



Council Chambers,
BERRIGAN. 2712

Sir/Madam,

The Ordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **15th January, 2014**, when the following business will be submitted:-

9.00AM

Public Question Time

COUNCIL MEETING

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No business, other than that on the Agenda, may be dealt with at this meeting unless admitted by the Mayor.

ROWAN PERKINS
GENERAL MANAGER



Council Meeting

Wednesday, 15th January, 2014

BUSINESS PAPER

1. **APOLOGIES**
Cr Matthew Hannan
2. **DECLARATION OF ITEMS OF PECUNIARY
OR OTHER INTEREST**
3. **VISITORS ATTENDING MEETING**
4. **CONFIRMATION OF MINUTES**
**RECOMMENDATION – that the Minutes of the meeting held in
the Council Chambers on Wednesday 18th December, 2013 be
confirmed.**

5.1 FINANCE – ACCOUNTS

AUTHOR: Finance Manager

RECOMMENDATION – that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31st December, 2013, be received and that the accounts paid as per Warrant No. 12/13 totalling \$3,252,146.85 be confirmed.

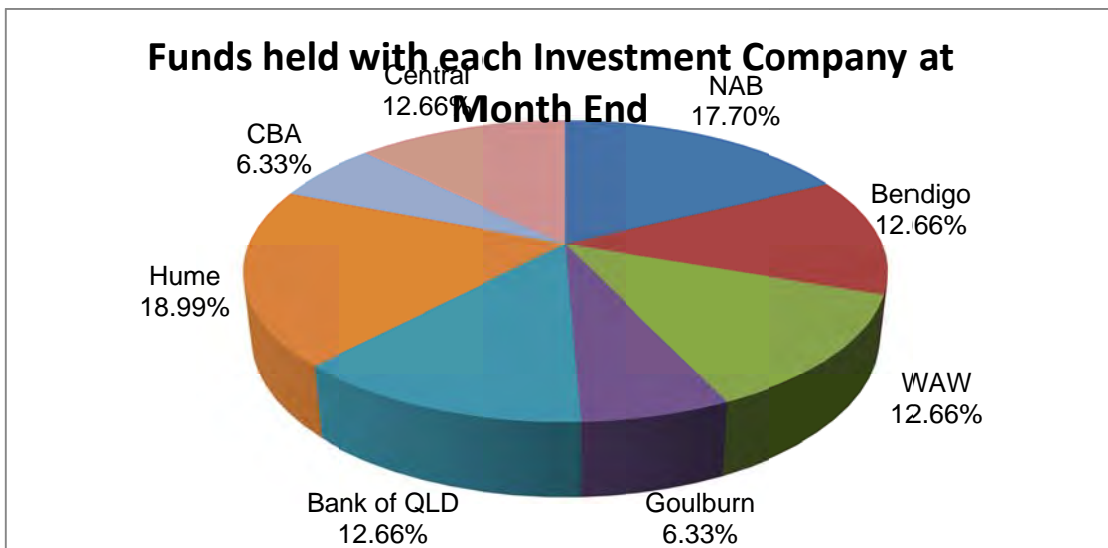
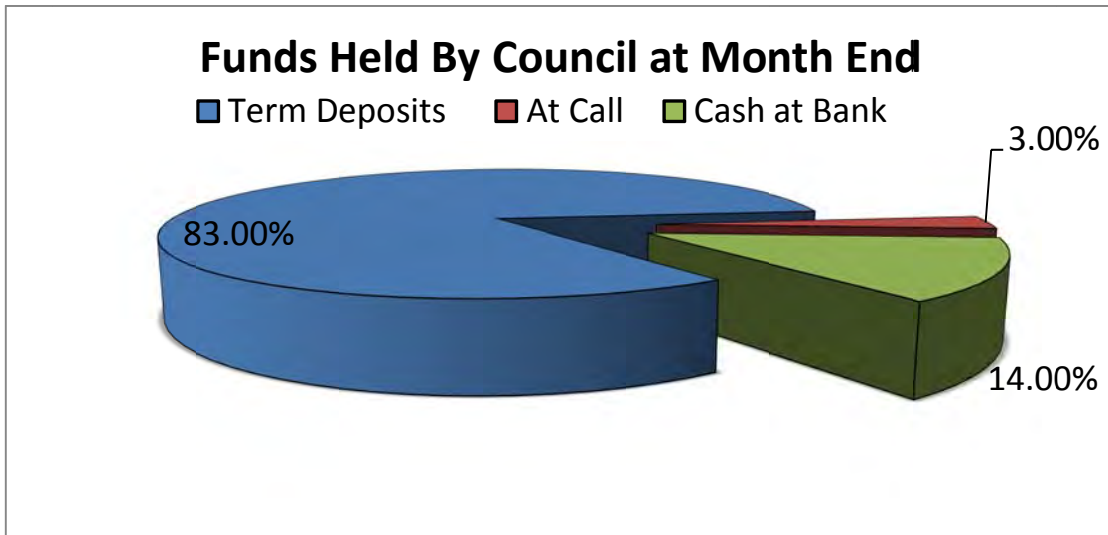
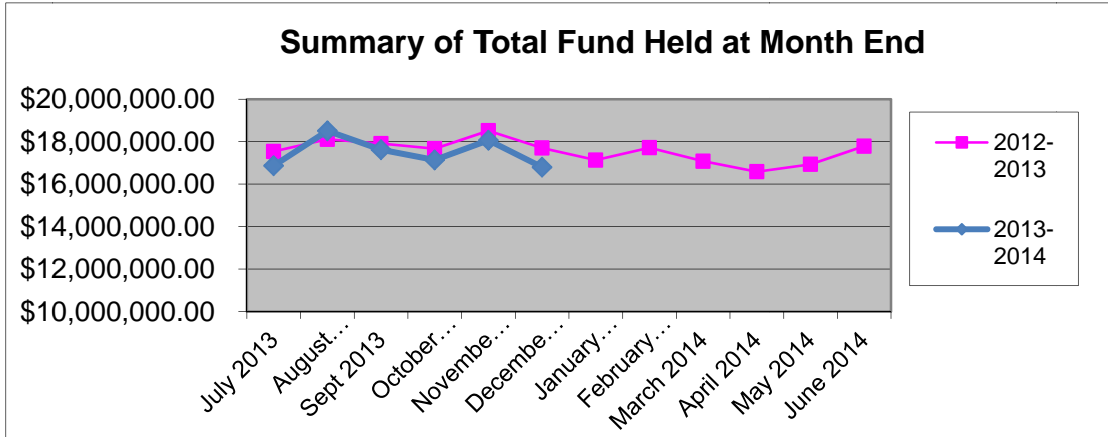
REPORT

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31st December, 2013 will be certified by the Finance Manager.
- b) The Finance Manager will certify that the Cash Book of the Council was reconciled with the Bank Statements as at 31st December, 2013.
- c) The Finance Manager will certify the Accounts, including the Petty Cash Book made up to 31st December, 2013, totalling \$3,252,146.85 and will be submitted for confirmation of payment as per Warrant No. 12/13.

