



Date: Thursday, 20 November 2025
Time: 4:01pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

20 November 2025

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 20 NOVEMBER 2025 AT 4:01PM**

PRESENT: Cr Rick Firman (Mayor)Chair), Cr Graham Sinclair (Deputy Mayor), Cr Nigel Judd, Cr Belinda Bushell, Cr Anthony Irvine, Cr Brenton Hawken, Cr Ken Smith, Cr Narelle Djukic, Cr Paul Mahon

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services), Mr Kris Dunstan (Director of Environmental Services), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager), Mrs Anne Rands (Executive Assistant), Mrs Claire Golder (Town Planner)

Temora Independent – Noel Fisher

Media Officer – Lauren Carr

1 OPEN AND WELCOME

Public Forum was held at 3:00pm with the following:

Sergeant Aaron Walker – Temora Police

ETHICAL OBLIGATIONS

The Mayor and Councillors are reminded of their Oath/Affirmation of Office made under Section 23A of the Local Government Act 1993 and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES

Nil

4 OPENING PRAYER

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

1. SET ASIDE STANDING ORDERS**RESOLUTION 139/2025**

Moved: Cr Narelle Djukic

Seconded: Cr Nigel Judd

It was resolved that Standing orders be set aside for a presentation of Audited Financial Statements via zoom from Crowe Auditors – Dannielle Mackenzie.

CARRIED

2 RESUME STANDING ORDERS**RESOLUTION 140/2025**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Standing orders are resumed.

CARRIED

GENERAL MANAGER

It has been brought to my attention that I did not make a pecuniary interest declaration in relation to Report 15.1 at the October 2025 Council meeting. It was remiss of me to not declare the interest and I apologise to the Chamber. It was a genuine oversight and I will ensure that I make a declaration when that matter is considered again by Council.

5 CONFIRMATION OF MINUTES**RESOLUTION 141/2025**

Moved: Cr Narelle Djukic

Seconded: Cr Ken Smith

That the minutes of the Ordinary Council Meeting held on 16 October 2025 be confirmed.

CARRIED

6 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Paul Mahon	REP25/692	Pecuniary	Left the meeting
Cr Belinda Bushell	REP25/692	Non Pecuniary	Stayed in meeting
Cr Belinda Bushell	REP25/669	Non Pecuniary	Stayed in meeting
Cr Anthony Irvine	REP25/658	Non Pecuniary	Stayed in meeting
Cr Rick Firman	REP25/395	Pecuniary	Left the meeting
Kris Dunstan	REP25/395	Pecuniary	Left the meeting
Elzaabeth Smith	REP25/395	Pecuniary	Left the meeting
Cr Graham Sinclair	REP25/660	Pecuniary	Left the meeting

7 MAYORAL MINUTES

Nil

8 REPORTS FROM COMMITTEES**8.1 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 11 NOVEMBER 2025****File Number:** REP25/697**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 11 November 2025**RESOLUTION 142/2025**

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that the reports be received.

CARRIED**RESOLUTION 143/2025**

Moved: Cr Paul Mahon

Seconded: Cr Narelle Djukic

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

CARRIED



Date: Tuesday, 11 November 2025
Time: 2:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

11 November 2025

Order of Business

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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 NOVEMBER 2025 AT 2:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Graham Sinclair (Deputy Mayor) (Chair), Cr Belinda Bushell, Cr Ken Smith

IN ATTENDANCE: Mr Rob Fisher (Executive Manager Engineering Services), Mr Kris Dunstan (Director of Environmental Services)(arrived 2:03pm), Mrs Elizabeth Smith (Director of Administration & Finance), Ms Melissa Boxall (General Manager).

1 OPEN MEETING

2:00pm

2 APOLOGIES

COMMITTEE RESOLUTION 85/2025

Moved: Cr Belinda Bushell

Seconded: Cr Ken Smith

That apologies from Cr Paul Mahon be received and accepted.

CARRIED

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
Cr Rick Firman	REP25/395	Pecuniary Interest	Left the meeting
Kris Dunstan	REP25/395	Pecuniary Interest	Left the meeting
Elizabeth Smith	REP25/395	Pecuniary Interest	Left the meeting
Cr Anthony Irvine	REP25/658	Non Pecuniary	Stayed in meeting
Cr Graham Sinclair	REP25/660	Pecuniary Interest	Left the meeting

4 REPORTS

4.1 HOWARDS ROAD - BRIDGE NAMING REQUEST

File Number: REP25/659

Author: Engineering Technical Officer

Authoriser: Executive Manager Engineering Services

Attachments: 1. Parish Maps

REPORT

Following the recent Councillor Tour of Inspection, a request was received to formally name the bridge on Howards Road, which was reconstructed in 2024.

As per the clause 5 of the *Road Naming and Addressing Policy*, proposals will be assessed on a case-by-case basis and generally reflect names based on geographical location, historical family names (sourced from Parish Plans) or long-established local family surnames. These names are not formally gazetted or approved through the Geographical Names Board.

Input was sought from the Rural Museum Manager, however no additional suggestions were provided beyond those already in use for road naming in that area. A review of the Parish map was undertaken, with the following name options identified:

Name	Proposed Bridge Name	Significance
Kelly	Kellys Bridge	The area directly north of the bridge was subdivided into four farms, referred to as Kelly's 'Settlement Purchase Area' on Parish maps
Culingerai	Culingerai Bridge	The bridge is located in the Parish of Culingerai
CJ Hickey	Hickeys Bridge	Owner of one of the 4 farms listed above
WDP Roach	Roaches Bridge	Owner of one of the 4 farms listed above
HW Hill	Hills Bridge	Owner of one of the 4 farms listed above
AR Lucock	Lucocks Bridge	Owner of one of the 4 farms listed above
Stewart	N/A	Name already in use
Howard	N/A	Name already in use

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 3. Plan attractive, liveable and sustainable towns, villages and rural communities

Delivery Program Strategy: 3.3 Maintain safe, effective and sustainable road networks and supporting infrastructure

Council Policy/Legislation

EW 19 - Road Naming and Addressing Policy

Options

1. Select a name from the options listed in the above table and seek input from the community
2. Share all the proposed naming options and call for feedback from the community in relation to these options
3. Select a name from the options listed above
4. Leave the bridge unnamed

Budget Implications

Signage – approximately \$1,000

Advertising and administration – approximately \$500

Risk Implications

There is a risk of public complaints if the name is not suitable, to mitigate this risk community input into the bridge name can be undertaken as part of the naming process.

COMMITTEE RESOLUTION 86/2025

Moved: Cr Belinda Bushell

Seconded: Cr Rick Firman

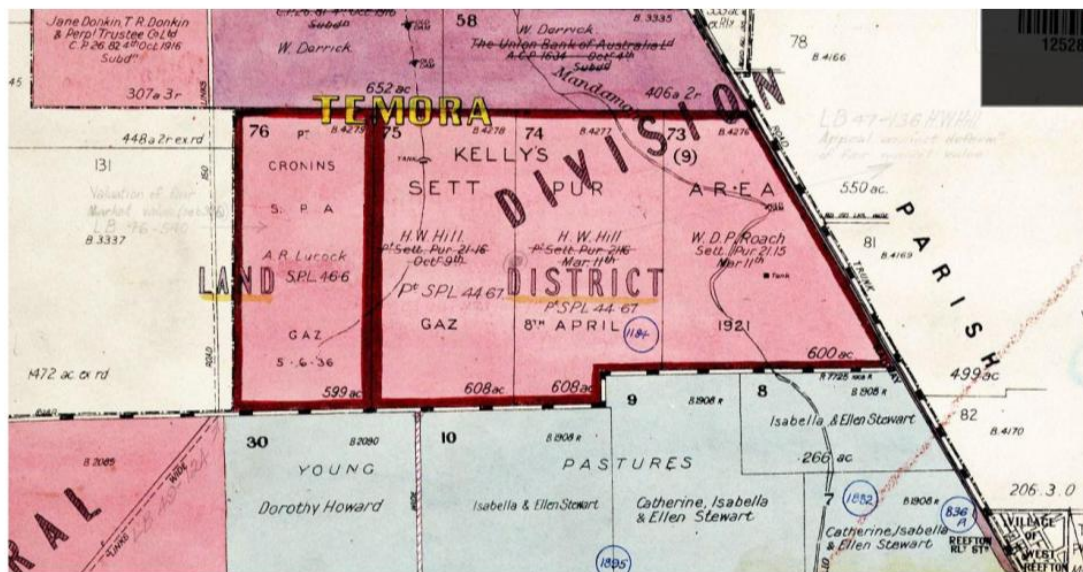
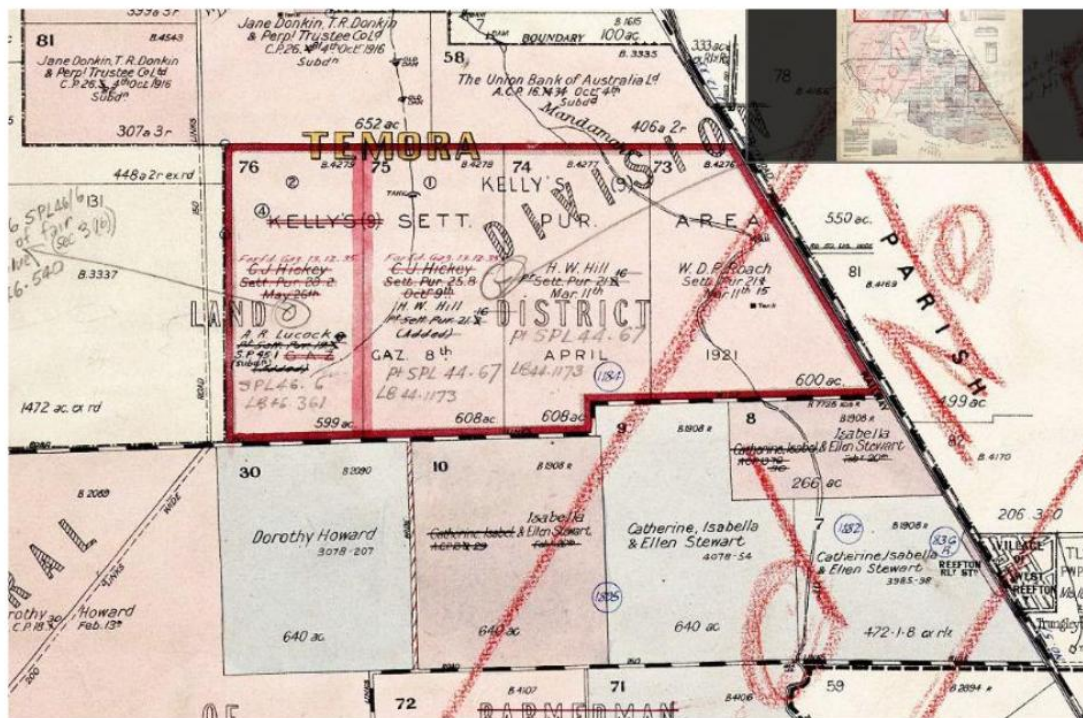
The Committee resolved to recommend to Council to advertise the names listed in the report and seek community feedback.

CARRIED

Report by Amanda Colwill

Director of Environmental Services arrived at 2:03pm.





4.2 EW13 - ROAD VERGE AND NATURE STRIP POLICY (RESTRUCTURE)**File Number:** REP25/675**Author:** Engineering Technical Officer**Authoriser:** Executive Manager Engineering Services**Attachments:**
1. Current Policy
2. Revised Policy**REPORT**

This report has been prepared in response to the following outstanding resolution and presents the revised EW13 – Road Verge and Nature Strip Policy for Council’s consideration.

COMMITTEE RESOLUTION 26/2025 (June):*Moved: Cr Rick Firman**Seconded: Cr Paul Mahon**That the Committee recommend that Council:*

- 1. Include the following policy position within the EW13 – Road Verge and Nature Strip Policy:
“Street trees are to be removed from the road pavement and replaced on the road verge in all road reconstruction works, unless directed otherwise by Council relating to a specific project.
This can be achieved through either the removal and replacement of the subject trees behind the existing kerb, or by narrowing the road pavement through moving of the kerb alignment in front of the existing trees.”*
- 2. The revised EW13 – Road Verge and Nature Strip Policy be reported to Council for consideration at a future meeting.*

The Policy has undergone significant revision; therefore the current version and proposed version are both attached to this report.

Considerations:

- The Policy does not currently address how non-compliant legacy treatments should be managed. Council will need to determine its position on this matter. Potentially a reasonable approach may be that existing non-compliant treatments be permitted to remain in place until they are removed, reinstated or modified, at which time they must comply with the Approved Nature Strip Treatments outlined in Section 5.4.1 of the Policy.
- The Policy allows for private tree planting within the nature strip, subject to Council approval via the online request form available on Council’s website. The form currently acts as a tool to request plantings/removals carried out by Council; however, it is intended that this be revised to be used as an instrument to allow people to plant trees in the Council road reserve in a controlled manner.
- Point 1 of the above resolution has instead been incorporated into the EW8 - Urban Tree Management Plan, as officers consider it to be the most suitable document for its inclusion.

- The restructured policy has new information regarding rural boundary fence clearing, grazing in rural areas, urban landscaping guidelines, applicable utility legislation, Section 138 Application Form and the template Council response form.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 3. Plan attractive, liveable and sustainable towns, villages and rural communities

Delivery Program Strategy: 3.2 Providing attractive and welcoming towns and villages with well-maintained public facilities, open spaces and streetscapes

Council Policy/Legislation

EW13 – Road Verge and Nature Strip Policy

Roads Act 1993 (NSW)

Options

Option 1 – Council places the Road Verge and Nature Strip Policy on 28-day public exhibition.

Option 2 – Council amends the Road Verge and Nature Strip Policy and places it on public exhibition

Option 3 – Council notes the report

It is the recommendation of Council Officers that Council places the Road Verge and Nature Strip Policy on 28-day public exhibition.

Budget Implications

Nil

Risk Implications

- Minor financial risk. Currently Council do not charge a fee to undertake road reserve works control and compliance. If third party request volumes increase through improved compliance, Council's management cost will increase. Note: Council faces a challenge whereby it is seeking improved third-party compliance for work within the road reserve. If Council are to levy a fee there is a chance third parties may avoid complying requiring Council to regulate through enforcement.
- Minor resourcing risk. Council's risk appetite and regulation perspective will likely have an impact on Council's resourcing. Currently there has been a lenient approach to third party compliance requiring limited Council resources. A more stringent approach to regulating work in the road reserve will require significantly more Council involvement and may require resourcing considerations.

COMMITTEE RESOLUTION 87/2025

Moved: Cr Belinda Bushell

Seconded: Cr Ken Smith

That the Committee resolved to recommend to Council to:

1. Endorse the draft Road Verge and Nature Strip Policy (Attachment 2) and place it on public exhibition for a minimum period of 28 days
2. Following the period of exhibition, report the outcomes of the exhibition to the Assets & Operations Committee for consideration.

CARRIED

Report by Amanda Colwill

Function: Engineering

Temora Shire Council

Policy Number: EW13

TEMORA SHIRE COUNCIL



ROAD VERGE AND NATURE STRIP POLICY

ACTIVE

Revision Number:
File Name: Road Verge and Nature Strip Policy

Revision Date: October 2021
Page Number: Page 1 of 16

*Function: Engineering**Temora Shire Council**Policy Number: EW13***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: Road Verge and Nature Strip Policy
CODE NUMBER: EW13
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: September 2017

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
September 2017	General Review	1	N/A	GCL
November 2018	General Review	2	15 November 2018	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
October 2021	Review		Manager Engineering Works

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Annexure 1

Sample Memorandum of Understanding

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*Function: Engineering**Temora Shire Council**Policy Number: EW13*

PART A Introduction

Objectives

This policy is aimed at fulfilling the following objectives:

- (a) Set out Temora Shire Council's expectations in relation to the use and maintenance of road verges and nature strips by individuals, landowners, utility service providers and Council officers;
- (b) Specify which activities require notification to Council prior to undertaking, under what circumstances no notification is required, and which activities are prohibited;
- (c) Provide details about Council's role in maintaining areas of publicly owned land that are under Council's care and control;
- (d) Provide details about the provision of legal access to properties.

PART B Nature Strips

Definitions

A **nature strip** is an area of grass, beside a roadway, possibly with trees and shrubs, including the footpath, if there is one, lying between the trafficked roadway (carriageway) and the property boundary.

For the purposes of this policy, a **nature strip is located in an urban zone area** alongside residential, commercial or industrial properties, including villages, whilst a road verge is located alongside rural properties.

An **urban zone** is land that is zoned R1 General Residential, R5 Large Lot Residential, RU5 Village, B2 Local Centre, B4 Mixed Use, B6 Enterprise Corridor, IN1 General Industrial, RE1 Public Recreation, or RE2 Private Recreation.

Refer to Part D for further controls that relate to land zoned R5 Large Lot Residential.

Council means Temora Shire Council.

Role of Nature Strips

Nature Strips are public property, but adjoining owners are often required to maintain this land.

The benefits of nature strips are visual amenity, public safety for pedestrians, space for street lights and amenities such as sewerage, water pipes, telecommunications, electricity and gas, and have an important role in managing urban runoff.

The nature strip also acts as a buffer between road vehicles and pedestrians and private property.

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Resident's Role

- A nature strip is publicly owned land. However, services located within the nature strip may benefit the property owner/s and/or tenant.
- Council relies on residents to maintain the nature strips adjacent to their house, which are a logical extension of their own private property. This is a common, accepted practice throughout Australia.
- **Generally, this residential maintenance involves weeding, mowing and edging turf.**
- Residents should report any concerns they have with street trees to Council Maintenance of street trees by residents is not permitted.
- Residents are not permitted to close off any part of Council's road, nature strip or footpath, for instance due to building or construction works, or in an attempt to manage through traffic, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

Council's Role

- **Council does not generally carry out maintenance** (including mowing and watering) of nature strips that adjoin private property.
- If grass on the nature strip is over 20 cm or there is rubbish dumped on the nature strip by the landowner, Council may issue a letter of request to the relevant landowner, requesting that they comply with maintaining and clearing the nature strip.
- Council will take appropriate action to rectify problems in relation to tripping hazards or safety issues. Where the hazard is identified as being the result of landowner action, Council officers will write to the relevant property owner requesting that they attend to the identified problem.
- Any feature within the nature strip that is deemed by Council to be an immediate risk to the public may be removed from the nature strip without consultation or warning, at the owner's cost.

Development on the nature strip

Table 1 below details development types that are permitted in the nature strip and the controls that apply.

Table 1: Development permitted in the nature strip

Development	Permitted	Controls
Vegetation	Lawn (seeding) Turf	Must not inhibit rubbish bin collection, sight distance for vehicles, or vehicle door opening from the street. Must maintain access to the footpath. Existing low garden beds shall be reviewed and may be required to be made safe to the satisfaction of Council. This may include total

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		removal.
Maintenance	Routine garden maintenance (eg. mowing, edging, weeding)	Works such as driveway modification or storage of materials such as skip bins require Council permission
Trees	Prune trees located on the landowner's property	Landscaping must not be permitted to obstruct the footpath
Street Trees located on the nature strip	No private maintenance permitted	Council is responsible for pruning, planting or replacing trees. Contact Council with any concerns
Gutter bridges/ramps	Requires Council permission. Gutter bridges/ramps are discouraged and will only be considered as a last resort	Installations to provide access from a road to a residential property must be constructed by approved Council contractors
Building works	Requires Council permission	Protect street tree/s and grassed nature strip during construction. Any barriers to be installed during construction require approval from Council prior to works commencing.

Prohibited development on the nature strip

Table 2 below details the types of development that are prohibited in the nature strip.

Table 2: Prohibited development in the nature strip

Development	Prohibited	Controls
Hard surface materials	Concrete Pavers Asphalt Stepping stones, or similar	Where a hard surface is required for vehicular access purposes, an application for a gutter crossover and/or driveway must be submitted to Council for approval, prior to commencement of work
Hard landscaping works	Rocks Raised edges Railway sleepers Retaining wall, or similar	These works are potential trip hazards and are therefore prohibited in nature strips
Irrigation systems	Hoses Drip irrigation systems or similar	These works are potential trip hazards and are therefore prohibited in nature strips
Lighting	Temporary or permanent electrical wiring	Must not be installed in the nature strip area (eg lighting of street trees is prohibited)
Vehicle Parking	Parking on nature strips or footpaths	Partially or fully parking a vehicle on a nature strip or footpath may attract a fine from Council to the owner of

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		that vehicle
Vegetation	Low garden beds	Planting of low garden beds within the nature strip is prohibited, as such plantings are potential trip hazards
Letterboxes	On private property only	Must provide suitable access to Australia Post delivery

- Under the Roads Regulation 2008 and the Local Government Act 1993 the adjoining property owner may be fined and or ordered by Council to remove any nature strip treatments which are installed contrary to these guidelines, and may be requested to replace them with an approved nature strip treatment. Such work is to be carried out by the adjoining property owner at their own cost.

PART C Road Verges

Definitions

A **road verge** is an area of grass, beside a roadway, possibly with trees and shrubs, (including the footpath, if there is one) lying between the trafficked roadway (carriageway), and the property boundary.

Road verges are generally located in a rural area, that is, land that is zoned RU1 Primary Production, RU3 Forestry, E1 National Parks and Nature Reserves, SP1 Special Activities and SP2 Infrastructure.

Role of Road Verges

The role of road verges in rural areas are to provide a buffer between the road and private property, as a location of services such as electricity, gas and water supply, and to assist with managing stormwater runoff.

Rural road verges often contain remnant vegetation that has remained after adjoining land has been cleared. This vegetation is managed through roadside vegetation management plans.

Resident's Role

- Any fire breaks must be located on the landowner's property and not located on the road verge.
- A resident wishing to graze stock on the road reserve must do so in accordance with Council's policy C9 Grazing of Stock on Council Roads. Livestock must be personally supervised at all times and the landowner must have \$20 million public liability insurance in place, with Temora Shire Council as an interested party. The landowner must use temporary warning signs and must also obtain a permit to graze from Local Land Services.
- Residents are not permitted to close off any part of Council's road, or road verge, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

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Council's Role

- Council has a program of roadside vegetation mowing for rural road verges. Roadside mowing is carried out for road user safety and fire risk management reasons.
- Council may slash rural road verges as required, in the following locations:
 - the road shoulder of bitumen sealed roads is to be serviced by a tractor/slasher combination where the terrain permits.
 - slashing is to be restricted to the immediate shoulder adjacent to the bitumen edge. The typical width of slashing will be 1.0 – 2.0 metres in width. Council does not require slashing of the road reserve to the fenced boundary at level areas or over the top of cuttings.
 - the following exceptions will apply (increased interventions):
 - intersections - mow area to ensure adequate sight distance for motorists and pedestrians for safety
 - rural school bus stop pick up and drop off areas – mow area to ensure adequate sight distance for motorists and passengers for safety
 - on state roads which form the major entrances to Temora, Aria Park and Springdale, for aesthetic reasons
 - rail crossings and private land entrances
- Council has a weed management program to manage noxious and environmental weeds

Development in the Road Verge

Table 3 below details development types that are permitted in the road verge and the controls that apply.

Table 3: Development permitted in the road verge

Development	Permitted	Controls
Roadside vegetation	Mowing/slashing/weed spraying is permitted along the property frontage, 5 metres from the formed road edge	Alert Council to any urgent concerns about roadside vegetation, such as fallen trees across roads
Native vegetation	Planting of native vegetation is permitted with the approval of Council	Application must advise of the species, location and quantity of proposed planting

Prohibited Development in the Road Verge

Table 4 below details development that is prohibited in the road verge

Table 4: Prohibited development in the road verge

Development	Prohibited	Controls
Roadside vegetation	It is prohibited to clear, fell, poison, ringbark or burn native vegetation located in the road verge	Advise Council of any concerns relating to pruning, or imminent risks that vegetation poses to personal

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		injury or property.
Grazing of stock	Unsupervised grazing of the road reserve by stock is prohibited.	Refer to Council Policy C9 Grazing of stock on Council roads for details of circumstances where supervised grazing by stock of Council road verges is permitted.

PART D Large Lot Residential Areas

Definitions

Large lot residential areas are zoned R5 under the Temora Local Environmental Plan 2010 and are considered to be urban areas. As these areas are located on the fringe of the urban area, this part covers the management of these particular urban areas.

Resident's Role

- As large lot residential areas are considered to be urban areas, it is generally the responsibility of the adjoining resident to maintain the nature strip that adjoins their property.
- As large lot residential properties, by their nature, have large frontages, it is likely that maintenance carried out by or on behalf of the landowner would involve the use of a ride on lawn mower or tractor.
- Residents are not permitted to close off any part of Council's road, nature strip or footpath, for instance due to building or construction works, without the approval of Council. Residents must comply with any conditions of consent to ensure that worksites are safe.

Council's Role

- As is the case for General residential areas, **Council does not generally carry out renovation or maintenance** (including mowing and watering) of nature strips that adjoin large lot residential areas. Council may at its discretion carry out maintenance from time to time.
- Council may mow nature strips located in large lot residential areas alongside roads that are speed limited above 70km/hour. This is due to resident and motorist safety concerns.
- Council may provide additional maintenance at intersections and school bus stop drop off and pick up areas for safety reasons, and on state roads which form the major entrances to Temora, Arah Park and Springdale, for aesthetic reasons.

Development in Large Lot Residential Areas

- The controls set out in Table 1 also apply in Large Lot Residential areas.

Prohibited development in Large Lot Residential Areas

- The controls set out in Table 2 also apply in Large Lot Residential Areas.

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PART E Utilities and Maintenance Work

Definitions

Utility companies are infrastructure providers, including electricity, gas, telecommunications and water supply providers.

For purposes of this policy, “**routine maintenance**” is defined as inspections and minor works that do not require excavation or part or full road or nature strip/road verge closures.

Major works is defined as works that will involve part or full closure of a road, footpath, nature strip or road verge. This includes closing of access for pedestrians or vehicles to use part of a road, footpath, nature strip or road verge due to excavation, the installation of a temporary structure or similar works.

Utilities' Role

- Utility companies may require access to the nature strip/road verge to perform maintenance work from time to time.
- Utility companies must notify Council in writing of their intention to carry out development on Council infrastructure and must take into consideration any comments received from Council within 21 days of notice being given.
- State Environmental Planning Policy (SEPP) (Infrastructure) 2007 sets out the notification requirements for public authorities in relation to impacts upon Council infrastructure or services. This includes impacts that relate to:
 - o Stormwater management
 - o Traffic generation
 - o Sewerage systems
 - o Water supply
 - o Installation of a temporary structure
 - o Enclosure of public place
 - o Excavation of a road or footpath
- Refer to Regulation 13 of this SEPP for further information
- Under the Roads Act 1993, a person must have the consent of the appropriate roads authority when carrying out any work on a public road, including:
 - o Erect a structure or carry out work in, on or over a public road
 - o Dig up or disturb the surface of a public road
 - o Remove or interfere with a structure, work or tree on a public road
 - o Pump water into a public road from any land adjoining the road
 - o Connect a road (whether public or private) to a classified road
- Refer to Section 138 of the Roads Act 1993 for further information
- Where emergency works are required, the utility service provider must notify Council of these works, as soon as practically possible.

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- The companies are required to make good the road and nature strip/road verge following maintenance work. This is enforced by relevant legislation.
- Utility companies must warrant the quality of their works for 12 months following completion of their works projects.
- Council will not be responsible for replacing plants or landscaping as a result of such works by others.
- Statutory Authorities undertaking routine maintenance works on their own assets are not required to notify Council prior to works commencing. Council will seek to secure a Memorandum of Understanding with utility companies operating within Temora Shire, to ensure their agreement to abide by standard workplace health and safety practices.

Council's Role

- Council will require notification by the utility service provider of planned major works involving Council roads, footpaths, nature strips and road verges, prior to commencement.
- This is to enable Council officers to inspect traffic management procedures, as well as sites of proposed and commenced works, and completed rectification works.
- Council will seek to secure an agreement with utility providers about the notification and inspection procedures.

Notification of Major Works

- Notification to Council of Major Works planned by utility service providers shall involve completion and submission of the notification form to Council. The form shall be submitted to Council at least three weeks prior to the works commencing.
- The completed form shall detail the location of the proposed works, their expected duration and the nature of the planned interruption to Council's infrastructure (part or full road, footpath, nature strip or road verge closure, works as detailed in the Infrastructure SEPP above), impact upon Council infrastructure (such as excavation), traffic management plans, inspections of work stages and completion of the project with final inspection.
- Relevant Council officers shall be informed by phone or email that works have commenced to allow Council officers the opportunity to inspect the worksite during the program of work, to ensure satisfactory traffic management and full repair of the site after works are complete.

PART F Gutter Crossovers and Driveways

Definitions

A **gutter crossover** or layback is the section of the kerb in front of the property front boundary that is used to cross a vehicle from the road to the nature strip or road verge.

Resident's Role

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- Residents wishing to modify or install a gutter crossover must make an application to Council. Gutter crossover and driveway modification maintenance and/or upgrade shall be at the full cost of the landowner.
- Construction of driveways are by application to Council. Driveway construction costs are the responsibility of the property owner.
- Residential properties must be accessed by full concrete driveways, as part of the Construction Certificate.

Council's Role

- Council will provide one legal access to an existing residential property, being a gutter crossover.
- Legal access may be provided by the main property access or by rear lane access.
- Newly created residential allotments must have legal access provided by the developer, at their cost, to Council's standard.
- Gutter crossovers, footpaths and driveways can be constructed by either Council directly or by a Council approved Contractor, to ensure that construction is to a reasonable standard and uniformity.
- A Council is not responsible to accommodate all vehicles that may need to access a private property via a 'special' crossing, (Section 218, Roads Act 1993). This would include when a land owner buys a new vehicle and accessing their property is difficult or causes damage to the vehicle.
- The Council may wish to approve of the construction of a 'fillet' on the road side of the layback, which would assist by affectively flattening the horizontal profile. This would be at the property owner's cost. The reference profile is shown in Australian Standard AS/NZS 2009.1: 2004. Landowners must make application to Council for these works.
- Council is responsible for ensuring vehicular access when it initially establishes road levels, not on a continuing basis.
- Where Council makes a decision to change levels of a road due by establishing a 'new' longitudinal profile, Council is obliged to accommodate all vehicles owned by a property owner at that time.

PART G Rural Property Access

Definitions

A **rural property access** is the physical legal access to a rural property.

Resident's Role

- It is the responsibility of the owner of the rural property to arrange the provision of access to a rural property, by making application to Council.

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- Any modifications or maintenance required to provide, maintain or upgrade physical access to a rural property shall be at the landowner's cost.
- For maintenance within the public road verge, Council or a Council Contractor must carry out the work.

Council's Role

- Council may specify the location of the rural property access, such as, in order to limit the number of accesses to major roads, or to reduce costs due to the need to install culverts across existing table drains. This matter shall be discussed with Council officers at the pre-lodgement meeting for a new development or subdivision, to ensure suitable building design and siting.
- Council will specify access details when a rural property is subdivided, and the access infrastructure, such as, culverts, gravel, or headwalls, to be provided at the developers cost.
- Council is not responsible for providing legal access to rural allotments. This includes where an existing rural allotment is sold without requiring subdivision consent. A rural property access can be constructed by either Council directly, as private works or by a Council approved Contractor, to ensure that construction is to a reasonable standard and uniformity.
- A list of Council approved contractors can be obtained by contacting Council's Engineering department.

PART H Firewood Collection

Definitions

Firewood Collection means the gathering of fallen timber for the purposes of private home heating.

Owner's Role

- An owner of private land may collect firewood on their own property for personal or commercial use, and may give permission to others to collect firewood for personal or commercial use.

Council's Role

- Temora Shire Council does not issue permits for the collection of firewood from road verges, nor for collection of firewood from Crown Land or Public Land under the care and control of Council.
- For road safety reasons, Council encourages residents to collect wood from private property, with the landowner's permission.
- The felling of trees on Council road verges is an offence.

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*Function: Engineering**Temora Shire Council**Policy Number: EW13***Annexure 1****Sample Memorandum of Understanding****Temora Shire Council****Road Verge and Nature Strip Policy****Memorandum of Understanding****between Temora Shire Council and <insert utility service provider name>**

This Memorandum of Understanding (MOU) highlights the objectives and management arrangements of notification to Council under the Temora Shire Council Road Verge and Nature Strip Policy. It details communication, information sharing and consultation processes. It is not a legal document, however it is an agreement to co-operate and collaborate.

1. Rationale

The purpose of this MOU is to formalise arrangements for notification of Council by <insert utility service provider name> under the Temora Shire Council Road Verge and Nature Strip Policy.

2. Definitions

Utility companies are infrastructure providers, including electricity, gas, telecommunications and water supply providers.

Routine maintenance is defined as inspections and minor works that do not require excavation or part or full road or nature strip/road verge closures.

Major works is defined as works that will involve part or full closure of a road, footpath, nature strip or road verge. This includes closing of access for pedestrians or vehicles to use part of a road, footpath, nature strip or road verge due to excavation, the installation of a temporary structure or similar works.

Council is Temora Shire Council

Council infrastructure is Council owned assets including local roads, nature strips, road verges, and footpaths.

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3. Goals and objectives

The goals and objectives of the MOU are to:

- ensure the timely notification of Temora Shire Council by utility companies of proposed major works that may impact upon Council infrastructure or services.
- allow Temora Shire Council to comment on proposed major works prior to their commencement, and for those comments to be considered by utility companies.
- enable Temora Shire Council the opportunity to inspect worksites relating to this MOU and ensure safe work practices and traffic management are occurring.
- provide quality workmanship by requiring utility service providers to warrant the quality of their works for 12 months following completion of their works projects.

4. Partner organisations

The Memorandum of Understanding is between:

- Temora Shire Council, and
- <insert utility service provider name>

5. Roles and Responsibilities

The role of both parties in this MOU is:

- timely communication of proposed works and responding comments
- notification of works commencement and completion
- notification of inspections
- sharing communication of this MOU across all relevant staff and contractors

6. Governance structure and reporting

Reporting of proposed major works shall be via the Road Verge and Nature Strips online form, to be completed and submitted on Council's website.

Notification of works commencement and completion shall be to Council's Engineering Secretary phone 6980 1101 or email secretary@temora.nsw.gov.au

Questions about proposed works shall be directed to Council's Engineering Works Manager Mr Bimal Shah, phone 6980 1106 or email bshah@temora.nsw.gov.au

7. Annexure

Details of the MOU that are specific to <insert utility service provider name> are included in the Annexure

8. Authorisation

The signing of this MOU is not a formal undertaking. However, the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

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Temora Shire Council:

Name

Title

Date

<insert utility service provider name>:

Name

Title

Date

Annexure

Details of the MOU that are specific to <insert utility service provider name> are included below:

- <insert details where relevant of agreements specific to this utility service provider>
- Example – emergency works notification

Signature of Authorised Temora Shire Council Representative

Signature of Authorised <insert utility service provider name> Representative

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ROAD VERGE AND NATURE STRIP POLICY

ACTIVE

Revision Number: 3

Revision Date: November 2025

*Function: Engineering**Policy Number: EW13**Temora Shire Council***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: Road Verge and Nature Strip Policy
CODE NUMBER: EW13
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: September 2017

REVIEW

Revision	Date	Revision Description		Date Approved By Council	General Managers Endorsement
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November 2018		General Review	2	15 November 2018	GCL
November 2025		Policy Restructure	3		

PLANNED REVIEW

Planned Review Date	Revision Description		Review By
October 2028	Review		Executive Engineering Manager

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1. PURPOSE AND SCOPE

This policy establishes guidelines for the use and maintenance of road verges and nature strips within Temora Shire, encompassing both urban and rural areas. It applies to landowners, utility network operators and Council officers, ensuring that these public spaces are managed safely, aesthetically, and in compliance with relevant legislation.

2. OBJECTIVES

This policy is aimed at fulfilling the following objectives:

- Define clear expectations for the use and maintenance of road verges and nature strips by all stakeholders.
- Specify activities requiring Council notification or approval, under what circumstances no notification is required, and which activities are prohibited.
- Outline Council's role in maintaining publicly owned land under its care and control.
- Ensure the provision of legal access to properties.

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Nature Strip:** Council owned land, located between the roadway and the property boundary in an urban zone.
- **Road Verge:** Council owned land located between the roadway and the property boundary in a rural zone.
- **Urban Zone:** Land that is zoned R1 General Residential, R5 Large Lot Residential, RU5 Village, E1 Local Centre, E3 Productivity Support, MU1 Mixed Use, E4 General Industrial, RE1 Public Recreation, RE2 Private Recreation, SP1 Special Activities (Business Premises, Residential, Tourist and Visitor Accommodation Incidental with Aviation) or SP2 Infrastructure. *Note: Large lot residential (R5) areas are treated as urban.*
- **Rural Zone:** Land zoned as RU1 Primary Production, RU3 Forestry or C1 National Parks and Nature Reserves.
- **Council:** Temora Shire Council.
- **Utility Network Operators:** Public and private providers of infrastructure services (e.g. electricity, gas, telecommunications and water). They may require access to nature strips or road verges for maintenance or development.
- **Routine Maintenance:** Minor works and inspections that do not require excavation or partial/full closure of any part of the road corridor.
- **Major Works:** Works that require excavation or partial/full closure of any part of the road corridor. This includes restricting pedestrians or vehicles access due to excavation, the installation of a temporary structures, or similar activities.
- **Gutter Crossover/Layback:** The section of the kerb between the road and property boundary that provides vehicular access to a property.
- **Rural Property Access:** The physical, legal point of vehicle access from a road to a private rural property.
- **Gutter Ramp/Gutter Bridge:** A small structure which enables pedestrians to cross from the road to the nature strip/footpath over a drainage gutter.
- **Firewood Collection:** The gathering of fallen timber for private purposes.

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- **Section 138 Application:** An application required under *Section 138 of the Roads Act 1993*, required for activities undertaken within the public road reserve.
- **Section 68 Application:** An application under *Section 68 of the Local Government Act 1993*, which governs a range of activities requiring Council approval. For the purposes of this Policy, it applies to plumbing and drainage works undertaken within the public road reserve.

4. RELEVANT LEGISLATION

This policy is governed by the following legislation:

- Roads Act 1993 (NSW)
- Roads Regulation 2018 (NSW)
- Local Government Act 1993 (NSW)
- State Environmental Planning Policy (SEPP) (Transport and Infrastructure) 2021
- Electricity Supply Act 1995 (NSW)
- Gas Supply Act 1996 (NSW)
- Pipelines Act 1967 (NSW)
- Water Management Act 2000 (NSW)
- Telecommunications Act 1997 (Cth) and Telecommunications Code of Practice 2018 (Cth)
- Dividing Fences Act 1991 (NSW)

5. NATURE STRIPS

5.1. Role of Nature Strips

Nature strips provide the following benefits:

- Enhanced visual amenity.
- Public safety for pedestrians.
- A suitable location for utilities, services and amenities (e.g. street lighting, sewerage, electricity, gas, water, telecommunications).
- Management of urban runoff.
- Separation between vehicles, pedestrians and private property.

5.2. Residents Responsibilities

Landowners are responsible for:

- All general maintenance of the nature strip (excluding street trees and any Council owned paved footpaths, which are both maintained by Council).
 - General maintenance includes regular mowing, edging, weeding and watering. *Note: In large lot residential areas, maintenance may require a ride-on lawn mower or tractor/slasher.*
- Complying with Council's *Landscaping of Nature Strip Guidelines* when undertaking more significant landscaping within the nature strip. Refer to [Section 5.4.2](#).
- Seeking Council approval via a [Section 138 Application](#) when carrying out any work within the road reserve. Residents must comply with all conditions of consent to ensure the safety of the worksite.

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- Reporting concerns or requests regarding street trees to Council (e.g. pruning, poor condition, pest infestation etc.)
 - Street trees maintenance is not permitted by residents.

5.3. Council Responsibilities

Council is responsible for:

- Street tree pruning, planting, or replacement within the nature strip. Residents may submit a request for tree removal or planting via's Council's website, in accordance with *EW8 – Urban Tree Management Plan*.
- Addressing safety issues within the nature strip, including trip hazards.
 - Council may remove any feature within the nature strip that poses an immediate risk to public without prior consultation, at the landowner's cost.
 - If a hazard is identified as resulting from the actions of a landowner, Council may issue a written notice requesting that the landowner rectify the issue. Failure to comply may result in Council undertaking the work and recover the cost from the landowner.
- Actioning any requests or complaints relating to nature strips in a timely manner.
- Ensuring nature strips remain free of dumped rubbish left for a prolonged period. Council may issue written notice requesting rectification and should the landholder fail to comply within the specified timeframe Council may undertake the necessary works and recover the associated costs.
- Mowing nature strips located in large lot residential areas, where the adjacent road has a speed limit above 70km/hour, due to resident and motorist safety. This is at the discretion of Council.

5.4. Landscaping of Nature Strips

The landscaping of nature strips within urban areas of Temora Shire is permitted, subject to compliance with the following:

5.4.1. Approved Nature Strip Treatments

- Lawn/turf
- Ground cover or small shrubs
- Garden beds (ground level)
- Compacted gravel or decomposed granite
- Organic mulch (e.g. pine bark/wood chip)
- Tree planting (Council approval required via [online request form](#))
- Boundary hedges
- Gutter ramps/ foot bridges (discouraged and only considered as a last resort, requires a [Section 138 Application](#)). Refer to [Section 7](#) of this Policy for the conditions under which approval may be granted.
- Pop up or sub soil irrigation systems

5.4.2. Landscaping of Nature Strip Guidelines

In order to maintain access and ensure safety the below conditions must be met when landscaping the nature strip:

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Table 1: Landscaping of Nature Strip Guidelines

TREATMENT TYPE	REQUIREMENT
Lawn/turf	Maximum height: 200mm
Vegetation/Garden Beds	Maximum vegetation height: 500mm
	Minimum clear pedestrian pathway to be maintained at all times: 1.8m (parallel to the kerb - centrally located)
	Maximum boundary hedge/vegetation encroachment from private property into road reserve: 300 mm
	All vegetation to be free of thorns, spines and other sharp edges
	Must not create trip/slip hazards or obstacles to pedestrians
Compacted Gravel/Decomposed Granite	Maximum compacted depth: 100mm
Tree Surrounds	Maximum height: 100mm
	Maximum diameter from base of tree: 1m
Mulch	Maximum depth: 100mm
	Minimum clear pedestrian pathway (centrally located) to be maintained at all times: 1.8m
General Requirements (All Treatments)	Minimum clearance around street trees and utility infrastructure: 500 mm
	Minimum clearance around electrical infrastructure (e.g. power poles and power lines): 3m
	Maximum excavation depth: 250mm
	Vehicular/pedestrian line of sight must remain unobstructed (at the discretion of Council)
	Treatment must not inhibit rubbish bin collection or mailbox access

5.4.3. Prohibited Nature Strip Treatments

The following treatments are not permitted on nature strips:

- Raised garden beds or planter boxes.
- Hard surfaces (e.g. concrete, pavers, asphalt etc.)

Note: This excludes hard surfaces for vehicular and pedestrian access such as concrete driveways or access paths (from the kerb line to the property boundary – maximum 1.5m wide). Refer to [Section 7](#) of this Policy for requirements and approval conditions for these works.

- Hard landscaping (e.g. rocks, garden edging, railway sleepers, retaining walls etc.)
- Small structures (e.g. bollards, garden ornaments etc.)
- Synthetic turf (utility providers have an obligation to make good after utility works)
- Lighting or electrical wiring – temporary or permanent (e.g. lighting of street trees)
- Letterboxes (must be installed on private property)
- Parking of vehicles (partial or full) on the nature strip or footpath.

Note: Failure to comply may result in a public order being issued by Council.

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5.5. Compliance

Under the *Roads Regulation 2018* and the *Local Government Act 1993*:

- Any unauthorised or non-compliant nature strip treatment may be subject to a notice requiring removal or rectification.
- Landowners issued with a notice will be provided 60 days to comply, at their own cost.
- If not rectified, Council will carry out the required work, with costs recovered from the landowner.
- Council reserves the right to demolish, remove or amend any nature strip treatment for the purpose of carrying out works without being held liable to compensate the adjoining landowner for any loss in reinstating the nature strip.

6. ROAD VERGES

6.1. Role of Road Verges

Road verges provide the following benefits:

- Separation between the roadway and private property
- A suitable location for utilities and services (e.g. electricity, gas and water)
- Management of stormwater runoff
- Preservation of remnant vegetation that has remained after adjoining land has been cleared

6.2. Resident Responsibilities

Adjoining landowners may undertake certain maintenance and low-impact activities within road verges. All activities must comply with the permitted activities and associated conditions outlined in [Section 6.3](#) of this Policy.

6.3. Council Responsibilities

Council is responsible for the ongoing management and maintenance of road verges for the purpose of road user safety and fire risk management. This includes:

- Undertaking a roadside vegetation mowing/slashing program at Councils discretion. Mowing/slashing will be limited to the immediate shoulder adjacent to the bitumen edge (where terrain permits), typically within a width of 1 – 2 metres. Council does not slash road reserves to the fenced boundary at level areas or over the top of cuttings.
- Exceptions where increased mowing/slashing may be undertaken include:
 - Intersections - to ensure adequate sight distance for motorists and pedestrian safety
 - Rural school bus stops - to ensure adequate sight distance for motorists and safety for passengers
 - State roads which form the major entrances to Temora, Arian Park and Springdale - for aesthetic purposes
 - Rail crossings and private property entrances
- Managing noxious and environmental weeds through a targeted weed management program.

6.4. Permitted Activities in the Road Verge

Table 2 outlines the activities which are permitted in the road verge and the applicable conditions.

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Table 2: Permitted Activities in the Road Verge

Permitted Activity	Description	Conditions
Roadside Vegetation Maintenance	Mowing/slashing/weed spraying is permitted along the property frontage	
	Clearing of vegetation that encroaches on the property boundary fence (subject to a Section 138 Application)	<ul style="list-style-type: none"> Minimal clearing may be undertaken in the road reserve, as follows: <ul style="list-style-type: none"> Maximum 1m from the boundary line for insignificant vegetation (trunk diameter <300mm) Significant vegetation (trunk diameter >300mm) to be retained unless the trunk encroaches within 500mm of the boundary at a height between 0m-3m. Any branches overhanging the boundary can be lopped. All debris is to be cleared to the private side of the boundary. Plant and equipment is not to operate on the undisturbed area of the road reserve (area between the clearing line and the road edge). All plant and equipment must remain clear of the roadway. If for any reason plant is required to operate on or near the roadway a compliant traffic management plan is required.
Native Vegetation Planting	Planting of native species in an urban area	Subject to Council approval. Application form available in <i>Council Policy EW8 – Urban Tree Management Plan</i>
	Planting of native species in a rural area	Subject to a Section 138 Application
Grazing of Livestock (Supervised)	Grazing of livestock within the road reserve, under supervision only.	<p>Automatic concurrence from Council – no approval required. However, a <i>Road Side Grazing Permit</i> must be obtained from Local Land Services (LLS) prior to grazing.</p> <p>The following conditions reflect LLS's current requirements and are subject to change. Applicants must confirm latest conditions before undertaking grazing:</p> <ul style="list-style-type: none"> The landowner must have \$20 million public liability insurance, with Council as an interested party. Livestock must be personally supervised at all times and grazed during daylight hours only. Temporary warning signs must be displayed during grazing Any damage to roadside furniture (signs, guide posts) to be the responsibility of the permit holder.

6.5. Prohibited Activities in the Road Verge

Table 3 outlines the activities which are prohibited in the road verge and the applicable conditions.

Table 3: Prohibited Activities in the Road Verge

Prohibited Activity	Description	Conditions
Roadside Vegetation	Clearing, felling, poisoning,	Advise Council of any concerns relating to

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Removal	ringbarking or burning of native vegetation within the road verge. Refer to Section 8 for firewood collection.	pruning, or imminent risks that vegetation poses to personal injury or property.
Grazing of Livestock (Unsupervised)	Unsupervised grazing of livestock within the road reserve.	Refer to Table 2 for conditions under which supervised grazing is permitted.
Fire Management	Construction of fire breaks within the road reserve.	Fire breaks must be located within private property.
Road Closure (Temporary)	Closing off any part of the road verge without Council approval.	Approval can be sought through a Section 138 Application .

7. PROPERTY ACCESS INFRASTRUCTURE

Property access infrastructure includes the following, and all require Council approval via a [Section 138 Application](#):

- Gutter crossovers/layback and driveways within urban areas.
 - A kerb fillet crossover (i.e. kerb transition on the road side of the layback) may be considered for approval only as a last resort where the change in grade between the road and the driveway is unmanageable using standard treatments.
- Gutter ramps/foot bridges within urban areas.
 - A concrete pram ramp behind the kerb line is the preferred treatment wherever practical and possible. A gutter ramp or footbridge may only be considered for approval only when both of the following conditions are met:
 - Street trees are located on the road pavement and already impede road maintenance (e.g. street sweeping, sealing, drainage, etc.) and
 - Gutter height exceeds 150mm.

If any of the above criteria do not apply, the installation of a gutter ramp/ foot bridge will not be permitted.
- Rural property accesses.

7.1. Resident Responsibilities

Residents must:

- Submit a [Section 138 Application](#) for the construction, modification or upgrade of any property access infrastructure.
 - Works may be carried out by a contractor approved by Council or directly by Council, subject to resources and availability (as private works).
 - All costs associated with these works are the responsibility of the landowner.

Closure of any part of Council's road, nature strip or footpath for the purpose of these works is not permitted without prior approval.
- Ensure that new residential dwellings include a full concrete driveway (to be completed as part of the Construction Certificate process).

7.2. Council Responsibilities

Council is responsible for:

- Assessing [Section 138 Applications](#) for the construction, modification or upgrade of property access infrastructure.

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- Ensuring that new developments and subdivisions include legal access to each allotment, in both urban and rural areas. The access must be:
 - Constructed by the developer at their expense
 - Delivered in accordance with Council's standards.
 - For rural subdivisions, access requirements shall be discussed with Council officers at the pre-lodgement meeting. Council will determine the access location and required infrastructure (eg. gravel treatments, culverts etc).
- Ensuring vehicular access when road levels are initially established, but not on a continuing basis, unless the road is reconstructed. If a new longitudinal profile is established, Council must accommodate access for all vehicles owned by landowners at that time.

Council is not responsible for:

- Providing legal access to existing rural allotments, including where land is sold without requiring subdivision consent.
 - Rural accesses may still be constructed at the landowner's cost, subject to submission and approval of a [Section 138 Application](#).
 - In assessing the application, Council may specify the location and design of the access to limit the number of access points on major roads or to minimise infrastructure costs (e.g. the need to install culverts across existing table drains). Specific requirements will be confirmed in writing following approval of the application.
- Accommodating specialised or non-standard vehicle access needs (e.g. if a landowner purchases a new vehicle and requires modifications to the existing crossover to avoid damage or improve access). These works may be proposed through a [Section 138 Application](#) and must be undertaken at the landowner's expense. Refer to Section 218 of the Roads Act 1993.

8. FIREWOOD COLLECTION

8.1. Council Land

- Council does not issue permits for the collection of firewood from road verges, Crown Land or public land under Council's management.
- For road safety reasons, residents are encouraged to collect wood from private property, with the landowner's permission.
- The felling of trees on Council road verges is an offence.

8.2. Private Property

Owners of private land may collect firewood on their own property for personal or commercial use. They may also grant permission to others to collect firewood from their property for personal or commercial use.

9. UTILITY NETWORK OPERATORS

Under the relevant legislation, utility network operators are exempt from requiring Section 138 consent from Council for works within the road reserve (except in relation to buildings).

9.1. Routine, Maintenance and Emergency Works

Utility network providers may carry out routine, maintenance and emergency works on their assets within the road reserve (for the purposes of exercising its function) without providing notice to, or seeking approval from Council.

9.2. Major and Non-Routine Works

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Utility network operators may undertake major or non-routine works without Council approval; however, they have a legal obligation to notify Council prior to the commencement of works. While formal approval is not required, the minimum notification periods are outlined below:

	Electricity	Gas	Telecommunications	Water
Minimum Notification Requirement	40 days (or shorter if agreed)	40 days	10 business days	Reasonable notice (no defined period)
Legislation	<i>Electricity Supply Act 1995 – s45(4b)</i>	<i>Gas Supply Act 1996 – s47(4b)</i>	<i>Telecommunications Act 1997 – Schedule 3 – c19(1)</i>	<i>Water Management Act 2000 - s298(1)</i>

9.3. Restoration Obligations

Utility network operators have an obligation to make good any damage caused by their works, without delay, under the *Roads Act 1993 (s101)* and their enabling legislation. If the network operator fails to complete restoration works in a timely or acceptable manner, Council may undertake the works and recover the associated costs from the utility operator.

Council will not be responsible for the replacement of private landscaping or planting that is removed or damaged by utility works within the nature strip.

9.4. Shared Conduits

Where conduit infrastructure exists within the road reserve, Council may, in accordance with *Section 97(1) of the Roads Act 1993* require utility network operators to:

- Locate new or replacement services within the existing conduit infrastructure, and
- Contribute to the cost of constructing such conduit systems.

This is intended to minimise repeated trenching of road surfaces, preserve the integrity of road infrastructure and enable coordinated service delivery across agencies.

Utility network operators are encouraged to liaise with Council during the planning stages of any significant project to determine conduit availability and location.

9.5. Memorandum of Understanding

Council will seek to enter into a Memorandum of Understanding (MoU) with utility network operators, to formalise expectations. The purpose of the MoU is to:

- Consider communication between parties and potential notification of works.
- Clearly define restoration obligations.
- Agree on inspection intervals and warranty period of completed works.

Refer to Annexure 4 – [Memorandum of Understanding](#).

10. SECTION 138 – APPLICATION FORM

Under *Section 138* of the *Roads Act 1993*, consent of the appropriate roads authority is required when carrying out any work within the road reserve. This ensures works are undertaken safely and in compliance with Australian Standards and Council specifications.

Works undertaken on state roads (Burley Griffin Way or Goldfields Way) require concurrence from [Transport for NSW](#).

Approval is required for any activities that involve:

- Erecting a structure or carrying out work in, on or over a public road.
- Digging up or disturbing the surface of a public road.

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- Removing or interfering with a structure, work or tree on a public road.
- Pumping water into a public road from any land adjoining the road.
- Connecting a road (whether public or private) to a classified road.

Works may include, but is not limited to:

- Construction, modification or replacement property access infrastructure, including:
 - Driveways (concrete or gravel)
 - Gutter crossovers/laybacks
 - Gutter ramps/ foot bridges
 - Rural property accesses

Refer to [Section 7](#)

- Footpath construction
- Installation, alternation or connection of stormwater/sewer pipes between private property and Council infrastructure
- Temporary structures or fencing related to building works (e.g. scaffolding, construction fencing)
- Closure or partial closure of road, nature strip or footpath
- Clearing of vegetation encroaching on the property boundary fence
- Native vegetation planting in a rural area

10.1. Lodgment of Section 138 Application

A Section 138 Application may be submitted online via Council's [website](#), a minimum of 2 weeks prior to the proposed commencement of works. Applicants will be required to provide:

- Contact details
- Site location
- Type of work/description of proposed work
- Timeframes of proposed work
- Supporting documentation (e.g. site plan, traffic management plan)
- Insurance requirements (e.g. \$20 million Public Liability Insurance)

Upon submission, Council will follow the below process:

1. The application is received via secretary@temora.nsw.gov.au and forwarded to Council's Engineering Department for review.
2. A desktop inspection is conducted and, if required, an onsite inspection. If issues are identified or clarification is required, Council will contact the applicant or contractor to discuss.
3. A [written response](#) will be issued within **10** business days, outlining any conditions of approval.

10.2. Compliance

10.2.1. Standard Drawings

Council maintains a register of standard drawings which outline the approved construction specifications for common infrastructure, such as driveways, footpaths etc. All works must be constructed in accordance with the relevant Council standard drawing issued as part of the

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approval (if applicable). Failure to comply with these drawings may result in a direction to rectify the works to the required standard at the landowner's cost.

10.2.2. Unauthorised Works

Any unauthorised works within the road reserve may present a safety or public liability risk. In such cases, Council may issue written notice to the landholder or responsible party requiring rectification or removal of the works within 60 days, at their cost.

If rectification is not completed within the specified period, Council may undertake the necessary works at the cost of the landowner or responsible party.

10.3. Restoration Obligations

Under *Section 101* of the *Roads Act 1993*, any person who digs up a public road is required to restore the road to its previous condition. This includes damage as a result of a leakage from, or breaking or bursting of, any object or work placed in, on or over the road.

To ensure adequate restoration, Council may:

- Issue a written direction which outlines the standard to which the road is to be restored, including a minimum compliance period of 14 days.
- Alternatively, Council may carry out the restoration works directly and recover all associated costs from the person or company responsible for the damage.

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Annexure 1: Utility Network Operator – Applicable Legislation

SECTION 138 EXEMPTION / NOTICE REQUIREMENTS (as at November 2025)		
Legislation	Section	Clause
Roads Act 1993	138	<p><i>Works and structures</i></p> <ol style="list-style-type: none"> 1) A person must not-- <ol style="list-style-type: none"> a) erect a structure or carry out a work in, on or over a public road, or b) dig up or disturb the surface of a public road, or c) remove or interfere with a structure, work or tree on a public road, or d) pump water into a public road from any land adjoining the road, or e) connect a road (whether public or private) to a classified road, otherwise than with the consent of the appropriate roads authority. 2) A consent may not be given with respect to a classified road except with the concurrence of TfNSW. 3) If the applicant is a public authority, the roads authority and, in the case of a classified road, TfNSW must consult with the applicant before deciding whether or not to grant consent or concurrence. 4) This section applies to a roads authority and to any employee of a roads authority in the same way as it applies to any other person. 5) This section applies despite the provisions of any other Act or law to the contrary, but does not apply to anything done under the provisions of the Pipelines Act 1967 or under any other provision of an Act that expressly excludes the operation of this section.
Electricity Supply Act	45	<p><i>Erection and placement of electricity works</i></p> <ol style="list-style-type: none"> 1) For the purpose of exercising its functions under this or any other Act or law, a network operator may carry out any of the following work-- <ol style="list-style-type: none"> a) work comprising the erection, installation or extension of electricity works on public land, b) work on any land comprising or connected with the alteration, maintenance or removal of existing electricity works on any land, c) work on public land that is connected with the erection, installation, extension, alteration, maintenance or removal of electricity works on any land. 2) Work carried out by a network operator for the purpose of exercising its functions under this or any other Act or law and comprising the erection, installation, extension, alteration, maintenance or removal of electricity works on any land is exempt from the requirement for an approval under the <i>Local Government Act 1993</i>, except in relation to buildings. 4) However, no such work (other than routine repairs or maintenance work) may be carried out unless-- <ol style="list-style-type: none"> a) written notice of the proposal to carry out the work has been given to the local council, and b) the local council has been given a reasonable opportunity (being not less than 40 days from the date on which the notice was given, or a shorter period agreed to in writing by the council) to make submissions to the network operator in relation to the proposal, and c) the network operator has given due consideration to any submissions so made.

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SECTION 138 EXEMPTION / NOTICE REQUIREMENTS (as at November 2025)		
Legislation	Section	Clause
		5) Subsection (4) does not apply to the carrying out of work to cope with emergencies.
Gas Supply Act	47	<p><i>Erection and placement of gas works</i></p> <ol style="list-style-type: none"> 1) This section applies to work connected with the erection, installation, extension, alteration, maintenance and removal of gas works. 2) For the purposes of this Act, a network operator-- <ol style="list-style-type: none"> a) may carry out work to which this section applies, and b) in particular, may carry out any such work on a public road. 3) Work to which this section applies is exempt from the requirement for an approval under the <i>Local Government Act 1993</i> except in relation to buildings. 4) However, no such work (other than routine connections, repairs or maintenance work) may be carried out unless-- <ol style="list-style-type: none"> a) notice of the proposal to carry out the work has been given to the local council, and b) the local council has been given a reasonable opportunity (being at least 40 days from the date on which the notice was given) to make submissions to the network operator in relation to the proposal, and c) the network operator has given due consideration to any submissions so made. 5) Subsection (4) does not apply to the carrying out of any such work to cope with emergencies.
Pipelines Regulation 2023		Refer to section 138 (5) of the Roads Act 1993.
Telecommunications Act 1997 – Schedule 3		<p><i>Notice to roads authorities, utilities etc.</i></p> <ol style="list-style-type: none"> 1) At least 10 business days before engaging in any of the following activities under Division 3 or 4: <ol style="list-style-type: none"> a) closing, diverting or narrowing a road or bridge; b) installing a facility on, over or under a road or bridge; c) altering the position of a water, sewerage or gas main or pipe; d) altering the position of an electricity cable or wire; <p>a carrier must give written notice of its intention to do so to the person or authority responsible for the care and management of the road, bridge, main, pipe, cable or wire.</p>

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REINSTATEMENT REQUIREMENTS (as at November 2025)		
Legislation	Section	Clause
Roads Act 1993	101	<p><i>Restoration of public road following excavation etc</i></p> <ol style="list-style-type: none"> 1) A roads authority may direct any person by whom a public road is dug up to restore the road to its previous condition. <ol style="list-style-type: none"> a) If a public road is damaged as a result of a leakage from, or breaking or bursting of, any object or work placed in, on or over the road, the appropriate roads authority may direct the person-- b) who was responsible for placing the object or work in, on or over the road, or c) who has the care or control of the object or work, or 2) whose act or omission caused the leakage, breaking or bursting, to restore the road to its previous condition. <ol style="list-style-type: none"> a) A direction under this section may specify-- b) the manner in which or the standard to which, and c) the period (being at least 14 days) within which, the direction must be complied with. 3) Instead of giving a direction under this section, a roads authority may take such action as is necessary to restore the road to its previous condition. 4) The costs incurred by a roads authority in taking action under this section are recoverable from the person referred to in subsection (1) or (2), as a debt, in a court of competent jurisdiction. 5) Nothing in this section authorises a roads authority to recover an amount greater than that necessary to restore the road to its previous condition.
Electricity Supply Act	46	<ol style="list-style-type: none"> 1) If a public road or public reserve is damaged by any work carried out by a network operator, the local council or roads authority may require the network operator to make good the damage without delay. 2) If the network operator fails to carry out appropriate work in accordance with any such requirement, the local council or roads authority may carry out the work itself. 3) The cost of carrying out the work may be recovered by the local council or roads authority in a court of competent jurisdiction as a debt owed to it by the network operator.
Gas Supply Act	48	<ol style="list-style-type: none"> 1) If a public road or public reserve is damaged by any work carried out by a network operator, the local council or roads authority may require the network operator to make good the damage without delay. 2) If the network operator fails to carry out appropriate work in accordance with any such requirement, the local council or roads authority may carry out the work itself. 3) The cost of carrying out the work may be recovered by the local council or roads authority in a court of competent jurisdiction as a debt owed to it by the network operator.
Pipelines Regulation 2023	25	<p><i>Disturbance of lands</i></p> <ol style="list-style-type: none"> 1) A licensee must ensure the existing use of land is not disturbed more than is necessary by activities authorised by the licence. 2) A licensee must ensure, as far as practicable, that the surface of land affected by activities authorised by the licence is restored to the condition it was in immediately before the commencement of the activities.
	26	<i>Public Roads</i>

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REINSTATEMENT REQUIREMENTS (as at November 2025)		
Legislation	Section	Clause
		1) A licensee must ensure the carrying out of activities authorised by the license does not interfere with the use of a public road unless the interference is approved by the public or local authority responsible for the road.
Water Management Act 2000	298	<p><i>Power to break up roads</i></p> <p>1) A water supply authority may, on giving reasonable notice to persons likely to be affected, open and break up--</p> <p>a) the soil and pavement of a public road or public reserve, and</p> <p>b) any sewer, drain or tunnel in or under a public road or public reserve, for the purpose of exercising its functions.</p> <p>2) The statutory body having the control and management of a public road or public reserve may, as prescribed by the regulations, require a water supply authority to comply with conditions in exercising its powers under subsection (1), including conditions for restoration of the surface and removal of rubbish.</p> <p>3) If a public road or public reserve is damaged by a leakage from, or a bursting of, a water supply authority's water main or sewer main, the statutory body having the control and management of the public road or public reserve may require the water supply authority to make good the damage without delay.</p> <p>4) If a water supply authority fails--</p> <p>a) to comply with a condition in force under subsection (2), or</p> <p>b) to comply with a requirement under subsection (3)</p> <p>the statutory body affected by the failure may remedy it and recover the cost of doing so as a debt owed to the statutory body by the water supply authority.</p>
Telecommunications Act 1997 – Schedule 3	9	<p><i>Carrier to restore land--general</i></p> <p>1) If a carrier engages in an activity under Division 2, 3 or 4 in relation to any land, the carrier must take all reasonable steps to ensure that the land is restored to a condition that is similar to its condition before the activity began.</p> <p>2) The carrier must take all reasonable steps to ensure that the restoration begins within 10 business days after the completion of the first-mentioned activity.</p> <p>3) The rule in subclause (2) does not apply if the carrier agrees with:</p> <p>a) the owner of the land; and</p> <p>b) if the land is occupied by a person other than the owner--the occupier;</p> <p>to commence restoration at a time after the end of that period of 10 business days.</p>

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SIGNAGE REQUIREMENTS _(as at November 2025)		
Legislation	Section	Clause
Pipelines Regulation 2023	41	<p><i>Relevant points for pipeline signs--the Act, Sch 2, cl 6</i></p> <ol style="list-style-type: none"> 1) The relevant points for a pipeline at which pipeline signs must be in place are as follows-- <ol style="list-style-type: none"> a) at each point where the pipeline crosses the following-- <ol style="list-style-type: none"> i) a boundary of a property, ii) a road, iii) a railway, iv) a river or stream. b) at each abrupt change of direction of the pipeline, c) at each point where the pipeline crosses a significant service, including-- <ol style="list-style-type: none"> i) a telecommunications cable or electric power cable, or ii) a major pipeline or drain, including a major water pipeline, sewer or buried stormwater drain, d) if the pipeline runs alongside a road or railway, or is on land other than land classified as Class R1 or equivalent in AS 2885 --at points so each sign-- <ol style="list-style-type: none"> i) is visible from each adjacent sign, and ii) is no more than 500m from each adjacent sign, e) if the pipeline is on land classified as Class R1 or equivalent in AS 2885 --at points so each sign-- <ol style="list-style-type: none"> i) is visible from each adjacent sign, and ii) is no more than 1km from each adjacent sign. 2) A pipeline sign for a pipeline must-- <ol style="list-style-type: none"> a) indicate the location of the pipeline and its description, and b) include the name of the pipeline operator, and c) include an appropriate telephone number for the purpose of contact in an emergency, and d) contain a statement directing persons to contact the pipeline operator before digging near the pipeline, and e) be in accordance with the relevant provisions of AS 2885 , and f) be double-sided, and g) be maintained so that it is legible.

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Annexure 2: Section 138 Application Form**Application Form – Works Within the Road Reserve**

Section 138 – Roads Act 1993

1. Applicant Details

Full Name:	
Business (if applicable):	
Postal Address:	
Phone Number:	
Email Address:	
Applicant Type:	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor

2. Property / Site Details

Site Address:	
Lot / DP (if known):	

Note: Works undertaken on state roads (Burley Griffin Way or Goldfields Way) require concurrence from [Transport for NSW](#).

