



# ORDINARY COUNCIL MEETING

Wednesday 7 August, 2024

at 9:00am

Council Chambers, 56 Chanter Street, Berrigan



# Agenda

## Our Vision

*In 2032 we will be recognised as a Shire that builds on and promotes our natural assets and advantages to create employment and economic activity to attract residents, families and tourists.*

## COMMUNITY STRATEGIC PLAN

Berrigan Shire Council's Community Strategic Plan Berrigan Shire 2032 is a common framework for measuring the achievement of Berrigan Shire 2032 strategic outcomes of:

1. Sustainable natural and built landscapes
2. Good government
3. Supported and engaged communities
4. Diverse and resilient business

*The Community Strategic Plan can be found here:*

<https://www.berriganshire.nsw.gov.au/council-governance/management-plans-codes-reports>

## RISK MANAGEMENT POLICY & FRAMEWORK

Berrigan Shire Council is committed to managing its risks strategically and systematically in order to benefit the community and manage the adverse effects to Council.

Risk Management is everyone's responsibility. It is an activity that begins at the highest level and is applied consistently through all levels of Council. All workers are required to integrate risk management procedures and practices into their daily activities and must be competent and accountable for adequately managing risk within their area of responsibility.

*The Risk Management Policy & Framework can be found here:*

[Risk Management Policy and Framework](#)



Ordinary Council Meeting  
 Wednesday 7 August, 2024

**BUSINESS PAPER**

The Ordinary Council Meeting of the Shire of Berrigan will be held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 7 August, 2024 when the following business will be considered:-

**ITEMS OF BUSINESS**

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



KARINA EWER  
CHIEF EXECUTIVE OFFICER



## **1 OPENING OF MEETING**

In the spirit of open, accessible and transparent government, Berrigan Shire Council's meetings are audio recorded. By speaking at a Council Meeting, members of the public agree to being recorded. Berrigan Shire Council accepts no liability for any defamatory, discriminatory or offensive remarks or gestures that are made during the course of the Council Meeting. Opinions expressed or statements made by individuals are the opinions or statements of those individuals and do not imply any form of endorsement by Berrigan Shire Council.

Confidential matters of Council will not be audio recorded.

Recordings are protected by copyright and owned by Berrigan Shire Council. No part may be copied, recorded, reproduced or transmitted without the prior written consent of the Chief Executive Officer. Any recording is not, and shall not, be taken to be an official record of Berrigan Shire Council meetings or the discussion depicted therein. Only the official minutes may be relied upon as an official record of the meeting.

An audio recording of the Council Meeting will be taken for administrative and minute preparation purposes only and is provided to the public for listening purposes to support Council's statutory obligations.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

"We acknowledge the original inhabitants whose country we are gathered on, and we pay respect to the elders, past, present, and future and extend respect to all first nations people."

## **3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO-VISUAL LINK BY COUNCILLORS**

### **3.1 Apologies/Leave of Absence**

Nil

### **3.2 Applications for Leave of Absence**

### **3.3 Attendance Via Audio-Visual Link**

Nil



**4 CONFIRMATION OF PREVIOUS MINUTES**

**Recommendation:** That the minutes of the Ordinary Council Meeting held in the Council Chambers Wednesday 17 July, 2024 be confirmed.

**5 DISCLOSURES OF INTERESTS**

**6 MAYORAL MINUTE(S)**

Nil

**7 REPORTS OF COMMITTEES**

Nil



## 8 REPORTS TO COUNCIL

### 8.1 Tocumwal Foreshore Committee of Management

Author:	Recreation Officer, Christie Watkins
Strategic Outcome:	CO. Our Community
Strategic Objective:	CO-B. We have a vibrant, inclusive, and creative community life
Delivery Program:	CO.7. Our community groups are supported.
Council's Role:	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	Nil

#### Recommendation

- Revoke existing members of the Tocumwal Foreshore Committee of Management
- Pursuant to section 355 of the Local Government Act 1993, appoint the following persons to the Tocumwal Foreshore Committee of Management.

President:	Jonathan Graham
Vice President:	Robert Conboy/Wayne Jansen
Secretary:	Judy Carlon
Treasurer:	Bill Greig
Committee:	Wendy Terry, Peter Terry, Betsy Bird, Peter Bird, Peter Lykassis, Paul Weltch, Paul Whittington, Geoff Terry, Ross Boady

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#### Report

Advice of committee members has been received and can be endorsed by Council.

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## 8.2 Tender Report - for Contract No. T04-24-25

Author:	Operations Manager - Transport, Darron Freund
Strategic Outcome:	IN. Our Infrastructure
Strategic Objective:	IN-B. We can move through our shire, and to other places with ease
Delivery Program:	IN.1. Improve the road network to ensure safety, and connectivity.
Council's Role:	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
Appendices:	Nil

### Recommendation

That Council:

1. Award tender number T04-24-25 Insitu Pavement Stabilization for 2024/2025 to Stabilco PTY LTD.
2. Authorise its Seal to be affixed to the relevant contracts in the presence of two signatories authorised to affix the seal, pursuant to Regulation 400 of the Local Government (General) Regulation 2021.
3. Appoint the Director of Infrastructure as the Contract Superintendent and Operations Manager - Transport as the Superintendents' Representative.

