

# Berrigan Shire Council



## Agency Information Guide

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November 2012

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# 1. The Council, its structure and functions

## Legal identity

The Berrigan Shire Council was proclaimed by the New South Wales State Government on 15 May 1906 and has existed within substantially the same boundaries since that date.

The Council operates under the provisions of *the Local Government Act 1993*. Section 7 of the *Local Government Act* states:

*The purposes of this Act are as follows:*

*(a) to provide the legal framework for an effective, efficient, environmentally responsible and open system of local government in New South Wales,*

*(b) to regulate the relationships between the people and bodies comprising the system of local government in New South Wales,*

*(c) to encourage and assist the effective participation of local communities in the affairs of local government,*

*(d) to give councils:*

- the ability to provide goods, services and facilities, and to carry out activities, appropriate to the current and future needs of local communities and of the wider public*
- the responsibility for administering some regulatory systems under this Act*
- a role in the management, improvement and development of the resources of their areas,*

*(e) to require councils, councillors and council employees to have regard to the principles of ecologically sustainable development in carrying out their responsibilities.*

Section 8 of the *Local Government Act* sets out the Council's charter:

*(1) A council has the following charter:*

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively*
- to exercise community leadership*
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism*
- to promote and to provide and plan for the needs of children*
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is*

*consistent with and promotes the principles of ecologically sustainable development*

- *to have regard to the long term and cumulative effects of its decisions*
- *to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible*
- *to engage in long-term strategic planning on behalf of the local community*
- *to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights*
- *to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government*
- *to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants*
- *to keep the local community and the State government (and through it, the wider community) informed about its activities*
- *to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected*
- *to be a responsible employer.*

*(2) A council, in the exercise of its functions, must pursue its charter but nothing in the charter or this section gives rise to, or can be taken into account in, any civil cause of action.*

The Council's legal identity is defined in section 220 of the *Local Government Act*.

*(1) A council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual, both in and outside the State.*

*(2) A council is not a body corporate (including a corporation).*

*(3) A council does not have the status, privileges and immunities of the Crown (including the State and the Government of the State).*

*(4) A law of the State applies to and in respect of a council in the same way as it applies to and in respect of a body corporate (including a corporation).*

## Governance

Berrigan Shire Council operates under the provisions of the *Local Government Act 1993*.

### Councillors and Mayor

The governing authority of Berrigan Shire Council is the Council. The Council consists of eight councillors, headed by a Mayor. Berrigan Shire is not divided into wards and councillors are elected at large. Councillors serve a four year term; the current Council was elected in September 2012.

The role of a Councillor is defined in section 232 of the *Local Government Act 1993*

*(1) The role of a councillor is, as a member of the governing body of the council:*

- to provide a civic leadership role in guiding the development of the community strategic plan for the area and to be responsible for monitoring the implementation of the council's delivery program*
- to direct and control the affairs of the council in accordance with this Act*
- to participate in the optimum allocation of the council's resources for the benefit of the area*
- to play a key role in the creation and review of the council's policies and objectives and criteria relating to the exercise of the council's regulatory functions*
- to review the performance of the council and its delivery of services, and the delivery program and revenue policies of the council.*

*(2) The role of a councillor is, as an elected person:*

- to represent the interests of the residents and ratepayers*
- to provide leadership and guidance to the community*
- to facilitate communication between the community and the council.*

The Mayor is elected by the Councillors from among their number and serves for a 12 month term. The current Mayor was elected in September 2012.