3. Type of Work

- ☐ Urban driveway / property access
- ☐ Rural driveway / property access
- ☐ Gutter crossover / layback
- ☐ Gutter ramp / foot bridge
- ☐ Footpath construction
- ☐ Installation, alternation or connection of stormwater/sewer pipes
- ☐ Temporary structure / fencing (e.g. scaffolding, construction fencing)
- ☐ Clearing of vegetation encroaching on the property boundary fence
- ☐ Native vegetation planting (rural)
- ☐ Closure or partial closure of road, nature strip or footpath
- ☐ Other (specify): _____

4. Work Category

- ☐ Planned Works (Minimum of 2 weeks' notice required)
- ☐ Emergency / Unplanned Works

5. Description of Proposed Works

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6. Timing

Anticipated Start Date:	
Anticipated End Date:	

7. Supporting Documentation

Please upload all relevant supporting documents:

Document	When Required?	✓ Attached
Site plan	For all works	<input type="checkbox"/>
Traffic/Pedestrian Management Plan	If works are near or on a road or affect vehicle/pedestrian flow	<input type="checkbox"/>

8. Insurance Requirements

Any person or company undertaking work within the road reserve must hold a minimum of \$20 million Public Liability Insurance.

Where works are undertaken by a Council approved contractor (pre-qualified via Vendor Panel), current insurance documents are already held on file.

If a non-Council approved contractor or the property owners are undertaking the works, a certificate of currency for a minimum \$20 million Public Liability insurance must be provided prior to approval.

Contractor Name (if applicable): _____

For assistance or further information, contact Council's Engineering Department on (02) 6980 1100.

9. Declaration


I acknowledge that:

- All works must comply with Council's approval conditions and standard drawings (where applicable).
- The site will be restored to its previous condition in accordance with *Section 101 of the Roads Act 1993*.
- Any person or company undertaking works within the road reserve shall hold appropriate insurances and indemnify Council against any loss or claims resulting from these works.

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*Function: Engineering**Policy Number: EW13**Temora Shire Council***Annexure 3: Template – Response Correspondence to Section 138 Application**

	Temora Shire Council	
Our reference:		

To whom it may concern,

RE: SECTION 138 APPLICATION (WORKS WITHIN THE ROAD RESERVE)

Application No:	
Applicant:	
Site Address:	
Type of Work:	

Please be advised that Council has approved your application for the proposed works detailed above on, subject to the following requirements being met:

Option 2: Please be advised that Council grants conditional approval for the proposed works detailed above, subject to the following requirements being met:

- Option 2: A certificate of currency for a minimum \$20 million Public Liability Insurance must be provided to Council prior to commencement of works.
- All works are to be carried out at the applicant's sole cost and risk. Council shall not be liable for any loss, damage, or injury arising from or in connection with the works. Responsibility for public safety, reinstatement, and protection of infrastructure rests entirely with the applicant.
- Council infrastructure (roads, kerbs, drainage, signs, etc.) must be always protected. Any damage caused to Council infrastructure must be immediately reported and restored to its previous condition at the applicant's cost.

Should you require any further information please do not hesitate to contact Council's Engineering Department on (02) 6980 1101.

Yours faithfully

ENGINEERING WORKS MANAGER
For the GENERAL MANAGER

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Annexure 4: Memorandum of Understanding – Utility Network Operators

TBC

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4.3 STREET BANNER & STREET STALL VAN OPERATIONAL REVIEW**File Number:** REP25/676**Author:** Engineering Technical Officer**Authoriser:** Executive Manager Engineering Services**Attachments:**
1. Previous Report - March 2024
2. Alternate Proposed Banner Locations**REPORT**

Over the past three years, several reports have been presented to Council reviewing the operation of the street banner and street stall van. The most recent report, attached for reference, includes the two earlier reports and provides the background to this report.

At the March 2024 Council meeting, the following resolutions were adopted, and this report provides an update on those actions:

COMMITTEE RESOLUTION 29/2024 (Street Banner)*Moved: Cr Jason Goode**Seconded: Cr Anthony Irvine**It was resolved to recommend to Council to review the matter in twelve months time and in the meantime contact users notifying them of future requirements including certification of banners, insurance and increase in hire fees from 1 January 2025.***AND FURTHER***That other options be considered for the location of banners.***COMMITTEE RESOLUTION 30/2024 (Street Stall Van)***Moved: Cr Rick Firman**Seconded: Cr Jason Goode**It was resolved to recommend to Council to implement Option 3 in relation to the street stall van.*

Option 3 (from Report 5.4): Retain the status quo. Utilisation is dropping the operational burden and cost to Council is becoming less. Suggest Council review utilisation in 12 months. Retaining the service will cost Council approximately \$250 per setup.

Street Banner

Following the March 2024 resolution:

- Correspondence was sent to recent user groups in June 2024, to advise of the review and potential changes to future requirements. Feedback was sought for consideration as part of the review, however none was received.
- Utilisation has declined over the past three years, averaging 9 bookings per year, compared to 17 in the 3 years prior, and 24 in the 3 years before that.
- The existing arrangement has continued without incident.

- The hire fee has increased to \$340 (GST inclusive) in the current financial year, increasing from \$170 in FY 24/25 and \$160 in FY23/24.
- Council staff have investigated several alternative banner locations which are outlined further within this report.
- Council has not received any requests for support in the past 12 months relating to the street banner charges.

Income and Expenditure Summary

Financial Year	Bookings	Expenditure	Income	Total Net Cost Per Year	Average Net Cost to Council Per Booking
25/26 (YTD)	7 (3 completed)	\$1,920.88	\$927.27	\$993.61	\$331.20
24/25	12	\$5,595.47	\$1,545.50	\$4,049.97	\$337.50
23/24	9	\$6,606.20	\$1,309.05	\$5,297.15	\$588.57
22/23	16	\$2,711.56	\$1,090.88	\$1,620.68	\$169.47
21/22	19	\$3,495.68	\$548.62	\$2,947.06	\$155.11

All figures are GST exclusive.

Alternate Proposed Banner Locations:

- Northern entrance: Goldfields Way/Giles Street intersection (small reserve)
- Western entrance: Victoria Street Rail Crossing - Attached to Rail Round House site boundary fence
- Eastern entrance
 - Option 1: Burley Griffin Way/Milvale Road intersection (small reserve) - Banner frame required
 - Option 2: Nixon Park Boundary fence (Victoria Street) - Attached to boundary fence
- Southern entrance
 - Option 1: Goldfields Way (road reserve at end of the K&G) - Banner frame required
 - Option 2: Goldfields Way/Golf Club Road intersection - Banner frame required

Photos of each proposed location are attached to this report.

Establishment costs are currently unknown in relation to the alternate advertising location/s if this was pursued; however, it is assumed there will be an establishment cost in the range of \$5,000 to \$30,000 depending on the extent of alternate locations and the establishment requirements of each location.

Ongoing costs are again unknown; however, it is assumed to be significantly less (as low as \$200 per setup) subject to whether the message is duplicated or not. Example: To have the equivalent advertising impact in alternate locations the message may need to be duplicated 2 to 4 approaches to Temora. Under this scenario the costs could be similar to the existing arrangement incurring zero benefit.

It must also be noted there is potential for external unintended risks or consequences in relation to the establishment of alternate advertising locations. At a concept level this could come from adjacent landholders, the general public or Transport for NSW for example.

Street Stall Van

Following the March 2024 resolution:

- The existing arrangement has continued.
- Usage over the past 12 months has remained low, with 4 bookings in the 2025 calendar year.
- The hire fee has increased over recent years, currently set at \$50 for a charitable group and \$185 for a commercial booking (GST inclusive).
- Council has not received any requests for support in the past 12 months relating to the street stall van charges.

Income and Expenditure Summary

Financial Year	Bookings	Expenditure*	Income	Total Net Cost Per Year	Average Net Cost to Council Per Booking
25/26 (YTD)	3	\$254.69 (insurance and rego due Feb '26)	\$136.35	\$118.34	\$39.45
24/25	5	\$1,038.32	\$122.73	\$915.59	\$183.12
23/24	6	\$656.11	\$245.46	\$410.65	\$68.44
22/23	8	\$1,752.98	\$138.16	\$1,614.82	\$201.85
21/22	5	\$1,212.85	\$260.88	\$951.97	\$190.39

*includes maintenance, insurance and registration expenditure.

All figures are GST exclusive.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.4 Build capacity by supporting volunteers and local organisations

Council Policy/Legislation

C2 – Street Stall Policy

C5 – Street Banner Policy

Options:

Street Banner

1. Continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, set at \$7,857 for FY2025/26. Hire fees are to be considered annually through the preparation of the draft fees and charges.
2. Continue the current arrangement and review the current hire fee of \$340 to ensure it more accurately reflects the actual cost to Council.

Noting that neighbouring Council's charge the following:

- Wagga Wagga City Council: \$195 (Fitzmaurice/Baylis Street bridge)
 - Bland Shire Council: \$690 (main street of West Wyalong)
3. Seek a further report on detailed costings for alternative options.
 4. Discontinue the street banner operations.

Street Stall Van

1. Continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, set at \$1,901 for FY2025/26. Hire fees are to be considered annually during budget estimates.
2. Discontinue the hire of street stall van and sell the asset.

Council Officers Recommendation

Street Banner Option 1 – Continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, with hire fees to be considered annually during the preparation of the draft fees and charges.

Street Stall Van Option 1 – Continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, with hire fees to be considered annually during the preparation of the draft fees and charges.

Budget Implications

Existing budget allocated.

Risk Implications

Reputational Risk: The discontinuation of either service may be viewed unfavourably by community groups who rely on these services for promotion and engagement.

Financial Risk: Continuation of the current arrangements will result in an ongoing financial deficit to Council, which may be perceived as an inefficient use of funds.

Liability Risk: Council may be exposed to potential liability due to the lack of engineering certification for the supporting structures/existing banners, and the absence of specifications for new banners.

COMMITTEE RESOLUTION 88/2025

Moved: Cr Rick Firman

Seconded: Cr Nigel Judd

The Committee resolved to recommend to Council:

1. In relation to the Street Banner, continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, with hire fees to be considered annually during the preparation of the draft fees and charges.
2. In relation to the Street Stall Van, continue the current arrangement, with outstanding costs funded under the existing annual budget allocation, with hire fees to be considered annually during the preparation of the draft fees and charges.

CARRIED

Report by Amanda Colwill

5.4 STREET BANNER & STREET STALL REPORT**File Number:** REP24/224**Author:** Engineering Asset Manager**Authoriser:** Engineering Asset Manager**Attachments:**
1. September 2023 Report
2. Digital Signage Quote

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

- di commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

REPORT

Following the September 2023 resolution shown below, Council staff provide the following additional information:

COMMITTEE RESOLUTION 108/2023

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

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

AND FURTHER

That the Rotary Club and TfNSW be consulted.

Digital Sign

- The Quote attached ranges from \$25,000 (2m x 1m) to \$55,000 (3.5m x 1.6m). This excludes installation and connection estimated to be approximately \$6,000 - \$12,000 subject to location, but assuming power is available. Total Estimated Cost is \$31,000 to \$67,000
- The most prominent functional location staff can provide at this point is on the north-western boundary of Paleface Park located perpendicular to Hoskins Street. This would enable potential capture from both directions of traffic and pedestrians.



Further Discussion

Considering the location and size of a digital sign board, it is possible the digital sign will not have the same visual impact as a double-sided banner arrangement crossing Hoskins Street, however, it is possible that a digital sign can display a broader range of content for both Council and third parties and can display multiple user content over a single period.

Council staff have contacted TfNSW and due to the sign facing a classified road their approval will be required for any development such as is proposed.

If Council prefer the banner arrangement but are concerned about ongoing cost, to further investigate cost would require seeking quotes for the relocation and design certification of the banner arrangement to enable lifecycle cost comparison between a digital sign and a street banner.

Street Stall Van

Council staff require more direction from Council regarding permanent placement of the street stall van. Council staff note the following points:

- The street stall van relies on placement in a prominent CBD location to attract potential customers. With limited Council land available for permanent placement, Council staff cannot see a viable location that would be suitable for the intended purpose. The only location potentially suitable may be Paleface Park; however, placement of the current street stall van in this location permanently, would significantly detract from the amenity of this park. Additionally, the location is not as prominent and is unlikely to get the same customer support and potentially vendor utilisation as the current location, and the caravan being relatively unutilised (4-8 times per year) would be susceptible to vandalism and facilitate antisocial behaviour.
- So far in 2024 there are 4 bookings of the Street Stall Van, these are 24th May, 9th August, 6th September and 18th October.
- Council staff have spoken to a regular Street Stall Van user in Can Assist who say they value the prominence and use of the Street Stall Van in the current location.

Based on the above points Council staff feel the best options remain either:

1. September 2023 Report Option 1 – Provide footpath space only in the current location.
2. September 2023 Report Option 2 – Place the van south of the blister island (one person install and pick up, but 3 parks lost for the duration of the install).
3. New option - Retain the status quo. Utilisation is dropping the operational burden and cost to Council is becoming less. Suggest Council review utilisation in 12 months. Retaining the service will cost Council approximately \$250 per setup.

It is Council Officers recommendation that Option 3 be endorsed.

Budget Implications

N/A

COMMITTEE RESOLUTION 29/2024

Moved: Cr Jason Goode

Seconded: Cr Anthony Irvine

It was resolved to recommend to Council to review the matter in twelve months time and in the meantime contact users notifying them of future requirements including certification of banners, insurance and increase in hire fees from 1 January 2025.

AND FURTHER

That other options be considered for the location of banners.

CARRIED

COMMITTEE RESOLUTION 30/2024

Moved: Cr Rick Firman

Seconded: Cr Jason Goode

It was resolved to recommend to Council to implement Option 3 in relation to the street stall van.

CARRIED

Report by Rob Fisher

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES

12 SEPTEMBER 2023

4 REPORTS**4.1 STREET BANNER & STREET STALL VAN - ALTERNATE OPTIONS****File Number:** REP23/909**Author:** Engineering Technical Officer**Authoriser:** Engineering Asset Manager**Attachments:**
1. Council Report - November 2022
2. C5 - Street Banner Policy**REPORT**

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

STREET BANNER**Background**

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

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

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

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

OPTIONS

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

Option 1: Cease Street Banner Operations

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

Ongoing: \$0

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Option 2: Relocate the existing Street Banner Structure

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

Cost: \$15k - \$25k

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



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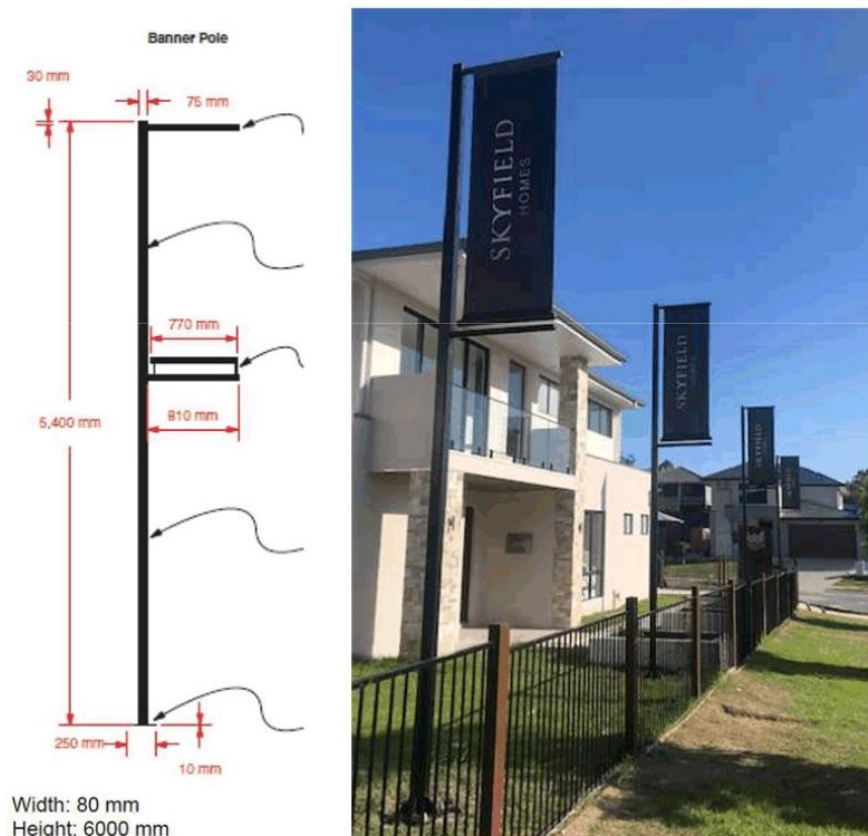
Option 3: Footpath Banners

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

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

Banner pole: Dimensions provided below

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



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

Ongoing: minor reduced cost to current

Option 4: LED Digital Message Boards

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

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

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



Cost: \$20k - \$25k

Ongoing: Reduced cost to current.

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STREET STALL VAN**Background**

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

Options

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

Option 1: Provide footpath space only in the current location

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

Cost: Council administration only.

Option 2: Place the van south of the central island

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

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

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

Note: Current approximate cost per establishment \$240.

Budget Implications

\$0k - \$50k

COMMITTEE RESOLUTION 108/2023

Moved: Cr Anthony Irvine

Seconded: Cr Jason Goode

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

AND FURTHER

That the Rotary Club and TfNSW be consulted.

CARRIED

Report by Amanda Colwill

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15 NOVEMBER 2022

5.2 REVIEW OF STREET BANNER & STREET STALL VAN

File Number: REP22/1375

Author: Engineering Technical Officer

Authoriser: Engineering Asset Manager

Attachments: 1. Street Banner TGS

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

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

REPORT

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

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

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

STREET BANNER

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



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

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

Income/Expenditure – Street Banner

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

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

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

Alternatives

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

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

STREET STALL VAN

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

Morning (approx. 7.15am)

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

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**Afternoon (approx. 1pm)**

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

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

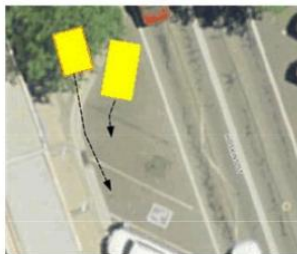


Image 1

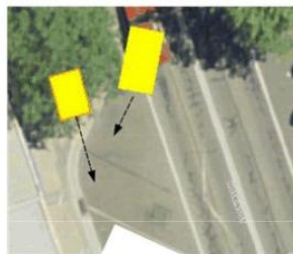


Image 2



Image 3

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Income/Expenditure – Street Stall Van

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

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

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

Surrounding Councils

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

Alternatives

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

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Summary

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

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

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

COMMITTEE RESOLUTION 132/2022

Moved: Cr Anthony Irvine

Seconded: Cr Rick Firman

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

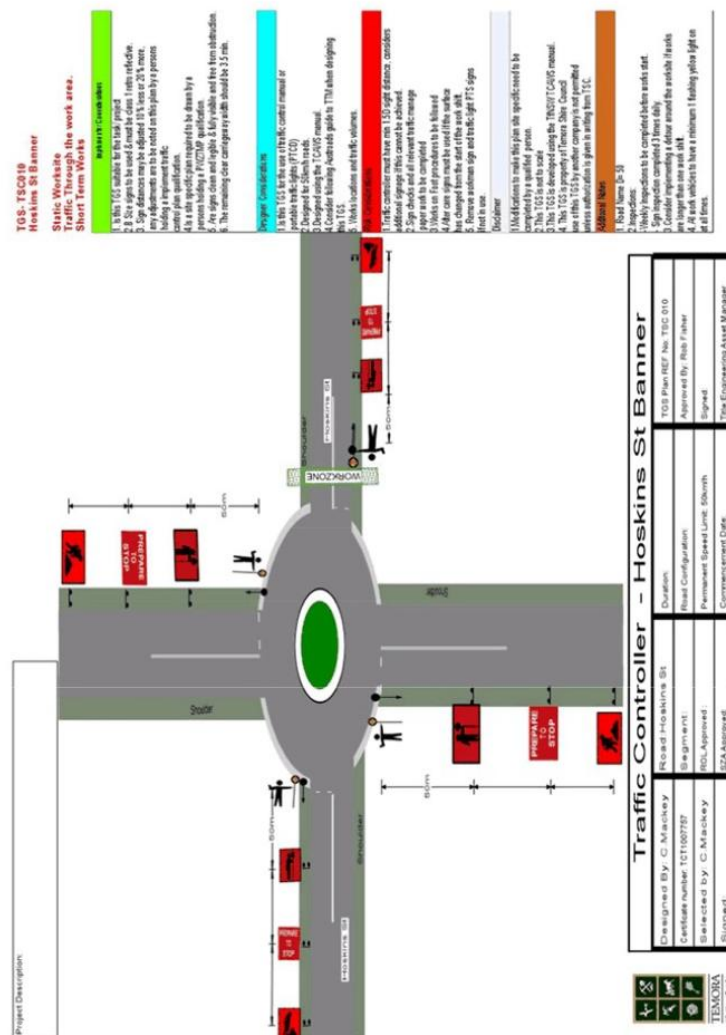
CARRIED***Report by Amanda Colwill***

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Function: Community

Temora Shire Council

Policy Number: C5

TEMORA SHIRE COUNCIL



STREET BANNER

ACTIVE

Revision Number: 2
File Name: Street Banner

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

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

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

REVIEW

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

PLANNED REVIEW

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

Revision Number: 2
File Name: Street Banner

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

ASSETS & OPERATIONS COMMITTEE MEETING MINUTES

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

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

Revision Number: 2
File Name: Street Banner

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

Function: Community

Temora Shire Council

Policy Number: C5

Appendix

TEMORA SHIRE COUNCIL

DETAILS OF BANNER ACROSS HOSKINS STREET, TEMORA

Length: Between 7- 8 metres

Heavy nylon rope approximately 14 m long and to be attached firmly to canvas for entire length top and bottom

3 metres

Depth: 1.00 metre

Steel ring attached to nylon rope

3 metres

Four corners reinforced with approved material

Approved material hemmed on all edges

250 mm diameter holes with reinforced edges

5 air-holes spaced equidistantly

MATERIALS REQUIRED FOR CONSTRUCTION OF BANNER

1 Approximately 7 metres x 1 metre of approved material

2 Approximately 2 x 14 metres x 10 mm nylon rope

3 2 steel rings (approximately 50 mm diameter)

4 Quantity of approved material for reinforcing for four corners and around wind holes (approximately 500 mm x 500 mm)

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

Revision Number: 2

File Name: Street Banner

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

GCL:ATR:A/04/01

Appendix 2

25 October, 1995

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

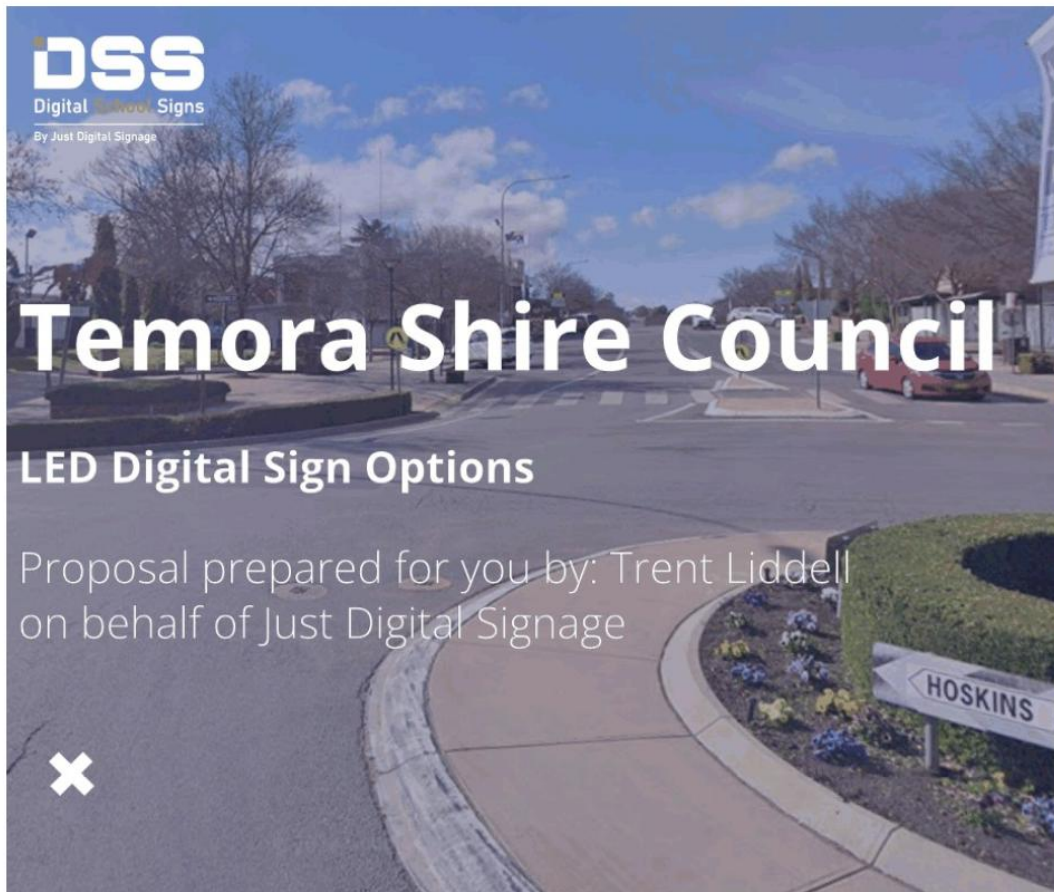
- 1 From (date) to (date).
- 2 In accordance with the conditions outlined in the Council's Street Banner Policy.
- 3 To the entire satisfaction of the Engineering Technical Services Manager.
- 4 The banner will be erected by Council.

Yours faithfully

G C LAVELLE
GENERAL MANAGER

Revision Number: 2
File Name: Street Banner

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



Dear Riyola & Rob,

I am delighted to present our price and information proposal for your school's digital signage needs. As pioneers in LED digital signage solutions since 2006, we at Digital School Signs (DSS) are uniquely positioned to provide a solution that will revolutionise the way you communicate with your local community.

Our LED sign division, backed by 56 years of collective experience, has been at the forefront of designing and implementing well over 1000 digital signs across Australia. Each of our signs is crafted with precision, quality, and purpose, tailored to the unique needs of each customer.

We are proud to offer a 5-year manufacturer's warranty, a testament to our confidence in the quality and longevity of our signs. This comprehensive warranty covers everything from the screen to the frame supporting the sign.

Our commitment to providing value extends beyond the installation of our LED signs. With JDS, you benefit from zero ongoing costs. This includes the Telstra 4G SIM card and connectivity, management software, software updates, internal diagnostics, and proactive remote system alerting for any failures. Our solution is designed to give you complete peace of mind, without any hidden fees or unexpected expenses.

Our commitment to sustainability is reflected in our pledge to plant five new trees in a forest for each LED installed helping to offset the carbon footprint of the digital sign. By choosing JDS for your digital signage needs, you are not only investing in high-quality products and services, but also supporting a company that prioritizes environmental responsibility.

Thank you once again for considering our proposal. I look forward to the possibility of serving you and enhancing your council's communication capabilities.

Yours sincerely,

Trent Liddell

Digital School Signs

M: 0400 111 702

E: trent@digitalschoolsigns.com.au



Digital Signs for Your Council

Unveiling Innovation - Redefining Digital Signs

Digital School Signs is not just a digital signage provider, but a partner in enhancing the communication and engagement within your community. Backed by 56 years of collective experience, we have designed and implemented over 1000 digital signs, each crafted with precision, quality, and purpose.

Our digital signage solutions are designed to connect and communicate messages effectively to your community, bringing a modern and professional look that enhances the image of your Council.

Being a company that is environmentally aware, wherever possible we use components that have the least impact and are low emission, therefore better for the future of our environment.

We will donate 5 trees to a forest in your state to offset the carbon, and we will provide your school with a certificate.

We work together with Greenfleet who plant the trees



Unique Attributes - The DSS Edge

What distinguishes Digital School Signs?

It's our unwavering commitment to excellence, meticulous attention to detail, and our steadfast dedication to delivering a seamless journey from initial contact to the final installation phase.

Throughout your project, one of our experienced project management team members will be assigned to oversee all aspects behind the scenes, ensuring continuous and effective communication with both you and your staff.

Our screens are renowned for their superior build quality, consistently ranking among the best in Australia. Manufactured by a factory rated within the top 10 globally, we take pride in this exceptional craftsmanship.

For more information on the factory, please visit our factory website at <https://www.ledman.com/> or watch our video at https://youtu.be/_8eUrAcTH-0.



Digital School Sign LED screens being age tested at the Ledman factory.

We understand that investing in an LED digital sign is a substantial decision, and we aim to empower you with vital information to make an informed choice as you explore your options.

Here are several distinguishing factors that make our school digital signs stand out.

We highly recommend that you take these aspects into account when evaluating potential suppliers.

Informed Decision-Making: When investing in an LED digital sign, you're making a significant commitment intended to last for many years. We assist you in making the most suitable choice by providing essential information, ensuring you are well-informed when assessing your alternatives.

Dedicated Team: From your initial contact to the final order placement, our DSS team assigns dedicated members to oversee your project, managing it efficiently behind the scenes. We guarantee excellent communication throughout the process, ensuring a smooth and seamless experience for both you and your staff.

Support: At DSS, we've established a dedicated support team division that delivers unparalleled assistance. Our commitment to servicing schools mirrors the same level of care and support we provide to our exclusive corporate clients, such as Chemist Warehouse, Val Morgan Outdoors, WH Smith, and others.

Exceptional Warranty Coverage: We offer an unparalleled warranty of 10 years for the frame set and a 5-year warranty against manufacturer's defects for the screen modules. Plus, there are no call-out fees for manufacturer's defects within the screen warranty period.

Screen Monitoring: Our DSS Care package sets us apart in this market, and it comes as a standard inclusion. Our LED signs incorporate built-in sensors that constantly monitor the sign's condition, promptly identifying and reporting any issues to our technical support team. This proactive approach ensures that servicing is not only swift but also highly efficient. We receive real-time 24/7 alerts, allowing us to address any concerns promptly and keep you informed of the screen's status.

Intuitive Software Interface: Our software is meticulously crafted to ensure user-friendliness. It operates on a cloud-based platform, offering secure access through unique usernames and passwords, with the option for two-factor authentication (2FA) if desired. You can conveniently access it from any computer or tablet connected to the internet, regardless of your location anywhere in the world.

Screen Features: Every DSS screen boasts vibrant full-color capabilities that maximise the screen's entire real estate. This

allows for limitless possibilities, including the use of extensive text, dynamic colored backgrounds, high-quality images in full color, live widgets, or PowerPoint content.

Superior Resolution: Our default choice is an ultra-high-definition resolution pitch, such as P4 or P3, to ensure that both images and text remain exceptionally clear and sharp at any viewing distance.

Crystal-clear Visuals: With our cutting-edge technology, our LED digital signs deliver sharp and vibrant displays, ensuring that your school messages and announcements are easily visible to students, staff, and visitors.

Exceptional Construction: Our screens are renowned for their unmatched build quality and are widely recognized as among the finest in Australia. The factory responsible for manufacturing your screen is ranked in the top 10 globally for its excellence. Furthermore, our Shenzhen-based DSS office ensures that every screen undergoes rigorous quality checks conducted by our staff before departing the factory, guaranteeing top-tier craftsmanship.

Superior Durability: Built with high-quality materials, our LED digital signs are designed to withstand the rigors of any environment. Weather-resistant and durable, they will continue to function optimally, even in adverse conditions.

Premium Components: The longevity of a product is significantly impacted if it doesn't incorporate top-quality components during manufacturing. DSS, on the other hand, can confidently provide a 10-year warranty because we exclusively utilise components with a lifespan extending beyond this duration. This represents a crucial and fundamental aspect of our commitment to quality.

Effective Airflow Design: DSS screens incorporate cutting-edge passive airflow technology that is engineered to thrive in various Australian environmental conditions. Our module design prioritizes the efficient removal of heat from the front, ensuring optimal performance. It's crucial to note that our digital screens are intentionally devoid of internal fans, which, if they malfunction, can lead to a rapid decline in the screen's lifespan and eventual failure. *We cannot emphasize enough how critical this feature is for long-term durability.*

LED Technology: We incorporate top-tier Nationstar SMD2727 SMD LEDs in our screens. The specific LEDs used in your screen feature gold wire internal wiring, enhancing energy efficiency and reducing electricity consumption, making it an eco-friendly choice.

PC Boards: In our screens, we employ 4-layer PCBs instead of the more common 2-layer ones found in most supplier offerings. This additional layering enhances ventilation and contributes to greater reliability in our products.

Driver IC: The driver IC we utilise boasts an exceptionally high refresh rate, guaranteeing a superior level of image quality on the screen.

Automatic Brightness Control & Weather Updates: Our sign is equipped with an ambient light sensor that intelligently adjusts the screen brightness to suit both daytime and nighttime conditions. Additionally, our software features a weather widget that provides real-time outdoor temperature and daily weather updates through a live feed.

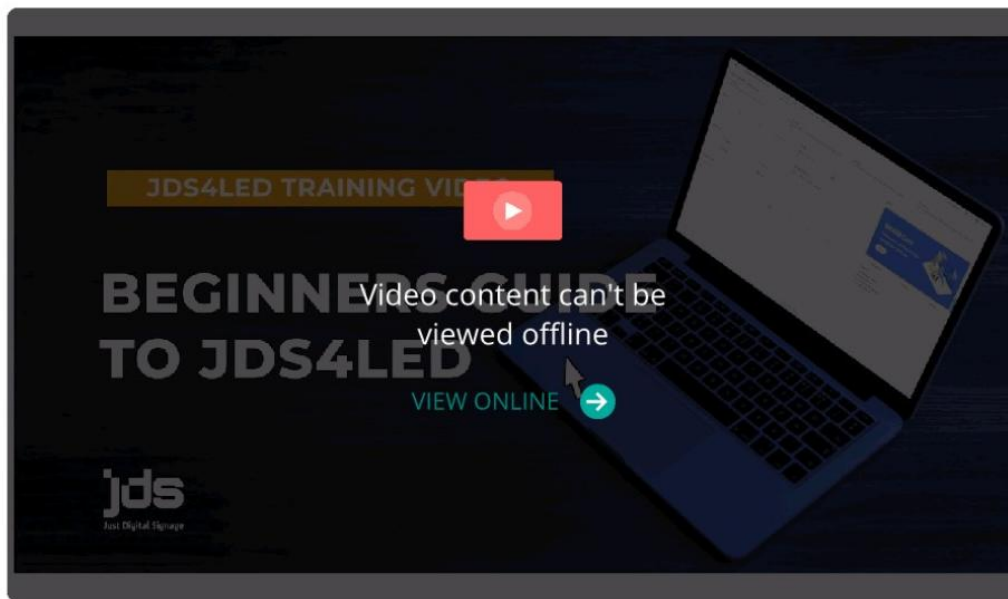
Recyclable Aluminum Cabinet and Frame: The use of 100% recyclable aluminum for both the cabinet and frame set is a crucial feature. Our cabinets are rated IP65, ensuring they are dust and weather resistant for outdoor use. Plus, with every new frame sign, we include double-sided graphics for added value.

Sustainability and Cost Savings: Our signs come with energy-efficient features, demonstrating your school's dedication to sustainability while also reducing operational expenses.

Environmentally Committed: Our commitment to environmental stewardship is resolute. We prioritise the use of components and power supplies renowned for their remarkable energy efficiency, thereby minimizing power consumption and environmental impact. Furthermore, all our signs are crafted from 100% recyclable aluminum. *As part of our sustainability initiative, we pledge to plant 5 trees in a sustainable forest on behalf of the school to offset carbon emissions*

Our software platform is incredibly user-friendly. Here's a brief overview.

—



Full-Service Digital School Sign Solutions

From first contact to after-sales support, we offer a complete education digital signage service.

Our School Specialist Leadership Team

Our Education and School Signs division is led by Larry Wainstein, a pioneer in the digital school signage industry. His vision and innovation have laid the groundwork for our leadership position today. His expertise is vital to our promise of delivering superior digital school signage that meets the dynamic needs of today's education sector.

Our Comprehensive Offer

We offer an industry-leading 10-year manufacturer's warranty, covering everything from the screen to the frame supporting the sign. Our commitment to providing value extends beyond the installation of our LED school signs. With JDS, you benefit from zero ongoing costs. This includes the Telstra 4G SIM card and connectivity, management software, software updates, internal diagnostics, and proactive remote system alerting for any failures.

Our Support and Training

JDS has a dedicated team of national support technicians. Initial training is done remotely in your time frame or can be accessed via our support videos so you can train yourself. For peace of mind, we provide ongoing yearly support, and if you have a question or need help, the team is only a phone call or email away, so you'll never feel stuck.

Effortless Installation Process

Experience a seamless installation process with JDS. We manage every detail, from coordinating the installation day to arranging crane trucks and installation teams. Our goal is to ensure your signage is up and running quickly and efficiently.


Flexible Electrical Solutions

We aim to work with your preferred electrician for power setup at the site, providing them with detailed instructions. If needed, we can assist in sourcing a reliable electrician for you. Please note, our proposal does not include electrical costs unless we are managing this process.

Comprehensive Post-Installation Support

With JDS, you're never alone. We provide comprehensive support to ensure you get maximum value from your signage. From post-installation training to ongoing assistance when needed, we're here to help you every step of the way

→



Our Unique 8 Step Success Methodology

- ### 1. Tailored Solution & Quotation:

We take the time to understand your needs and provide a digital signage solution that is customised to your school's requirements.

Our detailed quotation will be provided for your consideration.
- ### 2. Proposal Acceptance

Choosing your preferred solution and accepting our proposal is as simple as clicking on the 'Accept Quote' button.

We've made the process straightforward and hassle-free.
- ### 3. Artwork Collaboration

We believe in getting it right. We'll collaborate with you on the artwork until it meets your satisfaction. The next step is finalising the artwork and receiving your approval.

Please note, we cannot proceed until we have the signed artwork approval.
- ### 4. Dedicated Project Management

Upon order confirmation, a dedicated JDS Project Manager will be assigned to work with you and your school's schedule.

We have extensive experience in planning and implementing installation solutions, ensuring minimal impact on your school's operations.
- ### 5. Professional On-Site Installation

Our team of professional national installers will seamlessly install your digital signage on the agreed day.

The installation process typically takes around 4-5 hours.
- ### 6. Power Connection

Once the sign is installed, your electrician can be contacted to power up the sign.

We ensure a smooth transition from installation to activation.

7. Software Training

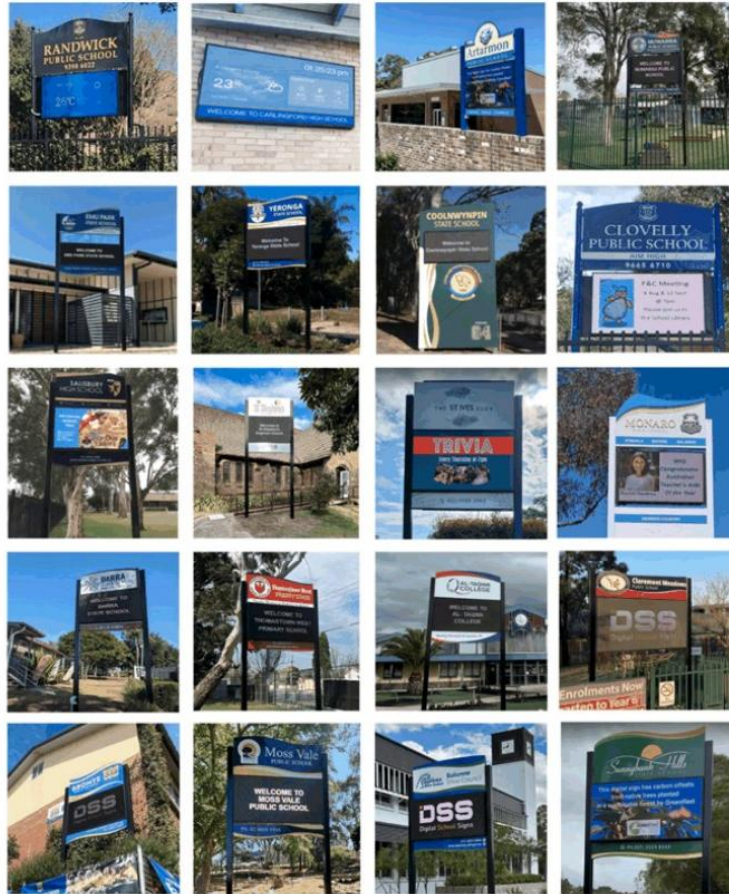
As soon as the power is connected, it's time to get in touch with your Project Manager. They will arrange for one of our tech team members to register your sign on our internal system and generate a unique login and password for the cloud software. We offer training tutorial videos and a downloadable manual. If you prefer, we can schedule a remote training session for you and any staff. This typically takes less than an hour.

8. On-Going Support

At JDS, our relationship doesn't end after installation. We have a dedicated internal support team for remote support and a national external team to manage any on-site support.

We're here to ensure your digital signage continues to serve your school effectively.

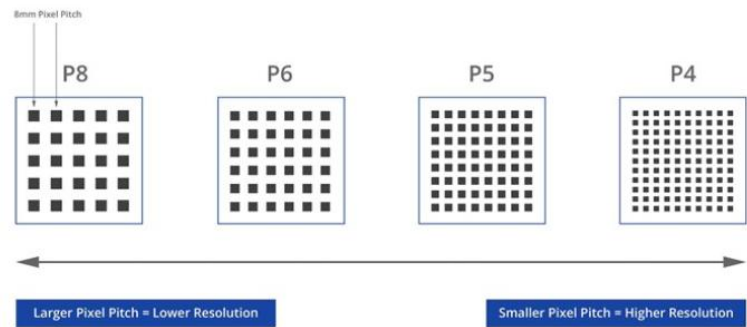
Some of our most recent installations



Proposed H-frame Structure Electronic Sign



Pixel Pitch Screen Resolution Example



Screen resolution. P3 & P4 is ultra high resolution.




Digital Sign Investment Options




LED Outdoor Electronic Digital Pricing


Select your preferences for size, resolution, and any additional features, then click the "Accept" button to proceed with your order.

▼

Description	Item	Quantity	Price
<div><input type="checkbox"/></div> <div>Option 1 - P3 - Single Sided Screen size 3520mm x 1600mm P3 Ultra HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style.</div>	\$54,900.00	1	\$54,900.00

Description	Item	Quantity	Price
 5 Year Warranty - with option to upgrade Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)			
 Option 2 - P3 - Single Sided Screen size 2300mm x 1340mm P3 Ultra HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style. 5 Year Warranty - with option to upgrade Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)	\$31,200.00	1	\$31,200.00
 Option 3 - P3 - Single Sided Screen size 2000mm x 1000mm P3 Ultra HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style. 5 Year Warranty - with option to upgrade	\$26,500.00	1	\$26,500.00

Description	Item	Quantity	Price
 <p>Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)</p>			
 <p>Option 4 - P4 - Single Sided Screen size 3520mm x 1340mm P4 Super HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style. 5 Year Warranty Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)</p>	\$49,900.00	1	\$49,900.00
 <p>Option 5 - P4 - Single Sided Screen size 2300mm x 1340mm P4 Super HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style. 5 Year Warranty Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)</p>	\$29,400.00	1	\$29,400.00

Description	Item	Quantity	Price
 Option 6 - P4 - Single Sided Screen size 2000mm x 1000mm P4 Super HighPixel ResolutionSMD Full Colour Electronic LED Digital Sign - Outdoor H Frame style. 5 Year Warranty Delivery of screen and frameset to site, ACM panels printed with your approved artwork, project management (a project manager on-site on the day of installation to assist with installation from council installation contractors)	\$25,365.00	1	\$25,365.00
<p><i>Inclusions & specifications:</i></p> <p>Full colour screen. Gold wire SMD. Unlimited text and images</p> <p>4G secure SSL encryption. Telstra internet sim card. No ongoing costs for the above.</p> <p>Web based Cloud hosted software.</p> <p>Individual login & password</p> <p>2FA can be set if required to login</p> <p>Multiple message scheduling capability</p> <p>>6000 Nits high brightness</p> <p>140°x80° viewing angles</p> <p>Operating temp -20° to + 60°</p> <p>Gold wire SMD LED connections</p> <p>Aluminium; cabinet and seamless frame</p> <p>Auto - dimming/brightness sensor</p> <p>Auto - updated time & date</p> <p>Auto switch on/off timer so the sign is not on all hours. Meets Roads specifications</p> <p>Weather widget with live local weather and temperature</p> <p>5 year manufacturers defects warranty on screen</p> <p>Ongoing technical and software support</p>			

Description	Item	Quantity	Price
<div>Not included: *Installation (by others) *Electrical connection *GST - calculated at checkout *Council/DA Requirements</div>			
<div>Payment terms All payments are strictly 30 days from invoice date 40% upfront deposit invoice will be issued on acceptance of proposal. 30% When taken delivery of goods and ready to dispatch 30% Balance invoice issued on practicable completion</div>			

Total Excluding Tax	\$0.00
GST	\$0.00
Total	\$0.00

Terms & Conditions

(Subject to provisions of the Trade Practices Act 1974 and any statutory amendment or re-enactment thereof for the time being in force.) Unless Aeris Solutions Pty Ltd ATF Aeris Solutions Trust trading as Just Digital Signage (hereinafter called "JDS") agrees to any alterations or other conditions is obtained in writing, all Customer orders are accepted subject to the following conditions, which apply to the whole or any executed part of an order.

CANCELLATION

As signs are custom made, we will give no refunds if you have simply changed your mind. However, if we fail to meet a consumer guarantee, we will provide you with a remedy to put right the fault, deficiency or failure to meet an obligation under the Warranty we provide to you

PRICE AND PAYMENT

(a) The prices quoted are open for acceptance for a period as stated in our quotations or as otherwise specified in offer.

(b) Until payment in full is received, the property of the goods remains with JDS and if in the Customer's possession, will be held as Bailee and returned immediately unused and undamaged upon demand. The Customer will hold JDS indemnified against any claim or liability damage or injury to, or by, the goods in the meantime.

DESCRIPTIONS AND DRAWINGS

(a) Any drawings, dimensions, illustrations and descriptive details contained in our catalogues and quotations are intended for general information only and are not binding unless they have been certified by us in writing as correct for the contract or order concerned. Any deviations there from shall not vitiate the contract or be made the basis of any claim against JDS.

(b) After acceptance of an order, JDS will provide on request such certified drawings, specifications, dimensions, etc. as in JDS's opinion are reasonable and necessary.

BANKRUPTCY, LIQUIDATION

If the Purchaser

1. Being a person, dies or commits an act of bankruptcy
2. Being a Company, takes or shall have taken against it any action for the winding up of the Company or the placing of the company under official management or receivership other than for purposes of reconstruction. Then JDS, at JDS option, may have under the contract or at law, shall give notice in writing to the Purchaser and after fourteen (14) days from such notice may, unless otherwise provided by law:
 - (a) Terminate the contract or suspend manufacture, delivery or installation of any equipment then outstanding
 - (b) Retain any security given or monies paid by the Purchaser and apply this against the assessed loss and damages incurred by JDS in the performance of the contract.

PERMISSIONS

You must identify and secure any necessary approvals (e.g., from building owners, local authorities, road authorities, etc.) related to sign installation. You may make arrangements for us to obtain such permissions at additional cost to you.

INSTALLATION & ROCK CLAUSE

Installation quotations allow for excavation into obstruction-free earth. Any subsurface services, rock, shale or clay substrates found whilst excavating will incur additional charge/s. Local government and road authority road closure permits, footpath work permits, site inductions, site specific certificates, engineering certification, or other installation related permits may be required and are not included in the quotation unless otherwise stated. Installation quotations allow for flat and level access without any obstructions to the sign location, normal working hours from 7:30am-5:00pm, and continuity of work and installation.

CONTROL SOFTWARE

If you're happy to move forward, please click on the 'Accept' button.

Please ensure you understand the Terms & Conditions of this quotation

Accept

NAME *

EMAIL *

ORGANIZATION

QUOTE APPROVED BY *

PRIMARY CONTACT NAME *

PRIMARY CONTACT EMAIL *

PRIMARY CONTACT PHONE *

ACCOUNTS PAYABLE CONTACT NAME *

ACCOUNTS PAYABLE CONTACT EMAIL *

ACCOUNTS PAYABLE CONTACT PHONE *

SITE ADDRESS *

IS THERE SUFFICIENT SPACE ONSITE TO ALLOW
GOODS BE DELIVERED DIRECTLY TO SITE *

- ☐ YES
- ☐ NO
- ☐ UNSURE

ABN: *

TRADING NAME: *

INDUSTRY GROUP *

- ☐ RETAIL
- ☐ HOSPITALITY
- ☐ EDUCATION
- ☐ GOVERNMENT
- ☐ PROPERTY
- ☐ CORPORATE
- ☐ RESELLER
- ☐ OTHER

BUSINESS ADDRESS: *



Phone: [0400 111 702](tel:0400111702) Email: trent@digitalschoolsigns.com.au

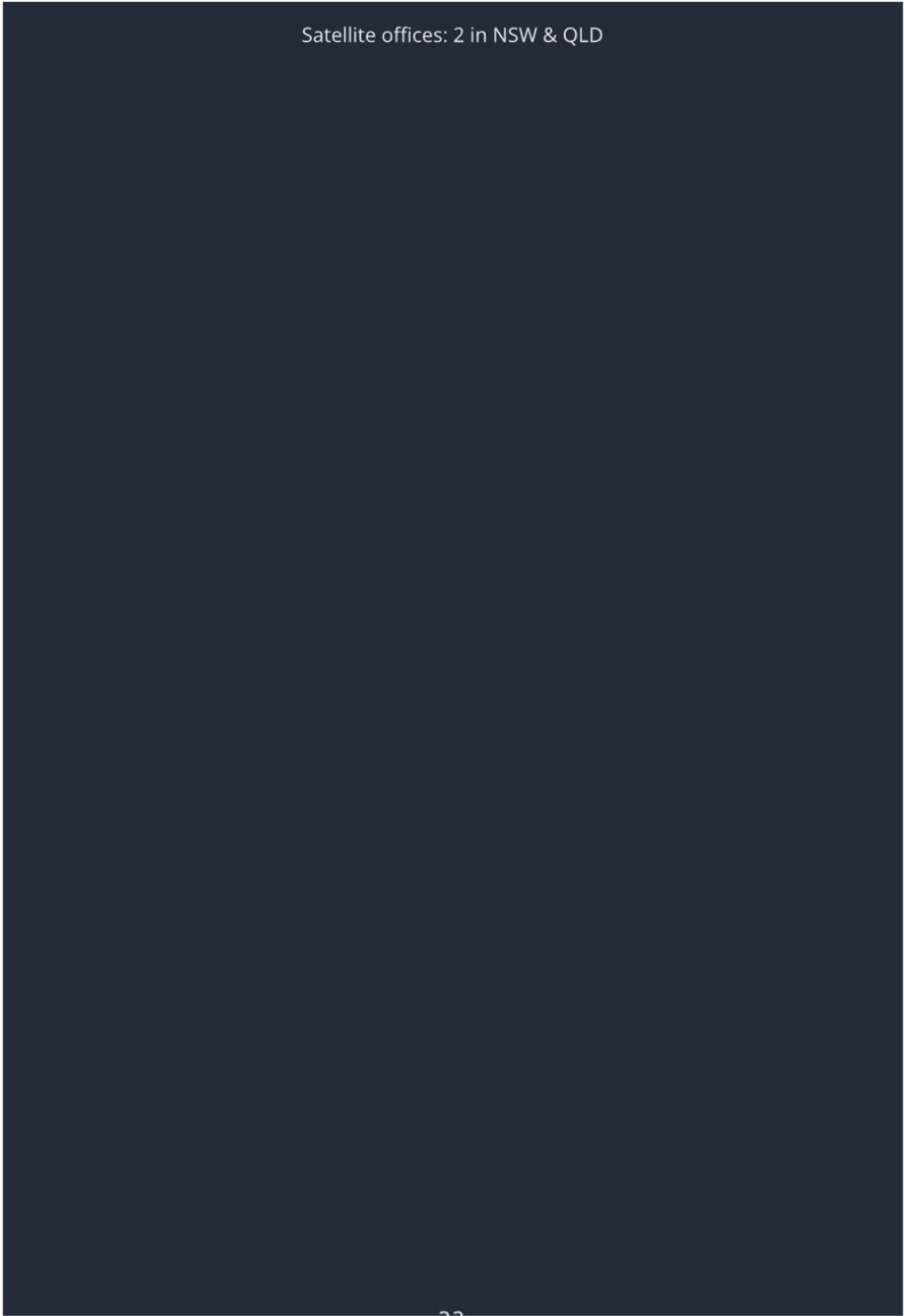
[Website: www.digitalschoolsigns.com.au](http://www.digitalschoolsigns.com.au)

Melbourne 📍 Sydney 📍 Brisbane 📍 Shenzhen



Aeris Solutions Pty Ltd ATF Aeris Solutions Trust T/as Digital School Signs
(ABN 894 241 215 01)

Head Office: 7/35 Dunlop Rd, Mulgrave VIC 3170



1: Goldfields Way/Giles Street



2. Victoria Street Railway Crossing

3a. MR84/Milvale Road



3b. Nixon Park Fence



4a. Goldfields Way – end of K&G



4b. Goldfields Way/Golf Club Road intersection



5 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 89/2025**

Moved: Cr Rick Firman

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 2:24pm:

5.1 Heavy Vehicle Temporary Permit Route

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 Public Road - Gating Request

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 Tender Evaluation Report – Line Marking Services

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 Land Purchase Request - Goldfields Way

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

5.5 Resource recovery at Temora Landfill

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 90/2025

Moved: Cr Belinda Bushell

Seconded: Cr Ken Smith

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

CARRIED

6 CLOSE MEETING

The Meeting closed at 4:01pm.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 11 November 2025.

.....
GENERAL MANAGER

.....
CHAIRMAN

**8.2 MINUTES OF THE ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD ON 11 NOVEMBER 2025****File Number:** REP25/696**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Economic Development and Visitations Committee
Meeting held on 11 November 2025**RESOLUTION 144/2025**

Moved: Cr Nigel Judd

Seconded: Cr Brenton Hawken

It was resolved that the reports be received.

CARRIED**RESOLUTION 145/2025**

Moved: Cr Nigel Judd

Seconded: Cr Paul Mahon

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

CARRIED



Date: Tuesday, 11 November 2025
Time: 4:10pm
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Economic Development and Visitations Committee Meeting

11 November 2025

Order of Business

1	Open Meeting	3
2	Apologies	3
3	Disclosures of Interest	3
4	Reports	4
4.1	Economic Development and Investment Attraction Strategy – Progress Update and Councillor Workshop	4
5	Close Meeting	7

**MINUTES OF TEMORA SHIRE COUNCIL
ECONOMIC DEVELOPMENT AND VISITATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 11 NOVEMBER 2025 AT 4:10PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd (Chair), Cr Graham Sinclair (Deputy Mayor), Cr Belinda Bushell, Cr Ken Smith, Cr Anthony Irvine (Observer), Cr Brenton Hawken (Observer)

IN ATTENDANCE: Mr Craig Sinclair (Economic Development Manager), Mrs Elizabeth Smith (Director of Administration & Finance), Mr Kris Dunstan (Director of Environmental Services), Ms Melissa Boxall (General Manager)(arrived 4:16pm)

1 OPEN MEETING

4:10PM

2 APOLOGIES

Nil

3 DISCLOSURES OF INTEREST

Councillor/Officer	Item	Nature of Interest	How Managed
NIL			

4 REPORTS

4.1 ECONOMIC DEVELOPMENT AND INVESTMENT ATTRACTION STRATEGY – PROGRESS UPDATE AND COUNCILLOR WORKSHOP

File Number: REP25/667
Author: Economic Development Manager
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The purpose of this report is to provide the Committee with an update on the development of Temora Shire Council's *Economic Development and Investment Attraction Strategy* and to introduce Mr Rob Little from Pytheas Advisory, who will present the findings from engagement activities undertaken to date and seek Councillor input to inform the draft strategy.

Council engaged Pytheas Advisory in August 2025 to prepare an *Economic Development and Investment Attraction Strategy* in alignment with *Our Plan for the Future: An Integrated Community Strategic Plan, Delivery Program and Operational Plan 2025–2035*.

The Strategy aims to provide a clear framework for economic growth, diversification, and investment attraction, reflecting community aspirations to:

- Attract more businesses and retail offerings to the region
- Diversify the economy beyond agriculture
- Create skilled, non-seasonal job opportunities that encourage young people to stay in Temora

The project follows a six-step development process as outlined in the proposal from Pytheas Advisory.

Progress to Date

Steps 1 to 3 of the development process have been completed:

1. **Council Agreement and Project Kick-Off:** Project objectives, scope, and timelines confirmed.
2. **Preliminary Research and Analysis:** Review of existing Council documents, regional economic data, and relevant state and national frameworks.
3. **Strategic Workshops and Targeted Engagement:**
 - Workshops held in **Temora** and **Ariah Park** involving community and business representatives.
 - Targeted interviews undertaken with key local businesses and industry leaders, including:
 - Altora Ag
 - Moses & Sons
 - LPC Eggs

- Conqueror Milling
- Teys Australia
- Access Recycling
- Miller & James
- Temora Aviation Museum
- Intersales

These sessions have provided valuable insight into the strengths, challenges, and emerging opportunities within Temora’s economy, helping shape the early themes and priorities of the Strategy.

Next Steps

Step 4: Draft Strategy Development is currently underway. The draft document will synthesise engagement outcomes and economic data into strategic priorities, actions, and measurable outcomes under key themes such as:

- Business Retention and Expansion
- Investment Attraction
- Enabling Infrastructure and Assets
- Talent and Workforce Development
- Housing and Liveability
- Placemaking and Amenity

Councillor Workshop

The purpose of this workshop is to:

- Present findings from stakeholder engagement activities
- Seek Councillor input to ensure the Strategy reflects Council’s economic development objectives and priorities
- Provide guidance ahead of the preparation of the draft Strategy

Following the workshop, Pytheas Advisory will refine the draft document for Council review.

Indicative Timeline

Milestone	Timing
Councillor Workshop (current)	November 2025
Draft Strategy presented to Council for endorsement to exhibit	December 2025
Public Exhibition Period	December 2025 – January 2026
Final Strategy adoption by Council	February 2026

Integrated Planning and Reporting

Priority Project 4.1.1 of the Our Plan for the Future 2025-2035 is to *Develop and Economic Development Strategy to guide initiatives that grow and diversify the economy.*

Council Policy/Legislation

N/A

Options

N/A

Budget Implications

The project is budgeted for in the 2025/26 financial year with action items identified in the strategy that require funding to be considered for future years.

Risk Implications

N/A

General Manager Melissa Boxall arrived at 4:16pm

COMMITTEE RESOLUTION 40/2025

Moved: Cr Rick Firman

Seconded: Cr Graham Sinclair

The Committee resolved to recommend to Council to note the progress update on the *Economic Development and Investment Attraction Strategy*.

CARRIED

Report by Craig Sinclair

5 CLOSE MEETING

The Meeting closed at 5:24pm.

This is the minutes of the Economic Development and Visitations Committee meeting held on Tuesday 11 November 2025.

.....
GENERAL MANAGER

.....
CHAIRMAN

9 DELEGATES REPORTS

The following meetings and functions were attended during the month.

Councillor	Name of Meeting/Function	Date Attended
Cr Brenton Hawken	Resilience Project – Martin Heppell at Town Hall	23 October 2025
	Councillor Workshop – New Code of Meeting Practice	30 October 2025
	Student Leaders Roundtable	10 November 2025
Cr Judd	Attended launch of the documentary about the Empire Flying School at RAAF in Wagga	17 October 2025
Cr Sinclair	Australia Day Committee Meeting	17 November 2025
Cr Bushell	Access and Equity Committee Meeting	14 November 2025

10 MAYORAL REPORT**10.1 MAYORS REPORT - OCTOBER 2025**

File Number: REP25/677
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st October – I had an interview with Tamworth NBN News -re: NSW Crime inquiry.

- I had a teleconference with Mayor Phyllis Miller OAM (LGNSW President) and Deputy Chairman of NSW Country Mayors Association (CMA) - Mayor Russell Fitzpatrick (Bega Valley Shire).
- I had a meeting with Mayor Brian Monaghan (Bland Shire) and Deputy Chairman of the Riverina Eastern Regional Organisation of Councils (REROC) Board.
- I had an interview with Rocky FM re: CMA matters.
- I had a meeting with Mr Steven Pinnuck (Local Government Solutions Group – LGSG).

2nd October – Councillors, Senior Staff and I enjoyed a tour of Inspection of Temora Shire. We inspected various locations/ roads/ facilities across our beautiful Shire and beyond.

3rd October – I had a meeting with the Executive Director of Governance with the NSW Department of Premier & Cabinet (Mr Stephen Wills). This was to finalise the Draft Terms of Reference for the NSW Premier’s Rural, Remote & Regional Advisory Council (PRRRAC).

7th October – Councillors, Senior Staff and I attended Council Committee Day. We also had a briefing around the proposed new Staffing structure.

- I had a meeting with members of the St Anne’s Catholic College Garden Viewing Committee.

8th October - On behalf of Temora Shire, CMA and REROC, I had a meeting with the Chief Executive of IPART (Independent Pricing & Regulatory Tribunal) – Mr Andrew Nicholls. This was a most worthwhile session.

- I chaired a meeting with the NSW Shadow Minister for Local Government (The Hon Chris Rath MLC). With was a meeting with Mr Rath and the Board/Staff and CMA NSW to discuss issues that are of major concern to us.

9th October – I had teleconferences with Mayor Russell Fitzpatrick (Bega Valley Shire – Deputy Chairman of CMA NSW), Mr Steven Wills (Executive Director of Governance – NSW Premier’s Department), Mrs Megan Mulrooney (CEO of REROC), Mr Tony Donoghue PSM (General Manager – Coolamon Shire / Treasurer of REROC),

10th October – I chaired a meeting of the Country Mayors Association of NSW Executive meeting. The General Manager (Ms M K Boxall) as CMA Secretary also attended.

- I chaired a meeting with the REROC Executive.

- Cr Belinda Bushell represented Council at the Temora Rugby League Club's Presentation Dinner.

11th October – It was a pleasure to have extended the official welcome to participants in the annual Temora Ribbon Run. Council extends our warm congratulations to Ribbon Run Committee President (Mr Chris Watson), Treasurer (Miss Kellie Neilsen) and all Committee and team of dedicated volunteers for doing a tremendous amount of work to ensure as much money as possible is raised for CANASSIST Temora & District Branch.

12th October – Cr Narelle Djukic, Cr Nigel Judd OAM and I attended the Arianah Park Bowling Club's Pink Breakfast. I was accompanied by my mother (Mrs Beth Firman) and we were among over 150 attendees who were able to support the event. My warm congratulations are extended to Coordinator (Mrs Toots Noack) and her dedicated team for hosting a socially and financially successful Pink Breakfast. All funds went to the Temora & District Branch of CANASSIST.

13th October – I attended Temora District Hospital patient visiting rounds. This is part of our Temora Local Health Advisory Council's activities.

- I chaired a meeting of the Temora Local Health Advisory Council. Exciting times ahead for Temora Shire with the commencement of works for our new Temora District Hospital. Our Hospital Manager (Mrs Wendy Skidmore), her Nursing Sisters and all Staff are doing a tremendous job adapting some significant changes.
- The Deputy Mayor (Cr Sinclair) and I attended a meeting of the Temora Shire Australia Day Council. Cr Sinclair is the Chairman, with our Director of Administration & Finance being our Treasurer.
- I had a teleconference with Mayor Phyllis Miller OAM of Forbes Shire (LGNSW President).

14th October – I attended a meeting of St Paul's Anglican Church Parish Council.

- I had a meeting with Mayor Darcy Byrne (Inner West).

15th October – I had a teleconference with Mr Tony Donoghue PSM of Coolamon Shire (REROC Treasurer) and Mrs Megan Mulrooney (CEO – REROC).

- I had a meeting with CANASSIST Temora & District Branch President – Mrs Lynn Hegarty.
- I chaired a meeting of our Temora & District Sports Council Delegates meeting, the last for 2025. We presented Elite Sportsmen Grants (\$200 each – sponsored by Temora Shire Council) to outstanding young sportsmen and women in Miss Lara Curry, Mr Nicholas Bett, Mr Cooper Gersbach and Mr George Morton.

16th October – I chaired a meeting of Temora Shire Council.

- The General Manager (Ms Boxall) and I attended a meeting with the new Regional Manager of the Commonwealth Bank.
- The Deputy Mayor (Cr Sinclair), General Manager (Ms Boxall) and I had a meeting.

17th October – Mayor Darcy Byrne (Inner West) and I had a meeting re: LGNSW and Country Mayors Association of NSW relationship.

- I had a teleconference with NSW Premier's Department Executive Director, Mr Stephen Wills.
- I had a teleconference with Mayor Russell Fitzpatrick of Bega Valley Shire (CMA NSW Deputy Chairman).

20th October – I chaired a meeting of the Temora & District Education Fund Board. The Deputy Mayor (Cr Sinclair) was also in attendance as the Deputy President.

- I had a teleconference with the Mayor Jason Ramien (Walgett Shire).
- I had a teleconference CWA NSW President – Mrs Tanya Jolly.

21st October – I had a meeting with LGNSW President, Mayor Phyllis Miller OAM.

- I had a meeting with Dr Richard Colbran PhD (CEO of NSW Rural Doctors Network and Chairman of NSW Regional Health Ministerial Advisory Panel).
- I had a teleconference with Mr Brett Whitworth PSM (Deputy Secretary of NSW Office of Local Government).
- I had a teleconference with Mayor Miller, Mayor Fitzpatrick, CMA Policy Advisor (Mrs Briggs) & REROC CEO (Mrs Mulrooney).

22nd October – I had a meeting with the Mr Stephen Wills (NSW Premier's Dept.) re: NSW Premier's Rural, Remote & Regional Advisory Council (PRRRAC).

- I flew to Sydney.

23rd October – it was a profound honour to have attended the first meeting of the NSW Premier's Rural, Remote & Regional Advisory Council (PRRRAC) at NSW Parliament House. There are 12 Members (currently) on the Council, with our Premier (The Hon Chris Minns MP) acting as the Chairman. This Advisory Council will provide strategic advice and provide feedback on proposed policy issues relating to rural, remote and regional NSW. It will also share positive success stories/initiatives/programs with the Premier and NSW Government.

- The Policy Advisor of NSW Country Mayors Association (Mrs Briggs) and I had a meeting with the NSW Minister for Local Government (The Hon Ron Hoenig MP).
- The Policy Advisor of CMA NSW (Mrs Briggs) and I were guests in the Speakers Gallery of NSW Parliament, for Question Time.

24th October – The General Manager (Ms Boxall) and I attended annual general meeting of the Riverina Eastern Regional Organisation of Councils (REROC), held in Wagga. Congratulations to new Deputy Chairman (Mayor Abb McAlister – Cootamundra-Gundagai) on his election to the role. He replaces Mayor Brian Monaghan (Bland Shire) who chose to stand down. New board members elected were Mayor Lea Parker (Greater Hume Shire) and Mayor Bob Callow (Junee Shire). They replace Mayor David McCann OAM (Coolamon Shire) and Mr James Davis (General Manager – Junee Shire). I'm honoured to have been re-elected as Chairman and Mr Tony Donoghue (General Manager – Coolamon Shire) as Treasurer. A special presentation was made to Coolamon Shire, in gratitude for their decades of managing the finances of REROC, at nil cost. A special mention to our hardworking Chief Executive Officer (Mrs Megan Mulrooney) and our Staff at REROC, who do a terrific job.