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### Purpose

The purpose of this report is to provide Council with information on tenders received for contract number T04-24-25 and provide a recommendation.

### Summary

#### Tender Evaluation:

Council officers received seven compliant tenders and assessed all tenders in line with BSC083 template Tender Submission Evaluation. The evaluation Panel consisted of:

- Darron Freund – Operations Manager - Transport
- Dean Loats – Construction Overseer
- George Edwards – Consultant

The evaluation panel assessed the tenders as per the following criteria:

- Rate
- Compliance with specification
- Track record

- WHS system
- Availability of appropriate skills and resources

Council received seven compliant tenders from:

- Bild Infrastructure PTY LTD
- Denrith PTY LTD
- Downer EDI Works
- Durack Civil PTY LTD
- Stabilco PTY LTD
- Stabilised Pavements of Australia PTY LTD
- Hi Way Stabilise

## **Background**

Council each year puts out an annual tender for the service for the provision of Insitu Pavement Stabilisation works on various roads within the Shire.

The works include supply, spreading and mixing of stabilising binders with material in a nominated pavement course or subgrade layer as part of road rehabilitation works.

Works not included in the contract include ripping existing road pavement, boxing, shape and form pavement, compaction of stabilised pavement, traffic control and site management. These works will be performed by the Council's own work force.

Quantities of work will vary depending on the Council's works program and mix designs. However, as an indication it is expected that there will be approximately 30,000 m<sup>2</sup> of stabilisation carried out in the 2024-25 financial year. The majority of work will be on rural roads.

## **Issues and Implications**

### **Policy**

Policy 35 – Tender Policy

### **Financial**

The financial implications of this project will be \$5000.00 minimum per day. Officers expect to undertake approximately 30,000m<sup>2</sup> of stabilisation works for a total estimated value of works of \$140,000.00.

### **Community Engagement / Communication**

Works will be advertised on Councils social media and roadworks will be uploaded to OneRoad.

## Risks

The following risks have been assessed as per the Council's [Risk Management Framework](#):

### 1. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	<b>Medium</b>	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Works have been obtained via public tender and staff are confident this is value for money

### 2. Work Health and Safety

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	<b>Low</b>	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

As part of the tender process, Council have reviewed the proposed supplier's WHS processes and are confident these comply with legislation and Council's WHS policy.

## Options

1. Council award tender number T04-24-25 Insitu Pavement Stabilization for 2024/2025 to Stabilco PTY LTD.
2. Council do not award tender number T04-24-25 to Stabilco Pty Ltd and reconsider other tender options.

## Conclusions

It is recommended that Council should award tender No. T04-23-24, Insitu Pavement Stabilization for 2024/2025 to Stabilco Pty Ltd.

### 8.3 Tender Report for Contact No. T05-24-25

<b>Author:</b>	<b>Operations Manager - Transport, Darron Freund</b>
<b>Strategic Outcome:</b>	IN. Our Infrastructure
<b>Strategic Objective:</b>	IN-B. We can move through our shire, and to other places with ease
<b>Delivery Program:</b>	IN.1. Improve the road network to ensure safety, and connectivity.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	Nil

#### Recommendation

That Council:

1. Award tender number T05-24-25 Cutback Bitumen for 2024/2025 to Primal Surfacing PTY LTD.
2. Authorise its Seal to be affixed to the relevant contracts in the presence of two signatories authorised to affix the seal, pursuant to Regulation 400 of the Local Government (General) Regulation 2021.
3. Appoint the Director of Infrastructure as the Contract Superintendent and Operations Manager - Transport as the Superintendents' Representative.

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#### Purpose

The purpose of this report is to provide Council with information on tenders received for contract number T05-24-25 and provide a recommendation.

#### Summary

##### Tender Evaluation:

Council officers received five compliant tenders and assessed all tenders in line with BSC083 template Tender Submission Evaluation. The evaluation panel consisted of:

- Darron Freund – Operations Manager - Transport
- Dean Loats – Construction Overseer
- George Edwards - Consultant

The evaluation panel assessed the tenders as per the following criteria:

- Rate
- Compliance with specification
- Track record
- WHS system

- Availability of appropriate skills and resources

Council received five compliant tenders.

- Countrywide Civil Asphalt PTY LTD
- Downer EDI Works PTY LTD
- Fulton Hogan PTY LTD
- LFT Bitumen PTY LTD
- Primal Surfacing PTY LTD

See per attached evaluations and schedule of rate Comparison.

## Background

Council each year puts out an annual tender for the service to provide sprayed bituminous surfacing for roads and related applications comprising:

- Prime
- Primerseal
- 2 Coat Seal
- Bituminous Seal
  - o With conventional bitumen, cutback bitumen or bitumen emulsion binder.
  - o With modified binder, IE; multigrade binder, polymer modified binder.
  - o Incorporating geotextile fabric, with or without binder

This service is to apply a surface application to protect the life of the pavement underneath, meeting the best price and quality. The Contract is a unit rate contract with the cost of proposed works budgeted for within 24/25 capitol works projects.