- d) The Finance Manager certifies that all Investments have been placed in accordance with Council's Investment Policy, Section 625 of the Local Government Act 1993 (as amended), the Minister's Amended Investment Order gazette 11 January 2011, clause 212 of the Local Government (General) Regulations 2005 and Third Party Investment requirements of the Department of Local Government Circular 06-70.
- e) December has shown a decrease in total funds held at the end of November. This decrease is due to the fact that December had three payroll payments, as well as staff bonuses in the month. The decrease is comparable with the same period last year and represents the general pattern in cash holdings over the year. Total funds held are expected to increase in the January period.

Prior Financial Institution	Amount	Interest Rate	Current Financial Institution	Amount	Interest Rate
Commonwealth Bank	\$1,000,000.00	4.00%			
Commonwealth Bank	\$1,000,000.00	4.25%			
Hume Building Society	\$1,000,000.00	4.00%	Hume Building Society	\$1,000,000.00	3.70%
Hume Building Society	\$1,000,000.00	4.60%	Hume Building Society	\$1,000,000.00	3.80%
			AMP Bank	\$1,000,000.00	3.90%

Items requiring Council Resolution



RESOLUTION

Items requiring Council Resolution

**5.2 NATIVE DOG LANDCARE GROUP
COMMITTEE OF MANAGEMENT**

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: 11.128.11

RECOMMENDATION: - that the Council:

- A) Revoke existing members of the Native Dog Landcare Group Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Committee of Management:

President	Simon Withers
Secretary/ Treasurer	Barbara Noonan Glen Martin
Committee	Gilbert Ackerley, Jerry Ryan, Geoff Swann, Brian Noonan, Frank Ryan, Rob Ryan, John McLennan

REPORT:

Advice of Committee members has been received and should be endorsed by the Council.

Items requiring Council Resolution

5.3 ANNUAL LEAVE

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: PF

RECOMMENDATION: - that the General Manager be granted annual leave from 6th October 2014 until 5th November 2014 incl.

REPORT:

I accordance with my Contract of Employment I am seeking leave on the above dates.

If the above dates are approved I would obviously be absent from the October 2014 Committee and Council meetings.

The Director of Technical Services will be on leave prior to this and returns on 6th October 2014.

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Items requiring Council Resolution

5.4 TOCUMWAL AERODROME FEES AND CHARGES

AUTHOR: General Manager

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

FILE NO: 30.160.3

RECOMMENDATION: - that the Council advise Wagga Air Centre that it will not vary the adopted charge for the use of the Tocumwal Aerodrome by it.

REPORT:

As Councillors may be aware, a new suite of fees and charges for the usage of Tocumwal Aerodrome were recently adopted and which applied from 1st January 2014.

When developing the new fees and charges a proposal was put to the Council the Tocumwal Aerodrome Users Group that regular commercial users be charged an annual fee of \$500 pa for less than 200 movements and \$1,000 pa for 201 or more movements. These fees also incur the relevant GST charge.

Since adopting the new fees and charges the contractor that provides the Toll freight Service has emailed to advise:

Sorry I was not aware Tocumwal were introducing landing fees and as a contractor to Toll Group it is very unlikely they will increase our rates to cover the additional charges.

Wagga Air operate a daily service through 20 regional ports 250 days per year and as a contractor it is our responsibility to either negotiate sustainable rates with councils for the use of the facilities or find ports that work into the network without excessive airport charges.

For many years we operated from Jerilderie and Finley without fees and it was only the convenience of fuel and lack of landing fees that structured the move to operate through Tocumwal.

Of the 20 regional ports we service we pay annual fees at Albury , Wagga , Griffith and Deniliquin all other regional airports we service have no fees.

Items requiring Council Resolution

Wagga is our base and we pay \$100 per engine per annum for the use airport, admittedly we are a lease holder here and the landing fee is minimal as we operate 12 aircraft from our base.

As you can understand the air freight industry is very competitive and susceptible to increasing costs. These costs if not kept in check are making more and more services unviable.

I appreciate councils have costs they must also keep in check but an airport is also an asset to a community if not for any reason other than access for emergency services in the event of fire , flood or Aero medical recovery.

In saying that I would like to negotiate a rate that continues to make Tocumwal a viable link in the time sensitive freight and logistics network.

Deniliquin is a simular airport to Tocumwal and we pay an annual fee of \$395.00 per annum plus gst for the use of the airport.

Please advise if a similar rate for Tocumwal for annual use would be acceptable

Assuming that the service use Tocumwal Aerodrome 250 times per year, and only once per day, this amount to \$4 per movement which is less than the previous movement charge.

The value of the asset provided by the Council as the Tocumwal Aerodrome is approximately \$6m with annual operational losses averaging around \$100k pa.

It could reasonably be considered that the Council is more than adequately meeting any community service obligation.

It is not recommended that the Council alter its adopted charge however if it does choose to do so then it needs to consider:

- What any amended charge should be and how this impact on the lower commercial users charge;
- Should such a charge match the charges of other similar aerodromes?;
- That any change would require public notice of the proposed amendment for a period of 28 days and in round terms would return to the March Council meeting for final adoption.

Items requiring Council Resolution

- The freight service is provided on a commercial basis and the provider of that service needs to make its business decisions based on the cost of its inputs;
- Is it's the Council's role to be subsidizing large commercial operations; and
- There is a risk that the service could be withdrawn from the aerodrome however any freight operator will still be required to deliver local goods by some means.

RESOLUTION

Items requiring Council Resolution

5.5 FINLEY GOLF CLUB - DEFIBRILLATOR**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Supported and engaged communities**STRATEGIC OBJECTIVE:** 3.1 Create safe, friendly and accessible communities**FILE NO:** 02.163.1**RECOMMENDATION:** - that the Council advise the Finley Golf Club that it is unable to assist with funding the purchase and installation of an Automatic External Defibrillator.

REPORT:

Finley Golf Club has written to the Council to request financial assistance with the purchase of a defibrillator. Note this request was made by the club in October. Through an oversight on my behalf this letter was not presented to the Council at the November meeting.

The defibrillator in question costs \$2,500 and is provided by the "Defib Your Club For Life" program (<http://www.defibforlife.org.au/>). Included in this cost is an education program, training, maintenance and a support service.

The Council's Delivery Program makes no specific reference to the supply of defibrillators however support for this request could be seen as assisting the Council in meeting Operational Plan Objective 3.1.2.3 "*Provide recreation facilities which support active lifestyle and ageing in place*".

The concept of providing defibrillators at sporting venues is a good one. That said the Council needs to consider if it is the appropriate body to fund the purchase of defibrillators for sporting clubs in the Shire.

