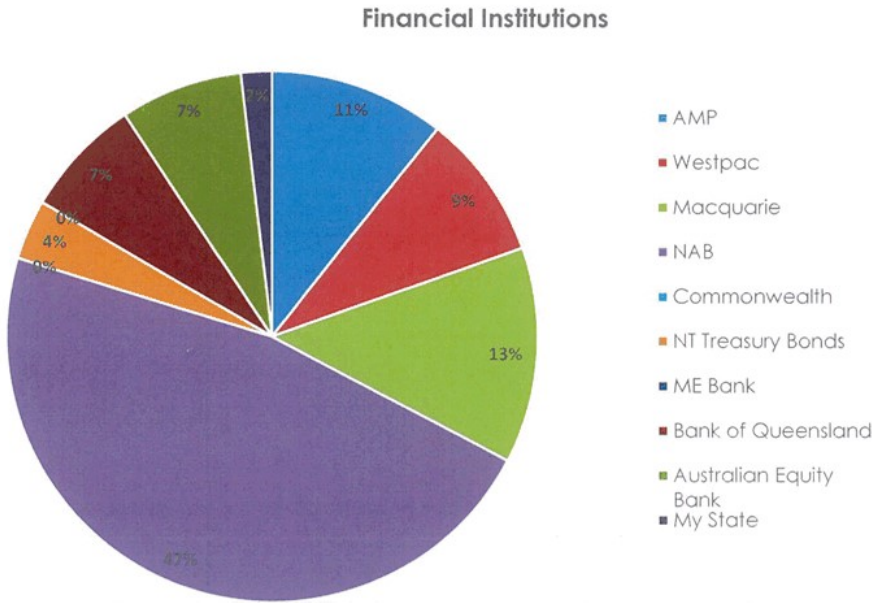
Director Administration & Finance



Temora Shire Council  
**Cash & Investments**  
For the period ended 29th February, 2024



Graph One - Proportion of reserves externally restricted compared to reserves internally restricted - with externally restricted reserves divided into purpose.



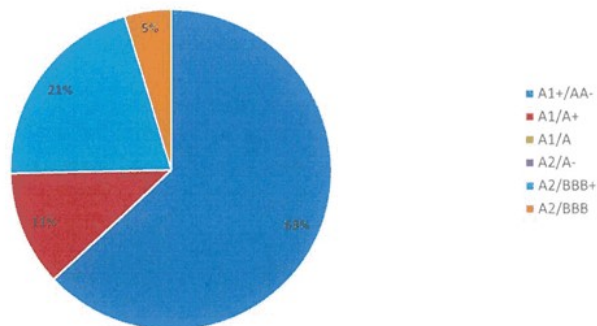
Graph Two - Proportion of cash held with each financial institution.



**Temora Shire Council**  
**Cash & Investments**  
 For the period ended 29th February, 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%			1,261,871.58	
Westpac Bank	A1+/AA-	Cash Reserve		1.35%			1,173,689.26	2,435,560.84
Macquarie Bank	A1/A+	Cash Management Accelerator Account		4.75%			1,037,534.60	1,037,534.60
AMP Bank	A2/BBB	Business Saver		3.30%			1,023,166.33	
AMP Bank	A2/BBB	31 Day Notice Account		5.20%			864,805.94	1,887,972.27
							<b>Total Cash Held</b>	<b>5,361,067.71</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	14/08/23	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	29/02/24	5.05%		28/02/25	1,037,453.16	
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	12,867,206.66
AMP Bank	A2/BBB	Term Deposit	15/02/24	4.75%		27/11/24	530,988.67	
AMP Bank	A2/BBB	Term Deposit	30/06/23	5.70%		15/05/24	500,000.00	1,030,988.67
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>21,998,206.98</b>	<b>21,998,206.98</b>
<b>Total Cash &amp; Investments</b>								<b>27,359,274.69</b>

Standard & Pooers Short Term/Long Term Credit Ratings



Graph One - proportion of investments held by Standard & Pooers credit ratings.

**20.7 RATES - FEBRUARY 2024**

**File Number:** REP24/241

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:**

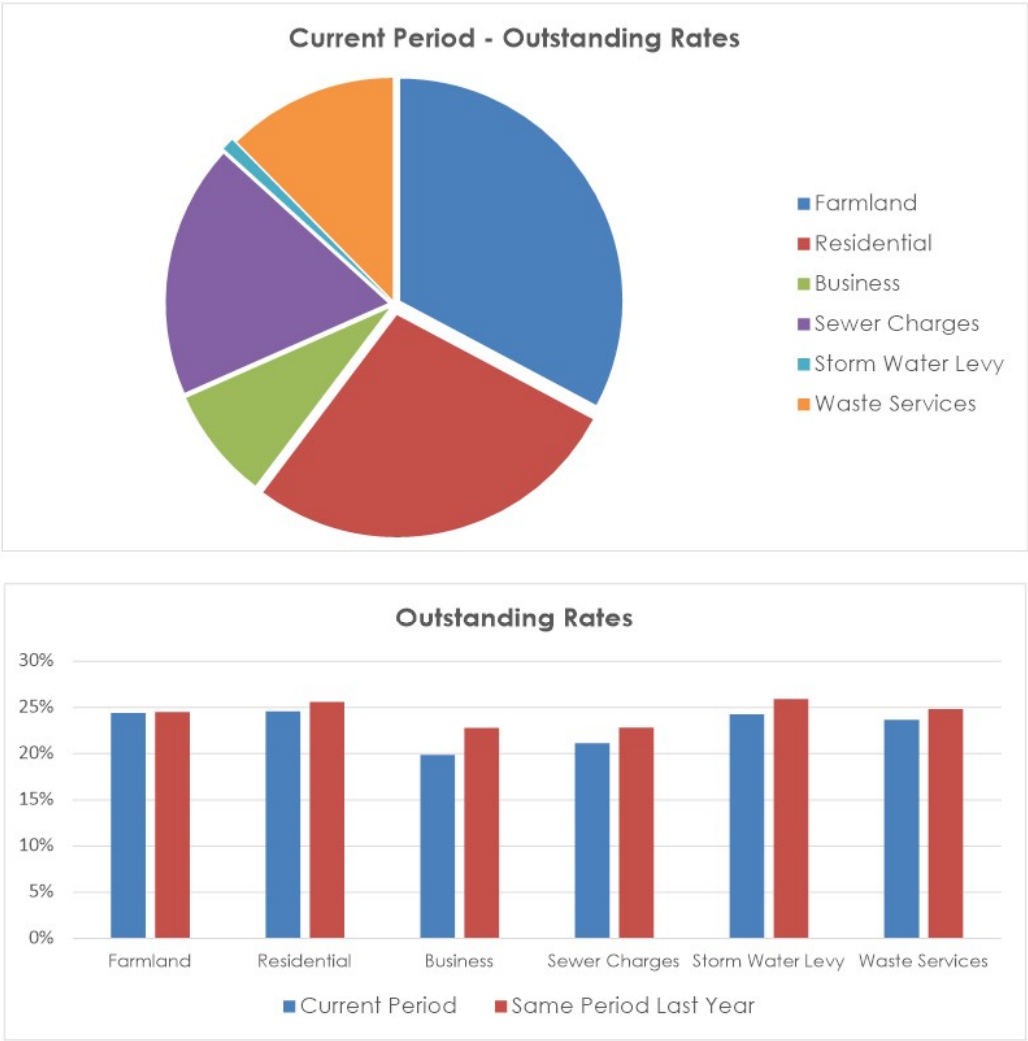
- 1. Rates Collection**
- 2. Rates Chart**





Temora Shire Council  
**Rates Collections**  
 For the period ended 29 February, 2024