## Issues and Implications

### Policy

Policy 35 – Tender Policy

### Financial

It is anticipated that Berrigan Shire Council will spend more than \$250,000 inclusive of GST on the supply, delivery and spraying of bulk cut-back bitumen for the 2024/25 financial year.

### Community Engagement / Communication

Urban reseal works will be advertised on Councils social media and roadworks will be uploaded to One Road.

## Risks

The following risks have been assessed as per the Council's [Risk Management Framework](#):

### 1. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	<b>Medium</b>	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Works have been obtained via public tender and staff are confident this is value for money.

### 2. Work Health & Safety

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	<b>Low</b>	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

As part of the tender process, Council have reviewed the proposed supplier's WHS processes and are confident these comply with legislation and Council's WHS policy.

## Options

1. Council award tender number T05-24-25 Cut Back Bitumen for 2024/2025 to Primal Surfacing TPTY LTD.
2. Council do not award tender number T05-24-25 Cut Back Bitumen for 2024/2025 to Primal Surfacing TPTY LTD.

## Conclusion

It is recommended that Council should award tender No. T05-23-24, Cut Back Bitumen for 2024/2025 to Primal Surfacing PTY LTD.

## 8.4 Tender T02-24-25 Supply of Quarry Products for the 2024-25 Financial Year

<b>Author:</b>	<b>Operations Manager - Transport, Darron Freund</b>
<b>Strategic Outcome:</b>	IN. Our Infrastructure
<b>Strategic Objective:</b>	IN-B. We can move through our shire, and to other places with ease
<b>Delivery Program:</b>	IN.1. Improve the road network to ensure safety, and connectivity.
<b>Council's Role:</b>	<b>Strategic Partner:</b> The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.
<b>Appendices:</b>	Nil

### Recommendation

That Council:

1. Accepts all complaint tenders for T02-24-25 Supply of Quarry Products for 2024/2025.
2. Authorise its Seal to be affixed to the relevant contracts in the presence of two signatories authorised to affix the seal, pursuant to Regulation 400 of the Local Government (General) Regulation 2021.
3. Appoint the Director of Infrastructure as the Contract Superintendent and Operations Manager - Transport as the Superintendents' Representative.

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### Purpose

The purpose of this report is to provide Council with information on tenders received for contract number T02-24-25 and provide a recommendation.

### Summary

#### Tender Evaluation:

Council officers received four compliant tenders and assessed all tenders in line with BSC083 template Tender Submission Evaluation. The evaluation Panel consisted of:

- Darron Freund – Operations Manager - Transport
- Dean Loats – Construction Overseer
- George Edwards – Consultant

The evaluation panel assessed the tenders as per the following criteria:

- Rate

- Compliance with specification
- Track record
- WHS system
- Availability of appropriate skills and resources

Council received four compliant tenders from:

- E.B. Mawson & Sons Pty Ltd
- Lawrence Brothers
- Olex Civil
- Stephen Haynes Pty Ltd

## Background

Council each year puts out an annual tender for the service for the provision of Quarry Products on various roads within the Shire.

The works includes the supply and haulage of approved material type on nominated wearing course, base layer and subgrade layer as part of pavement works on roads.

The material must meet pavement requirements per specification and approved pavement design for each project.

Quantities will vary depending on the Council’s works program and locations. The quarry material will be selected on meeting approved material type and haulage rate to get the best value for money on each project.

## Issues and Implications

### Policy

Policy 35 – Tender Policy

### Financial

The financial implications of this project will vary depending on Quantities required on the Council’s works program and project locations.

## Risks

The following risks have been assessed as per the Council’s [Risk Management Framework](#):

### 1. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	<b>Medium</b>	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High



Works have been obtained via public tender and staff are confident this is value for money

2. Work Health and Safety

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	<b>Low</b>	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

As part of the tender process, Council have reviewed the proposed supplier’s WHS processes and are confident these comply with legislation and Council’s WHS policy.

**Options**

1. Council accepts tender submissions for T02-24-25 Quarry Products.
2. Council does not accept tender submissions T02-24-25 for Quarry Products and reconsider other tender options.

**Conclusions**

It is recommended that Council should accept tender submissions No. T02-23-24.



## 8.5 National Housing Accord - Development Applications

<b>Author:</b>	<b>Director Strategic Planning and Development, Andrew Fletcher</b>
<b>Strategic Outcome:</b>	EN. Our Environment
<b>Strategic Objective:</b>	EN-C. Robust planning systems support the liveability of our shire
<b>Delivery Program:</b>	EN.5. Plan for the availability of diverse and affordable housing EN.6. Our public spaces and residential developments are designed to support health, safety, and connection.
<b>Council's Role:</b>	<b>Regulator:</b> The Council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery), government grants etc)
<b>Appendices:</b>	<ol style="list-style-type: none"><li>1. Ministerial Statement of Expectations Order - July 2024.pdf (under separate cover)</li><li>2. Business NSW Housing Now Riverina Murray (under separate cover)</li></ol>

### Recommendation

That Council receive and note this report.