The role of the Mayor as defined in section 226 of the *Local Government Act 1993* is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council*
- to exercise such other functions of the council as the council determines*
- to preside at meetings of the council*
- to carry out the civic and ceremonial functions of the mayoral office.*

## General Manager and staff

Berrigan Shire Council is required to appoint a General Manager. The General Manager is the Principal Officer of the Council. The functions of the General Manager are as defined in section 335 of the *Local Government Act*:

*(1) The general manager is generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council.*

*(2) The general manager has the following particular functions:*

- to assist the council in connection with the development and implementation of the community strategic plan and the council's resourcing strategy, delivery program and operational plan and the preparation of its annual report and state of the environment report*
- the day-to-day management of the council*
- to exercise such of the functions of the council as are delegated by the council to the general manager*
- to appoint staff in accordance with an organisation structure and resources approved by the council*
- to direct and dismiss staff*
- to implement the council's equal employment opportunity management plan.*

*(3) The general manager has such other functions as may be conferred or imposed on the general manager by or under this or any other Act*

Section 377 of the *Local Government Act 1993* allows the General Manager to delegate any of the functions of the General Manager or any functions delegated to the General Manager by the Council.

## Meetings

Decisions of the Council are made by a majority of votes at a meeting of the Council where a quorum is present.

Berrigan Shire Council holds an ordinary meeting of the Council on a monthly basis. This is ordinarily scheduled for the third Wednesday of the month, commencing at 9.15am. The venue for the meeting is the Berrigan Shire Council Chambers, 56 Chanter St Berrigan. The Council may choose to vary the time, date or venue of meetings or hold an extraordinary meeting. The Council also holds meetings of various committees of the Council on the Wednesday two weeks before the third Wednesday of the month.

Meeting times are displayed on the Council website (<http://www.berriganshire.nsw.gov.au>) and advertised in the Southern Riverina News and the Cobram Courier. Ordinary meetings of the Council are open to the public, except as allowed for in section 10A of the *Local Government Act 1993*:

*(1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:*

- (a) the discussion of any of the matters listed in subclause (2), or*
- (b) the receipt or discussion of any of the information so listed.*

*(2) The matters and information are the following:*

- (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.*

*(3) A council, or a committee of the council of which all the members are councillors, 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.*

*(4) A council, or a committee of a 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.*

## Management Plans and other codes

The Council is required to plan and report on its activities in accordance with the Integrated Planning and Reporting Framework set down in the *Local Government Act 1993* and associated regulations.

The Division of Local Government issued *Planning and Reporting Guidelines for local government in New South Wales* (2010) to aid local government with this task. A copy of these guidelines is available on the Division's website at:

<http://www.dlg.nsw.gov.au/dlg/dlghome/Documents/Information/IPRGuidelinesJanuary2010.pdf>

The Council's suite of plans and strategies under the Integrated Planning and Reporting Framework set out in these guidelines are available for viewing at the Council Administration Office and on the Council website:

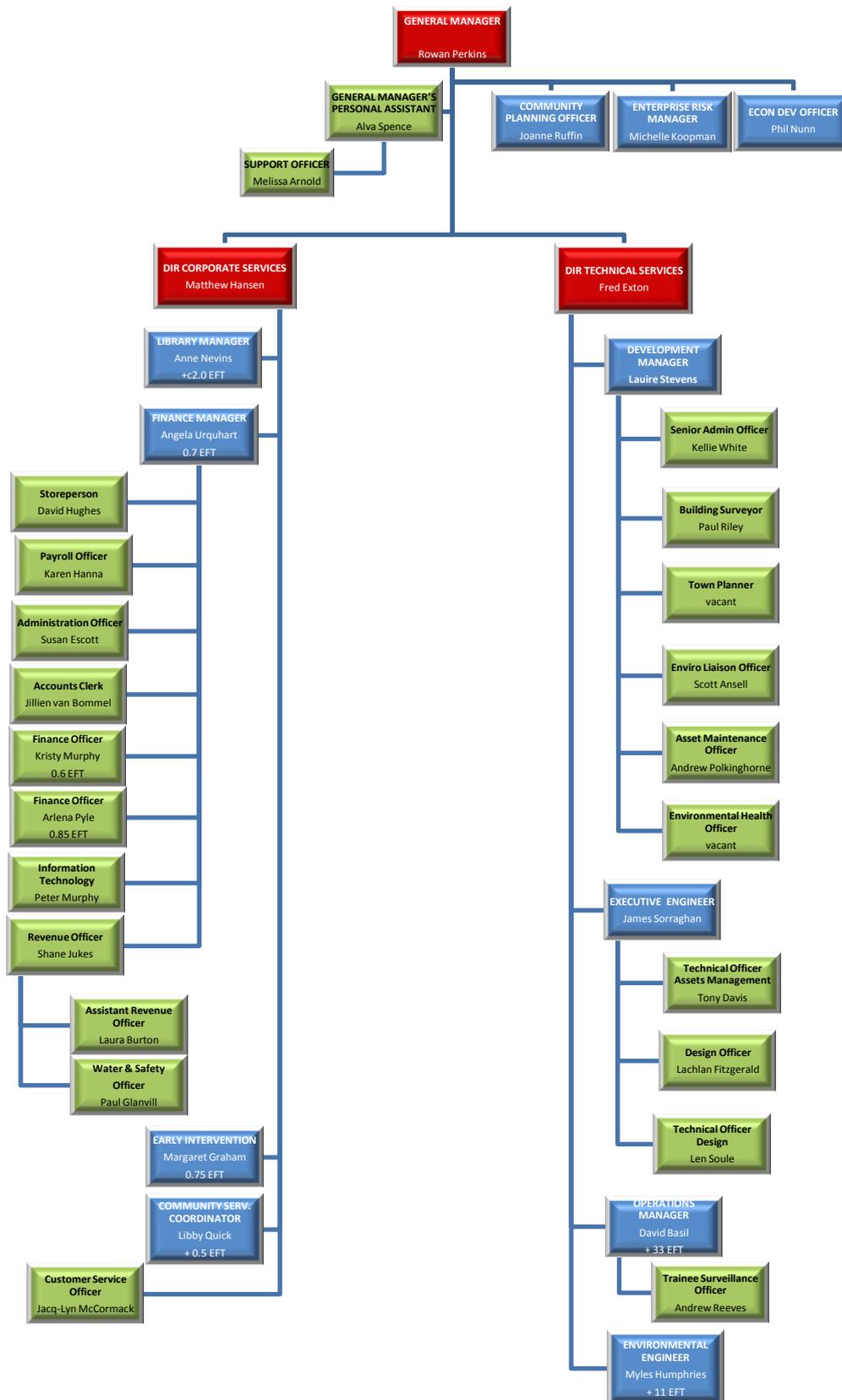
- [Berrigan Shire 2022 \(Community Strategic Plan\)](#)
- [Resourcing Strategy](#)
  - [Workforce Development Plan](#)
  - [Long Term Financial Plan](#)
  - [Asset Management Plans](#)
    - Roads and bridges
    - Footpaths
    - Stormwater Drainage
    - Water Supply
    - Sewer System
    - Corporate and Community
- [Delivery Program \(2012-16\)](#)
- [Operational Plan \(2012/13\)](#)
  - Revenue and charging policies
  - Fees and charges
  - Operating budget

These documents are required to be placed on display for public comment for a statutory period before being considered for final adoption by the Council. The Council also develops from time to time other plans and codes where public comment is required before final adoption.

Plans and codes for which the Council is seeking public comment are placed on the Council website (<http://www.berriganshire.nsw.gov.au>) and also are available for perusal at the Council administration office and the Barooga, Berrigan, Finley and Tocumwal branches of the Berrigan Shire Library Service.