25th October – The Director of Environmental Services (Mr K J Dunstan) – who is also Chairman of the Temora Shire Heritage Committee - and I were among those who were invited to attend the Reefton History Book launch. Held at Temora's Greyhound Park, it was attended by a large crowd, including longtime former Mayor of Temora Shire, Emeritus Mayor Peter Speirs OAM. Congratulations are extended to Ms Donna Widdows and all involved with this important, historical publication.

26th October – It was a pleasure to have been involved with the St Anne's Catholic College's Garden Viewing for 2025. Well done to all who had their gardens involved and especially to the organisers. It's another terrific day to bring our Shire community together.

27th October – I had an interview with Triple M Riverina re: Citizen of Year Awards and TDEF Grant applications.

- The Deputy Mayor (Cr Sinclair), General Manager (Ms Boxall), Director of Administration & Finance (Mrs Smith) and I had a meeting.
- The General Manager (Ms Boxall) and I attended the Country Mayors Association of NSW Board meeting.
- I had a teleconference with Mayor Russell Webb (Tamworth).

28th October – I flew to Tamworth.

- I had a teleconference with Mayor Darcy Byrne (Inner West).

29th October – I attended a meeting of the NSW Regional Health Ministerial Advisory Council in Sydney.

I had teleconference with The Hon Ron Hoenig MP (NSW Minister for Local Government).

- I had a meeting with Mayor of Tamworth (Mayor Russell Webb).

30th October – I had meetings with Mayor Fitzpatrick (Bega Valley Shire), Mayor Lachlan Ford (Bourke Shire) and Mr Tony Donoghue (General Manager – Coolamon Shire & REROC Treasurer).

- Councillors, Senior Staff and I attended the Workshop on the new Code of Meeting Practice.

31st October – It was a real pleasure to have been invited to attend St Anne's Catholic College. Principal (Mrs Louise Grant) took both Fr Alex Osborne and I on a tour of the School, then we attended the Primary School Assembly and presented awards, then enjoyed afternoon tea with the secondary College leaders.

- I had meetings with Mayor Russell Fitzpatrick (Bega Valley Shire), Mayors of both Bourke and Wentworth Shires.
- I attended a meeting at Temora District Hospital with Mrs Wendy Skidmore (Temora District Hospital Manager) and Mrs Sam Dart (Deputy Chairman – Temora Local Health Advisory Council).
- I had meetings with NSW Minister for Local Government's Policy Advisor (Mr Brendan Byron) and NSW Country Mayors Association Policy Advisor (Mrs Briggs).

Integrated Planning and Reporting

N/A

Council Policy/Legislation

N/A

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

RESOLUTION 146/2025

Moved: Cr Brenton Hawken

Seconded: Cr Belinda Bushell

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

CARRIED

Report by Mayor Rick Firman

11 STAFF REPORTS

RESOLUTION 147/2025

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

It was resolved that Council receive Staff reports.

CARRIED

12 GENERAL MANAGER**12.1 CALENDAR OF EVENTS - NOVEMBER 2025**

File Number: REP25/683
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**NOVEMBER 2025**

9 Newcomer Welcome Event (with RDA Riverina) – Lake Centenary – 1:00pm
10 Student Leaders Roundtable – 4:00pm
11 Committee Meetings
13/14 CMA Sydney
20 Council Meeting
23/24/25 LGNSW Annual Conference – Penrith

DECEMBER 2025

4 Oran Park Dusty Boots – Afternoon Tea 2:30pm
9 Committee Meetings
9 Councillors Christmas Drinks – Council Foyer 6:00pm
12 REROC – Meeting 9:00am
18 Council Meeting
19 Council Staff Christmas Party – Bowling Club

JANUARY 2026

26 Australia Day Celebrations – Gloucester Park Temora 8:30am
– Aria Park 8:00am

FEBRUARY 2026



10 Committee Meetings
19 Council meeting

RESOLUTION 148/2025

Moved: Cr Brenton Hawken
Seconded: Cr Graham Sinclair

It was resolved that the Calendar of Events be noted.

CARRIED

12.2 OUR PLAN FOR THE FUTURE - QUARTER 1 REVIEW 2025/2026**File Number:** REP25/632**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. 2025-2026 Q1  **REPORT**

Attached is Our Plan for the Future Review for the first quarter of 2025/2026 financial year (July to September 2025).

Our Plan for the Future is the plan that integrates our Community Strategic Plan, Delivery Program and Operational Plan which are all documents within the Integrated Planning and Reporting (IP&R) Framework. The four-year Delivery Program and annual Operational Plan detail how Council will deliver and resource projects and services to address the community's strategic objectives.

As part of Temora Shire Council's implementation of the new suite of IP&R documents—effective from 1 July 2025—a new approach to reporting has been established to improve alignment, transparency and efficiency.

Key Changes

- **Integrated Document:** The Delivery Program and Operational Plan have been combined into a single document. This ensures a clearer line of sight between strategic objectives and operational delivery, strengthening the connection between planning and implementation.
- **Exclusion of Business-as-Usual Activities:** These routine functions have been reclassified as Principal Activities and grouped under a relevant Service Description aligned to each service team, providing context for ongoing service delivery.

Council officers regularly review the progress of the Plan and the attached review provides an overview of outcomes achieved in the first quarter of the 2025/2026 financial year.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs.

Delivery Program Strategy: 5.3 Facilitate a well-informed, engaged community.

Council Policy/Legislation

Legislation relevant to this report includes:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Integrated Planning & Reporting Guidelines for Local Government in NSW.

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

RESOLUTION 149/2025

Moved: Cr Paul Mahon

Seconded: Cr Graham Sinclair

It was resolved that Our Plan for the Future Quarter 1 Review for 2025/2026 be noted.

CARRIED

Report by Melissa Boxall



Review of Our Plan for the Future

1: Caring for our community

Develop a safe, healthy and inclusive community for enhanced quality of life.

1.1: Acknowledge, promote and celebrate our cultural heritage and diversity.

1.1: Acknowledge, promote and celebrate our cultural heritage and diversity.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.1.1	Develop and implement a Diversity Inclusion Strategy to ensure all community members feel valued, promote equal opportunities, strengthen social cohesion, and reflect the varied needs and perspectives of a diverse population.	Economic & Community Development Officer	25%	Through a tender process, Council has engaged Family & Child Consultants to deliver Council's Diversity, Equity and Inclusion Framework and Disability Inclusion Action Plan. The project will commence in October 2025.		▲
1.1.2	Establish protocols to provide an Acknowledgement of Wiradjuri peoples at civic events and to fly the Aboriginal flag at Council offices on days of significance	General Manager	25%	The Aboriginal Flag was flown during Reconciliation and NAIDOC Weeks at the Council Office. Cllr Hawken delivered an acknowledgement of Country at the Council Meeting in recognition of NAIDOC Week. Research has commenced into the establishment of protocols for civic events.		▲
1.1.3	Erect "Welcome to Wiradjuri Country" signage to welcome visitors and raise awareness of our First Nations cultural heritage.	Engineering Works Manager	10%	Currently in its early stages with planning activities underway.		▲
1.1.4	Work with community partners to strengthen understanding and appreciation of Wiradjuri peoples, cultures and heritage.	Economic & Community Development Officer	25%	Council officers regularly attend the Temora High School Aboriginal Education Team meetings. Council officers participated in Temora High School's NAIDOC Week celebrations by hosting workshops for students, with Dr Chris Orchard, on Council's Aboriginal Place Name Project.		▲
1.1.6	Review the scope for the NSW Ambulance Museum at Bundawarra Centre to ensure the project is financially	Rural Museum Manager	20%	Having received notification that our application under the Federal Regional Precincts and Partnerships Program was not successful, the practical imperatives required to guide the transformation of the Temora Ambulance Museum into the NSW Ambulance		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	sustainable and seek funding to implement.			Museum are currently being re-assessed in anticipation of further funding opportunities.		
1.1.7	Develop a virtual tour of Bundawarrah Centre to increase visitor appeal and engagement and reduce the reliance of volunteers.	Communications Officer	10%	Research has commenced on virtual tours of other NSW museums to explore best practice approach, including Aviation Museum famil visit. Initial conversations have taken place with Rural Museum Manager to discuss bespoke approach, which will include Ambulance Museum trial. Tested voice recordings through QR codes for Canola Trail Exhibition using existing tourism website.		▲

1.2: Strengthen community pride, connections and resilience through participation in arts, culture and community activities.

1.2: Strengthen community pride, connections and resilience through participation in arts, culture and community activities.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.2.1	Maintain memberships with Eastern Riverina Arts and Riverina Regional Library Service.	Director of Administration and Finance	100%	Memberships retained for 2025/26 financial year.		■
1.2.2	Facilitate local participation in The Resilience Project™ to strengthen community resilience, happiness and mental health.	Economic & Community Development Officer	25%	All Temora Shire schools are participating in The Resilience Project's School Partnership Program for 2025. Council Officers have been engaging with The Resilience Project to facilitate the delivery of the Discovering Resilience Community event with Martin Heppell, to be held in October 2025.		▲
1.2.3	Strengthen community group capacity to deliver social connection activities.	Visitor Services Officer	0%	The capacity of community groups has been strengthened by delivery of volunteer workshops on practical skills such as grant writing, meeting management, and effective use of digital tools, equipping groups to deliver more sustainable and connected activities.		●
1.2.4	Expand the Temora Arts Centre program of arts and	Arts Centre Manager	25%	The Temora Arts Centre has expanded youth engagement through ongoing programs including bi-weekly Canola Kids sessions for preschoolers, regular school holiday ART workshops for younger		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	creative activities for young people.			children and early teens in partnership with the Community Centre, Wendy Reardon's Wednesday evening classes, and continuous pottery and art workshops facilitated by TADVAC. These initiatives provide consistent opportunities for young people to participate in creative activities.		
1.2.5	Expand the Temora Shire Library program of special projects and outreach services in Ariah Park and Springdale.	Library Manager	25%	<p>Current services to Ariah Park: Mobile Library truck visits, fortnightly service providing residents with access to a rotating collection of books, digital resources, and other library services. These visits are promoted and advertised two times per month.</p> <p>To expand the library's special projects and outreach services to outlying villages, the following actions will be considered:</p> <p>Home Delivery Service - An investigation will be undertaken to explore the viability of a home delivery service for residents who are homebound, elderly, or have limited mobility or a disability. This will include a needs assessment, logistics planning, staffing considerations, and potential partnership opportunities with local community organisations/volunteers.</p> <p>Delivery of library flyers to village shops/post offices to promote library and resources available.</p> <p>Promotion of book clubs to foster community connection and belonging among residents.</p>		▲
1.2.6	Provide financial support and seek additional grant funding for community events.	Economic & Community Development Officer	25%	There have been no community events that requested financial support for quarter 1 of this financial year.		▲

1.3: Provide safe and secure communities.

1.3: Provide safe and secure communities.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.3.1	Partner with Essential Energy to implement a works program to progressively upgrade street	Executive Manager, Engineering	25%	Council undertaking minor upgrade work through the Essential Energy Minor Capital Works Program. This is limited to adding streetlighting to existing essential energy infrastructure (existing power poles).		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	lighting with consideration for solar-powered lighting.			Council has been trialling 7 solar lights on various urban streets of Temora for approximately 18 months. This hasn't proven successful, with underwhelming performance of the lighting infrastructure, combined with the supplier becoming insolvent in mid 2025. Essential energy has recently begun trialling solar lighting also and it is highly likely this technology will be used for public lighting into the future.		
1.3.2	Develop a public education campaign to encourage the safe use of gophers and e-bikes in public places.	Road Safety Officer	15%	<p>The Road Safety Officer (RSO) has been compiling media articles about the use of e-bikes and scooters and aims to target parents who are considering purchasing e-bikes or scooters as Christmas gifts. The RSO has accessed a TfNSW 'toolkit', which is very informative in relation to e-bikes and scooters and has ordered subject literature which will be made available locally.</p> <p>The RSO also plans to engage with Youth Groups, such as Platform Y, to disseminate the information directly to target audiences.</p> <p>A Mobility Scooter safety workshop has been approved and funded by TfNSW, with tentative enquiries made as to a suitable location for the workshop. Looking to invite a gopher supplier to give a presentation as well, if permitted by TfNSW.</p> <p>The RSO has discussed gopher safety at the NSW Health Stepping On program and is attending the November meeting of the Temora VIEW Club to promote mobility scooter safety to attendees.</p>		▲
1.3.3	Develop an Animal Management Plan to encourage responsible animal ownership and improve management of stray and unwanted animals.	Town Planner	10%	Review of existing animal management policies, with Local Orders Policy, currently under review.		▲
1.3.4	Provide a dog off-leash exercise area at Golden Gate Reserve, subject to stormwater detention basin design.	Executive Manager, Engineering	25%	Council resolved to convert the CMCA caravan park at Pinney Park to a dog off leash area. Work will commence in the 2025/26 financial year.		▲

1.4: Enhance opportunities to be healthy.

1.4: Enhance opportunities to be healthy.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.4.1	Advocate Murrumbidgee Local Health District completes the Temora and District Hospital redevelopment project.	General Manager	25%	Council continues to actively support the Murrumbidgee Local Health District (MLHD) in their progress on the Temora Hospital redevelopment, with a Councillor briefing in September and the sod turning event held on 24 September 2025. Council Officers have met with staff from MLHD and Richard Crookes, who have been contracted to undertake the hospital construction and have connected them with the Industry Capability Network and distributed an expression of interest to local businesses to capture supplier opportunities. Site works commenced at the hospital in August with a site office installed in September.		▲
1.4.2	Advocate for improved access to GPs and health services across Temora Shire.	General Manager	25%	Council continues to support the provision of health services to the Temora community. The Temora Medical Complex is introducing a Teen Clinic and has been promoting the service to key stakeholders.		▲
1.4.3	Provide support and incentives to attract and retain GPs and allied health workers.	General Manager	25%	Council continues to advocate for and support the presence of medical staff to deliver services within the Shire through the provision of accommodation at the medical apartments to medical personnel, including students. Council provides financial support biennially to support the Bush Bursary program. \$3,000 was provided in 2024/25.		▲
1.4.4	Partner with health and education providers to promote opportunities for young people to pursue health-related careers.	Economic & Community Development Officer	0%	Council officer will engage with health and education providers to identify opportunities for young people to pursue health-related careers. Timing and planning will be determined before commencement.		⊘
1.4.5	Adopt and implement recommendations from the Temora Medical Precinct Masterplan study.	Economic Development Manager	10%	Following the call for expressions of interest for leasing vacant space at NRCC House in April, no submissions were received. Subsequently, an allied health care organisation has shown interest and talks are ongoing.		▲

1.5: Offer sport and recreation opportunities for all ages, abilities and interests.

1.5: Offer sport and recreation opportunities for all ages, abilities and interests.






Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.5.1	Develop a communications plan and supporting materials to promote Temora Recreation Centre as a premium venue.	Communications Officer	5%	Initial scoping meeting scheduled for October 2025.		▲
1.5.2	Replace insulation and air conditioning in Temora Recreation Centre.	Director of Environmental Services	25%	Planning and quoting phase commenced		▲
1.5.3	Install reverse cycle air conditioning in the Function Room and Manager Office at Temora Recreation Centre.	Director of Environmental Services	50%	Quotations received. Purchase orders issued. Work Scheduled in October 2026		▲
1.5.4	Improve spectator seating in Temora Recreation Centre.	Director of Environmental Services	0%	Not due to start.		⊘
1.5.5	Reseal the internal carpark at Temora Recreation Ground.	Engineering Works Manager	15%	Currently in its early stages with planning activities underway.		▲
1.5.6	Provide LED lighting upgrades at Temora Recreation Ground.	Executive Manager, Engineering	0%	No progress at this stage. Will await a suitable grant opportunity.		▬▬
1.5.10	Upgrade Ariah Park Skate Park with shelter over seating.	Manager - Water and Sewer	0%	Aiming to start this in Q2/Q3.		▲
1.5.14	Develop a Lake Centenary Master Plan to enhance boating, cycling, and recreation facilities.	Economic Development Manager	10%	Funding received under the NSW Boating Infrastructure for Communities program to complete a Lake Centenary Master Plan. Funding deed signed. Project due to commence in Autumn 2026.		▲
1.5.17	Reseal the carpark at Nixon Park.	Engineering Works Manager	15%	Currently in its early stages with planning activities underway.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.5.20	Develop and implement suitable policies to oversee the management of Council's sports facilities.	Executive Manager, Engineering	20%	Sports facilities fees and charges review complete. Sports Field Right of Use Policy Outstanding.		▲
1.5.21	Plant more large tree species around parks and playgrounds.	Manager - Water and Sewer	50%	Approximately 50% of tree planting has been completed.		▲

1.6: Deliver appropriate services for families, children and young people.

1.6: Deliver appropriate services for families, children and young people.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.6.1	Undertake initiatives to attract childcare providers and workers.	Economic Development Manager	10%	Meetings held and data provided to two organisations considering establishing early learning facilities in Temora. Discussions ongoing.		▲
1.6.2	Review council activities to ensure compliance with the Child Safe Code of Conduct and Child Safe policy.	People & Culture Manager	25%	Monitoring compliance with current policies.		▲
1.6.3	Scope options to provide more parent rooms and baby change facilities in existing Council facilities.	Town Planner	10%	A list of baby change and parents room facilities that are available in Temora Shire is being compiled, for future promotion. This will include the opportunity for local businesses to promote their facilities to families.		▲
1.6.4	Support Platform Y and local schools to deliver youth leadership programs.	Youth Development Officer	25%	The Platform Y Leadership Team comprises six young people aged 14-17 years. Meetings were held fortnightly during the school term and were facilitated by the Youth Programs Coordinator. These sessions provided members with the opportunity to advocate for their peers and contribute to the planning and direction of weekly workshops at Platform Y, as well as the school holiday programs. The Junior Leadership Team, consisting of members aged 11-13 years, attended meetings twice per term and demonstrated both leadership potential and a strong commitment to Platform Y. Leadership Team members were also given opportunities to		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
				represent young people at events, such as the Civic Reception for the NSW Premier, the Hon. Chris Minns, and to further develop their leadership skills by assisting with events including the Youth Made Market.		
1.6.5	Support Platform Y to deliver a Youth-Made Market program.	Youth Development Officer	100%	The Youth Made Market (YMM) program supported eight young entrepreneurs to develop and launch their business ideas. Across a five-week workshop series, eight local mentors shared expertise in concept development, financial literacy, compliance, customer service, resilience, and marketing, helping to strengthen community connections. In addition, three members of the Leadership Team—who are YMM alumni—assisted participants throughout the program, further developing their own leadership skills.		
1.6.6	Provide new floor coverings in Ariah Park Youth Hall.	Director of Environmental Services	0%	\$12000 required. No Grant funding available.		
1.6.7	Investigate demand among young people for youth recreational activities and present a costed, prioritised list.	Economic & Community Development Officer	0%	Council officers will investigate demand for youth recreational activities and develop a costed, prioritised list. Timing and planning will be determined before commencement.		
1.6.8	Review and refresh the Youth Development Strategy.	Youth Development Officer	0%	Due to competing priorities, the Youth Development Officer has not had capacity to review and update the Youth Development Strategy during this period. Planning is underway to commence this important work in the next quarter, with the aim to ensure the strategy remains relevant and responsive to the needs of young people in the community.		
1.6.9	Work with partners and stakeholders to investigate strategies for addressing youth disengagement.	Youth Development Officer	25%	The Youth Team delivered free weekly after-school workshops in Hospitality, Gaming, Leadership, Green Team and creative pursuits, guided by volunteer mentors and the Youth Program Coordinator. Gaming and Hospitality saw increased participation in Term 3. School Holiday programs offered activities not usually accessible locally, including a 3-on-3 Basketball NAIDOC Week event in Wagga. The Youth Development Officer (YDO) coordinated the Adulting 101 program, which supported 36 Year 12 students in Temora Shire to build independent living skills through sessions led by local mentors. The Youth Made Market program		

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
				gave eight young entrepreneurs business insights through five skill-building workshops and a Market Day, supported by local business mentors and three alumni from the Leadership Team, facilitated by the YDO. Bi-monthly Interagency meetings were attended by YDO, strengthening relationships with partners in the youth space.		

1.7: Deliver appropriate services and care for our ageing population, people with disability and other special needs.

1.7: Deliver appropriate services and care for our ageing population, people with disability and other special needs.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
1.7.1	Support the development of affordable seniors' housing facilities, such as The Peppers and Apollo Place.	General Manager	25%	The NSW Social Housing Assistance Commissioning Data Report 2023 - 2024, developed by Homes NSW has been released and it outlines current and projected demand, systematic gaps and emerging strategic directions in social housing across NSW. The report highlights that in our Shire there is growing demand and low turnover, a supply mismatch and barriers to alternative housing through programs such as Rent Choice and Start safely due to the tight private rental market and low vacancy rates. A report to the 18 September 2025 Council Meeting recommended that Council continue to undertake advocacy in this space for Temora and at a regional level through REROC and to re-engage with Community Housing providers to explore renewed opportunities for local housing management.		▲
1.7.2	Advocate for the expansion of Narraburra Lodge to provide additional fit for purpose residential aged care and a specialist dementia care.	General Manager	25%	Council continues to advocate and support the expansion of Narraburra Lodge, with representations made at a federal level.		▲
1.7.3	Provide donations to Arian Park Senior Housing, CWA and Community Projects - Second	Administration and Finance Manager	100%	Donations have been provided to CWA, Community Projects Second Glance Op Shop and Arian Park Senior Housing.		●

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	Glance OP Shop to support seniors' housing and services.					
1.7.4	Review and implement the Pinnacle Community Services Strategic Plan.	PCS - Manager	0%	No progress for this quarter while staff focus on implementation of The New Aged Care Act from 1 November 2025.		
1.7.6	Collaborate with Temora Business Enterprise Group to facilitate a universal access audit of local businesses.	Economic & Community Development Officer	0%	Council officer will work with Temora Business Enterprise Group to determine a mutually suitable time to undertake the universal access audit.		⊘
1.7.7	Review the current Disability Inclusion and Action Plan, communicate achievements, and prepare a new 3-year Plan including children and young people.	Economic & Community Development Officer	25%	Through a tender process, Council has engaged Family & Child Consultants to deliver Council's Diversity, Equity and Inclusion Framework and Disability Inclusion Action Plan. The project will commence in October 2025.		▲
1.7.8	Install tactile ground surface indicators in priority locations.	Engineering Works Manager	10%	Currently in its early stages with planning activities underway.		▲
1.7.9	Progressively replace non-compliant universal access ramps in priority locations.	Engineering Works Manager	15%	Currently in its early stages with planning activities underway.		▲
1.7.12	Council to subsidise the Community Center rental up to a sum of \$750 annually to support the delivery of services to people in our community with special needs.	Director of Administration and Finance	25%	Rental subsidy paid on a monthly basis, totalling \$750 per year.		▲

2: Caring for our natural environment

Sustain and enhance our natural environment for community wellbeing and wildlife conservation.

2.1: Promote and adopt sustainable practices to help conserve and enhance the natural environment and local biodiversity.

2.1: Promote and adopt sustainable practices to help conserve and enhance the natural environment and local biodiversity.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
2.1.1	Support the installation of electric vehicle chargers and directional signage, including a DC Electric Vehicle Charger in urban Temora.	Executive Manager, Engineering	25%	NRMA recently upgraded the EV Charger in the Council car park. This has significantly reduced the need for Council to provide this service. Council has recently resolved to provide a second car park at the EV charger site to support this change. Basic signage being investigated at the Hoskins/Loftus Sts and Loftus/Little Hoskins Sts intersections.		▲
2.1.2	Integrate electric vehicles and plant into Council's fleet.	Executive Manager, Engineering	100%	Council recently purchased its first electric vehicle for use by Pinnacle Community Services. It will likely be some time before the next EV purchase with both the use case and existing plant replacement cycle a factor.		■
2.1.3	Establish a baseline measure of Council's carbon emissions to enable ongoing monitoring and management and demonstrate benefits of energy efficiency actions.	Manager - Water and Sewer	0%	Aiming to start this in Q2/Q3 with data identifications and collection.		▲

2.2: Effectively manage waste, water and sewerage.

2.2: Effectively manage waste, water and sewerage.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
2.2.1	Develop a plan to introduce Food Organic Garden Organic (FOGO) waste collection and	Town Planner	10%	Grant funding received and consultant appointed to assist Council with investigating options for Food Organic Garden Organic		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	processing services to meet expected mandatory requirements.			(FOGO) waste collection and processing. Preliminary background information being reviewed by consultant.		
2.2.2	Expand community education programs to increase recycling and awareness of the Lions Club recycling facility, community garden and environmental learning space.	Town Planner	10%	Community education program planned for recycling week 10 - 16 November. Communication planned to promote awareness of community garden, located at Hillview Park.		▲
2.2.3	Complete the Temora Shire Integrated Water Cycle Management Strategy to manage the urban water cycle holistically.	Manager - Water and Sewer	95%	Nearing completion		▲
2.2.4	Extend the effluent disposal system and introduce water efficiency measures to use recycled water for park irrigation.	Executive Manager, Engineering	25%	Continually improving Council's recycled effluent system. Improvements are generally around quality of the system (improved maintenance effort, replacing defective components, optimising pump pressure, etc) . Water efficiency is very difficult to improve with the system already quite efficient (use of recycled effluent, irrigation at night, constant pressure pumping). The recycled effluent irrigation system is very maintenance intensive, requiring lots of effort and cost to keep the system operating efficiently. The system also has some structural issues with many irrigation components constructed in the 1980s and 1990s and augmented significantly since then. The main issues relate to variable or inadequate pressure at the sprinkler head caused by factors such as distance from the pump to sprinkler head, pipe sizing at irrigation stations, additional sprinklers added to stations, distance between sprinkler heads (irrigation design), etc.		▲
2.2.5	Undertake the sewerage upgrade and renewal program.	Manager - Water and Sewer	20%	Ongoing and progressing.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
2.2.6	Review Temora landfill site and waste collection practices at Ariah Park to ensure safe, compliant, and efficient service delivery.	Director of Environmental Services	75%	Implementing findings of report into site deficiencies constructed in early 2025. New waste accounting software being developed (for both Temora and Ariah Park landfill sites), CCTV ordered and new site office purchased and installed.		▲

2.3: Build resilience to natural disasters and other emergencies.

2.3: Build resilience to natural disasters and other emergencies.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
2.3.1	Maintain a Local Emergency Management Committee and Plan that prepares for, educates about, and responds to local disasters.	Executive Manager, Engineering	0%	LEMC meetings being held three times annually. The Local Emergency Management Plan (LEMP) and consequence management guides are currently being updated.		▲
2.3.2	Review and update the Temora and Bland Shires Drought Resilience Plan and implement new actions.	Economic Development Manager	0%	Not due to start until 2026/27		⊘
2.3.3	Partner with REROC to provide information, tools, guidance and programs to help the community and visitors better understand their disaster risk and responsibilities.	Economic Development Manager	25%	Training delivered to community groups in August, funded through the Regional Drought Resilience Plan. A component of the training focus on risk and preparedness. REROC's inaugural Innovation in Energy, Waste and Circular Economy Conference (10-11 Sept) was promoted through Council's communication channels. The Mayor and General Manager attended REROC Board roundtable discussion with Ron Hoising MP in July and NSW Premier in August 2025.		▲
2.3.4	Commence Floodplain Management Program Stage 3 with an investigation and design/feasibility study for Temora, Ariah Park and Springdale.	Executive Manager, Engineering	25%	Springdale flood warning feasibility / design is underway and due for completion in the 2025/26 FY.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
2.3.5	Undertake stormwater drainage upgrade and renewal program.	Engineering Works Manager	35%	Drainage works at Nixon Park were put on hold due to wet weather and project reliance on favorable weather conditions.		▲

3: Building liveable places

Plan attractive, liveable and sustainable towns, villages and rural communities.

3.1: Facilitate access to appropriate land, housing and development opportunities, with supporting infrastructure.

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Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.1.1	Seek specialist planning advice to plan appropriate land uses, housing, infrastructure and essential services for a growing community.	Town Planner	20%	Specialist planning advice is being reviewed by Council officers, as required, which has been provided by planning consultants who are progressing planning proposals on behalf of individual landowners.		▲
3.1.2	Support new resident attraction through membership of Country Change and participation in The Welcome Experience. Council also participated in the Country Change Expo, held in Wagga Wagga in September 2025.	Economic & Community Development Officer	25%	Council supports new resident attraction through its membership with Country Change and participation in The Welcome Experience. Council also participated in the Country Change Expo, held in Wagga Wagga in September 2025.		▲
3.1.3	Review and implement policies, incentives and projects that support housing and land development, including developer contributions and planning policies.	Town Planner	20%	Review of Temora Local Housing Strategy and preparation of Draft Developer Contributions Plan 2025 underway. Investigation of future subdivision of Council owned land at Ariah Park village underway.		▲
3.1.4	Investigate the viability of the Temora North Project land release for residential development.	Town Planner	10%	Temora North Project is included in the review of the Temora Local Housing Strategy. Project is currently being progressed by an affected landowner with the assistance of a town planning consultant.		▲
3.1.5	Support Large Lot Residential land release for residential development.	Town Planner	20%	Two large lot residential estates have been approved and are progressing towards delivery of servicing infrastructure. Additional land at Ariah Park village has been rezoned to support additional large lot residential development opportunities. Future areas for Large Lot Residential Development are being investigated as part of the review of the Temora Local Housing Strategy.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.1.6	Progress delivery of the Bundawarrah Estate Master Plan to increase housing density and create additional residential lots.	Town Planner	80%	The Bundawarrah Estate Master Plan has been completed and adopted by Council. The Master Plan has been included in a Draft Development Control Plan Chapter, with public exhibition during September 2025.		▲
3.1.7	Make a submission, and deputation if necessary, to local Aboriginal Land Council encouraging them to develop Crown Land that is subject to Native Title Claims or consider releasing back onto the open market.	Town Planner	10%	Young and Narrandera Aboriginal Land Councils have been contacted, requested a meeting to discuss the potential for development of land that is zoned for residential or village use.		▲

3.2: Provide attractive and welcoming towns and villages with well-maintained public facilities, open spaces, and streetscapes.

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Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.2.1	Develop and implement a marketing campaign to promote Temora Memorial Town Hall as a premium event destination.	Environmental Services Technical Officer	0%	No action taken this quarter.		
3.2.2	Provide storage, lighting and soundproofing under the stage at Temora Memorial Town Hall.	Director of Environmental Services	75%	Construction work completed by local contractor. Storage containers to be purchased and existing stored items sorted through and containerised when possible. Excess items to be disposed of		▲
3.2.3	Provide Ariah Park Community Hall with a donation equivalent to Council rates.	Administration and Finance Manager	0%	A donation equivalent to 100% of rates has been provided to the Ariah Park Hall.		●

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.2.4	Provide Springdale Memorial Hall committee with funding to contribute to hall maintenance costs.	Director of Administration and Finance	100%	Maintenance budget provided.		
3.2.5	Implement the Temora Railway Precinct Master Plan.	Economic Development Manager	0%	Awaiting the outcome of several funding applications submitted for the Community Garden and Environmental Learning Space which is phase 1 of the implementation of the Master Plan.		
3.2.6	Create a community garden and environmental learning space in Federal Park.	Youth Development Officer	0%	The Youth Development Officer continued to identify suitable grant opportunities for the Community Garden and Environmental Learning Space, including the Foundation for Rural and Regional Renewal's (FRRR) Community-Led Climate Solutions program and Inland Rail. No outcomes have been received to date.		
3.2.7	Upgrade presentation of public toilet facilities as required.	Director of Environmental Services	25%	New contractor engaged for Ariah Park public amenities and Lake Centenary amenities. Utilising hard surface steam cleaning on a rotational basis. Uplift in standard noticed in early stages		
3.2.8	Implement the Urban Tree Management Plan.	Manager - Water and Sewer	25%	Ongoing and progressing.		
3.2.9	Develop and deliver a community education campaign to encourage lot management responsibility among residents.	Town Planner	10%	Community education campaign being planned during Spring to promote garden maintenance, advise of local businesses who can assist, risks associated with overgrown lots, and the role of Council in enforcement, particularly in relation to vacant lots.		
3.2.12	Provide landscaping design for Temora Cemetery expansion.	Director of Environmental Services	10%	Preliminary discussions commenced with Friends of Temora Shire Cemeteries (FOTSC). Quotations to be sourced from Somewhere Landscape Architecture.		
3.2.13	Provide site preparations, vegetation control and perimeter fencing for Temora Cemetery expansion.	Director of Environmental Services	30%	Fence line graded and tree regrowth removed. Design of perimeter fencing put to FOTSC for comment		

3.3: Maintain safe, effective and sustainable road networks and supporting infrastructure.

3.3: Maintain safe, effective and sustainable road networks and supporting infrastructure.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.3.1	Advocate for Transport for NSW to review options and decide on a preferred heavy vehicle route for improved safety and ambience in Temora town centre.	Executive Manager, Engineering	25%	Ongoing. Difficult to gain buy in or decision from TfNSW. Reporting to Council in November 2025.		▲
3.3.2	Undertake road upgrade and renewal programs for rural unsealed roads, rural sealed roads, urban unsealed roads, urban sealed roads, and kerbs and gutters.	Engineering Works Manager	25%	Kerb and gutter and maintenance patching works within local town streets have been undertaken where required for sealing of town roads such as Tonkin St, Haig St, Holbrook St, Watsonford St and Willow St. Maleluca St, Twynam St and Camp St road reconstruction has now been completed with the final seal to take place. Rural roads such as Morangarell Rd, Grogan Rd, Taylors Rd and Schmidts Rd have been scheduled to commence shortly. Council resheets are underway with Glynburn Rd, Coddingtons Ln and Boundary Rd completed recently.		▲
3.3.3	Undertake the Regional Roads program.	Engineering Works Manager	25%	Maintenance grading a number of shire roads with a main focus on safety. Sealing of Morangarell Road scheduled shortly.		▲
3.3.4	Review the Transport Asset Management Plan and supporting plans every 4 years.	Executive Manager, Engineering	25%	Transport Asset Management Plans recently redeveloped in the 2024/25. Work remains in refining the document, producing a long term capital works plan that is integrated with other asset portfolio plans, Council's LTFP and operational and delivery plans.		▲
3.3.5	Identify and determine the most suitable ownership and maintenance model for Crown roads.	Executive Manager, Engineering	20%	Council has identified and sent to NSW Crown Lands what it believes are the crown roads in the Temora LGA that are currently maintained by Council. Council is waiting for a verification response from Crown Land. This has been the case for around 24 months.		▲
3.3.6	Advocate for Transport for NSW to provide adequate long vehicle parking and rest areas for truck drivers and travellers.	Executive Manager, Engineering	0%	No progress on this action in the 2025/26 financial year.		

3.4: Offer safe, well-connected footpaths and cycleways.

3.4: Offer safe, well-connected footpaths and cycleways.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.4.1	Develop an Active Transport Plan with costed short-term priorities and long-term recommendations to improve footpaths, trails, cycleways, and crossings.	Executive Manager, Engineering	25%	Project commenced in August 2025 and will be complete in the 2025/26 financial year.		▲
3.4.2	Upgrade and renew footpaths and cycleways as per the Active Transport Program.	Engineering Works Manager	15%	Gardner St footpath works currently in initial design phase. Construction works forecasted to commence from early October 2025.		▲
3.4.3	Design and deliver the DeBoos Street Master Plan to improve parking, amenity, and safety.	Executive Manager, Engineering	25%	Council recently resolved to repair defects in the short term (26/27 FY) and renew existing infrastructure aligning with the plan in the longer term (around 10-20yrs) when renewal becomes due.		▬▬
3.4.4	Work in partnership with Transport for NSW and advocate for funding to prepare a design for the Polaris Street Rail Crossing cycleway project.	Executive Manager, Engineering	0%	Not commenced.		▬▬

3.5: Offer safe, accessible and affordable transport services.

3.5: Offer safe, accessible and affordable transport services.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
3.5.1	Facilitate and advocate for improved public and on-demand transport services within Temora Shire and to regional centres.	General Manager	20%	Transport for NSW is currently reviewing the public transport network across the Riverina Murray region, to understand the region's public transport needs over the next ten years, Council is contributing feedback and information in relation to the transport needs of Shire residents with key matters raised including the following: - The community is reliant on community transport to access medical appointments in Wagga Wagga and Young		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
				<ul style="list-style-type: none"> - While the community is in some ways self-sufficient, transport links to Wagga Wagga are important to access services - Alignment of coach and train timetables at Cootamundra is important for Temora residents to enable efficient onward connections; and - the lack of a local taxi service has had a significant impact on the community. 		
3.5.2	Review community transport options in Temora Shire, including opportunities to expand Pinnacle community transport services and other bus services.	PCS - Manager	25%	<p>Temora Shire has been successful in securing additional funding for transport services under the Commonwealth Home Support Program for 2025-26.</p> <p>Transport into Temora from the outlying villages of Ariaiah Park and Springdale has always been on an as-needed ad-hoc basis. An expression of interest for a weekly bus service from Ariaiah Park to Temora and return is currently being circulated to gauge if this service would be effectively utilised. Consideration is being made for the Wagga bus to go via Ariaiah Park on a regular basis also.</p> <p>Promotion of existing transport services has continued which includes the local around town bus, volunteer car services and the weekly bus to Wagga.</p>		▲

4: Growing the economy

Create a strong, vibrant and diverse economy that builds on existing opportunities in agriculture, aviation heritage, and tourism.

4.1: Grow and diversify the economy and work opportunities.

4.1.1: Grow and diversify the economy and work opportunities.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.1.1	Develop an Economic Development Strategy to guide initiatives that grow and diversify the economy.	Economic Development Manager	40%	Selective tender process completed. Pytheas Advisory engaged. Project kick off and desktop analysis of local, regional, state and federal strategies completed. Consultation workshops with businesses in Ariah Park and Temora, as well as council staff completed.		▲
4.1.2	Scope key worker housing opportunities to support the attraction and retention of workers in healthcare and other essential roles.	Economic Development Manager	25%	Two units commenced construction on Highfields for teacher housing. Lobbying continues for nurses accommodation to be constructed in association with the Temora Hospital Redevelopment.		▲
4.1.3	Advocate for improved internet and mobile communication services to enable and promote remote work opportunities in Temora Shire.	Economic Development Manager	0%	No activity undertaken on this action during the period.		
4.1.4	Engage a consultant to explore sustainable human resource support solutions for local businesses to strengthen workforce capacity.	Economic Development Manager	80%	Think Regional consultants were engaged to undertake this work, funded under the Regional Drought Resilience Plan. Local businesses were engaged at workshop to understand workforce challenges and barriers at the end of June, with a follow up workshop held in August to present possible solution options. A report will be presented by November that outlines the proposed solutions.		▲
4.1.5	Provide spend data analysis and associated communications to facilitate targeted drought relief.	Economic Development Manager	25%	SpendMapp subscription maintained. Report received from RDA Riverina about the impact of the 2019 drought on spending. Monthly SpendMapp reports received showing total spend and escape spend within the Shire. Some reports have been distributed to businesses.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.1.6	Provide annual financial support to the Temora Business Enterprise Group to undertake programs supporting economic growth.	Economic & Community Development Officer	25%	Council continues to provide financial support to the Temora Business Enterprise Group to deliver programs that foster local economic growth.		▲

4.2: Support a strong and resilient agricultural sector.

4.2: Support a strong and resilient agricultural sector.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.2.1	Continue to provide a financial contribution to support the Temora Agricultural Innovation Centre while exploring opportunities for external funding.	Director of Administration and Finance	25%	Council provides maintenance funding to support the Temora Agricultural Innovation Centre (TAIC).		▲

4.3: Celebrate our aviation heritage, facilities and services, and leverage new opportunities.

4.3: Celebrate our aviation heritage, facilities and services, and leverage new opportunities.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.3.1	Maintain membership with the Australian Airports Association.	Director of Environmental Services	100%	2025/26 - membership renewed.		●
4.3.3	Complete Airpark Estate Expansion project.	Economic Development Manager	40%	Taxiway land secured. Tender for taxiway construction issued and awarded. Construction of taxiway commenced. Developer continues to make good progress on the subdivision. It is anticipated lots will be completed in March 2026. PR and marketing firm engaged by the Developer to undertake a marketing campaign to promote the sale of the lots with the support of the economic development team.		▲

4.4: Enrich, diversify and promote the visitor experience.

4.4: Enrich, diversify and promote the visitor experience.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.4.1	Maintain membership with Visit Riverina to promote the region for visitation.	Economic Development Manager	25%	Membership renewed. Participation in a Visit Riverina coordinated promotion resulted in Gidgee Estate being selected to be featured in Pandemonium Paper. Riverina map reprint also underway.		▲
4.4.2	Develop a Destination Management Plan to promote Temora's natural assets and support the local night-time economy.	Tourism Officer	0%	Not due to start.		⊘
4.4.3	Work with partners to implement the Canola Trail Strategic Plan.	Tourism Officer	10%	To strengthen the Canola Trail's reach and visitor experience, the officer coordinated professional photoshoots for members, hosted influencers in August and September, and partnered with Riverina Good Food Weekend and the Sunday Drive to create curated regional experiences. Collaborations with the Temora Arts Centre brought Art in the Outdoors to the canola fields, while FarmLink's Yellow Bloom Road became a vibrant venue for photography, art, and community activities. Stakeholder meetings, including with the Blue Tree Foundation, building trust and planned future initiatives. Corporate gifting with local produce hampers showcased the region further. Media features in Country Style, Regional Lifestyle, Better Homes & Gardens, and RM Williams Outback highlighted members, locations, and stories, raising awareness and positioning the Trail as a premier Riverina attraction.		●
4.4.4	Advocate for Temora Caravan Park's operator to improve facilities to attract more visitors.	Director of Environmental Services	50%	CMCA took over the running of the Airfield Tourist park, providing a high quality booking and reception service using on-site custodians. Initiative has led to increasing patronage trend with CMCA members now utilising the facility. Improvements recently installed include: Custodian hardstand area, Dump Point installation, Fire Pit.		▲
4.4.5	Upgrade Christmas decorations in Hoskins Street, Temora.	Director of Environmental Services	75%	Committee has met and recommended a course of action which was altered by Council. Fairy Lights purchased and installed. Christmas		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
				Tree ordered. Committee reconvening to discuss other options for referral to Council for a decision.		

4.5: Provide good opportunities for education.

4.5: Provide good opportunities for education.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
4.5.1	Support students to access scholarships through the Temora and District Education Fund, Charles Sturt University and others.	General Manager	25%	Funding has been provided in the 2025/26 Financial year to support the provision of scholarships at CSU and the Temora and District Education Fund.		▲
4.5.2	Coordinate and assist in the delivery of initiatives of the Temora Youth Careers Network.	Youth Development Officer	25%	The Temora Youth Careers Network continued to progress its key objectives, including supporting young people into employment, identifying community needs, planning activities, sharing resources, coordinating communication, and engaging with the local business community. The network also supported the Careers Conversations program- as part of Temora High School and Beyond- providing students with the opportunity to speak with local professionals who have successfully established their careers.		▲

5: Responsible Leadership

Deliver effective leadership, governance and engagement to meet community needs.

5.1: Deliver strong community leadership, governance and stakeholder relationships.

5.1: Deliver strong community leadership, governance and stakeholder relationships.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
5.1.1	Maintain membership to the following organisations: ALGA, Local Government NSW, Country Mayors Association, and REROC.	General Manager	50%	Council has renewed its annual memberships with LGNSW, Country Mayors Association (CMA) and REROC. The Mayor is the Chairman of both the CMA and REROC and the General Manager undertakes the role of Secretary on CMA. Council supports ALGA and LGNSW Campaigns, most recently endorsing the LGNSW Cost Shifting Report at the 21 August 2025 Council Meeting. The President and CEO of LGNSW visited Temora Shire in August and met with the Mayor and General Manager to discuss a range of issues including financial sustainability, cost shifting and the Federally funded Financial Assistance Grants.		▲
5.1.3	Implement the Financial Sustainability Strategy to ensure Council remains viable and resilient long-term.	Director of Administration and Finance	25%	Council has engaged Morrison Low to prepare an Efficiency and Productivity Gains Plan. The key objective of this piece of work is to be able to demonstrate that Council has implemented, and has a plan to further implement, initiatives to save costs, improve efficiency and identify additional revenue.		▲
5.1.4	Undertake data analysis and stakeholder engagement to position Council to apply for a Special Rate Variation (SRV).	General Manager	30%	Council has engaged Morrison Low to prepare an Efficiency and Productivity Gains Review and Plan. A program plan has been prepared and consultation with staff has commenced. It is anticipated that a report will be presented to the 20 November 2025 Council Meeting. A Financial Sustainability landing page has been established on Council's website to share information on Council documents including the Financial Sustainability Strategy and the Efficiency and Productivity Gains Plan, as well as related reports such as the LGNSW Cost Shifting Report.		▲
5.1.5	Embed the new Risk Management Framework and introduce an annual maturity assessment.	Enterprise Risk Management Officer	25%	Council's risk management appetite statements were reviewed by the Enterprise Risk Manager in August 2025. This review was undertaken in consultation with Executive Managers and the Audit, Risk and Improvement Committee. The revised risk		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
				appetite statements were endorsed by the Asset and Operations Committee on 12 August and by Council on the 21 August. Work is currently underway to integrate the impact categories from Council's risk management framework into the Infocouncil reporting system. This follows on from the introduction of risk reporting into Infocouncil in 2024. Council has adopted the risk maturity assessment tool developed by NSW Treasury. A risk maturity assessment will be undertaken in November 2025.		
5.1.6	Implement the Information, Communication & Technology (ICT) Strategy, including ICT policy development, AI, and Password Manager rollout.	Administration and Finance Manager	25%	This quarter the focus has been on hardware as SOPHOS access points were replaced along with Servers, Storage Area Network (SAN) and workstations. Cvetica https:// configuration has reached testing phase. A mini review was undertaken to ensure staff have enabled multi factor authentication (MFA) for all portals being used. The Cyber Security Policy is currently being drafted.		▲
5.1.7	Review the Equal Employment Opportunity Management Plan and integrate with the Diversity and Inclusion Strategy.	People & Culture Manager	0%	Not yet started, due to other priorities for this quarter.		

5.2: Deliver and maintain sustainable, safe, fit-forpurpose Council facilities, plant and operations.

5.2: Deliver and maintain sustainable, safe, fit-forpurpose Council facilities, plant and operations.


Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
5.2.2	Undertake the plant replacement program to ensure plant and equipment remains safe and effective.	Engineering Works Manager	45%	Tender evaluation and report submitted for purchasing a watercart, awaiting approval. 3 out of 7 Council utes left to be replaced shortly and one gravel truck to be ordered.		▲
5.2.3	Implement priority projects from the Workforce Management Strategy to improve staff	People & Culture Manager	20%	Applied and granted provisional approval for Fresh Start Apprentice. Successfully filled three Fresh Start traineeships in accordance with funding agreement.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
	attraction, retention, leadership, and workplace culture.			Commenced Well@Work Program. Activities include Musculoskeletal Health seminar, Skin Cancer presentation by guest speaker Anne Gately, Skin checks for outdoor workers, Active Super presentation. Employee Engagement Survey results and action planning meeting was held. Commenced consultation with staff on workplace changes - Compressed Work Week for outdoor staff, Administration Organisational Structure re-alignment. Delivery of training (Pinnacle)		
5.2.4	Introduce an intranet and other initiatives to improve internal communications among shire employees.	Communications Officer	10%	Created Electronic Direct Mail (EDM) 'The Latest' to promote Council updates and initiatives weekly to all staff.		▲

5.3: Facilitate a well-informed, engaged community.

5.3: Facilitate a well-informed, engaged community.

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
5.3.2	Develop and implement a communications campaign to encourage community members to sign-up for the Shire's community engagement register.	Communications Officer	5%	Research has commenced on a platform to use for engagement register.		▲
5.3.3	Scope and trial innovative engagement approaches, both digital and non-digital, to ensure the right messages reach the right people at the right time.	Communications Officer	5%	Attended Granicus (website provider) Digital Government Symposium which showcased engagement platforms and case studies from other NSW LGAs. Research has commenced on online 'Have Your Say' options.		▲
5.3.4	Introduce community feedback forums to provide opportunities for community input on	Communications Officer	5%	Research has commenced on best practice approaches from NSW LGAs.		▲

Action Code	Action Name	Responsible Officer Position	Progress	Comments	Who can help - Partner	Traffic Lights
5.3.5	<p>initiatives and changes that require community engagement.</p> <p>Partner local schools and young people to develop a Youth Engagement Plan, with consideration for youth surveys, workshops, assemblies, and student-led projects.</p>	Youth Development Officer	15%	<p>The Youth Programs Coordinator (YPC) and Youth Development Officer (YDO) visited four local schools during the school term to promote youth programs and gather student input. The Platform Y Leadership Team met fortnightly to discuss program direction and strategies to strengthen youth engagement. Feedback was also collected through surveys at the conclusion of key initiatives, such as the Adulting 101 program, to further capture young people's ideas.</p>		

12.3 MODEL CODE OF MEETING PRACTICE**File Number:** REP25/661**Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. Code of Meeting Practice [↓](#) **REPORT**

The purpose of this report is to consider the new Model Code of Meeting Practice for the purpose of public exhibition.

The Office of Local Government has released the Model Code of Meeting Practice (Attachment 1) which comes into effect from 1 January 2026. The aim of the new Code is to increase the transparency and accountability of decision making and lifting the dignity of the Council Chambers.

The Office of Local Government (OLG) forwarded a Model Code of Meeting Practice with several optional clauses included, along with the mandatory items. Optional meaning that Council can either include them or not.

Council can include any of the non-mandatory clauses, and additional provisions, in its adopted Code of Meeting Practice if it sees the need to do so, provided that those provisions are not inconsistent with the mandatory provisions of the Model Code.

The attached document includes mandatory clauses in black, non-mandatory clauses in red and additional provisions in green.

The new Code of Meeting Practice has several new requirements which will impact how meetings are conducted.

Livestreaming meetings

As of 1 January 2026, Council will be required to livestream its meetings using an audio-visual recording. Recordings of meetings must be published on the Council's website for the balance of the Council term or for 12 months, whichever is the later date. To meet this requirement an additional high-resolution EMEET Meeting Capsule camera and a 12-month contract with Vimeo has been purchased. Staff will undertake training and develop procedures in relation to livestreaming which will all be in place for the first Council meeting in the 2026 calendar year.

Prohibition on pre-meeting briefing sessions

Pre-meeting briefings will be prohibited from discussing agenda items listed for consideration in the business paper.

The prohibition on briefing sessions does not prevent a Councillor from requesting information from the General Manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

New rules of etiquette at meetings

It is up to the Council to determine standards of dress for Councillors when attending meetings should they wish to. Where physically able to, Councillors and staff are encouraged to stand when the Mayor enters the chamber and when addressing the meeting. The Code also prescribes how Councillors and staff are to be addressed during a meeting.

Making information considered at closed meetings public

Consistent with ICAC's recommendation, the General Manager must publish business papers for items of business considered during meetings that have been closed to public on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential. Before publishing this information, the General Manager must consult with the Council and any other affected persons and provide reasons for why the information has ceased to be confidential. The OLG have advised that guidelines are being prepared to assist Councils in the implementation of this new provision, and a procedure will be prepared to support the implementation of this requirement.

Committee Meetings

Meetings of committees of a Council whose membership comprises only of Councillors must be conducted in accordance with the Council's adopted meeting code. Such committees will no longer have the option of determining that rule.

A summary of further significant changes is provided below:

- Attendance by audio visual link for Councillors is limited to ill health or unforeseen caring responsibilities.
- Provisions of Public Forums are mandatory.
- The Mayor can call an extraordinary meeting without the need to obtain two signatures.
- Process for dealing with Urgent Business has been simplified. If all Councillors are present requires majority vote. If not, all Councillors are present there is an additional requirement for the Chairperson to make a ruling
- New rules governing absences – must submit an apology but also request that Council grant leave of absence. Councillors must act reasonably in making decision and must provide reason for decision if leave of absence is not granted.
- Changes to the rules around Planning decisions. Council cannot make final planning decisions without a report and recommendation from staff. Where Councillors reject the staff recommendation they are required to provide reasons for that decision.
- Provisions governing representations from the public on the closure of meetings have been removed.
- Changes to the definition of acts of disorder and how disorder can be dealt with.

A workshop was held on 30 October 2025 seeking Councillor feedback on the non-mandatory clauses and the additional provisions relevant to Temora Shire Council. These clauses are in red font within the attached Model Code and the additional provisions are in green.

Integrated Planning and Reporting

Community Strategic Plan (CSP) 2025 – 2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

The Model Code of Meeting practice is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021. Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code. Under section 361 of the Act before adopting a new Model Code of Conduct it must first be exhibited for 28 days by Council and Councils must provide members of the community at least 42 days to comment on the draft code.

Options

1. Endorse the attached draft Model Code of Meeting Practice for the purposes of public exhibition
2. Not endorse the attached draft Model Code of Meeting Practice and instead wait to 1 January 2026 and have the existing G2 Code of Meeting Practice overridden by the relevant mandatory provision of the 2025 Model Meeting Code

Budget Implications

Vimeo subscription for 12 months is approximately \$10,500 which will be funded from the IT operating budget. The EMEET Meeting Capsule camera's cost is \$1,498 funded from the IT capital budget.

Risk Implications

By not endorsing the proposed draft Code of Meeting Practice for the purposes of public exhibition Council does not have the ability to determine the non-mandatory clauses and additional provisions relevant to Council's needs.

RESOLUTION 150/2025

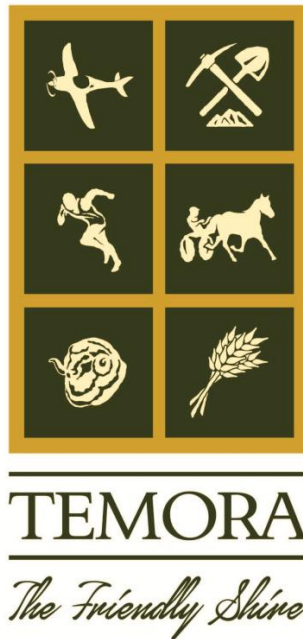
Moved: Cr Belinda Bushell

Seconded: Cr Narelle Djukic

It was resolved that Council:

1. Endorse the draft Model Code of Meeting Practice (Attachment 1) and place it on public exhibition for a minimum period of 28 days (allowing members of the community 42 days to comment)
2. Following the period of exhibition, should no relevant submissions be received the Model Code of Meeting Practice be adopted.

CARRIED



MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

2025

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act

ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 ~~The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.~~

Ordinary meetings of the council will be held on the following occasions:
Held at 4.00pm on the third Thursday of each month at Temora Shire Council Chambers, (check adjusted times). In the event that the business of Council is, as determined by the Mayor, unable to be reasonably dealt with for completion at a reasonable time due to the amount of business, the meeting may commence at an earlier time. Council may in exceptional circumstances by resolution of Council change the date of the Council meeting. Notice of such change will be given in accordance with 3.4.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each time in a different quarter of the year.

Note: Under clause 13 of Schedule 11 of the Act, councils that have been designated as a rural and remote council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~by 12 noon the Wednesday of the week~~ ~~within such reasonable time before the meeting is to be held as determined by the council.~~
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when

the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

Statement of ethical obligations

- 3.33 Business papers for all ordinary and extraordinary meetings of council and committee of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.
- 4.4 Public forums may be held by audio-visual link in exceptional circumstances
- 4.5 Public forums are to be chaired by the mayor or their nominee.
- 4.6 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 24 hours before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item. Councillors will be advised by email or text message 24 hours prior to the meeting of a public forum.
- 4.7 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.8 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.9 No more than **one** speaker are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.11 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

- 4.12 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 24 hours before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.13 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.14 Each speaker will be allowed five (5) minutes to address the council, with an extension of five (5) minutes available at the discretion of the Mayor. This time is to be strictly enforced by the chairperson.
- 4.15 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.16 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.17 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one minute.
- 4.18 Speakers at public forums cannot ask questions of the council, or council staff unless permitted by the Mayor/Chairperson.
- 4.19 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **one** minute in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.20 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.21 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.22 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.21, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

- 4.23 Clause 4.22 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.24 Where a speaker engages in conduct of the type referred to in clause 4.21, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.25 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 ~~The council may determine standards of dress for councillors when attending meetings.~~ The expected standard of dress for Councillors when attending Council Meetings is smart business attire.
- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.4 Not applicable.
- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because

of unforeseen caring responsibilities.

- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.

5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.

5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.42 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.42 reflects section 376(1) of the Act.

5.43 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.43 reflects section 376(2) of the Act.

5.44 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.44 reflects section 376(3) of the Act.

5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be

addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 ~~At a meeting of the council, the general order of business is as fixed by resolution of the council.~~

The general order of business for an ordinary meeting of the council shall be:

1. Declare the Meeting Open
2. Acknowledgement of Country
3. Prayer
4. Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
5. Declaration of Interests
6. Confirmation of Minutes of Previous Meeting
7. Mayoral Minute (if any)
8. Committee Reports
9. Call for Delegates Reports
10. Staff Reports
11. Correspondence
12. Motion to Receive Information Paper
13. Business with Notice
14. Urgent Business Without Notice
15. Closed Committee for Confidential Reports
16. Motion to move out of Closed Committee
17. Advise the Open Council of resolutions passed in the Confidential Meeting
18. Close Meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and

- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
 - (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is

to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.

- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

10.26 Not applicable

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 Not applicable.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- ~~11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.~~

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.15 may be omitted.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 ~~The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.~~
- 13.2 ~~Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.~~
- 13.3 ~~The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.~~
- 13.4 ~~Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.~~
- 13.5 ~~A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.~~
- 13.6 ~~Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.~~
- 13.7 ~~Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.~~

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice,
 - (c) are fully discussed in that advice, and
 - (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public

interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) uses offensive or disorderly words, or
 - (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
 - (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
 - (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

- 15.11 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

- 15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.
- 15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

- 15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.15 ~~All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.~~
- 15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.15 or clause 15.16.

- 15.17 ~~Clause [15.15/15.16] [delete whichever is not applicable], does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.~~
- 15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the

meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

- 15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.20 Members of the public attending a meeting of the council:
- (a) must remain silent during the meeting unless invited by the chairperson to speak,
 - (b) must not bring flags, signs or protest symbols to the meeting, and
 - (c) must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.
- 15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 1 day after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in

the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

~~17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:~~

- ~~(a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and~~
- ~~(b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.~~

~~17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

Recommitting resolutions to correct an error

~~17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:~~

- ~~(a) to correct any error, ambiguity or imprecision in the council's resolution;~~
- ~~or~~
- ~~(b) to confirm the voting on the resolution.~~

~~17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.~~

~~17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.~~

~~17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.~~

~~17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.~~

~~17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.~~

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 ~~Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.~~
- 18.2 ~~If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:~~
- ~~(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or~~
 - ~~(b) adjourn the meeting to a time, date and place fixed by the chairperson.~~
- 18.3 ~~Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.~~
- 18.4 ~~Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:~~
- ~~(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and~~
 - ~~(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.~~

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

- 20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.9 The chairperson of each committee of the council must be:
- (a) the mayor, or

- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.
- 20.15 Not applicable.
- 20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

- 20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The

resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.25 ~~All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.~~
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made

under this clause must not alter the substance of any decision made at the meeting.

- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June




12.4 LOCAL GOVERNMENT REMUNERATION TRIBUNAL - DRAFT SUBMISSION

File Number: REP25/670

Author: Director of Administration & Finance

Authoriser: Director of Administration & Finance

Attachments:

1. Draft Submission [↓](#) 
2. Letter [↓](#) 
3. Appendices [↓](#) 

REPORT

The Local Government Remuneration Tribunal (LGRT) has commenced its review for the 2026 annual determination, on fees payable to Councillors and Mayors to take effect from 1 July 2026.

The Tribunal invites submissions from individual Councils in respect to categorisation, fees and any general matters as part of the review. After seeking feedback from Councillors, officers have prepared a draft submission for Council to consider.

Submissions must be received by the Tribunal no later than 18 December 2025.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

Local Government Act 1993

Options

1. Endorse the draft submission
2. Suggest amendments for inclusion in the submission
3. Note the report

Budget Implications

Nil

Risk Implications

Nil

RESOLUTION 151/2025

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council endorse the draft submission (attachment 1) for referral to the Local Government Remuneration Tribunal.

CARRIED

Report by Elizabeth Smith

ELS

7 November 2025

Local Government Remuneration Tribunal
remunerationtribunals@premiersdepartment.nsw.gov.au

Dear Sir,

Thank you for your correspondence of 16 October 2025 advising that pursuant to s.241 of the Local Government Act 1993, the Local Government Remuneration Tribunal has commenced its review for the 2026 annual determination.

Please find following Council's submission to the review for the 2026 annual determination which was endorsed by a resolution of Council at the meeting dated 20 November 2025.

Temora Shire Council is categorised as Rural, along with 37 other local government authorities, the lowest remuneration amongst general purpose Councils. It is not the intention of our Council to deny the appropriateness of the classification of Temora Shire Council as Rural, as we accept that this is the correct categorisation.

Council do, however, question the rationale of the categorisation system. A perusal of the remuneration applicable to the categories reveals a range of remuneration from \$46,420 (max) for a Principal CBD Council through to \$13,930 (max) for a Rural Council, with varying values for categories in this range.

Temora Shire Council contend that the spread of remuneration levels does not accurately represent the time commitment or responsibility of Councillors in respective categories. This effectively devalues the role played by rural councillors who often have greater time commitment due to the distances required to travel to undertake their roles. The workload of a rural Councillor including professional development, attendance at workshops, Council and Committee meetings requires the same time commitment as their counterparts in other parts of the state. The current remuneration is grossly inadequate in compensating for the skills and knowledge Councillors and mayors bring to their roles, and the time taken to perform their duties.

Council respectfully requests that the Tribunal review the relativity of the remuneration levels of the various categories with regard to workload and responsibility.

Yours faithfully

M K Boxall
GENERAL MANAGER



Local Government Remuneration Tribunal

Ref: A8247184

To Mayors/General Managers

via email to Councils

Dear Mayors/General Managers,

I write to advise that the Local Government Remuneration Tribunal (the Tribunal) has commenced its review for the 2026 Annual Determination.

Fees

As outlined in section 241 of the *Local Government Act 1993* (LG Act), the Tribunal is required to make an annual determination on the fees payable to Councillors and Mayors. The 2026 Annual Determination is to take effect from 1 July 2026.

The maximum and minimum fee levels for each category will be assessed by the Tribunal as part of the 2026 review process.

Categorisation

Section 239 of the LG Act requires the Tribunal to determine the category of councils and mayoral offices at least once every three years.

The Tribunal last undertook a review of the categories and the allocation of councils into each of these categories in 2023. Therefore, the Tribunal will undertake a review of the categories, as part of the 2026 review.

Each of the 138 councils are allocated into one of the following 14 categories:

Metropolitan	Non-metropolitan	County Councils
Principal CBD	Major Regional City	Water
Major CBD	Major Strategic Area	Other
Metropolitan Large	Regional Strategic Area	
Metropolitan Medium	Regional Centre	
Metropolitan Small	Regional Rural	
	Rural Large	
	Rural	

The criteria for each of the categories is outlined in Appendix 1 of the 2025 Annual Determination. A copy of Appendix 1 of the 2025 Annual Determination is attached to this letter.

Submissions

The Tribunal invites submissions from individual councils in respect to categorisation, fees and any general matters as part of this review. **It is expected that submissions are endorsed by their respective council.**

Level 8, 52 Martin Place, Sydney NSW 2000
 ■ GPO Box 5341, Sydney NSW 2001 ■ www.remtribunals.nsw.gov.au

Any submission that Council may wish to make should be received no later than **18 December 2025** and should be emailed to remunerationtribunals@premiersdepartment.nsw.gov.au, attention Joanne Nava.

2025 Annual Determination

In 2025, the Tribunal determined a 3% increase to the maximum and minimum fees, effective 1 July 2025.

In September 2025, the Tribunal also made a special determination relating to the appointed councillors and chairperson for Central Darling Shire Council, in accordance with clause 12(2)(b), Schedule 11 of the LG Act.

A copy of the Tribunal's 2025 Annual Determination can be found at the following link:
<https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>.

Please note that any material provided to the Tribunal may be made available under the *Government Information (Public Access) Act 2009*.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view for the local government sector in NSW.

If you require any further information, please email
remunerationtribunals@premiersdepartment.nsw.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J Nava', with a stylized, flowing script.

Joanne Nava
Remuneration Tribunal Secretariat
16 October 2025

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.



Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.



Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:


- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- 
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
 - have significant natural and man-made assets to support diverse economic activity, trade and future investment
 - typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

12.5 ANNUAL REPORT 2024-2025**File Number:** REP25/673**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** Nil**REPORT**

Provided under separate cover is the 2024-2025 Annual Report for Council's endorsement.

In accordance with legislative requirements the Annual Report will be provided to the Office of Local Government and uploaded to the Council's website.

RESOLUTION 152/2025



Moved: Cr Graham Sinclair

Seconded: Cr Paul Mahon

It was resolved that Council endorse the 2024-2025 Annual Report.

CARRIED

Report by Melissa Boxall

13 ENGINEERING SERVICES**13.1 SUBMISSION ON PROPOSAL TO REDUCE DEFAULT SPEED LIMIT****File Number:** REP25/688**Author:** Engineering Technical Officer**Authoriser:** Executive Manager Engineering Services**Attachments:**
1. TSC Submission [↓](#) 
2. REROC Submission [↓](#) **REPORT**

The Federal Government has undertaken a Regulatory Impact Analysis (RIA) and are proposing to reduce the default speed limit for roads outside of built-up areas. The development of the RIA comes as an action from the National Road Safety Action Plan 2023-2025.

Stakeholders were invited to provide submissions on the proposal by Monday 10 November 2025. Due to the submission timeframe, staff prepared and lodged a submission on behalf of Temora Shire Council, following consultation with Councillors. A copy is attached to this report, along with the submission prepared by REROC.

Integrated Planning and ReportingTemora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 3: Plan attractive, liveable and sustainable towns, villages and rural communities

Delivery Program Strategy: 3.3 Maintain safe, effective and sustainable road networks and supporting infrastructure

Council Policy/Legislation

Australian Road Rules

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

RESOLUTION 153/2025

Moved: Cr Belinda Bushell

Seconded: Cr Brenton Hawken

That Council receive and note the report.

AND FURTHER

That a copy of the submission be sent to The Hon Catherine King Minister for Infrastructure,

Temora Shire Council



TEMORA
The Friendly Shire

Our reference: RNF:ALC

10 November 2025

SUBMISSION

PROPOSED REDUCTION OF DEFAULT SPEED LIMIT OUTSIDE BUILT-UP AREAS

Temora Shire is located in the Riverina Region of NSW, covering approximately 2,800 square kilometres and with a population of 6029 (*ABS estimate, 2023*). The Shire is a major centre for agriculture and is one of the State's leading producers of wheat, canola, other cereals, and wool. Council manages a road network of approximately 1,328 kilometres, comprising 363 kilometres of rural sealed roads and 837 kilometres of rural unsealed roads. The road network provides essential connectivity for agricultural movements, freight and community access between rural properties, townships, and regional centres. Traffic volumes across the network are largely driven by agricultural activity, with a notable increase in Restricted Access Vehicle volumes over the past 10 to 15 years predominantly due to agricultural industry change.