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### Report

The NSW Government has identified through the National Housing Accord that there is a need to build 377,000 new homes by June 2029 to address the housing crisis. This report identifies the response from the State government about how they are going to meet this commitment and the expectations on local government.

### Background

The State government recognise that local government are a critical enabler of housing, assessing about 85 per cent of housing development applications (DA) in NSW. However, over the past two years, average council DA timeframes have increased by 37 per cent, from 83 in FY21/22 to 114 days in FY23/24. The letter identifies that this contribution to the delays by local government, costs the NSW economy at least \$89 million each year.

To address these delays, Minister for Planning and Public Spaces, Paul Scully MP has provided a letter (attached) to the mayor providing an updated Ministerial Statement of Expectations Order. The new Statement of Expectations sets out expectations for council performance in the areas of development assessment, planning proposals and strategic planning.

Council has also received information from Business NSW, Housing Now Riverina Murray, which is an advocacy campaign about the housing crisis. This group has suggested that they have some solutions to the current crisis and are wanting the government to intervene. A copy of their presentation has already been provided to relevant Ministers and is attached.



## Updated Statement of Ministerial Expectations

The performance of councils will be monitored and reported publicly, as will the Department of Planning, Housing and Infrastructure's (the Department) timeframes for approval of planning proposals and state significant development.

Council cannot control or determine the timeframes for the Department, but it is interesting to note that the timeframes seem excessive (not significant saving in time). The timeframes however for Councils have however been varied to be as follows:

- Assess lodged DA's (14 days this year and 7 days from 1 July 2025)
- Determine DAs (115 days on average to be reduced to 85 days from 1 July 2027)
- Refer Regionally Significant DAs to planning panels (250 days).

The Minister has identified in the letter that there will be resourcing and financial incentives which are:

- The Department will establish a new \$200 million grant program that provides milestone payments to councils based on their performance in meeting the Statement of Expectations. These grants will be for use in improving critical local infrastructure.
- The Department has made \$5.6 million worth of funding for grants to councils to integrate AI and other digital solutions into the development assessment process.
- The Department is working with industry, local government and the private sector to support a skilled planning workforce through the Strong Start mentoring program as well as a new TAFE pathway into the planning profession.

## Officers Position

Although the issuing of Orders may not result in the best response from councils, our Planning Department could and does potentially meet some of these 'stretch' targets. Officers are aware that we will or have implemented the following:

- A review of the service with ideas for improvement which are imbedded in an 'Improvement Plan' that the team are required to meet – with the assistance of management.
- The appointment of 2 technical officers. Their role is to help process and assess applications with the planner and/or managers peer review and agreement. This will hopefully reduce the time taken to allocate (lodgement) and determine once officers have had the necessary training and gained experience.
- Reporting and review of the key measurements (Council league table which has just been established). This may assist with any future grant application.

Although, officers have already sought to implement improvements in the service it is noted that this Order has some short comings that may need to be identified to the Minister (in no particular order).

- relation to staffing numbers, types of applications, notice requirements or officer delegations which all impact time.
- 'Planning' is not seen as an attractive field or long-term career. There are significant shortages across Australia, not just NSW. Without having qualified experts within the existing industry, it is hard to make any significant change.
- Councils may not be able to offer a competitive wage when compared to the private sector.



- The 'incentives' offered appear to require:
    - The milestones have to be met before councils can receive grants and what is 'critical local infrastructure'?
    - A.I. is not that far advanced (complexity of the NSW system).
    - Mentoring requires council to have existing staff.
    - Courses do not help solve the existing problem.
  - The Housing Now Riverina Murray presentation does not appear to be the solution. The position does not properly address:
    - The above issues such as staffing, qualified planners and community need which varies from council to council.
    - Concurrent and referrals do have timeframes and are not generally the concern of delays for Berrigan Shire Council.
    - 'Growth corridors' are not properly defined and do not include Berrigan Shire Council and many smaller rural councils.
    - Providing more 'authority' to the State to exempt developments and Planning Panel – not always the best local solution.
-



## 8.6 Interim Management Letter 2023-24 Audit

<b>Author:</b>	<b>Finance Manager, Genevieve Taylor</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.1. Improve Council processes to make doing business with Council easier.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	1. 2023-24 Interim Management Letter

### Recommendation

That Council receive and note this report.

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### Report

Council has received the Interim Management Letter for the 2023/24 audit. Attached is a summary of the issues noted from the interim audit.

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Ms Karina Ewer  
Chief Executive Officer  
Berrigan Shire Council  
56 Chanter Street  
Berrigan NSW 2712

Contact: Lawrissa Chan  
Phone no: 02 9275 7255  
Our ref: R008-2124742775-3791

16 July 2024

Dear Ms Ewer

**Management letter on the Planning and Interim Phase of the Audit  
for the Year Ending 30 June 2024**

The planning and interim phase of our audit for the year ending 30 June 2024 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

The audit is ongoing, and we will inform you if we identify any new matters of governance interest as they arise.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

We have kept management informed of the issues included in this letter as they have arisen. A formal draft of this letter was provided on 17 June 2024. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

The information in this letter and any attachment is confidential and intended for management and those charged with governance only. This document may not be shared with other parties without the consent of the Audit Office. It may not be distributed to persons other than management and those you determine to be charged with governance of the Berrigan Shire Council.