## Corporate Structure and functions

The Council's corporate structure is as follows



Technical Services	Corporate Services
Roads, Bridges and Footpaths	Administration, human resources and finance
Depot	Rates and charges
Animal Control	Saleyards
Stormwater drainage	Early Intervention service
Parks and Gardens	Libraries
Water & Sewerage	Public swimming pools
Environmental Health	Rural Fire Service
Building Control	Tourism
Waste Control	Cemeteries
Town Planning	Aerodrome
Council buildings	Caravan Parks
Development	Social and Cultural planning

Outside this structure the Council has a series of Committees of Management that operate under section 355 of the *Local Government Act 1993*

Australia Day Committee	Barooga Advancement Group
Barooga Community Botanical Gardens Committee	Barooga Recreation Reserve
Berrigan Conservation & Tidy Towns	Berrigan Shire Heritage Committee
Berrigan Shire Youth Development Committee	
Berrigan Sportsground Committee	Berrigan War Memorial Hall
Berrigan War Memorial Swimming Pool	Berriquin Community Toy Library
Boomanoomana Landcare Committee	Finley Log Cabin Museum & Mary Lawson Wayside Rest Committee
Finley Community Help Group	Finley Pioneer Rail Committee
Finley Railway Park	Finley Recreation Reserve Committee of Management
Finley Showground Sporting Complex Committee	Finley Tidy Towns
Finley War Memorial Hall & School of Arts	Finley War Memorial Swimming Pool
Fullers Road Landcare	Native Dog Landcare Group
Retreat Public Hall	Tocumwal Foreshore
Tocumwal Friends of the Library Group	Tocumwal Historical Aerodrome Museum
Tocumwal Rail Preservation Committee	Tocumwal Recreation Reserve Committee
Tocumwal Swimming Pool Committee	Tocumwal War Memorial Hall
Berrigan Shire Events Committee	

The Council exercises its functions under the *Local Government Act 1993*. As well as the *Local Government Act*, the Council has powers under a number of other Acts including:

*Coastal Protection Act 1979*

*Community Land Development Act 1989*

*Companion Animals Act 1998*

*Contaminated Land Management Act 1997*

*Conveyancing Act 1919*

*Environmental Planning and Assessment Act 1979*

*Fire Brigades Act 1989*

*Fluoridation of Public Water Supplies Act 1957*

*Food Act 1989*

*Graffiti Control Act 2008*

*Government Information (Public Access) Act 2009*

*Heritage Act 1977*

*Impounding Act 1993*

*Library Act 1939*

*Noxious Weeds Act 1993*

*Privacy and Personal Information Protection Act 1998*

*Protection of the Environment Operations Act 1997*

*Public Health Act 1991*

*Recreation Vehicles Act 1983*

*Roads Act 1993*

*State Emergency & Rescue Management Act 1989*

*State Emergency Service Act 1989*

*Strata Schemes (Freehold Development) Act 1973*

*Strata Schemes (Leasehold Development) Act 1986*

*Strata Schemes Management Act 1996*

*Swimming Pools Act 1992*

*Unclaimed Money Act 1995*

*Water Act 1912*

*Water Management Act 2000*

*Work Health and Safety Act 2011*

## 2. Effect the Council's functions have on the public

As a service organisation, the majority of the activities of Berrigan Shire Council have an impact on the public. The following is an outline of how the broad functions of the Council affect the public.

- **Service functions** affect the public as the Council provides services and facilities to the public. This includes the provision of public infrastructure such as roads, water supply and sewerage systems, waste collection and recycling services, community infrastructure such as libraries, halls and recreation reserves and human services such as Home and Community Care.
- **Regulatory functions** place restrictions on the use of land and on some other activities in order to mitigate any adverse effect on community amenity and the environment and to protect the life and safety of the public. Members of the public must be aware of, and comply with, such functions.

- **Ancillary functions** include, for example, the resumption of private land and the power for the Council to enter onto a person's land. In general, these activities will only affect the owners of the property.
- **Revenue functions** have a direct effect on the public in that the Council can compel landholders in the Shire to pay rates and charges lawfully made by the Council. The Council's revenue functions have an indirect effect on the public in that revenue raised by the Council is used to fund the services and facilities provided to the community.
- **Administrative functions** do not affect the public directly but the impact of these functions on the efficient and effective provision of services by the Council may affect the public.
- **Enforcement functions** such as impoundment of wandering stock directly affects those members of the public who are in breach of certain legislation. It has an indirect effect on the wider community through the maintenance of community amenity.
- **Community support functions** include such matters such as facilitation of community and business activity within the Shire and advocating for the needs of the community with other levels of government.