If the Council is of a mind to support this concept, it may be better to develop a plan to roll out defibrillators across **all** sporting facilities in the Shire rather than respond to individual requests. It may also be worthwhile starting with the provision of defibrillators at its own venues – i.e. Recreation Reserves, swimming pools and public halls.

There is no specific budget allocation for this request and money would need to be found from other activities.

Items requiring Council Resolution

5.6 STAFF REMUNERATION PACKAGE REVIEW POLICY

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: 12.019.1

RECOMMENDATION: - that the Council revoke the following policy

- 19 – Staff Remuneration Review; and

that the Council adopt the following Policy for Staff Remuneration Package Review

1. POLICY STATEMENT

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's General Manager and Directors is as per their contracts and properly authorised.

2. PURPOSE

In line with the *Local Government Act* 1993, the General Manager is generally responsible for the efficient and effective operation of the council's organization. This includes overall responsibility for the Council's payroll function.

The General Manager's responsibility for overseeing the payment of his or her remuneration package carries some risk. This risk is somewhat mitigated by the delegation of the payroll function to another staff member. However, further mitigation of this risk is possible through seeking a third party review of the payments made to the General Manager.

In the interests of completeness, this review also includes the Council's director-level staff.

3. SCOPE

This policy applies to the remuneration packages of the Council's General Manager, Director Technical Services and Director Corporate Services

Items requiring Council Resolution

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.3:

Coordinate Council investments, financial management, financial operations and processing.

5. POLICY IMPLEMENTATION

The risks associated with remuneration have been assessed in accordance with Council's Risk Management Framework and are documented in Council's Fraud Risk Assessments, with identified control measures included in Council's Fraud Control Plan.

In accordance with one of the control measures identified in the Fraud Control Plan, the Responsible Accounting Officer will commission an annual (1 July to 30 June) review of the payments made under the respective remuneration packages of the following staff:

- General Manager
- Director Technical Services
- Director Corporate Services

The review is to be conducted by the Council's external auditors as part of their regular audit process. The Director Corporate Services is responsible for ensuring the review is included in the scope of works of the external audit.

The external auditors will provide a report to the Council on their findings. The report will include, at a minimum, an opinion on the correctness and accuracy of the payments made under the contracts.

The Responsible Accounting Officer will present the report to the Council as soon as possible after receipt – but no later than the November ordinary meeting of Council.

Additional control measures outlined in the Fraud Control Plan and implemented to monitor fraud risks associated with remuneration also include:

- The establishment and distribution of the Code of Conduct
- Code of Conduct training for all staff
- Fraud Detection Programs
- Internal Reporting and Protected Disclosures

Items requiring Council Resolution

6. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Local Government Code of Accounting Practice and Financial Reporting*
- Local Government (State) Award 2010
- Code of Conduct
- Risk Management Policy and Framework
- Salary Policy
- Fraud Control Policy
- Fraud Control Plan
- Internal Reporting Policy

REPORT:

Section 380 of the *Local Government Act 1993* requires the Council to review all its delegations during the first twelve months of its term in office.

While this period is now over, Council staff are continuing to review existing policies on an ongoing basis.

The most recent policy for review is the Council policy on staff remuneration reviews, last reviewed in November 1998. The policy is designed to give the Council some comfort that the General Manager and the Directors are acting lawfully, ethically and in line with the Council's direction when arranging for their own remuneration.

The policy requires that the Council's external auditor conducts a review of the remuneration packages of the General Manager, the Director Technical Services and the Director Corporate Services and provides a report back to the Council.

The core of the revised policy has not changed from the existing policy. The policy has been rewritten to integrate with the Council's Delivery Program, Risk Management Framework and Fraud Control Plan. It also makes clear the responsibility for commissioning the review and presenting the report to the Council.

Items requiring Council Resolution

5.7 HALF COST SCHEME 03/13/14 FOOTPATH CONSTRUCTION – JERILDERIE STREET, BERRIGAN (EAST SIDE, MOMALONG STREET TO POST OFFICE)

AUTHOR: Executive Engineer

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities

FILE NO: 28.167.1 & HCS 03/13/14

RECOMMENDATION: - that pursuant to Section 217 of the Roads Act 1993 and Council's Administration of Contributory Footpath and Kerb and Gutter Schemes Pursuant to clause 217, 218 & 219 of the Roads Act 1993 Policy, Council proceed with the construction of footpath in Jerilderie Street, Berrigan (East Side between the Momalong Street and Post Office) and make a charge on abutting property owners in accordance with the Schedule for Scheme 03/13/14 as set out below.

**SCHEDULE: SCHEME NO. 03/13/14
FOOTPATH CONSTRUCTION – JERILDERIE STREET, BERRIGAN (EAST SIDE, MOMALONG STREET TO POST OFFICE)**

Estimated full unit rate is \$75.00 excluding GST per square metre, inclusive of survey, design, construction and supervision.

Property	Owner's Percent age	Frontage (m)	Total Cost \$	Owner's Cost Excl GST \$	GST \$	Total Owner's Cost Incl. GST \$	Council Cost \$
Lot 3A DP320146 - 10 Momalong Street Berrigan NSW 2712	25%	40.23	\$3,620.70	\$905.18	\$90.52	\$995.69	\$2,715.53
Lot 2B DP336156 102 Jerilderie Street Berrigan NSW 2712	50%	17.67	\$1,590.30	\$795.15	\$79.52	\$874.67	\$795.15

RESOLUTION

Items requiring Council Resolution

Property	Owner's Percent age	Frontage (m)	Total Cost \$	Owner's Cost Excl GST \$	GST \$	Total Owner's Cost Incl. GST \$	Council Cost \$
Lot 2A DP336156 100 Jerilderie Street Berrigan NSW 2712	50%	25.52	\$2,296.80	\$1,148.40	\$114.84	\$1,263.24	\$1,148.40
Lot 1 Sec 2 DP758097 96-98 Jerilderie Street Berrigan NSW 2712	50%	40.22	\$3,619.80	\$1,809.90	\$180.99	\$1,990.89	\$1,809.90
Lot 7 Sec 2 DP758097 88-94 Jerilderie Street Berrigan NSW 2712	50%	35.61	\$3,204.90	\$1,602.45	\$160.25	\$1,762.70	\$1,602.45
Lot 1 DP748872 80-86 Jerilderie Street Berrigan NSW 2712	50%	4.00	\$360.00	\$180.00	\$18.00	\$198.00	\$180.00
Roadways	0%	7.00	\$630.00	\$0.00	\$0.00	\$0.00	\$630.00
Total		170.25	\$15,322.50	\$6,441.08	\$644.11	\$7,085.18	\$8,881.43

REPORT:

In accordance with Council's policy and its earlier resolution Council held a meeting with affected property owners on Wednesday 4 December, 2013 at 5:00pm. This meeting was not held on site but at the Council administration offices due to inclement weather.

Attendees at the meeting were property owners from:

- 10 Momalong Street
- 80-86 Jerilderie Street.