The Auditor-General may include items listed in this letter in the Report to Parliament. We will send you a draft of this report and ask for your comments before it is tabled in Parliament.



If you would like to discuss any of the matters raised in this letter, please contact me on (02) 9275 7255 or Nick Bell on (03) 4435 3550.

Yours sincerely

Lawrissa Chan  
Director, Financial Audit

cc: Cr Julia Cornwell McKean, Mayor  
Ms Linda MacRae, Chair of the Audit, Risk and Improvement Committee



# Planning and Interim management letter

for the year ending 30 June 2024

Berrigan Shire Council

INSIGHTS FOR BETTER GOVERNMENT





Our insights inform and challenge government to improve outcomes for citizens



We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is based on principles within the risk management framework in [TPP12-03 'Risk Management Toolkit for the NSW Public Sector'](#).

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
Extreme:	E
High:	H
Moderate:	M
Low:	L

For each issue identified, the principles within the consequence and likelihood tables, which are based on the principles within [TPP12-03 have been used](#) to guide our assessment.



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### Consequence levels and descriptors

When assessing the consequence of each issue, we have regard to the length of time the issue remains unresolved. The lack of timeliness in resolving issues may indicate systemic issues and/or poor governance practices, which warrant an increase in the consequence level. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"><li>Affects the ability of the entire entity to achieve its objectives and may require third party intervention;</li><li>Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity or across a critical/significant part of the entity; or</li><li>May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion, and/or significant management workarounds and substantive tests of details was required in order to issue an unqualified opinion.</li></ul>
High	<ul style="list-style-type: none"><li>Requires coordinated management effort at the executive level;</li><li>Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity or across a significant/important part of the entity (e.g. as demonstrated through a lack of timely resolution of unresolved/repeat issues); or</li><li>May result in an inability for the auditor to issue an unqualified audit opinion, and/or significant management workarounds and substantive tests of details was required in order to issue an unqualified opinion.</li></ul>
Medium	<ul style="list-style-type: none"><li>Requires management effort from areas outside the business unit; or</li><li>Arises from ineffective governance practices and/or internal controls affecting several parts or a key part of the entity (eg. as demonstrated through a lack of timely resolution of unresolved/repeat issues).</li></ul>
Low	<ul style="list-style-type: none"><li>Can be managed within normal management practices; or</li><li>Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity that are largely administrative in nature.</li></ul>



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### Likelihood levels and descriptors

When assessing the likelihood of each issue, we have regard to the length of time the issue remains unresolved because the longer the risk remains unresolved the greater the chance the weakness could be exploited, or an adverse event or events could occur. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent



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## Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
<b>Prior year matters not resolved by management</b>				
1	<a href="#">Cyber Security</a>	Likely	Medium	⊖ Moderate
2	<a href="#">IT General Controls</a>	Likely	Medium	⊖ Moderate
<b>Current year matters</b>				
3	<a href="#">Lack of year-to-date reporting against budget</a>	Likely	Medium	⊖ Moderate
4	<a href="#">General journal review</a>	Likely	Medium	⊖ Moderate
5	<a href="#">Credit cards</a>	Possible	Low	⊕ Low

### Appendix

[Review of matters raised in prior year management letters that are not yet due](#)




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## Prior year matters not resolved by management

### Issue 1: Cyber Security

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	No	Operational	 Moderate

#### Observation

We identified Council does not:

- have a cyber security framework, including formal policies and procedures covering the identification, protection, detection, response and recovery of information systems
- include cyber security risks on the risk register
- maintain a central register of cyber incidents that have occurred, and
- provide specific, regular cyber security training for all staff.

This matter was first reported in 2021 and management has agreed to action the issue by 31 December 2023. However, the issue remains unresolved.

#### Implications

If Council does not:

- have a formal cyber security framework, including policies and procedures and risk assessment, there is an increased risk that Council is less prepared to identify and respond to cyber incidents in the most effective way.
- maintain a register of cyber security incidents, there is a risk that the Council is less likely to identify higher risk areas through patterns or trends in cyber incidents.
- conduct cyber awareness training for staff, there is an increased risk of cyber security incidents that exploit human error, resulting in data breaches or financial loss for the Council.

#### Recommendation

Council should develop a cyber security framework, including formal policies and procedures covering:

- the definition of cyber incidents
- staff roles and responsibilities
- containment and mitigation strategies
- the required reporting in the event of a cyber incident
- the recovery plans following a cyber incident.

Council should assess the impacts of cyber security risks including:

- incorporating cyber risks in the Council's risk register, with an assigned risk owner and action plans
- identifying internal controls that mitigate cyber risks
- periodically assessing the internal controls for effectiveness and accuracy to mitigate the risk.

Council should establish a register of cyber incidents and processes to ensure all incidents are captured on a timely basis. The register should include:

- records of attempted cyber incidents that were blocked / intercepted
- an estimate of financial loss from the incident
- details of how the incident was resolved.