Council wishes to express its strong opposition to the Australian Government's proposal to reduce the default speed limit outside of built-up areas.

Whilst Council shares the Government's commitment to continual improvement in road safety, a blanket speed reduction on lower order roads outside built up areas is an extreme and high impact policy decision that will have a significant negative impact on rural Australia. Council considers it unacceptable to proceed with such a decision without detailed and accurate evidence across all geographic population cohorts of Australia that quantifies and assures both the benefits and the costs of the proposed change.

Council is of the view that the Regulatory Impact Analysis (RIA) forming the basis for the change has significant assumptions that cannot be relied upon, does not represent the true cost and benefits for each geographic cohort of Australia, understates the costs in rural Australia and ultimately is somewhat biased towards action without knowing the true costs or benefits.

Some examples of concern directly from the conclusion of the RIA.

- In particular, there is no comprehensive data on vehicle kilometres travelled or the proportion of fatal and serious injury crashes that occur on roads outside of built-up areas with default speed limits.
- While this scenario analysis provides a structured way of understanding the potential impacts of the proposed policy options on the Australian economy, it does not provide a definitive conclusion about its overall impacts.
- Decreasing the speed limit to 70 km/hr doubles the estimated benefits but triples the estimated costs.
- Compliance and behavioural responses – evidence suggests that not all drivers comply fully with default speed limits or adjust their speed proportionally to speed limit changes. This reduces the certainty of achieving modelled outcomes, particularly under larger reductions.

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Temora Shire Council



- Stakeholder views – larger reductions are likely to face stronger community resistance. A large reduction to 70 km/h has few precedents.
- Implementation risks – lower speed limits impose additional travel time costs and may generate equity concerns for regional and remote communities with fewer transport alternatives.
- The figures in this report are estimates based on the best information available at the time of the analysis, and assumptions have been used where data was not available.

It is clear from the RIA conclusion that there are significant unknowns in relation to benefits and costs across population cohorts. This is not sufficient data needed to make such a high impact decision that will affect millions of rural Australians.

Other considerations and concerns from within the RIA report.

- Executive summary. CBAs typically make a central estimate of the costs and benefits on the basis of relatively certain estimates of quantity and price, allowing for any deviations from these to be handled in sensitivity analysis. However, in attempting to estimate the costs and benefits of a default speed reduction, there are too many uncertainties to be able to make a firm estimate.
- Problem Statement. Australia is marginally below average in relation to fatality rate per 100,000 population across 32 OECD countries, however, Australia is the third largest Country by geographic area and has the best fatality rate of the 5 countries above 1,000,000 km² in area. Further to this, Australia has the lowest population density of all OECD countries at 3.5 (2024) people per square kilometre and the average population density across all OECD countries is estimated to be 39.04 people per square kilometre. This indicates that Australia is vast, has a low relative population base to support a significant road network and comparing Australia to the averages across all OECD countries is not an accurate measure of Australia's performance. The above facts should lead the Australian Government to reconsider targets and goals in relation to road safety. One should question whether zero deaths by 2050 is an achievable target under any potential scenario.
- Problem Statement. An 18.6% increase in fatality rate comparing 2024 to 2020 cannot be attributed to speed zoning. Considering this period against the safe systems framework, speed is assumed to be relatively unchanged and vehicle safety / technology is assumed to be improved. This indicates the issue potentially exists with either driver behaviour, infrastructure performance, or a combination of both. Council would urge the Australian Government to consider this.
- Problem Statement. The report acknowledges that speed is a factor in road crashes, however, the report also expresses that other factors such as distracted driving (i.e. phones), road condition, vehicle safety, young drivers and regulatory noncompliance when viewed collectively may be more important factors than speed, alcohol and fatigue. Council again would urge the Australian Government to consider this.

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Temora Shire Council



- Modelling Approach. Many cost benefit analysis inputs are assumed and can have a major impact on estimated costs and benefits. Further to this, it would appear based on the scenario modelling that costs increase at a greater rate than benefits under the current assessment criteria which would have a significant negative impact if costs are underestimated or benefits overestimated. Other comments on the cost benefit analysis are provided below.
 - Ratio of distance travelled by remoteness of area. Light commercial vehicles seems to be an outlier. Outer regional area suggests that the average light commercial vehicle would travel 16,043km annually. This could be significantly understated with this the primary agricultural transport vehicle.
 - Projected fuel costs used to estimate costs in the report states \$1.62 (petrol) and \$1.61 (diesel) in 2025 dollars. These costs are significantly understated. In a rural Australian context, the stated prices at the extreme low end of what is available in 2025 and the average either short or long term would be significantly higher.
 - The cost benefit analysis does not include the social opportunity cost of spending more time driving.
 - The estimated annual fatalities on unsealed roads (around 65% of total road network) outside of built-up areas is estimated to be 35 annually. This is likely a relatively accurate figure compared to other estimates within the RIA due to surface type being reported in FSI crashes making this an estimate based on actual data. This annual average fatality figure is less than 3% of the 2024 Australian road toll. Any potential road toll reduction perceived to be achieved via a blanket speed reduction on unsealed roads will be inconsequential to the wider Australian road toll and it is assumed the cost associated with this achievement will far outweigh any benefit achieved.
 - The value of a statistical life (VSL) used to calculate benefits is uncertain with two conflicting values stated in the RIA. The RIA uses the AATP value for serious injury crashes, however, then disregards the AATP value of a statistical life choosing the Office of Impact Analysis (OIA) value of \$5.7m. This OIA value is close to double the value of the AATP VSL which would create significant potential overstatement of benefits, noting that AATP was chosen for the serious injury crash cost.
 - The time value estimate for freight used to calculate costs in the cost benefit analysis seems low. Council currently pays between \$180/h to \$220/h for articulated truck transport which is well above the stated combined person plus vehicle cost used to calculate cost of increased travel time.

Temora Shire Council

TEMORA
The Friendly Shire

Temora Shire Council urges the Australian Government not to proceed with reducing the default speed limit outside built up areas. Rural and regional communities already face higher transport costs, greater travel distances, and reduced access to enforcement and public transport. Lowering the default speed limit would add significant burden to rural Australia with limited certainty regarding any benefit. Council encourages a balanced approach that invests in infrastructure, education, technology and regulatory enforcement to improve safety outcomes without disadvantaging rural NSW.

Yours faithfully,

MK Boxall

GENERAL MANAGER



RIVERINA EASTERN REGIONAL
ORGANISATION OF COUNCILS

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Email: mail@reroc.com.au

Website: www.reroc.com.au

ABN: 91 443 421 423

27 October 2025

Dear Sir/Madam,

Re: Submission on the Regulatory Impact Analysis – Proposed Changes to Default Speed Limits Outside Built-Up Areas

On behalf of the Riverina Eastern Regional Organisation of Councils (REROC), we wish to express our strong concerns regarding the proposed changes to default speed limits outside built-up areas, as outlined in the Regulatory Impact Analysis (RIA).

REROC member Councils include Bland Shire Council, Coolamon Shire Council, Cootamundra-Gundagai Regional Council, Greater Hume Shire Council, Junee Shire Council, Lockhart Shire Council, Temora Shire Council and Goldenfields Water County Council.

REROC councils are responsible for the management of extensive regional road networks, disaster response coordination, and the delivery of essential services to over 48,000 rural, regional and remote residents living in our communities, covering 28,000km². We acknowledge the importance of improving road safety and reducing fatalities and serious injuries. However, we believe the proposed blanket reduction of default speed limits, particularly on unsealed roads, will have significant negative consequences for regional communities, economies, and local governments.

Our Key Concerns include:

1. Travel Time and Accessibility Impacts

Regional residents routinely travel long distances to access employment, education, healthcare, and other essential services. Lowering default speed limits will increase travel times, reduce accessibility, and exacerbate the isolation of smaller towns and villages. This undermines efforts to promote regional liveability and population growth.

Of particular concern is emergency healthcare access. In regional areas, residents often rely on timely travel to reach hospitals or urgent care facilities located in larger centres. A reduction in speed limits could delay critical medical interventions, including stroke, cardiac, and trauma responses, where every minute counts. This not only affects patient outcomes but also places additional pressure on emergency services and retrieval teams.

For example, a 20 km/h reduction in speed over a 100 km journey adds 12 minutes each way, a delay that could be life-threatening in emergency situations.

2. Economic and Freight Productivity Losses

Our region is a major contributor to Australia's agricultural output and freight logistics. Slower travel speeds will increase costs for producers and freight operators, reduce supply chain efficiency, and potentially raise prices for consumers. These changes will disproportionately affect regional businesses and industries already facing infrastructure and service delivery challenges. The NSW Freight Data Hub shows that freight productivity is closely tied to travel time reliability and road condition. Additionally, *REROC's Regional Freight Transport Plan*

Strong Region Progressive Local Government Vibrant Communities

has mapped freight routes of regional significance and identified infrastructure constraints that already hinder efficient movement of goods in the region.

Many of our LGAs are farming communities, and as such there are significant time constraints during harvest time with a need to get crops off promptly. Lowering speed limits will reduce this turnaround time effectively lowering productivity. This may lead to a greater push for increased truck tonnage allowances to make up for the speed reduction. This in turn increases safety concerns and will result in negative impacts on the road repair costs.

3. Infrastructure and Maintenance Shortcomings

This proposal appears to be a substitute for addressing the critical underlying issue: which is **inadequate** investment in regional road infrastructure. Rather than reducing speed limits, governments should prioritise upgrading and maintaining regional roads to ensure they are safe and fit for purpose.

4. Operational Challenges for Local Government

Local Councils already face significant resource constraints in managing vast road networks. Implementing and enforcing new speed limits will require additional signage, monitoring, and community engagement, without corresponding funding or support. This places further strain on Local Government budgets and capacity.

5. Reduced Liveability and Community Wellbeing

The proposed changes risk making regional communities less attractive to live in or invest in. Longer travel times and reduced mobility will discourage relocation to regional areas, hinder tourism, and limit access to services. This is contrary to national and statewide objectives to decentralise population growth and strengthen regional economies.

Recommendations:

Some of our recommendations in response to the proposed speed limit changes are:

- **Engage directly with regional councils and communities** to co-design solutions that balance safety, mobility, and economic viability.
- **Invest in regional road upgrades and maintenance**, rather than relying on speed reductions to mitigate safety risks.
- **Targeted speed reductions** should be applied only to roads identified as high-risk through evidence-based assessments.

The Consultation RIA itself acknowledges that 85% of road deaths outside major cities occurred on roads with speed limits at or above 80 km/h but also notes limited data on vehicle-kilometres travelled and crash distribution on unsigned roads.

Furthermore, many modern vehicles are equipped with advanced safety technologies such as lane-keeping assistance, adaptive cruise control, collision avoidance systems, and electronic stability control. These features significantly enhance driver safety and vehicle performance, even at higher speeds. Rather than imposing blanket speed reductions, policy should focus on driver education, enforcement of existing laws, and promoting responsible driving behaviour. Empowering drivers to make informed decisions based on road conditions and vehicle capabilities is a more balanced and effective approach to improving safety.

In conclusion, REROC urges the Australian Government to reconsider the proposed changes and work collaboratively with regional stakeholders to develop a more nuanced and effective approach to road safety.

We welcome further dialogue and consultation on this matter and invite the Minister to discuss this proposal with our Member Councils and other key stakeholders in our region.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Firman', followed by a period.

Cr. Rick Firman OAM
Chairman

14 ENVIRONMENTAL SERVICES**14.1 DRAFT SEWAGE MANAGEMENT PLAN****File Number:** REP25/668**Author:** Town Planner**Authoriser:** Director of Environmental Services**Attachments:** 1. Draft Onsite Sewage Management Plan [!\[\]\(ec9132f1d27c8919987d92907322654d_img.jpg\) !\[\]\(9db1a20e6fdae9c15975d240125424df_img.jpg\)](#)**REPORT**Background

At the March 2025 Council Meeting, Councillors considered a report in relation to the Aria Park Sewerage Services Options – Community Meeting Outcomes. At this meeting it was resolved that Council:

1. Not pursue a reticulated sewerage system for Aria Park village, and
2. That the General Manager create a draft Onsite Sewerage Waste Water Management Strategy and report back to Council.

Council currently has a Sewage Management Plan in place. However, as this plan has not been reviewed since 2021, it is appropriate to review and update this plan to respond to this resolution of Council.

Draft Plan

A copy of the draft plan is attached for the consideration of Council.

Proposed amendments to the current plan are shown in red.

In summary, the updates proposed for this plan are:

- Update references to current legislation
- Clarification that the plan applies to land not serviced by a reticulated sewer service
- Provide detail of the range of onsite sewer systems
- Provide information about risk categories
- Provide a method of assessment for sites identified as medium or high risk sites
- Provide details about approvals of onsite sewage management systems
- Clarifying that low risk systems are only inspected upon receipt of a complaint to Council
- Deleted sections of the plan that are not required

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective 2. Sustain and enhance our natural environment for community wellbeing and wildlife conservation

Delivery Program Strategy 2.2 Effectively manage waste, water and sewerage

Council Policy/Legislation

PR1 Onsite Sewage Management Plan

Options

Council has the options of:

1. Place the Draft Onsite Sewage Management Plan on public exhibition, or
2. Make further amendments to the draft plan and then place on public exhibition, or
3. Take no action

Council also has the option that if the draft plan is placed on public exhibition, if there are no submissions, consider the plan adopted at the completion of the public exhibition.

If any submissions are received, the draft plan will be presented to a future Council Meeting to enable Council to consider these submissions.

Budget Implications

Nil

Risk Implications

The proposed updates to the current Sewage Management Plan are considered by Council officers to be necessary, in order to clarify Council's position in relation to requirements for the assessment of new onsite sewage management systems. If these amendments are not included within the plan, Council officers consider that there is a risk that Council's position is unclear.

RESOLUTION 154/2025

Moved: Cr Graham Sinclair

Seconded: Cr Brenton Hawken

It was resolved that Council:

1. Place the Draft Onsite Sewage Management Plan on public exhibition for 28 days and
2. Determine to adopt the Draft Onsite Sewage Management Plan, as exhibited, if no submissions are received at the conclusion of the public exhibition.

CARRIED

Function: Planning Regulatory

Temora Shire Council

Policy Number: PR1

TEMORA SHIRE COUNCIL



ON-SITE SEWAGE MANAGEMENT PLAN

DRAFT

Revision Number: 4
File Name: On-Site Sewage Management Plan

Revision Date: November 2025
Page Number: Page 1 of 27

*Function: Planning Regulatory**Temora Shire Council**Policy Number: PR1***Review Details****ABOUT THIS RELEASE**

DOCUMENT NAME: On-Site Sewage Management Plan
CODE NUMBER: PR1
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
August 2018	Revision			
October 2021	Revision			
November 2025	Revision			

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
November 2028	Review		Manager, Planning & Regulation

Revision Number: 4
File Name: On-Site Sewage Management Plan

Revision Date: November 2025
Page Number: Page 2 of 27

Function: Planning Regulatory

Temora Shire Council

Policy Number: PR1

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ON-SITE SEWAGE MANAGEMENT PLAN

1. Introduction

Effective management of domestic sewage and wastewater is an important consideration for the health of *Temora Shire Council* residents and the environment. It requires the active involvement of both Council and landholders.

Management of sewage on-site will not be seen as the simple disposal of an unwanted nuisance. Wastewater, including the nutrients and organic matter it contains, will be managed appropriately and used whenever possible.

This Management Plan has been developed to help *Temora Shire Council* assess, regulate and manage the selection, design, installation, operation and maintenance of on-site sewage management systems.

This Management Plan is prepared in accordance with the requirements of the Local Government Act 1993 and Local Government (General) Regulation 2021. This Management Plan draws upon the principles, technical data and overall advice contained in the Onsite Wastewater Management Guidelines prepared by the Office of Local Government. These guidelines assist councils in NSW to manage and regulate onsite wastewater management systems (OWMS) in a systematic way that is cost-effective, consistent with regulatory standards and Government policies, and in accordance with current best practice. The Guidelines aim to reduce the risk to public health and the environment.

OWMS include all systems operated with approval under section 68 of the Local Government Act 1993.

2. Purpose

This Management Strategy applies to all OSMS in the Temora Shire Council Local Government Area that do not directly discharge into council sewer mains and are not regulated under a pollution control license by the Environment Protection Authority.

The purpose of the On-site Sewage Management Plan is to:

- guide landholders towards sustainable on-site management of domestic sewage and waste water
- protect and enhance the quality of public health and the environment in the long term within the *Temora Shire*.
- to assist Council to prioritise resources for the efficient regulation and monitoring of on-site sewage management systems within its area

3. Objectives

The objectives of this On-Site Sewage Management Plan are -

Prevention of public health risk - sewage contains bacteria, viruses, parasites and other disease-causing organisms. Contact with effluent should be minimised or eliminated, particularly for children. Insects can also act as vectors for disease where they have access to effluent. Residuals, such as composted material, should be handled carefully. Treated sewage should not be used on edible crops that are consumed raw

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Protection of surface water - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that surface waters are not contaminated by any flow from treated systems and land application areas (including effluent, rainfall run-off and contaminated groundwater flow)

Protection of groundwater - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that groundwater will not be contaminated by any flow from either the treatment systems or land application areas

Protection of land - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that land is not contaminated by any flow from treated systems, effluent, rainfall run-off or contaminated groundwater flow

Conservation and reuse of resources - the resources in domestic wastewater (including nutrients, organic matter and water) should be identified and utilised as much as possible within the bounds posed by the other performance objectives; water conservation should be practised and wastewater production should be minimised

Protection of community amenity - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that they do not unreasonably interfere with quality of life. Where possible, such systems should enhance the local amenity - special consideration should be given to aesthetics, odour, dust, vectors and excessive noise.

4. Goals

The goals of this On-site Sewage Management Plan are to:

- review council development standards and approval criteria for subdivision, development and building to ensure that appropriate provision is made for sustainable on-site sewage management when residential development occurs in non-sewered area
- identify the additional resources needed to support on-site sewage management systems
- identify and maintain a database of all on-site sewage management systems
- identify additional public infrastructure needed to support on-site sewage management systems
- adopt a partnership approach with households and service agents to support continual improvement of on-site sewage management
- map and maintain details of soil and site conditions and suitability for on-site sewage management systems
- consult with householders on the development and implementation of a strategy to eliminate illegal discharges from pump-out systems

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- specify qualifications and accreditation processes for third parties wishing to certify maintenance work and/or compliance with approval standards for all types of systems
- consult with local service agents to ensure that they are aware of qualification and accreditation procedures
- ensure that all on-site waste management systems assessed as being high or medium risk are inspected by qualified and accredited people at the intervals determined through the risk assessment process
- to co-operate with householders, to develop site-specific sewage management plans which resolve identified problems

5. Onsite Sewage Treatment and Disposal

5.1 On-Site Sewage Treatment Process

Human health and the environment can be adversely affected by neglected or failing OSMS.

Treatment by a conventional septic tank involves the settling out of solids, floatation of fats and grease and the breakdown of both by bacteria. This level of treatment achieved means the effluent can only be safely disposed of underground via absorption trenches, transpiration beds or similar.

Aerated Wastewater Treatment Systems (AWTS) use mechanised aeration and disinfection processes that allow irrigation of effluent on a designated area as a safe means of disposal. Disposal areas must restrict access for humans, especially children, vehicles and livestock for human consumption. AWTS must be operated and maintained in accordance with the NSW Department of Health Accreditations. They must be serviced by a suitably qualified service provider at the frequency specified in the accreditations.

5.2 On-Site Disposal Methods

A major risk may be posed to human health and the environment by OSMS from the failure of the disposal area. Failing underground disposal or the inappropriate method of irrigation of effluent is cause for concern. Failing underground disposal areas result in untreated effluent ponding or being pumped onto the ground surface. Untreated effluent on the soil surface allows human health to be compromised through direct contact with the effluent, or via disease carrying vectors such as insects.

Failing underground disposal systems near waterways or water bodies will increase the risk of water being contaminated with effluent. This contamination will have an adverse effect on the environment and human health. Underground disposal areas can also add significantly to the recharge of groundwater. When this is coupled with recharge from over-watering of garden areas the water table can be raised sufficiently which can cause salinity to occur. This will most likely occur in areas that have a large number and high density of OSMS. Community amenity can also be affected by failures of OSMS with the creation of offensive odours, insect breeding sites and unsightly land.

The inappropriate irrigation of treated effluent, such as watering fruit/vegetable gardens or unrestricted access to irrigation areas creates a human health hazard. Inappropriate irrigation techniques may also lead to ponding of wastewater and contamination of water

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bodies. An exclusion method for vehicles and livestock on effluent disposal areas is required and is a condition of approval.

5.3 Risk Categories

Council will undertake an assessment of each site to determine the level of environmental risk and assess the suitability of the proposed method of sewage treatment and disposal. Factors considered as part of the risk assessment include: lot size, topography, proximity to neighbouring dwellings, and proximity to water courses. Based on the conditions present at the proposed site, Council can determine if the site is considered to be a low, medium or a high risk site.

Sites on Primary Production zoned land may be determined to be low risk and suitable for the installation of a conventional septic tank. These sites typically include rural land with large land areas available to accommodate absorption trenches and are unconstrained by steep topography or nearby watercourses. The use of a AWTS is also acceptable. This includes proposals involving large homes of 4-5 bedrooms. If a site is considered to be constrained, it may be determined to be a medium or high risk site, and soil testing will be required.

Sites on large lot residential zoned land, with land area of approximately 1-2 hectares, where an AWTS is proposed, may also be considered to be low risk, where steep topography and/or watercourses are not considered to be issues of concern. This includes proposals involving large homes of 4-5 bedrooms. If a site is considered to be constrained, it may be determined to be a medium or high risk site, and soil testing will be required.

Generally, for sites in the Village zone, the use of an AWTS is the only suitable method of onsite sewage disposal. The level of risk will depend on the lot size and the proposed dwelling size. A site may be determined to be low risk if there is sufficient onsite disposal area relative to the size of the proposed dwelling. If a proposal is determined to be medium or high risk, a soil test will be required to confirm that suitable disposal areas are available.

Some sites determined to be medium or high risk may only be suitable for an AWTS.

5.4 Approval and Installation – New OSMS and Alter Existing OSMS

The installation and operation of any new OSMS at a medium or high risk site requires an approval. An application to install such a system on a specific medium-high risk site shall include:

a) OSMS Application with a Soil Report by a suitably qualified and accredited Soil Consultant/Engineer detailing.

- Site and soil assessment which addresses climate, topography, geology and vegetation aspects
- The most appropriate system for the subject property
- A recommendation for the proposed configuration and location of the system within the property together with supporting calculations

b) Site plan

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- Drawn to scale 1:100 or larger
- Showing the location of the septic tanks and disposal area with distance from all building and property boundaries
- Indicating position of all fittings and drainage lines
- Indicating distances to any environmentally sensitive areas e.g. rivers, creeks, bores, drainage gullies, farm dams etc.
- c) Manufacturers Specifications with Accredited Certificates
- Full specification for the proposed system
- NSW Department of Health – Certificate of Accreditation

5.5 Approval to Operate

An OSMS must be operated:

- In accordance with the relevant operating specifications and procedures (if any) for the on- site sewage management facilities used for the purpose, and
- So as to allow the removal of any treated sewage (and any by-product of any sewage) in a safe and sanitary manner.

It is a condition of an approval to operate a system of sewage management to comply with the requirements of Section 45 Local Government (General) Regulation 2021 that:

- The OSMS must be maintained in a sanitary condition and must be operated in accordance with the relevant legislated requirements.
- A OSMS must not discharge into any watercourse or onto any land other than its related effluent application area.
- The conditions on any certificate of accreditation issued by the Secretary of the Ministry of Health in respect of the plans or designs for any components of the OSMS must be complied with.
- The person operating the OSMS must provide details of the way in which it is operated, and evidence of compliance with the relevant requirements of relevant regulation and of the conditions of approval, whenever the council reasonably requires the person to do so.

Approval to Operate – Change of Ownership

In accordance with Local Government (General) Regulation Section 46 an Approval to Operate OSMS extends to concurrent owners and occupiers.

It remains the responsibility of new owners to obtain a copy of the original approval and ensure that the system is operated and maintained in accordance with the conditions of approval.

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6. Programs

The council has identified the following programs as being necessary for the effective and efficient implementation of its On-site Sewage Management Plan. It is Council's intention to use these programs to ensure the effective delivery and application of the Plan.

6.1 Environmental Assessment Program

Council will undertake assessment of each individual site based on the criteria contained in the Risk Assessment Matrix. (See *Annexures 1 & 2*).

In undertaking this assessment council officers will be mindful of the individual environment in which the system is to be located and will determine the total impact the system is likely to have on the immediate environment as well as the environment of the council area as a whole.

Council officers will also consider the likely impact of proposed or existing systems on neighbouring council areas.

Council will consult with appropriate Government organisations that have an interest in the environment (DPHI, LLS, EPA, OLG, Dept Health) where necessary.

6.2 Environmental Overview of the Temora Shire Local Government Area

The Temora Shire is located within the Riverina region of New South Wales. It is located 80 kilometres north of Wagga Wagga, forming part of the rich sheep and wheat belt.

The Shire of Temora contains one major centre of population, that being Temora, which has a population of 4,560. The small rural town of Aria Park located 32 kilometres due west of Temora contains a population of 450. There are also two smaller villages of Reefton and Springdale.

The towns and villages of Temora Shire have low density population, with residential allotments ranging from 650m² to 1000m².

The major township is serviced by a gravitational sewerage system, and since 1979 has incorporated an effluent reuse scheme which provides all of the town's sporting and recreation areas with a treated supply of irrigation water.

The surrounding hinterland of Temora, the villages of Aria Park, Springdale and Reefton, as well as dwellings on rural properties, utilise conventional septic tanks or aerated wastewater treatment systems (AWTS) with treated wastewater disposal onsite.

The Shire has an approximate area of 2,813 square kilometres, which experiences low summer humidity with an average temperature of 30°C and high winter humidity with an average temperature of 15°C. Rainfall within the area is commonly recognised as 584mm per annum, predominantly from the west and generally distributed through winter and spring. Rainfall in the summer months is usually storms, producing short heavy downpours, resulting in minor local short term flooding to many areas in the Shire.

It is estimated that Temora Shire has some 1,300 onsite sewage treatment plants, which generally serve the large rural holdings throughout the Shire.

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The town of Ariah Park has approximately 200 of these onsite sewage treatment plants, which are conventional septic tanks or AWTSSs.

Due to the relatively small nature of these village allotments, Council is of the opinion that, it is this area that has the greater potential to adversely impact on the environment, and public health.

However, having stated this, it is evident from Council's records that during the past thirty years, only a very small number (<10) septic tank installations have been a source of concern.

6.3 Regulatory Program

Council's regulatory programs to meet the stated goals will include the following:

- all existing on-site sewage management systems will be registered with council (see *Annexure 4*)
- applications will be obtained for all new on-site sewage management systems
- the specifications of various on-site systems will be checked
- each on-site sewage management system will be assessed as per the established criteria contained in Council's Risk Management Matrix (see *Annexure 1*)
- sites inspected as per the assessed level of risk, determined through the Risk Management Matrix:
 - **Low risk**, exempt from inspection, **except upon receipt of complaint to Council**
 - **Medium risk**, inspection to occur between 3 and 5 years to be determined at the time of assessment
 - **High risk**, inspection to occur every one to two years
 - **Aerated Wastewater Treatment Systems (AWTS)**, inspection to occur according to the assessed risk determined by Council at the time of assessment. The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit the certificate will result in Council inspecting the AWTS at cost to the owner.
- all owners/occupiers with on-site sewage management systems to be advised in writing of the assessment of the site and the need for inspections
- where sites are assessed as being high or medium risk and inspections are to be carried out by an accredited provider, such inspections will be paid for by the householder
- advise the NSW Government Department responsible for funding sewerage schemes of the need to install a sewerage scheme in a particular area or location to serve residents where this is required in the interest of public health and the environment
- Council will develop and maintain a database of all on-site sewage management systems operating within its boundaries.

6.4 Risk Assessment Program

Council has adopted a system of risk assessment; the level of risk will determine the level of inspection.

When assessing the level of risk, the Council Officer or Accredited Service Technician will utilise the stated risk assessment criteria (see *below*) together with information provided by the householder on their application or registration forms, council's planning

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documents, information from relevant authorities and his or her own knowledge of the area.

RISK ASSESSMENT FACTORS	LEVEL OF RISK		
	HIGH	MEDIUM	LOW
In an environmentally sensitive area			
Area of land			
Distance from nearest body of water			
Soil type			
Distance to downhill boundaries			
Number of bedrooms in residence/occupants of premises			
Landfall/slope			
Level of groundwater/nearest bore			
Arrangements for stormwater diversion			
Type of system proposed/in use			
Rainfall			
Proximity to human activity			
Other site specific factors:			
OVERALL RISK ASSESSMENT			

Each of the criteria is considered individually and a risk level determined for each. Council may choose to include additional criteria to reflect specific issues relevant to a particular area. The Council Officer responsible may also choose to determine “weightings” for each criteria to assist in the decision making process.

Once the assessment has been undertaken and the weighting determined (which may vary from site to site) then the assessor determines the overall risk level of the site.

The risk assessment determines the frequency of inspection. Inspections will be as follows:

- **High risk** systems to be inspected every 1 - 2 years.
- **Medium risk** systems to be inspected every 3 - 5) years. The assessor may decide the inspection frequency within this time frame, using the risk assessment factors as a guide.
- **Low risk** systems are exempt from inspection, **except upon receipt of complaint to Council**
- **Aerated Wastewater Treatment Systems (AWTS)** will be inspected according to the level of risk assigned at the initial inspection. The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit a certificate will result in Council inspecting the AWTS at cost to the owner.

Council will determine a suitable schedule of review of the risk assessments to ensure the protection of the environment.

6.5 Monitoring Program

The following processes will be put into place to ensure that both existing and proposed systems are adequately monitored:

- inspections to be carried out on existing sites where deemed necessary by the nominated council officer

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- on-going inspections of on-site sewage management systems to be carried out in accordance with the inspection regime determined at the time of assessment
- to ensure a consistency of approach to inspections of on-site sewage management systems all inspections will utilise the appropriate inspection checklist (see Annexure 3) and attach the completed checklist to the inspection report at the time of lodgement
- aim to inspect all on-site sewage management complaints within (48) hours of notifications
- issue orders/notices where necessary for faulty, defective, unhealthy on-site sewage management systems
- use the database to ensure that inspections of on-site sewage systems have occurred by the due date and that the results of those inspections have been lodged with council
- where inspections indicate faulty, defective or unhealthy systems notify the owner/occupier and then co-operate with the householder to develop a site-specific sewage management plan which will resolve the identified problem/s
- where inspections and maintenance certificates have not occurred by the due date, send reminders to owners/occupiers
- where the inspection or maintenance certificate continues to be outstanding council officers will visit the site and conduct the required inspection, fees to be charged for the visit are to be determined by council

Council will also undertake the following activities in order to monitor the impact of systems on the local environment:

- regular monitoring of the water environment in sensitive areas (alluvial, flats, granite and basalt aquifers, wetlands);
- implementation and evaluation of the On-site Sewage Management Plan

6.6 Emergency Response Program

Response procedures by the Council in the case of emergencies shall be:

- inspection of site within (48) hours;
- contact the owner/occupier of the property affected by the emergency;
- issue a Council Order if necessary.

6.7 Service Program

Council will identify opportunities to improve services to households on an on-going basis.

Council will identify additional resources needed to support on-site sewage management systems and will determine the costs involved.

~~5.8 — Accreditation of On-site Sewage Management System Service Providers~~

~~Council will utilise the process agreed to by all REROC Councils with regard to the accreditation of service providers. That process will be as follows:~~

- ~~• all persons wishing to become service providers to undertake and successfully complete the REROC approved course offered by TAFE NSW~~
- ~~• Service Providers to advise REROC or the Council of completion of the above course together with documentary evidence~~
- ~~• names of all accredited Service Providers to be placed on the REROC website to enable access by all member councils~~

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5.8 Community Consultation

~~Council will undertake a process of community consultation prior to the final adoption of its On-site Sewage Management Plan. Council's consultation process may include the following individuals, organisations and agencies:~~

- ~~• householders~~
- ~~• communities~~
- ~~• local environment groups~~
- ~~• Landcare~~
- ~~• Department of Land and Water Conservation~~
- ~~• Environment Protection Agency~~
- ~~• Department of Health~~

~~Council will undertake further consultation with the community should it be necessary to make significant amendments or changes to the way in which the Plan is delivered to consumers.~~

6.8 Educational Program

Council will undertake the following educational activities in relation to on-site sewage management systems:

- Council will ensure its own staff are appropriately trained to assess, monitor and inspect on-site sewage management systems
- Council will conduct public awareness activities for on-site sewage householders to ensure they understand the best and most effective ways to maintain their systems
- Council will utilise resources developed by the NSW Department of Local Government and RERO to assist in the educational process

7 Resources

The resources identified will assist council staff and householders to make effective and efficient assessments about the operation of their on-site sewage management system.

7.1 Funding

Council will adopt a user-pays approach to the implementation of facets of the on-site sewage management planning.

Council recognises that it is able to raise revenue for the programs and services provided through the following avenues:

- ordinary rates for general council administration purposes
- charges for on-site sewage management services actually provided to particular properties
- approved fees for services (including regulatory services) to people

Council will determine the appropriate revenue mix for the on-site sewage management activities during estimates each year. Council's revenue policies are detailed in the latest Council Integrated Planning and Reporting documents.

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7.2 Legislation

In implementing this Plan *Temora Shire Council* shall take into consideration the:

- Local Government Act 1993
- Part 3 of the Local Government (Approvals) Regulation 1993
- Local Government (General) Regulation 2021
- land use and development control functions under the Environmental Planning and Assessment Act 1979,

Council will also use its powers, when required, as contained in the:

- Local Government Act 1993
- Public Health Act 2010
- Protection of the Environment Operations Act 1997
- All human waste treatment devices should be accredited by NSW Health.

7.3 Council Planning Instruments

The following Council planning instruments will impact or are likely to impact on the implementation and delivery of the On-site Sewage Management Plan:

- Temora Local Environment Plan 2010
- Temora Shire Development Control Plan 2012
- Stormwater Catchment Management Plan
- Temora Floodplain Risk Management Study and Plan 2024
- Ariah Park and Springdale Floodplain Risk Management Study and Plan 2024

8. Evaluation

Council will maintain an on-going evaluation of the Plan. Results of the assessment, monitoring and evaluation will be included in Council's State of the Environment Report.

8.1 Proposed Actions

Council proposes the following actions to fulfil the goals stated in Section 4 of this Management Plan:

Goals	Actions
4.1 Review council development standards and approval criteria for subdivision, development and building, to ensure that appropriate provision is made for sustainable on-site sewage management when residential development occurs in non-sewered areas	<ul style="list-style-type: none"> ♦ identify all areas of council which are affected by or can affect the OSMP ♦ identify processes already in place that address the objects and goals of the OSMP ♦ identify "gaps" in the process with regard to the effective implementation of OSMP ♦ determine strategies and processes to fill identified gaps
4.2 Identify the additional resources needed to support on-site sewage management systems	<ul style="list-style-type: none"> ♦ conduct audit of existing facilities ♦ identify gaps in facilities ♦ community consultation to identify community

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	<ul style="list-style-type: none"> needs ◆ make list of possible infrastructure projects
4.3 Survey and maintain a database of all existing systems	<ul style="list-style-type: none"> ◆ build database shell ◆ send surveys to targeted households ◆ input responses on database
4.4 Identify the additional public infrastructure needed to support on-site sewage management systems	<ul style="list-style-type: none"> ◆ identify current on-site sewage management problems which could be resolved via additional infrastructure ◆ consult other staff to determine future developments that will require on-site sewage management ◆ determine costings for additional infrastructure
4.5 Adopt a partnership approach with households and service agents to support continual improvement of on-site sewage management	<ul style="list-style-type: none"> ◆ determine on-going consultation process ◆ develop a communications strategy ◆ develop appropriate training programs and educational materials for householders and service agents
4.6 Map and maintain details of soil and site conditions and suitability for on-site sewage management systems	<ul style="list-style-type: none"> ◆ identify all high risk areas ◆ determine suitability of all council areas to support on-site sewage management ◆ flag areas assessed as high or medium risk ◆ require geotechnical reports for all new subdivision applications
4.7 Consult with householders on the development and implementation of a strategy to eliminate illegal discharges from pump-out systems	<ul style="list-style-type: none"> ◆ develop and implement consultation process ◆ determine and implement feedback mechanisms for consultation process
4.8 Specify qualifications and accreditation processes for third parties wishing to certify maintenance work and/or compliance with approval standards for all types of systems	<ul style="list-style-type: none"> ◆ determine competencies needed to effectively undertake certification and compliance work ◆ determine what occupations service agents are likely to be drawn from ◆ determine qualifications required for accreditation
4.9 Consult with local service agents to ensure that they are aware of qualification and accreditation procedures	<ul style="list-style-type: none"> ◆ advise service agents of means of accreditation ◆ develop database to record accredited service providers
4.10 Ensure that all on-site waste management systems assessed as being high or medium risk are inspected by qualified and accredited people at the intervals determined through the risk assessment process	<ul style="list-style-type: none"> ◆ implement database system which allows “flagging” of inspection times ◆ develop and implement recording processes for inspections
4.11 Co-operate with householders, to develop site-specific sewage management plans which resolve identified problems	<ul style="list-style-type: none"> ◆ identify sites that have problems ◆ develop and implement consultation process with householders

9. Continuing Improvement – Review of the Plan

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Temora Shire Council makes a commitment to the continuing improvement in the regulation and operation of on-site sewage management systems.

To that end, Council undertakes to review this Plan on an annual basis to ensure that it reflects the needs and concerns of Council's residents as well as meeting the changing needs of the environment in which Council operates.

In addition, Council will review its other planning instruments to ensure they reflect the decisions and actions of this Plan.

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Annexure 1

ASSESSING THE RISK OF AN ON-SITE SEWAGE MANAGEMENT SYSTEM
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INTRODUCTION

In determining the most effective and efficient way of assessing risk, the REROC Working Party elected to formulate a Risk Assessment Matrix.

The Risk Assessment Matrix has been designed as a simple and straightforward tool to assist anybody assessing an On-site Sewage Management System to determine the level of risk attached to that system. The level of risk will determine the frequency of inspection required.

The Matrix is designed to adapt to individual council situations and for that reason is not prescriptive. The intention of this tool is that its application should reflect the needs of individual councils. The Matrix lists criteria that affect the level of risk associated with the operation of an On-site Sewage Management System. The criteria have been drawn from the publication "Environment and Health Protection Guidelines – On Site Sewage Management for Single Households" and the experience and knowledge of the REROC Working party.

The registration and application forms included in this Kit are designed to provide the information needed to complete the Matrix.

USING THE MATRIX

When assessing the level of risk the Council Officer or Accredited Service Technician must utilise the stated risk assessment criteria together with information provided by the householder on their application or registration forms, Council's planning documents, information from relevant authorities and his or her own knowledge of the area.

Each of the criteria are considered individually and a risk level determined for each (a tick in the box). Council may choose to include additional criteria to make it more effective for their individual area. The Council Officer responsible may also choose to determine "weightings" for each criteria to assist in the decision making process.

Once the assessment has been undertaken (a tick placed in all boxes) and the weighting determined (which may vary from site to site) then the assessor determines the overall risk level of the site.

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Weightings – for Use as a Guide Only

Below is a suggested Guide to the weighting of assessment criteria. Councils intending to utilise this tool should review and revise it to ensure it adequately reflects the conditions found in their own LGA.

Environmentally sensitive area	High (25 points)	Medium (10 points)	Low (0 points)
Area of land	High (15 points)	Medium (5 points)	Low (0 points)
Distance from nearest waterbody	High (25 points)	Medium (10 points)	Low (0 points)
Soil Type	High (15 points)	Medium (5 points)	Low (0 points)
Distance to down hill boundary	High (10 points)	Medium (2 points)	Low (0 points)
Landfall Slope	High (15 points)	Medium (5 points)	Low (0 points)
Level of Groundwater	High (25 points)	Medium (10 points)	Low (0 points)
Arrangements for Stormwater	High (15 points)	Medium (5 points)	Low (0 points)
Rainfall	High (5 points)	Medium (2 points)	Low (0 points)
Proximity to Human Activity	High (15 points)	Medium (10 points)	Low (0 points)
Type of System	High (15 points)	Medium (10 points)	Low (0 points)

The overall score obtained can be used to assist the council officer in determining the level of risk. For the above example the following could be used:

- < 25 = low risk
- > 25 but less than 50 = medium risk
- > 50 = high risk

Frequency of Inspections

The risk assessment determines the frequency of inspection.

- **High risk** systems will require inspection every 2 years.
- **Medium risk** systems will require inspection every 3 - 5 years. The assessor may decide the inspection frequency within this time frame, using the risk assessment factors as a guide.
- **Low risk** systems are exempt from inspection.
- **Aerated wastewater treatment systems (AWTS)** will be inspected according to the level of risk assigned at the initial inspection. It is suggested that inspections be required on a quarterly basis.

The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit a certificate will result in Council inspecting the AWTS at cost to the owner.

Council will determine a suitable schedule of review of the risk assessments to ensure the protection of the environment.

Function: Planning Regulatory

Policy Number: PR1
Temora Shire Council

RISK ASSESSMENT MATRIX

Annexure 2

THIS FORM IS FOR COUNCIL USE ONLY

PROPERTY ADDRESS:..... OWNER/OCCUPIER NAME:.....

TYPE OF SYSTEM IN USE:.....

RISK ASSESSMENT FACTORS	LEVEL OF RISK			NOTES
	HIGH	MEDIUM	LOW	
In an environmentally sensitive area				
Area of land				
Distance from nearest body of water				
Soil type				
Distance to downhill boundaries				
Number of bedrooms in residence/occupants of premises				
Landfall/slope				
Level of groundwater/nearest bore				
Arrangements for stormwater diversion				
Type of system proposed/in use				
Rainfall				
Proximity to human activity				
Other site specific factors:				
OVERALL RISK ASSESSMENT				

This matrix was completed by:

Name:.....Signature:.....Date:.....

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Advice Sent to Householder
Date:

*Function: Planning Regulatory**Temora Shire Council**Policy Number:PR1*

Annexure 3

INSPECTION CHECKLIST

In order to ensure that inspections carried on behalf of Council are consistent, the following checklist has been developed for use by both internal and external assessors.

In determining the checklist the Working Party consulted the Conditions of Approvals set out in the Onsite Wastewater Management Guidelines, April 2025, prepared by the NSW Government Department of Planning, Housing and Infrastructure – Office of Local Government, in addition their own knowledge of existing Conditions of Approval operating in REROC councils.

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Function: Planning Regulatory

Temora Shire Council

Policy Number: PR1

INSPECTION CHECKLIST FOR AN ON-SITE SEWAGE MANAGEMENT SYSTEM

Date of Inspection: _____ **Current Risk Category:**
High/Medium/Low

PROPERTY DETAILS

Address of property

Lot & DP Numbers _____

Assessment

Number _____

Area of Land _____ metres²/hectares

☐

Residential Use

☐

Non-residential Use

OWNER/OCCUPIER

Owner's
name _____

Postal address

Occupier's Name

TYPE OF SYSTEM

Manufacturer (if known) _____ Size
(L) _____

☐

Septic Tank

☐

Aerated Waste Treatment System (AWTS)

☐

Other (please specify)

Year Installed: _____ Date Last Inspected: _____

Date of Last Pump-out: _____

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DISPOSAL AREA

Distance of disposal area from the nearest watercourse? _____ m/km

Describe the watercourse _____

Distance of disposal area from the nearest downhill boundary _____ m/km

Distance of disposal area from nearest residence _____ m/km

Distance of disposal area from nearest bore _____ m/km

Level of groundwater (if known) _____ m

Is there are physical barrier between the disposal area and the watercourse? Yes/No

Is stormwater runoff diverted away from the disposal area? Yes/No

SITE INSPECTION REPORT**For all Systems:**

Can any odours be detected? Yes/No

Is there evidence of effluent at ground surface? Yes/No

What is the length/size of the disposal trench/irrigation area? _____ m/m²

Is the length/size appropriate? Yes/No

Is the tank/lid intact? Yes/No

Is it insect proof? Yes/No

Are the pumps and float switches working? Yes/No Pump out/Collection Well

Are vehicles, stock and people excluded from the disposal area? Yes/No

Is there any potential for contamination of a water supply or watercourse? Yes/No

If yes please explain: _____

Are there any negative impacts of the system on neighbours? Yes/No

If yes what are they: _____

Function: Planning Regulatory

Temora Shire Council

Policy Number:PR1

For Septic Tank Systems Only:

Is the tank lid/riser 100mm above ground level? Yes /No

Does the tank have a baffle? Yes/No

Does the tank have a "T" inlet and outlet Yes/No

Does the absorption trench follow the land contours? Yes/No

For AWTs Only:

Are the distribution lines buried? Yes/No

What type of sprinkler is being used? _____ How many are there? _____

Are the type and number of sprinklers adequate and operating? Yes/No

If no why not? _____

Is the effluent irrigation system **unable** to be connected to standard water fittings? Yes/No

Are fruit or vegetables irrigated by the effluent disposal system Yes/No

There are at least two "Reclaimed Water. Do Not Drink" warning signs posted. Yes/No

When was the system last serviced by an accredited technician. Date: _____

Any other comments on or observations about the system.

Name: _____ Signed: _____

Date: _____ Lic. No. _____

Function: Planning Regulatory

Temora Shire Council

Policy Number: PR1

Annexure 3



TEMORA SHIRE COUNCIL

REGISTRATION OF EXISTING ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTIC TANKS, AERATED WATER TREATMENT SYSTEMS)

The State Government has enacted the Local Government (Approvals) Amendment (Sewage Management) Regulation 1998, that requires owners/occupiers of all relevant premises to apply to Council for approval to operate an on-site sewage management system. An on-site system of sewage management is a septic tank, aerated water treatment system or any variation of one of these types of systems.

Council is required by the NSW Government to register all systems by 31 August, 1999.

A system of sewage management must be operated in a manner that achieves the following performance standards:

- (a) the prevention of the spread of disease by micro-organisms;
- (b) the prevention of the spread of foul odours;
- (c) the prevention of contamination of water;
- (d) the prevention of degradation of soil and vegetation;
- (e) the discouragement of insects and vermin;
- (f) ensuring that persons do not come into contact with sewage or effluent (whether treated or not) in their ordinary activities on premises concerned;
- (g) the minimisation of any adverse impacts on the amenity of the premises and surrounding lands; and
- (h) appropriate provision for the reuse of resources.

Some systems may require a renewable annual approval. ***Failure to obtain approval may result in penalties of up to \$2,200.***

If you currently have an on-site sewage management system on your property, please complete the attached form and return to:

**THE GENERAL MANAGER
TEMORA SHIRE COUNCIL
PO BOX 262
TEMORA 2666**

For further information, please contact Council's Environmental Department on (02) 69 801100.

Function: Planning Regulatory

Temora Shire Council

Policy Number:PR1

--

REGISTRATION OF EXISTING**ON-SITE SEWAGE MANAGEMENT SYSTEM****PROPERTY DETAILS**

Address of property _____

Lot & DP Numbers (see rate notice) _____

Assessment Number (see rate notice) _____

Area of Land _____metres²/hectares

If you have more than one on-site sewage management system, a separate form must be completed for each system.

PROPERTY OWNER/OCCUPIER DETAILS

Owner's name _____

Postal address _____

Contact number/s _____

Occupier's Name _____

Contact number/s _____

Council officers may need to inspect your on-site waste management system. Please provide the name, address and phone numbers of the person to be contacted should an inspection be necessary

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Function: Planning Regulatory

Temora Shire Council

Policy Number:PR1

TYPE OF ON-SITE SEWAGE MANAGEMENT SYSTEM (please tick)

Manufacturer (if known) _____ Size (L) _____

☐**Septic Tank**☐**Aerated Waste Treatment System (AWTS)****For an AWTS:** Who will maintain the system?

Name _____ Licence No. _____

Address _____

Contact Number/s _____

☐**Other type of system** (please specify) _____**SITE DETAILS**Number of bedrooms in house (residential) _____ **OR**

Number of occupants of premises (non-residential) _____

Please indicate the predominant soil type on the property:

☐

sand

☐

clay

☐

loam

☐

unknown

Please indicate the slope of the land:

☐

steep

☐

gentle

☐

flat

Are there any stony outcrops near the disposal area? Yes/No

DISPOSAL AREA DETAILS (the land over which treated wastewater is used or disposed of)

Distance of disposal area from the nearest watercourse? _____ m/km

Describe the watercourse(e.g. permanent creek, dam etc) _____

Distance of disposal area from the nearest downhill boundary _____ m/km

Distance of disposal area from nearest residence _____ m/km

Distance of disposal area from nearest bore _____ m/km

Level of groundwater (if known) _____ m

Is stormwater runoff diverted away from the disposal area? Yes/No

Function: Planning Regulatory

Temora Shire Council

Policy Number:PR1

Please provide a sketch showing the location of your tank, disposal area and all buildings in the immediate areas. Please show approximate distances between these items.

Are there any other aspects of your waste treatment system or property you consider to be of relevance to the registration of the system? _____

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14.2 SCOPING REPORT - CHIFLEY STREET TEMORA

File Number: REP25/692

Author: Town Planner

Authoriser: Director of Environmental Services

Attachments: 1. Scoping Report Chifley Street Temora [↓](#) 

REPORT

Report

Council officers have received a Scoping Report from Acre Town Planning, who have been engaged on behalf of landowners in Chifley Street, who are intending to submit a future Planning Proposal. A copy of the Scoping Report is attached.

The Scoping Report provides preliminary information about the considerations to be discussed further in a future Planning Proposal. The Scoping Report has identified the issues of potential land contamination, master planning and servicing, separation of future development from crucial infrastructure, and flooding, as matters that will be considered further as part of the Planning Proposal.

The future Planning Proposal will seek to rezone land on the northern fringe of Temora, from RU1 Primary Production zone to R1 General Residential zone and a reduction in the minimum lot size from 40 hectares to 750m². The rezoning and change to the minimum lot size would be an amendment to the Temora Local Environmental Plan (LEP) 2010.

Figure 1 shows the location of land that is the subject of the Scoping Report, located on the northern side of Chifley Street.

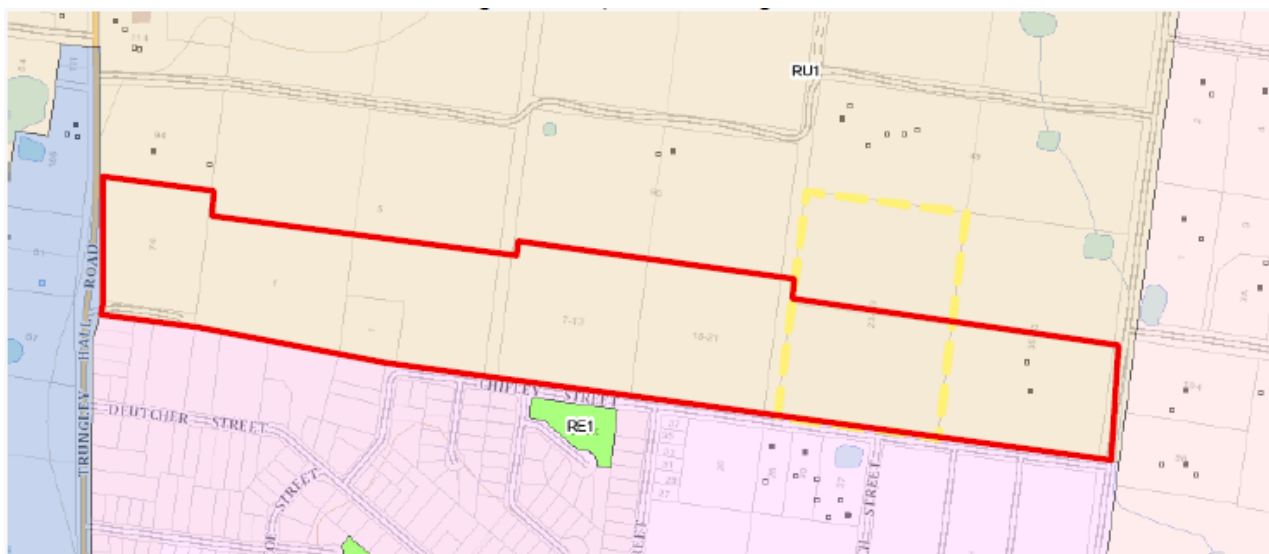


Figure 1: Location of land the is the subject of the Scoping Report, edged in red

Figure 2 provides an aerial image of Chifley Street, with the location of the land subject to the Scoping Report.



Figure 2: Aerial image of the land subject to the Scoping Report

Figure 3 shows an aerial image of the subject land, indicating the location of the land being investigated is no closer than 1 kilometre from the Temora landfill and sewerage treatment plant. The site is immediately adjacent to the Dustin Rose residential estate, currently being developed, and also adjoins the land subject to the Bundawarra Estate Master Plan, which was adopted by Council in July 2025.



Figure 3: Location of the land subject to the Scoping Report, located at least 1 kilometre from the Temora landfill and sewerage treatment plant.

The applicant has conducted preliminary consultation with affected landowners, who have raised no objection to the concept rezoning.

Discussion

The Scoping Report is a preliminary stage of the LEP Amendment process, involving early indication and preliminary consideration of matters to be examined further as part of the future Planning Proposal. The Scoping Report provides the opportunity for key stakeholders, including Council and neighbouring landowners to provide input to the preparation of the Planning Proposal, before it is presented to Council.

The Scoping Report is consistent with the Temora Local Housing Strategy 2023 and the Draft Temora Local Housing Strategy 2025, which was considered by Council at the October Council Meeting and is currently on public exhibition, as shown by Figure 4. This site is identified as Figure 25 within the draft strategy, as shown by the extract below:



Figure 25: Proposed R1 General Residential zone Chifley Street

Figure 4: Extract of the Draft Temora Local Housing Strategy 2025, showing the location of land identified for investigation for rezoning to R1 General Residential zone

Both local housing strategies identify the proposed RU1 zoned land for investigation into future rezoning to R1 General Residential zone.

Council officers consider the matters identified within the Scoping Report to be appropriate for further consideration as part of the future Planning Proposal.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 3. Plan attractive, liveable and sustainable towns, villages and rural communities

Delivery Program Strategy: 3.1 Facilitate access to appropriate land, housing and development opportunities with supporting infrastructure

Council Policy/Legislation

Temora Local Environmental Plan 2010

Options

The options available are for Council to provide in-principle support for the scoping report or to defer the decision if additional information is deemed necessary.

Budget Implications

Nil

Risk Implications

There is a risk to Council if timely planning does occur in relation to the provision of additional residential development opportunities, to support further housing development into the future.

Cr Paul Mahon declared a pecuniary interest in relation to item REP25/692.

Cr Paul Mahon left the meeting at 4:48pm and took no further part in the discussion.

Cr Belinda Bushell declared a non-pecuniary less than significant interest in relation to item REP25/692.

Executive Manager Engineering Services Rob Fisher left the meeting at 4:56pm.

RESOLUTION 155/2025

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

It was resolved that Council:

1. Provide in-principle support for the Scoping Report,
2. Provide preliminary feedback to the applicant and
3. Receive a future report once a Planning Proposal is submitted by the applicant.

CARRIED

In Favour: Crs Rick Firman, Graham Sinclair, Nigel Judd, Belinda Bushell, Brenton Hawken, Ken Smith and Narelle Djukic

Against: Cr Anthony Irvine

CARRIED 7/1

Report by Claire Golder

Executive Manager Engineering Services Rob Fisher returned to the meeting at 4:58pm

Cr Paul Mahon returned to the meeting at 4:59pm.



Scoping Report

North Chifley Road Planning Proposal

Rezone from RU1 Primary Production to R1 General Residential



This report was prepared by



Eliza Noakes MPIA
0447 314 359

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ABN: 7266 492 1367

Issue	Date	Prepared by	Checked by
Draft	15.09.2025	EN	KO
Version 1	16.09.2025	EN	EN
Version 2	10.11.2025	EN	EN

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Background

Acre Town Planning have been engaged by the landowners of 23-33 Chifley Road to prepare a scoping report for the rezoning of the land to allow a dwelling on the property.

The landowner has sought pre-lodgement advice from Council to investigate options to gain approval for a dwelling on the land. During these discussions they were informed:

- A dwelling is not permissible on the land as it does not meet the required minimum lot size.
- A 4.6 Variation is not permissible due to subclause 4.6(8) which removes the possibility for the use of this clause to allow dwellings on rural land which does not meet the minimum lot size.

Therefore, Councils recommendation was to prepare a Planning Proposal for the rezoning of the land. The purpose of this report is to investigate the feasibility of a Planning Proposal on the land and to scope the requirements of such a proposal.

This report will be provided to Council for consideration of the options presented.



Site Description

The Site is identified at figures 1-3 below. Table 2 provides a summary of the key attributes of the site and surrounding locality.

TABLE 2: SITE ATTRIBUTES

TITLE DESCRIPTION	Lot 8 and 9 DP 7293
SITE AREA	8.13ha
SITE DIMENSIONS	Frontage to Chifley Street of 242m and depth of 336m
CURRENT USE AND IMPROVEMENTS	A shed to support the operation of the owners Electrical business.
TITLE RESTRICTIONS	Nil
TOPOGRAPHY	The land falls generally towards Chifley Street
AVAILABILITY OF SERVICES	All services are within proximity to Chifley Street. Some minor extensions may be required to service the subject land.
ACCESS AND PARKING	Existing vehicular access is available from Chifley Street.
SURROUNDING LAND USES AND ZONING	The land is surrounded by semi-rural lifestyle blocks, zoned RU1 Primary Production to the north, east and west. Beyond Chifley Street to the south is R1 General Residential land currently subject to development or subdivision.

acre

Figure 1 – The Site

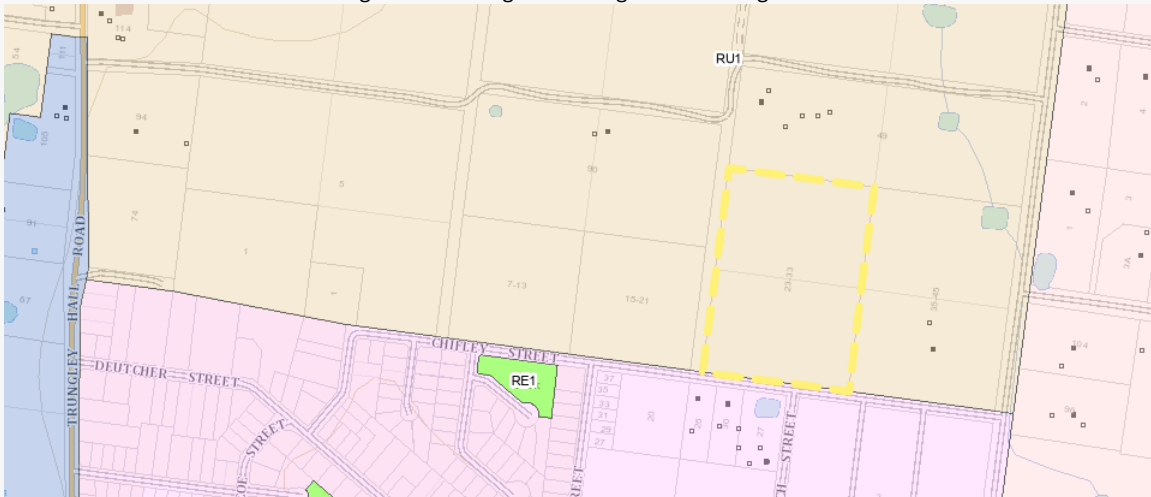


The logo consists of a solid black circle with the word "acre" written in a white, lowercase, sans-serif font, centered within the circle.

Figure 2 – Site Context



Figure 3 – Existing land zoning in surrounding area





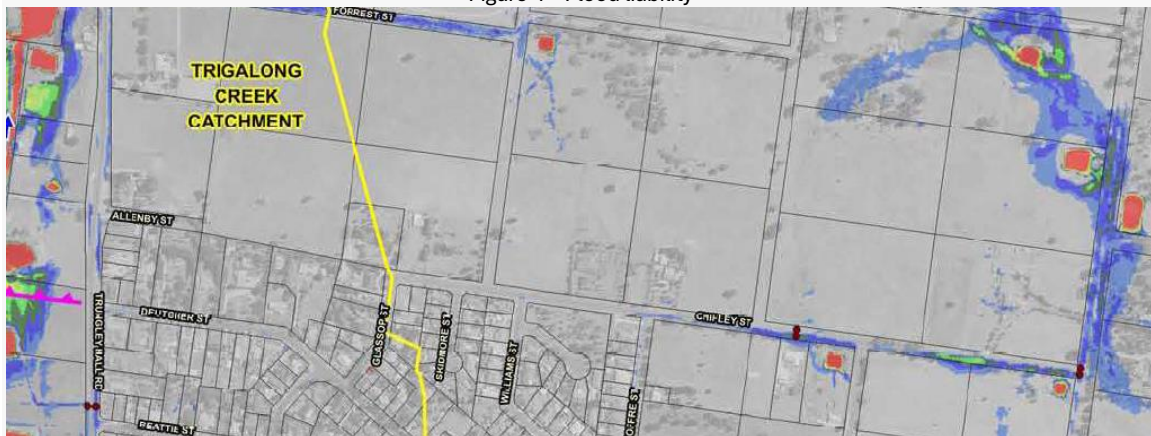
Planning Summary

Table 3 below summarises the current key planning controls applicable to the Site and surrounding land.

TABLE 3: ZONING AND PLANNING CONSTRAINTS

ZONE	RU1 Primary Production
MAXIMUM BUILDING HEIGHT	NA
MINIMUM LOT SIZE	40ha
FLOOR SPACE RATIO	NA
CONSTRAINT MAPPING	NA
FLOOD PRONE LAND	The land has some small areas of flood liability, all low hazard (see Figure 3).
BUSHFIRE PRONE	No

Figure 4 – Flood liability





Strategic Planning Context

Temora Local Strategic Planning Statement

The Temora Local Strategic Planning Statement (LSPS) states that there will be a continued demand for housing based on some population growth, and significant sideways mobility.

Planning Priority 6 reads:

“The trend towards reduced house occupation rates and an ageing population will also generate demand for new housing, with local people moving within the LGA, older residents moving from farms into towns or downsizing to more manageable properties, or into retirement sites, and single and two person homes becoming more common. All of these aspects, even without population growth, will generate demand for new housing.”

There are clear actions to support the rezoning of additional residential land:

“Action 6.1: Progress the delivery of additional zoned residential land to meet future growth needs, in accordance with the adopted Temora Residential Land Use Strategy 2019 by the end of 2021.”

Action 6.2: Investigate opportunities for further large lot residential and rural lifestyle development, in identified locations, and in consultation with Government agencies, by the end of 2021.”

Planning Priority 7 reads:

“Ensuring that land is available to accommodate changes in population that generate demand for additional dwellings, including reducing dwelling occupation rates, an aging population and sideways mobility.”

With the following actions further supporting the rezoning of additional residential land:

“Action 7.1: Support future development opportunities through master planning of key sites, in order to facilitate investment, by the end of 2020.”

Importantly, the LSPS sees benefit in master planning future land releases.

Temora Housing Strategy

The Temora Housing Strategy (THS) has reviewed the subject land for rezoning. The land is identified as part of Site Number 2 in the THS, with the potential for approximately 25 lower density residential lots. The housing strategy reads:

“Potential residential zone as supported by extension of sewer infrastructure. Constraints of proximity to sewage treatment plant and waste management facility limits further conventional residential expansion north. Requires investigation as supply of vacant residential land becomes depleted.”

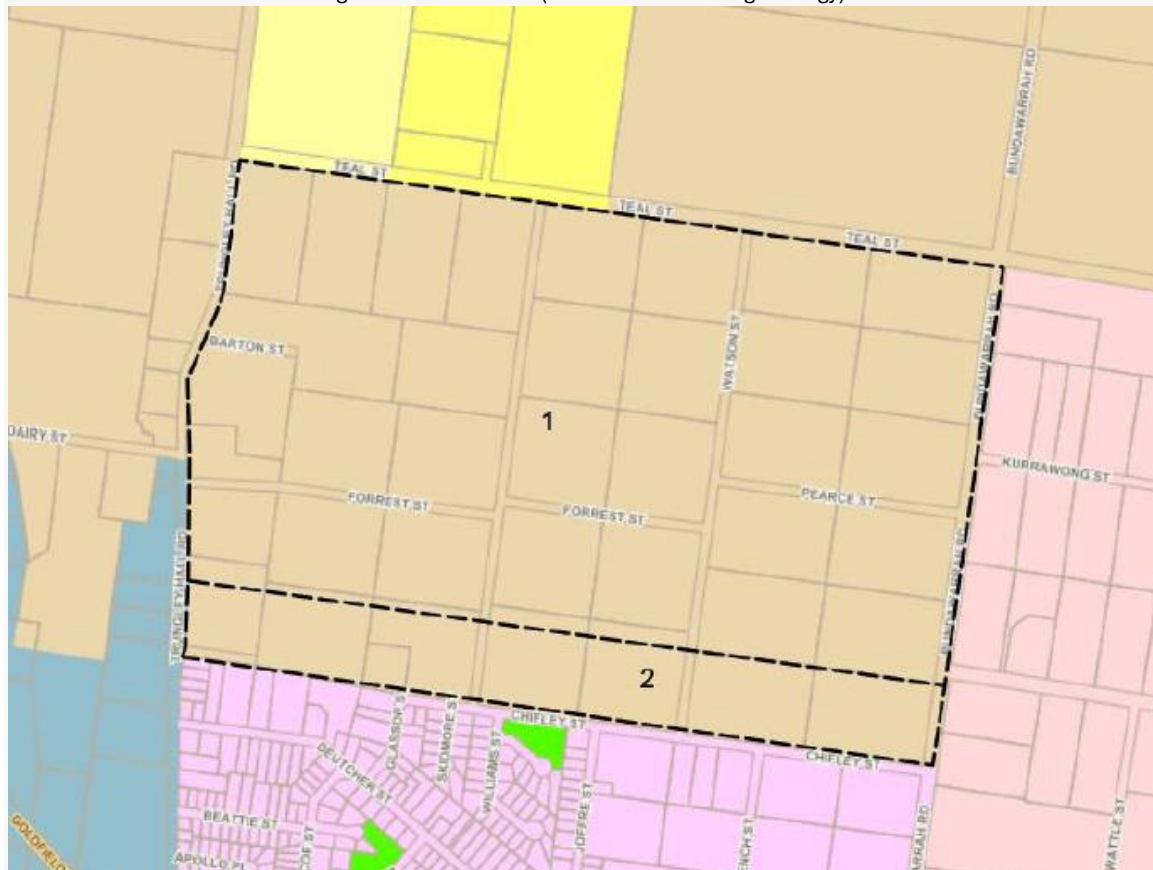
acre

The Housing Strategy further goes on to discuss the potential for rezoning of the land to conventional residential development:

“Due to the location of existing infrastructure, there is potential for conventional residential development, in accordance with development constraints that may be identified in relation to the sewage treatment plant and waste management facility. Any conventional residential development will be required to be fully serviced with roads, sewer, stormwater, water, electricity and gas infrastructure.”