Property owners for:

- 100 Jerilderie Street
- 88-94 Jerilderie Street

Sent their apologies and supported the scheme.

Property owner for 96-98 Jerilderie Street sent his apologies and was against the scheme.

Items requiring Council Resolution

The Council's representatives at the meeting were; James Sorraghan (Executive Engineer), Cr Bernard Curtin and Cr Andrea O'Neill.

The main issue with the scheme was costs. It was explained to the property owners that the cost could be spread across three years. It was also explained how the costs were calculated.

At the end of the meeting those attending raised no objection to the scheme going ahead and were satisfied with Council's explanation.

An internal review of the schedule identified that there was a miscalculation in the property frontage of 10 Momalong Street. The frontage in the original letter and report was 19.75m but should have been 40.23m. The cost to the property owner has increased from \$489.06 to \$995.69 including GST. The property owner has been informed by letter of the increase and will no doubt be disappointed in the additional costs.

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Items requiring Council Resolution

5.8 FINLEY HIGH SCHOOL – TIMOR LESTE VISIT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 3.2 Support community engagement through life-long learning, culture and recreation

FILE NO: 02.163.1

RECOMMENDATION: - that the Council advise the Finley High School students that it is unable to provide funding as requested for the immersion trip to Timor Leste.

REPORT:

Proposal

A group of students from Finley High School have requested a financial contribution from the Council to assist with funding their immersion trip to Timor Leste (East Timor).

This is the first immersion trip offered by Finley High School and as described by the students “it involves taking students from their comfort zones” and having “their character tested”. The trip has been initiated by the students to “further develop their education on global issues and social justice”

The one-week trip will see the students work with schools and other non-government organisations in a variety of different areas. The school’s aim is to create a long term relationship with a school/organisation in Timor Leste.

The trip will cost the group (eight students and two accompanying adults) around \$25,000. Contributions will be used to offset the cost to participants. The group have not requested a specific amount from the Council.

Comments

The proposal is a worthy one, and one that may be of benefit to the Timorese community, the participating students and the Finley High School.

Funding of High School education programs is in general a State government responsibility.

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Items requiring Council Resolution

Neither funding of High School education programs or international partnership have been identified as priorities in the Council's Delivery Program.

No specific funding has been set aside for this request. If the Council is of a mind to support it, funding for other programs will need to be diverted for this matter.

If the Council is not of a mind to meet this request, it could consider making a recommendation to the Youth Development Committee to consider the request.

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Items for Noting

RECOMMENDATION – that Items for Noting numbered 6.1 to 6.8 Inclusive be received and noted.

**6.1 ITEMS SUBMITTED FOR CONSIDERATION
AT 2013 LGNSW CONFERENCE**

AUTHOR: General Manager

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

FILE NO: 14.165.7

REPORT:

The Council submitted several motions for consideration at the 2013 LGNSW Conference, none of which were actually included on the conference agenda for consideration.

One of the items submitted “*That Local Government NSW lobby the NSW State Government to broaden and increase its support for evaluation and development of business cases for potential economic development opportunities to provide both partnership funding and professional expertise to evaluate economic development opportunities*” was considered by the LGNSW Board.

As a result of this consideration, the then joint Presidents made representations to the Minister for Trade and Investment and Regional Infrastructure Services on the Council’s behalf.

The Minister has responded to those representations as follows:

“the Regional Industries Investment Fund (RIIF) was created in 2011 through the amalgamation of several regional investment attraction schemes operated by the previous Government. An internal review of the RIIF has recently been completed. The review recommendations are being implemented in 2013-14. They will ensure that program guidelines and assessment processes and procedures are consistent with best practice approaches within NSW Government and align to NSW Government priorities.

As a result of these changes, the RIIF provides more focussed support for economic development opportunities in regional NSW. It is available on a

Items for Noting

case-by-case basis for projects that are outside the Greater Sydney Metropolitan area and aims to:

- *help fill gaps left by the market system;*
- *promote economic and employment growth in regions;*
- *assist regional communities to capitalise on their regional strengths, to broaden and reposition the industry base of their regions and to develop new products and new markets;*
- *develop regional or local solutions for regional or local business development problems; and*
- *invest in projects that help support the regional economy and includes regional (economic) infrastructure and local/regional capacity building projects.*

In 2012-13, a total of \$4.839 million of RIIF financial assistance was provided to 51 projects that helped generate \$358 million in productive new investment and create 1,042 new jobs for regional NSW.

These projects cover a diverse range of industry sectors and geographies. Two of these projects are:

- *upgrade of critical infrastructure at Glen Innes Aerodrome which will enable the establishment and operation of an aviation training college; and*
- *construction of water infrastructure to the South Kempsey Employment Lands Corridor.*

In the 2013-14 NSW Budget, funding for the RIIF was increased to \$23.9 million. This funding occurs in a context where the NSW Government has also made a significant commitment to building the capacity of regional economies through the provision of infrastructure. 30% of Restart NSW- the State's infrastructure fund – is dedicated to provision of regional infrastructure. To date, \$3 billion has been allocated to regional projects. This infrastructure will sustain improvements in the productivity and competitiveness of regional economies."

While the increase in funding is commendable, the response does not really address the Council's concern which was providing funding to help evaluate opportunities and help get them to an investment phase.

Items for Noting

6.2 GENERAL MANAGER'S HALF YEARLY PERFORMANCE REVIEW

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: PF

REPORT:

As early advice, the mid year performance review of the General Manager will be conducted at the next Council meeting.

Normally this matter is dealt with as the first item of business at the meeting.

Circulated with this agenda as Appendix "A" is a copy of the agreed performance assessment model.

Items for Noting

6.3 FINAL REPORTS OF THE INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL AND THE LOCAL GOVERNMENT ACTS TASKFORCE**AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 14.165.3

REPORT:

The Independent Local Government Review Panel and the Local Government Acts Taskforce have both released their final reports. These have been circulated to Councillors and relevant staff.

At the time of writing it has not been possible to properly consider the reports nor has there been any consideration by LGNSW or any indication of the likely response from the State Government.

A hard copy will be provided for Councillors at the meeting and copies placed in the dropbox.

Realistically, the most practical way to work through the reports and consider any Council position(s) would be to consider them at the March and April Committee meetings. That would provide adequate time for a thorough assessment of the reports by Council staff and LGNSW and perhaps to receive some indication of the position of the State Government.

LGNSW proposes to conduct statewide forums during March 2014.

Despite the above, the Division of Local Government has invited Council submissions in relation to the reports by the 7th March, 2014. LGNSW has requested that this date be extended to allow councils to properly consider the reports and to allow its Statewide forums to be completed. No response to the request for the extension had been made at the time of writing.

NOTING

Items for Noting

6.4 MEALS ON WHEELS SERVICE

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 03.160.5

REPORT:

After careful deliberation, the Berrigan Shire Home and Community Care Multi Service Outlet has made a decision to offer only frozen meals to clients in Finley.