The register should be reviewed regularly for completeness and resolution of any outstanding matters.

Council should provide specific, regular training on cyber security to all staff. This should supplement the regular alerts and self-training materials already provided to staff.

#### Management response

Agree.



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Council is planning to undertake several activities in relation to cyber security. These activities include but are not limited to, review and update ICT Policies, Risks and Procedures by 30 June 2025, undertake a security risk assessment and identify priorities for remediation by 1 April 2025, and develop a roadmap to align security design, management frameworks, controls and security operations. This road map will be developed in agile iterations over the next two years and use the NSW Cyber Security Policy as guideline for best practice.

<b>Person responsible:</b>	<b>Date to be actioned:</b>
Harin Perera	1 April 2025



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## Issue 2: IT General Controls

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Operational	Moderate

### Observation

We identified:

- information and communication technology policy was not reviewed in a timely manner
- no formal policies and procedures for user access management
- no evidence of user access reviews
- staff members who had their passwords set to never expire
- no regular testing of the Business Continuity/Disaster recovery plan. The plan was last updated in 2016.

This matter was first reported in 2022 and management has agreed to action the issue by 31 January 2024. However, the issue remains unresolved.

### Implications

Weak or informal ITGC increase the risk of:

- inappropriate system access rights which may lead to unauthorised changes to financial data
- unauthorised users gaining access to financial systems
- data breaches or financial loss
- critical systems and operations that cannot be.
- restored within appropriate timeframes in the event of significant disruption

### Recommendation

Council should complete a comprehensive review of their ITGC environment to identify weaknesses and create solutions including:

- formalising policies and procedures for user access management
- maintaining regular updates and tracking of IT policies
- ensure password configurations are in line with best practice
- review and update of the Business Continuity/Disaster recovery plan
- regular and scheduled testing of the Business continuity/Disaster recovery plan

### Management response

Agree.

Council will be reviewing IT Policies and operational standards by June 2025. The operational standards being reviewed include user access standards, and password management standard (including complexity and expiry).

Council will also be reviewing the functions and operations of the IT Department, including the IT Business Continuity Plan (BCP), by June 2025. The testing of Business Continuity Plan and Disaster Recovery Plan will be conducted after the review of the IT BCP.

Person responsible:	Date to be actioned:
Harin Perera	30 June 2025




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## Current year matters

### Issue 3: Lack of year-to-date reporting against budget

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Reporting	 Moderate

#### Observation

We found there is currently no detailed reporting of year-to-date results against budget to the Council or the Audit, Risk & Improvement Committee. This is mainly due to system constraints. There are no simplified reports showing a basic profit or loss and balance sheet that can be compared against the budget adopted by Council. There is also a limited level of cash reporting.

#### Implications

Without this level of reporting, management, Council and ARIC are not provided with a full picture of the financial position of the Council which may impact decision making. Key operational areas where performance is deviating from budget may not be addressed in a timely manner.

#### Recommendation

We recommend reviewing the systems capability to produce a more detailed finance report that includes year-to-date reporting against budget.

#### Management response

Agree.

Council have recently appointed an IT Project Manager who will commence on 8th July 2024. A focus for this role will be reviewing the current finance system and within the next 18 months implementing a new ERP System. Council is also in the final stages of implementing Magiq software to assist with the preparation of budgets and reporting of revenue and expenditure in a more timely manner.

Person responsible:	Date to be actioned:
Genevieve Taylor	31 December 2025






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## Issue 4: General journal review

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Operational	 Moderate

### Observation

While many of the journals processed through the system are automatically generated, staff in the finance team have the ability and the access to process general journals when required. Per discussions with staff, it was noted that all manual journals are independently reviewed before being processed. However, although we note that the design of the control is sound, we identified one instance where a manual journal was not reviewed or there was not substantiation to note the journal had been reviewed.

### Implications

Council is exposed to a higher risk of potential fraud or error if general journals are not reviewed.

### Recommendation

We recommend Council ensure that all manual journals are reviewed independently for their appropriateness and accuracy.

### Management response

Agree.

Council is currently reviewing the general journal process and implementing a general journal register to assist with record keeping of journals within the system.

Person responsible:	Date to be actioned:
Genevieve Taylor	30 September 2024



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## Issue 5: Credit cards

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	Yes	Operational	Low

### Observation

We found in our review of credit cards that there are no credit card agreements in place for each cardholder. Whilst there were no issues with the appropriateness of credit card expenditure, and the supporting documentation maintained, implementing the above control will help ensure cards are used for their intended purpose.

### Implications

Without credit card agreements, there may be a lack of accountability, which could result in purchases that contradict organisational policy

### Recommendation

We recommend Council create credit card agreements to be signed by each card holder.

### Management response

Agree.

Council is currently in the final stages of implementing a new Procurement Policy and Manual that will include a credit card agreement. All employees who hold a corporate credit card will be required to complete and sign the agreement prior to use of a card. This agreement will be reviewed annually or at the time an employee's employment or delegation is changed.

