



BERRIGAN SHIRE COUNCIL

Minutes of the Council Meeting held in the Council Chambers on Wednesday, 15th January, 2014 commencing at 9.30 am.

Min. No. **Present:** Cr. Bernard Curtin (Mayor)
Cr.: John Bruce, Brian Hill, Denis Glanvill, Colin Jones, Darryl Morris, Andrea O'Neill, Director of Corporate Services (Matthew Hansen), Director Technical Services (Fred Exton), Development Manager (Laurie Stevens) and General Manager (Rowan Perkins).

Apology

- 1 **RESOLVED** Crs: Hill and Morris that an apology for non attendance be received from Cr Matthew Hannan.

Declaration of Items of Pecuniary and other Interests

nil

Confirmation of Minutes

4. CONFIRMATION OF MINUTES

- 2 **RESOLVED** Crs: O'Neill and Glanville 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

- 3 **RESOLVED** Crs: O'Neill and Morris 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.

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

- 4 **RESOLVED** Crs: Morris and Glanville that the Council:

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

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

- 5** **RESOLVED** Crs: O'Neill and Morris that the General Manager be granted annual leave from 6th October 2014 until 5th November 2014 incl.

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

- 6** **RESOLVED** Crs: O'Neill and Morris that the Council advise Wagga Air Centre and the Victorian and National Aerobatics Clubs that it will not vary the adopted charges for the use of the Tocumwal Aerodrome.

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

Min. No.

- 7 **RESOLVED** Crs: O'Neill and Jones 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.

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

- 8 **RESOLVED** Crs: Jones and Hill 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

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

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:

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

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

**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

- 9** **RESOLVED** Crs: Glanville and Morris 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.

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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
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

5.8 FINLEY HIGH SCHOOL – TIMOR LESTE VISIT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 02.163.1

- 10** **RESOLVED** Crs: Hill and Morris 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.

ITEMS FOR NOTING

- 6.1 ITEMS SUBMITTED FOR CONSIDERATION AT 2013 LGNSW CONFERENCE
- 6.2 GENERAL MANAGER'S HALF YEARLY PERFORMANCE REVIEW
- 6.3 FINAL REPORTS OF THE INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL AND THE LOCAL GOVERNMENT ACTS TASKFORCE
- 6.4 MEALS ON WHEELS SERVICE
- 6.5 BERRIGAN SHIRE LIBRARY SERVICE – QUARTERLY REPORT
- 6.6 RATES AND CHARGES - 2013/2014 RATES COLLECTIONS AND OUTSTANDING DEBTORS BALANCES – 2ND QUARTER REPORT TO COUNCIL
- 6.7 WORK HEALTH AND SAFETY MEETING
- 6.8 DEVELOPMENT DETERMINATIONS FOR MONTH OF DECEMBER 2013

- 11** **RESOLVED** Crs: Bruce and O'Neill that Items for Noting numbered 6.1 to 6.8 Inclusive be received and noted.

MAYORS REPORT

Cr. Curtin reported that he had not attended any meetings or functions.

- 12** **RESOLVED** Crs: Hill and Morris that the Mayors report be received.

DELEGATES REPORTS

Cr Hill

- Finley Youth Development Committee meeting

Min. No.

- Finley Recreation Reserve meeting

Cr O'Neill

- Barooga Advancement Group meeting

Cr Morris

Nil

Cr Glanville

Nil

Cr Jones

Nil

Cr Bruce

- Barooga Advancement Group

GENERAL BUSINESS

Cr Curtin

- Natural Gas to Deniliquin

Cr Hill

- Finley Rodeo – letter of thanks to the Council and staff
- Corporate Workshop

Cr O'Neill

- Barooga Advancement Meeting
- Send out letters to Committees earlier
- Meeting times generally – talk to Jo Ruffin
- Barooga netball court
- Faded bus sign at Barooga
- Walking track presentation by Barooga Advancement Group to the Council
- Tourism issue at Barooga
- Invite to Tom Smith to corporate workshop

Cr Morris

- Wollamai/Finley Streets intersection - rough

Cr Glanville

nil

Cr Jones

- 'B' Double permits – Peppertree Road
- Finley Drama Group – apply to Youth Development Committee

Min. No.

Cr Bruce

- Ex-gratia payment from Commonwealth Government
- Cobram Barooga sporting Clubs – local review

Development Manager

- Dog attack in Finley
- Barooga Botanical Gardens toilets – consult with Committee

Director Technical Services

Nil

Director Corporate Services

nil

General Manager

- Corporate Workshop – car pool
- Food and Fibre – business plan received
- Ken Anderson – resigned from Barooga Botanical Gardens
Committee of Management

There being no further business the meeting closed at 10.30 am.