### 3. Public Participation

The *Government Information (Public Access) Act 2009* requires the Council to describe the arrangements that exist to enable the public to participate in the formulation of the Council's policy and the exercise of its functions.

Council's *Community Engagement Framework (2011)* strengthens Council's commitment to supporting the participation of individuals, groups and communities in Council planning and decision making. It guides the development of Council's Community Strategic Planning engagement strategies and consultation on local issues.

Opportunities exist for members of the community to participate in all facets of the governance of the Council. There is participation through the formal decision-making structures and through the many support units and groups that contribute to the Council's affairs.

Outside the formal structures of decision-making the Council has a procedure for receiving and responding to complaints and suggestions from the public about the Council and its functions. Members of the public are also encouraged to contact Councillors to put forward their views regarding issues relating to the Council.

- Eligible members of the public may stand for election as a Councillor or vote for a candidate of their choice every four years – as allowed for in the *Local Government Act*. Participation in the election of Councillors allows the public a substantial input into the future operations of the Council

- Council meetings and formal committee meetings are open to the public. A “question time” forum is scheduled before the commencement of every ordinary meeting of the Council.
- Many Council plans, codes and policies are placed on display for public comment before final adoption by the Council. Notification of requests for public comment is made on the Council website (<http://www.berriganshire.nsw.gov.au>) and in the Southern Riverina News and the Cobram Courier.
- Members of the public are invited to join the various committees of management that operate facilities such as recreation reserves, public halls and parks and gardens. Other committees open to the public include various advisory and support groups on issues such as youth, public libraries and community assistance.

## 4. Council Documents

### What is a Council document?

The *Government Information (Public Access) Act 2009* provides for the public to have right of access to government (Council) information. Government information is defined in the Act as meaning information contained in a record by an agency.

A record is the Council's, for the purposes of the Act, if it is a document:

- To which the Council has an immediate right of access
- That is in the possession, or under the control of a person in that person's capacity as an officer of the Council
- Created by an officer of the Council in the normal course of that person's duties for the purposes of the Council, or for the purposes of the person as an officer of the Council.

Staff will often have documents at their workplace which are not the records of the Council. The records have been created for other organisations or are strictly personal. However, the incidence of personal documentation in the workplace is not the norm.

The Council encourages participation by its staff in the life of the wider community and allows for the limited use of the Council's information system resources for community affairs in line with its policy on Communication Devices. This results in the creation of records. Most of this material is not business of the Council and as such is not accessible under the Act.

### List of Council documents available to the public

Schedule 1 of the *Government Information Public Access Regulation 2009* requires that documents held by the Council that relate to the following areas must be made available to the public

1. Information about Council,
2. Plans and policies,
3. Information about Development Applications,

#### 4. Approvals, Orders and other Documents.

The public is entitled to inspect these documents held by the Council on the Council's website – unless there is an unreasonable additional cost to the Council to publish these documents on the website – or at the offices of the Council during ordinary office hours or at any other place as determined by the Council.

Any current or previous document of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents are either available at <http://www.berriganshire.nsw.gov.au> and at the Council Administration office in Berrigan:

- The model code prescribed under s440(1) of the Local Government Act 1993 and the code of conduct adopted under s440(3) of the *Local Government Act 1993*
- Code of meeting practice
- Annual Report
- Annual financial statements
- Auditor's report
- Management Plan
- EEO Management Plan
- Policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
- Annual reports of bodies exercising functions delegated by the Council
- Any codes referred to the *Local Government Act 1993*
- Returns of the interests of Councillors, designated persons and delegates
- Agendas and business papers for any meeting of the Council or any committee of the Council (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of the Council in accordance with s433 of the *Local Government Act 1993*
- The Council's Land Register
- Register of investments
- Register of delegations
- The register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*
- Register of current declarations of disclosures of political donations kept in accordance with s328A of the Local Government Act
- The register of voting on planning matters kept in accordance with s375A of the *Local Government Act 1993*.
- Local policies adopted by the Council concerning approvals and orders
- Plans of management for community land