General Rates					Same Period last year			
Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Rates Outstanding \$	Rates Outstanding %	Rates Outstanding \$	Rates Outstanding %	
Farmland	2,139,406.83	(2,997.84)	(1,615,168.53)	521,240.46	24%	500,701.25	25%	
Residential Temora - Occupied	1,484,098.32	(76,165.54)	(1,066,599.53)	341,333.25	24%	346,296.94	26%	
Residential Temora - Vacant	69,743.89	0.00	(50,359.30)	19,384.59	28%	13,328.52	21%	
Residential - Arrah Park	90,819.58	(6,891.49)	(59,764.59)	24,163.50	29%	27,295.66	33%	
Residential - Springdale	14,692.95	(1,156.23)	(8,281.91)	5,254.81	39%	4,845.58	42%	
Rural Residential	166,815.38	(9,586.20)	(120,895.54)	36,333.64	23%	34,000.70	22%	
Residential - Temora Aviation	47,562.40	(728.97)	(35,946.90)	10,886.53	23%	9,239.10	21%	
Business Temora - Hoskins Street	294,346.40		(234,105.43)	60,240.97	20%	69,074.28	26%	
Business Temora - Town	291,339.43		(235,358.18)	55,981.25	19%	57,802.89	21%	
Business Temora - Aviation	28,922.94		(23,959.18)	4,963.76	17%	4,546.99	16%	
Business - Arrah Park	23,035.51		(15,994.22)	7,041.29	31%	5,741.68	27%	
Business - Other	10,555.22		(9,972.72)	582.50	6%	437.35	4%	
Services								
Residential Sewer Charges	1,175,436.02	(37,450.19)	(866,609.72)	271,376.11	24%	269,864.79	25%	
Non-Residential Sewer Access & Usage Charges	243,118.58		(222,604.39)	20,514.19	8%	24,581.60	12%	
Storm Water Levy	57,556.51		(43,592.33)	13,964.18	24%	13,309.22	26%	
Domestic & Rural Waste Services	719,594.44	(40,003.33)	(516,098.25)	163,492.86	24%	165,980.44	26%	
Trade Waste Services	151,786.72		(118,375.75)	33,410.97	22%	28,368.43	20%	
Overpayments	(119,887.40)		61,728.75	(58,158.65)		(41,342.51)		
Legal charges	18,241.15		(8,079.57)	10,161.58		11,480.62		
Total	6,907,184.87	(174,979.79)	(5,190,037.29)	1,542,167.79	23%	1,545,553.53	24%	



**20.8 TEMORA MEMORIAL TOWN HALL - FEBRUARY 2024**

**File Number:** REP24/280

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall



Temora Shire Council

**Temora Memorial Town Hall****Income & Expenditure**

For the period ended 29th February, 2024

	Current YTD	Prior YTD
<b>Income</b>		
Facility Hire	15,139	22,313
Other Sundry Income	-	-
<b>Total Income</b>	<b>15,139</b>	<b>22,313</b>
<b>Expenditure</b>		
Utilities		
Electricity & Gas	(5,558)	(5,795)
Rates	(4,789)	(4,589)
Water	(257)	(565)
Cleaning	(9,487)	(7,445)
Maintenance	(9,521)	(7,790)
Administration		
Employee Costs	(4,158)	(4,016)
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>(139,396)</b>	<b>(139,001)</b>
<b>Total Town Hall Surplus/(Deficit)</b>	<b>(124,257)</b>	<b>(116,688)</b>
Internal Hire/Donation	1,142	3,254

**20.9 TEMORA TOWN HALL THEATRE - FEBRUARY 2024**

**File Number:** REP24/278

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Town Hall Theatre



Temora Shire Council

**Temora Town Hall Theatre  
Operating Statement**

For the period ended 29th February, 2024

	Current YTD	Previous YTD
<b>Candy Bar</b>		
Income	23,896	20,685
Purchases	(7,963)	(8,976)
	15,933	11,709
<b>Admissions</b>		
Income	41,210	42,103
Gold Class Ticket Sales	1,842	1,683
Audio Visual Purchases	(25,376)	(28,206)
	17,675	15,580
<b>Other Income</b>		
Facility Hire	1,691	909
Sale of Advertising	491	-
Donations	990	25
	3,172	934
<b>Other Costs</b>		
Advertising	-	(166)
Bank Fees	(928)	(901)
Building Maintenance	(459)	(324)
Cleaning	(1,473)	(2,482)
Computer Costs	(2,612)	(3,514)
Event Catering Expenses	(2,326)	(135)
Freight	-	(366)
General Maintenance	(225)	(554)
Insurance	(7,446)	(6,614)
Licences & Permits	(342)	(864)
Materials Purchased	(2,039)	(2,853)
Rates & Electricity	(5,032)	(5,155)
Stationery & Office Consumables	(8)	-
Employee Costs	(20,109)	(21,105)
Sundry Expenses	(2)	30
Telephone & Internet	(846)	(847)
Volunteer Support	(328)	(700)
Depreciation	(1,115)	(517)
	(45,290)	(47,067)
<b>Total Cinema Surplus/(Deficit)</b>	<b>(\$ 8,510)</b>	<b>(\$ 18,843)</b>
Internal Hire/Donation	-	136

**20.10 TEMORA & DISTRICT SPORTS COUNCIL MINUTES HELD 18 OCTOBER 2023**

**File Number:** REP24/189

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Temora & District Sports Council



## GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL

### REPORT OF THE GENERAL MEETING OF THE TEMORA AND DISTRICT SPORTS COUNCIL HELD ON WEDNESDAY 18<sup>th</sup> October 2023 AT 6.30 PM AT THE TEMORA EX-SERVICES CLUB

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**Attendance:** Rick Firman (TSC) Judy Gilchrist (TDSC) Jack Morton (Old Boys) Michelle Mawbey (Swimming) Rob Pfeiffer, Pete Hartwig (Aussie Rules) Brett Krause, Grace Krause (Little A's)

**Apologies:** Tony Stringer, Denise Breust, Alison McCrone, Michele Stewart, Maree Liston, Max Oliver, Bruce Lack, Lincoln Macauley

Moved Jack Morton seconded Pete Hartwig carried.

#### **Executive Meeting Minutes:**

Executive report. Inspection held on the 13<sup>th</sup> of October. Report in progress to Kris Dunstan. Still to be finalised.

Moved Pete Hartwig seconded Michelle Mawbey carried.

**Minutes:** The minutes of the previous meeting were read and confirmed on the motion of Judy Gilchrist.

Moved Jack Morton Seconded Rob Pfeiffer Carried

#### **BUSINESS ARISING FROM THE MINUTES:**

Ask council for signage re the Defibrillator at Nixon Park. Location of signs to be determined.

Moved Pete Hartwig second Jack Morton carried.

#### **TREASURERS' REPORT:**

Balance as per bank statement. \$17,211.19 Treasurers Report was read and confirmed on the motion of Denise Breust Seconded Judy Gilchrist Carried.

We have allocated an exceptional achiever's grant for Grace Krause of \$150.00 in recognition of her achievements at the Youth Commonwealth Games.

Moved Judy Gilchrist seconded Pete Hartwig carried.

Delegates to consider that the executive be empowered to formulate around setting a policy framework re an exceptional achiever grant.  
Bring back to February meeting.  
Moved Michelle Mawbey seconded Rob Pfeiffer carried.

**CORRESPONDENCE:****Outgoing:**

Letters to all schools re trophy donation, for the end of the year presentations.  
Letter to Grace Krause  
Business Papers

**Incoming:**

St Pauls Church re Luke Breust Dinner  
TSC re Citizen of the Year, Young citizen, event of the year.  
Mayoral reception for Michael McCormack

Moved Judy Gilchrist seconded Rick Firman carried.