This decision allows clients in Finley to choose from an extensive menu of main meals, soup and desserts. The meals can be delivered to the clients or picked up from the service and stored in their own freezer. This allows the client to choose what, when and how they have their meals in their own home.

The decision was made as a result of steady decline in clients wishing a fresh meal service in Finley.

The move to a frozen meal service will mean the end of the volunteer meals-on-wheels roster in Finley. The Home and Community Care Service is extremely grateful for the service provided by its volunteers over many years – without their assistance this service would not have been possible.

Items for Noting

6.5 BERRIGAN SHIRE LIBRARY SERVICE – QUARTERLY REPORT

AUTHOR: Library Manager

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.2 Support community engagement through life-long learning, culture and recreation

FILE NO: 03.095.2

REPORT:

Statistics

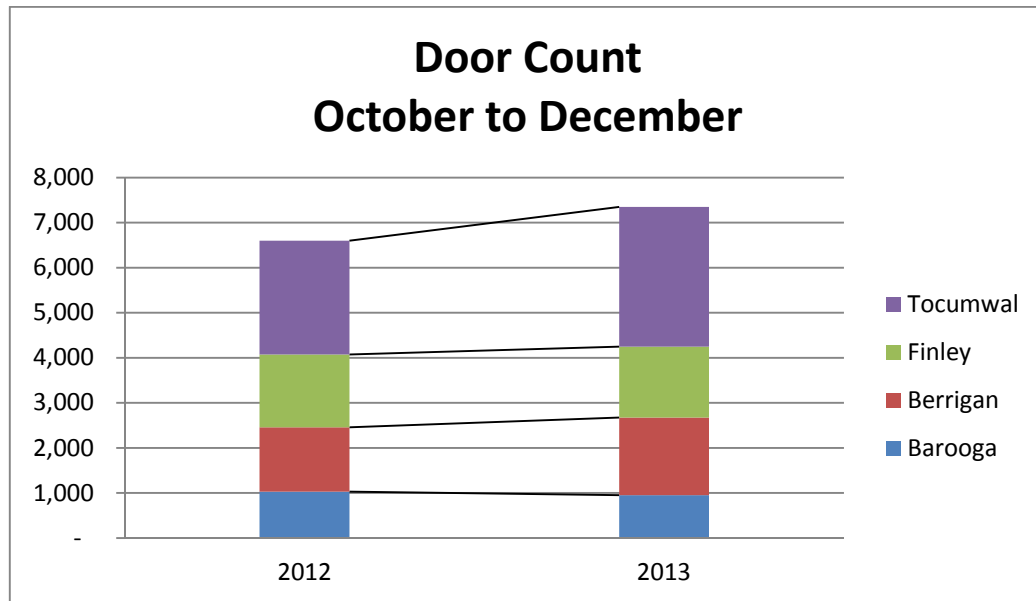
The statistics report for the quarterly period, October 2013 to December 2013, reflects an increase in loans, (5.4%) Door count (10.2%) and WiFi use (144%) compared to the same period of 2012.

Door Count

Door Count Comparisons 2012-2013								
	2012				2013			
	Oct	Nov	Dec	Total	Oct	Nov	Dec	Total
Barooga	352	425	252	1029	339	348	266	953
Berrigan	521	560	349	1430	700	507	513	1720
Finley	581	643	389	1613	644	568	364	1576
Tocumwal	891	929	706	2526	1211	1071	819	3101
Total	2345	2557	1696	6598	2894	2494	1962	7350

NOTING

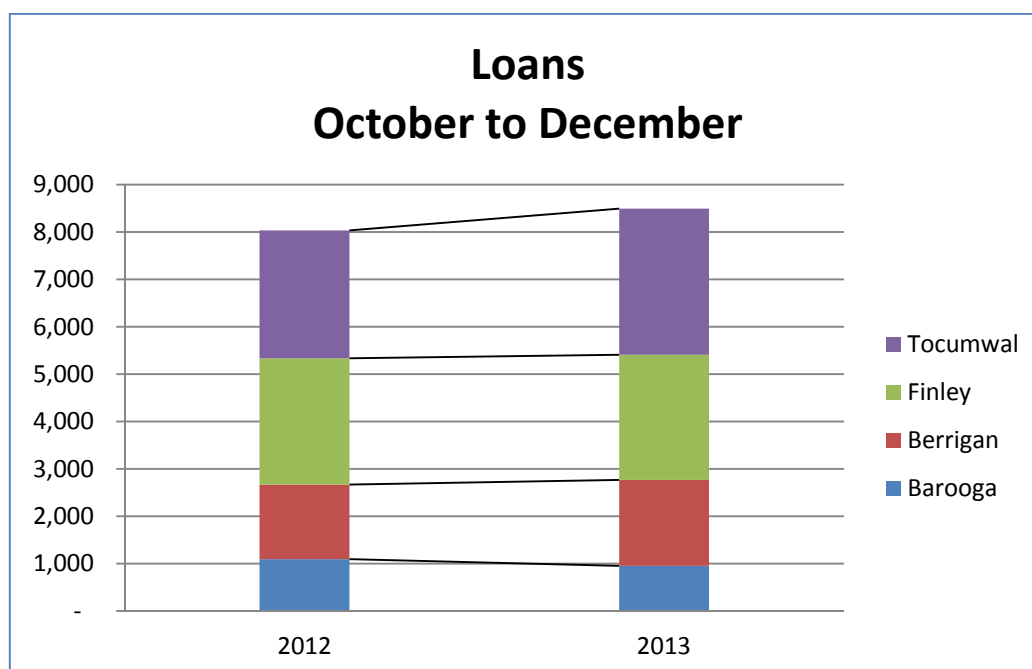
Items for Noting

Loans

Loan Comparisons 2012 -2013								
	2012				2013			
	October	November	December	Total	October	November	December	Total
Barooga	389	368	339	1096	356	397	202	955
Berrigan	569	607	399	1575	646	673	495	1814
Finley	944	1040	678	2662	1096	864	680	2640
Tocumwal	988	977	736	2701	1200	1093	791	3084
Total	2890	2992	2152	8034	3298	3027	2168	8493

NOTING

Items for Noting



Membership

Barooga	841
Berrigan	973
Finley	1,334
Tocumwal	1,453
Total	4,601

Other services

Bolinda eBooks	October to December 2013	49 loans, 64 users
Bolinda audio books	October to December 2013	47 loans, 64 users
YourTutor	July to 18 December 2013	106 users
Zinio Magazine	December 2013 to January 2014	26 loans

Tech Savvy Seniors

The Tech Savvy Seniors iPad training was very successful with all classes filled, reaching a total of 80 participants.

Due to a small excess of funding remaining, the service has been given permission to continue Tech Savvy Seniors classes, again partnering with Cobram Community House. Advertising will commence when format and dates are agreed upon.