- Environmental planning instruments, development control plans and plans made under Section 94AB of the *Environmental Planning and Assessment Act 1979* applying to land within the Council's area.
- Development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated document received in relation to a proposed development including the following
  - Home warranty insurance documents
  - Construction certificates
  - Occupation certificates
  - Structural certification documents
  - Town planner reports
  - Submissions received on development applications
  - Heritage consultant reports
  - Tree inspection consultant reports
  - Acoustics consultant reports
  - Land contamination consultant reports
- Records of decisions on development applications (including decisions made on appeal)
- A record that describes the general nature of the documents the Council decides are excluded display as part of a development application as they consist of:
  - The plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected
  - Commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.
- Applications for approvals under Part 1 of Chapter 7 of the *Local Government Act 1993* and any associated documents in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the *Local Government Act* and any reasons given under s136 of the *Local Government Act 1993*
- Orders given under the authority of any other Act
- Records of building certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by the Council
- Compulsory acquisition notices
- Leases and licences for use of public land classified as community land
- Gift Register
- Local Emergency Management Plan (Displan)
- Policy Manual

The Policy Manual contains the following policies

- 1 COUNCIL NAME BADGES
- 2 UNAUTHORISED ADVERTISING STRUCTURE - REMOVAL OF
- 4 STREET STALLS
- 6 HIRE OF PLANT FOR COUNCIL WORKS

7	BERRIGAN AIRSTRIP
8	TOCUMWAL AERODROME
9	MURRAY RIVER WATER POLICY STATEMENT ON WATER QUALITY
11	STAFF SERVICE WITH THE AUSTRALIAN ARMY RESERVE
12	ATTENDANCE AT LOCAL GOVERNMENT CONFERENCES
13	HOUSING FOR STAFF MEMBERS
14	MAYOR'S SEDAN
16	USE OF THE COUNCIL CHAMBERS - FORMAL AREA
17	MONUMENTAL AND LAWN CEMETERIES
19	FEES - APPROVED FIRST AID COURSE
20	AUTHORITY TO SEND BUSH FIRE CONTROL UNITS OUTSIDE THE COUNCIL'S AREA
21	AUTHORITY TO SEND COUNCIL PLANT OUTSIDE THE COUNCIL'S AREA IN EMERGENCY SITUATIONS
23	HIRE OF COUNCIL PLANT FOR PRIVATE WORKS
24	SELECTION OF STAFF MEMBERS
26	INSURANCE - RISK MANAGEMENT
28	ACCESS TO COUNCIL'S REFUSE DEPOT - SPECIAL EVENTS
29	COUNCIL CLOTHING POLICY
33	SALARY POLICY
34	DOG AND DOG IMPOUNDING POLICY
35	PUBLIC LIABILITY CLAIMS PROCEDURE
37	POLICY FOR THE PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR MAYORS AND COUNCILLORS
38	STREET AND PUBLIC PLACE NAMING POLICY
39	STAFF REMUNERATION PACKAGE
40	PURCHASING POLICY
41	SERVICE RECOGNITION
42	PRESENTATION ON RETIREMENT FROM THE COUNCIL
44	SMOKE FREE ENVIRONMENT POLICY
45	PRE EMPLOYMENT MEDICAL POLICY
46	REHABILITATION POLICY
47	STREET BANNERS POLICY
48	ANNUAL CHRISTMAS DINNER
49	DEFERRED DEBTORS
50	ASSISTANCE WITH LEGAL EXPENSES
52	LEAVE POLICY (see also Policy No. 72 Annual and Other Leave Policy)
54	INTERNAL REPORTING POLICY
57	DRIVEWAY CONSTRUCTION
59	TRAINING POLICY STATEMENT
61	LONG SERVICE PAYMENTS
62	LOCAL APPROVALS POLICY
63	REFUND OF APPLICATION FEES
64	WASTE MANAGEMENT
65	CUSTOMER REQUEST / SUGGESTION POLICY
66	LIABILITY MANAGEMENT POLICY
67	STOCK IMPOUNDING POLICY
68	ASSISTANCE FOR ATTENDANCE OF INDIVIDUALS AT SPORTING AND OTHER EVENT
69	NEW KERBSIDE GARBAGE COLLECTION SERVICES
71	HEAT STRESS POLICY
72	ANNUAL AND OTHER LEAVE POLICY
73	REIMBURSEMENT OF RELOCATION EXPENSES POLICY
75	CHILD PROTECTION POLICY
76	CAPITAL GRANTS AND CONTRIBUTIONS POLICY