Person responsible:	Date to be actioned:
Genevieve Taylor	31 December 2024



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## Appendix

### Review of matters raised in prior year management letters that are not yet due

The issues in this appendix were raised in previous management letters with a due date that had not passed.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
<b>Management letter for the year ended 30 June 2023</b>			
Rural fire-fighting assets	! High	<b>Due date:</b> N/A	We will follow up this issue as part of the final phase of the 2023-24 audit.
Committees established by Council and Bank balances not recognised in General Purpose Financial Statements	– Moderate	<b>Due date:</b> 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Excess annual leave	– Moderate	<b>Due date:</b> 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Review of Council's policies	✓ Low	<b>Due date:</b> 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Procurement policy	✓ Low	<b>Due date:</b> 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.



## 8.7 Award of contract for IT Managed Services

<b>Author:</b>	Information Technology Project Manager, Harin Perera
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.1. Improve Council processes to make doing business with Council easier.
<b>Council's Role:</b>	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
<b>Appendices:</b>	Nil

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:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

### Recommendation

That Council:

1. Approve the negotiation and award of the contract to Logicalis Australia for the provision of Information Technology (IT) Current State Assessment and Managed Services for a period of five years.
2. Authorises its Seal to be affixed to the above contracts in the presence of two signatories authorised to affix the Seal pursuant to Regulation 400 of the Local Government (General) Regulation 2021.

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### Purpose

The purpose of this report is to seek approval to award contract for management of Councils Information Technology environment.

### Summary

Council's current technology environment is extremely complex and consists of both modern and out of date technologies. Council's IT department does not have the capacity and capability to manage



the existing technology environment and any loss of services will have significant impact on the functioning of Council.

The procurement process has now been concluded for the selection of managed services provider (MSP) to manage, maintain, optimise and support Council’s IT infrastructure, network and end point environments.

Council received four submissions and Logicalis Australia has been selected as preferred vendor taking into consideration experience, quality of delivery, breadth of services on offer and cost.

## Background

Council IT services two primary sites and twelve remote sites. The core IT environment includes hardware, networks, end user devices, operating systems, cloud-based services and user productivity applications. At present, one staff member has to maintain, manage and support this entire environment with one hundred end users. In addition, the environment is made up of multiple technologies, some of which are out of date introduces both security and interoperability issues.

The appointment of a MSP will enhance the capability and capacity to manage, maintain, and modernise the environment. Additionally, it will ensure more reliable IT services for Council business areas, staff and the community.

The MSP will also assess Councils current infrastructure and security environments and develop a roadmap to modernise and improve. They will also play a key part in managing Council’s day to day security operations, and in the transition to cyber security operation compliant to State (Digital NSW) and Federal (Australian Cyber Security Centre) standards.

## Issues and Implications

### Policy

Council used the Local Government procurement panel for this RFP process.

### Risks

The following risks have been assessed as per the Council’s [Risk Management Framework](#):

#### 1. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

The price offered by vendor is based on Council scope and requirements specified in RFQ. Delays to establishing a Managed Service will increase overall recovery and remediation cost to Council in the event of failures or security incidents.



2. Time

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

The transition time and SLA's have been agreed with Vendor. Delays in implementing a Managed Service will increase staff time to recover from equipment failure or cyber security incidents.

3. Quality

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Delays in implementing a Managed Service will continue to expose Council to risk of failure of ICT infrastructure and networks, as well as risks from cyber security incidents. These events will have material impact on quality of Council's services to the Community.

**Options**

1. Do nothing. This option will significantly increase technology availability and cyber security risk.
2. Appoint capable MSP to support and improve Councils technology environment.

**Conclusions**

Approve the negotiation and award of the contract to Logicalis Australia for the provision of Information Technology (IT) Current State Assessment and Managed Services for a period of five years.



## 8.8 Continuous Improvement Plan - quarterly update

<b>Author:</b>	<b>Enterprise Risk Manager, Michelle Koopman</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	1. Audit Action Progress Report (2).docx (under separate cover)

*This report is for information only.*

### Report

Attached as an appendix to this report is the report showing progress against the Continuous Improvement Plan for the quarter ending 30 June 2024.

A summary of actions and their status is below:

Status	
Complete	25
On target	8
Not due to start	4
Deferred or not progressing	8
Not on target	2
<b>Total</b>	<b>47</b>

Actions not on target are:

No	Action	Comments
1.7.2.1.1	Ensure all employees who interact with Council, or are able to access customer information and records, receive information, training and/or education in GIPA and privacy management	Continued delays with the introduction of the Pulse e-learning module.
1.7.2.1.14	Review Council's Community Engagement Plan and Community Participation Policy to comply with the IP&R Guidelines and clearly identify the relevant stakeholder groups within the Berrigan Shire community and outline the methods that	Commencing in August 2024.



	will be used to engage each group, incorporating an appropriate range of Involve and Collaborate methods in addition to Inform and Consult methods.	
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## 8.9 HR Scan June 2024

<b>Author:</b>	<b>HR Coordinator, Samala Armer</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership EC. Our Economy
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner EC-A. An economy characterised by growth, diversification, and a skilled workforce
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council’s ongoing viability and maximise value for money for ratepayers. EC.2. Attract new local employment opportunities across the area.
<b>Council’s Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	Nil

### Recommendation

That Council receives and notes the report.