Items for Noting

Digital Library

Bolinda Digital Library of eBooks and eAudio books are slowly gaining in popularity. The service currently has 64 digital library members who have borrowed 49 items in the period October to December 2013.

From December 2013, Zinio Magazines have been added to the S-W Zone list of digital resources and it is anticipated local advertising will commence soon with access links placed on the Council website. All borrowers must be members of the Berrigan Shire Library Service and use their membership barcode to access free magazines or Zinio will request payment.

Exhibitions

The Berrigan and Finley Branches exhibited Yallambee and Amaroo paintings to appreciative audiences.

Children's Fest

Over 300 children including parents enjoyed the fun afternoons to celebrate Children's Week at each town.

After a successful grant application to NSW Children's Week department, we contracted 'Luth' from the Solid State Circus and she operated circus performer clinics with participants for 3 of the 4 afternoons, teaching plate juggling, hoola hoops, stilt walking, and many more activities.

Grandparents Day

All Branches offered a 'Grandparents Day' to share reading with their grandchildren. Invited storyteller, Colleen Rockliff entertained everyone at Berrigan while other Branches invited the grandparents to read their favourite stories to their grandchildren.

Barooga Lions

Barooga Lions again generously donated \$500.00 to Barooga Library.

Weekly events

1. Tai Chi, Mah-jong and Intereach Friendship Group at Barooga.
2. Storytime at all Branches
3. Scrabble at Berrigan
4. Knitting group at Tocumwal
5. Library operated Book Group at each Branch (Monthly meetings)
6. 'Broadband for Seniors' at Tocumwal. The service received a \$2,000 grant and an additional computer to continue the training program.
7. Summer reading program at all Branches - Dec 2013-Feb 2014.

Items for Noting

6.6 RATES AND CHARGES - 2013/2014 RATES COLLECTIONS AND OUTSTANDING DEBTORS BALANCES – 2ND QUARTER REPORT TO COUNCIL

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: 25.138.1

REPORT:

1. Rates & Charges

Rates collection as at 20th December 2013 is 57.3% of total rates and arrears raised in 2013/14, which compares to the 56.7% collected for the same period last year. The collection difference to this point is slightly favourable, with half the financial year complete. Please note this report was compiled prior to the end of December due to the Revenue Officer taking leave.

A Rates Collection Ratio comparison graph for Councillors' information is shown below.

2. Debtors

A brief list of outstanding debtors as at 2nd December, 2013, and for the same period last year, is as follows:-

DEBTORS	2013/14 END NOV	2012/13 END NOV
GENERAL/SUNDRY/OTHER DEBTORS	\$137,127	\$25,091
HALF COST K&G/FOOTPATH DEBTORS	\$93,361	\$85,564
SEC 355 COMMITTEE LOANS	\$31,774	\$80,000
SWIMMING POOLS	\$8,392	\$0
CEMETERY DEBTORS	\$3,924	\$4,033
GOVERNMENT DEPT GRANTS & SUBSIDIES	\$223,859	\$227,945
STAFF DEBTORS	\$16	-\$7,653
STAFF SUPERANNUATION	\$579	-\$10,066
HACC SERVICES	\$0	\$472
SHIRE LAND SALE DEBTORS	\$4,099	-\$2,000
TOCUMWAL AERODROME	-\$1,238	\$1,529
	\$502,317	\$407,126

NOTING

Items for Noting

As can be seen from the table above, the debtors balance is substantially higher than this time last year, due to:-

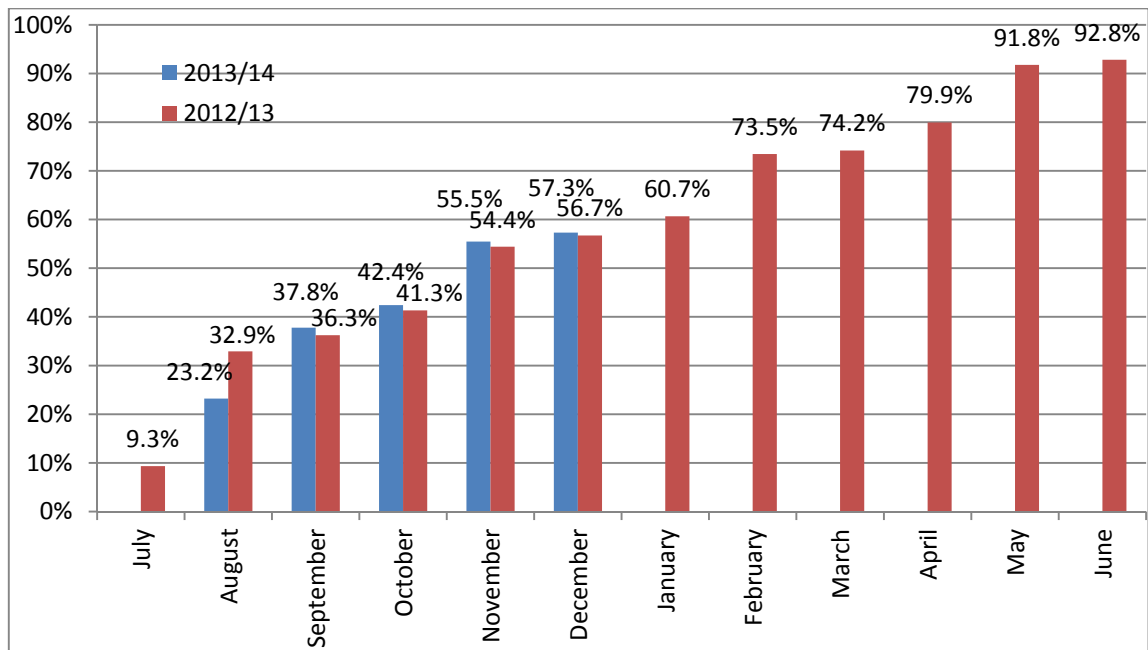
GENERAL/SUNDRY/OTHER DEBTORS

- This is partly due to a \$50,000 invoice to Barooga Recreation Reserve.

Other points to note are the Half Cost K & G / Footpath debtors are increasing with new schemes and 355 Committee loans are reducing with payment plans.