- 77 DRAINAGE CORRIDORS FIRE REDUCTION POLICY
- 79 CONSTRUCTED FOOTPATH RISK MANAGEMENT POLICY
- 80 ADMINISTRATION OF CONTRIBUTORY FOOTPATH AND KERB AND GUTTER SCHEMES  
PURSUANT TO CLAUSES 217, 218 & 219 OF THE ROADS ACT 1993
- 81 PUBLIC INFORMATION POLICY
- 84 DRUG AND ALCOHOL FREE WORKPLACE POLICY
- 86 PUBLIC INTERNET USAGE
- 87 ATTENDANCE OF COUNCILLORS AT COMMUNITY MEETINGS AND EVENTS
- 88 WATER TRADING POLICY
- 89 POLICY FOR VOLUNTEERING IN BERRIGAN SHIRE
- 90 PRIVATE USE OF COUNCIL VEHICLES
- 91 COUNCIL INVOLVEMENT IN NEW ENTERPRISES
- 92 TENDER EVALUATION POLICY
- 93 TOCUMWAL AERODROME RUNWAY 04/22
- 94 RISK MANAGEMENT
- 95 ROAD OPENING POLICY
- 98 COMMUNICATION DEVICES POLICY
- 101 LIBRARY COLLECTION POLICY
- 102 FRAUD CONTROL POLICY
- 103 LOCAL POLICY FOR RELOCATION OF PREVIOUSLY USED RESIDENCES
- 104 REQUESTS FOR DONATIONS AND FINANCIAL ASSISTANCE
- 105 DEVELOPMENT ASSESSMENT AND CONTROL COMMUNITY CONSULTATION POLICY
- 106 PRIVATE USE OF COUNCIL VEHICLES – FUEL CHARGE
- 107 EARLY ISSUE OF SUBDIVISION CERTIFICATES
- 108 PERMANENT WATER SAVINGS POLICY
- 109 SIGNS AS REMOTE SUPERVISION
- 110 PLAYGROUND MANAGEMENT
- 111 LEGISLATIVE COMPLIANCE POLICY
- 112 INVESTMENT POLICY
- 113 LIBRARY SERVICE CHILDREN AND YOUNG PERSONS POLICY
- 114 ASSET MANAGEMENT POLICY
- 115 OUTDOOR DINING AND FOOTPATH TRADING POLICY
- 116 DRUG AND ALCOHOL FREE WORKPLACE POLICY
- 117 EMPLOYEE ASSISTANCE PROGRAM
- 118 BERRIGAN SHIRE COMMUNITY ENGAGEMENT FRAMEWORK
- 119 BERRIGAN SHIRE COUNCIL SOCIAL JUSTICE FRAMEWORK
- 120 ASSET MANAGEMENT POLICY
- 121 EVENT MANAGEMENT
- 122 EQUAL EMPLOYMENT OPPORTUNITY, WORKPLACE BULLYING AND HARASSMENT POLICY
- 123 ROADSIDE HAZARD TREATMENT POLICY
- 124 WORK HEALTH AND SAFETY POLICY