The land has very few site constraints. It is marginally flood prone, not bushfire prone and does not have significant vegetation on it in need of protection.

Figure 6 – Site 2 extent (from Temora Housing Strategy)




 acre

Recommended Rezoning Methodology

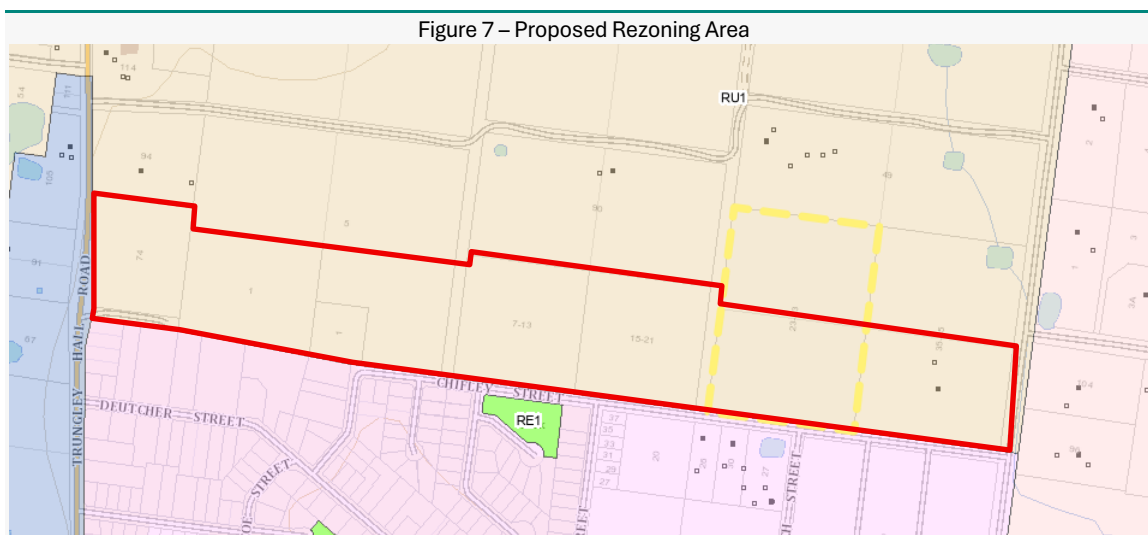
Determining the most appropriate rezoning methodology involves consideration of Strategic Planning recommendations, site constraints, and discussions with Council.

The Department of Planning, Housing and Infrastructure (DPHI) generally does not support “spot rezonings”, where only one lot of land is rezoned in isolation to the area around it. As the subject land is identified as part of a broader site within the Housing Strategy for further rezoning, it is unlikely in this instance that an application to rezone the subject land in isolation will be supported. Therefore, it is recommended that all land north of Chifley Road is included within the rezoning.

Acre Town Planning held a pre-lodgement meeting with Temora Shire Council who expressed a strong preference for rezoning the land to R1 General Residential. Given the land is adjacent to other R1 General Residential land, and within close proximity to services, Council considers it most appropriate that the land be rezoned to its maximum potential. There are no known constraints that would prevent the rezoning of the land to R1 General Residential. The standard minimum lot size for R1 land in Temora is 750sqm, and it is recommended that this be applied to the subject land.

It is estimated that there are 7 landowners that will be subject to the Planning Proposal under this methodology. These landowners will benefit from the rezoning through increased land value and subdivision potential.

The proposed rezoning area has been altered slightly from the area nominated in the Housing Strategy to align with lot boundaries. This allows for cleaner land use planning controls by ensuring dual zones do not apply to one lot of land.





Site Specific Considerations

Should the landowner opt to progress with the recommended rezoning of North Chifley Street to R1 General Residential, the following matters will need to be considered.

Potential Land Contamination

Local Planning Direction 4.4 – Remediation of Contaminated Lands states that a Preliminary Site Investigation is required to support the rezoning of land that is potentially contaminated.

The land is currently zoned RU1 Primary Production and has historically been used for agriculture. Agriculture is defined in the Land Contamination Guidelines as a potentially contaminating activity.

Council has advised that a desktop study into the land use history of the site would be sufficient to fulfill the matters in the Local Planning Direction.

Masterplan and Servicing

Council has indicated that an application to rezone the land to R1 General Residential would need to be accompanied by a master plan for the future development of the area. This masterplan should balance lot yield with strong liveability, aligning with the existing residential form of Temora.

The guidance provided by Council on the preparation of this Masterplan is:

- The plan should detail proposed infrastructure provision including roads, sewer and water.
- Roads should be laid out so that they can be developed by 1-2 landowners as part of separate land releases. This likely means a mix of small ring roads and cul-de-sacs.
- The natural drainage pattern of the land should be preserved as much as possible to minimise the need for significant stormwater infrastructure works.

The masterplan will need to be enshrined by preparing a Development Control Plan (DCP) for the precinct so that future development will not conflict with the proposed masterplan. A draft DCP will need to be prepared as part of the Planning Proposal.

Separation from Critical Infrastructure

Council and the EPA both have a responsibility to protect their critical infrastructure from potential land use planning constraints.

Council's Waste Treatment Facility is to the north of Teal Street and has been a major determining factor in the Temora Housing Strategy designating only the area just adjacent to Chifley Street as R1 General Residential. Whilst it is proposed to extend the area subject to the rezoning further north by approximately 200m for the two sites on the corner of Chifley Street and Bundawarra Road, a separation of just shy of 1 kilometre (980m boundary to boundary) has been maintained.



Flooding

The land is flood liable in some small areas. The Local Planning Direction 4.1 states that “a planning proposal must not rezone land within the flood planning area from Recreation, Rural, Special Purpose or Conservation Zones to a Residential, Employment, Mixed Use, W4 Working Waterfront or Special Purpose Zones.”

As such, the Planning Proposal will need to apply for an inconsistency to this Direction. This can be justified by excluding the flood liable areas from residential development as part of the Masterplan.



Community Consultation

Preliminary consultation was undertaken by Acre Town Planning with the landowners proposed to be included in the rezoning area. This involved the distribution of an information letter to each affected landholder and an in-person meeting held on Wednesday 5 November 2025.

Where feedback was received, it was generally supportive of the proposal. One landowner raised a concern regarding the potential impact of the rezoning on rates, which was referred to Council for clarification. No concerns were raised in relation to planning matters such as land use compatibility, servicing, or environmental impacts.

Overall, no concerns on planning grounds were raised during the consultation process. The engagement has demonstrated a positive level of community understanding and acceptance of the proposal, and it is considered that ongoing communication with affected landowners can continue as the planning process progresses.



Summary of Recommendations

In summary, Acre Town Planning finds the land has good potential for rezoning to R1 General Residential.

Recommendations:

1. The entire precinct North of Chifley Road (in accordance with Figure 7) be considered for rezoning, subject to finalising the Masterplan (which may result in inclusion or exclusion of certain areas).
2. That the land be rezoned to R1 General Residential with a minimum lot size of 750sqm.
3. That the following supporting documentation be prepared:
 - Masterplan
 - Including concept servicing strategy and concept stormwater management plan
 - Desktop study for potentially contaminating industries
 - Planning proposal documentation and Draft Development Control Plan

15 ADMINISTRATION AND FINANCE**15.1 EFFICIENCY AND PRODUCTIVITY GAINS PLAN****File Number:** REP25/674**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. **Organisational Efficiency & Productivity Gains Improvement Plan**  **REPORT**

The purpose of this report is to update Council on the completion of the Organisational Efficiency and Productivity Gains Improvement Plan (the Plan) and to seek Council's endorsement to progress to the next stage of data analysis and stakeholder engagement required for Council to determine the most appropriate strategy to ensure financial resilience into the future. The endorsement of the Plan is an essential step for Council to meet the necessary requirements to prepare an application for a Special Rate Variation (SRV) should it resolve to do so.

Background

At the September Assets and Operations Committee meeting, Council was advised of the engagement of Morrison Low to prepare an Organisational Efficiency and Productivity Gains Plan (the Plan) in accordance with Priority Project 5.1.4 of *Our Plan for the Future*. The Plan's objective is to position Council to make an informed decision on whether to proceed with an SRV application, supported by clear evidence of organisational efficiency improvements and cost-saving initiatives.

The Plan has now been completed, and a high-level overview of the plan has been presented to Council. The presentation outlined both the most significant efficiency and productivity gains already achieved and the proposed future initiatives to be implemented over the short and medium term and reports their financial impact.

Discussion

The Plan reaffirms that Council continues to operate efficiently and has achieved notable improvements in several operational areas. However, the analysis also confirms that Council's proposed future initiatives—while important—will not be sufficient on their own to materially alter Council's long-term financial sustainability.

Even with full implementation of all identified initiatives, the projected financial position remains structurally constrained by factors outside Council's control, including rate-pegging, cost shifting, inflationary cost pressures, and increasing service expectations from the community. To maintain existing service levels and meet renewal demands on ageing infrastructure, a realignment of Council's revenue base through a Special Rate Variation will need to be considered.

Accordingly, officers recommend that Council proceed to the next phase of the process and for the work to be undertaken in this financial year. Activities to be undertaken include:

- Review the Asset Management Plan and Asset Management Strategy to ensure compliance with SRV assessment criteria

- Long Term Financial Plan (LTFP) modelling – validate LTFP structure and assumptions, integrate findings from the Asset Management review and efficiency and productivity gain review, and review the impact on and quantify SRV option(s)
- Capacity to pay analysis and report

Conclusion

The Plan has provided valuable insight into Council's operations and identified opportunities for further improvement. However, the findings confirm that while internal efficiencies contribute positively, they are insufficient alone to ensure Council's long-term financial sustainability.

Progressing to the next stage in the process is therefore both prudent and necessary to determine the appropriate strategy to ensure financial resilience into the future.

Integrated Planning and Reporting

CSP Objective:	5.	Deliver effective leadership, governance and engagement to meet community needs.
Delivery Program Strategy:	5.1	Deliver strong community leadership, governance and stakeholder relationships.
Priority Project:	5.1.4	Undertake the data analysis and stakeholder engagement required to position Council to apply for a Special Rate Variation

Council Policy/Legislation

Council's Financial Sustainability Strategy
Local Government Act 1993

Options

1. Endorse the Organisational Efficiency and Productivity Gains Improvement Plan and the reallocation of \$90,000 budget from 2026/27 to the current year to proceed to the next phase of the project.
2. Endorse the Organisational Efficiency and Productivity Gains Improvement Plan and note the report.
3. Note the report.

Budget Implications

The completion of the Plan has fully utilised the budget allocated to support this project in 2025/26. To progress to the next phase, additional funds will be required in the current financial year. Council's 2026/27 budget includes \$90,000 to support this project. It is proposed that the 2026/27 budget allocation be brought forward to the 2025/26 financial year to support anticipated expenditure in the current year.

While this approach will affect the current year's result, it represents a sound investment towards achieving long-term financial sustainability and ensuring informed decision-making regarding Council's future financial strategy.

At the completion of this piece of work, should Council resolve to progress to community engagement in relation to a possible SRV application, additional funds will be required in the 2026/27 financial year.

Risk Implications

Financial Risk – Without further analysis and preparation for a potential SRV, Council risks being unable to realign its revenue base with its current and forecast expenditure requirements.

Council's Financial Sustainability Strategy identifies that a balanced operating position and adequate asset renewal funding are critical to maintaining intergenerational equity and long-term service delivery. If additional revenue measures are not considered, Council may face ongoing operating deficits, reduced liquidity, and an increased infrastructure renewal backlog.

Legislative and Compliance Risk – Section 8B of the *Local Government Act 1993* requires Council to apply principles of sound financial management, including responsible and sustainable spending, investment in sustainable infrastructure, and achieving intergenerational equity.

Failure to progress a strategy that aligns revenue and expenditure in a sustainable manner may compromise Council's ability to demonstrate compliance with these principles and with its own adopted Financial Sustainability Strategy.

Cr Belinda Bushell left the meeting at 5:01 pm.

RESOLUTION 156/2025

Moved: Cr Graham Sinclair

Seconded: Cr Brenton Hawken

That Council:

1. Endorse the Organisational Efficiency and Productivity Gains Improvement Plan; and
2. Approve the reallocation of \$90,000 from the 2026/27 budget to proceed to the next phase of the project.

CARRIED

Report by Elizabeth Smith

Cr Belinda Bushell returned to the meeting at 5:02 pm.



Organisational Efficiency and Productivity Gains Improvement Plan

Temora Shire Council

NOVEMBER 2025



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1 Introduction

Temora Shire Council ('Council') is undertaking an organisation-wide review to identify financial and operational opportunities that can guide Council through an improvement plan, outlining efficiency and productivity gains, cost savings, increased income and/or additional resource needs for long-term organisational sustainability.

Council has been on an extensive, long-term improvement journey already, which has included developing a Financial Sustainability Strategy, and remains committed to continuing with saving initiatives as part of a whole-of-organisation improvement plan. This review and improvement plan seeks to focus on cost containment strategies and productivity improvements that have been utilised by Council in the past and present, as well as opportunities for improvement in the future.

Council has demonstrated sound financial management, but, like many councils, is facing financial sustainability challenges. Its 2025/35 Long Term Financial Plan (LTFP) is forecasting operating deficits in its General Fund and, as a result, as a consolidated entity. As a result, it is prudently undertaking this review to identify and capture all the efficiency and productivity gains it can implement to improve its financial forecast. However, if savings identified are not sufficient to address the forecasted deficits, Council may need to consider either reducing service levels or an application for a special variation (SV) to the Independent Pricing and/or Regulatory Tribunal (IPART) to increase rates revenue above the established rate peg. If Council were to consider an SV, it would undertake extensive community consultation before proceeding, with this review and improvement plan being part of that consultation and any subsequent SV application.

The objectives of an organisational efficiency and productivity gains review and undertaking an improvement journey are:

- To demonstrate Council's continued commitment to sound financial management in ensuring the long-term financial and operational sustainability and viability across the organisation with a collaborative approach to solutions.
- To utilise the combined knowledge of the organisation in creating a range of efficiency and productivity improvements that leaves no stone unturned.
- To leverage the expertise and experience of Morrison Low Advisory to identify other opportunities for efficiency and productivity improvements that Council may not have considered and to challenge staff to find all potential improvements.
- To develop an improvement plan for future decision-making that embeds financial and organisational sustainability principles in decisions at all levels.
- To identify cost savings, revenue increases and productivity improvements as a means of avoiding, delaying or reducing the amount of any potential SV.
- To inform and engage the community on all available alternatives to an SV, ensuring transparency and inclusivity.
- Demonstrate to IPART that Council has considered and consulted on a range of improvements prior to making any potential future SV application.
- Demonstrate to IPART and the Office of Local Government (OLG) that Council has a prioritised program of ongoing service reviews focused on continuous improvement and optimisation of its services.

This improvement plan summarises the outcomes of the review – Council's improvement plan and improvement journey that has been and continues to be undertaken.



2 Background

There are several components for achieving a sustainable organisation. Financial sustainability is not the only component to provide organisational sustainability. For an organisation to be sustainable, its strategy, services, capability, capacity and resources must integrate to guide sustainable decision-making. The Integrated Planning and Reporting (IP&R) framework aims to guide the pathway to organisational sustainability with integration between the key resourcing strategies, instead of ad hoc decisions made in isolation, which may threaten an organisation's sustainability.

Financial and organisational sustainability can only be achieved if the organisation is strategically aligned to be sustainable. This includes:

- A planned and strategic approach to service and infrastructure delivery
- Appropriate maintenance and renewal of Council assets
- The ability to attract and retain a skilled workforce
- Effective forecasting, planning, and management of long-term financial sustainability
- Integration of assets, people, and financial resources into a cohesive resourcing strategy
- Alignment of policies, strategies, systems, and processes to support continuous improvement
- Decision-making that is consistent with agreed direction, strategies and plans.

If Council decides to proceed with an SV application, IPART, under the current guidelines, will assess whether Council's application satisfies criterion five of the application: where Council must explain and quantify productivity improvements and cost containment strategies that it has realised in past years and plans to realise over the proposed SV period. IPART will look for evidence of strategies and activities the Council has adopted in the past, robust data quantifying the efficiency gains achieved and confirmation if any gains have been incorporated into Council's Long Term Financial Plan. Council is actively addressing these requirements through a number of initiatives such as this improvement plan.



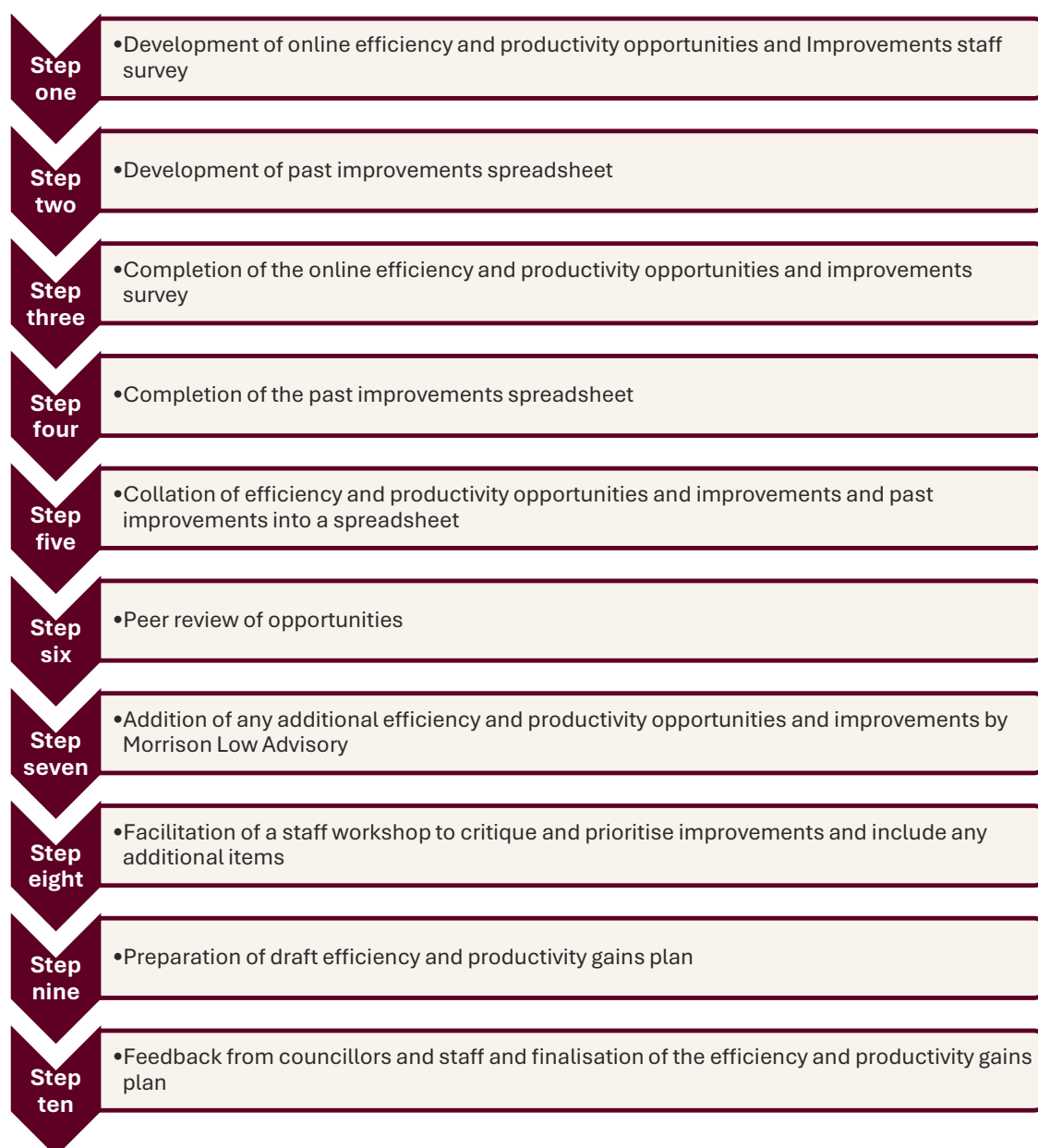
3 Methodology

This project covers two elements:

- An organisation-wide review aimed at identifying improvements to Council's financial position, operational productivity or efficiencies and/or resource needs.
- Creating an improvement plan or program for community information as part of the sustainability journey and a potential SV application for community engagement and an application to IPART.

The following diagram outlines the process Council followed for this organisational sustainability review.

Figure 1 Process for efficiency and productivity gains review





4 Improvement framework

The foundation of this improvement plan is building organisational capacity and capability through a range of improvement initiatives that will require investment as well as provide savings/improvement in a financial capacity.

Details of all improvement initiatives, which include past, present and future improvements, are identified in section seven. These reflect the following strategic objectives which seek to ensure that Council is able to achieve overall organisational sustainability:

- Cost containment strategies
- Productivity and process improvements and efficiencies
- Additional and increased revenue generation
- Long-term financial and operational sustainability.

5 Review process

The organisational sustainability review process included:

- a senior staff information session
- a survey and spreadsheet to collect, collate and analyse improvement opportunities across the entire organisation
- a senior staff workshop to test feasibility, risks and prioritise the suggested opportunities, as well as review and confirm the improvement items that have previously been undertaken and completed by Council
- presentation to and workshop with councillors to capture feedback from Council's elected members.

As part of finalising the plan, Council will consider the improvement opportunities and resource needs as part of any potential SV process, including the adoption of a revised LTFP document incorporating these improvements.

5.1 Gathering opportunities

The first step was a virtual meeting held with members of the senior management team on the review process and its focus and expected outcomes, to bring leadership collaboration ahead of the commencement of the process.

The next step involved the gathering of opportunities using a survey template tailored for Council to collect and collate suggested opportunities across the entire organisation. This covered all services and identified cost savings, productivity and process improvements and revenue-generating opportunities. This initiative required a higher-level scan across all services, as opposed to a detailed service-by-service review (which may be one of the opportunities identified). This initial step in the service improvement journey is designed for banking quick wins, identifying future opportunities and embedding the need for organisational sustainability.

The process included:

- Revisiting financial savings, organisational improvements or revenue opportunities that have previously been considered and/or discarded but need to be reconsidered alongside other opportunities.



- Developing further opportunities and improvements.
- Providing Council with a list of opportunities that can be considered and prioritised to create financial savings.

Survey respondents considered the efficiency and effectiveness of each opportunity, as well as the following factors:

- reasons for pursuing the opportunity
- ease of implementation
- productivity, process and other non-financial gains
- implementation costs
- ongoing expenditure/costs
- ongoing savings/reduction in expenditure
- ongoing increase in and new income/revenue.

Past improvements, that have previously been undertaken by Council, were also collated in an Excel spreadsheet, with details of the improvement, the date of implementation, whether it resulted in ongoing or one-off savings, figures on any cost savings resulting from the improvement, as well as details on efficiency and productivity gains.

5.2 Prioritisation of opportunities

An in-person workshop was then held with the senior leadership team to discuss all potential improvement opportunities submitted, as well as any previously completed past improvements that had also been collected alongside these. Improvements were feasibility tested, key risks identified, figures checked and then ranked to be either low (3), medium (2) or high (1) priority for Council to undertake. As part of the workshop, staff also identified their overall top five initiatives, and these have been outlined in section 6.2.

5.3 Councillor feedback

Following the staff workshop, a presentation and facilitated discussion was held with councillors. Councillor feedback informed prioritisation and validation of improvement actions, ensuring alignment with strategic objectives and organisational sustainability.

5.4 Building the improvement plan

Following the workshop, the fully prioritised improvement plan was created, and this is included as section seven. A summary of the improvement plan's total benefits and analysis is included as section six. Full details of each improvement have been provided under a separate cover in Excel format.

The improvement plan details the following:

- Past improvements that have been incorporated into Council's previous LTFPs (section 7.1).
- Present improvements that are high and medium priority and which are expected to be built into and accounted for within Council's updated LTFP, which will feed into Council's sustainability journey and any potential SV application (section 7.2).



- Lower priority future improvements that have not been fully analysed but may create additional operational benefits, cost savings or productivity improvements for Council in the future and as such are not expected to be included within an updated LTFP at this stage, nor allowed for as part of any potential SV application (section 7.3).

6 Summary of improvements

6.1 Past improvements

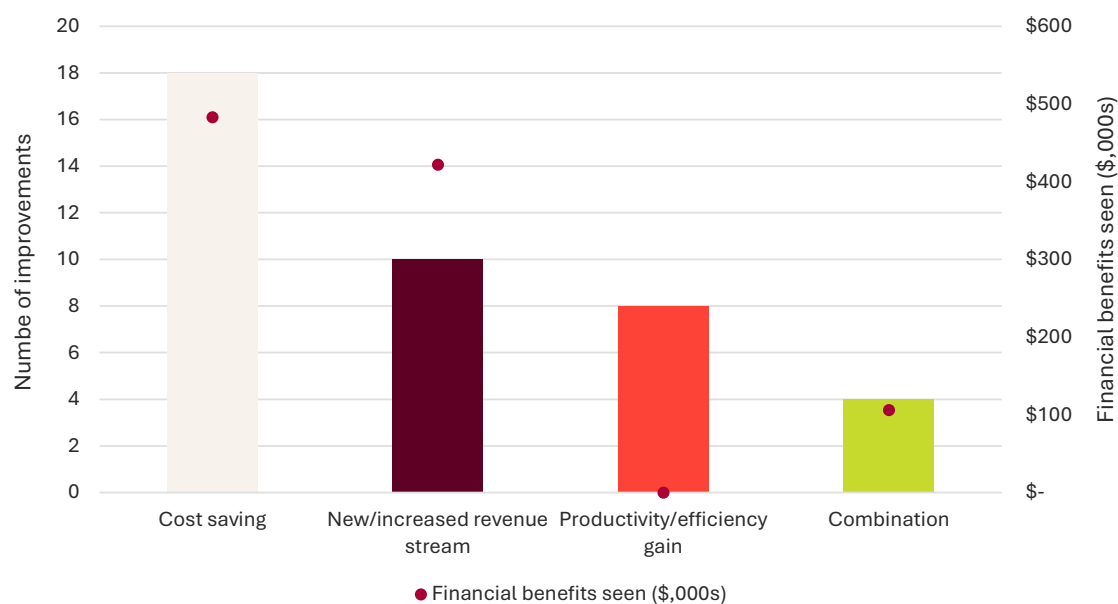
Throughout the review, staff identified and costed 40 past improvements, which Council has already completed in order to continually strive for ongoing organisational sustainability. These past improvements often involve ongoing cost savings, as well as productivity gains and process improvements, and these have already been accounted for within Council's LTFP.

Some of the biggest cost savings made by Council have been from the use of recycled effluent on the majority of Council's parks and sports fields instead of potable water, which was initially implemented in 1980 and at a conservative estimate has saved Council \$140,000 annually (based on 2025 dollars) since this time. In addition to this, Council has gradually installed solar panels across 12 of its sites/buildings since 2013/14 through to 2023/24, which has resulted in a total annual saving across all sites of \$95,000.

A further \$176,000 in revenue has been created through the introduction of a s7.12 Contributions Plan in 2018/19, which has collected \$1.23 million since its inception (averaging at \$176,000 per annum). This, however, relates to one of Council's externally restricted funds and therefore cannot be used to fund general operational expenses of Council.

Of the identified past improvements, 21 have increased cost savings, twelve encouraged productivity and efficiency gains, ten increased revenue generation and one resulted in the avoidance of increased costs. Noting four improvements provided a number of benefits.

Figure 2 Past improvements by type





Details of all of the identified past improvements are included in the past improvement plan at section 7.1. These past improvements total at least \$1.011 million per year in financial benefits to Council, in addition to extensive additional efficiency and productivity gains and improvements in operational sustainability.

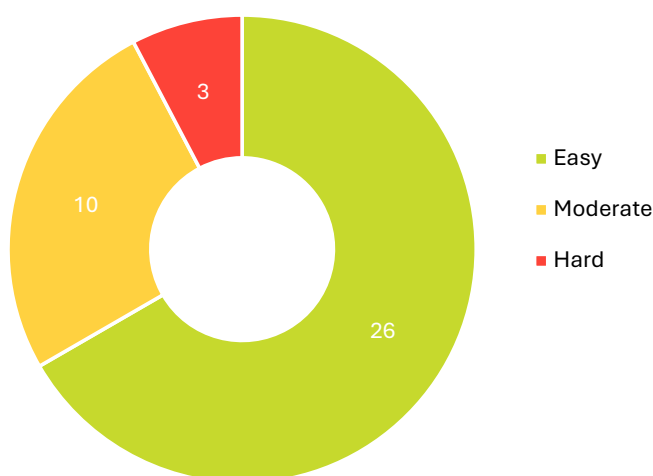
Please note that of the \$1.011 million in financial benefits, \$278,000 is related to externally restricted funds and not the General Fund (these funds have been identified within the past improvement plan at section 7.1). Council has a legislative responsibility under the Local Government Act 1993, to ensure that funds that are subject to an external restriction are only used for the specific purposes attached to the funding. Externally restricted funds cannot be used to fund the general operational expenses of the Council and therefore any savings or revenue increases within externally restricted funds will not impact any potential need for an SV.

6.2 Present improvements

As part of the review, Council's senior management team identified, costed and prioritised 39 present improvements, which Council will be implementing over the next three to five financial years (with some having a slightly longer implementation timeframe). These will be included within Council's revised LTFP and any SV application. These present improvements include cost savings, productivity and/or efficiency gains and revenue increases.

The implementation difficulty of all the opportunities was considered by Council senior staff, with 26 of the present improvements considered easy to implement, ten moderate and three hard.

Figure 3 Present improvements - difficulty of implementation



Council's present improvement list has been kept succinct to ensure the present improvements are viable and accurate, however there are a number that will require further investigation in order to provide an accurate figure in relation to cost saving or revenue increase.

Council has identified 27 present improvements that will result in cost savings, 12 that will increase revenue and 13 that will see productivity and efficiency gains. Please note that many opportunities provide more than one type of benefit.



Of these present improvements, the following financial benefits have been identified – noting that this excludes an ongoing saving of \$3,000 per annum (and associated \$6,000 one-off implementation cost) which relates to a revenue increase in the externally restricted Domestic Waste Fund (this improvement has been identified in the present improvements table at section 7.2). There are additional financial benefits expected to be seen but initial review and investigation will be required to achieve these.

Table 1 Present improvements - implementation difficulty and estimated benefits

Improvement implementation difficulty	Estimated average potential yearly net benefit	Estimated one-off implementation costs
Easy	\$108,000	\$11,000
Moderate	\$21,000	\$15,000
Hard	\$17,000	\$120,000
Total benefits	\$145,000 financial benefit annually	\$146,000 one-off expenditure

The following present improvements, focused on cost savings and productivity/efficiency gains, were considered to be some of the highest priority for Council:

- reduction in opening hours at the Visitor Information Centre and museum
- investigation into potential for a hard rock quarry
- review of forward works program to sense check requirements
- full review of Council's fees and charges, including benchmarking against peer or regional sized councils
- further solar and battery storage installation at Recreation Centre.

6.3 Future improvements

Following the improvement gathering process, 12 of the improvement opportunities were considered to be lower priority and/or needing substantial analysis, investigation or further review. These form Council's future improvements and full details are included in section 7.3.

These improvements require significant further assessment to determine if they will provide any additional sustainability and/or operational benefits for Council and have therefore not been incorporated into Council's LTFP at this stage, nor allowed for as part of any potential SV application.

The total value of the future improvements is initially estimated to have a financial benefit of \$25,000 in yearly net benefit with an additional cost of \$15,000 in the implementation year, along with further productivity, efficiency and operational gains. These figures, however, will require considerable verification and testing by Council and therefore will be subject to change.

In addition to the future improvements incorporated within the improvement plan, Council will also undertake the mandatory yearly service review process, as defined by the Office of Local Government. There will likely be further long-term benefits from these reviews, although these will most likely be productivity improvements rather than cost savings.



7 Detailed improvement plan

7.1 Past initiatives - gains implemented and realised

Past improvement summary	Annual net financial benefit (\$,000s) - ongoing	Productivity and/or efficiency gain	Financial year implemented
Airside Maintenance Levy and Landing Fees	\$39 (revenue)		2019/20
Australia Post advised in approximately May 2025 that the minimum charge for access to the Post BillPay facility would be \$19,500 regardless of the number of transactions. Over the past three years, Council had paid approximately \$3,000 in Post BillPay fees. Council resolved to discontinue use of Post BillPay from 1 July 2025.	\$16		2025/26
Ongoing high-level review of some fees and charges (i.e. Dev Cont., waste, DAs, gravel charges) to ensure above CPI increases	\$47 (revenue)		2024/25
Trial, consultation and ultimate implementation of a four-day work week, which saves a few hours per week of staff time (travel to and from depot, re-set up on site etc)		✓	2024/25
Installed a new heat pump in the Recreation Centre to replace gas boiler	\$15		2023/24
Implementation of a more consistent remote IT support tool (Splashtop), which facilitates IT user support more effectively		✓	2024/25
LED light replacement in the depot	Not material		2013/14
LED light replacement in the administration building	Not material		2018/19
Narraburra News - change from postal distribution to online and newspaper	\$7		2021/22
Pinnacle Community Services - divestment of Leeton & Cootamundra to increase focus on service provision to Temora LGA residents. This resulted in a loss of revenue but also a significant reduction in risk and avoidance of increased costs. Productivity gains reinvested in support services.	Cost avoidance	✓	2024/25
Pinnacle Community Services moved to using electric vehicles	Not material		2025/26
Recreation and Open Spaces Strategy - implementation of fees and charges for sporting grounds	\$10 (revenue)		2025/26
Recycling/waste management review at Lions Club to reinforce practices and ensure cost avoidance			2022/23
REROC Led Street Light Project	\$80		2022/23



Past improvement summary	Annual net financial benefit (\$,000s) - ongoing	Productivity and/or efficiency gain	Financial year implemented
Solar panels installed across 12 Council owned sites including Council Administration Building, Recreation Centre Sewerage Treatment Plant and NRCC House	\$95		2013/14 - 2023/24
Implementation of a hire fee for Temora Airport Hire	\$11 (revenue)		2017/18
Lease review of Temora Arts Centre with TADVAC	\$7		2024/25
Update to lease agreements for Temora Caravan Park and Temora Airfield Tourist Park	\$15		2025/26
Temora Cemetery - moving to concrete beams instead of individual headstones (reduction in maintenance costs amongst others)		✓	2014/15
Temora Medical Precinct Study - increase of fees	\$7 (revenue)		2025/26
Temora Medical Precinct Study - leasing of spare capacity at NRCC House	\$10 (revenue)		2022/23
Temora Recreation Centre - addition of Learn to Swim classes	\$20 (revenue)		2024/25
ARIC Alliance - share committee across 6 Shires	\$91	✓	2024/25
Marketing cooperative for Canola Trail		✓	2016/17
Road Safety Officer - shared resource across 4 Shires	\$12		1999/2000
Weed Management Alliance	\$5	✓	1996/97
Introduction of Storm Water Levy	\$79 (revenue – externally restricted Stormwater Fund)		2016/17
Joint Energy Procurement and Tariff Review with REROC Councils	\$20		2019/20
Joint Bulk Emulsion Procurement with REROC councils	\$10		2012/13
Relocation of the Narraburra Street Stockpile to the Council Depot		✓	2019/20
Introduction of s7.12 Contributions Plan	\$176 (revenue – externally restricted Developer Contributions)		2018/19
Implementation of finishing on site for rural works crews		✓	2011/12



Past improvement summary	Annual net financial benefit (\$,000s) - ongoing	Productivity and/or efficiency gain	Financial year implemented
Installation of GPS tracking on Council plant and equipment	\$10	✓	2011/12
Significant increase in sewer access and usage rates above CPI	\$23 (revenue – externally restricted Sewer Fund)		2022/23
Significant use of recycled effluent on most Council parks and sports fields	\$140		1979/80
GPS survey and machine control implemented which resulted in surveys being required to be undertaken by one person rather than two (also GPS provides better quality asset more efficiently and likely at lower construction cost		✓	2011/12
Mobile phone review which resulted in approximately 30 SIM cards (across a variety of plans) being discontinued	\$6		2024/25
Consolidate all subscriptions onto one credit card (avoidance of transactions bouncing and time required to resolve)		✓	
Review of property schedule and excess which resulted in savings on insurance premiums	\$50		2023/24
Review of motor vehicle/plant insurance policy which resulted in savings on insurance premiums	\$10		2024/25



7.2 Present initiatives - benefits and costs estimated

Present improvement initiative summary	Difficulty to implement	Priority	Productivity and/or efficiency gain	Financial benefit (\$,000s) - ongoing	Implementation cost (may be spread over multiple years)	Estimated implementation year
Review of financial allocations to 355 Committees where reserves are significant	Easy	1		TBC		2026/27
Review and consider reducing operating hours of the Visitor Information Centre and Rural Museum	Easy	1		TBC		2025/26
Undertake a full review of Council's fees and charges including benchmarking against peer or regional sized Councils	Easy	1		\$8 (revenue)	\$5	2025/26
Undertake a review of the forward works program to sense check requirements	Easy	1		TBC		2025/26
Further solar and battery storage installation at Recreation Centre	Hard	1		\$20	\$120	2025/26
Investigation into potential to build a hard rock quarry	Hard	1	✓	TBC (part revenue)	TBC	2025/26
Undertake a review of Council's memberships of organisations to determine cost versus benefit	Easy	1	✓	TBC		2025/26
Increase landfill charges to benchmark levels and include clean waste	Easy	1		\$40 (revenue)		2026/27
Reduce administration tasks undertaken in Regulatory Control by utilising Planning Portal as document storage system	Easy	1		\$5		2025/26
Review opportunities to increase companion animal income opportunities by properly enforcing impounding and fining opportunities	Easy	1		\$5 (revenue)		2026/27
Increase Building Certification Services fees to benchmark levels	Easy	1		\$15 (revenue)		2026/27
Undertake an audit of bin collections against the domestic waste charges in the rating system to ensure all residents are paying for the correct number of bin collections	Easy	1		\$3 (revenue – Domestic Waste Fund)	\$6	2026/27
Review of motor vehicle policy	Easy	1	✓	\$20		2026/27
Review diesel fuel rebate	Easy	1		TBC		2025/26
Review Energy Efficiency Action Plan	Easy	1	✓	TBC		2025/26
Reduce service levels in relation to street sweeping and footpath cleaning (including Hoskins Street)	Easy	1	✓	\$20		2025/26
Promote circular economy and encourage Resource Recovery revenue (including scrap metal and tip shop)	Easy	1		TBC (revenue)		2025/26
Review support provided to non-Council organisations and committees	Easy	1		TBC		2025/26
Reduce Council grants to community organisations - including scholarships	Easy	1		TBC		2026/27
Review of lease and license agreements	Easy	1		TBC (revenue)		2026/27
Undertake a review of cemeteries (including pricing and policy)	Easy	1	✓	TBC (part revenue)		2025/26
Review of purchase order process	Easy	1	✓			2026/27
Implementation of lean management process/lean thinking and tools to embed a process improvement culture over the longer term	Moderate	2	✓	TBC		2026/27
Review and consider the opening hours of the waste depot	Moderate	2		TBC		2026/27
Establishing templates and systems to undertake service reviews systematically	Moderate	2	✓		\$10	2026/27
Undertake an audit of Council-owned vehicles and their uses to determine which would be suitable for converting to partial or full EV – would involve installation of EV charging equipment	Easy	2		TBC		2026/27
Review and reduce the number of community, Council-operational and civic events that Council coordinates and participates in	Easy	2		\$10		2026/27
Expand opportunities for unsupervised swimming	Moderate	2		\$10		2026/27
Replace manual carbon copy purchase order book/process with an electronic process utilising Authority	Hard	2	✓	TBC		2027/28
Reduce opening hours of Service NSW agency	Moderate	2		\$10		2026/27



Present improvement initiative summary	Difficulty to implement	Priority	Productivity and/or efficiency gain	Financial benefit (\$,000s) - ongoing	Implementation cost (may be spread over multiple years)	Estimated implementation year
Reduce opening hours of the library	Easy	2		\$6		2026/27
Explore opportunities to continue to refine internal audit process in conjunction with Alliance	Moderate	2	✓	\$10	\$5	2027/28
Tender for petroleum outside of the LPB contract	Moderate	2		TBC		2026/27
Undertake a holistic review of all revenue and marketing opportunities	Easy	2		TBC (revenue)		2026/27
Review and rationalisation of Council buildings, land and open space (including renting/leasing opportunities)	Moderate	2		TBC (part revenue)		2027/28
Water and gas pricing opportunities	Moderate	2		TBC		2026/27
Undertake a purchasing review of subscriptions/regular purchases and cancel any that are surplus to requirements	Easy	2	✓	TBC		2026/27
Review the level of advocacy and assistance provided by Council	Moderate	2	✓			2026/27
Undertake greater enforcement of regulation opportunities that already exist (e.g. parking)	Easy	2		TBC (revenue)		2026/27



7.3 Future initiatives - benefits and costs need to be estimated

Future improvement initiative summary	Difficulty to implement	Priority	Productivity and/or efficiency gain	Financial benefit (\$,000s) - ongoing	Implementation cost (may be spread over multiple years)
Public waste bin reduction and investigation into use of remote sensors	Easy	3		\$5	
Implement liquid trade waste program and recover cost by charging emitters	Moderate	3		\$15 (revenue - externally restricted Sewer Fund)	\$15
Introduction of online time sheeting system to replace paper-based time logging and cost allocation	Hard	3	✓	TBC	
Move to virtual e-learning to assist with staff and volunteer onboarding process	Easy	3	✓	\$5	
Utilise Content Manager more fully as a records management program	Hard	3	✓		
Remove all physical phones and replace with virtual phone network	Moderate	3	✓		
Consider reduction of service levels and/or opportunity to involve volunteers in maintenance of open space and recreation	Moderate	3	✓	TBC	
Undertake a full review of technology	Moderate	3	✓		
Explore further opportunities around use of AI, including utilising automated responses and use of AI/bots to assist in response/query management	Moderate	3	✓	TBC	
Consider shared or outsourced services (i.e. through ROCs/JOs), e.g. procurement, IT, legal, e-learning, energy	Moderate	3	✓	TBC	
Review of internal cost allocations across funds (including Pinnacle)	Moderate	3		TBC	
Undertake a review of pricing for sewer to ensure these fully fund current and future costs - including potential for sewer dividend to general fund	Moderate	3		TBC (revenue – externally restricted Sewer Fund)	



Appendix A Full improvement plan

Provided as a separate Excel document titled 'Temora Shire Council - Detailed Improvement Plan - Appendix A.xlsx'.



Document Status

Job #	Version	Written	Reviewed	Approved	Report Date
7880	1 - Draft	M. Drummond	J. McKenzie	J. McKenzie	28 October 2025
	2 - Final	M. Drummond	J. McKenzie	J. McKenzie	3 November 2025



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15.2 AUDITED FINANCIAL STATEMENTS - 30 JUNE 2025**File Number:** REP25/634**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Financial Statements [↓](#) **REPORT**

Council's financial statements for 2024/25 have been audited and the Auditor General's reports accompany the financial statements.

A representative from the contract auditor, Crowe will present the financial statements to the November Council meeting.

The financial statements are on public exhibition from Wednesday 5 November until Wednesday 3 December. At the date of writing this report no submissions have been received by Council in relation to the 2024/25 financial statements. The closing date for submissions is Thursday 27 November 2025.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

Legislation relevant to this report includes:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Local Government Code of Accounting Practice & Financial Reporting 2024/25

Options

N/A

Budget Implications

N/A

Risk Implications

N/A

RESOLUTION 157/2025

Moved: Cr Graham Sinclair

Seconded: Cr Paul Mahon

It was resolved that Council receive and note the Financial Statements and Audit Reports for the year ended 30 June 2025.

CARRIED

Report by Elizabeth Smith

Temora Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Success through determination and inspiration"



Temora Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Success through determination and inspiration"



Temora Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

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Overview

Temora Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

105 Loftus Street
Temora NSW 2666

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.temora.nsw.gov.au.

Temora Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

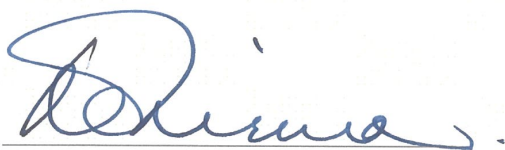
- the *Local Government Act 1993* and the regulations made thereunder
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 16 October 2025.



Rick Firman
Mayor
16 October 2025



Graham Sinclair
Councillor
16 October 2025



Melissa Boxall
General Manager
16 October 2025



Elizabeth Smith
Responsible Accounting Officer
16 October 2025

Temora Shire Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
	Income from continuing operations			
7,290	Rates and annual charges	B2-1	7,064	6,631
14,367	User charges and fees	B2-2	14,162	16,473
468	Other revenues	B2-3	759	489
8,896	Grants and contributions provided for operating purposes	B2-4	6,813	11,357
10,343	Grants and contributions provided for capital purposes	B2-4	10,403	6,497
987	Interest and investment income	B2-5	1,163	1,120
342	Other income	B2-6	344	363
87	Net gain from the disposal of assets	B4-1	—	164
42,780	Total income from continuing operations		40,708	43,094
	Expenses from continuing operations			
11,326	Employee benefits and on-costs	B3-1	10,444	11,239
13,075	Materials and services	B3-2	13,922	16,036
59	Borrowing costs	B3-3	56	69
787	Other expenses	B3-5	752	747
—	Net loss from the disposal of assets	B4-1	52	—
25,247	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		25,226	28,091
17,533	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		15,482	15,003
7,931	Depreciation, amortisation and impairment of non-financial assets	B3-4	8,628	7,868
9,602	Operating result from continuing operations		6,854	7,135
9,602	Net operating result for the year attributable to Council		6,854	7,135
(741)	Net operating result for the year before grants and contributions provided for capital purposes		(3,549)	638

The above Income Statement should be read in conjunction with the accompanying notes.

Temora Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		6,854	7,135
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	39,459	16,485
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	1,960	4,109
Other comprehensive income – joint ventures and associates	D2-1	44	–
Total items which will not be reclassified subsequent to operating result		41,463	20,594
Total other comprehensive income for the year		41,463	20,594
Total comprehensive income for the year attributable to Council		48,317	27,729

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Temora Shire Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	5,412	9,932
Investments	C1-2	17,875	17,488
Receivables	C1-4	3,710	3,614
Inventories	C1-5	1,357	947
Contract assets and contract cost assets	C1-6	886	287
Other	C1-8	369	249
Total current assets		29,609	32,517
Non-current assets			
Investments	C1-2	3,048	3,052
Receivables	C1-4	956	1,268
Infrastructure, property, plant and equipment (IPPE)	C1-7	399,177	350,173
Investments accounted for using the equity method	D2-1	261	217
Total non-current assets		403,442	354,710
Total assets		433,051	387,227
LIABILITIES			
Current liabilities			
Payables	C3-1	2,158	2,032
Contract liabilities	C3-2	1,511	3,315
Borrowings	C3-3	452	440
Employee benefit provisions	C3-4	3,428	3,792
Total current liabilities		7,549	9,579
Non-current liabilities			
Payables	C3-1	2	3
Borrowings	C3-3	1,346	1,798
Employee benefit provisions	C3-4	81	91
Total non-current liabilities		1,429	1,892
Total liabilities		8,978	11,471
Net assets		424,073	375,756
EQUITY			
Accumulated surplus	C4-1	133,009	126,111
IPPE revaluation surplus	C4-1	291,064	249,645
Total equity		424,073	375,756

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Temora Shire Council

Statement of Changes in Equity

for the year ended 30 June 2025

	Notes	2025			2024		
		Accumulated surplus	IPE revaluation surplus	Total equity	Accumulated surplus	IPE revaluation surplus	Total equity
\$ '000							
Opening balance at 1 July		126,111	249,645	375,756	118,976	229,051	348,027
Opening balance		126,111	249,645	375,756	118,976	229,051	348,027
Net operating result for the year		6,854	–	6,854	7,135	–	7,135
Net operating result for the period		6,854	–	6,854	7,135	–	7,135
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	39,459	39,459	–	16,485	16,485
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	–	1,960	1,960	–	4,109	4,109
Joint ventures and associates	D2-1	44	–	44	–	–	–
Other comprehensive income		44	41,419	41,463	–	20,594	20,594
Total comprehensive income		6,898	41,419	48,317	7,135	20,594	27,729
Closing balance at 30 June		133,009	291,064	424,073	126,111	249,645	375,756

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Temora Shire Council

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Cash flows from operating activities				
Receipts:				
7,269	Rates and annual charges		7,055	6,634
14,370	User charges and fees		14,503	18,167
995	Interest received		1,176	972
19,307	Grants and contributions		10,141	16,832
–	Bonds, deposits and retentions received		19	30
786	Other		2,202	1,760
Payments:				
(11,319)	Payments to employees		(10,872)	(11,431)
(13,118)	Payments for materials and services		(16,675)	(18,854)
(60)	Borrowing costs		(59)	(70)
(788)	Other		(982)	(819)
17,442	Net cash flows from operating activities	G1-1	6,508	13,221
Cash flows from investing activities				
Receipts:				
300	Redemption of term deposits		–	3,239
371	Proceeds from sale of IPPE		289	351
857	Deferred debtors receipts		1,295	344
–	Transfer to Infrastructure Property Plant & Equipment		7	–
Payments:				
(1,272)	Acquisition of term deposits		(383)	–
(17,447)	Payments for IPPE		(11,217)	(9,195)
(1,409)	Purchase of real estate assets		–	(6)
–	Deferred debtors and advances made		(579)	(1,240)
(18,600)	Net cash flows from investing activities		(10,588)	(6,507)
Cash flows from financing activities				
Payments:				
(440)	Repayment of borrowings		(440)	(429)
(440)	Net cash flows from financing activities		(440)	(429)
(1,598)	Net change in cash and cash equivalents		(4,520)	6,285
3,170	Cash and cash equivalents at beginning of year		9,932	3,647
1,572	Cash and cash equivalents at end of year	C1-1	5,412	9,932
24,462	plus: Investments on hand at end of year	C1-2	20,923	20,540
26,034	Total cash, cash equivalents and investments		26,335	30,472

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Temora Shire Council

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Temora Shire Council

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Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 22 September 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these consolidated financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Infrastructure, property, plant and equipment note.
- (ii) employee benefit provisions – refer Provisions note.

Significant judgements in applying the Council's accounting policies

- (i) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables – refer Receivables note.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Sewerage service
- Pinnacle Community Services

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

A1-1 Basis of preparation (continued)

- Temora Agricultural Innovation Centre

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

Volunteer services

Whilst Council has an extensive network of volunteers across a broad range of Council functions, Council would not purchase the services if they were not provided voluntarily and Council is unable to reliably measure the value of these services. Consequently, the value of volunteer services has not been recognised in these financial statements.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2024.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from the first time at 30 June 2025.

The following new standard is effective for the first time at 30 June 2025:

- **AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.**

The adoption of this standards has not had a significant impact on Council's reported financial position.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements for the year ended 30 June 2025

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
Building a Strong Local Economy	14,111	14,864	13,739	14,001	372	863	5,536	7,256	229,717	220,920
Enhancing our Quality of Life	12,414	14,712	13,995	16,691	(1,581)	(1,979)	4,736	3,971	159,095	140,148
Enjoying our Beautiful Environment	4,107	2,676	2,592	2,201	1,515	475	2,805	1,485	39,924	20,544
Providing Local Leadership	–	–	189	176	(189)	(176)	–	–	–	16
Administration & General Purpose	10,076	10,842	3,339	2,890	6,737	7,952	4,139	5,142	4,315	5,599
Total functions and activities	40,708	43,094	33,854	35,959	6,854	7,135	17,216	17,854	433,051	387,227

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Enhancing our Quality of Life

Strategic objectives are to have a community with appropriate services and care for our ageing population and people with disability; a community with opportunities to be healthy; a community with services and facilities for our children and young people; a community that offers opportunities for sport and recreation; a community that enjoys arts and cultural activities and events; and a community that is safe and inclusive and looks after people who are experiencing disadvantage.

Providing Local Leadership

Strategic objectives are to have a community with strong local leadership; a community that acknowledges and celebrates its heritage and diversity; a community that is supported by our volunteers; a community that speaks up and advocates for itself; and a community that is well informed through engagement and communication.

Building a Strong Local Economy

Strategic objectives are to have a community with a variety of thriving businesses and industries; a community with opportunities for local employment; a community with opportunities for local education; a community with good access to a range of appropriate and affordable housing; a community with a strong agricultural sector; a community that celebrates and benefits from its aviation history and facilities; a community that benefits from tourism; and a community with a transport network that enables economic and social outcomes.

Enjoying our Beautiful Environment

Strategic objectives are to have a community that is liveable and provides for enjoyable town and village life; a community that enjoys appropriate urban infrastructure; a community that strives to minimise its environmental impacts; a community that enjoys a variety of open spaces for leisure; and a community that sustainably plans for its future.

Administration & General Purpose

Includes items of an administrative nature or general purpose which do not fall under any of the four Integrated Planning & Reporting themes detailed above.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2 Sources of income

B2-1 Rates and annual charges

\$ '000	2025	2024
Ordinary rates		
Residential	1,899	1,779
Farmland	2,196	2,097
Business	598	570
Less: pensioner rebates (mandatory)	(53)	(54)
Less: pensioner rebates (Council policy)	(43)	(44)
Rates levied to ratepayers	4,597	4,348
Pensioner rate subsidies received	52	54
Total ordinary rates	4,649	4,402
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	734	684
Stormwater management services	55	55
Sewerage services	1,514	1,390
Waste management services (non-domestic)	146	136
Less: pensioner rebates (mandatory)	(41)	(43)
Less: pensioner rebates (Council policy)	(34)	(35)
Annual charges levied	2,374	2,187
Pensioner annual charges subsidies received:		
– Sewerage	20	20
– Domestic waste management	21	22
Total annual charges	2,415	2,229
Total rates and annual charges	7,064	6,631

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-2 User charges and fees

\$ '000	Timing	2025	2024
Specific user charges (per s502 - specific 'actual use' charges)			
Domestic waste management services	2	145	120
Sewerage services	2	15	20
Waste management services (non-domestic)	2	70	49
Total specific user charges		230	189
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s608)			
Planning and building regulation	2	249	252
Private works – section 67	2	402	169
Section 10.7 certificates (EP&A Act)	2	19	15
Section 603 certificates	2	17	14
Total fees and charges – statutory/regulatory		687	450
(ii) Fees and charges – other (incl. general user charges (per s608))			
Aerodrome	2	38	41
Caravan park	2	8	71
Cemeteries	2	150	162
Transport for NSW works (state roads not controlled by Council)	2	7,242	6,617
Swimming centres	2	319	252
Animal control	2	3	3
Art Centre	2	1	5
Cinema	2	108	88
Community Technology Centre – printing and laminating	2	5	6
Cultural Groups	2	5	–
Frail and aged	2	5,226	8,540
Sports stadium	2	50	13
Tourism information centre	2	26	21
Other	2	64	15
Total fees and charges – other		13,245	15,834
Total other user charges and fees		13,932	16,284
Total user charges and fees		14,162	16,473
Timing of revenue recognition for user charges and fees			
User charges and fees recognised over time (1)		–	–
User charges and fees recognised at a point in time (2)		14,162	16,473
Total user charges and fees		14,162	16,473

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-3 Other revenues

\$ '000	Timing	2025	2024
Legal fees recovery – rates and charges (extra charges)	2	20	10
Legal fees recovery – other		2	–
Diesel rebate	2	110	89
Insurance claims recoveries	2	108	57
Commissions and agency fees – Service NSW	2	159	150
Donations	2	10	9
Gravel royalties	2	1	5
Risk management bonus	2	45	34
Agricultural Innovation Centre revenues	2	1	2
Youth Activities	2	3	4
Other	2	21	43
Sale of Gravel	2	259	86
Reimbursement from RFS	2	20	–
Total other revenue		759	489
Timing of revenue recognition for other revenue			
Other revenue recognised over time (1)		–	–
Other revenue recognised at a point in time (2)		759	489
Total other revenue		759	489

Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-4 Grants and contributions

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
General purpose grants and non-developer contributions (untied)					
General purpose (untied)					
Current year allocation					
Financial assistance – general component	2	529	218	–	–
Financial assistance – local roads component	2	266	52	–	–
Payment in advance - future year allocation					
Financial assistance – general component	2	1,748	2,814	–	–
Financial assistance – local roads component	2	906	1,459	–	–
Amount recognised as income during current year		3,449	4,543	–	–
Special purpose grants and non-developer contributions (tied)					
Aged Services	2	858	960	11	–
Bob Aldridge Park	2	–	–	–	181
Bushfire and emergency services	2	312	313	–	–
Economic development	1	157	111	–	–
Employment and training programs	2	43	51	–	–
Flood Study Grant	2	13	67	–	–
Heritage and cultural	2	13	20	–	–
Library	2	79	66	–	40
Local Government Recovery Grant	1	–	–	687	81
Local Roads & Community Infrastructure Funding	1	–	10	675	492
Pedestrian Access Mobility Plan (PAMP) Works	2	–	–	99	55
Noxious weeds	2	54	54	–	–
RFS Community Engagement Centre	2	–	7	–	–
Road Safety Officer	2	61	126	–	–
Street lighting	1	44	45	–	–
Stronger Country Communities Funding	1	–	–	247	716
Transport (flood damage)	2	712	238	–	–
Transport (fixing country roads)	1	–	–	2,045	867
Transport (regional roads block grant)	2	206	334	551	408
Transport (repair program)	2	–	–	–	199
Transport (roads to recovery)	2	685	820	–	–
Transport (fixing local roads)	1	–	–	483	732
Health and safety	1	–	1	–	–
Tourism	2	–	–	10	–
Kerb and gutter	2	–	–	20	–
Other Councils – ELEs transferred	2	–	45	–	–
Youth services	2	13	24	–	–
Town Hall Theatre	2	–	–	–	8
Art Centre	1	–	18	–	–
Australia Day Community Grant	1	14	15	–	–
Nixon Park	1	–	–	–	5
Community Events Program	1	–	4	–	–
Emergency Services Levy	2	25	–	–	–
Harper Park - Contribution to Works	2	–	–	22	–
Footpath contributions	2	–	–	6	4
Sporting Fields Upgrades - Club contributions	2	–	–	–	62
Planning	1	75	32	–	–

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-4 Grants and contributions (continued)

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Sport Facilities Lighting Upgrade	2	—	—	—	159
Resilience Project	1	—	8	—	—
Railway Precinct Master Plan	2	—	38	—	—
Places to Play	2	—	—	—	345
Places to Swim	2	—	—	93	26
Regional Local Roads Repair Program	2	—	3,407	—	—
Total special purpose grants and non-developer contributions – cash		3,364	6,814	4,949	4,380
Non-cash contributions					
Contributions from Developers - Contributed Assets	2	—	—	5,020	1,769
Total other contributions – non-cash		—	—	5,020	1,769
Total special purpose grants and non-developer contributions (tied)		3,364	6,814	9,969	6,149
Total grants and non-developer contributions		6,813	11,357	9,969	6,149
Comprising:					
– Commonwealth funding		1,213	1,452	675	492
– State funding		5,507	9,772	4,216	3,777
– Other funding		93	133	5,078	1,880
		6,813	11,357	9,969	6,149

Notes to the Financial Statements 30 June 2025

Temora Shire Council

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for the year ended 30 June 2025

B2-4 Grants and contributions (continued)

Developer contributions

\$ '000	Notes	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
	G4					
Cash contributions						
S 7.12 – fixed development consent levies		2	–	–	434	348
Total developer contributions – cash			–	–	434	348
Total developer contributions			–	–	434	348
Total contributions			–	–	434	348
Total grants and contributions			6,813	11,357	10,403	6,497
Timing of revenue recognition						
Grants and contributions recognised over time (1)			290	244	4,137	2,893
Grants and contributions recognised at a point in time (2)			6,523	11,113	6,266	3,604
Total grants and contributions			6,813	11,357	10,403	6,497

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	1,165	1,101	2,150	2,470
Add: Funds received and not recognised as revenue in the current year	393	685	8	1,742
Less: Funds received in prior year but revenue recognised and funds spent in current year	(536)	(621)	(1,683)	(2,062)
Unspent funds at 30 June	1,022	1,165	475	2,150
Contributions				
Unspent funds at 1 July	–	34	–	–
Add: contributions received and not recognised as revenue in the current year	14	–	–	–
Less: contributions recognised as revenue in previous years that have been spent during the reporting year	–	(34)	–	–
Unspent contributions at 30 June	14	–	–	–

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-4 Grants and contributions (continued)

Material accounting policy information

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner, or used over a particular period, and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed above.

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of section 7.12 of the *Environmental Planning and Assessment Act 1979*.

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B2-5 Interest and investment income

\$ '000	2025	2024
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	27	20
– Cash and investments	1,136	1,100
Total interest and investment income (losses)	1,163	1,120

B2-6 Other income

\$ '000	Notes	2025	2024
Rental income			
Other lease income			
Room/Facility Hire		235	258
Leaseback fees - council vehicles		26	24
Other		17	18
Aerodrome Hangars		27	26
Sporting Grounds		15	17
Vacant Land		5	5
Caravan Park		19	15
Total other lease income		344	363
Total rental income	C2-2	344	363
Total other income		344	363

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B3 Costs of providing services

B3-1 Employee benefits and on-costs

\$ '000	2025	2024
Salaries and wages	8,899	9,057
Employee termination costs	137	—
Travel expenses	—	2
Employee leave entitlements (ELE)	1,201	1,305
ELE on-costs	(14)	(34)
Superannuation	1,110	1,114
Workers' compensation insurance	253	229
Fringe benefit tax (FBT)	90	90
Training costs (other than salaries and wages)	106	195
Staff uniforms and safety clothing	21	31
Total employee costs	11,803	11,989
Less: capitalised costs	(1,359)	(750)
Total employee costs expensed	10,444	11,239
Number of 'full-time equivalent' employees (FTE) at year end	111	124

Material accounting policy information

Employee benefit expenses are recorded when the service has been provided by the employee.

Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Superannuation plans

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to the Contingencies and Other Liabilities/Assets Not Recognised Note for more information.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B3-2 Materials and services

\$ '000	Notes	2025	2024
Raw materials and consumables		8,805	8,846
Contractor costs		13,107	14,259
Audit Fees	F2-1	50	51
Councillor and Mayoral fees and associated expenses	F1-2	190	176
Advertising		42	43
Bank charges		26	25
Cleaning		186	197
Election expenses		88	—
Electricity and heating		238	226
Insurance		664	637
Office expenses (including computer expenses)		502	511
Postage & Freight		48	62
Printing and stationery		54	56
Street lighting		84	86
Subscriptions and publications		75	63
Telephone and communications		83	87
Valuation fees		36	34
Other expenses		—	8
Conferences		—	4
Water		107	101
Legal expenses:			
– Legal expenses: debt recovery		20	10
– Legal expenses: other		22	86
Expenses from short-term leases		1	7
Expenses from leases of low value assets		45	46
Expenses from Peppercorn leases		1	1
Variable lease expense relating to usage		12	12
Total materials and services		24,486	25,634
Less: capitalised costs		(10,564)	(9,598)
Total materials and services		13,922	16,036

B3-3 Borrowing costs

(i) Interest bearing liability costs

Interest on loans	56	69
Total interest bearing liability costs	56	69
Total interest bearing liability costs expensed	56	69
Total borrowing costs expensed	56	69

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		786	627
Office equipment		40	56
Furniture and fittings		24	23
Land improvements (depreciable)		7	7
Infrastructure:	C1-7		
– Buildings – non-specialised		494	480
– Buildings – specialised		939	905
– Other structures		133	131
– Roads (incl Kerb & Gutter)		4,110	3,858
– Bridges		242	230
– Footpaths		109	108
– Stormwater drainage		334	133
– Sewerage network		355	336
– Swimming pools		112	112
– Other open space/recreational assets		437	378
– Other infrastructure		382	366
Leasehold improvements		32	32
Other assets:			
– Other		92	86
Total gross depreciation and amortisation costs		8,628	7,868
Total depreciation and amortisation costs		8,628	7,868
Impairment / revaluation decrement of IPPE			
Infrastructure:	C1-7		
– Roads (incl Kerb & Gutter)		(1,960)	(4,109)
Total gross IPPE impairment / revaluation decrement costs		(1,960)	(4,109)
Amounts taken through revaluation reserve	C1-7	1,960	4,109
Total IPPE impairment / revaluation decrement costs charged to Income Statement		–	–
Total depreciation, amortisation and impairment for non-financial assets		8,628	7,868

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in the Infrastructure, Property, Plant & Equipment Note and the Intangible Assets Note.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B3-4 Depreciation, amortisation and impairment of non-financial assets (continued)

which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

\$ '000	Notes	2025	2024
Impairment of receivables			
User charges and fees		13	2
Other		–	(6)
Total impairment of receivables/(reversal)	C1-4	13	(4)
Other			
Contributions/levies to other levels of government			
– Emergency services levy (includes FRNSW, SES, and RFS levies)		488	502
Donations, contributions and assistance to other organisations (Section 356)		251	249
Total other		739	751
Total other expenses		752	747

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2025	2024
Gain (or loss) on disposal of property (excl. investment property)			
Proceeds from disposal – property		25	9
Less: carrying amount of property assets sold/written off		(8)	–
Gain (or loss) on disposal		17	9
Gain (or loss) on disposal of plant and equipment			
	C1-7		
Proceeds from disposal – plant and equipment		264	342
Less: carrying amount of plant and equipment assets sold/written off		(333)	(187)
Gain (or loss) on disposal		(69)	155
Net gain (or loss) from disposal of assets		(52)	164

Material accounting policy information

Gains and losses on disposals are determined by comparing proceeds with carrying amount. The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 20 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
Rates and annual charges	7,290	7,064	(226)	(3)% U
User charges and fees	14,367	14,162	(205)	(1)% U
Other revenues	468	759	291	62% F
Proceeds from the sale of Gravel were higher than anticipated.				
Operating grants and contributions	8,896	6,813	(2,083)	(23)% U
Financial Assistance Grants were \$1.7 million less than budgeted. Council budgeted for the receipt of 100% of the FAGs allocation during 2025 but effectively only received 65% of a full year's allocation. Further, Council budgeted \$1.1 million income for Roads to Recovery grants, however only received \$685k. During 2024/25 Council prioritised the completion of other grant funded projects resulting in Roads to Recovery projects not progressing as anticipated. Council is able to claim this funding in 2025/26 financial year.				
Capital grants and contributions	10,343	10,403	60	1% F
While the overall variance to budget is immaterial it has been impacted by a number of unders and overs, including the recognition of a non-cash contribution of \$5m for contributed assets. Council's income from Capital Grants and Contributions was down \$5.4 million on budget (excluding the \$5m non-cash contribution for contributed assets). Council was unsuccessful in its application for funding the new Ambulance Museum, resulting in a variation of \$4.3 million. Council was also unsuccessful in its application for \$727k under the Growing Regions program to fund the Airpark Expansion project. The income from several grant programs was lower than anticipated at the time of budget preparation due to the timing of expenditure. These grant programs include Local Government Recovery Grant, Local Roads & Community Infrastructure and Fixing Local Roads. Conversely income from Fixing Country Roads was higher than anticipated due to the timing of the delivery of works. Developer Contributions were \$314k higher than anticipated due to Council's conservative approach to budgeting.				
Interest and investment revenue	987	1,163	176	18% F
Interest revenue is higher than budget as a result of rising interest rates.				
Net gains from disposal of assets	87	–	(87)	(100)% U
Refer to Net losses from disposal of assets.				
Other income	342	344	2	1% F
Expenses				
Employee benefits and on-costs	11,326	10,444	882	8% F

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

B5-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Materials and services	13,075	13,922	(847)	(6)% U
Borrowing costs	59	56	3	5% F
Depreciation, amortisation and impairment of non-financial assets	7,931	8,628	(697)	(9)% U
Other expenses	787	752	35	4% F
Net losses from disposal of assets	–	52	(52)	∞ U

Council disposed of several items which were unbudgeted including the NRCC House roof and two sections of road. Additionally the sale proceeds on several items of plant were lower than anticipated.