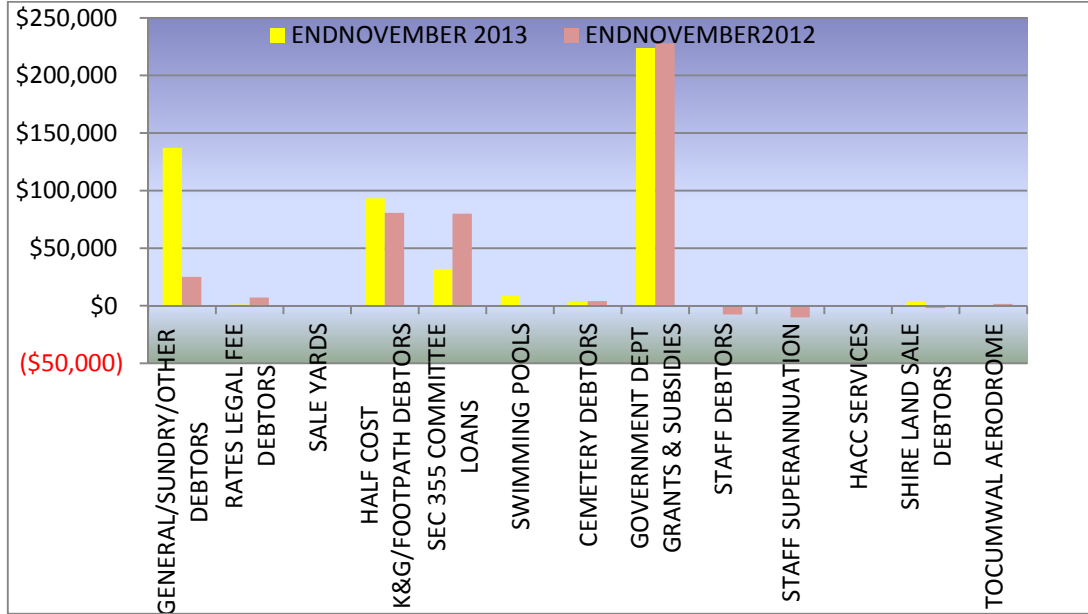
An Outstanding Debtors Collection Comparison Graph is also shown below for Councillors' information.

RATES COLLECTION COMPARISON GRAPH



Items for Noting

DEBTORS COLLECTION COMPARISON GRAPH



Items for Noting

6.7 WORK HEALTH AND SAFETY MEETING

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

FILE NO: 22.112.1

REPORT:

The Minutes of the last meeting held on 12th December, 2013 together with the RAP report are attached for Councillors information as Appendix "B".

Items for Noting

6.8 DEVELOPMENT DETERMINATIONS FOR MONTH OF DECEMBER 2013

AUTHOR: Support Officer

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting

REPORT: APPLICATIONS DETERMINED FOR DECEMBER

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken	
34/14/DA/D6	Additions to Dwelling & Removal of Transportable Bungalow	13 WHITE STREET, FINLEY NSW 2713 (Lot34//DP35186)	Darren & Rochelle Sharp	MR DR SHARP AND MRS RA SHARP	Approved 02-12-2013	\$ 38000.00	Active 2	Total 31
40/14/CD/M1	BV Dwelling & Attached Garage	45-47 BRUCE BIRRELL DRIVE, TOCUMWAL NSW 2714 (Lot18//DP1091884)	Dennis Family Homes	MR MP EAST & MRS CL EAST	Approved 04-12-2013	\$ 294658.00	Active 1	Total 1
41/14/CD/M6	Verandah	48 DAVIS STREET, BERRIGAN NSW 2712 (Lot12/Y/DP3041)	Nicholas Stuart Bradley	MR NS BRADLEY	Approved 06-12-2013	\$ 4500.00	Active 1	Total 1
42/14/CD/M5	Inground Fibreglass Swimming Pool	109 DENILQUIN STREET, TOCUMWAL NSW 2714 (Lot16//DP578419)	Poolside Cobram	MISS CL BUGG, MISS CR SIMPSON AND	Approved 10-12-2013	\$ 30920.00	Active 2	Total 2
43/14/CD/M4	Residential Storage Shed & Pergola	16 HILLSON STREET, TOCUMWAL NSW 2714 (Lot104//DP568032)	Nathan Haley	MR NT HALEY & MRS AL HALEY	Approved 11-12-2013	\$ 2000.00	Active 3	Total 3
37/14/DA/DO	Rural Shed	83 WOOLSHED ROAD, FINLEY NSW 2713 (Lot1//DP806368)	Anthony Bell	MR AN BELL	Approved 16-12-2013	\$ 20000.00	Active 4	Total 4
38/14/DA/DO	Rural Shed	60 BUNNS ROAD, FINLEY NSW 2713 (Lot1//DP559971)	R.N & D.M Mclean	MR ROWAN N MCLEAN & MRS DENISE M MCLEAN	Approved 17-12-2013	\$ 50000.00	Active 4	Total 4
39/14/DA/DM	Reinstatement of fire damaged house	26-28 FINLEY STREET, FINLEY NSW 2713 (Lot3//DP22932)	Gillian Baker	MS G BAKER	Approved 19-12-2013	\$ 233445.00	Active 2	Total 6
40/14/DA/D1	BV Dwelling & Attached Garage	93 BRUTON STREET, TOCUMWAL NSW 2714 (Lot28//DP1089280)	Margaret Campbell	MR G PORTIA AND MRS MF PORTIA	Approved 17-12-2013	\$ 221995.00	Active 4	Total 4
44/14/CD/M6	Additions to Dwelling	14 ANDERSON STREET, FINLEY NSW 2713 (Lot622//DP1025155)	Kevin Sidebottom G.V. Carports	MR K P TENGSTROM AND MRS A M TENGSTROM	Approved 13-12-2013	\$ 19000.00	Active 1	Total 1

NOTIFICATION

Items for Noting

45/14/CD/M1	BV Dwelling & Attached Garage	19-21 TAKARI STREET, BAROOGA NSW 3644 (Lot5//DP1133714)	Maureen J Spear	MS MJ SPEAR	Approved 17-12-2013	\$ 200000.00	Active 1	Total 1
46/14/CD/M6	Pergola	134-136 CHANTER STREET, BERRIGAN NSW 2712 (Lot9/P/DP3197)	David Hawker	MR D S HAWKER	Approved 17-12-2013	\$ 4300.00	Active 1	Total 1
44/14/DA/DM	Demolition of Shed	JERILDERIE ROAD, BERRIGAN NSW 2712 (Lot6//DP606728)	BERRIGAN SHIRE COUNCIL	BERRIGAN SHIRE COUNCIL	Approved 19-12-2013	\$ 0.00	Active 1	Total 1

APPLICATIONS PENDING DETERMINATION AS AT 07-01-2014

Application No.	Date Lodged	Description	Property Location
41/14/DA/DM	12-12-2013	Use of deck and hinged floating pontoon as a single mooring	QUICKS ROAD, BAROOGA NSW 3644 (Lot133//DP1013085)
43/14/DA/D6	17-12-2013	Additions to Dwelling	1-3 HENNESSY STREET, TOCUMWAL NSW 2714 (Lot1 & 2//DP253555)
42/14/DA/D3	17-12-2013	Use of land for machinery construction and sales and erection of shed	6-10 JAMES COURT, FINLEY NSW 3644 (Lot9 & 10//DP713895)
45/14/DA/DM	23-12-2013	Use and development of an NBN co-fixed Wireless Telecommunications Facility	75-85 HAMILTON STREET, FINLEY NSW 2713 (Lot2//DP1014875)
46/14/DA/DM	24-12-2013	Use of Building	SEPPELTS ROAD, BAROOGA NSW 3644 (Lot4 & A//DP659936 & 420480)