The following Codes and Plans are also available for viewing:

Apex Park Plan of Management  
Code of Conduct

Financial Strategy  
Development Contributions Plan  
Development Control Plan No. 2 – “Exempt and  
Complying Development”  
Development Control Plan No. 4 for the Tocumwal  
Aerodrome

Berrigan Local Environmental Plan 1992  
Code for Erection of Swimming Pools and Safety  
Fences

Detached Dwellings Code  
Development Control Plan No. 1 – “Village”  
Development Control Plan No. 3 – “Parking”

Development Control Plan for Residential Building  
Lines

Development Servicing Plan – Water	Development Servicing Plan - Sewer
Drought Management Plan	Ecologically Sustainable Development Statement
Footpath and Bikeway Strategy	Guarantee of Service
Library Management Plan 2006-2010	Local and Neighbourhood Parks Plan of Management
Local Companion Animal Management Plan	Fraud Control Plan
Medium Density Housing Plan	Mines Safety Plan
Murray Regional Environmental Plan No. 2 – Riverine Land	Asbestos Management Plan
On Site Sewerage Management Plan	Operational Environmental Management Plan (OEMP) For Effluent Reuse On Finley Golf Course
Pedestrian Access and Mobility Plan	Pesticide Use Notification Plan
Corella Management Plan	Privacy Management Plan
Residential Flat Code	Risk Management Strategic Plan
Roadside Vegetation Management Plan	Section 94 Development Contributions Plan
Statement of Business Ethics	State of the Environment Report
Strategic Business Plan – Road Assets	Stormwater Management Plan & SBP
Strategic Business Plan – Water	Strategic Business Plan - Sewer
Subdivision Code	Strategic Economic Development Plan
Tocumwal Aerodrome Drug and Alcohol Management Plan	Tocumwal Foreshore & Recreation Reserve Plan of Management
Footpaths Asset Management Plan	Water Demand Management Plan
Corporate and Community Services Management Plan	Urban Stormwater Drainage Asset Management Plan
DISPLAN	Business Continuity Plan
	Economic Development Strategy

Other records of the Council can be made available to the public under the provisions of the *Government Information (Public Information) Act*. The Act contains a presumption in favour of the disclosure of Government (Council) information unless there is an overriding public interest against disclosure.

The Act specifies the matters required to be taken into account by the Council considering the public access in responding to an application for access. In addition, the Act also contains details of information for which there is conclusive presumption of an overriding public interest against disclosure.

A particular but not exclusive reference is made to those documents which:

- Contain legally privileged information;
- Concern public safety;
- Affect personal affairs;
- Affect business affairs;
- Contain confidential information;
- Affect financial or property interests

## 5. Access to the Council's documents

Any person may come to the Council's office at 56 Chanter Street, Berrigan, and view the Council's open access information during office hours (8.00am to 5.00pm Monday to Friday excluding public holidays).

Documents available for free can be found on the Council's website (<http://www.berriganshire.nsw.gov.au>) or picked up in person at the Council's office in Berrigan during office hours.

Any person can request to view his/her own personal record and can request the alteration of certain information that is held by the Council in connection with its administrative functions and if the information is, in the person's opinion, incomplete, incorrect, out of date or misleading. Any records of a legal or accounting nature cannot be altered without proper approval or advice.

The Director Corporate Services has been appointed as the Council's Public Officer. Among other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Director Corporate Services is also the Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records.

We will endeavour to make as much information as possible available proactively or upon request, unless there is an overriding public interest against disclosure. In some cases, it may be necessary to lodge a formal access application. Access forms are available on our website or by contacting the Council's Public Officer.

Requests for amendment of a document of the Council which you feel is incorrect will require you to make written application to the Public Officer in the first instance.

Matthew Hansen  
Public Officer  
Berrigan Shire Council  
PO Box 137  
Berrigan NSW 2712

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