Statement of cash flows

Cash flows from operating activities	17,442	6,508	(10,934)	(63)% U
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Variation due to the receipt of less grant funding than anticipated, but partially offset by the payments for materials and services being higher than anticipated.

Cash flows from investing activities	(18,600)	(10,588)	8,012	(43)% F
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This variation is primarily due to Council being unsuccessful in its application for funding for the Ambulance museum. Further, the timing of receipt of grant funding differed from that suggested at the time of budget preparation.

Cash flows from financing activities	(440)	(440)	–	0% F
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Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	5,412	9,932
Total cash and cash equivalents	5,412	9,932

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	5,412	9,932
Balance as per the Statement of Cash Flows	5,412	9,932

C1-2 Financial investments

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Debt securities at amortised cost				
Long term deposits	17,875	3,048	17,488	3,052
Total	17,875	3,048	17,488	3,052
Total financial investments	17,875	3,048	17,488	3,052
Total cash assets, cash equivalents and investments	23,287	3,048	27,420	3,052

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-2 Financial investments (continued)

Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	26,335	30,472
Less: Externally restricted cash, cash equivalents and investments	(9,784)	(9,068)
Cash, cash equivalents and investments not subject to external restrictions	16,551	21,404
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	1,427	2,642
External restrictions – included in liabilities	1,427	2,642
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general	996	562
Sewer fund	5,178	3,929
Stormwater management	476	423
Domestic waste management	1,707	1,512
External restrictions – other	8,357	6,426
Total external restrictions	9,784	9,068

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

\$ '000	2025	2024
(b) Internal allocations		
Cash, cash equivalents and investments not subject to external restrictions	16,551	21,404
Less: Internally restricted cash, cash equivalents and investments	(16,549)	(20,236)
Unrestricted and unallocated cash, cash equivalents and investments	2	1,168

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	439	500
Infrastructure replacement	1,640	1,369
Employees leave entitlement	625	1,944
Carry over works	1,222	1,116
355 Committees Unexpended Funds	42	52
Airside Maintenance	197	148
Computer Upgrade	143	252
Financial Assistance Grants Received in Advance	2,653	2,814
Gravel royalty	1,641	1,202

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

\$ '000	2025	2024
Local roads reserve	—	2,299
Medical complex	41	26
Other Equipment Reserve	—	95
Other Waste Management	621	518
Pinnacle Internal Restricted reserves	4,463	4,214
Roads reserve	500	500
Other	252	29
Temora Agricultural Innovation Centre maintenance reserve	17	4
Regional Local Roads Repair Program	2,053	3,154
Total internal allocations	16,549	20,236

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

\$ '000	2025	2024
(c) Unrestricted and unallocated		
Unrestricted and unallocated cash, cash equivalents and investments	2	1,168

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	265	–	239	–
Interest and extra charges	21	–	15	–
User charges and fees	1,368	–	1,062	–
Accrued revenues				
– Interest on investments	322	–	341	–
– Other income accruals	434	–	377	–
Deferred debtors	517	956	892	1,268
Government grants and subsidies	589	–	633	–
Net GST receivable	172	–	32	–
Other debtors	26	–	24	–
Total	3,714	956	3,615	1,268
Less: provision for impairment				
User charges and fees	(4)	–	(1)	–
Total provision for impairment – receivables	(4)	–	(1)	–
Total net receivables	3,710	956	3,614	1,268

\$ '000	2025	2024
Movement in provision for impairment of receivables		
Balance at the beginning of the year	1	14
+ new provisions recognised during the year	13	3
– amounts already provided for and written off this year	(10)	(16)
Balance at the end of the year	4	1

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-4 Receivables (continued)

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Where the Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

Rates and annual charges outstanding are secured against the property.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-5 Inventories

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(i) Inventories at cost				
Real estate for resale	464	–	471	–
Stores and materials	893	–	476	–
Total inventories at cost	1,357	–	947	–
Total inventories	1,357	–	947	–

(ii) Other disclosures

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(a) Details for real estate development				
Residential	464	–	471	–
Total real estate for resale	464	–	471	–
(Valued at the lower of cost and net realisable value)				
Represented by:				
Acquisition & development costs	464	–	471	–
Total costs	464	–	471	–
Total real estate for resale	464	–	471	–
Movements:				
Real estate assets at beginning of the year	471	–	465	–
– Purchases and other costs	–	–	6	–
– Transfers in from (out to) IPP&E	(7)	–	–	–
Total real estate for resale	464	–	471	–

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-5 Inventories (continued)

(b) Current inventories not anticipated to be settled within the next 12 months

The following inventories and other assets, even though classified as current are not expected to be recovered in the next 12 months;

\$ '000	2025	2024
Real estate for resale	464	471
	<u>464</u>	<u>471</u>

Material accounting policy information

Raw materials and stores, work in progress and finished goods

Costs of raw materials and stores, work in progress and finished goods are assigned to individual items of inventory on the basis of weighted average costs.

Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition and development.

C1-6 Contract assets and Contract cost assets

\$ '000	2025 Current	2024 Current
Contract assets	886	287
Total contract assets and contract cost assets	<u>886</u>	<u>287</u>

Contract assets

Roads to Recovery	92	—
Bundawarra Estate Master Plan	20	—
Apprentice & Trainee Program	28	—
Get Active NSW	30	—
Disaster Recovery Funding Arrangements (DRFA)	263	—
Local Roads & Community Infrastructure - Round 3 & 4	453	165
Stronger Country Communities Fund - Round 5	—	122
Total contract assets	<u>886</u>	<u>287</u>

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024					Asset movements during the reporting period						At 30 June 2025			
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Impairment reversal (recognised in equity)	WIP transfers	Adjustments and transfers	TfS from/to 'held for sale' category	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000															
Capital work in progress	519	–	519	270	1,972	–	–	–	(319)	–	7	–	2,449	–	2,449
Plant and equipment	10,827	(5,091)	5,736	1,984	4	(262)	(786)	–	–	–	–	–	11,988	(5,312)	6,676
Office equipment	642	(548)	94	54	2	–	(40)	–	–	–	–	–	691	(581)	110
Furniture and fittings	462	(360)	102	–	11	–	(24)	–	–	–	–	–	474	(385)	89
Land:															
– Operational land	16,879	1	16,880	–	–	–	–	–	–	–	–	562	17,442	–	17,442
– Community land	5,776	–	5,776	–	–	–	–	–	–	–	–	458	6,234	–	6,234
– Land under roads (post 30/6/08)	133	–	133	–	28	–	–	–	–	–	–	5	166	–	166
Land improvements – depreciable	80	(43)	37	–	–	–	(7)	–	–	–	–	–	80	(50)	30
Infrastructure:															
– Buildings – non-specialised	23,622	(8,602)	15,020	500	–	(42)	(494)	–	–	–	–	910	25,349	(9,455)	15,894
– Buildings – specialised	47,964	(17,803)	30,161	119	8	–	(939)	–	–	–	–	1,843	51,112	(19,920)	31,192
– Other structures	4,394	(1,645)	2,749	–	134	–	(133)	–	–	–	–	170	4,811	(1,891)	2,920
– Roads	211,209	(102,836)	108,373	3,091	1,681	(20)	(4,110)	1,960	17	(103)	–	936	204,589	(92,764)	111,825
– Bridges	24,757	(6,685)	18,072	784	–	–	(242)	–	–	–	–	1,073	27,523	(7,836)	19,687
– Footpaths	8,885	(2,654)	6,231	23	269	–	(109)	–	–	(39)	–	487	9,322	(2,460)	6,862
– Bulk earthworks (non-depreciable)	75,480	–	75,480	–	42	–	–	–	–	–	–	9,236	84,758	–	84,758
– Stormwater drainage	14,539	(6,527)	8,012	(157)	3,006	–	(334)	–	226	(227)	–	15,044	42,053	(16,483)	25,570
– Sewerage network	35,154	(13,068)	22,066	4	1,807	(9)	(355)	–	–	–	–	7,658	52,525	(21,354)	31,171
– Swimming pools	5,203	(1,218)	3,985	–	–	–	(112)	–	–	–	–	90	5,324	(1,361)	3,963
– Other open space/recreational assets	11,107	(3,543)	7,564	171	267	–	(437)	–	76	227	–	363	12,414	(4,183)	8,231
– Other infrastructure	25,879	(3,755)	22,124	184	254	–	(382)	–	–	142	–	624	27,240	(4,294)	22,946
Leasehold improvements	626	(365)	261	–	–	(8)	(32)	–	–	–	–	–	509	(287)	222
Other assets:															
– Other	1,698	(900)	798	1	33	–	(92)	–	–	–	–	–	1,734	(994)	740
Total infrastructure, property, plant and equipment	525,835	(175,662)	350,173	7,028	9,518	(341)	(8,628)	1,960	–	–	7	39,459	588,787	(189,610)	399,177

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	Asset movements during the reporting period										At 30 June 2024				
	At 1 July 2023					Impairment									
\$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Revaluation decrements (recognised in equity)	WIP transfers	Adjustments and transfers	Other Revaluation movements (Assets Written Off)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital work in progress	228	–	228	229	86	–	–	–	(21)	–	(3)	–	519	–	519
Plant and equipment	9,940	(5,009)	4,931	1,300	293	(161)	(627)	–	–	–	–	–	10,827	(5,091)	5,736
Office equipment	613	(491)	122	26	2	–	(56)	–	–	–	–	–	642	(548)	94
Furniture and fittings	452	(338)	114	–	11	–	(23)	–	–	–	–	–	462	(360)	102
Land:															
– Operational land	15,234	–	15,234	–	321	–	–	–	–	–	–	1,325	16,879	1	16,880
– Community land	5,314	–	5,314	–	–	–	–	–	–	–	–	462	5,776	–	5,776
– Land under roads (post 30/6/08)	–	–	–	–	133	–	–	–	–	–	–	–	133	–	133
Land improvements – depreciable	80	(36)	44	–	–	–	(7)	–	–	–	–	–	80	(43)	37
Infrastructure:															
– Buildings – non-specialised	22,416	(7,713)	14,703	39	25	–	(480)	–	–	–	–	733	23,622	(8,602)	15,020
– Buildings – specialised	44,836	(16,048)	28,788	819	–	–	(905)	–	8	–	–	1,451	47,964	(17,803)	30,161
– Other structures	4,084	(1,438)	2,646	65	35	–	(131)	–	1	–	–	133	4,394	(1,645)	2,749
– Roads	197,089	(98,436)	98,653	3,118	1,123	–	(3,858)	4,109	–	–	–	5,228	211,209	(102,836)	108,373
– Bridges	23,249	(6,144)	17,105	347	–	–	(230)	–	3	–	–	847	24,757	(6,685)	18,072
– Footpaths	8,382	(2,422)	5,960	51	36	–	(108)	–	–	–	–	292	8,885	(2,654)	6,231
– Bulk earthworks (non-depreciable)	71,912	–	71,912	–	23	–	–	–	–	–	–	3,545	75,480	–	75,480
– Stormwater drainage	13,711	(6,229)	7,482	6	525	–	(133)	–	–	(61)	–	193	14,539	(6,527)	8,012
Sewerage network	32,515	(12,122)	20,393	44	954	(6)	(336)	–	–	–	–	1,017	35,154	(13,088)	22,066
– Swimming pools	5,071	(1,076)	3,995	–	–	–	(112)	–	–	–	–	102	5,203	(1,218)	3,985
– Other open space/recreational assets	9,611	(3,021)	6,590	572	497	–	(378)	–	2	–	–	281	11,107	(3,543)	7,564
– Other infrastructure	24,593	(3,258)	21,335	11	267	–	(366)	–	1	–	–	876	25,879	(3,755)	22,124
Leasehold improvements	626	(332)	294	–	–	–	(32)	–	–	–	–	–	626	(365)	261
Other assets:															
– Other	1,614	(837)	777	72	49	(20)	(86)	–	6	–	–	–	1,698	(900)	798
Total infrastructure, property, plant and equipment	491,570	(164,950)	326,620	6,699	4,380	(187)	(7,868)	4,109	–	(61)	(3)	16,485	525,835	(175,662)	350,173

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent valuations are performed at least every five years, however the carrying amount of assets is assessed at each reporting date to confirm that it is not materially different from current fair value.

Sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Planning, Industry and Environment - Water.

Increases in the carrying amounts arising on revaluation are credited to the revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their carrying amount, net of their residual values, over their estimated remaining useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 10	Playground equipment	10 to 15
Office furniture	10 to 20	Benches, seats etc.	10 to 15
Computer equipment	4 to 7		
Vehicles	5 to 10	Buildings	
Heavy plant/road making equipment	5 to 10	Buildings: all	40 to 100
Minor plant and equipment	2 to 10		
		Other infrastructure assets	
Sewer assets		Bulk earthworks	Non-depreciable
Earth Lagoons and reservoirs	100	Swimming pools	50 to 60
Sewer Reticulation Pipes	70 to 120	Other open space/recreational assets	10 to 50
Sewer Maintenance Shafts	150		
Sewer Reticulation Connections	100	Transportation assets	
Pump Stations Structural	100	Sealed roads: surface	18 to 20
Effluent Reticulation Pipes	80	Sealed roads: structure	80
Irrigation Network Structural	40	Unsealed roads: structure	100
Internal Roads	40	Unsealed roads: surface	15 to 40
Mechanical	20 to 40	Bridge: concrete	100
Electrical - 3 phase power	100	Bridge: other	100
Electrical - Other	20	Road pavements	20 to 100
		Kerb, gutter and footpaths	50 to 100
Stormwater assets			
Drains	100		
Culverts	100		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C1-7 Infrastructure, property, plant and equipment (continued)

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

Council's accounting position on the recognition of Rural Fire Service assets is that Council does not control these assets. These assets are therefore not recognised in Council's Balance Sheet. Until such time as discussions on this matter have concluded and the legislation changed, Council will not recognise Rural Fire Service Red Fleet assets including plant and vehicles.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

Infrastructure, property, plant and equipment – current year impairments

\$ '000	Notes	2025	2024
(i) Impairment losses recognised in the Income Statement:			
– Details of each impaired asset incl. circumstances of impairment		–	–
Total impairment losses		–	–
Impairment of assets – gains/(losses) in P/L	B3-4	–	–
(ii) Impairment losses recognised direct to equity (ARR):			
– Road assets were impaired as a result of flood damage		–	–
Total impairment losses		–	–
(iii) Reversals of impairment losses previously recognised direct to equity (ARR):			
– Road Assets previously impaired and reversed		1,045	4,109
Total impairment reversals		1,045	4,109
Impairment of assets – direct to equity (ARR)		1,045	4,109

C1-8 Other

Other assets

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Prepayments	369	–	249	–
Total other assets	369	–	249	–

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C2 Leasing activities

C2-1 Council as a lessee

Council has leases over a range of assets including land and buildings and IT equipment. Information relating to the leases in place and associated balances and transactions is provided below.

Terms and conditions of leases

Office and IT equipment

Leases for office and IT equipment are considered low value assets. The leases are for between 3 and 5 years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage.

Council does not believe that any of the leases in place are material from a statement of financial position or performance perspective.

(a) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

\$ '000	2025	2024
Variable lease payments based on usage not included in the measurement of lease liabilities	12	12
Expenses relating to short-term leases	1	7
Expenses relating to leases of low-value assets	45	46
Expenses relating to Peppercorn leases	1	1
	<u>59</u>	<u>66</u>

(b) Statement of Cash Flows

Total cash outflow for leases	61	67
	<u>61</u>	<u>67</u>

(c) Leases at significantly below market value – concessionary / peppercorn leases

Council has a number of leases at significantly below market for land and buildings which are used for:

- Youth Programs
- RV Motorhome Free Camp
- Tourism

The leases are generally between 7 and 10 years and require payments of less than \$1,000 per year. The use of the right-to-use asset is restricted by the lessors to specified community services which Council must provide, these services are detailed in the leases.

Council does not believe that any of the leases in place are material from a statement of financial position or performance perspective.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C2-1 Council as a lessee (continued)

Material accounting policy information

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties and /or plant and equipment to businesses and community groups. These leases have been classified as operating leases for financial reporting purposes and the assets are included as IPP&E in the Statement of Financial Position.

The amounts recognised in the Income Statement relating to operating leases where Council is a lessor are shown below:

\$ '000	2025	2024
(i) Assets held as property, plant and equipment		
Lease income (excluding variable lease payments not dependent on an index or rate)	344	363
Total income relating to operating leases for Council assets	344	363

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C2-2 Council as a lessor (continued)

\$ '000	2025	2024
(ii) Maturity analysis of undiscounted lease payments to be received after reporting date for all operating leases:		
Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:		
< 1 year	213	217
1–2 years	179	187
2–3 years	168	183
3–4 years	167	182
4–5 years	166	182
> 5 years	166	182
Total undiscounted lease payments to be received	1,059	1,133

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C3 Liabilities of Council

C3-1 Payables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Prepaid rates	152	–	135	–
Goods and services – operating expenditure	1,002	–	1,162	–
Goods and services – capital expenditure	585	–	268	–
Accrued expenses:				
– Borrowings	5	–	8	–
– Salaries and wages	99	2	114	3
– Other expenditure accruals	27	–	76	–
Security bonds, deposits and retentions	288	–	269	–
Total payables	2,158	2	2,032	3

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C3-2 Contract Liabilities

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Grants and contributions received in advance:					
Unexpended capital grants (to construct Council controlled assets)	(i)	475	—	2,150	—
Unexpended operating grants (received prior to performance obligation being satisfied)	(ii)	277	—	141	—
Unexpended operating contributions (received prior to performance obligation being satisfied)	(ii)	14	—	—	—
Total grants received in advance		766	—	2,291	—
User fees and charges received in advance:					
Homecare Packages	(iii)	745	—	1,024	—
Total user fees and charges received in advance		745	—	1,024	—
Total contract liabilities		1,511	—	3,315	—

Notes

(i) Council has received funding to construct/upgrade assets. The funds received are under an enforceable contract which require Council to construct/upgrade an identified asset which will be under Council's control upon completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

(iii) The contract liability relates to user fees received for Homecare Package funding. The funds received are recorded as a contract liability on receipt and recognised as revenue as the services under the packages are provided.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C3-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured	452	1,346	440	1,798
Total borrowings	452	1,346	440	1,798

(a) Changes in liabilities arising from financing activities

\$ '000	2024		Non-cash movements				2025
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	2,238	(440)	–	–	–	–	1,798
Total liabilities from financing activities	2,238	(440)	–	–	–	–	1,798

\$ '000	2023		Non-cash movements				2024
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	2,667	(429)	–	–	–	–	2,238
Total liabilities from financing activities	2,667	(429)	–	–	–	–	2,238

(b) Financing arrangements

\$ '000	2025	2024
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Bank overdraft facilities ¹	200	200
Credit cards/purchase cards	65	30
Total financing arrangements	265	230
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	9	11
Total drawn financing arrangements	9	11
Undrawn facilities		
Undrawn financing facilities available to Council at the reporting date are:		
– Bank overdraft facilities	200	200
– Credit cards/purchase cards	56	19
Total undrawn financing arrangements	256	219

Additional financing arrangements information

Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

Notes to the Financial Statements 30 June 2025

Temora Shire Council**Notes to the Financial Statements**

for the year ended 30 June 2025

C3-3 Borrowings (continued)

Security over loans

Loans are secured by a mortgage over future years rate revenue only.

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C3-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	1,122	–	1,166	–
Sick leave	639	–	813	–
Long service leave	1,667	81	1,813	91
Total employee benefit provisions	3,428	81	3,792	91

Employee benefit provisions relating to restricted assets

There are no restricted assets (external or internal) applicable to the above provisions

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	1,940	2,137
	1,940	2,137

Description of and movements in provisions

\$ '000	ELE provisions			
	Annual leave	Sick leave	Long service leave	Total
2025				
At beginning of year	1,166	813	1,904	3,883
Additional provisions	643	289	295	1,227
Amounts used (payments)	(668)	(455)	(440)	(1,563)
Other - Remeasurement	(19)	(8)	(11)	(38)
Total ELE provisions at end of year	1,122	639	1,748	3,509
2024				
At beginning of year	1,191	928	1,880	3,999
Additional provisions	611	245	346	1,202
Amounts used (payments)	(638)	(367)	(387)	(1,392)
Other - Remeasurement	2	7	65	74
Total ELE provisions at end of year	1,166	813	1,904	3,883

Material accounting policy information

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C3-5 Provisions

Description of and movements in provisions

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries

Restoration

Close-down, restoration and remediation costs include the dismantling and demolition of infrastructure, the removal of residual materials and remediation of disturbed areas.

Council has undertaken a review of the work and value of inputs required to restore the quarries within its area. It is estimated that with the continuation of current practices the expected timing of remediation is in excess of 50 years. Given the estimated remediation provision costs, along with the estimated timeframe for remediation, the provision has been classified as immaterial and has not been recognised in the financial statements.

Council has undertaken a review of the work required to restore the tips within its area. Due to the current working methods being carried out at the sites, restoration costs are considered to be negligible and unable to be accurately identified. It is estimated that with the continuation of current practices the expected timing of remediation is in excess of 40 years. Due to the small cost involved and the estimated timeframe for remediation, the provision has been classified as immaterial and has not been recognised in the financial statements.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

\$ '000	General ¹ 2025	Sewer 2025
Income from continuing operations		
Rates and annual charges	5,535	1,529
User charges and fees	14,131	31
Interest and investment revenue	1,009	154
Other revenues	747	12
Grants and contributions provided for operating purposes	6,794	19
Grants and contributions provided for capital purposes	8,598	1,805
Other income	344	—
Total income from continuing operations	37,158	3,550
Expenses from continuing operations		
Employee benefits and on-costs	10,137	307
Materials and services	13,414	508
Borrowing costs	56	—
Other expenses	752	—
Net losses from the disposal of assets	43	9
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	24,402	824
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	12,756	2,726
Depreciation, amortisation and impairment of non-financial assets	8,268	360
Operating result from continuing operations	4,488	2,366
Net operating result for the year	4,488	2,366
Net operating result attributable to each council fund	4,488	2,366
Net operating result for the year before grants and contributions provided for capital purposes	(4,110)	561

(1) General fund refers to all of Council's activities except for its sewer activity which is listed separately.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

D1-2 Statement of Financial Position by fund

\$ '000	General ¹ 2025	Sewer 2025
ASSETS		
Current assets		
Cash and cash equivalents	4,348	1,064
Investments	13,761	4,114
Receivables	486	3,224
Inventories	1,357	—
Contract assets and contract cost assets	886	—
Other	369	—
Total current assets	21,207	8,402
Non-current assets		
Investments	3,048	—
Receivables	956	—
Infrastructure, property, plant and equipment	368,068	31,109
Investments accounted for using the equity method	261	—
Total non-current assets	372,333	31,109
Total assets	393,540	39,511
LIABILITIES		
Current liabilities		
Payables	2,158	—
Contract liabilities	1,511	—
Borrowings	452	—
Employee benefit provision	3,428	—
Total current liabilities	7,549	—
Non-current liabilities		
Payables	2	—
Borrowings	1,346	—
Employee benefit provision	81	—
Total non-current liabilities	1,429	—
Total liabilities	8,978	—
Net assets	384,562	39,511
EQUITY		
Accumulated surplus	118,588	14,421
IPPE revaluation surplus	265,974	25,090
Total equity	384,562	39,511

(1) General fund refers to all of Council's activities except for its sewer activity which is listed separately.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

D2 Interests in other entities

\$ '000	Council's share of net assets	
	2025	2024
Council's share of net assets		
Net share of interests in joint ventures and associates using the equity method – assets		
Joint ventures	261	217
Total net share of interests in joint ventures and associates using the equity method – assets	261	217
Total Council's share of net assets	261	217

D2-1 Interests in joint arrangements

Net carrying amounts – Council's share

\$ '000	Nature of relationship	Place of business	Interest in ownership			
			2025	2024	2025	2024
Riverina Regional Library	Joint venture	Riverina	6.8%	4.5%	261	217
Total carrying amounts – material joint ventures					261	217

Material joint ventures

Council has incorporated the following joint ventures into its financial statements.

Details

	Principal activity	Measurement method
Riverina Regional Library	Provision of library services	

Relevant interests and fair values

	Interest in outputs		Proportion of voting power	
	2025	2024	2025	2024
Riverina Regional Library	6.8%	4.5%	6.8%	4.5%

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

D2-1 Interests in joint arrangements (continued)

Summarised financial information for joint ventures

\$ '000	Riverina Regional Library	
	2025	2024
Statement of financial position		
Current assets		
Cash and cash equivalents	2,253	3,249
Other current assets	21	27
Non-current assets	1,808	2,479
Current liabilities		
Current financial liabilities (excluding trade and other payables and provisions)	239	899
Non-current liabilities		
Non-current financial liabilities (excluding trade and other payables and provisions)	24	4
Net assets	3,819	4,852
Statement of comprehensive income		
Share of income – Council (%)	6.8%	4.5%
Reconciliation of the carrying amount		
Opening net assets (1 July)	4,852	4,852
Closing net assets	4,852	4,852
Council's share of net assets (%)	6.8%	4.5%
Council's share of net assets (\$)	261	217

County Councils

Council is a member of the Goldenfields Water County Council, a body corporate under the Local Government Act 1993 (NSW) as a Local Water Authority. Council is one of seven constituent members and does not control nor significantly influence the County Council. Accordingly, the County Council has not been consolidated or otherwise included within these financial statements.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance team under policies approved by the Council.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. Council's finance team manages the cash and Investments portfolio. Council has an investment policy which complies with the *Local Government Act 1993* and Ministerial Investment Order 625. This policy is regularly reviewed by Council and its staff and a monthly Investment report is provided to Council setting out the make-up and performance of the portfolio as required by Local Government regulations.

The risks associated with the financial instruments held are:

- **Market Risk** - Interest Rate Risk - the risk that movements in interest rates could affect returns and income.
- **Liquidity Risk** - the risk that Council will not be able to pay its debts as and when they fall due.
- **Credit Risk** - the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council - be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E1-1 Risks relating to financial instruments held (continued)

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	263	305

(b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

Council makes suitable provision for doubtful receivables as required.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

\$ '000	Not yet overdue	overdue rates and annual charges < 5 years	≥ 5 years	Total
2025				
Gross carrying amount	–	262	3	265
2024				
Gross carrying amount	–	238	1	239

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E1-1 Risks relating to financial instruments held (continued)

\$ '000	Not yet overdue	0 - 30 days	Overdue debts			Total
			31 - 60 days	61 - 90 days	> 91 days	
\$ '000	Not yet overdue	0 - 30 days	31 - 60 days	61 - 90 days	> 91 days	Total
2025						
Gross carrying amount	4,775	320	6	29	161	5,291
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	15.00%	0.46%
ECL provision	—	—	—	—	24	24
2024						
Gross carrying amount	4,571	82	11	10	257	4,931
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	15.00%	0.78%
ECL provision	—	—	—	—	39	39

(c) Liquidity risk

Payables and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk through diversification of borrowing types, maturities and interest rate structures. The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The contractual undiscounted cash outflows of Council's payables and borrowings are set out in the table below:

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in:		Total cash outflows	Actual carrying values
				1 - 5 Years	> 5 Years		
2025							
Payables	0.00%	288	1,872	—	—	2,160	2,160
Borrowings	2.86%	—	452	542	804	1,798	1,798
Total financial liabilities		288	2,324	542	804	3,958	3,958
2024							
Payables	0.00%	269	1,766	—	—	2,035	2,035
Borrowings	2.81%	—	440	938	860	2,238	2,238
Total financial liabilities		269	2,206	938	860	4,273	4,273

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, property, plant and equipment
- Financial assets and liabilities

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Fair value measurement hierarchy									
\$ '000	Notes	Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024	2025	2024
Infrastructure, property, plant and equipment	C1-7								
Plant and equipment		N/A	N/A	–	–	6,678	5,736	6,678	5,736
Office equipment		N/A	N/A	–	–	111	94	111	94
Furniture and fittings		N/A	N/A	–	–	88	102	88	102
Operational land		30/06/23	30/06/23	5,030	4,721	12,411	12,159	17,441	16,880
Community land		30/06/23	30/06/23	–	–	6,234	5,776	6,234	5,776
Land Under Roads		30/06/24	30/06/24	–	–	167	133	167	133
Land improvements		N/A	N/A	–	–	30	37	30	37
Buildings – non-specialised		30/06/23	30/06/23	3,674	3,576	12,219	11,444	15,893	15,020
Buildings – specialised		30/06/23	30/06/23	–	–	31,191	30,161	31,191	30,161
Leasehold improvements		N/A	N/A	–	–	221	261	221	261
Other structures		30/06/23	30/06/23	–	–	2,918	2,749	2,918	2,749
Roads		30/06/25	30/06/20	–	–	111,827	108,373	111,827	108,373
Bridges		30/06/25	30/06/20	–	–	19,686	18,072	19,686	18,072
Footpaths		30/06/25	30/06/20	–	–	6,861	6,231	6,861	6,231
Bulk earthworks (roads)		30/06/25	30/06/20	–	–	84,758	75,480	84,758	75,480
Stormwater drainage		30/06/25	30/06/20	–	–	25,571	8,012	25,571	8,012
Sewerage network		30/06/25	30/06/22	–	–	31,172	22,066	31,172	22,066
Swimming pools		30/06/23	30/06/23	–	–	3,963	3,985	3,963	3,985
Other open space/recreational assets		30/06/23	30/06/23	–	–	8,231	7,564	8,231	7,564
Other Infrastructure		30/06/22	30/06/22	–	–	22,945	22,124	22,945	22,124
Other		N/A	N/A	–	–	738	798	738	798
Total infrastructure, property, plant and equipment				8,704	8,297	388,020	341,357	396,724	349,654

Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E2-1 Fair value measurement (continued)

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Infrastructure, property, plant and equipment (IPPE)

Roads Infrastructure

This asset class comprises the road surface and pavement, bridges, kerb & gutter and footpaths. The cost approach was adopted to value these assets based on assessments and calculations from a condition assessment done in-house as part of the valuation project undertaken in 2025. Assets have been componentised and a full review of condition, useful lives and unit rates was undertaken.

Key inputs such as estimated pattern of consumption, asset condition and useful life required extensive professional judgement and impact significantly on the final determination of fair value.

Council's road assets have been impacted by multiple flood events in previous years, along with prolonged wet conditions which had hampered maintenance schedules. Council has recognised an impairment reversal of \$1.045m in relation to road assets for the year ended 30 June 2025, with an accumulated road impairment of \$914k.

Stormwater Drainage Infrastructure

This asset class comprises the pits, pipes, open channels and headwalls.

The cost approach was adopted to value these assets based on assessments and calculations from a condition assessment done in-house as part of the valuation project undertaken in 2025. A full review of useful lives and unit rates was undertaken. Key inputs such as estimated pattern of consumption, asset condition and useful life required extensive professional judgement and impact significantly on the final determination of fair value.

Sewerage Infrastructure

This asset class comprises the treatment works, pumping station, sewerage mains and effluent reuse.

The cost approach was adopted to value these assets based on assessments and calculations from condition assessments done in-house as part of the valuation project undertaken in 2025. Assets have been componentised and a full review of condition, useful lives and unit rates was undertaken.

Key inputs such as estimated pattern of consumption, asset condition and useful life required extensive professional judgement and impact significantly on the final determination of fair value.

Community Land

This asset class comprises all of Council's land classified as Community Land under the NSW Local Government Act 1993. Council has used the Valuer General's Unimproved Capital Land Value (UCV) as at 01/07/2022 as the fair value in 2023.

A desktop revaluation was undertaken in 2025 by Council's officers. Values were indexed according to the Regional Summary 2025 Valuer Generals report on NSW land values at 1 July 2024 for the Riverina region.

Operational Land

This asset class comprises all of Council's land classified as Operational Land under the NSW Local Government Act 1993. Council engaged Australis Asset Advisory Group to value all of its operational land with an effective date of 30 June 2023.

A desktop revaluation was undertaken in 2025 by Council's officers. Values were indexed according to the Regional Summary 2025 Valuer Generals report on NSW land values at 1 July 2024 for the Riverina region.

Buildings – Specialised & Non-Specialised

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E2-1 Fair value measurement (continued)

This asset class comprises all of Council's buildings.

Council engaged Australis Asset Advisory Group to value all of its buildings with an effective date of 30 June 2023. The cost approach was adopted to estimate the fair value of these assets using the depreciated replacement cost allowing for professional fees, demolition, removal of debris and escalation in costs.

Inputs such as estimates of residual value and pattern of consumption required extensive professional judgement and impacted significantly on the final determination of fair value.

A desktop revaluation was undertaken in 2025 by Council's officers. Values were indexed in accordance with 6427.0 Producer Price Indexes, Australia - Table 17. Output of the Construction industries - 3020 Non-residential building construction New South Wales as published by the Australian Bureau of Statistics.

Fair value measurements using significant unobservable inputs (level 3)

The valuation process for level 3 fair value measurements

The inputs used for applying the Cost Approach to the valuation process were:

- pattern of consumption
- residual value (where appropriate)
- asset condition
- unit rates
- useful lives

When necessary Council has engaged external consultants with specific expertise to work in conjunction with Council staff to establish the fair value of the assets based on the above inputs.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E2-1 Fair value measurement (continued)

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

\$ '000	Fair value (30/6/25) 2025	Valuation technique/s	Unobservable inputs
Infrastructure, property, plant and equipment			
Plant & Equipment	6,678	Valued at Cost	Cost per unit, useful life, residual value, condition of asset
Office Equipment	111	Valued at Cost	Cost per unit, useful life, residual value, condition of asset
Furniture & Fittings	88	Valued at Cost	Cost per unit, useful life, residual value, condition of asset
Operational Land	12,411	External Valuation using Market or Cost Approach where appropriate indexed	Current replacement cost of modern equivalent asset incorporating unobservable inputs which can include discussions with real estate agents active in the area and review of published reports on specific property segments
Community Land	6,234	Market approach. Land values obtained from the NSW Valuer-General indexed	Land value, land area, level of restriction
Land Under Roads	167	Land values obtained from the NSW Valuer-General discounted using the Englobo Method.	
Land Improvements	30	Valued at Cost	Cost per unit, useful life, residual value, condition of asset
Buildings Non-Specialised	12,219	External valuation using Market or Cost Approach where appropriate indexed	Current replacement cost of modern equivalent asset with similar service potential using componentisation, asset condition, remaining lives
Buildings – Specialised	31,191	External Valuation using Cost Approach indexed	Current replacement cost of modern equivalent asset with a similar service potential using componentisation, asset condition, remaining lives
Leasehold Improvements	221	Valued at Cost	Cost per unit, useful life, residual value, condition of asset
Other Structures	2,918	External Valuation using Cost Approach indexed	Current replacement cost of modern equivalent asset with similar service potential using componentisation, asset condition, remaining lives
Roads	111,827	Internal Valuation using Cost Approach indexed	Unit rates, useful life, dimensions & specifications, pattern of consumption, components, condition assessment
Bridges	19,686	Internal Valuation using Cost Approach indexed	Unit rates, useful life, dimensions & specifications, pattern of consumption, components, condition assessment
Footpaths	6,861	Internal Valuation using Cost Approach indexed	Unit rates, useful life, dimensions & specifications, pattern of consumption, components, condition assessment
Bulk Earthworks (Roads)	84,758	Internal Valuation using Cost Approach indexed	Cost per sq metre
Stormwater Drainage	25,571	Internal Valuation using Cost Approach indexed	Asset condition, remaining lives. Cost per unit/metre

Notes to the Financial Statements 30 June 2025

Temora Shire Council

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for the year ended 30 June 2025

E2-1 Fair value measurement (continued)

\$ '000	Fair value (30/6/25) 2025	Valuation technique/s	Unobservable inputs
Sewerage Network	31,172	Internal Valuation using Cost Approach indexed	Unit rates, useful life, pattern of consumption, components, condition assessment
Swimming Pools	3,963	External Valuation using Cost Approach indexed	Current replacement cost of modern equivalent asset with similar service potential using componentisation, asset condition, remaining lives
Other Open Space/Recreational Assets	8,231	External Valuation using Cost Approach indexed	Current replacement cost of modern equivalent asset with similar service potential using componentisation, asset condition, remaining lives
Other Infrastructure	22,945	Internal Valuation using Cost Approach indexed	Unit rates, useful life, pattern of consumption, condition assessment
Other	738	Valued at Cost	Unit Costs

Notes to the Financial Statements 30 June 2025

Temora Shire Council

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for the year ended 30 June 2025

E2-1 Fair value measurement (continued)

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy by class of assets is provided below:

\$ '000	Level 3 Fair Value Assets	
	2025	2024
Opening balance	341,357	318,530
Total gains or losses for the period		
Recognised in other comprehensive income – revaluation surplus	38,932	15,933
Other movements		
Purchases (GBV)	16,546	10,763
Disposals (WDV)	(341)	(186)
Depreciation and impairment	(8,509)	(7,753)
Impairment Loss recognised in Equity	1,960	4,109
Transfers	(1,925)	(39)
Closing balance	388,020	341,357

Information relating to the transfers into and out of the level 3 fair valuation hierarchy includes:

There were no transfers from level 3 during the year.

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Active Super Defined Benefit Division of Vision Super (the "Fund") which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of superannuation guarantee contributions, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E3-1 Contingencies (continued)

of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

The amount of Council employer define benefit contributions to the Active Super defined benefit section in Local Government Super and Vision Super and recognised as an expense for the year ending 30 June 2025 was \$70,118.79. The last formal valuation of the Fund was undertaken by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

The amount of additional contributions included in the total employer contribution advised above is \$19,585.86. Council's expected contribution to the plan for the next annual reporting period is \$6,277.32.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.0	105.0%
Vested Benefits	2,130.4	103.2%

* excluding member accounts and reserves in both assets and liabilities.

The share of this deficit that is broadly attributed to Council is estimated to be in the order of 0.19% as at 30 June 2025.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review will be completed by December 2025.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

E3-1 Contingencies (continued)

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

Fencing of Quarries

Council leases various gravel quarries throughout the Shire. Recent changes to the Mining Act mean that Council will now be required to fence off these quarries to restrict access in an attempt to limit Council's possible liabilities.

Council's solicitor has compiled an agreement between Council and the landowners setting out the requirements and possible responsibilities of each party.

These future liabilities have not been brought to account because:

- Council is yet to decide which quarries it will fence off, as it is considering closing a number of the least used sites. Restoration costs on these sites would be negligible.
- Preliminary engineering estimates of the individual amounts required to undertake the fencing works have not yet been made due to the variations between each site's size, distance from access point etc.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

Temora Shire Council

Notes to the Financial Statements for the year ended 30 June 2025

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	1,167	1,652
Post-employment benefits	83	137
Other long-term benefits	35	44
Total	1,285	1,833

Other transactions with KMP and their related parties

Pre-amble

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	Ref	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
\$ '000						
2025						
Employee expenses for close family members of KMP	1	552	–	NSW Local Govt State Award	–	–
Catering Supplies	2	–	–	7 day terms on invoices	–	–
Electrical Services	3	8	–	7 day terms on invoice	–	–
Uniform Purchases	2	5	–	7 day terms on invoices	–	–
Real Estate Services	4	–	–	7 day terms on invoices	–	–
Building Services	3	–	–	7 day terms on invoices	–	–

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements for the year ended 30 June 2025

F1-1 Key management personnel (KMP) (continued)

Nature of the transaction \$ '000	Ref	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
Gardening Services	2	17	—	7 day terms on invoices	—	—
Private Works	5	288	288	30 day terms on invoices	—	—
Disability Support Services	3	18	—	7 day terms on invoices	—	—
Rental Assistance	3	—	—	7 day terms on invoices	—	—
Signwriting	2	3	—	7 day terms on invoices	—	—
Consultancy	2	1	—	7 day terms on invoices	—	—
Parts Supplier	3	14	—	7 day terms on invoices	—	—
Development Infrastructure Deferred Payments	6	378	540	Development Infrastructure Deferred Payments Policy	—	—
Fees & Charges charged to entities who influence or are influenced by KMP	5	—	—	7 day terms on invoices	—	—
2024						
Employee expenses for close family members of KMP	1	655	—	NSW Local Govt State Award	—	—
Catering Supplies	2	1	—	7 day terms on invoices	—	—
Uniform Purchases	2	14	—	7 day terms on invoices	—	—
Real Estate Services	4	19	—	7 day terms on invoices	—	—
Building Services	3	473	—	7 day terms on invoices	—	—
Private Works	5	76	90	30 day terms on invoices	—	—
Disability Support Services	3	2	—	7 day terms on invoices	—	—
Rental Assistance	3	1	—	7 day terms on invoices	—	—
Signwriting	2	10	—	7 day terms on invoices	—	—
Consultancy	2	3	—	7 day terms on invoices	—	—
Parts Supplier	3	109	—	7 day terms on invoices	—	—
Development Infrastructure Deferred Payments	6	257	542	Development Infrastructure Deferred Payments Policy	—	—
Fees & Charges charged to entities who influence or are influenced by KMP	5	28	—	7 day terms on invoices	—	—

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements for the year ended 30 June 2025

F1-1 Key management personnel (KMP) (continued)

- 1 All close family members of KMP were employed through an arm's length process. They are paid in accordance with the Award for the role they perform. Council employs 162 staff, of which only 10 are close family members of KMP.

Council purchased the following materials and services from entities that are controlled by KMP. All purchases were at arm's length and were in the normal course of Council operations. Amounts were billed based on normal rates for such services/supplies and were due and payable under normal payment terms following Council's procurement processes.

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

F1-1 Key management personnel (KMP) (continued)

- Work Uniforms
- Signwriting
- Consultancy Services
- Catering Services
- Gardening Services

Council purchased the following materials and services from entities that are controlled by a related party of a KMP. All purchases were at arm's length and were in the normal course of Council operations. Amounts were billed based on normal rates for such services/supplies and were due and payable under normal payment terms following Council's procurement processes.

- 3
- Parts Supplies
 - Electrical Services
 - Building Services
 - Disability Support Services
 - Rental Assistance to Community Organisation

- 4
- Council engages the services of a local real estate agency, of which one of the principals is a related party of a KMP. The transactions relate to rental payments for residential premises and are on normal terms and conditions for such services.

- 5
- The fees & charges charged to entities controlled by KMP or entities that are controlled by a related party of a KMP were in accordance with the schedule of fees and charges adopted by Council. The total disclosed includes:
- Sale of gravel to an entity controlled by a KMP. The gravel was supplied in accordance with Council's normal terms and conditions
 - Provision of works as private works.

- 6
- Council has entered into an agreement with a developer which is an entity controlled by a related party of a KMP. The agreement and related transactions are in accordance with Council's adopted Development Infrastructure Deferred Payments Policy. The KMP did not participate in any decisions relating to the agreement.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

F1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	24	23
Councillor's fees	109	111
Other Councillor's expenses (including Mayor)	57	42
Total	190	176

F2 Other relationships

F2-1 Audit fees

\$ '000	2025	2024
During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms		
Auditors of the Council - NSW Auditor-General:		
(i) Audit and other assurance services		
Audit and review of financial statements	48	45
Remuneration for audit and other assurance services	48	45
Total Auditor-General remuneration	48	45
Non NSW Auditor-General audit firms		
(i) Audit and other assurance services		
Other audit and assurance services – Grant Acquittals	2	6
Remuneration for audit and other assurance services	2	6
Total remuneration of non NSW Auditor-General audit firms	2	6
Total audit fees	50	51

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result

\$ '000	2025	2024
Net operating result from Income Statement	6,854	7,135
Add / (less) non-cash items:		
Depreciation and amortisation	8,628	7,868
(Gain) / loss on disposal of assets	52	(164)
Non-cash capital grants and contributions	(5,020)	(1,769)
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	(503)	410
Increase / (decrease) in provision for impairment of receivables	3	(13)
(Increase) / decrease of inventories	(417)	97
(Increase) / decrease of other current assets	(120)	(1)
(Increase) / decrease of contract asset	(599)	(157)
Increase / (decrease) in payables	(160)	200
Increase / (decrease) in accrued interest payable	(3)	(1)
Increase / (decrease) in other accrued expenses payable	(65)	(22)
Increase / (decrease) in other liabilities	36	45
Increase / (decrease) in contract liabilities	(1,804)	(291)
Increase / (decrease) in employee benefit provision	(374)	(116)
Net cash flows from operating activities	6,508	13,221

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

G2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
---------	------	------

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Property, plant and equipment

Open Space & Recreational Assets	–	25
Land and Buildings	540	–
Plant and equipment	–	1,158
Total commitments	540	1,183

These expenditures are payable as follows:

Within the next year	540	1,183
Total payable	540	1,183

Sources for funding of capital commitments:

Grants and Contributions	–	25
Internally restricted reserves	–	1,158
New loans (to be raised)	540	–
Total sources of funding	540	1,183

Details of capital commitments

Commitments for land and buildings is comprised of the purchase of land at the airport for the construction of a new taxiway.

G3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed.

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

G4 Statement of developer contributions

G4-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash Other	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land						
S7.12 levies – under a plan	562	434	–	–	–	–	–	996	–
Total S7.11 and S7.12 revenue under plans	562	434	–	–	–	–	–	996	–
Total contributions	562	434	–	–	–	–	–	996	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

S7.12 Levies – under a plan

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash Other	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land						
S7.12 (former S94A) Contributions Plan 2018									
Drainage	501	357	–	–	–	–	–	858	–
Roads	61	19	–	–	–	–	–	80	–
Open space	–	8	–	–	–	–	–	8	–
Buildings	–	50	–	–	–	–	–	50	–
Total	562	434	–	–	–	–	–	996	–

Notes to the Financial Statements 30 June 2025

Temora Shire Council

End of the audited financial statements
for the year ended 30 June 2025

End of the audited financial statements

Notes to the Financial Statements 30 June 2025

Temora Shire Council

Notes to the Financial Statements

for the year ended 30 June 2025

H Additional Council disclosures

H1-1 Council information and contact details

Principal place of business:

105 Loftus Street
Temora NSW 2666

Contact details**Mailing Address:**

PO Box 262
TEMORA NSW 2666

Telephone: 02 6980 1100

Opening hours:

8:00am - 4:30pm
Monday to Friday

Internet: www.temora.nsw.gov.au

Email: temshire@temora.nsw.gov.au

Officers**General Manager**

Melissa Boxall

Responsible Accounting Officer

Elizabeth Smith

Public Officer

Elizabeth Smith

Auditors

Audit Office of New South Wales
Level 15, 1 Margaret Street
SYDNEY NSW 2001

Elected members**Mayor**

Rick Firman

Councillors

Belinda Bushell
Narelle Djukic
Brenton Hawken
Anthony Irvine
Nigel Judd
Paul Mahon
Graham Sinclair
Ken Smith

Other information

ABN: 55 048 860 109



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Temora Shire Council

To the Councillors of Temora Shire Council

Opinion

I have audited the accompanying financial statements of Temora Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2025, the Statement of Financial Position as at 30 June 2025, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including material accounting policy information and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been prepared, in all material respects, in accordance with the requirements of the Division
 - are, in all material respects, consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2025, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements.

Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 'Material budget variations'
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Unaib Jeffrey
Delegate of the Auditor-General for New South Wales

31 October 2025
SYDNEY



Cr Rick Firman
Mayor
Temora Shire Council
105 Loftus Street
Temora NSW

Contact: Unaib Jeoffrey
Phone no: 02 9275 7450
Our ref: R008-1981756498-6618

31 October 2025

Dear Mayor

**Report on the Conduct of the Audit
for the year ended 30 June 2025
Temora Shire Council**

I have audited the general purpose financial statements (GPFS) of the Temora Shire Council (the Council) for the year ended 30 June 2025 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

My audit procedures did not identify any instances of material non-compliance with the financial reporting requirements in Chapter 13, Part 3, Division 2 of the LG Act and the associated regulation or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2025 is issued in accordance with section 417 of the Act. The Report:

- must address the specific matters outlined in the Local Government Code of Accounting Practice and Financial Reporting 2024-25
- may include statements, comments and recommendations that I consider to be appropriate based on the conduct of the audit of the GPFS.

This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Financial performance

	2025 \$m	2024 \$m	Variance %
Rates and annual charges revenue	7.1	6.6	↑ 7.6
Grants and contributions provided for operating purposes revenue	6.8	11.4	↓ 40.4
Grants and contributions provided for capital purposes revenue	10.4	6.5	↑ 60.0
Operating result from continuing operations	6.9	7.1	↓ 2.8
Net operating result for the year before grants and contributions provided for capital purposes	(3.5)	0.6	↓ 684

Operating result from continuing operations

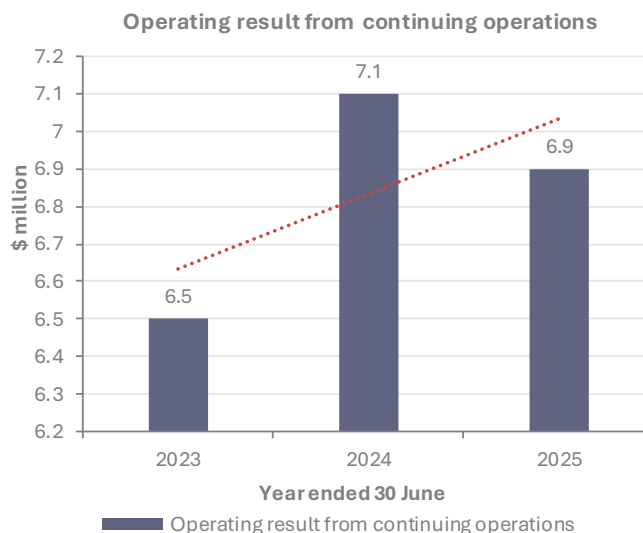
This graph shows the operating result from continuing operations for the current and prior two financial years.

Council's operating result from continuing operations for the year was \$0.2 million lower than the 2023–24 result.

In 2024-25:

- Depreciation, amortisation and impairment of non-financial assets expense (\$8.6 million) increased by \$0.7 million (8.9 per cent) mainly due to a higher depreciation expense on an increased gross carrying value of infrastructure, property, plant and equipment.
- Employee benefits and on-costs expense (\$10.4 million) decreased by \$0.8 million (7.1 per cent) in line with a decrease in full-time equivalents (13.6 per cent) wage increase of 3.5 per cent.

The net operating result for the year before grants and contributions provided for capital purposes was a deficit of \$3.5 million. Refer to 'grants



and contributions revenue' below for details.

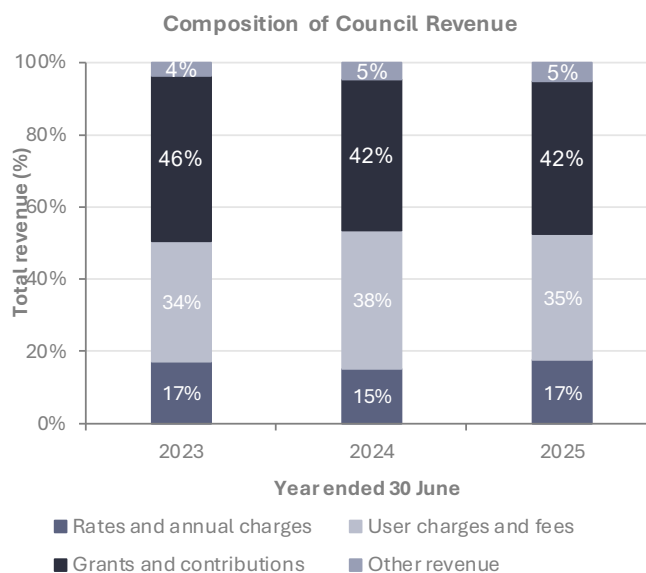
Income

Council revenue

This graph shows the composition of Council's revenue recognised for the current and prior two financial years.

Council revenue (\$40.7 million) decreased by \$2.4 million (5.6 per cent) in 2024–25 due to:

- rates and annual charges revenue (\$7.1 million) which increased by \$0.5 million (7.6 per cent) due to the rate peg increase of 4.5 per cent and increase in the number of rateable properties
- user charges and fees revenue (\$14.2 million) which decreased by \$2.3 million (13.9 per cent) mainly due to a \$3.3 million decrease in frail and aged fees and charges
- grants and contributions revenue (\$17.2 million) which decreased by \$0.7 million (3.9 per cent) due to various one-off grants and contributions received in the prior financial year.

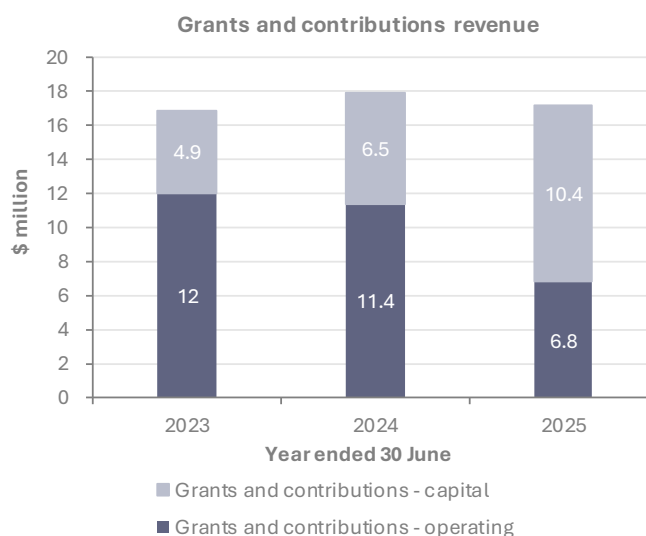


Grants and contributions revenue

This graph shows the amount of grants and contributions revenue recognised for the current and prior two financial years.

Grants and contributions revenue (\$17.2 million) decreased by \$0.7 million 3.9 per cent) in 2024–25 due to:

- a \$3.4 million decrease in funding recognised under the Regional Local Roads Repair Program
- a \$3.3 million increase in contributed assets from developers
- receiving 50 per cent of the financial assistance grants for 2025-26 in advance (85 per cent for 2024-25).



CASH FLOWS

Statement of cash flows

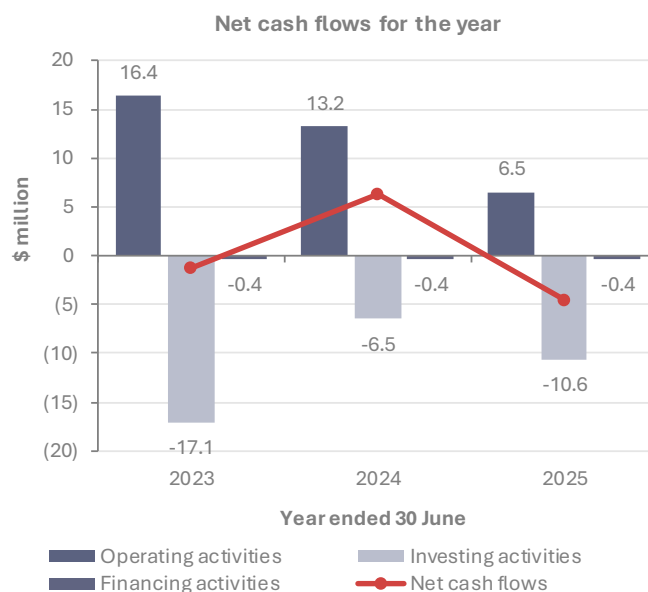
The Statement of Cash Flows details the Council's inflows and outflows of cash over a specific period. It helps in assessing the Council's ability to generate cash to fund its operations, pay off debts, and support future projects. It also aids in identifying any pressures or issues in the Council operating in a financially sustainable manner.

This graph shows the net cash flows for the current and prior two financial years.

The net cash flow for the year was negative \$4.5 million (positive \$6.3 million in 2023-24).

In 2024-25 the net cashflows:

- from operating activities decreased by \$6.7 million, primarily due to a decrease of \$6.7 million in receipts of grants and contributions
- used in investing activities increased by \$4.1 million, mainly due to a \$3.3 million reduction in the redemption of term deposits and an increase of \$2.0 million in purchases of infrastructure, property, plant and equipment
- used in financing activities remained consistent at \$0.4 million.



FINANCIAL POSITION

Cash, cash equivalents and investments

This section of the Report provides details of the amount of cash, cash equivalents and investments recorded by the Council at 30 June 2025.

Externally restricted funds are the cash, cash equivalents and investments that can only be used for specific purposes due to legal or contractual restrictions.

Cash, cash equivalents, and investments without external restrictions can be allocated internally by the elected Council's resolution or policy. These allocations are matters of Council policy and can be changed or removed by a Council resolution.

Cash, cash equivalents and investments	2025	2024	Percentage of total cash and investments 2025	Commentary
	\$m	\$m	%	
Total cash, cash equivalents and investments	26.3	30.5		Externally restricted balances are those which are only available for specific use due to a restriction placed by legislation or third-party

Restricted and allocated cash, cash equivalents and investments:

• External restrictions	9.8	9.1	37.3
• Internal allocations	16.5	20.2	62.7

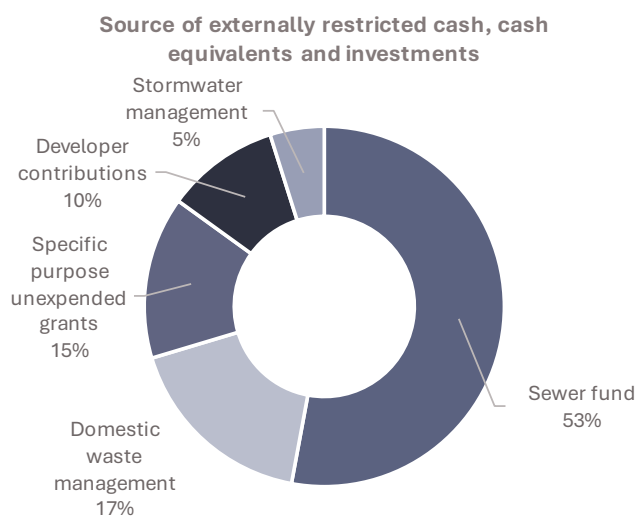
contract. A breakdown of the sources of externally restricted balances is included in the graph below. The increase of \$0.7 million in external allocations is primarily due to the increase in the sewer fund of \$1.2 million.

Internal allocations are determined by council policies or decisions, which are subject to change. The decrease of \$3.7 million in internal allocations is mainly due to the decrease of \$2.3 million in the local roads reserve.

This graph shows the sources of externally restricted cash, cash equivalents and investments.

In 2024-25 the Council's main sources of externally restricted cash, cash equivalents and investments include:

- sewer fund of \$5.2 million which increased by \$1.2 million due to an increase in cash and cash equivalents held for the sewerage business activity
- domestic waste management of \$1.7 million which increased by \$0.2 million
- specific purpose unexpended grants of \$1.4 million which decreased by \$1.2 million due to the decrease in unexpended grants and contributions
- developer contributions of \$1.0 million which increased by \$0.4 million due to cash contributions received from developers during the year.



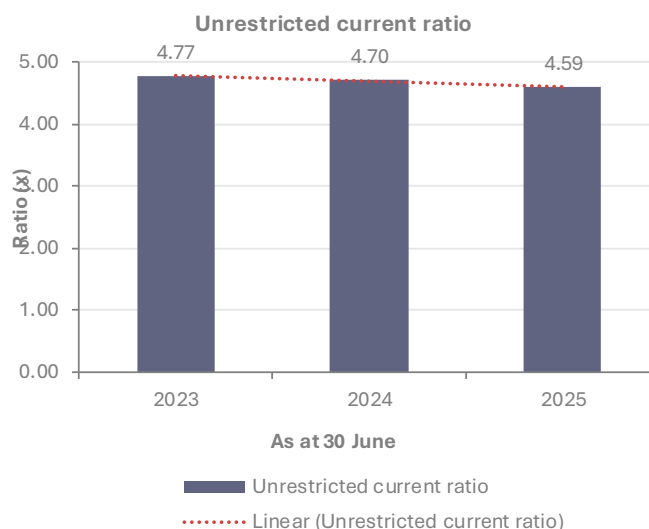
Council liquidity

This graph shows the Council's unrestricted current ratio for the current and prior two financial years.

The unrestricted current ratio is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The ratio measures the ratio of unrestricted current assets to specific purpose liabilities.

In 2023–24, the average unrestricted current ratio was an average of 5.6x for rural councils.

The Council's unrestricted current ratio of 4.59 times has decreased slightly from the prior year ratio of 4.70.

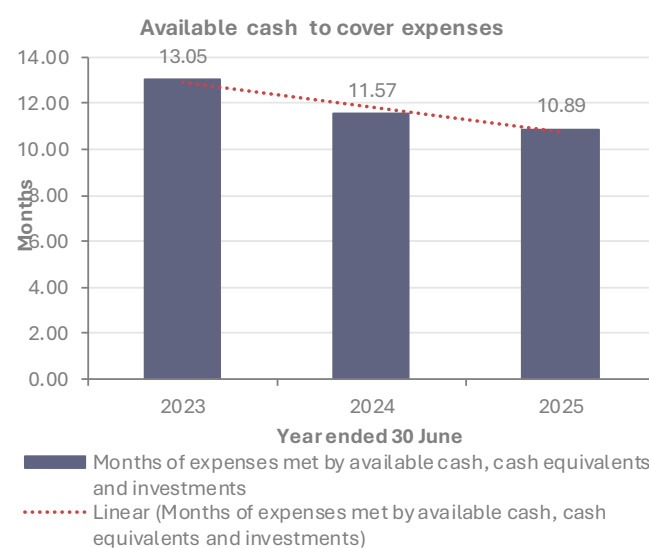


This graph shows the number of months of general fund expenses (excluding depreciation and borrowing costs), Council can fund from its available cash, cash equivalents and investments (not subject to external restrictions).

Further details on cash, cash equivalents and investments including the sources of external restrictions are included in the section above.

In 2023–24, the available cash to cover expenses was an average of 8 months for rural councils.

The Council's cash expense cover ratio was 10.89 months. This indicates that Council had the capacity to cover 10.89 months of operating cash expenditure without additional cash inflows at 30 June 2025. This is a slight decrease from the prior year value of 11.57 months.

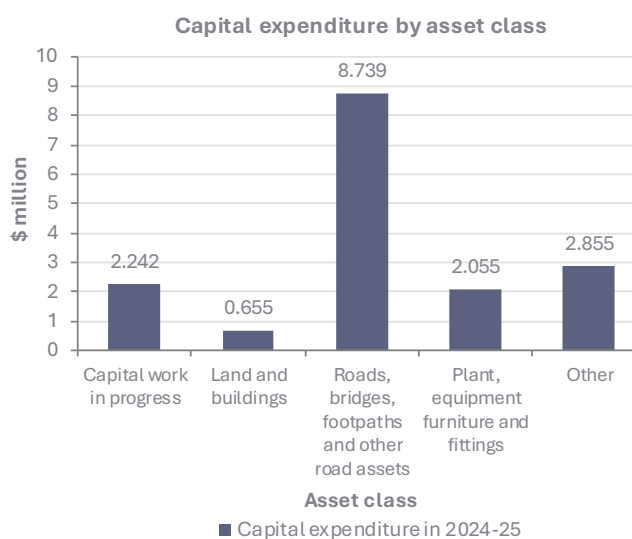


Infrastructure, property, plant and equipment

This graph shows how much the Council spent on renewing and purchasing assets in 2024-25.

Council renewed \$7.0 million of infrastructure, property, plant and equipment during the 2024-25 financial year. This was mainly spent on roads, bridges, footpaths and other road assets (\$3.7 million) and plant, equipment, furniture and fittings (\$2.0 million).

A further \$9.5 million was spent on new assets including \$5.0 million on roads, bridges, footpaths and other road assets, \$2.0 million on capital work in progress and \$2.5 million on other assets.



Debt

The table below provides an overview of the Council's loans and committed borrowing facilities. Committed borrowing facilities are an element of liquidity management and include bank overdrafts, and credit cards.

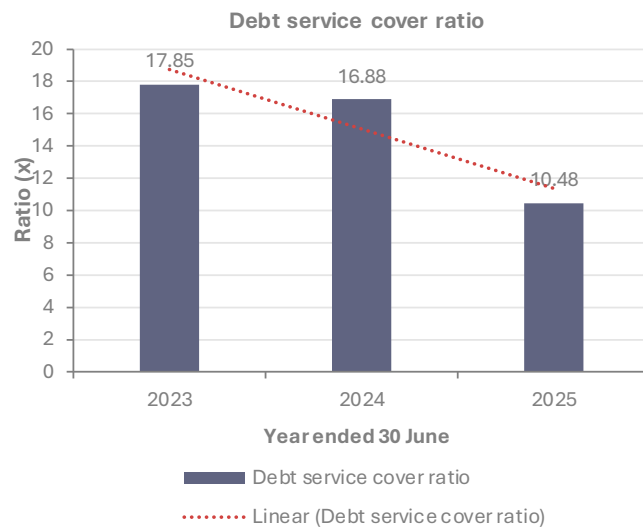
Debt	2025	2024	Commentary
	\$m	\$m	
Loans	1.8	2.2	Loans decreased by \$0.4 million due to repayments made during the year.
Approved overdraft facility	0.2	0.2	The approved overdraft facility remained at \$0.2 million and was undrawn at 30 June 2025.
Amount drawn down	-	-	
Credit card facility	0.065	0.03	The credit card facility increased to \$0.065 million.
Amount used	0.009	0.011	

Debt service cover

This graph shows the Council's debt service cover ratio for the current and prior two financial years.

The debt service cover ratio measures the operating cash to service debt including interest, principal and lease payments.

The Council's debt service cover of 10.48 times has decreased from the prior year ratio of 16.88 mainly due to a \$3.8 million increase in capital grants and non-developer contributions and \$0.8 million increase in depreciation, amortisation and impairment of non-financial assets.



Unaib Jeffrey
Associate Director, Financial Audit
Delegate of the Auditor-General

Temora Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025

"Success through determination and inspiration"



Temora Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

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Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Temora Shire Council**Special Purpose Financial Statements**

for the year ended 30 June 2025

Statement by Councillors and Management**Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting**

The attached special purpose financial statements have been prepared in accordance with:

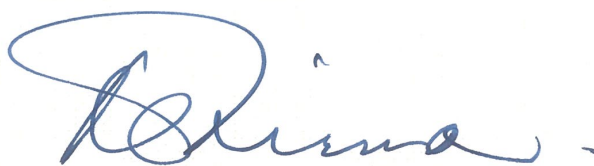
- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022.*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 16 October 2025.