**Rec Centre Business:**

Report to be finalised.

**General Business:**

McDonalds Grass Roots Grant opens on Friday 27<sup>th</sup> October and closes on the 17<sup>th</sup> November. Judging and presentation date yet to be confirmed.

**Swimming Club:**

Looking forward to a great swimming season, especially with the new refurbish 8 lane swimming pool.  
Registrations have opened. Good luck to all swimmers for the upcoming swimming season.

**TARFNC:**

Presentation night an enormous success, with good numbers in attendance.  
Recruiting is underway. Have some fresh faces joining the club. Have secured the same coach in Jimmy Kennedy for 2024. AGM all seats occupied by the same faces. Ladies have commenced their training, with the comp starting on the 2<sup>nd</sup> Feb 2024. AFL 9's starts tomorrow night. Good luck.

**TRLFC:**

Old boys' crops are looking so much better with the rain. Just waiting for the harvest.

Presentation night was a good night with a great roll up.

All coaches organised.

All signed up for the next year- but still chasing players.

The girls league tag won the premiership, with Emily Perrot taking to top gong.

Well-deserved Emily

AGM to be held on the 15<sup>th</sup> of November.

Wednesday 21<sup>st</sup> February

**STARTING TIME 6.30PM for Meetings**

Temora Ex-Services Club  
Narraburra Room

**20.11 FRIENDS OF TEMORA SHIRE CEMETERIES MINUTES HELD 4 DECEMBER 2024**

**File Number:** REP24/214

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Friends of the Temora Shire Cemeteries

## FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

..... Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 0428 729 410 Email us at: <a href="mailto:temshire@temora.nsw.gov.au">temshire@temora.nsw.gov.au</a>	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas.) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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.....  
 Email us at: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au) - be sure to direct it for our attention.  
 .....

The next meeting has been set down for: -

**WHEN:** Monday March 4, 2024

**TIME:** 10.00am

**WHERE:** Beige Shed Old Temora Cemetery, (Temora Shire Council Chambers if inclement weather)

### AGENDA:

1. Apologies and attendance
2. Confirmation of previous minutes
3. Treasurer's report
4. Correspondence
5. General Business, including:
  - Temora Ex Services Memorial Club Bowling Club Donation
  - Eastern Entrance Gate
  - New Monumental Cemetery bollards
  - Arian Park Lawn Cemetery
6. Information Exchange
7. Date of next meeting

Looking forward to seeing you there.

Pat Taylor  
 Secretary  
 Friends of the Temora Shire Cemeteries

.....  
**Minutes of the Friends of the Temora Shire Cemeteries Meeting**  
**Monday 4 December 2023, Temora West Park.**

**Meeting Opened:** 11.31am.

**Attendance:** Ian Preston, Rick and Pat Taylor, Merryl Graham, Harold and Ruth Fritsch, Wilma McCubbin, Betty Brabin, Barb Harmer, Mavis Cassidy, Lyn and Michael Wells, Leonie Weir, Bruce Firman, Pam Beurckner, Rosemary Wood, Kris Dustan, and Jordan Batterham.

**Apologies:** Sal Hurst, Keith Cassidy, Toots Noack, Brian Murray, Bob Hudson. Annie and Steve Bennett. Accepted.

**Minutes:** Minutes of the previous meeting were read by Pat. Moved by Lyn Wells, 2<sup>nd</sup> Wilma McCubbin. Carried.

**Business Arising:** Cemetery Street sign has been installed at the Junee/Murphy Street intersection.

**Treasurer's Report:** Merryl presented her financial report which shows a balance of \$30,415.69. Michael Wells moved the report be accepted as read, 2nd Pam Beurckner, Carried.

### Correspondence:

#### Outward:

- A letter with photographs to the Temora Independent regarding the year 12 students who volunteered at the Cemetery.
- Thank you letter to Bevan Reid regarding the Lychgate repairs.

**Inward:**

- Nil.

Correspondence moved by, Betty Brabin, 2<sup>nd</sup> Harold Fritsch, Carried.

**General Business:**

1. SENIOR CITIZENS MORNING TEA: This was held on 8 November in appreciation for their generous donation and was well attended. Merryl Graham informed those present where the money was spent: - 3 new seats, plaques, Columbarium row and column markers, new hedge trimmers. The Senior Citizens were delighted and impressed with the purchases we made.
2. LYCHGATE RENOVATIONS: Repairs have been completed. Thank you to Bevan Reid and Bruce Firman. Kris Dunstan also thanked Bruce for overseeing the renovations.
3. CEMETERY BOLLARDS: Ian Preston stated that there are several loose bollards in the Lawn and New Monumental Cemeteries that need straightening and anchored into the ground. Kris Dunstan will have Council attend to this.
4. ARIAH PARK LAWN CEMETERY: A meeting was held at the Arianh Park Cemetery with Nigel Judd, Rob Fisher, and Arianh Park community members regarding the extension of the Lawn Cemetery. Pam Beurckner, Pat Taylor, and Merryl Graham represented the FOTSC. The majority present would like to leave the garden, trees, and seating (which were donated) where they are. It was agreed to add one more row to the northern end from the garden. Then continue the cemetery south of the garden. At this stage, the FOSTC have no confirmation of the final decision. Kris Dunstan will follow up and obtain documentation. Merryl Graham stated that there are funds to be used to improve the existing garden.
5. ARIAH PARK CEMETERY WORKING BEE: Pam has requested a working bee sometime in February to clean headstones.
6. INFORMATION EXCHANGE: Lyn Wells queried tendering for the pine tree pruning. Bruce Firman stated he is willing to do the trees with our help. Kris Dunstan said that Council's offer of assistance if requested, still stands.

**Next Meeting:** Monday 4 March 2024 commencing at 10.00am at Beige Shed, Temora Cemetery (Temora Council Chambers in the event of Inclement weather).

In closing, President Ian thanked everyone for their attendance and wished everyone a Merry Christmas.

Meeting Closed 12.03 am.

**20.12 ARIAH PARK ADVISORY COMMITTEE MINUTES HELD 17 JANUARY 2024**

**File Number:** REP24/174

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Arian Park Advisory Committee



**GENERAL MEETING ARIAH PARK ADVISORY COMMITTEE  
17TH JANUARY 2024 AT 7.30PM AT CWA ROOMS ARIAH PARK**

**Meeting opened: 7.30PM**

**1. WELCOME AND OPENING:**

**Present:** Rowan Bromfield, Nigel Judd, Tim Sanders (Chair), Rod Ballantyne, Toni Leiper, Allan Penfold, Robyn Wall, Julia Davey, Ellen Edis

**Apologies:** Nathan Chalmers

**2. CONFIRMATION** of Minutes of previous meeting held on 25<sup>th</sup> January 2023

**Moved** Rowan

**Seconded** Rod

**Carried**

**3. BUSINESS ARISING:**

- moved to general business

**4. CORRESPONDENCE: (including emails/telephone)**

**Inwards:**

New Submissions for Strategic Plan

- Ariah Park Swimming Pool
- Ariah Park Bowling Club – Work on Facade
- Ariah Park Community Projects – Christmas Tree Funding
- Karen Walker – Floodplain Risk Study
- Rowan Bromfield – Email to Nigel regarding asphaltting of railway crossings on Gravel Roads

**Outwards:**

- 2023 Annual submission
- Letter of advice regarding allocation of accumulated tip monies

**Moved** Rowan **Seconded** Nigel that inward correspondence be dealt with and outward correspondence be approved

Carried

**7. GENERAL BUSINESS:**

Chairman Tim advised the committee he would read through the previous submission to discuss and update each section.

**Business**

Fantastic new development in industrial area completed by Elders Ltd. Cost of development was approx. \$1.6m. Changes in ownership at Post Office and Hotel has brought new additions to the Ariah Park CBD.