TOTAL APPLICATIONS DETERMINED / ISSUED

	This Month (December)	Year to Date	This Month Value	Year to Date Value
<i>Development Applications Determined</i>	6	46	\$563,440.00	\$13,100,529.00
<i>Construction Certificates Issued</i>	7	33	\$2,280,340.00	\$5,594,079.00
<i>Complying Development Cert. Issued</i>	7	44	\$555,378.00	\$3,336,815.00
<i>Local Activity Approvals Issued</i>	4	30	0	0

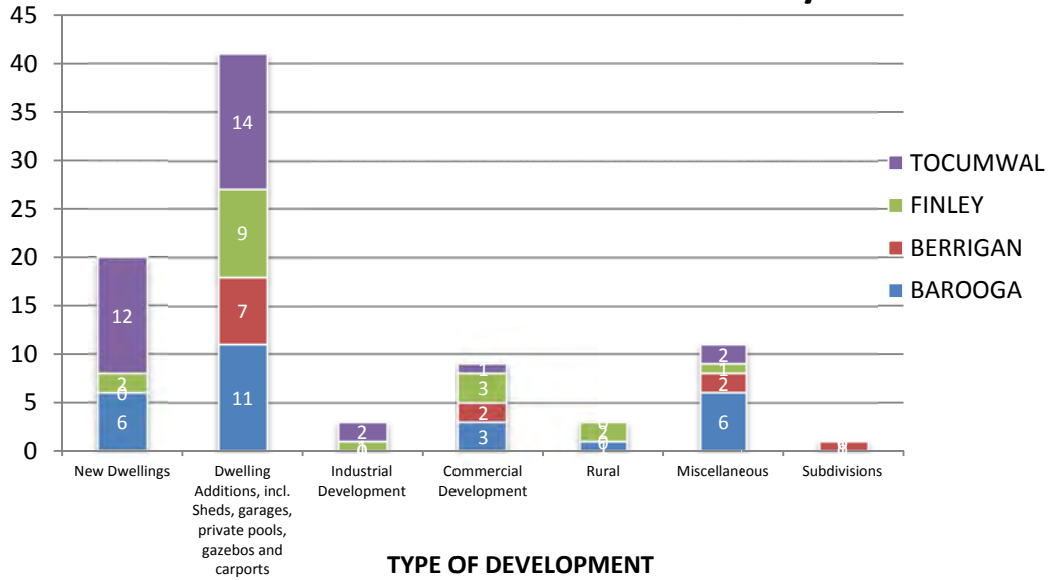
OTHER CERTIFICATES ISSUED FOR DECEMBER

	149(2) Planning Certificate		149(5) Certificate		735A Certificate Outstanding Notices or Orders under LG Act 1993		121zp Certificate Outstanding Notices or Orders under EP&A Act 1979		149(D) Building Certificate		Swimming Pool Certificate	
	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total
BAROOGA	6	42	1	3	0	1	0	1	0	0	0	1
BERRIGAN	1	28	0	3	0	4	0	1	0	0	0	0
FINLEY	8	69	0	4	0	6	0	0	0	2	0	0
TOCUMWAL	12	84	0	19	0	3	0	0	0	3	1	1
TOTAL	27	223	1	29	0	14	0	2	0	5	1	2

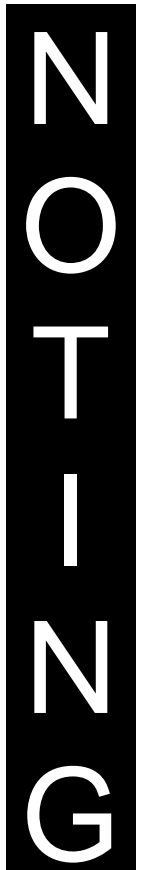
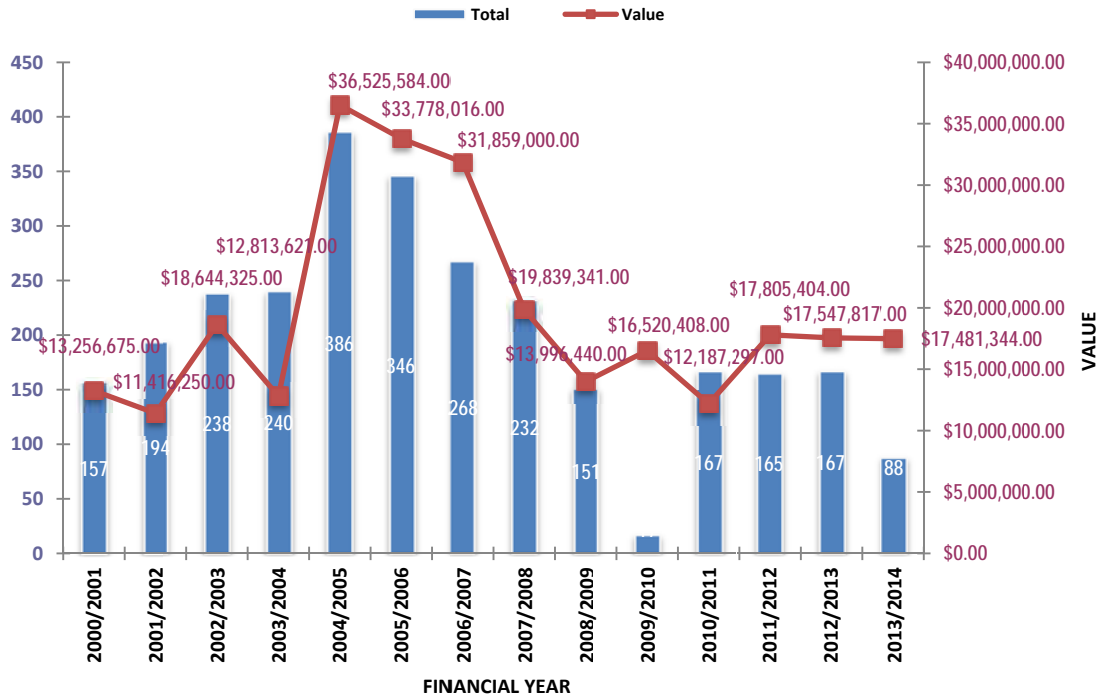
NOTIFICATION

Items for Noting

DEVELOPMENT ACTIVITY 2013 / 2014



DEVELOPMENT ACTIVITY



Items requiring Council Resolution

7. **MAYOR'S REPORT**

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RECOMMENDATION – that the Mayor's Report be received.

Items requiring Council Resolution

8. DELEGATES REPORT

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Items requiring Council Resolution

9. GENERAL BUSINESS

RESOLUTION