Rick Firman
Mayor
16 October 2025



Graham Sinclair
Councillor
16 October 2025



Melissa Boxall
General Manager
16 October 2025



Elizabeth Smith
Responsible Accounting Officer
16 October 2025

Temora Shire Council

Income Statement of sewerage business activity for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	1,529	1,397
User charges	31	33
Interest and investment income	154	148
Grants and contributions provided for operating purposes	19	20
Other income	12	13
Total income from continuing operations	1,745	1,611
Expenses from continuing operations		
Employee benefits and on-costs	307	160
Materials and services	508	626
Depreciation, amortisation and impairment	360	342
Net loss from the disposal of assets	9	6
Total expenses from continuing operations	1,184	1,134
Surplus (deficit) from continuing operations before capital amounts	561	477
Grants and contributions provided for capital purposes	1,805	954
Surplus (deficit) from continuing operations after capital amounts	2,366	1,431
Surplus (deficit) from all operations before tax	2,366	1,431
Less: corporate taxation equivalent (25%) [based on result before capital]	(140)	(119)
Surplus (deficit) after tax	2,226	1,312
Plus accumulated surplus	12,055	10,624
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	140	119
Closing accumulated surplus	14,421	12,055
Return on capital %	1.8%	4.5%
Subsidy from Council	733	473
Calculation of dividend payable:		
Surplus (deficit) after tax	2,226	1,312
Less: capital grants and contributions (excluding developer contributions)	(1,805)	(954)
Surplus for dividend calculation purposes	421	358
Potential dividend calculated from surplus	210	179

Temora Shire Council

Statement of Financial Position of sewerage business activity

as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents	1,064	1,331
Investments	4,114	2,598
Receivables	3,224	3,467
Total current assets	8,402	7,396
Non-current assets		
Infrastructure, property, plant and equipment	31,109	22,091
Total non-current assets	31,109	22,091
Total assets	39,511	29,487
Net assets	39,511	29,487
EQUITY		
Accumulated surplus	14,421	12,055
IPPE revaluation surplus	25,090	17,432
Total equity	39,511	29,487

Temora Shire Council

Material accounting policy information

for the year ended 30 June 2025

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2021* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

Council has no Category 1 business activities.

Category 2

(where gross operating turnover is less than \$2 million)

Sewerage Service

Comprising the whole of the sewerage reticulation and treatment operations and net assets servicing the Shire of Temora.

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Temora Shire Council

Material accounting policy information

for the year ended 30 June 2025

Note – Material accounting policy information (continued)

Corporate income tax rate – 25% (LY 25%)

In accordance with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW's) regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (LY 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government sewerage business is permitted to pay annual dividends from its sewerage business surpluses. Each dividend must be calculated and approved in accordance with DCCEEW's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of sewerage assessments at 30 June 2025 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with DCCEEW's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DCCEEW.



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Temora Shire Council

To the Councillors of the Temora Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Temora Shire Council's (the Council) Declared Business Activity, Sewerage Business Activity, which comprise the Statement by Councillors and Management, the Income Statement of the Declared Business Activity for the year ended 30 June 2025, the Statement of Financial Position of the Declared Business Activity as at 30 June 2025 and the Material accounting policy information note.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared Business Activity as at 30 June 2025, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in the Significant accounting policies note and the Local Government Code of Accounting Practice and Financial Reporting 2024–25 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the Significant accounting policies note to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in the Significant accounting policies note to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Unaib Jeffrey
Delegate of the Auditor-General for New South Wales

31 October 2025
SYDNEY

Temora Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2025

"Success through determination and inspiration"



Temora Shire Council

Special Schedules

for the year ended 30 June 2025

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Temora Shire Council

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	4,520	4,756
Plus or minus adjustments ²	b	35	80
Notional general income	c = a + b	4,555	4,836
Permissible income calculation			
Percentage increase	d	4.50%	5.00%
Plus percentage increase amount ³	f = d x (c + e)	205	242
Sub-total	g = (c + e + f)	4,760	5,078
Plus (or minus) last year's carry forward total	h	1	5
Sub-total	j = (h + i)	1	5
Total permissible income	k = g + j	4,761	5,083
Less notional general income yield	l	4,756	5,083
Catch-up or (excess) result	m = k - l	5	-
Carry forward to next year ⁶	p = m + n + o	5	-

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.



INDEPENDENT AUDITOR'S REPORT

Special Schedule – Permissible income for general rates

Temora Shire Council

To the Councillors of Temora Shire Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Temora Shire Council (the Council) for the year ending 30 June 2026.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting 2024–25 (LG Code) and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets as at 30 June 2025.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements.

Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Unaib Jeffrey
Delegate of the Auditor-General for New South Wales

31 October 2025
SYDNEY

Temora Shire Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost			2024/25 Actual maintenance \$ '000	2024/25 Required maintenance ^a \$ '000	Net carrying amount \$ '000	Gross replacement cost (GRC) \$ '000	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard \$ '000	to bring the service set by Council \$ '000	to bring assets to satisfactory standard \$ '000					1	2	3	4	5
Buildings	Other	–	–	80	79	80	47,086	76,461	34.0%	33.0%	33.0%	0.0%	0.0%
	Sub-total	–	–	80	79	80	47,086	76,461	34.0%	33.0%	33.0%	0.0%	0.0%
Other structures	Other structures	–	–	–	–	–	2,920	4,811	47.0%	19.0%	34.0%	0.0%	0.0%
	Sub-total	–	–	–	–	–	2,920	4,811	47.0%	19.0%	34.0%	0.0%	0.0%
Roads	Regional Roads	184	184	201	206	206	15,575	30,218	1.0%	8.0%	89.0%	2.0%	0.0%
	Urban Sealed Roads	3,248	3,248	269	236	236	26,745	48,111	8.1%	18.1%	64.7%	8.5%	0.6%
	Urban Unsealed Roads	88	88	41	16	16	245	467	4.0%	15.0%	62.0%	13.0%	6.0%
	Bridges	–	–	–	6	6	19,686	27,522	32.0%	38.0%	15.5%	14.5%	0.0%
	Rural Sealed Roads	2,263	2,263	333	745	745	40,714	75,185	3.2%	15.8%	75.6%	5.3%	0.1%
	Rural Unsealed Roads	3,912	3,912	1,037	1,320	1,320	17,926	30,282	14.0%	29.0%	36.0%	21.0%	0.0%
	Footpaths	590	590	30	33	33	6,862	9,322	51.5%	8.9%	27.1%	12.5%	0.0%
	Bulk earthworks	–	–	–	–	–	84,758	84,758	0.0%	100.0%	0.0%	0.0%	0.0%
	Kerb & Gutter	3,473	3,473	68	41	41	10,621	20,327	9.0%	17.0%	55.0%	16.0%	3.0%
	Other	–	–	–	–	–	–	–	0.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	13,758	13,758	1,979	2,603	2,603	223,132	326,192	8.1%	40.3%	44.1%	7.2%	0.3%
Sewerage network	Other	–	–	–	–	–	1,942	1,959	0.0%	0.0%	0.0%	0.0%	100.0%
	Sewerage Reticulation Network	110	110	287	122	122	23,931	42,107	8.8%	18.8%	68.4%	3.7%	0.3%
	Sewerage Reticulation Pump Stations	–	–	25	60	60	598	739	30.7%	65.5%	1.1%	2.7%	0.0%
	Sewerage Treatment Plant	–	–	161	111	111	1,558	2,730	3.3%	40.7%	36.9%	19.1%	0.0%
	Effluent Reticulation Pipes	40	40	124	49	49	1,235	1,871	24.0%	16.1%	59.9%	0.0%	0.0%
	Effluent Infrastructure – Storage	–	–	–	–	–	1,368	2,278	20.8%	10.4%	56.8%	11.9%	0.1%
	Effluent Infrastructure – Pump Stations	–	–	–	–	–	539	842	16.0%	35.0%	43.6%	0.0%	5.4%
	Sub-total	150	150	597	342	342	31,171	52,526	9.7%	19.7%	62.1%	4.5%	4.0%
Stormwater drainage	Stormwater drainage	–	–	16	2	2	25,570	42,053	1.0%	30.0%	61.0%	8.0%	0.0%
	Other	–	–	–	–	–	–	–	0.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	–	–	16	2	2	25,570	42,053	1.0%	30.0%	61.0%	8.0%	0.0%

Temora Shire Council

Report on infrastructure assets as at 30 June 2025 (continued)

Asset Class	Asset Category	Estimated cost			2024/25 Actual maintenance \$ '000	2024/25 Required maintenance ^a \$ '000	Net carrying amount \$ '000	Gross replacement cost (GRC) \$ '000	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard \$ '000	to bring the service set by Council \$ '000	to the agreed level of \$ '000					1	2	3	4	5
Open space / recreational assets	Swimming pools	–	–	–	78	114	3,963	5,324	57.0%	29.0%	13.0%	1.0%	0.0%
	Open Space Assets	–	–	–	–	–	8,231	12,414	15.0%	55.0%	30.0%	0.0%	0.0%
	Sub-total	–	–	–	78	114	12,194	17,738	27.6%	47.2%	24.9%	0.3%	0.0%
Other infrastructure assets	Other	–	–	–	–	–	22,946	27,240	77.0%	23.0%	0.0%	0.0%	0.0%
	Sub-total	–	–	–	–	–	22,946	27,240	77.0%	23.0%	0.0%	0.0%	0.0%
	Total – all assets	13,908	13,908	2,750	3,140	365,019	547,021		15.7%	35.7%	42.7%	5.3%	0.6%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Temora Shire Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024	Indicators 2023	Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals ¹	4,888	85.95%	181.01%	43.47%	> 100.00%
Depreciation, amortisation and impairment	5,687				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	13,908	3.78%	2.40%	2.68%	< 2.00%
Net carrying amount of infrastructure assets	367,468				
Asset maintenance ratio					
Actual asset maintenance	3,140	114.18%	177.80%	116.32%	> 100.00%
Required asset maintenance	2,750				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	13,908	2.54%	1.58%	1.76%	
Gross replacement cost	547,021				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Temora Shire Council




Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Sewer fund		Benchmark
	2025	2024	2025	2024	
Buildings and infrastructure renewals ratio					
Asset renewals ¹					
Depreciation, amortisation and impairment	91.67%	202.78%	0.00%	13.10%	> 100.00%
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard					
Net carrying amount of infrastructure assets	4.09%	2.49%	0.48%	1.22%	< 2.00%
Asset maintenance ratio					
Actual asset maintenance					
Required asset maintenance	129.96%	190.73%	57.29%	107.20%	> 100.00%
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council					
Gross replacement cost	2.78%	1.64%	0.29%	0.77%	

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

15.3 QUARTERLY BUDGET REVIEW - QUARTER ENDING 30 SEPTEMBER 2025**File Number:** REP25/635**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:**

1. QBRs [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\)](#) 
2. Statement by RAO [!\[\]\(97ea327f5be815eae3219211de8871e0_img.jpg\)](#) 
3. QBRs how to read factsheet [!\[\]\(5d9dd6a6efd1aa0fc8e84c5b604605a8_img.jpg\)](#) 

REPORT

The Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to prepare and submit to Council, a Quarterly Budget Review Statement (QBRs) each quarter, except the June quarter.

The QBRs must comply with the Local Government Code of Accounting Practice and be considered by Council no later than two months after the end of each quarter.

In August 2025, the Office of Local Government (OLG) released revised *Quarterly Budget Review Statement Guidelines* introducing a standardised reporting template and data return. These reforms are intended to ensure all Councils present clear, consistent and comparable financial information to their Councillors, staff, and communities. Under the revised framework, Councils are required to submit their completed QBRs report and data return to both Council and the OLG by the statutory due dates.

The attached QBRs has been prepared in accordance with the 2025 OLG Guidelines and the *Local Government Code of Accounting Practice and Financial Reporting*. It presents separate financial results for the General Fund and the Sewer Fund, along with a consolidated overview. This structure is intended to enhance transparency by allowing the financial performance of each fund to be viewed independently while still providing an integrated picture of Council's total financial capacity.

The QBRs is made up of several key review components designed to give Councillors a complete picture of Council's financial position:

1. QBRs Financial Overview – provides a summary of the combined position of all funds, including borrowings, cash and investments. It allows Councillors to quickly understand Council's overall budget position and projected year-end result.
2. Income and Expenses Budget Review Statement (consolidated and for each fund) – Summarises the operating result for each fund and the consolidated result, showing how income and expenditure are tracking against budget and identifying any significant changes or variances.
3. Capital Budget Review Statement – Details progress on the capital works program, including funding sources such as grants, reserves, borrowings and rates. The "Rates & Other Untied Funding" line shows the portion of capital expenditure funded from Council's general revenue sources.
4. Cash and Investments Budget Review Statement – Demonstrates Council's liquidity and the level of funds held for specific purposes. The template distinguishes between Externally Restricted, Internally Allocated, and Unallocated reserves, providing visibility of the resources available to meet future obligations.

5. Developer Contributions Summary – Reports cash and non-cash developer contributions received under contribution plans. This section highlights Council's capacity to fund infrastructure related to growth and development.

The OLG has also prepared a factsheet on how to read the new QBRS, which is attached to this report (Attachment 3).

The QBRS must also be accompanied by a report as to whether or not the Responsible Accounting Officer believes that the financial position of Council is satisfactory, having regard to the original estimates of income and expenditure. This statement is provided at Attachment 2.

Budget Variations

Council's original budget forecast an operating deficit of \$2.629 million. The net variation to the operating result for the quarter of \$2.518 million will decrease the projected net operating result before capital items to a deficit of \$5.147 million.

Income variations resulted in a reduction in income of \$1.499 million and include the following significant variations within General Fund:

- Increase in rates income of \$0.102 million to reflect actuals. Rates income was higher than the amount budgeted due to the registration of subdivisions between the time of budget preparation and the levy of rates.
- Decrease in operating grant income of \$2.62 million to adjust for the timing of the payment of the Financial Assistance Grant.
- Increase in capital grant income of \$0.328 million in Local Roads Community Infrastructure (LRCI) Round 4 as Council had not completed the projects at 30 June 2025 and has received an extension to the due date for expenditure under this program. Offset by capital expenditure.
- Increase in capital grant income of \$0.224 million in LG NSW Recovery Grant as it was anticipated that the funding would be spent before 30 June 2025. This amount was classified as a contract liability at 30 June and funds were held as externally restricted cash. Council has until 31 December 2025 to spend funding under this program. Offset by capital expenditure.
- Increase in capital grant income of \$0.418 million in Fixing Local Roads (FLR) as it was anticipated that the funding would be spent before 30 June 2025. \$0.158 million of this was classified as a contract liability at 30 June and funds were held as externally restricted cash. Council has until 10 December 2025 to spend funding under this program. Offset by capital expenditure.
- Decrease in capital grant income of \$0.029 million in EPA Facility Grant as Council received less funding than applied and budgeted for. Waste reserves will be utilised to fund the shortfall.
- Increase in library capital grant income of \$0.044 million to recognise income for grants received in prior years and recognised as contract liabilities at 30 June 2025. Offset by capital expenditure.
- Increase in capital grant income for the Planning Portal Implementation of \$0.034 million to recognise income for grants received in prior years and recognised as contract liabilities at 30 June 2025. Offset by capital expenditure.

There are no variations to operating expenditure for the quarter.

Capital expenditure budget variations totalling \$0.095 include the following items:

- Library Local Special Projects funding of \$0.044 million received in prior years will be utilised this year to complete furniture upgrades at the library. The expenditure budget has been varied accordingly.
- In 2024/25 Council received a grant to assist with implementation costs of the Planning Portal. Council had \$0.034 million available to spend this financial year and has spent \$4,927 at the end of the September quarter.
- Capital works to the value of \$8,000 were undertaken at the Aerodrome Caravan Park to accommodate the caretaker. These works were previously approved by Council and are to be funded by revenue from the Aerodrome Caravan Park.
- Several other minor budget variations totalling \$8,962 are required for projects including the replacement of air conditioners in the Committee Room and the Lake House.

Carry over works (Revotes)

The following projects were not complete at 30 June 2025 and had unspent budget allocations. At the time of constructing the budget it was anticipated that these projects would be largely completed prior to 30 June 2025. Officers request that the unspent budget allocations from the 2025 financial year be allocated to the current financial year in order to complete the projects. The incomplete projects and associated unspent budgets are listed in the table below.

Project	Amount	Reserve funding source	Comments
Cemetery Plinth	42,185	Revotes	Request that these funds be utilised at Aria Park Cemetery to develop additional rows.
Aria Park Cemetery Internal Road & Drainage	50,000	Grants	Recovery Grant
Golden Gate Dam – Flood Gates	10,900	Reserve	
Golf Club Dam Spillway Adjustments	10,000	Reserve	
Golden Gate Reserve Detention Basin	24,000	Grants	Recovery Grant
Chifley St Box Culvert	100,000 100,000	Revotes Grants	Recovery Grant
Chifley St Underground Drainage	50,000	Grants	Recovery Grant
Sharpe St Area – Flood Mitigation	15,000	Revotes	Previously allocated to Giles St. Funds requested for Sharpe St preparatory works.
Maxwell/Harrison St Kerb & Gutter	119,923	Revotes	
Beelah St – Formalise drainage easement (design & construct)	110,000	Reserve	
Plant Items	85,292	Revotes	
Mirrool Rd Aria Park – Initial Seal	68,944 206,831	Revotes Grants	Council Contribution Fixing Local Roads Grant

Temora Recreation Ground – Install Hill Irrigation	12,500	Revotes	
Temora Recreation Ground – Remove & Replace Trees	7,320	Revotes	
Lucas/North Sts – Initial Seal	70,349	Revotes	Council Contribution
	211,048	Grants	Fixing Local Roads
Twynam & Camp Sts Kerb & Gutter	104,712	Grants	LRCI funding
Twynam & Camp Sts Road	223,380	Grants	LRCI funding
Administration Building Renovation	24,912	Revotes	Delivery 2026/27
Total carry over works	1,647,296		

It is therefore requested that the budgeted expenditure of \$1,647,296 for carry over works be added to capital expenditure budgets as follows:

2025/26 - \$1,622,384

2026/27 - \$24,912

Discussion

As Council is aware, many projects funded by grants are due for completion over the next 12 months. Budgets for these projects have been developed at least 18 months ago and up to four years ago, with officers providing their best estimates using the information available to them at the time. The use of contractors in conjunction with a high inflationary environment have contributed to costs escalating. The Executive Manager Engineering Services has advised that due to issues resourcing both labour and materials and cost pressures several capital projects have already been identified as exceeding original budget estimates. Officers are working hard to minimise budget overruns and will present a report to Council in coming months outlining a plan to defer projects and/or reallocate funding within the capital works program. This will mean that some projects will not be delivered according to the current capital works program and will be deferred to future years for Council to fund.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

Legislation relevant to this report includes:

- Local Government Act 1993
- Local Government (General) Regulation 2021 (section 203)
- Office of Local Government's Quarterly Budget Review Statement Guidelines – August 2025

RESOLUTION 158/2025

Moved: Cr Belinda Bushell

Seconded: Cr Graham Sinclair

It was resolved that Council:

1. Receive and note the Quarterly Budget Review Statement for the quarter ending 30 September 2025.
2. Endorse the budget of \$1,622,384 for carry over works to be allocated to the 2025/26 financial year.
3. Endorse the budget of \$24,912 for carry over works, as listed in the table, to be allocated to the 2026/27 financial year.

CARRIED

Report by Elizabeth Smith

Office of Local Government QBRs 25-26 Quarter 1

Return to: qbrs@olg.nsw.gov.au in Excel format

Due Date: 30 November 2025

Council Name:	Temora Shire Council
Quarter end:	30/09/2025

Contact Name:	Elizabeth Smith
Contact Phone:	02 6980 1100
Contact Email:	esmith@temora.nsw.gov.au

Comments on Return:

Note: to insert line breaks in comment box, press
Alt-Enter.

--

Only WHITE cells need to be populated

DO NOT ENTER N/A into Cells - leave blank if no data

Questions relating to this return should be directed to:

Office of Local Government

Performance Team

(02) 4428 4100

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Income and Expenses Budget Review Statement											
Temora Shire Council											
Budget review for the quarter ended 30/09/2025											
Consolidated Fund											
Description	Previous Year		Current Year Original		Approved Changes		Approved Changes		Revised Budget		Variance Original Budget v FYE 2025/26 \$000's
	Actual 2024/25 \$000's		Budget 2025/26 \$000's		Review Q 1 \$000's		Review Q 2 \$000's		Budget \$000's		
INCOME											
Rates and Annual Charges	7,064		7,547						7,547	102	7,460
User Charges and Fees	14,162		10,023						10,023	0	1,321
Other Revenue	759		491						491	0	92
Grants and Contributions - Operating	6,813		9,044						9,044	-2,620	1,491
Grants and Contributions - Capital	10,403		1,458						1,458	1,019	573
Interest and Investment Income	1,163		990						990	0	252
Other Income	344		342						342	0	81
Net gain from disposal of assets	0		123						123	0	19
Total Income from continuing operations	40,708		30,018		0		0		30,018	-1,499	11,289
EXPENSES											
Employee benefits and on-costs	10,444		10,488						10,488	0	2,954
Materials & Services	13,922		11,374						11,374	0	3,476
Borrowing Costs	56		67						67	0	11
Other Expenses	752		795						795	0	451
Net Loss from Disposal of Assets	52		0						0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	25,226		22,724		0		0		22,724	0	6,893
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	15,482		7,294		0		0		7,294	-1,499	4,397
Depreciation, amortisation and impairment of non financial assets	8,628		8,465						8,465	0	2,076
Operating result from continuing Operations	6,854		-1,171		0		0		-1,171	-1,499	2,320
Net Operating Result before grants and contributions provided for capital purposes	-3,549		-2,629		0		0		-2,629	-2,518	1,748
Notes Original Budget +/- approved budget changes in previous quarters = REVISED Budget Revised Budget +/- recommended changes this quarter = PROJECTED year results The quarterly recommended changes to the revised budget are to include: 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan 2) any impacts of year to date expenditure on recommended changes to budget Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information. The narrative is important in understanding why budget changes are necessary.											

Income and Expenses Budget Review Statement										
Temora Shire Council										
Budget review for the quarter ended 30/09/2025										
General Fund										
Description	Previous Year Actual 2024/25 \$'000's	Current Year Original Budget 2025/26 \$'000's	Approved Changes Review Q 1 \$'000's	Approved Changes Review Q 2 \$'000's	Approved Changes Review Q 3 \$'000's	Revised Budget \$'000's	Recommended changes for council resolution \$'000's	Projected Year End Result (PVE) 2025/26 \$'000's	VARIANCE ORIGINAL budget v PVE 2025/26 \$'000's	ACTUAL YTD 2025/26 \$'000's
INCOME										
Rates and Annual Charges	5,535	5,869				5,869	102	5,971	102	5,971
User Charges and Fees	14,131	9,990				9,990		9,990	0	1,313
Other Revenue	747	475				475		475	0	92
Grants and Contributions - Operating	6,794	9,018				9,018	-2,620	6,398	-2,620	1,491
Grants and Contributions - Capital	8,598	1,458				1,458	1,019	2,477	1,019	573
Interest and Investment Income	1,009	834				834		834	0	213
Other Income	344	342				342		342	0	81
Net gain from disposal of assets	0	123				123		123	0	19
Total Income from continuing operations	37,158	28,109	0	0	0	28,109	-1,499	26,610	-1,499	9,753
EXPENSES										
Employee benefits and on-costs	10,137	10,082				10,082		10,082	0	2,881
Materials & Services	13,414	10,484				10,484		10,484	0	3,375
Borrowing Costs	56	67				67		67	0	11
Other Expenses	752	795				795		795	0	451
Net Loss from Disposal of Assets	43	0				0		0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	24,402	21,428	0	0	0	21,428	0	21,428	0	6,720
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	12,756	6,681	0	0	0	6,681	-1,499	5,182	-1,499	3,034
Depreciation, amortisation and impairment of non financial assets	8,268	8,099				8,099		8,099	0	1,939
Operating result from continuing Operations	4,488	-1,418	0	0	0	-1,418	-1,499	-2,917	-1,499	1,095
Net Operating Result before grants and contributions provided for capital purposes	-4,110	-2,876	0	0	0	-2,876	-2,518	-5,394	-2,518	522

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget
Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

The narrative is important in understanding why budget changes are necessary.

Income and Expenses Budget Review Statement									
Temora Shire Council									
Budget review for the quarter ended 30/09/2025									
Water Fund									
Description	Previous Year		Current Year Original		Approved Changes		Approved Changes		Variance
	Actual	Budget	Actual	Budget	Review	Review	Review	Review	
	2024/25	2025/26	2024/25	2025/26	Q 1	Q 2	Q 3	Q 4	
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	
INCOME									
Access Charges									
User Charges									
Fees									
Grants & Contributions - Operating									
Interest and Investment Income									
Other Income									
Net gain from disposal of assets									
Total Income from continuing operations	0	0	0	0	0	0	0	0	0
EXPENSES									
Employee benefits and on-costs									
Materials & Services									
Borrowing Costs									
Water purchase charges									
Calculated taxation equivalents									
Debt guarantee fee									
Other Expenses									
Net Loss from Disposal of Assets									
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0
Depreciation, amortisation and impairment of non financial assets									
Surplus / (Deficit) from continuing operations before capital amounts	0	0	0	0	0	0	0	0	0
Grants and Contributions - Capital									
Surplus / (Deficit) from continuing operations after capital amounts	0	0	0	0	0	0	0	0	0

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget
 Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

The narrative is important in understanding why budget changes are necessary.

Budget review for the quarter ended	30/09/2025
-------------------------------------	------------

Sewer Fund										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes for council resolution	Projected Year End (PTE)	VARIANCE	ACTUAL YTD
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Review 0.1 \$000's	Review 0.2 \$000's	Review 0.3 \$000's	Budget \$000's	\$000's	Result 2025/26 \$000's	ORIGINAL budget v PTE 2025/26 \$000's	2025/26 \$000's
INCOME										
Access charges	1,529	1,678				1,678		1,678	0	1,489
Use charges	31	33				33		33	0	8
Liquid trade-waste charges	0	0				0		0	0	0
Fees	0	0				0		0	0	0
Grants and contributions - Operating	19	26				26		26	0	0
Interest and Investment Income	154	155				155		155	0	39
Other Income	12	17				17		17	0	0
Net gain from disposal of assets	0	0				0		0	0	0
Total income from continuing operations	1,745	1,909	0	0	0	1,909	0	1,909	0	1,536
EXPENSES										
Employee benefits and on-costs	307	406				406		406	0	72
Materials & Services	508	890				890		890	0	101
Borrowing Costs	0	0				0		0	0	0
Calculated taxation equivalents	0	0				0		0	0	0
Debt Guarantee fee	0	0				0		0	0	0
Other Expenses	0	0				0		0	0	0
Net Loss from Disposal of Assets	9	0				0		0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	824	1,296	0	0	0	1,296	0	1,296	0	173
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets										
	921	613	0	0	0	613	0	613	0	1,363
Depreciation, amortisation and impairment of non financial assets	360	365				365		365	0	137
Surplus / (Deficit) from continuing operations before capital amounts	561	248	0	0	0	248	0	248	0	1,225
Grants and Contributions - Capital	1,805	0						0	0	0
Surplus / (Deficit) from continuing operations after capital	2,366	248	0	0	0	248	0	248	0	1,225

Revised Budget +/- recommended changes this quarter = projected year results

1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan

- 1) an explanation for the recommended changes and any impacts this will have
- 2) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

The narrative is important in understanding why budget changes are necessary.

Capital Budget Review Statement										
Temora Shire Council										
Budget review for the quarter ended 30/09/2025										
Description	Previous Year		Current Year		Approved Changes		Approved Changes		Recommended changes for council resolution	Projected Year End (PYE) Result
	Actual	Budget	Actual	Budget	Q 1	Q 2	Q 3	Budget		
	2024/25 \$000's	2025/26 \$000's	2024/25 \$000's	2025/26 \$000's	2024/25 \$000's	2025/26 \$000's	2024/25 \$000's	2025/26 \$000's	2024/25 \$000's	2025/26 \$000's
CAPITAL FUNDING										
Rates & other united funding	2,979	5,356	2,979	5,356				5,373	17	163
Capital Grants & Contributions	10,403	1,458	10,403	1,458				2,477	1,019	573
Reserves - External Restrictions	1,216	193	1,216	193				353	160	0
Reserves - Internally Allocated	5,160	3,556	5,160	3,556				4,102	546	3,905
New Loans	0	600	0	600				600	0	600
Proceeds from sale of assets	289	368	289	368				368	0	19
Other	1,295	645	1,295	645				645	0	244
Total Capital Funding	21,342	12,176	21,342	12,176	0	0	0	13,918	1,742	5,504
CAPITAL EXPENDITURE										
WIP	2,242		2,242					0	0	
New Assets	7,547	2,229	7,547	2,229				3,229	1,000	485
Asset Renewal	6,758	6,016	6,758	6,016				6,758	742	838
Other	4,795	3,931	4,795	3,931				3,931	0	3,855
Total Capital Expenditure	21,342	12,176	21,342	12,176	0	0	0	13,918	1,742	5,178
Net Capital Funding - Surplus (Deficit)	0	0	0	0	0	0	0	0	0	326

Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

Where the **Total Capital Funding** and the **Total Capital Expenditure** values do not match an explanation is to be provided.

Carry over funding from previous year should be identified and any proposed carry forwards into next financial year are to be explained.

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan;
- 3) any impacts of year to date expenditure on recommended changes to budget

Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.

The narrative is important in understanding why budget changes are necessary.

Cash and Investments Budget Review Statement										
Temora Shire Council										
Budget review for the quarter ended 30/09/2025										
Description	Previous Year	Current Year	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	budget v PYE	
	2024/25	2025/26	Q 1	Q 2	Q 3		Q1	2025/26	2025/26	2025/26
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Total Cash, Cash Equivalents & Investments	26,335	20,338				20,338	868	21,206	868	23,851
EXTERNALLY RESTRICTED										
Water Fund						0		0	0	
Sewer Fund	5,178	5,185				5,185		5,185	0	5,210
Developer contributions - General	996	1,060				1,060		1,060	0	1,055
Developer contributions - Water	0					0		0	0	
Developer contributions - Sewer	0					0		0	0	
Transport for NSW Contributions						0		0	0	
Domestic waste management	1,707	1,826				1,826	-29	1,797	-29	1,816
Stormwater management	476	284				284		284	0	508
Other	1,427	1,427				1,427		1,427	0	1,633
Total Externally Restricted	9,784	9,782	0	0	0	9,782	-29	9,753	-29	10,222
Cash, cash equivalents & investments not subject to external restrictions	16,551	10,556	0	0	0	10,556	897	11,453	897	13,629
INTERNAL ALLOCATIONS										
Employee entitlements	625	625				625	674	1,299	674	1,299
Pinnacle Internal Restricted Reserves	4,463	4,487				4,487		4,487	0	4,418
Financial Assistance Grants Received in Advance	2,653	0				0	0	0	0	0
Regional Local Roads Repair Program	2,053	609				609		609	0	2,042
Gravel Royalty	1,641	1,138				1,138		1,138	0	1,087
Infrastructure Replacement	1,640	794				794		794	0	1,032
Other	3,474	2,903				2,903	223	3,126	223	3,745
Total Internally Allocated	16,549	10,556	0	0	0	10,556	897	11,453	897	13,623
Unallocated	2	0	0	0	0	0	0	0	0	6

Developer Contributions Summary																
Temora Shire Council																
Budget review for the quarter ended 30/09/2025																
Purpose	Opening Balance As at 1 July 2025 \$000's	Developer Contributions Received														
		Cash	Cash	Cash	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Other	Non-Cash Other	Non-Cash Other	Interest Earned	Interest Earned	Interest Earned	Interest Earned
		Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's
Drainage																
Roads																
Trading facilities																
Parking																
Open spaces																
Community facilities																
Other																
Total \$7.11 Under plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$7.11 Not under plans																
\$7.12 Leases	996	53			0								0			1,047
\$7.4 Planning agreements																0
\$64 Contributions																0
Other																0
Total Developer Contribution	996	53	0	0	0	0	0	0	0	0	0	0	0	0	0	1,047

Notes

All developer contributions received are to be disclosed, and distinguished as cash or non cash. Recognition occurs when council gains control over the asset (cash or non cash). Councils have obligations to provide facilities from contribution revenue levied on developers under the provisions of s7.4,s7.11 and s7.12 of the *Environmental Planning and Assessment Act 1979*. Developer contributions may only be expended for the purpose for which the contributions were required, however council may apply contributions according to the priorities established in work schedules for the contribution plan. 'Amounts Expended' only includes monetary expenditure. The result should be a positive and not negative result.

Temora Shire Council**Quarterly Budget Review Statement**

for the period 01/07/2025 to 30/09/2025

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021.

It is my opinion that the Quarterly Budget Review Statement for Temora Shire Council for the quarter ended 30/09/2025 indicates that Council's projected financial position at 30/06/2026 will be satisfactory at year end, having regards to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:.....

Date:.....13...../.....11...../.....25.....

Elizabeth Smith

Responsible Accounting Officer

HOW TO READ YOUR QUARTERLY FINANCIAL OVERVIEW

QBRS FINANCIAL OVERVIEW (Name) Council										
Budget review for the quarter ended - XX XXXXXX 20XX										
DESCRIPTION	Previous Year		Current Year		Approved Changes		Approved Changes		Approved Changes	
	Actual 20xx/xx \$000's	Budget 20xx/xx \$000's	Q1 Review \$000's	Q2 Review \$000's	Q3 Review \$000's	Revised Budget \$000's	Recommended changes for council resolution \$000's	Projected Year End (PYE) Result 20xx/xx \$000's	VARIANCE ORIGINAL budget v PYE 20xx/xx \$000's	ACTUAL YTD 20xx/xx \$000's
Net Operating Result before grants and contributions provided for capital purposes										
General Fund	0	0	0	0	0	0	0	0	0	0
Water Fund	0	0	0	0	0	0	0	0	0	0
Sewer Fund	0	0	1	0	0	2	3	4	5	6
Consolidated	0	0	0	0	0	0	0	0	0	0
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non financial assets										
Consolidated	0	0	0	0	0	0	0	0	0	0
Total borrowings										
External restrictions	0	0	0	0	0	0	0	7	0	0
Internal Allocations	0	0	0	0	0	0	0	0	0	0
Unallocated	0	0	0	0	0	0	0	0	0	0
Total Cash and Cash Equivalents	0	0	0	0	0	0	0	0	0	0
Capital Funding	0	0	0	0	0	0	0	8	0	0
Capital Expenditure	0	0	0	0	0	0	0	0	0	0
Net Capital	0	0	0	0	0	0	0	0	0	0

1. Approved changes – Review – Q1

These are the changes for Q1 that were approved by a previous council resolution. The original budget amount plus the approved changes determine the revised budget in this QBRS.

2. Revised budget

This figure is the original budget plus prior quarter approved changes.

3. Recommended changes for council resolution

Any change to the budget must be approved by council. By resolving to accept this QBRS, Councillors are approving the recommended changes.

4. Projected year end result

This figure is the revised forecast position of the fund at financial year end. The projected year end result is the original budget plus the approved and recommended budget changes.

5. Variance

This column shows the variance between the original adopted budget and the revised projected year result. Councillors should be aware of the reasons behind the variance.

6. Actual YTD

Actual year to date is the result from 1st July up until the end of the quarter being reported.

7. Internal allocations and unallocated reserves

Internal allocations and unallocated reserves demonstrate the level of liquidity of Council. Specifically, the Council's ability to cover short term liabilities such as employee entitlements.

8. Capital

The capital overview should inform council as to whether the capital works program is on track to deliver programs outlined in the IP&R documentation.

The funds are reported separately to ensure council, and the community have a clear picture of how the respective infrastructure and service delivery streams are performing – independent of councils broader (consolidated) account.

The Consolidated Fund is the combination of the General, Water and Sewer funds. Some councils do not provide water or sewer to their communities.

15.4 AMENDMENTS TO MEMBERSHIP OF AUDIT, RISK & IMPROVEMENT COMMITTEE (ARIC)**File Number:** REP25/669**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** Nil**REPORT**

Council is required to have an Audit, Risk and Improvement Committee ('ARIC') under the *Local Government Act* s 428A. The composition of the Committee is governed by strict eligibility requirements for independence of members and chairpersons in the *Local Government (General) Regulation 2021* s 216D-F.

In late 2023, the Office of Local Government (OLG) announced reform to Internal Audit Requirements for Local Councils in NSW, with s 23A Guidelines issued and changes to the legislation. In response, Council worked with the successful shared Internal Audit function to meet the new independence requirements for the ARICs. The Internal Audit Alliance Councils of Bland, Coolamon, Cootamundra-Gundagai, Junee, Lockhart and Temora (the 'Audit Alliance') has operated a shared Internal Audit and ARIC function for a long period of time (some records indicate this relationship being established in some form for nearly 20 years) and continues to share resources to meet these regulations in the most cost-efficient and effective manner.

In June 2024, Council endorsed the composition of the current ARIC following an Expression of Interest (EOI) process. During this process, it was noted that the ARIC Independent Members had the required skillset to assume the chair role in the event of the absence of the chair for any reason. This was an important factor in establishing the committee to ensure consistency and continuity of the ARIC and this proposal was considered as an option to fill a vacancy in the chair by management and the relevant guidelines.

Resignation of Mr Tobin as Independent Chair and Appointment as Independent Member

Mr Nick Tobin was recently appointed as the General Manager of Hunters Hill Council, and as an employee of a Council, cannot remain as the Independent Chairperson of the ARIC subject to section 216D of the Regulation:

216D Eligibility for appointment as chairperson—the Act, Sch 6, cl 19B

A council must not appoint a person as the chairperson of the council's Audit, Risk and Improvement Committee unless the council is reasonably satisfied the person—

...

(k) is not an employee of a council or a joint organisation.

There is no restriction on the Independent Members being employees of a Council. Mr Tobin has advised that he wishes to remain as an Independent Member of the ARIC and continue his work on the ARIC. The Audit Alliance General Managers have all agreed to this approach.

Appointment of Ms Kylie McRae as Independent Chairperson

Ms Kylie McRae is currently an Independent Member on four of the six Audit Alliance Council ARICs. Discussions with the Internal Audit Alliance has recommended that Ms McRae be appointed to the two Alliance members that she is not currently a member.

Ms McRae indicated a willingness to chair the Committees in the initial EOI and has undertaken the Acting Chair role previously across the Alliance.

Ms McRae has over 30 years' experience providing assurance services, risk management advice and support, probity advice and assurance, fraud and corruption investigations and advice, workplace investigations, designing and implementing corporate governance structures and processes, strategic planning and analysis, compliance management and organisational performance.

Ms McRae's passion is using effective assurance, governance, risk management and compliance to drive improved organisational performance and enhance value provided to customers, stakeholders and the community.

Consultation

General Managers of the Internal Audit Alliance have agreed with this approach and a similar report is being put to all six Alliance Councils.

Appointment of Mr Steve Embry following resignation of Mr Phil Thomas as Independent Member

The General Manager received the resignation of Mr Phil Thomas as a member of the Audit and Risk Committee, and an EOI Process was undertaken to fill the position. Council advertised for three weeks across the usual recruitment and industry notice boards. Eleven applications were received, and the assessment panel was impressed by the high quality of applications. Interviews of three applicants were undertaken by a panel of the General Manager, Director Administration and Finance and the General Manager of Coolamon Shire, Mr Tony Donoghue as the independent. Two referees were contacted in relation to the preferred applicant and a bankruptcy check has been undertaken. Mr Steve Embry is therefore recommended by the panel to Council for appointment as an independent member of the ARIC.

Mr Embry is a career local government professional with over 20 years' experience as a Director of Corporate Services at Great Lakes Council and Mid-Coast Council. He holds a Bachelor of Business, and Graduate Certificate in Business Excellence Evaluation. Steve's career has spanned both Victoria and NSW local government. He has a strong background in continuous improvement, integrated planning and reporting, major project management, risk management, ICT, organisational development, and financial management.

Integrated Planning and Reporting

Temora Shire Council Community Strategic Plan (CSP) 2025-2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Risk Management and Internal Audit for Local Government in NSW - Guidelines

The current approach of the Audit Alliance allows compliance with legislative obligations at relatively low cost compared with other Councils. The proposed approach is considered the most

appropriate way to ensure continuity and meet the legislative obligations relating to the role of ARIC.

Options

Nil

Budget Implications

There are no unbudgeted financial implications arising from this report.

Risk Implications

There is a risk that Council will be non-compliant with the Local Government Act which requires Council to maintain an effective and independent ARIC. The appointment of Ms McRae as Chairperson mitigates the compliance risk by ensuring continuity of governance and adherence to the independence provisions.

Cr Belinda Bushell declared a non-pecuniary less than significant interest in relation to item REP25/669.

RESOLUTION 159/2025

Moved: Cr Graham Sinclair

Seconded: Cr Nigel Judd

It was resolved that Council:

1. Note that the chair of the Audit, Risk and Improvement Committee (ARIC) Mr Nick Tobin has advised he is ineligible to continue to chair the Committee as an employee of a NSW Council in accordance with the *Local Government (General) Regulation 2021* ('Regulation') s 216D(k) however remains eligible to remain on the ARIC as an independent member.
2. Appoint Ms Kylie McRae as independent Chairperson and Member of the ARIC for the remainder of the current term of the ARIC, to 30 June 2028.
3. Appoint Mr Nick Tobin as an Independent Member to 30 June 2028.
4. Appoint Mr Steve Embry as an Independent Member to 30 June 2028.
5. Note that Mr Phil Thomas has resigned as an Independent Member of the Audit and Risk and Improvement Committee.
6. Note that the General Manager will coordinate with the member Councils of the Audit Alliance to notify the OLG of these changes in accordance with the Regulation s 216H(2).

CARRIED

Report by Elizabeth Smith

15.5 CODE OF CONDUCT STATISTICS**File Number:** REP25/662**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Code of Conduct Statistics Report  **REPORT**

In accordance with the Part 11 of the Procedures for the Administration of the Code of Conduct an annual report is required to be provided to Council reporting statistics on code of conduct complaints about Councillors and the General Manager.

The complaints coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
- b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
- d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

The Council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year. The report on Code of Conduct Statistics is attached and contains the relevant information.

RESOLUTION 160/2025**Moved:** Cr Graham Sinclair**Seconded:** Cr Brenton Hawken

It was resolved that Council receive the Reporting Statistics on Code of Conduct Complaints about Councillors and the General Manager, in accordance with Part 11 of the Procedures for the Administration of the Model Code of Conduct.

CARRIED***Report by Elizabeth Smith***

Office of Local Government

Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2024 - 31 August 2025

Date Due: **31 December 2025**

Survey return email address: codeofconduct@olg.nsw.gov.au
in Excel format

Council Name:	Temora Shire Council
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Contact Name:	Elizabeth Smith
Contact Phone:	0269801100
Contact Position:	Director Administration & Finance
Contact Email:	esmith@temora.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

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

Model Code of Conduct Complaints Statistics 2024-25 Temora Shire Council		
Number of Complaints		
1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	0
ii	Other Councillors	0
iii	General Manager	1
iv	Other Council Staff	0
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	1
ii	6 Months	0
iii	9 Months	0
iv	12 Months	1
v	Over 12 months	0
Overview of Complaints and Cost		
3	a The number of complaints finalised at the outset by alternative means by the GM or Mayor	0
	b The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c The number of code of conduct complaints referred to a conduct reviewer	1
	d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f The number of finalised code of conduct complaints investigated by a conduct reviewer	1
	g Cost of dealing with code of conduct complaints via preliminary assesment	7,533
	h Progressed to full investigation by a conduct reviewer	0
	i The number of finalised complaints investigated where there was found to be no breach	1
	j The number of finalised complaints investigated where there was found to be a breach	1
	k The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i ICAC	0
	ii NSW Ombudsman	0
	iii OLG	1
	iv Police	0

v	Other Agency (please specify)	0
	<input type="text"/>	
l	The number of complaints being investigated that are not yet finalised	0
m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	29,893

Preliminary Assessment Statistics		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	1
f	Other action (please specify)	0
	<input type="text"/>	

Investigation Statistics		
5	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	1
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0

Categories of misconduct		
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	1
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
Outcome of determinations		
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a	Adopted the independent conduct reviewers recommendation	1
b	Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:	
a	The external conduct reviewers decision was overturned by OLG	0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11	Date Code of Conduct data was presented to council	20-Nov-25

16 CORRESPONDENCE**16.1 SOUTHERN SPORTS ACADEMY - SPONSORSHIP 2026****File Number:** REP25/671**Author:** Director of Administration & Finance**Authoriser:** Director of Administration & Finance**Attachments:** 1. Southern Sports Academy Letter [↓](#) **REPORT**

Council is in receipt of correspondence from the Southern Sports Academy requesting that Council review and update the funding it provides to the Academy. The current level of funding is \$200 per athlete which has not been reviewed since 2016. The Academy is seeking an increased contribution of \$300 per athlete along with a request to consider fixing the annual contribution at \$3,000.

In recent years Council has provided the following funding amounts at a rate of \$200 per athlete.

Year	No. Athletes	Contribution
2025	9	1,800
2024	3	600
2023	10	2,000
2022	8	1,600
2021	1	200
2020	4	800

Given the variability in athlete numbers from year to year it is the recommendation to officers that Council increase the level of funding to \$300 per athlete to reflect the increase in living and participation costs since 2016.

Integrated Planning and Reporting

Community Strategic Plan 2025 -2035

CSP Objective: 5. Deliver effective leadership, governance and engagement to meet community needs

Delivery Program Strategy: 5.1 Deliver strong community leadership, governance and stakeholder relationships

Council Policy/Legislation

Donations made by Council must be consistent with provisions of section 356 of the *Local Government Act 1993*.

Options

1. Increase the contribution per athlete to \$300.

2. Set a fixed annual contribution of \$3,000.
3. Decline the request to increase the contribution amount.

Budget Implications

Council has provided a contribution to the Southern Sports Academy for 2025/26 from the \$10,000 donations budget allocation. Council has the opportunity to review the donations budget for future years through the budget preparation process.

Risk Implications

N/A

RESOLUTION 161/2025

Moved: Cr Graham Sinclair

Seconded: Cr Narelle Djukic

It was resolved that Council increase the contribution to the Southern Sports Academy to \$300 per athlete commencing in the 2026/27 financial year.

CARRIED

Report by Elizabeth Smith



10th October 2025

Dear Melissa,

I hope this message finds you well. It was a pleasure meeting with you recently and having the opportunity to discuss the ongoing partnership between Temora Shire Council and Southern Sports Academy. We greatly value the support the Council provides to our athletes and programs.

I am writing to formally request a review and update of the funding provided to our Academy. Our proposal is two-fold:

1. **Increase in per-athlete funding:** We respectfully request that the funding contribution per athlete be increased from \$200 to \$300. The current rate of \$200 has not been reviewed since 2016. Increasing this to \$300 aligns Temora Shire Council with Albury City Council's support and better reflects today's living and participation expenses for athletes.
2. **Fixed annual funding:** To assist with long-term planning and budgeting for both Temora Shire Council and Southern Sports Academy, we would also like to explore the possibility of setting a fixed annual contribution of \$3,000. This approach would provide consistency and remove the variability caused by fluctuating athlete numbers from year to year.

We believe these adjustments will strengthen the partnership between Temora Shire Council and Southern Sports Academy and ensure continued support for the talented young athletes in the region.

Thank you for considering this request. I would be happy to discuss this further or provide any additional information to assist in your review.

A handwritten signature in black ink, appearing to read "Jared Kahlefeldt".

Kind regards,
Jared Kahlefeldt
Regional Manager
Southern Sports Academy



17 BUSINESS WITH NOTICE

Nil

18 NOTICE OF MOTION

Nil

19 BUSINESS WITHOUT NOTICE - URGENT

20 COUNCILLORS INFORMATION PAPER**RESOLUTION 162/2025**

Moved: Cr Brenton Hawken

Seconded: Cr Belinda Bushell

It was resolved that the Information Reports be received.

CARRIED

20.1 ROAD SAFETY OFFICER REPORT - OCTOBER 2025

File Number: REP25/687

Author: Environmental Secretary

Authoriser: General Manager

Attachments: Nil

Recent activities by the Road Safety Officer include:

- Deployment of speed checking sign in Aria Park and Temora. Data downloaded and collated. Patterns discussed with NSW Police HWP supervisor regarding targeted enforcement.
- Distribution of corflute 'Slow Down' signage at Aria Park and Temora.
- Attended Driver Reviver site at Springdale and provide road safety material for distribution to the public.
- Conducted successful child restraint safety workshop at Temora Library. Several restraints checked by qualified fitter. Good feedback.
- Collected and supplied breathalyser devices for use at Aria Park B&S ball. Liaised with and educated organisers regarding same. Collected devices and return to TfNSW after event.
- Attended Temora Family Fun Day and assisted at Council display stand.
- Reconciliation of accounts relating to RSO projects.
- Further contact with Elders Aria Park manager regarding proposed pre-harvest presentation for growers.
- Ongoing discussions and planning re mock crash and young driver exercise to be held at Temora but including all four shires plus Cootamundra.
- Speed and fatigue remain the biggest contributors to serious crashes on local roads and will be addressed by approved road safety projects.

Report by Steven Bloomfield

20.2 WORKS REPORT - SEPTEMBER 2025**File Number:** REP25/694**Author:** Engineering Technical Officer**Authoriser:** Executive Manager Engineering Services**Attachments:** Nil

Project	Funding Source
Main Roads	
MR 57 Goldfields Way / MR 84 Burley Griffin Way – inspection and routine maintenance	Routine Maintenance Council Contract (RMCC)
MR 84 Burley Griffin Way – Shoulder Works	RMCC
MR84 Burley Griffin Way & MR57 Goldfields Way Heavy Patching	RMCC
Local Roads	
Howards Road upgrade – Bitumen Sealing	Fixing Country Roads (FCR) / Roads to Recovery (RTR)
Glynburn Road, Boundary Road & Coddington's Lane resheet	DRFA and Regional Emergency Road Repair Program (RERRP)
Mary Gilmore Way (Box Culvert Extensions)	Regional Road Block Grant
Maintenance Grading / Flood Repairs (Ariah Park, Narraburra, Glynburn and Tara areas)	Council / DRFA
Pringles Road Resheet	Council / DRFA
Urban Temora & Ariah Park	
Nixon Park Stormwater Drainage	Council / RTR / LG Recovery Grants
Twynam Street Seg 1 upgrade	Local Roads & Community Infrastructure 4B (LRCI 4B)
Camp Street Seg 1 upgrade	LRCI 4B
Urban Kerb and Gutter Maintenance	Council
Urban Sealing (Melaleuca St, Tonkin St, Haig St, Willow St, Holbrook St, Watsonford St, Camp St and Twynam St)	Council / LRCI 4B
Works planned for October 2025	
Nixon Park Stormwater Drainage	Council / RTR / LG Recovery Grants
Howards Road upgrade – Safety Barrier	FCR
MR 84 and MR 57 State Road Heavy Patching	RMCC
Council Rural and Urban Resealing	Council
Mirrool Road Initial Sealing	FLR 4
Lucas Street and North Street Initial Sealing	FLR 4
Mary Gilmore Way (Box Culvert Extensions)	Regional Road Block Grant
Flood Repairs (Ariah Park and Narraburra Areas)	Council / DRFA
Maintenance Grading (Ariah Park, Narraburra, Combaning, Mimosa areas)	Council
Pringles Road Resheet	Council / DRFA
Back Mimosa Road Resheet	Council / DRFA

Report by Rob Fisher

20.3 WORKS REPORT - OCTOBER 2025**File Number:** REP25/695**Author:** Engineering Technical Officer**Authoriser:** Executive Manager Engineering Services**Attachments:** Nil

Project	Funding Source
Main Roads	
MR 57 Goldfields Way / MR 84 Burley Griffin Way – inspection and routine maintenance	Routine Maintenance Council Contract (RMCC)
MR 57 Goldfields Way – Verge / Shoulder Works	RMCC
MR84 Burley Griffin Way & MR57 Goldfields Way Heavy Patching	RMCC
Local Roads	
Howards Road upgrade – Safety Barrier	Council / Fixing Country Roads (FCR)
Mary Gilmore Way (Box Culvert Extensions)	Regional Road Block Grant
Maintenance Grading / Flood Repairs (Ariah Park, Narraburra, Combaning, Mimosa areas)	Council / Disaster Recovery Funding Arrangements (DRFA)
Pringles Road Resheet	Council / DRFA
Back Mimosa Road Resheet	Council / DRFA
Mirrool Road Initial Sealing	Council / Fixing Local Roads (FLR4)
Rural Road Sealing – (Schmidts & Taylors)	Council
Urban Temora & Ariah Park	
Nixon Park Stormwater Drainage	Council / RTR / LG Recovery Grants
Urban Kerb and Gutter Maintenance	Council
Lucas Street and North Street Initial Sealing	Council / FLR 4
Urban Resealing – (Anzac, De Boos, Parkes)	Council
Works planned for November 2025	
Nixon Park Stormwater Drainage	Council / RTR / LG Recovery Grants
Council Rural and Urban Resealing	Council
Mirrool Road Initial Sealing	Council / FLR 4
Lucas Street and North Street Initial Sealing	Council / FLR 4
Mary Gilmore Way (Box Culvert Extensions)	Regional Road Block Grant
Flood Repairs (Ariah Park and Narraburra Areas)	Council / DRFA
Maintenance Grading / Flood Repair Works (Mimosa and Combaning Area)	Council
Gardner Street Footpath Construction	Council

Report by Rob Fisher

20.4 BUILDING APPROVALS - OCTOBER 2025

File Number: REP25/678
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 75/2025 – Lot 126; DP 1307009 – 7 Duncan Street, Temora – Construction of a new dwelling
- ✓ DA/CC 77/2025 – Lot 8; DP 18054 – 91 De Boos Street, Temora – Construction of a residential storage shed/garage
- ✓ DA/CC 79/2025 – Lot 11; DP 1304379 – 20 Anderson Street, Temora – Construction of a new dwelling
- ✓ DA/CC 80/2025 – Lot 5; DP 29607 – 105 Kitchener Road, Temora – Additions and alterations to existing dwelling
- ✓ DA/CC 82/2025 – Lot 13; DP 1304379 – 24 Anderson Street, Temora – Construction of a new dwelling and residential storage shed/garage
- ✓ DA 83/2025 – Lot 20; Section 32; DP 758957 – 4 Victoria Street, Temora – Stage 1 – Installation of a transportable dwelling and Stage 2 – Neighbourhood Title Subdivision
- ✓ DA/CC 84/2025 – Lots 5 & 6; DP 13818 – 126 Victoria Street, Temora – Additions and alterations to existing dwelling and construction of a residential storage shed/garage

COMPLYING DEVELOPMENT CONSENTS ISSUED

- ✓ CDC 30/2025 – Lot 6; DP 1236963 – 81 Mansfield Road, Temora – Installation of an inground swimming pool
- ✓ CDC 31/2025 – Lot 4; DP 26742 – 142 Victoria Street, Temora – Construction of a carport
- ✓ CDC 33/2025 – Lot 17; DP 7067 – 26 Pitt Street, Temora – Additions and alterations to an existing dwelling
- ✓ CDC 34/2025 – Lot 16; DP 1236963 – 13 Leary Place, Temora – Installation of an inground swimming pool

- ✓ CDC 37/2025 – Lot 51; DP 1289345 – 68 Bundawarra Road, Temora – Installation of an inground swimming pool

20.5 REGULATORY CONTROL - SEPTEMBER 2025**File Number:** REP25/701**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	7	No	2	5 x inspections 2 x impounded vehicle
Scooters & Bikes	5	No	No	5x inspections
School Zones	56	No	No	56 x School zone inspections
Noise	4	No	No	2 x loud noise 2x fireworks
Air Quality	0	No	No	NIL
Illegal Dumping/Littering	2	No	No	1 x screen door 1 x vehicles Teal Street
Overgrown/Untidy Blocks	5	No	No	5 x inspections and being cleaned up
Lake Walking Track	49	No	No	49 x inspections and 2 bags rubbish
Animal Welfare	14	No	No	14 x call outs/reports
Dangerous Dogs	2	No	No	2x reports - 1 x dog killed pet rabbit - 1 x wandering dogs- claimed
Impounded	3	No	No	2x pound and claimed 1 x microchip
Noise Animals	5	No	No	1 x rooster 2 x no issues 1 x dog barking 1 x Monitoring
Nuisance Animals / Trapping	8	No	No	8x reports - 1x birds no issues - 7 x traps feral cats & dogs
Dead Animal Removal	5	No	No	5 x call outs - 3 x kangaroo - 2 x cats
Keeping of Horses in Residential Areas	0	No	No	NIL
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	5	No	No	3x inspections/no issues 3x lambs wandering –put in paddock
Fruit Fly	0	No	No	NIL
Euthanised	2	No	No	2x feral cat

Other	39	No	No	1 x dog monitor 11x pound inspection/feed/clean/misc 20x town inspections 1x snake – snake catcher called 1 x wandering person drunk/abusive 2 x neighbours dispute 1 x people in Teal street compound 1 x Teal St lock cut 1 x respond to enquiry re-eviction
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Report by Ross Gillard

20.6 REGULATORY CONTROL - OCTOBER 2025**File Number:** REP25/702**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil

Item	Inspection/ Incidents (Number)	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking	8	No	2	5 x inspections 1 x towing costs 2 x warning issued
Scooters & Bikes	9	No	No	9x inspections
School Zones	52	No	No	52 x School zone inspections
Noise	3	No	No	3 x barking dogs
Air Quality	0	No	No	NIL
Illegal Dumping/Littering	4	No	No	1 x 2 bags rubbish 1 x tyres 1 x dead sheep dumped 1 x litter
Overgrown/Untidy Blocks	5	No	No	5 x inspections and being cleaned up
Lake Walking Track	46	No	No	46 x inspections
Animal Welfare	23	No	No	23 x call outs/reports - 7 wandering dogs - 1 snake catcher - 5 rescue - 1 euthanised - 1 bird post office - 2 dogs rehomed - 4 cats picked up - 2 injured cat & dog
Dangerous Dogs	3	No	No	3x reports - 1 x dog surrendered & destroyed - 1 x aggressive dog - 1 dog Coota Road
Impounded	4	No	No	4x dogs picked up pound and 1 claimed
Noise Animals	5	No	No	1 x rooster 2 x no issues 1 x dog barking 1 x Monitoring
Nuisance Animals / Trapping	10	No	No	10x reports - 3x bird control airport - 3 x traps cats - 3 pick up cats
Dead Animal Removal	3	No	No	3 x call outs

				<ul style="list-style-type: none"> - 2 x kangaroo - 1 x cats
Keeping of Horses in Residential Areas	2	No	No	2 x horses no issues
Main Street Sign Approvals Inspections	0	No	No	NIL
Rural Stock Incidents	3	No	No	3x inspections/ 1 no issues 2x 1 bull found and sheep out not found
Fruit Fly	0	No	No	NIL
Euthanised	3	No	No	3x feral cat
Other	25	No	No	2 x ranger catch ups 9x pound inspection/feed/clean/misc 7x town inspections 1x snake – snake catcher called 1 x wandering peacocks 1 x fraud & corruption training 1 x people in Teal street compound 1 x lost dog - found 1 x emergency housing 1 x photos impounded vehicles

20.7 BORROWINGS

File Number: REP25/704
Author: Director of Administration & Finance
Authoriser: Director of Administration & Finance
Attachments: Nil

Council's borrowings are set out in the table below.

Purpose	Loan Amount	Interest Rate	Annual P + I Payments	Balance @ 31/10/2025	Term	End Date
Depot Purchase	\$2,000,000	3.1%	\$283,242	\$197,220	8 yrs	2026
SIL House	\$1,000,000	1.45%	\$132,616	\$356,886	8 yrs	2028
Swimming Pool Upgrade	\$1,210,280	3.29%	\$82,831	\$1,063,378	20 yrs	2042
Taxiway	\$600,000	4.33%	\$134,113	\$573,020	5 yrs	2030
Totals			\$632,802	\$2,190,504		

Report by Elizabeth Smith

20.8 CASH AND INVESTMENTS FOR PERIOD ENDING 31 OCTOBER 2025**File Number:** REP25/703**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Investments Report [↓](#) 



Temora Shire Council
Cash & Investments
For the period ended 31st October 2025

	Original Budget 2025/26	Revised Budget 2025/26	Actual YTD Figures
Externally Restricted			
Sewerage Services	5,185,001	5,185,001	5,086,164
Domestic Waste Management	1,826,282	1,826,282	1,784,421
Stormwater Drainage Flood Studies & Construction Programs	283,527	283,527	526,766
S94 Contributions	1,060,189	1,060,189	1,077,781
Unspent Restricted Grants	726,043	726,043	731,027
Pinnacle Externally Restricted	700,742	700,742	706,000
Total Externally Restricted	9,781,783	9,781,783	9,912,159
Internally Restricted			
Pinnacle Internally Restricted	4,487,088	4,487,088	4,442,864
Other Waste Management	597,115	597,115	685,263
Leave Reserves	625,213	625,213	1,299,453
Roads Reserve	500,000	500,000	500,000
FAGS Received in Advance	0	0	0
Industrial Development	327,757	327,757	275,732
Plant & Vehicle	439,309	439,309	439,309
Gravel Royalty	1,137,861	1,137,861	1,110,018
Ariah Park Tip Fee Contributions	9,050	9,050	6,361
Medical Complex Development	1,009	1,009	56,009
Infrastructure *	590,037	590,037	828,993
Infrastructure - Airpark Estate	203,565	203,565	203,565
Digital Two Way Radio Upgrade	0	0	95,000
Computer Upgrade	54,927	54,927	148,316
Recreation Centre	46,698	46,698	45,798
Youth Donations	4,494	4,494	5,633
Revotes	866,512	866,512	1,140,376
Airside Maintenance	238,438	238,438	228,940
Temora Agricultural Innovation Centre Maintenance Reserve	16,779	16,779	33,965
Regional Local & Emergency Roads Repair Program	609,274	609,274	2,038,606
Verandah Reinstatement Fund	15,000	15,000	30,000
Ariah Park Light Show	0	0	3,000
Total Internally Restricted	10,770,127	10,770,127	13,617,201
Total Restricted Reserves	20,551,910	20,551,910	23,529,360
*Infrastructure reserve contains \$365,037 of funds which are not allocated to specific projects			
Cash & Investments			
Westpac Cheque Account			1,337,732
AMP Business Saver Account			306,787
AMP Notice Account			938,960
Macquarie Bank Cash Management Accelerator Account			800,343
Macquarie Bank Cash Management Account			101,600
Westpac Cash Reserve			109,195
Term Deposits held with:			
Bank of Queensland			1,000,000
National Australia Bank			10,868,722
AMP Bank			1,007,474
Northern Territory Treasury Bonds			500,000
My State			1,540,869
Great Southern Bank			500,000
Rabobank			2,551,740
ING Bank			1,000,000
Total Cash & Investments	20,551,910	20,551,910	22,563,422
Less Funds required for operational purposes			(1,000,000)
Cash & Investments Available for Reserves	20,551,910	20,551,910	21,563,422
Funding Deficit			(1,965,938)

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

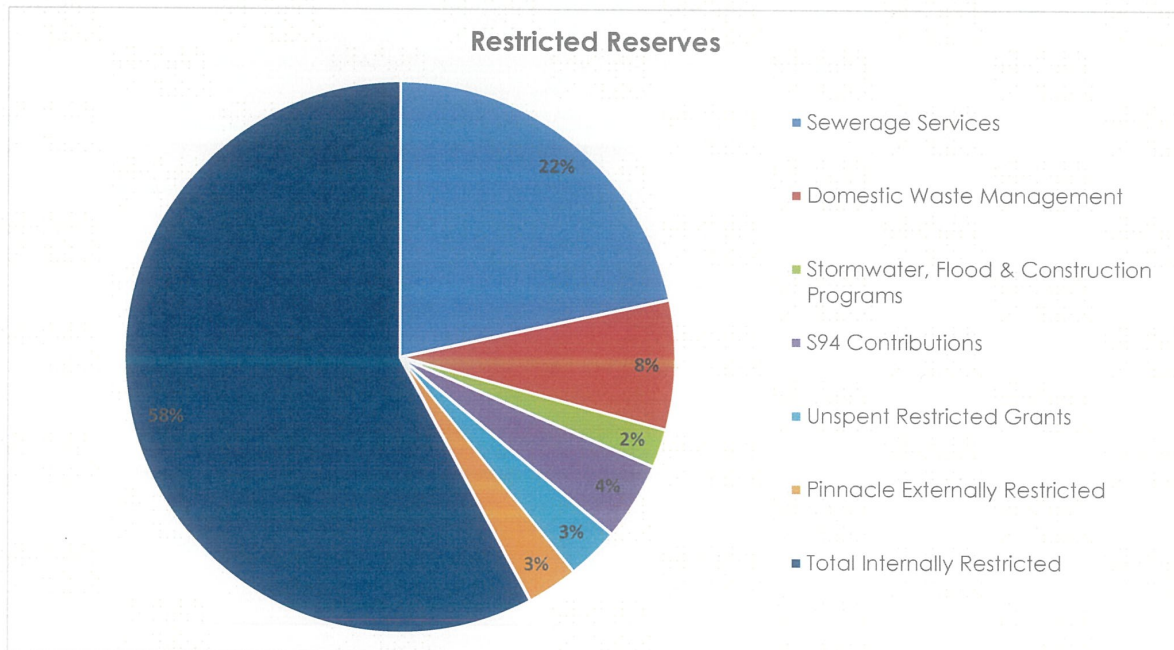

Elizabeth Smith
Director Administration & Finance



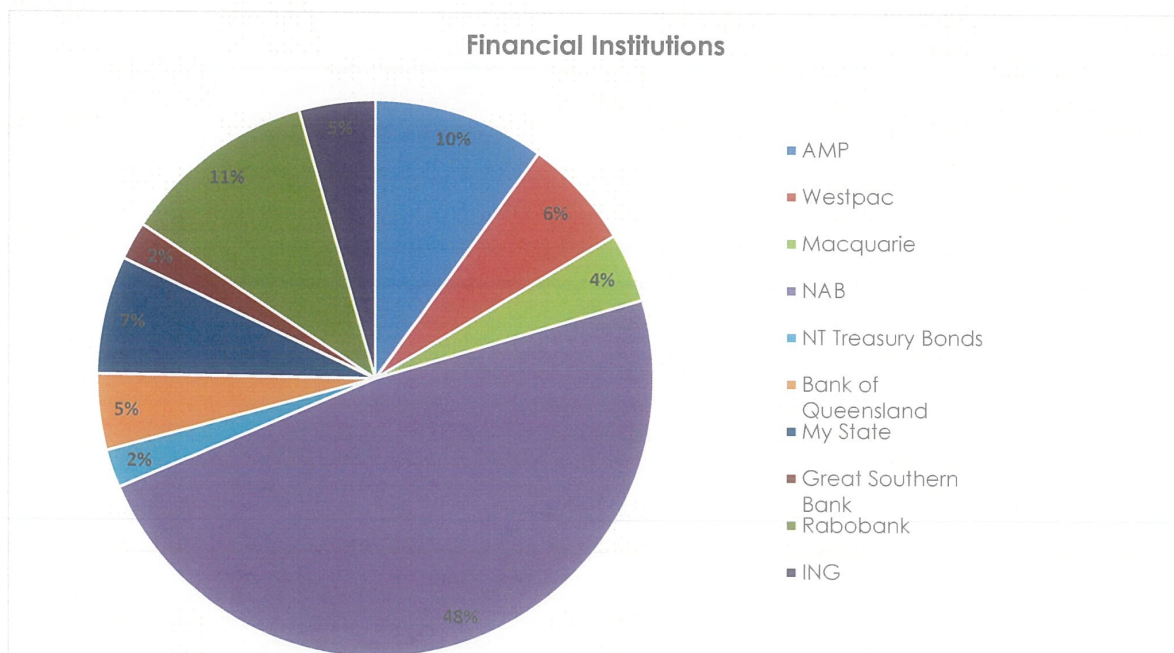
Temora Shire Council

Cash & Investments

For the period ended 31st October 2025



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



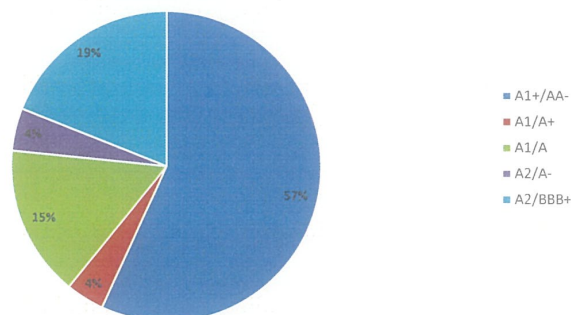
Graph Two - Proportion of cash held with each financial institution.