**Residential**

Robyn and Allan raised the issue of increased water connection rates compared to 10 -15yrs ago Nigel advised that the Goldenfields cost structure has changed.

Rezoning of the northern part of the Railway Land has been delayed due to the flood study.

**Flood Study** - Discussion of flood study including Karen Walkers Letter. Her Concern was the extra water been diverted around town which will cause flooding issues on their farmland adjoining the residential areas. She also raised that as the extra water leaves their property it may cause flooding at cemetery. Nigel advised that there had already been some opposition to the flood study. The flood study has found that the culverts at the railway line are not large enough to handle the flow of water. Unfortunate we will have to wait until the final reports are released by the consultants.

**Rezoning** – Tim discussed why higher elevated areas around the town cannot be developed for residential rather than the lower areas some of which are prone to flooding, Nigel advised that for example land in Davidson St was considered some years ago however due to environmental control issues, it was not pursued. The town will need to get it right if we want further residential development. Considerations will need to be made when people build on new sites and the flood study will create some new building codes.

#### **Coolamon St**

- Vines are getting well maintained by volunteers
- Disability access ramps are in the current budget for June 2024. 2 for the eastern side (Hotel and Cafe) and one for the Western Side (Foodworks Supermarket)
- Still Need to look at moveable chairs and tables for lawn areas. Given the success of the Turf Trial at Southern end, could the lawn be trialled down the northern end behind the wheat lumper.

#### **Museum/Op Shop**

- Major Ongoing issue with Rising Damp in the museum wall. Has caused considerable damage. Sprinklers will have to be adjusted. Otherwise Op Shop is going well with good turnover of stock.

#### **Window Displays**

- Very Positive Comments received. Great Volunteer work.

#### **Heritage Precinct**

- Still working on labelling of items.
- Aluminium Pickets have been installed halfway along

#### **Ariah Park Mens Shed**

- Ongoing Issues with deteriorating concrete floor. Limited grant opportunities as building is privately owned

#### **Ariah Park CWA Rooms**

- Disability Access grant has been applied for. If it is not successful, it will have to be put into the budget.

-

#### **Ariah Park Northern Jets Junior Football Club**

- Second year using showground for carnival days
- Would like to enlarge the railway dam to enable sharing with bowling club. Allan raised the possibility of building a new dam as it may be more feasible. Nigel advised that most of the clubs request are already in existing plan.

#### **Ariah Park Youth Hall**

- Cheap vinyl installed many years ago has deteriorated and needs replacing.
- Issues with disability access ramp

**Ariah Park Swimming Pool**

- Installation of Splash Park. Ellen discussed the possibility having the splash park with 24hr access . could be located on the south side of Youth Hall to enable this. Ellen will further investigate costings, grant opportunities and regulations.
- Many other items required at pool, some are in budget and some will be long term items

**Ariah Park Camp Ground**

- Ongoing Roadworks getting completed otherwise all going well

**Ariah Park Recreation Ground**

- Ongoing items already in plan.
- Issues with water drainage around outside the main oval.

**Ariah Park Golf Club**

- Going well. 100% of work done is by Volunteers

-

**Ariah Park Tennis Club**

- Would like to convert the three remaining dirt courts to the new hardcourt surface to eliminate the need for watering and ongoing maintenance.

**Ariah Park Bowling Club**

- Fundraising with raffles and Sunday breakfasts. Still working on refurbishing the front street frontage/Entrance. Working on improved accessibility. 2027 Centenary of Bowling Club

**Ariah Park White Rose Café**

- Still a community owned café. Working on front area to improve accessibility. Fundraising projects in pipeline.

**Government Dam Reserve and Dump Point**

- Going well and getting used consistently

**Edis Park**

Still waiting on Street Light to be installed near information bay-currently in program. Julia raised some issues with the playground equipment about been outdated and unsafe. Nigel to follow up with TSC. Playground is currently closed with fence panels and has a lawn of Khaki weed around it.

**Davey Park**

- Ongoing issue with cleaning arrangements at toilets

**Harper Park**

- Toilets currently getting upgraded

**Ariah Park Memorial Hall precinct**

- Considering new internal toilets

**Roads**

- Eastern Intersection of the Burley Griffin Way and the Mary Gilmore Way  
Lighting still to be done at the intersection.
- Ongoing issues with Davidson St Railway Crossing due to been narrow.
- Scotts Creek Crossing- noted it is an issue however it is in Bland Shire so it is their issue.
- Rowan raised the issue about sight at railway crossings on gravel roads especially during harvest as roads powder up. he asked if it could be considered to have asphalt laid at the approaches .

**Ariah Park Cemetery**

- Nigel advised \$50k in budget to rectify issue there

**Recycling**

- Ariah park Residents still using facilities at Temora. Unfortunately the cost of recycling services is the biggest deterrent for the ratepayer. Clothing Bin has been removed from Town. Nigel advised a rate addition would be needed for TSC to provide recycling collection services for Ariah Park

**Railway Precinct**

- Goods shed has been restored, not getting used for anything at the moment and there are Accessibility issues.

**Off Leash Dog Area**

- Would need to installed near camping ground maybe near dump point . a bag dispenser would also be needed.

**Ariah Park Christmas Tree**

- Considering changing location of event
- Organisers need to apply for street closure and for the refund.

**Spark in the Park Event**

- Need TSC and community support to run the event
- Looking at getting held in April and September.

Executive Committee to work on Submission and submit it to Melissa Boxall

**8. ANY OTHER GENERAL BUSINESS**

NIL

NEXT MEETING: To be Advised

MEETING CLOSED: 9.45pm

**20.13 TEMORA HERITAGE COMMITTEE MINUTES HELD 8 FEBRUARY 2023**

**File Number:** REP24/186  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Attachments:** 1. Heritage Committee



**MINUTES OF THE MEETING  
OF THE  
TEMORA HERITAGE COMMITTEE**

**Meeting Held:** Temora Shire Council Chambers – 8<sup>th</sup> February 2024

**Present:** Kris Dunstan, Bill Speirs, Claire Golder, Cr Anthony Irvine, David Scobie, Merryl Graham (from 12.30), Cr Nigel Judd, Rod Ballantyne, Wilma McCubbin and Sally Hurst.

**Apologies:** Cr Claire McLaren, Cr Jason Goode, Belinda Bushell, Ros Hartwig, Wilma McCubbin

**Commenced:** 12.03 pm

**Confirmation of Minutes:**

It was **MOVED** by Cr Judd and **SECONDED** by Wilma McCubbin that the minutes be accepted.

**Business Arising:**

Nothing to report

**Meeting Notices:** Current Projects  
General Business arising to discuss.

*Satellite Airfields*

- David to discuss with Craig. Text is done. Landscaping work is currently being carried out at the Aviation Museum. Once completed the panel will be ready to be manufactured and installed in a key location.

*Chinese Heritage*

- Kris shared an update with the meeting – Merryl is toiling away. She has taken a very interesting approach to the book, approx. 170 pages, currently being proof-read/edited by Tracey Robinson. Keen to gain information from Meredie Mee-Ling and Kevin Fang and family, Kris is going to try and assist with their involvement. Overall, progressing nicely.  
Merryl – discussed/updated further, including Konny's involvement/approval of the cover design. David to reach

out to colleagues in regard to a 'forward' in the book printed in Cantonese.

Kris mentioned a figure of approx. 250 copies, funding from the Book Fund could be used to offset the upfront costs.

#### *Main Street Verandah Re-Instatement*

- Kris spoke to Jamie Keith. He realises he needs to act on this matter, bring all considerations 'to a head'. This will be his first project for 2024. DA was approved for timber for verandah construction, a modification DA would need to be applied for if using steel. Structural Engineer would need to be involved and make a submission. Jamie will need to work out what needs to be done, maybe go to Plan B, seek advice forward an updated submission to Council.
- \$15,000 allocation in the current budget for main street verandah re-instatement. Other existing verandahs are in need of repair, nothing to the extent of the Westminster Hotel verandah. If not utilised, funds could build up and roll over into the next year.
- Cr Irvine commented that the verandahs are building maintenance, which is the responsibility of the owner, and not necessarily a matter for the Heritage Committee.

#### *Oral History Project*

- Nigel has carried out an interview with Phyllis Davey from Arian Park. This was achieved in two stages, the first in November last year and finalised on 28<sup>th</sup> January 2024, at her 101<sup>st</sup> birthday celebration. Jeremy was of great assistance with the technical side, he has almost finished editing the recorded material. The recording can then be shared at the Museum and archived in Canberra. Preparation/homework prior is crucial to the success of the interview.

#### *Hoskins Street Business Occupancy*

- Sal advised there is nothing further to report at this stage. Looking to arrange a time to meet with Bill to discuss how the material recorded to date and can be displayed – both in written form and visual. **ACTION: Sal to meet with Bill to discuss.**
- David mentioned the idea of a flat screen monitor (like an advertising panel) which could be displayed in a business for people to view – a loop of images and texts. Need to get it into the public domain.
- Rod mentioned bus shelters in the city have a similar advertising concept.
- Cr Irvine said the hardware is the easy part, it is the content generation is a massive undertaking.



- First step – plan view – overhead layout in terms of occupancy per shop front.

*Digitalisation of the Temora Independent*

- Ongoing, will look at what funding we have available towards the end of May 2024.

*Self-Drive Tours*

- David met with Wilma today, all drives are up to standard. Test drives to be done by someone independent ie Bill - to ensure accuracy and key points are recorded.

*Pigeons at the Catholic Church*

- Cr Irvine asked where things were up to regarding the pigeon problem at the Church. Kris advised culling had been carried out in the CBD.

**ACTION: Rob Ferguson to inspect.**

*Temora & District Hospital*

- On-going. Refer to Claire's comments in General Business.

*Heritage Assistance Fund*

- No applications received.

*Heritage Advisors Report*

- As per David's report.

*Main Street Interpretative Panels*

- Kris discussed the need for maintenance on the main street interpretative panels which were installed in 2006. In particular the north facing side. Maintain their current orientation but consider black and white replacing the current sepia. Suggested to put aside an amount of \$5,000 to refurbish – ongoing for the next 3 years.

**Moved** by Cr Judd **Seconded** by Wilma.

Further group discussion to possibly use better images. Discuss with Mike Tucker from the Men's Shed in regard to the frames being made, might be a good fundraiser.

**ACTION: Bill to contact Mike to discuss options.**

**Correspondence:***Inwards*

- Nil

*Outwards*

- Jack Morton and John Cronin – painting of fence at Catholic Church. Letters sent 20<sup>th</sup> December 2023.



**General Business:**

- **Bill** – spoke to Geoff Birch from the Wagga Historical Society, he offered their support (\$) to the committee in regard to digital storage with TROVE.  
9th March, 2024 is the Annual Exhibition at the Museum and the opening of the walkway. A highlight being the Jimmy Sharman slide show presentation.  
A lucky find and retrieval of three car loads of negatives from 1963-2014 from the shed at the Temora Independent. Included in the find 1931 printers blocks. The new owners didn't want to retain any of these negatives, lucky that they were able to be saved.
- **Claire** – advised the committee that there will be a meeting to be held at 10.30 Friday 16<sup>th</sup> February, 2024 at the Council to discuss the concept plan for the new hospital. Anyone who would like to attend please feel free to do so. Cr Irvine said that the group also will be attending the next Thursday for the Council meeting, open to the public, also available for further face to face discussions. Wilma shared a detail from the hospitals history, in 1944 – 97 trees were planted in the hospital grounds.
- **Rod** - Shared with the committee the upcoming celebrations of 100 years of the show and the school at Arian Park.
- **Cr Judd** – updated the committee in regard to quotes for the Marie Narelle Statue. Nigel was keen to keep moving with this project as the late Earl Kotzur was so passionate about it, he would like to see it erected and is 100% behind this project. Prices quoted for a full size statue \$109,000 and half size \$74,000. Cr Judd to prepare a report for the next meeting.
- **Wilma** – Asked about the black and white village signs at Tara – there are none there, seem to be missing. Kris advised they were taken down. **ACTION: Discuss with Engineering Department as to the whereabouts and re-instatement of signs.**  
Plans for a second bus tour in April are underway, Wilma asked for Councils support again with printing and ticket sales etc. Kris said it would be fine.

**Meeting Closed:**

1.08pm

**Next Meeting:**Thursday 21<sup>st</sup> March 2024 in the Council Chambers

**20.14 IMAGINE TEMORA MINUTES HELD 13 FEBRUARY 2024**

**File Number:** REP24/228

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Imagine Temora

## Temora Shire Council - Imagine Temora Committee

Minutes of Meeting held Temora Art Centre 13 February 2024 at 5.05pm

**Present:**

Louise Adams, Jeremy, Susan Hunn, Scott Hayman, Lindy Reinhold (Chair), Yianni Johns (phone), Susan Jeri and Ken Forster.

**Apologies:**

Shontayne Ward and Fran Cahill.

**Apologies accepted:**

**Moved:** Ken Forster

**Seconded:** Susan Jeri

**Minutes from previous Meeting adopted:**

Read by Louise Adams

**Moved** – Yianni Johns

**Seconded** - Susan Hunn

**Business arising from previous meeting:**

Discussion regarding Riverina Touring Network performances and how to fund them.  
Louise to send Motion Arts performance attendance stats etc to Remy at ERA for the purposes of assessing viability of Touring Network performances being held in Temora.

**Particular items of business:** Nil

**Moved:**

**Seconded:**

**General business/Around the Room Update:**

Louise advised the committee that the piano tuner from Narrandera has died.

**TSC-** NGA artwork loan will be going ahead, they are presently constructing plinths with covers to display the items.

The childrens trivet workshop went really well with an adults workshop still to be held.

A childrens comic drawing workshop will be held over two weeks in February.

Pottery is going really well with Fay Baun delivering a wheel for short term use this week.

The centre is trialling wheel throwing popularity. There is the potential for children to do evening/afternoon pottery.

**Motion Arts** – Have written a letter for submission to the council regarding the usage of the \$10,000 annual allowance. The letter requires some modification prior to submission.

Yianni suggested we invite Melissa Boxall to the next meeting – Louise to email an invitation prior to the next Imagine meeting. Shontayne Ward to be included in the invitation.

The Great Gatsby rehearsals are continuing.

**Performing Arts** – Still in recess.

**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. Tickets are selling very well and are almost sold out.

**TADVAC-** Holding Melissa Devine acrylics workshop 17 & 18 February as part of a CASP grant. The workshop is fully booked with a waiting list in case of cancellations.

Karen Walsh is back tutoring on Wednesdays and Wendy Reardon is conducting adult and children's classes weekly.

Yianni advises the Ardlethan Art Prize 2024 entry forms are available from Karen Wood, show on 10<sup>th</sup> May. Sections 'Olden Days' and Open.

**Correspondence – inward and outward:**

Out - Email – Riverina Touring Network. Louise liaising with Remy (ERA) re potential performances.

In – Christmas card from council.

Letter from council re meeting format. Louise to forward copies to Motion Arts and Performing Arts.

Next meeting - 12 March 2024. 5pm.