Temora Shire Council
Cash & Investments
 For the period ended 31st October, 2025



Institution	Rating	Type	Date Lodged	Rate	Term (days)	Maturity Date	Amount Invested	Institution Total
Cash Held								
Westpac Bank	A1+/AA-	Cheque account		0.00%			1,337,731.64	
	A1+/AA-	Cash Reserve		0.80%			109,194.95	1,446,926.59
Macquarie Bank	A1/A+	Cash Management Accelerator Account		3.90%			800,342.72	
	A1/A+	Cash Management Account		2.00%			101,600.37	901,943.09
AMP Bank	A2/BBB+	Business Saver		2.00%			306,786.77	
	A2/BBB+	31 Day Notice Account		4.25%	31		938,960.38	1,245,747.15
Total Cash Held								3,594,616.83
Investments Held								
Bank of Queensland	A2/A-	Term Deposit	22/06/23	5.25%	1096	22/06/26	500,000.00	
		Term Deposit	19/06/24	4.95%	735	24/06/26	500,000.00	1,000,000.00
National Australia Bank	A1+/AA-	Term Deposit	26/03/25	4.70%	245	26/11/25	500,000.00	
		Term Deposit	28/05/25	4.15%	364	27/05/26	619,184.02	
		Term Deposit	13/08/25	4.10%	378	26/08/26	556,588.18	
		Term Deposit	10/09/25	4.20%	364	9/09/26	529,452.06	
		Term Deposit	14/11/24	5.10%	365	14/11/25	556,949.04	
		Term Deposit	28/05/25	4.15%	364	27/05/26	576,773.02	
		Term Deposit	28/03/22	3.15%	1824	26/03/27	530,000.00	
		Term Deposit	14/05/25	4.30%	273	11/02/26	572,319.90	
		Term Deposit	24/09/25	4.20%	364	23/09/26	513,955.87	
		Term Deposit	22/06/23	4.90%	1825	20/06/28	517,576.86	
		Term Deposit	24/09/25	4.20%	161	23/09/26	579,066.62	
		Term Deposit	3/04/25	4.55%	363	1/04/26	557,828.40	
		Term Deposit	25/06/25	4.20%	245	25/02/26	500,863.01	
		Term Deposit	13/08/25	4.10%	378	26/08/26	563,145.23	
		Term Deposit	25/06/25	4.20%	365	25/06/26	559,323.87	
		Term Deposit	30/04/25	4.15%	364	29/04/26	1,039,641.10	
		Term Deposit	12/03/25	4.60%	364	11/03/26	545,333.95	
		Term Deposit	18/12/24	5.00%	364	17/12/25	1,050,720.55	10,868,721.88
Northern Territory Treasury		Treasury Bonds	31/05/21	1.30%	1841	15/06/26	500,000.00	500,000.00
My State Bank	A2/BBB+	Term Deposit	8/01/25	4.90%	336	10/12/25	540,869.14	
		Term Deposit	13/06/25	4.25%	285	25/03/26	500,000.00	
		Term Deposit	26/06/25	4.05%	727	23/06/27	500,000.00	1,540,869.14
Rabobank		Term Deposit	2/10/24	4.45%	1098	5/10/27	1,000,000.00	
		Term Deposit	16/07/25	4.33%	182	14/01/26	518,986.30	
		Term Deposit	27/08/25	4.06%	259	13/05/26	532,754.09	
		Term Deposit	26/06/25	4.10%	1098	28/06/28	500,000.00	2,551,740.39
ING Bank		Term Deposit	24/09/25	3.97%	735	29/09/27	500,000.00	
		Term Deposit	28/10/25	4.15%	729	27/10/27	500,000.00	1,000,000.00
AMP Bank	A2/BBB+	Term Deposit	8/10/25	3.80%	91	7/01/26	507,473.97	
		Term Deposit	26/06/25	4.30%	153	26/11/25	500,000.00	1,007,473.97
Great Southern Bank	A2/BBB+	Term Deposit	11/06/25	4.30%	231	28/01/26	500,000.00	500,000.00
Total Cash & Investments								22,563,422.21

Standard & Pools Short Term/Long Term Credit Ratings



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

20.9 RATES - OCTOBER 2025**File Number:** REP25/690**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

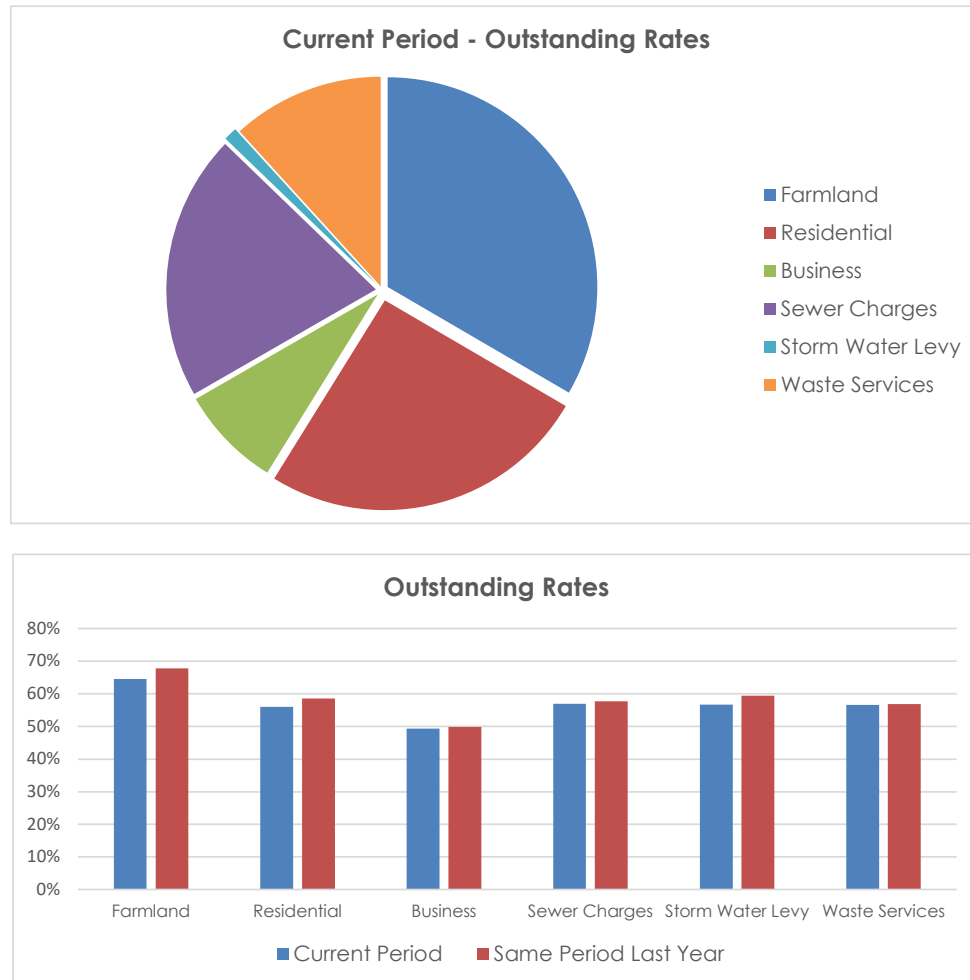
1. Rates Collection [↓](#) 
2. Rates Chart [↓](#) 



Temora Shire Council
Rates Collections

For the period ended 31st October, 2025

General Rates Category	Total Rates Levied (Incl Arrears)	Pension Rebates	Payments	Same Period last year		
				Rates Outstanding \$	Rates Outstanding %	Rates Outstanding %
Farmland	2,365,085.83	(2,776.50)	(837,199.57)	1,525,109.76	65%	68%
Residential Temora - Occupied	1,666,320.04	(72,759.53)	(684,875.52)	908,684.99	57%	59%
Residential Temora - Vacant	158,128.17		(66,454.37)	91,673.80	58%	60%
Residential - Ariah Park	97,867.69	(7,893.14)	(41,662.39)	48,312.16	54%	60%
Residential - Springdale	14,290.94	(1,148.17)	(7,845.91)	5,296.86	40%	61%
Rural Residential	177,103.85	(10,614.18)	(86,351.02)	80,138.65	48%	50%
Residential - Temora Aviation	52,480.23	(904.69)	(24,772.91)	26,802.63	52%	60%
Business Temora - Hoskins Street	319,490.37		(158,275.89)	161,214.48	50%	51%
Business Temora - Town	337,135.55		(170,318.34)	166,817.21	49%	49%
Business Temora - Aviation	31,774.39		(18,572.36)	13,202.03	42%	61%
Business - Ariah Park	28,373.11		(13,729.89)	14,643.22	52%	49%
Business - Other	11,362.59		(8,279.78)	3,082.81	27%	16%
Services						
Residential Sewer Access Charges	1,446,798.72	(35,648.99)	(580,810.79)	830,338.94	59%	59%
Non-Residential Sewer Access & Usage Charges	234,431.88		(128,109.28)	106,322.60	45%	49%
Stormwater Management Service Charges	82,640.01		(35,803.60)	46,836.41	57%	59%
Domestic & Rural Waste Management Services	815,389.57	(38,676.65)	(328,172.03)	448,540.89	58%	58%
Trade Waste Management Services	172,130.28		(83,717.89)	88,412.39	51%	50%
Overpayments	(150,107.54)		105,395.46	(44,712.08)	30%	28%
Legal charges	28,945.11		(4,008.35)	24,936.76	86%	90%
Total	7,889,640.79	(170,421.85)	(3,173,564.43)	4,545,654.51	59%	61%



20.10 TEMORA MEMORIAL TOWN HALL - INCOME AND EXPENDITURE OCTOBER 2025**File Number:** REP25/691**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall October 2025 [↓](#) 



Temora Shire Council

Temora Memorial Town Hall**Income & Expenditure**

For the period ended 31st October, 2025

	Current YTD	Prior YTD
Income		
Facility Hire	5,629	7,355
Other Sundry Income	-	-
Total Income	5,629	7,355
Expenditure		
Utilities		
Electricity & Gas	(3,195)	(2,662)
Rates	(4,184)	(4,499)
Water	(138)	(220)
Cleaning	(4,079)	(3,485)
Maintenance	(5,891)	(6,734)
Administration		
Employee Costs	(2,222)	(1,892)
Depreciation	(26,951)	(26,481)
Insurance	(27,925)	(28,642)
Organisation Support Costs	(17,274)	(13,081)
Other/Miscellaneous	(33)	-
Total Expenditure	(91,892)	(87,697)
Total Town Hall Surplus/(Deficit)	(86,263)	(80,342)
Internal Hire/Donation	1,288	1,850

20.11 TEMORA TOWN HALL THEATRE - OCTOBER 2025**File Number:** REP25/693**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Theatre October [↓](#) 



Temora Shire Council

Temora Town Hall Theatre Operating Statement

For the period ended 31st October, 2025

	Current YTD	Previous YTD
Candy Bar		
Income	9,884	14,790
Purchases	(3,511)	(4,304)
	6,372	10,487
Admissions		
Income	13,787	26,640
Gold Class Ticket Sales	-	1,385
Audio Visual Purchases	(9,849)	(10,901)
	3,939	17,124
Other Income		
Facility Hire	941	2,155
	941	2,155
Other Costs		
Advertising	-	(33)
Bank Fees	(332)	(481)
Building Maintenance	(324)	(231)
Cleaning	-	(1,482)
Computer Costs	(1,574)	(1,707)
Employee Costs	(10,603)	(9,872)
Event Catering Expenses	-	(1,566)
General Maintenance	(304)	-
Insurance	(7,330)	(7,520)
Licences & Permits	(105)	(92)
Materials Purchased	(475)	(49)
Rates & Electricity	(3,639)	(3,356)
Sundry Expenses	8	15
Telephone & Internet	(362)	(362)
Volunteer Support	-	(137)
Depreciation	(624)	(591)
	(25,664)	(27,462)
Total Cinema Surplus/(Deficit)	(\$ 14,412)	\$ 2,303
Internal Hire/Donation	-	164

20.12 TEMORA HERITAGE COMMITTEE MINUTES HELD 9 OCTOBER 2025**File Number:** REP25/679**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Heritage Committee Minutes [↓](#) 



MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

- Meeting Held:** Temora Shire Council Chambers – 9th October, 2025
- Present:** Claire Golder (Chair), Michael Collins, Merryl Graham, Bill Speirs, Wilma McCubbin, Michael Edwards, Ailsa Hudson, Anthony Irvine, Cr Nigel Judd, Donna Widdows, Jill Dunn and Sally Hurst.
- Apologies:** Kris Dunstan, Jenny Rea and Ros Hartwig
- Commenced:** 12:00 pm
- Confirmation of Minutes:**
It was **Moved** by Merryl Graham that the minutes be accepted, this was **Seconded** by Ailsa Hudson.
- Business Arising:**
Nothing to report.
- Meeting Notices:** Current Projects
General Business arising to discuss.

Satellite Airfields

- All four panels Flight 'A', 'B', 'C' and 'D' have been drafted. Minimal text on three of the panels, will need to consider further text/photographs to fill the space. Installing a smaller panel is not an option, needs to be the same size as the current interpretive panels. Will need to discuss further.

ACTION – Sal to draft Flight 'C' for review.

Chinaman's Hut

- Michael discussed his findings in regard to the Chinaman's Hut, expanding on his heritage referral response and his recommendations.

Hoskins Street Business Occupancy

- Ongoing-If committee members are passionate about this project please offer their assistance.

- Britannia Street to Austral Street/Junee Road information uploaded to Pics.io. Sal is currently contacting these owners to get photos to upload in the street file.
- Files have been set up to for relevant years and newspaper clippings regarding local businesses have also been uploaded.

Main Street Verandah Re-Instatement

- Ongoing.

Reefton Book

- Donna discussed the book launch to be held The Temora Greyhound Track Saturday 25th October 2025 at 10.00am for morning tea. A committee meeting for Reefton members will be held next week to finalise details.
- Donna asked if it would be possible for Kris to MC, Bill to talk and Merryl to attend. Donna
- Donna thanked Merryl for her contribution and assistance in getting the book ready to be published.

Local History Book Publication Policy

- Merryl referred to her written suggestions to be added to the policy. To be discussed further at our November meeting, have these added in?

Gidginbung Book

- Ongoing.

Marie Narelle Statue

- Bill advised that an account has been set up by the History Society. Karl Valerius currently working on a market.

Mural Project

- Michael is currently reviewing/discussing the purpose of the mural project.
- Anthony asked if there had been an outcome to the suggestion of exterior finishes to be used in the renovations/upgrade to the recently approved bottle-shop. Claire advised that the owners had taken on board the feedback.

Temora & District Hospital

- Michael, Claire, Merryl and Ailsa to attend a meeting on site with the builders later today.

Oral History

- Ongoing.

Heritage Assistance Fund

- No applications were received.

Heritage Advisors Report

- Received as per report.

Temora 150 Year Celebration

- Bill discussed moving this project into current project.
- Bill recommended we prioritise this celebration to be held 4th June, 2030. **Moved** Bill and **Seconded** Wilma.

Correspondence:

- Incoming - Nil
- Outgoing - Nil

General Business:

- **Bill** – RAAF video air training 17/10 launch date at Forrest Hill. 32 Edison original wax cylinders or Marie Narelles recordings from 1905-1924 have been sourced and are now at the museum.

Meeting Closed:

12.59 pm

Next Meeting:Thursday 6th November, 2025

20.13 FRIENDS OF TEMORA SHIRE CEMETERIES MINUTES HELD 13 OCTOBER 2025**File Number:** REP25/681**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Friends of the Cemeteries minutes [↓](#) 

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

Robert Hudson (Group Pres) Lyn Wells (Hon Sec) Temora Shire Council
152 Loftus St 17 Leary Place Temora 2666 PO Box 262
Temora NSW 2666 Merryl Graham (Hon Treas.) Temora NSW 2666
Ph. 0401 633 096 PO Box 251 Temora 2666 Ph. 02 6980 1100
Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 13 October 2025 held at Beige Shed Old Temora Cemetery

Meeting Opened: 10.00am.

Attendance: Bob Hudson, Ian Preston, Rick and Pat Taylor, Merryl Graham, Michael O'Connor, Michael Mullany, Mavis Cassidy, Kris Dunstan.

Apologies: Lyn and Michael Wells, Brian Murray, Paul Mahon, Wilma McCubbin, Rosemary Wood. Accepted.

Minutes: Minutes of the previous meeting were read by Bob Hudson. Moved by Pat Taylor, 2nd by Mavis Cassidy. Carried.

Business Arising: Celebration of the FOTSC 30 years. It was agreed to not include a plaque with workers' names. Arrange at a time closer to the date to have an open day and a morning tea or similar and invite the community and past members. Perhaps arrange for a plaque celebrating FOTSC 30 years (but no names).

Other "Business Arising" to be discussed in General Business.

Treasurer's Report: Merryl presented her report which shows an account balance of \$43,374.63 and moved her report to be accepted as read. 2nd Kris Dunstan. Carried.

Merryl also moved that the I1 term deposit of \$5000.00 that will mature on 13 November 2025 be reinvested at the best interest rate. 2nd Kris Dunstan. Carried

Correspondence:

Outward:

- Letter to South West Slopes Bank advising of new signatories to be added to FOTSC bank account and list of names requiring removal.

Inward:

- From Mayor Rick Firman an invitation to attend the Civic Reception for the Premier of NSW, Mr Chris Minns.
- Email from Regional Development Riverina inviting the FOTSC to participate in the upcoming Country Change Expos at Wagga and Griffith.
- Letter from Ms Boxall providing information regarding the Temora Shire Council Procurement Practices

Correspondence moved by Kris Dunstan, 2nd Michael Mullany. Carried.

General Business:

- CIVIC RECEPTION:** Bob Hudson stated the civic reception was great and that NSW Premier Chris Minns spoke highly about the Temora community and their efforts to make Temora a great place to live.
- RAFFLE:** Discussions regarding the necessity of running two raffles a year due to the difficulty obtaining ticket sellers. Kris Dunstan moved that the FOTSC only have one raffle per year, unless additional funding is required. 2nd Pat Taylor. Carried. In the meantime, there will be a raffle held later in October and early November 2025 if there are enough ticket sellers. At this stage enough ticket sellers have been sourced so the raffle will proceed.

3. SIGNAGE: The new Trungley Hall sign and the Portion signs should be installed this week.
4. THE NEW LAWN CEMETERY FENCING: Kris Dunstan discussed that a landscape Architect (possibly Somewhere Landscape Architecture) will be appointed and that they may have options for fencing. As the new cemetery will not be operational for a few years, Michael O'Connor moved that a rural/ringlock or similar type fence be installed to allow livestock to be agisted on the grounds. 2nd Michael Mullany. Carried.
5. SENIOR CITIZENS: Michael O'Connor mentioned that the Senior Citizens Group will be inviting the members of the FOTSC to their Christmas Party luncheon to be held on Tuesday 2 December 2025. A formal invitation will be sent out confirming details
6. RYE GRASS: Merryl Graham mentioned that the weeds in the Cemetery have been sprayed, and most of the weeds have succumbed, except for the rye grass, which has had 3 repeat sprayings. Kris Dunstan said he will contact a weed spraying contractor who uses different herbicides.

Next Meeting: Monday 1 December 2025 commencing at 11.30am at Hillview Park, Temora, if the weather is inclement Temora Shire Council Chambers. Christmas Party to follow. Bring a plate.

Bob Hudson thanked everyone for coming.

Meeting Closed: 10.40 am.

20.14 AUSTRALIA DAY COMMITTEE MINUTES HELD 13 OCTOBER 2025**File Number:** REP25/682**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Australia Day minutes [↓](#) 

TEMORA SHIRE AUSTRALIA DAY COUNCIL

MINUTES OF THE LAST GENERAL MEETING HELD ON MONDAY 13TH OCTOBER 2025 HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING AT 5.30PM

PRESENT: Cr Graham Sinclair (Chairman), Cr Rick Firman (Vice Chairman), Mrs Beth Firman (Secretary), Mr Peter Cartwright, Ms Roz St Clair (Ariah Park) Cr Narelle Djukic

APOLOGIES: Mrs Liz Smith (Treasurer), Mrs Ros Hartwig - Moved Cr Djukic and Beth Firman that the apologies be accepted. **CARRIED**

MINUTES OF LAST MEETING:

Read by the Secretary. The minutes of the last meeting were read and confirmed on the motion of Mrs Ros Hartwig and Mrs Beth Firman **CARRIED**

BUSINESS ARISING:

Nil

CORRESPONDENCE:

Incoming:

- Letter from GM re 355 Committees. The Treasurer and the Secretary will determine how they procure the goods and services for Australia Day.

Outgoing:

Nil

Peter Cartwright and Cr Djukic moved that the outward correspondence be endorsed and the inward correspondence be read and dealt with. **CARRIED**

TREASURERS REPORT:

The Treasurers report was read and dealt with. Moved Cr Djukic and seconded Cr Rick Firman

GENERAL BUSINESS:

- Cr Sinclair has contacted Daryl Kemp re the sound and he is not sure if he will be available. Will discuss options at a later date when sure of Daryl and Di's availability
- Other entertainment options discussed were Peter Hartwig and Jenni Irvine
- Cr Sinclair confirmed that the OBRL will be available to cook the bacon and egg roll breakfast
- Cr Firman has confirmed with Air Chief Marshall Mark Binson (Ret'd). That he is very happy to be the Australia Day Ambassador.
- Secretary is to send letters to OBRL, Girl Guides, Michael McCormack and Steph Cook
- Roz St Clair stated that all was going well with the Ariah Park event, in terms of organisation

There being no further general business, the Chairman thanked all for their attendance and declared the meeting closed at 5.55pm. **Next meeting to be held on Monday 17th November at 5.30pm in the TSC Council Chambers.**

DATE: _____

SIGNED: _____
Chairman

20.15 ARIAH PARK POOL COMMITTEE AGM MINUTES HELD 14 OCTOBER 2025**File Number:** REP25/689**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Pool AGM [↓](#) 

ARIAH PARK MEMORIAL SWIMMING POOL
ANNUAL GENERAL MEETING

DATE: 14th October 2025 at 7.00pm, Arian Park Bowling Club

MEETING OPEN: 7.11pm

APOLOGIES: Harry Kimball, Daniel Chalmers, Gerard O'Brien, Al Edis & Rod Ballantyne

PRESENT: Toni McCormack, April Frater, Nathan Chalmers, Nigel Judd, Julian O'Shea, Kristin Davey, Maggie Johnstone, Debbie Worland, Rhonda Johnstone, Craig Leiper, Rob Edis.

MINUTES:

Read by: Julian O'Shea

Move that the minutes from the previous meeting be accepted by: Toni McCormack

Motion seconded by: Craig Leiper

BUSINESS ARISING FROM PREVIOUS MINUTES:

*Temora Shire Council did not respond to requests to view the pool regarding the resurfacing & damage needed. Photographs were also emailed to him with no response.

*Ostrich Electrical have been & completed the testing & tagging required.

*New user agreements are still under investigation & need to be coordinated with council.

*New diving board has been purchased & will be ready for the new season.

*Lock & Signage required for the disabled toilets has been completed.

*Men's shed completed the updating of the new decking on the top of the brick seats.

*Pool Chemical will continue to be delivered to the Shire Council Depot until a suitable alternative for the pool can be determined.

* Rob spoke to the Jets president & a financial contribution of \$400 was made.

TREASURERS REPORT: (see attached report)

*We have \$21,583.00 in our Cash Reserve Account; \$7400.00 in our TD & \$2221.00 in our everyday account.

*General Daily Admissions were up by \$1500.00.

*Memberships were up by about \$700.

*Kiosk takings were significantly more up by approx \$3000.00.

* Fundraising was also up.

*Donations were up including the \$400 from the Northern Jets for their use during preseason.

It was noted that our running costs are up to approximately \$17,000.00.

We had an approximate \$3000.00 loss from last year attributed in part to the new shade sail. The new square tap & go system in the canteen was a success & helped significantly

increase our revenue. Maggie has refined it this year so that things can be better categorised for accounting purposes & correct allocation of income.

**It was moved that the treasurer's report be accepted by: Rob Edis
& the motion was seconded by: Maggie Johnstone**

PRESIDENTS REPORT:

Julian noted that it was a good year but suggested an extra meeting in February would be preferable to track how things are going & address any issues or ideas as opposed to leaving everything to the AGM. Julian expressed his thanks to the Men's Shed for the seat upgrades & to everyone that had volunteered in any way throughout the year. He noted the state of the pool & the dire need for resurfacing as well as the detrimental effect the paint peeling is having on our equipment like the cleaner & filters. The little pools are particularly bad. The Council has been contacted about this & photos sent with no response. The new diving board is on its way in time for the new season & is the same size as the old one therefore should fit the existing framework. Julian also suggested it might be a good idea to get on the front foot of a few projects like painting the Canteen floor. In closing, Julian thanked the Caretaker's & lifeguards for all their work during the season.

The report was read by Julian O'Shea. It was moved to be accepted by Nathan Chalmers & Seconded by Debbie Worland.

COMMITTEE ELECTIONS:

(All positions are declared open & nominations are called for. Nathan Chalmers takes the chair & declares all positions vacant.)

PRESIDENT: Craig Leiper nominates Julian O'Shea who accepts the nomination. This is seconded by Debbie Worland.

VICE PRESIDENT'S:

1. Nathan Chalmers nominates Craig Leiper. This was accepted & then confirmed by Julian O'Shea after some discussion on expectations & time frames for succession.

2. Craig Leiper nominated Nathan Chalmers who accepts & this is seconded by Kristin Davey.

SECRETARY: Nathan Chalmers nominates Toni McCormack the nomination is accepted & the motion is seconded by Debbie Worland.

TREASURER: Julian O'Shea nominates Robert Edis the nomination is accepted & seconded by Nathan Chalmers.

COUNCIL REPRESENTATIVE: Nigel Judd. ***(Julian O'Shea takes the chair)***

At the conclusion of the elections Nigel took the opportunity to congratulate the committee & commend Julian on the job he has done as president. He also offered to assist Julian with getting Kris Dunstan to respond to our concerns.

POOL ATTENDANTS:

Maggie Johnstone will be joined again by April Frater as caretakers. Holly Walker, Rhonda Johnstone & Georgia McCormack will be available to assist as casual lifeguards when required.

CANTEEN:

This will continue to be operational between the Caretakers & volunteers as required in busy periods. Fridge door latch is still an issue & it is noted that it needs to be closed firmly to stay cold. The tap & go square introduced last year will have more categories this year to make things easier with membership, admissions & canteen sales.

EXPECTED OPENING DATE: Monday 10th November 2025.

OPERATING HOURS:

Hours are to remain as it is to be noted that due to Maggie & April's work commitments the pool will not be open until 3.30pm this may affect students finishing school at 3pm & walking down to the pool, so this is to be noted & emphasised on social media & any other published forum used. It was also noted that in January the mornings were often without swimmers, however Debbie mentioned that she would again be holding swimming lessons so this should not be the case. It was suggested that a noticeboard be placed outside the pool so that any variation in hours can be visible to the public,

Weekdays during school term: 3.30-6pm

Weekends during school term: 2-7pm

Holidays: 10am-12pm (Mon-Sat Only) & 3-7pm (Mon-Sun)

During January when swimming lessons are going the pool is often open from 10am until close. These hours are subject to the discretion of the caretaker's & may vary depending on the weather & attendance.

FEES: (26/27 SEASON):***SEASONAL:***

FAMILY: \$180

SINGLE: \$110

PENS/CHILD: \$80

DAILY:

ADULT 18YRS+: \$4.00

CHILD 5YRS+: \$2.50

CHILD 18MTH-5YRS: \$1.00

NON SWIMMING: \$1.00

FAMILY DAY PASS: \$13.00

SCHOOL FEES: \$500.

CLUB & HOLIDAY MEMBERSHIPS ARE AVAILABLE UPON REQUEST.

A general discussion ensued regarding the rising cost of living & when the last fee increase was. Alice French moved a motion that the memberships & all other fees except for the school ones for 26/27 season remain the same, this was Seconded by April Frater & passed unanimously. It was noted that the fees will probably increase for the 27/28 season.

CORRESPONDENCE: (read by the secretary)

- * Council rates notices.
- *Promotional Magazine that featured daisy pool covers, zodiac filtration systems & pool cleaners etc.
- *Council invitations to National Volunteer & Governor week Receptions.
- *Council's revised 355 Code of Practice.
- *Council regarding procurement procedures & authorised suppliers.

WORKING BEE:

Friday & Saturday the 17th & 18th, October 2025. General maintenance, clean & tidy up in readiness for opening. Emptying & cleaning the pool to assess the state of the surface & urgent need repairs.

FUNDRAISING:

*\$2000.00 from the B&S Clean Up which we will be doing again this year.

*The battery drive up is still up & running. We have received about \$420.00 but we are unsure if this was from the outstanding amount owed, a current contribution or both combined as the money goes through Terry at the hardware. This needs to be clarified by Jules & Rob.

*The butts 4 bucks' program is ongoing & a small amount was raised.

* The Woman's Wellness morning organized & driven by Rhonda along with her band of helpers was a huge success not just as a fundraiser. Many thanks to Rhonda for putting that together. Approximately \$4000.00 was raised with a lot of the food etc for the day donated.

*The Ardlethan can shoot raised \$2000 this year & the outstanding \$2000 from last year has been paid. This will continue as a fundraiser for us next year.

*The Men's Choir function raised approximately \$3000 for the pool of which we have received around \$1900.00 through our square tap & go machine. The remainder is yet to be distributed.

* Marney Johnstone has very kindly donated a swag for a fundraiser this year, so it was decided to do a raffle that will be drawn at the town Christmas Tree incorporating this very generous donation. We will be approaching various businesses like Moses & Son, Nutrient & Elders for donations to go with the swag with a camping/ outdoor living style theme. Suggestions included things like Yeti's, Eskys or a BCF GV. Craig & Maggie are

going to reach out to acquire these extra donations. As a 2nd prize the pool will be donating a membership & in the event the winner has already paid their membership they will be issued a refund. The raffle is to be up & running as soon as possible with tickets given to members to sell. Maggie is organizing the tickets into books & Alice has volunteered to sell them down the street.

GENERAL BUSINESS:

*A new diving board has been ordered & will be here in time for the pool opening. It is the same size as the old one, based on a glass hide, being 10ft & the same height so it should fit into the existing framework with maybe some new hinges needed. The cost was \$4800.00 plus \$400.00 freight.

*Morning swimming was a hit & will continue for those that sign a waiver, are over 18 & financial members.

*As a part of the 355 Council structure we are unable to apply for the defibrillator grant, so this information was passed onto the Swimming club through Kristin Davey.

* Morning Training with the Swim Club went well there were no issues with the normal morning swimmers & will continue. This may start earlier this year weather dependent & begin with one morning then progress to 2 after the new year. Maggie noted that she is unavailable to lifeguard so either April or one of our casual lifeguards would have to be available.

*Following on from last year's discovery that there was no School User Agreement in place by Nathan. It was noted this may be something other organisation's or clubs such as the local football/netball club & the swim club might need to sign also. This will also need to be assessed & approved by Council.

*Maggie advised that we would be getting a bill from the Northern Jets Football club for canteen supplies.

*Regarding our community feedback survey, Maggie says that we had the most response from the older generation who loved the pool & what it had to offer. Maggie is going to organise an online feedback option.

*On behalf of Arianh Park Central School April Frater requested permission for the school to access the pool for PE; Sport; Intensive Swimming; Rewards Days & Carnivals as needed beginning Monday the 10th of November. This was agreed upon & will be coordinated between the pool & the school. A discussion ensued about whose responsibility it is to pay for & organise a lifeguard as in the past with both Maggie & April qualified & working for the school they have been utilised however this won't be the case this year. It was suggested that as happens in Temora the council should be paying a lifeguard. Rhonda was possibly going to be available for the 2 weeks of intensive swimming beginning on the 27th of November for testing & from the 1st to the

12th of December she will need to organise her hospital roster. The other casuals could also be used if given enough notice. The discussion then went to whether the agreed upon \$500.00 fee would be sufficient. It was suggested by Nigel that Julian contact Liz Smith at council regarding this.

*Nathan raised the issue of an inflatable & of course associated cost which is something we could maybe find a grant for.

*Celebrating Australia Day at the pool was suggested as has been done in the past. Games, for example a bombing contest or cricket; BBQ; Aussie themed dress up & prizes; perhaps an inflatable to bring the community together & promote the pool.

*Kristin Davey, in her capacity as the current president of the Arianah Park Swimming club sincerely thanked the pool committee again for waiving the \$600 contribution fee & for the use of the pool for training & race night. Kristin also requested the use of the pool for training from the 10th of November every Monday & Tuesday afternoon, possibly Wednesday & Friday mornings as well as Thursday nights for race nights. This was agreed upon. We spoke about again waiving the \$600 fee & it was agreed upon that Julian & Kristin would touch base on this after the Swim Club's AGM so a clearer financial position for the Swim Club could be established. During discussions on this donation, it was noted by Rhonda Johnstone & agreed upon that the Swim club generates quite a bit of income for the pool in memberships, admissions & the canteen. It was also noted that the Pool & Swim Club basically involves the same people.

*As mentioned in the business arising the pool is still in dire need of some sort of surface repair or painting because of the substandard level previously & the condition has eroded further. This will be assessed again once the pool emptied with photographs to be taken. Nigel has offered to attend council with Julian to address this continuing issue as our repeated requests to have it inspected & fixed last season have not been addressed. It is becoming a hazard for users & our equipment e.g. pool cleaner & filtration system.

MANY THANKS FOR COMING TONIGHT

MEETING CLOSED: 8.46pm

20.16 IMAGINE TEMORA MINUTES HELD 21 OCTOBER 2025**File Number:** REP25/680**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Imagine Temora minutes [↓](#) 

Imagine Minutes of Meeting**Date:** 21 October**Time:** 4:30**Location:** Arts Centre**Chair:****1. Attendance****Attendees (Full Names):**

- Jeremy Kruckel, Susan Jeri, Susan Hunn, Fran Cahill, Louise Adams, Yianni Johns

Apologies:

- Scott Hayman,

*(If none, write "None")***2. Previous Minutes**

Minutes from the meeting held on 8th July 2025 were read. By Jeremy Kruckel

Moved: Louise Adams**Seconded:** Yianni Johns

Carried (yes/no): yes

3. Correspondence**Incoming:**

- From Previous Chris Minns (this was from August)
- Susan Hunn and Susan Jeri went and thought it was a fantastic event.

Outgoing:

- None

*(If none, write "None")***4. Business Arising from Previous Minutes**

- None

(If none, write "None")

5. General Business: Talked about Melissa Buchholz concert and the possibility of workshops. Imagine is quite certain, 25\$ is the limit, some interest in the possible workshops

Motions (if any):

Motion:

Moved:

Seconded:

Carried

6. Reports/Updates Around the Room

TADVAC: Pottery, several workshops are going well. Wendy and Karin are back on deck. Pam has an exhibition on the 31st. Pinnacle art muster is happening!

Motion Arts: Hoping to have little shop of horrors as event of the year. "That radio play" will be the 7th, 8th, 15th, 16th. 2 acts. Written by Andrew, one of the members. Comedy/murder mystery. All cast ready and willing. QR code takes you to the website with Radio Show.

Performing Arts: Council has come back to performing arts that all members of Performing arts are covered. 30th Nov, Larissa Bourak. Would like to start advertising. Next meeting 3rd Nov. Also had AGM.

Women's Network: Shontayne went for grant but not for 355. Will looking for funding to support future IWD event. SWS bank, WestPac, or Inland Rail, FarmLink. Possible future event with Susan Hunn.

U3A: N/A

Other Reports (if any): Ardlethan is looking at getting hanging systems. And plinths, Louise suggests Plinths our us.

7. Other Business



- Drench – support for events, looking at A frame advertising as well. But looking at A3 posters, A4 posters and A5 flyers.
- Plinths our us – look into for Ardlethan.

8. Meeting Close

Time closed: 5:45

Next meeting: Tues 11th 4pm Call Yianni

20.17 COUNTRY MAYORS ASSOCIATION AGENDA 14 NOVEMBER 2025 AND CMA MINUTES 8 AUGUST 2025**File Number:** REP25/700**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:**

1. CMA Agenda [↓](#) 
2. CMA Minutes 8 August 2025 [↓](#) 

The CMA Meeting Agenda for 14 November 2025 and the Minutes of the 8 August 2025 Meeting are attached. All other relevant documents have been posted on the HUB for Councillor's information.



The Country Mayors Association of NEW SOUTH WALES Inc

Chairman: Mayor Rick Firman OAM

C/- Temora Shire Council,

PO Box 262, Temora NSW 2666

Contact: 0429 204 060

Email: admin@nswcountrymayors.com.au

ABN: 92 803 490 533

Notice of Annual General Meeting and General Meeting

General Meeting of the Country Mayors Association of NSW Inc, **Friday 14 November 2025**, in the Theatre, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.

THEME: Housing, Skills and Education

Agenda

1. 8:20am **Welcome - CMA Chairman Mayor Rick Firman OAM**
2. 8:30am **Presentation – NSW Premier, the Hon. Chris Minns MP**
3. 9:10am **Presentation – Federal Shadow Local Government Minister, Dr. Anne Webster MP**
4. 9:30am **Presentation – NSW Minister for Housing, the Hon. Rose Jackson MLC**
5. 10:00am **Presentation – Leader of the NSW Opposition, the Hon Mark Speakman SC MP**
6. 10:30am **Morning Tea - in the Fountain Courtyard**
7. 11:00am **Presentation – NSW Nationals Leader Mr. Dugald Saunders MP**
8. 11:15am **Presentation – Country Education Foundation of Australia (CEF) Chief Executive Officer, Ms Wendy Mason**
9. 11:35am **AGM**

1. Chairman's welcome
2. Apologies
Recommendation: That the apologies be accepted and noted.
3. Minutes of last AGM
Recommendation: That the 15 November 2024 Minutes be accepted as a true record.
4. Matters arising (from the Minutes)
5. Correspondence relating to the AGM
6. Annual Reports:
 - Chairman's Annual Report 2024/25 – Acknowledge Past CMA Chairmen present
Recommendation: That the CMA Chairman's Annual Report be received and noted.
 - Finance Annual Report 2024/25
Recommendation: That the CMA's Annual Financial Report be received and noted.
7. There are no Board Elections required (current two-year terms conclude in November 2026, with Board elections to occur then)
8. Secretariat / Executive Officer position

CMA Board Recommendation:

That the Executive Officer position be left vacant and that the status quo remains in relation to the delivery of Secretariat and Policy Advisor services provided to CMA up to 30 November 2026.

AND FURTHER

That the Chairman be delegated authority to engage:

1. Regional Development Australia Northern Inland (RDANI) to deliver secretariat services for 30 hours / week, at a cost of \$80,000 (excl. GST) per annum from 1 December 2025 to 30 November 2026.
2. JBMS Consulting (JBMS) to deliver Policy Advisor Services, at a cost of \$30,000 (plus GST) per annum, from 1 December 2025 to 30 November 2026.

AND FURTHER

That the Secretary send letters to unsuccessful applicants.

9. Setting of annual membership fees

Board Recommendation: That the CMA increase membership fees by 10%, in light of the increasing workload with advocacy to Government Inquiries. This 10% increase would result in the fees for the 2026 calendar year becoming \$1,815 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% of the full fee, becoming \$1,361.25, which would also be the new fee for not-for-profit Associate Membership, while for-profit Associate Membership would become \$3,630 per year.

The Board foreshadows another increase in the next year, given the added costs of pre-meeting workshops. However, the Board is ever mindful of Councils' tight budgets and costs incurred in traveling to and accommodating in Sydney.

10. Meeting Dates for 2026

Aligning CMA meetings with NSW Parliament sitting dates is an approach that the Board considers successful and wishes to continue, as it is convenient for NSW Ministers and Parliamentarians to visit our meetings. Fridays are commonly preferred.

The following dates were approved by the Board for CMA meetings and workshops in 2026, allowing for optional mid-afternoon two-hour workshops during the Thursday preceding the Sydney meetings (except for May, with 7 May being the LGNSW Regional Summit). The CMA will continue to organise evening functions prior to Sydney meetings, with engaging guest speakers:

Board Recommendation: That the CMA lock-in the following meeting dates for 2026:

- 26 - 27 March
- 8 May
- 27 - 28 August
- 12 - 13 November

The 2026 CMA Regional Meeting

From a top quality field of applications to host the 2026 Regional Meeting of the CMA, the Board selected Ballina Shire Council.

Board Recommendation: That the CMA Executive, in collaboration with the host Council select a date between the CMA's May and August meetings, then advise the membership, as soon as can be managed.

11. CMA Constitution

The CMA Policy Advisor Mrs Julie Briggs and Secretary Ms Melissa Boxall have refined the CMA NSW Constitution, which was provided to members two months in advance of this endorsement vote.

The Board recommends the adoption of amended CMA NSW Constitution.

Board Recommendation: That CMA members adopt the amended CMA NSW Constitution.

12. Other Urgent Business without notice, for the AGM.

AGM concludes

General Meeting

1. Apologies

Recommendation: That the apologies be accepted and noted.

2. Adoption of Minutes from the 8 August 2025 meeting

Recommendation: That the 8 August 2025 Minutes be accepted as a true record.

3. Matters arising from 8 August 2025 Minutes

4. Correspondence [since 8 August 2025]

Outward

Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Federal Local Government Minister, the Hon Minister Kristy McBain MP	Sturt Highway Strategic Direction Doc.
Mayor Tom Kennedy, Broken Hill City Council	Thank you for hospitality to CMA
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Declining request to speak to CMA Membership
Mayor Lachlan Ford, Bourke Shire Council	Response re proliferation of national parks in western NSW.
Royal Flyer Doctor Service	Thank you for hosting CMA.
Minister for Emergency Services, the Hon Jihad Dib	Thank you for meeting and reiterating CMA support for the RFS recommendations
Leader of the NSW Nationals, Mr Dugald Saunders MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Opposition Leader, Mr Mark Speakman	Invitation to present at the 14 Nov. 2025 CMA meeting.
Dep. Sec. of the OLG, Mr Brett Whitworth PSM	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Housing Minister, the Hon Rose Jackson MLC	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Dep Premier and Minister for Education, the Hon Prue Car MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
Minister for Skills, TAFE and Tertiary Education, the Hon Steve Whan MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Minister Planning the Hon Paul Scully MP	CMA concerns regarding planning reform Bill
Police Commissioner Mal Lanyon	Congratulations on his appointment

Forbes Shire Mayor Cr. Phyllis Miller OAM	Condolences regarding Steve Loane
Federation Councillor and former CMA Board member Pat Bourke	Condolences regarding his father, Tom Bourke
Mr. Jamie Chaffey MP Federal Member for Parkes Shadow Assistant Minister for Agriculture Shadow Assistant Minister for Resources And Ms. Trish Cook MP Federal Member for Bullwinkel	Congratulations regarding the Parliamentary Friends of Local Government initiative in Federal Parliament.
Mayor Jarrod Marsden, Cobar Shire Council	Condolences regarding the mining tragedy in late October, 2025.
NSW Local Government Minister the Hon Ron Hoenig MP	Proposed amendment to the Code of Meeting Practice to enable remote participation in Council meetings where extreme weather events has made getting to a meeting unsafe.

Inward

Dr. Joe McGirr MP	Rural Health Action Plan
Lauren Andrews, Head of Corporate Affairs, Bendigo Bank	Response to CMA letter re Bendigo Bank Agency closures
The Hon Ryan Park MP, NSW Minister for Health, Minister for Regional Health	Response to CMA Ambulance paramedic concerns
The Hon Chris Minns MP, NSW Premier	Preliminary notice re advisory council
Mayor John Medcalf OAM, Lachlan Shire Council	Loss of local financial services - concerns and impacts
The Hon Penny Sharpe MLC, NSW Environment Minister	Thanking CMA members for their input at the Biodiversity Offsets and waste workshop, 7 August
Mayor Lachlan Ford, Bourke Shire	The proliferation of national parks in western NSW.
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Seeking to address CMA Members
The Hon. Tara Moriarty MLC, NSW Agriculture Minister	Response to CMA Fire Ant concerns and request to ban turf crossing the border from Queensland.
Scott Charlton, Sydney Airport CEO	Seeking input into the Sydney Airport Master Plan
Annabey Whitehead, Executive General Manager, Corporate Affairs and Fundraising Royal Flyer Doctor Service	Thanking the CMA Chairman and Secretary for visiting their base at Broken Hill and inviting other CMA members to visit Broken Hill or Dubbo sites.
Agriculture Minister the Hon Tara	REROC Urgent call for Action - Southern

Moriarty	NSW Drought Summit Recommendations
Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Dubbo Regional Council	Lack of enforcement of strategies and requirements regarding renewable energy projects
Mayor Lachlan Ford, Bourke Shire	Regional Rural and Remote Advisory Council
David Webb, GM – Hay Shire Council	Continuation of the Regional and Local Roads Repair Program
Mayors of Cootamundra Gundagai, Yass Valley and City of Wagga Wagga	Southern NSW Drought Position Paper
David Webb, GM – Hay Shire Council	Rural Aged-care Sustainability

Recommendation: That the correspondence be received and noted.

5. Media Releases

[Country Mayors given good news on crime, RFS](#)
[Country Mayors welcome new council meeting rule book](#)
[NSW Country Mayors slam bank branch closures and job cuts](#)
[NSW Country Mayors welcome new Police Commissioner](#)
[NSW COUNTRY MAYORS RAISE CONCERNS ABOUT CENTRALISED PLANNING FOR RURAL NSW](#)
[NSW Country Mayors: NSW Road funding on the right track](#)
[NSW Country Mayors commends Westpac for regional opening](#)
[NSW Local Government Minister Honours Mayor Phyllis Miller OAM](#)
[NSW Country Mayors oppose Federal Speed limit lowering proposal](#)

6. Presentations from Showcase Councils

- Council One: Queanbeyan-Palerang Regional Council
- Council Two: Gwydir Shire Council

7. Reports (attached)

- Update from CMA Chairman Mayor Rick Firman OAM
Recommendation: That the Report be received and noted.
- Finance Report – Ms. Melissa Boxall (CMA Secretary)

Recommendation: that the Report be received and noted

- Update from ALGA President Mayor Matt Burnett
- ***Recommendation: That the Report be received and noted.***
- Update from President of LGNSW – Mayor Phyllis Miller OAM
- ***Recommendation: That the Report be received and noted.***
- Policy Advisor's Report – Mrs. Julie Briggs

Recommendation: that the Report be received and noted

Recommendation: that the recommendations contained in the Policy Advisor's Report be adopted.

Business with Notice

Byron Shire Council recommendations. Mayor Sarah Ndiaye to speak to them...

That the **CMA** advocates to:

1. **Urge the NSW Government** to review and overhaul the current remuneration framework, including the removal of Section 242A, to enable benchmarking against NSW Legislative Assembly base salaries.
2. **Support legislative reform** to provide mayors and councillors with access to paid maternity, paternity, carers, and sick leave.
3. **Ensure acting mayors and deputy mayors** are appropriately remunerated during periods of leave without financial penalty to the incumbent.
4. **Write to the Minister for Local Government**, relevant State and Federal MPs, and the Fair Work Ombudsman to advocate for these reforms.

8. Urgent business without notice

Meeting closes approximately 1pm

The next CMA meeting will be **27 March 2026**, in the NSW Parliament House Theatrette – 8:20am-1pm.

Fortunately, we have secured the Theatrette for all four Sydney meetings again next year.

On behalf of the Chairman, Deputy Chairman, Board Members, the Secretary, Policy Advisor & Secretariat – we wish you, your families and Councillors, staff & communities a very Merry Christmas. We look forward to a productive and enjoyable 2026 for CMA NSW!

NOTE:

CMA Merchandise will be on sale in the foyer of the Theatrette.

It would save time if you brought cash. The prices are:

❖ CMA Pen	\$10
❖ CMA Lapel Pin	\$10
❖ CMA Tie	\$35
❖ CMA Scarf	\$70



The Country Mayors Association of NEW SOUTH WALES Inc

Chairman: Mayor Rick Firman OAM
C/- Temora Shire Council,
PO Box 262, Temora NSW 2666
Contact: 0429 204 060
Email: admin@nswcountrymayors.com.au
ABN: 92 803 490 533

MINUTES

A General Meeting of the Country Mayors Association of NSW Inc, was held on **Friday 8 August 2025**, in the Theatrette, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.

THEME: Crime, Law and Order

A warm welcome from CMA Chairman and Temora Shire Mayor Rick Firman OAM;

- **Mayor Firman reflected on an exclusive workshop with NSW Environment Minister the Hon Penny Sharpe MP and her advisors, plus over 100 CMA members took place in the Theatrette NSW Parliament House, 2-5pm Thursday 7 August, 2025.** The topics of Biodiversity Conservation Offsets and Waste were broken up by a CMA catered afternoon tea, which was much needed, due to the intensity of the workshop. Biodiversity offsets as barriers to housing developments and FOGO costs were key concerns discussed. Mayor Firman thanked Deputy Chairman (Mayor Russell Fitzpatrick – Bega Valley Shire) for serving as MC for the session.
- **Mayor Firman reflected on the evening of Thursday 7 August 2025, a dinner with Former PM, the Hon Tony Abbott AC which saw 85 Board, Members and MPs enjoy a first-class venue, cuisine, service and camaraderie.** The CMA catered a special dessert and shouted a drink. Mr Abbott donated his time for the CMA and it was a topical, engaging talk, warmly received by those in attendance.

1. Presentation – NSW Police Minister, the Hon. Mrs Yasmin Catley MP

- Reducing Community Crime is about partnership - State and Local Government working together in partnership with First Nations people and the broader community to improve safety in the community and address local challenges.
- The best way to reduce crime is to make sure it is not committed in the first place
- There has been a Youth Command developed - they work with PCYC to support young people.
- The Community Safety Report will be addressed by November 2025.
- 'Operation Soteria' is making significant impacts to date. This strategic initiative by NSW Police focusing on aggravated break, enter and steal offences, stealing motor vehicles and 'post and boast' offences where social media has been used to gain notoriety. It also involves a focus on improving police response to victims of sexual assault.
- Positive results so far - 189 charged and 137 of those charged were juveniles.

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- There is an emphasis on diversion to keep young people out of the justice system - Youth Engagement Officers work in this space - hold Youth Action Meetings in key locations.
- The Minister said she is aware that they need more officers on the ground - Recruitment strategy has been successful with 4600 recruit applications over last 18 months. Improved workforce benefits include a once in a generation pay rise, and the move to flexible working hours (FTE model) and opportunity to job share.
- New Initiative 'Be a cop in your hometown' is seeing positive results
- Members questions, brought up changes in Bail legislation, AV bail hearings seem to be missing the regional context, and additional police needed in holiday hot spots.

A token of appreciation was presented to Minister Catley MP by Mayor Firman.

2. Presentation – Acting Deputy Commissioner Brett Greentree, acting as Deputy Commissioner - NSWPF Regional NSW Field Operations.

- The 'perception' of crime, is sometimes as difficult to address as the actual crime.
- Sees Community safety as a joint venture - everyone knows who the criminals are in regional areas.
- Operation Soteria - is working across North and Western NSW.
 - So far they have addressed 340 break and enters
 - 137 juveniles were charged with 34% of them already charged or on bail at the time.
 - 'Boast and Post' - 92 have been charged
- Trends in regional crime - Robbery is down by 8%, Steal from Motor vehicle down 11%, Break and enter is down 4%, Sexual assault and drug related crime is stable, with increase in MV theft up 3.3%, DV related crime up 4%, breach of bail up 12.3% (result of targeted operations).
- Thanked Local Government for the work that they do in the Emergency management space in partnership.
- Re: Crime perception - it is important to communicate with community to instil confidence - there is a big role for the media - everyone needs to spread the good word and highly publicise positive outcomes.
- Members noted concerns about little to no police presence in some regional areas. Advised to report into the district office - more reports highlight the need and allows them to access other resources to ensure that coverage will come from other areas.
- Hoping that the 'Doli Incapax' review will bring about change and some tangible outcomes

A token of appreciation was presented to Acting Deputy Commissioner Brett Greentree by Mayor Firman.

3. Presentation – Chief Magistrate of NSW, His Honour Judge Michael Allen

- A compelling presentation allowing a glimpse into the career and work of the Chief magistrate of NSW, who has an extensive background living and working in regional NSW.
- He stated that NSW is unique - we have an independent judiciary which makes us very lucky.
- Expressed the fact that the Courts do not make the Law, that Parliament makes the Law and the Courts enforce the Laws.
- Local Court has 48 magistrates servicing 109 courts across NSW - Country service policy to be implemented - no more FIFO - suggested that magistrates need to have a min. 2 years in the bush to urge that they feel and understand these communities.

- Dealing with 45000 bail applications annually.
- DV is the scourge of the nation that needs to be dealt with - there are 80000 matters annually. The voice that HASNT been heard is that of the complainant/ victim. There is a pilot program
- Bail is a concern for a lot of people - Magistrates don't make decisions up - they rely on information from Police. If there is concern that a mistake has been made - there is an inbuilt appeal system available. Less than 0.5% are appealed by the Police.

A token of appreciation was presented to Chief Magistrate of NSW, His Honour Judge Michael Allen by Mayor Sharon Cadwallader.

4. Acknowledgements by Mayor Rick Firman OAM, CMA NSW Chairman

- Acknowledgement and Congratulations to Mayor Abb McAlister and his team for the successful de-merger announcement. Mayor McAlister thanked all Mayors in CMA for their support over this time.
- The CMA Chairman (Mayor Firman) acknowledged Mr. George Cowan, General Manager Narrandera Shire Council for 50 years of service to Local Government. Mr. Cowan will retire in September 2025.

5. Excelling CMA Members Segment – Crime, Law and Order Theme

Mr Nick Mamouzelos, Warrumbungle Shire Council Investigator

Detailed presentation on the recent investigation into Illegal Tobacco trade in Warrumbungle Shire, something that is affecting most LGAs.

Mr Greg McDonald, General Manager – Upper Hunter Shire Council

Excellent initiative being delivered to new young drivers involving police, emergency services, heavy vehicle providers and numerous support services to provide a practical educational opportunity for new drivers to understand the reality of being on the road and the brutal reality of accidents and why they can occur.

A token of appreciation was presented to Mr Mamouzelos and Mr McDonald by Mayor Josh Black.

Morning Tea was attended by a broad cross-section of Parliamentarians, from Government, Opposition (including Leader, the Hon Mark Speakman MP), Greens and Independents.

6. Presentation - The Hon. Paul Toole MP - NSW Shadow Police Minister

- Stated there are less Police 'boots on the ground' from when they were in Government
- 86% of stations are closed at nighttime, and some haven't opened in 12 months.
- Stated that there is a reduction in attested classes - dropped from 5 to 4.
- Re the parliamentary enquiry for youth crime - there has been an interim report provided with 19 recommendations - this has been driven by the CMA.
- Where has the funding gone to support Youth programs? E.g. Regional Youth Funding, SCCF
- Bail Laws are being debated in Parliament this week - Many police are frustrated
- Looking to introduce a Bill for 14-18 year olds
 - They want to introduce a curfew
 - Electronic Monitoring
 - Introduce Victim impact statements

A token of appreciation was presented to Shadow Police Minister the Hon Paul Toole MP by Mayor Sue Moore.

7. Presentation -The Hon. Daniel Mookhey MLC – NSW Treasurer

- Re: Disaster Affected Communities - issues with under insurance / no insurance. Natural Disaster funding is driving up premiums.
- Treasurer will seek input / feedback from councils to find a better way to fund emergency services.
- The Treasurer has met with Auditor General about the Red Fleet - he will have a position soon and advised that there will be cause for optimism for the CMA members.
- Workers Compensation - the scheme is NOT sustainable. There will be a minimum 36% increase in premiums in the absence of a reform.
- Members asked questions about:
 - Equitable remuneration for Councillors,
 - The need for NSW Government to support the restoration of FAGS to 1% of GDP from Federal Government,
 - The Southern NSW drought - desperate need for reclassification of drought as disaster - immediate need for freight and fodder assistance - it has been stated by Regional agriculture professionals that this is the worst drought ever experienced.
 - Councils dealing with an extraordinary amount of renewable energy impacts (in a non-REZ zone) What can be done to support councils with dealing with this?
 - What is the appetite of the Government for a combined Emergency Services sector - bringing all under one Department?
- The Treasurer advised that he was the current Chair of the Board of Treasurer's, who are meeting this week.
- GST - needs change, NSW is being short changed, in a significant way

A token of appreciation was presented to Treasurer Mookhey MLC by Mayor Phyllis Miller.

8. Mr. Barry Irvin AM - Chairman of Bega Cheese

Presentation about the growth and development of Bega Cheese Company - and their ability to 'buy back' some Aussie brands e.g. Vegemite, Dare Iced Coffee, Farners Union Yoghurt
Their involvement in a significant whole of Community approach to developing a full Circular Economy in Bega Valley.

The Bega Circular Valley video:

[Australia's National Centre for Circular Discovery - Bega Circular Valley](#)

And the website: [Home - Bega Circular Valley](#)

A token of appreciation was presented to Mr Irvin by Deputy CMA Chairman Mayor Russell Fitzpatrick.

General Business;**9. Attendance**

Cr. Claire Pontin	Mayor	MidCoast Council
Cr. R Firman OAM	CMA Chairman / Mayor	Temora Shire Council
Melissa Boxall	CMA Secretary / GM	Temora Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Andrew Meddle	CEO	Kempsey Shire Council
John Scarce	GM	Murrumbidgee Council
Cr R McRae OAM	Mayor	Murrumbidgee Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Natalia Cowley	GM	Moree Plains Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Ruth Ormella	Acting GM	Queanbeyan-Palerang Regional Council
Cr. Steve Krieg	Mayor	Lismore City Council
Eber Butron	Acting GM	Lismore City Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Toni Averay	GM	Uralla Shire Council
Kathryn Rindfleish	Mayor	Warrumbungle Shire Council
Lindsay Mason	GM	Warrumbungle Shire Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Sally Davis	Deputy Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Jane Redden	GM	Narromine Shire Council
Phil Johnston	Director Community and Economic Development	Narromine Shire Council
Cr. Craig Davies	Councillor	Narromine Shire Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council

Cr. John Burley	Deputy Mayor	Kyogle Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Laura Black	GM	Clarence Valley Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Leeah Daley	Acting GM	Gwydir Shire Council
Cr. Patricia White	Mayor	Shoalhaven City Council
Cr. Andrew McKibbin	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Kevin Mack	Mayor	Albury City Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Ash Walker	Deputy Mayor	Gilgandra Shire Council
Adam Shultz	Mayor	Lake Macquarie City Council
Lisa Miscamble	GM	Wingecarribee Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
Cr. D McCann OAM	Mayor	Coolamon Shire Council
T Donoghue PSM	GM	Coolamon Shire Council
Cr. James Angel	Acting Mayor	Nambucca Valley Council
Bede Spannagle	GM	Nambucca Valley Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting Chief Executive Officer	Goulburn Mulwaree Council
Cr. Michael Kidd	Deputy Mayor	Leeton Shire Council
Megan Mulrooney	CEO	REROC
Shaun Elwood	Director of People and Places	Lithgow City Council
Cr. Cassandra Coleman	Mayor	Lithgow City Council
Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Kellie Crossley	Acting Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
		Cootamundra-Gundagai Regional Council
Roger Bailey	Interim GM	Singleton Council
Cr. Sue Moore	Mayor	Singleton Council
Justin Fitzpatrick-Barr	GM	Orange City Council
Cr. Tony Mileto	Mayor	Orange City Council
Barry Omundson	Interim CEO	Yass Valley Council
Cr. Jasmine Jones	Mayor	Yass Valley Council
Gayleen Burley	CEO	Bogan Shire Council
Cr. Glen Neill	Mayor	Bogan Shire Council
Derek Francis	GM	

Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cian Middleton	GM	Liverpool Plains Shire Council
Cr. Eric Noakes	Mayor	Walcha Council
Cr. Tommy Stanton	Mayor	Brewarrina Shire Council
David Kirby	GM	Brewarrina Shire Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Melinda Lawton	Councillor	Kiama Municipal Council
Cameron Templeton	Council Engagement Manager Riverina & Far South West	OLG
Katrina Annis-Brown	Council Engagement Manager Central West and Far West	OLG
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
Cr. Penny Pedersen	Councillor/LGNSW Board member	City of Ryde Council
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Kerrie Murphy	Director Infrastructure Kerrie Murphy	Coonamble Shire Council
Nick Mamouzelos	Investigator	Warrumbungle Shire Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Ms Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Luke Sheehan	GM	Weddin Shire Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
George Cowan	GM	Narrandera Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Cr. P Miller OAM	Mayor	Forbes Shire Council
Richard Jane	Acting GM	Forbes Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Council
Stephen Gardiner	Manager Shire Planning and Head of Advocacy	Wollondilly Shire Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Cheryl Cook	Mayor	Federation Council
Brett McInnes	GM	Inverell Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Jonathan Malota		NRMA
Ms Linda Scott	Chairman	NSW Grants Commission

12. Apologies

Mr Adrian Butler	GM	Federation Council
Mr Murray Wood	CEO	Dubbo Regional Council

Cr. Doug Curran	Mayor	Griffith City Council
Mr Brett Stonestreet	GM	Griffith City Council
Mr Frank Zaknich	GM	Albury City Council
Cr. George Weston	Mayor	Leeton Shire Council
Ms Jackie Kruger	GM	Leeton Shire Council
		Wagga Wagga City Council
Cr. Dallas Tout	Mayor	Bland Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Mr Grant Baker	GM	Narrandera Shire Council
Cr. N Kschenka OAM	Mayor	Greater Hume Council
Cr. Lea Parker	Mayor	Greater Hume Council
Mr Colin Kane	Acting GM	Uralla Shire Council
Cr. Robert Bell	Mayor	Inverell Shire Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Cr. Greg Kachel	Councillor	Lachlan Shire Council
Cr. John Medcalf OAM	Mayor	Tamworth Regional Council
Cr. Russell Webb	Mayor	CMA
Mrs Julie Briggs	Policy Advisor	CMA
Mr. Gary Fry	Secretariat	Armidale Regional Council
Cr. Sam Coupland	Mayor	NSW Government
The Hon Jenny Aitchison MP	Roads and Transport Minister	

Mayor Fitzpatrick (Bega Valley Shire Council) moved that the apologies be accepted. Mayor Cadwallader (Ballina Shire Council) seconded. CARRIED. Unanimous.

13. Adoption of Minutes from 9 May 2025.

Mayor Allen (Bellingen Shire Council) moved. Mayor Ring (Kempsey Shire) seconded. CARRIED. Unanimous.

14. Nil

15. Correspondence

Mayor Ingram (Hilltop Council) moved. Mayor Roberts (Port Macquarie Hastings) seconded. CARRIED. Unanimous.

16. Media releases

Mayor Cadwallader (Ballina Shire) moved. Mayor Winchester (Queanbeyan–Palerang Regional Council) seconded. CARRIED. Unanimous.

17. Reports

ALGA - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Allen (Bellingen Shire) seconded. CARRIED. Unanimous.

LGNSW - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Ndiaye (Byron Shire) seconded. CARRIED. Unanimous.

CMA Chairman - Mayor Coleman (Lithgow City Council) moved. Mayor Miller (LGNSW President/Forbes Shire) seconded. CARRIED. Unanimous.

Policy Advisor Report - Received & noted and adopt recommendations - Mayor Allen

(Bellingen Shire) moved. Mayor Whitely (Warren Shire) seconded. CARRIED. Unanimous.
A short recess commenced at 5:32pm.

CMA Financial report - Mayor Jones (Yass Valley) moved. Mayor Cadwallader (Ballina Shire) seconded. CARRIED. Unanimous.
Meeting reconvened at 5:38pm.

18. Business with Notice - CMA Survey

- Mayor Fitzpatrick (Bega Valley Shire) moved. Mayor Miller (LGNSW President / Forbes Shire) seconded that the CMA consider the survey results at its November meeting. CARRIED. Unanimous.

19. Urgent Business - The CMA Chairman asked Members if the Board should consider having the business meeting of CMA on Thursday afternoon, and the Friday morning for Guest speakers. Members agreed overwhelmingly for the Board to consider this action, to spend more time on policy setting/advocacy and lobbying.

The Chairman thanked all for attending and with no further business, declared the meeting closed at 12:48pm.

The next meeting will be held in the Theatrette, NSW Parliament House on 14 November 2025, followed by the AGM.

21 CONFIDENTIAL REPORTS**RESOLUTION 163/2025**

Moved: Cr Ken Smith

Seconded: Cr Paul Mahon

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 5:40pm:

22.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 11 November 2025

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.

COUNCIL RESOLUTION**165/2025**

Moved: Cr Graham Sinclair

Seconded: Cr Anthony Irvine

It was resolved that the reports be received.

CARRIED

COUNCIL RESOLUTION**166/2025**

Moved: Cr Belinda Bushell

Seconded: Cr Paul Mahon

It was resolved that in relation to report 5.1 the recommendation as presented be adopted.

CARRIED

COUNCIL RESOLUTION**167/2025**

Moved: Cr Ken Smith

Seconded: Cr Anthony Irvine

It was resolved that in relation to report 5.4 the recommendation as presented be adopted.

CARRIED

COUNCIL RESOLUTION**168/2025**

Moved: Cr Brenton Hawken

Seconded: Cr Graham Sinclair

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

CARRIED

22.2 General Managers Informal Performance Review - 7 November 2025

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

COUNCIL RESOLUTION**169/2025****Moved: Cr Ken Smith****Seconded: Cr Nigel Judd****It was resolved that the report be noted.****CARRIED****CARRIED****RESOLUTION 164/2025****Moved: Cr Graham Sinclair****Seconded: Cr Narelle Djukic****It was resolved that Council adopts the motions from the closed committee of Council.****CARRIED**

Elizabeth Smith, Director of Administration and Finance declared a pecuniary interest in relation to item REP25/395, due to a being a part owner of property in Hoskins Street.

Elizabeth Smith, Director of Administration and Finance left the meeting at 6:05pm and took no further part in the discussion.

Cr Irvine raised a question in relation to confidential report REP25/395 and whether a public statement would be made.

General Manager Melissa Boxall responded that as there are further matters to be investigated and reported back to Council, the information will remain confidential until this is resolved.

22 MEETING CLOSE**The Meeting closed at 6:06pm.**

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 December 2025.

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GENERAL MANAGER

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CHAIRMAN