Meeting closed 5.57pm

**20.15 SISTER CITY COMMITTEE MINUTES HELD 20 FEBRUARY 2024**

**File Number:** REP24/218

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Sister City Committee



## SISTER CITY COMMITTEE



**Minutes of the Meeting held at The Temora Art Centre on 20<sup>th</sup> February, 2024, commencing at 5:03pm**

**Present:** Cr Jason Goode, Anne Giacomini, Fabio Giacomini, Peter Speirs, Helen Speirs, Robert Brabin, Jeff Cornford, , Alexy Breust

Item	Resolution	Mover	Second
1. <b>Apologies:</b> Tanya Botha Ella Lawrence	<i>That the apologies received from Tanya Botha and Ella Lawrence be accepted. Carried</i>	Jason Goode	Fabio Giacomini
2. <b>Adoption of previous minutes</b>	<i>That the minutes of the meeting of the Temora Shire council Sister City Committee held 15<sup>th</sup> August, 2023 be adopted. Carried</i>	Anne Giacomini	Alexy Breust
3. <b>Business Arising</b>	Following Jason's recent request Peter again contacted Terry Corbett whose wife is visiting Izumizaki now due to family illness and was given three emails addresses we may be able to use. Further discussion below.		
4. <b>Correspondence-inward &amp; outward</b>	<p><b>IN</b></p> <ol style="list-style-type: none"> <li>1. Cr R Firman 29.8.2023 Letter calling for Australia Day nominations</li> <li>2. Cr R Firman 6.9.2023 Invitation to Mayoral Reception 5.8.2023</li> <li>3. Emails from S Ward with national Sister City newsletter; suggestion to cancel October meeting (no reply from Izumizaki); postponement of December meeting to February.</li> <li>4. Emails from Cr J Goode pertaining to lack of reply from Izumizaki; discussion of cancellation and postponement of October and December meetings.</li> <li>5. Emails from committee members replying to meeting notices and cancellations/postponements.</li> <li>6. General Manager: M Boxall: letter to all <b>355 Committees</b> re responsibilities and suggested format for Agenda items and recording of Meeting Minutes.</li> <li>7. T. Botha Email notice of having to step down from committee due to increasing work commitments.</li> <li>8. Texts from both gift makers Ros Langford and Carol Glasgow</li> </ol>		



## SISTER CITY COMMITTEE



		<p>9. Extra: Emails submitted by Peter Speirs for Izumizaki contact at meeting.  <a href="mailto:kyouiku@vill.izumizaki.fukushima.jp">kyouiku@vill.izumizaki.fukushima.jp</a>  <a href="mailto:seto.vill.izumizaki@gmail.com">seto.vill.izumizaki@gmail.com</a>  <a href="mailto:kyouiku@vill.izumizaki.fukushima.jp">kyouiku@vill.izumizaki.fukushima.jp</a></p> <p><b>OUT</b></p> <p>1. Emails from Secretary (A Giacomini) to Committee members re:-</p> <ul style="list-style-type: none"> <li>(i) Australia Day nominations</li> <li>(ii) Mayoral Reception to Cr J Goode</li> <li>(iii) National Sister City Newsletter</li> <li>(iv) Discussion/changes to meetings</li> <li>(v) Agenda items for this meeting</li> <li>(vi) Reminders of meetings</li> </ul> <p>2. Texts as reminders of upcoming meetings</p> <p><i>That the correspondence of the meeting held 20th February be accepted.</i>  Carried</p>	Anne Giacomini	Helen Speirs
5. Particular Items of Business (agenda)		<p>(i) Izumizaki Council's lack of response to letter in 2023 re visit to Sister city in Japan  After much discussion the motion  <i>That we resubmit the mayor's letter with an update seeking advice regarding our letter late last year, to each of the three emails and any further contacts we may receive.</i> Carried</p> <p>If still unsuccessful maybe try Japanese Consulate in Sydney for help.</p> <p>(ii) Response to National Sister City newsletter  Our status as a member of the National organisation was queried especially as we haven't been receiving the newsletters regularly.  Motion: <i>That inquiries are made as to our status, and if not a member how we might become a member and at what cost to the council.</i> Carried.</p>	Peter Speirs	Jason Goode
			Peter Speirs	Jeff Cornford





## SISTER CITY COMMITTEE



		<p>(iii) payment of gifts to commemorate friendship That <i>Once the gift items are received to our satisfaction and invoices received, they may be submitted to Council for payment provided they are like the quote accepted.</i></p> <p>A decision may be made at the next meeting as to whether the gifts are presented to the Izumizaki Council by citizen/s of Temora or sent through the Consulate in Sydney.</p> <p>Carol Glasgow requested confirmation of the explanation that she wanted to provide on the back of the landscape quilt concerning the symbolism and method of construction. The committee confirmed the correctness of the symbols and the dates pertaining to Lake Centenary.</p> <p>Motion that: <i>In addition to Carols explanation, she attaches a simple formal message on the back of the quilt.</i> <i>"A gift to the residents of Izumizaki from the residents of The Temora Shire to commemorate 35 years of friendship".</i> Carried</p>	Peter Speirs	Jeff Cornford
6.	General Business	<p><i>That we should write a piece and include photos about the gifts commemorating 35 years of friendship with Izumizaki, Japan, for the Sister Cities of Australia organisation and the local paper.</i></p>	Anne Giacomini	Fabio Giacomini
7.	Meeting Closed	5:50pm		Alexy Breust
8.	Date of next meeting	( 3 <sup>rd</sup> Tuesday) 16th April, 2024		



**20.16 LAKE CENTENARY MANAGEMENT COMMITTEE MINUTES HELD 27 FEBRUARY 2024**

**File Number:** REP24/231

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Lake Centenary Management Committee

**Lake Centenary Management Committee Meeting**

27/02/2024 – Temora Hotel

Meeting opened: 7.31pm

**Present:** Simon Forsyth, Amber Crawford, Brent Crawford, Adam Blachut, Amanda Blachut  
Brett Cornford & Paul Mahon

**Apologies:** Blake Forsyth.

**Last Meeting minutes read & accepted:**

Moved: Adam Blachut

2<sup>nd</sup>: Brett Cornford

**Matters arising:**

Simon has spoken to Anthony Irvine regarding the new operating rules signs to be placed at the lake. All in agreeance that one should be placed at the boom gate entrance & the other along the barrier fence on lake edge. Anthony advised Simon it will be installed within the next fortnight.

There had been an issue with users of the lake on Saturday the 24<sup>th</sup> of February both Adam & Amber had spoken to a group of young adults in regards to glass at the lake (refer to launch inv 1953 / 1954 for future reference). Also their general disregard for the rules.

**Treasures report:**

Bank balance of \$56490.30

Expenses:

Nil

Incoming:

\$4780 gate fees

Moved: Amanda Blachut

2<sup>nd</sup>: Brent Crawford

**Correspondence in:**

Simon received a letter from M.Boxsell regarding the notification of meeting minutes & changes to exec committee.

Christmas card from Rick Firman.

**Correspondence out:**

No correspondence out

**General Business:**

Jet boats had a meeting & from all reports it was a highly successful event with lots in attendance & no issues had.

Shontayne Ward from TSC emailed regarding Dragon Boats this coming Sunday the 3<sup>rd</sup> of March at the lake. This event was not put through the committee. Simon responded to the email advising of correct procedure to which there was a reply of her putting it to the council meeting & getting back to Simon. No further correspondence was received from her. Simon will send a letter to council regarding this.

Jayden Loxley from Mekah has kindly offered his scuba mask to assist with the buoys.

Next meeting scheduled for Tuesday the 19<sup>th</sup> March, 7.30pm at the Temora Hotel

**General Meeting closed at 8.10pm**

**20.17 TEMORA HISTORICAL SOCIETY MINUTES HELD 29 FEBRUARY 2024**

**File Number:** REP24/285

**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 29<sup>th</sup> February 2024**

Meeting commenced at 7.30pm

**Present:** Ken Hewett (Chair), Caroline & John Clarke, John Harris, Sue & Graham Crawford, Jan Oliver, Keri & Col Perry, Gordon McGeorge, Robert Maslin, Bill Speirs, John O'Connor, Neil Storm, Brian Jennings

**Apologies:** Kate Hewett, Steve Holden, Gordon Muir, Mick O'Connor, Cr. Max Oliver

**MOVED** that the apologies be received. Brian Jennings / Graham Crawford - carried.

**Minutes:**

**MOVED** that the minutes of the general meeting held on 11<sup>th</sup> January 2024 be accepted as a true and accurate record. Graham Crawford / Col Perry – carried.

**Business Arising from the minutes:**

Bill advised that the new parking signs had been received and that Jack Jeffris from the Shed4Men was presently making mounting frames for them.

The new dishwasher has been installed.

**Correspondence:**

**MOVED** that the correspondence be received and dealt with as read. Jan Oliver / Brian Jennings – carried

Summary as attached.

**Treasurer's Report:** The treasurer reported an Income for the two months since 11<sup>th</sup> January 2024, of \$4,627-10, Expenditure of \$9,458-95, Closing Balance, on 29<sup>th</sup> February 2024, of \$53,693-46 in the museum's working A/c.

**MOVED** that the Treasurer's report be accepted. Ken Hewett / Neil Martin – carried.

**Manager's Report:** as attached.

**Curator's Reports:**

Textiles – Jan reported that a new display featuring 1970's fashions had been mounted in the front gallery, while an exhibition showcasing women's nightwear had been mounted in the textile storeroom ready for the Annual Live Exhibition.

Stationary Engines - John O'Connor reported that at least fifteen small stationary engines were ready for working display and David Curtis & Kim Richardson have several large stationary engines well in hand. The newly acquired Gardner engine is ready to exhibit, as is the Southern Cross water pump combination. Work is continuing to commission the stamper engine in reliable working order in time for the Live Exhibition.

Tractors – a wide array of tractors and trucks have received maintenance checks ready for the Annual Live Exhibition parades.

Temora Fire Brigade – Local Temora Brigade members will prepare their gallery this weekend.

Ambulance Museum – Council submitted its application for funding under the Federal Government's "Regional Precincts & Partnerships Program" today, in the hope of initiating construction of Stage 3 of the NSW/ACT Ambulance Museum on our site.

Shearing Shed – The floor of the shed near the main door has been repaired.

Grounds – work to restore the lawns impacted by the present renovations has been undertaken.

TEMFM – The broken seat in the TEMFM Toilet facility has been replaced.

Catering – Keri advised that catering arrangements for the Annual Exhibition are well in hand.

Housekeeping – Bill noted that thanks to the concerted efforts of several of our lady volunteers, the exhibition galleries have all recently received a thorough clean.

All other curators present reported satisfactory progress.

**General Business:**

Caroline reported that she had secured a copy of the recent Temora video produced by Ross Harmer of "West Wyalong Movies" and will arrange to exhibit it on the large TV Screen in the front gallery during the Annual Live Exhibition.

To assist in managing wear & tear on our numerous security padlocks it was:  
**MOVED** that the committee purchase two additional padlocks for each of the two key styles. John Harris / Neil Storm – carried.

There being no further business the meeting closed at 8.20pm.

**20.18 RURAL MUSEUM MANAGERS REPORT FEBRUARY 2024**

**File Number:** REP24/287

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Rural Museum Managers Report

**Temora Rural Museum – MANAGER’S REPORT**

**Meeting Date:** 29<sup>th</sup> Feb. 2024

**Visitation From:** 12/1/2024 to 28/2/2024      **Adults:** 234      **Children:** 26

**Group Visits:** Young “Meals on Wheels” group. Thu. 29<sup>th</sup> Feb.

**Group Bookings:** Riverina Rail Tours. Thur. 14<sup>th</sup> Mar. 9.00am  
Canberra Seniors Group. Thur. 14<sup>th</sup> Mar. 1.30-2pm  
Port Stephens Coaches. Tues. 19<sup>th</sup> Mar. 9.30-10.45am  
Riverina Rail Tours. Wed. 10<sup>th</sup> Apr. 9.00am

**Recent Events:** “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  
Southern Region Retired Ambulance Officers Reunion. Sat. 13<sup>th</sup> Mar.  
CATERED BBQ LUNCH

**Recent Acquisitions:** NSW Railways Ambulance First Aid Box  
“Thomas the Tank Engine”

**Correspondence:**

**General ephemera.** 2

**Magazines & newsletters.** “Sirens” December 2023

**Circulars.**

**Letters. I/W:**

**O/W:**

**Email:**



**20.19 FRIENDS OF THE CEMETERY MINUTES HELD 4 MARCH 2024**

**File Number:** REP24/298

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Friends of the Cemetery

## FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

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Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 0428 729 410 Email us at: temshire@temora.nsw.gov.au	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas.) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

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### Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 4 March 2024. Beige Shed, Old Temora Cemetery.

**Meeting Opened:** 10.02am.

**Attendance:** Ian Preston, Rick and Pat Taylor, Merryl Graham, Harold Fritsch, Wilma McCubbin, Betty Brabin, Barb Harmer, Mavis Cassidy, Lyn Wells, Bruce Firman, Pam Beurckner and Kris Dustan.

**Apologies:** Max Oliver, Michael Wells, Keith Cassidy, Brian Murray, Bob Hudson, Leonie Weir Annie and Steve Bennett. Accepted.

**Minutes:** Minutes of the previous meeting were read by Pat. Moved by Wilma McCubbin, 2<sup>nd</sup> by Mavis Cassidy. Carried.

**Business Arising:** Pine trees. Ian Preston on behalf of the FOTSC thanked Bruce Firman for the tree pruning. Arianh Park Cemetery – Discuss in General Business  
Cemetery Bollards – not attended to as yet however is on the TSC maintenance staff job list.

**Treasurer's Report:** Merryl presented her financial report which shows a balance of \$30,667.01 Merryl moved her moved the report be accepted as read, 2<sup>nd</sup> Bruce Forman, Carried.

Merryl moved that the Term Deposit of \$7754.15 be reinvested at the best rate when it matures in June. 2<sup>nd</sup> Betty Brabin, carried.

#### **Correspondence:**

##### **Outward:**

- Email request to Temora Shire Council to mow Trungley Hall Cemetery
- Thank you letter to Darryl Breust, President of the Temora Ex-Services Bowling Club, for their donation of \$1500.00.
- Thank you card to Platform Y for their baked treats.

##### **Inward:**

- Letter received from Temora Shire Council regarding s355 committee obligations.
- Thank you letter from Mim Regan regarding William Turner's grave.
- Email from Temora Shire Council requesting the FOTSC input regarding the Eastern Entrance to the Cemetery off Nicholson St.
- Email from Temora Shire Council regarding the proposed extension of the Arianh Park Lawn Cemetery.

Correspondence moved by, Betty Brabin, 2<sup>nd</sup> Pam Beurckner, Carried.

#### **General Business:**

1. TEMORA EX SERVICES BOWLING CLUB DONATION. Merryl and Pat attended a Bowls Day and luncheon, where we were presented with a \$1500.00 donation.
2. EASTERN ENTRANCE GATE. Following a discussion a decision was made to undertake this project with the Temora Shire Council to erect an entrance gate at the eastern end. Betty Brabin moved a letter be written to the General Manager, that the FOTSC contribute up to half the cost of building the new entrance, up to the value of \$15000.00 and that we would like Temora Shire Council to consider funding the remaining half and if necessary, any additional outlay. Betty also moved that Bruce Firman contact Bevan Reid re cost estimate, 2<sup>nd</sup> Merryl Graham on both motions. Carried.

3. ARIAH PARK CEMETERY. Temora Shire Council engineers have presented the plans for the Lawn Cemetery Extension. Graves will be east- west allowing for easy access for burial plots.

Pam Beurckner voiced her concern about the state of the cemetery, very overgrown though spraying has been undertaken. Kris Dunstan suggested a contractor for spraying/mowing when the council worker is unavailable.

4. TEMORA GREYHOUND CLUB. A few of the FOTSC volunteers attended a race meeting on Sunday 3 March 2024. The Greyhound Club then drew the barrier draw from the first and second place getters from the four "Temora Cup" heats. Ten of the nominated committees representing various organisations then drew a dog for the "Temora Cup" being held on Sunday 10 March 2024. Placegetters will receive prize money.

5. INFORMATION EXCHANGE:

Kris Dunstan informed the meeting that the Temora Shire Council have purchased land over the road west of the current Lawn Cemetery. Land extends from Thom St to Kurrajong St. This will accommodate the future Lawn Cemetery.

Merryl raised several issues which need attending to:

- Large tree limbs not removed after recent widening and re-sheeting of road through cemetery,
- Due to recent road works and installation of culvert on Nicholson St the footpath adjacent to the pedestrian gate at northeastern end of cemetery is very narrow and falls steeping into the drain. Suggest relocating gate five metres south along Nicholson St where footpath is wider. This gate is used by the FOTSC when spraying and pruning.
- The Aleppo pine at west northwest corner of the old cemetery is becoming sicker and requires removing.

Merryl to write an email to Kris Dunstan with all issues that require TSC to address.

Merryl mentioned account payments and the reduction of businesses accepting cheques due to cheques being phased out. Merryl to discuss with Commonwealth Bank staff regarding alternative payment options.

Pat issued raffle selling dates.

Wilma bought along a flyer regarding the next Heritage Bus tour to be held on Saturday 27 April 2024.

**Next Meeting:** Monday 8 July 2024 commencing at 10.00am at Temora Council Chambers.

In closing, President Ian thanked everyone for their attendance.

Meeting Closed 10.55 am.

**20.20 NED GILLARD - THANK YOU****File Number:** REP24/198**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ned Gillard Thank you

Thank you to Council for the recent scholarship received through the Temora & District Education Fund and supporting his further education at the University of Wollongong.

Dear Temora Shire Council,

I wanted to write this letter to all of you, to express my deepest gratitude for being selected as the recipient for your sponsorship of the Temora and District Education Fund. The generosity of the whole council will be a great weight lifted from my shoulders as I go to university and enter the workforce.

I want to convey my sincere appreciation for the consideration that went into your sponsorship, and that you found me to be worthy of this opportunity for me to work for the wider community. Words cannot express how thrilled and honored I was when receiving my email and letter of congratulations, and how honored I am to accept this scholarship from the Temora Shire Council. The financial support this scholarship gives me, will play a pivotal role in advancing my education and opening doors to new possibilities.

I want to assure the Council that I am committed to making the most of this opportunity and will strive to use the funds wisely to further my educational journey. Your belief in my potential is not only a source of my motivation but also a testament to the positive impact this scholarship will have on my future at The University of Wollongong.

Once again, thank you to all the hard working staff at the Temora Council, from the bottom of my heart for this incredible honor. I am excited about my journey ahead and am eager to make the most of the support you have generously and graciously provided to me.

Sending my warmest regards and deepest gratitude.  
Ned Gillard

**20.21 TEMORA SWIMMING CLUB - THANK YOU****File Number: REP24/204****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Temora Swimming Club**

Thanking Council for the support given to the SISA Long Course Championship Meet and Speedo Heats held recently over two days.



Temora Swimming Club  
PO Box 93  
Temora NSW 2666



22<sup>nd</sup> February 2024

Dear Temora Shire Council,

On behalf of the Temora Swimming Club, we would like to extend our warmest gratitude for supporting us as we hosted the SISA Long Course Championship Meet and Speedo Heats. We were truly amazed at how generously the Temora businesses and community donated to our event and club. Without your support, we could not have hosted such a fantastic carnival.

As the saying goes, “it takes a village”, and in this case it really did. With the recently upgraded eight lane pool, we were able to host nearly 300 swimmers and 20 officials, from across the region over the two-day event.

What an amazing community we are privileged to be a part of.

Thank you.

Warm regards,  
The Temora Swimming Club members and committee.



**21 CONFIDENTIAL REPORTS****RESOLUTION 51/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

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 5:35pm:

**21.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 12 March 2024**

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

**RESOLUTION 29/2024**

Moved: Cr Graham Sinclair

Seconded: Cr Jason Goode

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 30/2024**

Moved: Cr Jason Goode

Seconded: Cr Graham Sinclair

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 12 March 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 31/2024**

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

It was resolved that the reports be received.

**CARRIED**

**RESOLUTION 32/2024**

Moved: Cr Anthony Irvine

Seconded: Cr Nigel Judd

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

**CARRIED**



**21.3 Confidential Minutes of the Aerodrome Users Committee Meeting held on 12 March 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 33/2024**

**Moved:** Cr Nigel Judd

**Seconded:** Cr Max Oliver

**It was resolved that the reports be received.**

**CARRIED**

**RESOLUTION 34/2024**

**Moved:** Cr Jason Goode

**Seconded:** Cr Nigel Judd

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

**CARRIED**

**21.4 Outstanding Sign project**

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

**RESOLUTION 35/2024**

**Moved:** Cr Claire McLaren

**Seconded:** Cr Lindy Reinhold

**It was resolved that a Notice to Complete be issued to the Contractor advising that Temora Shire Council will give the Contractor 14 business days to install the Ingalba Sign**

**AND FURTHER**

**If the Ingalba Sign is not installed within 14 business days of the date of this Notice to Complete then the contract will be terminated (Business days defined as Monday to Friday, exclusive of public holidays).**

**AND FURTHER**

**The Contractor be advised that as the contract was an entire contract for the supply and installation of the Ingalba Sign no money will be recoverable if the Ingalba Sign is not installed by the expiry of the notice.**

**CARRIED**

**21.5 Tender - Sprayed Bituminous Surfacing**

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 36/2024**

**Moved: Cr Jason Goode**

**Seconded: Cr Graham Sinclair**

**It was resolved that the tender be awarded to Downer EDI Works as detailed in the report.**

**CARRIED**

**21.6 Planning Proposal - Gallipoli Street, Hakea Street, Milvale Road and Loftus Street Temora**

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

**RESOLUTION 37/2024**

**Moved: Cr Belinda Bushell**

**Seconded: Cr Jason Goode**

**It was resolved that Council.**

- 1. Support the changes to the LEP as detailed in the Planning Proposal.**
- 2. Submit the Planning Proposal to the NSW Department of Planning, Housing and Infrastructure for Gateway Determination.**

**CARRIED**

**21.7 Bundawarra Estate Master Plan**

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

**RESOLUTION 38/2024**

**Moved: Cr Graham Sinclair**

**Seconded: Cr Belinda Bushell**

**It was resolved that Council note the quotation and refer the project to the 2024/25 budget estimates.**

**CARRIED**

**21.8 Pinnacle Community Services**

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

**RESOLUTION 39/2024**

Moved: Cr Belinda Bushell

Seconded: Cr Jason Goode

It was resolved that Council proceed as outlined in the report.

**CARRIED**

**CARRIED**

**RESOLUTION 52/2024**

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 7:10pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 April 2024.

.....  
GENERAL MANAGER

.....  
CHAIRMAN