### Purpose

The report is provided to identify trends within Council by analysing current data.

### Report

At 30 June 2024, the Berrigan Shire Council workforce consists of:

Total FTEs*	June 2024
Male Employees	67
Female Employees	19
<b>Total Actual Employees</b>	<b>104</b>
Full Time Employees	86
Part Time Employees	9
Casual Employees	9

\*FTE – Full Time-Equivalent

Council does not currently collect other diversity indicators other than binary sex models. A broader range of Equal Opportunity Employment statistics will be included in future when we move to Pulse HR & the new finance/payroll system such as ethnicity, disability etc. to ensure those measures are



also being considered in recruitment in a considered and consistent way. Changes to these statistics will be included as part of the work being undertaken in the Workforce Planning Review project.

## **Staff Changes between April 2024 and June 2024**

### **Resignations**

Council had 4 staff resign between 1 April 2024 and 30 June 2024 (resignations due to other employment opportunities).

### **Appointments**

There were 11 staff appointments between 1 April 2024 and 30 June 2024.

### **Recruitment**

Positions currently being or in the process of being advertised include:

- Executive Assistant
- Finance Coordinator – Interview has been conducted
- Customer Experience – Cemeteries Support
- Finance Trainee
- Accountant and Graduate Accountant – positions being reviewed due to advertising and interviewing twice and not receiving any suitable applicants.

Human Resources and the Executive Leadership Team continue to review vacancies within Council to assess what skills are needed prior to re-advertising a position when it becomes vacant.

## **Current Staff Turnover Rate**

The turnover rate is expressed as a percentage. It is worked out by dividing the total number of leavers in a year by the average number of employees in a year, then multiplied by 100.

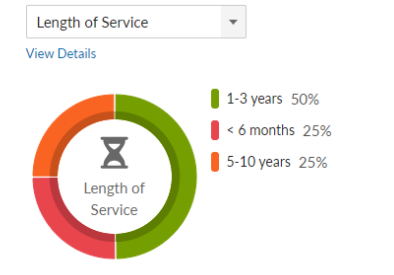
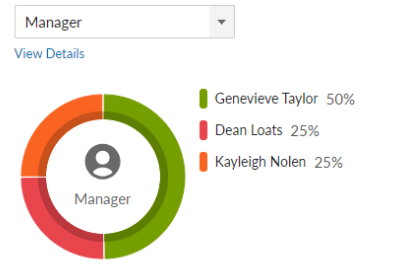
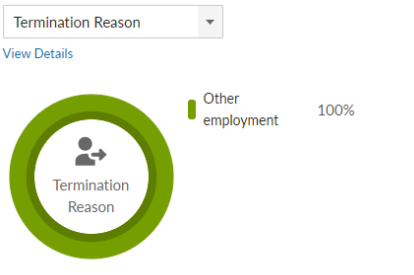
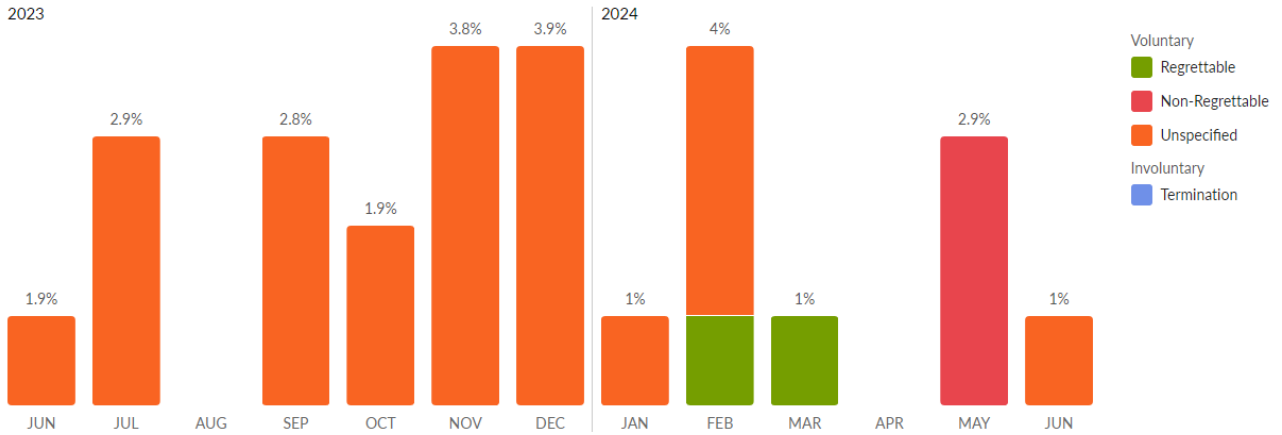
At a strategic level, employee retention rates of 90% or higher are considered good and what Council is aiming for. Currently, we are still not able to achieve this goal - turnover is sitting at 25.96% - hence a 74.04% retention rate from April 2023 to June 2024. This is a slight decline from previous reporting periods. Given the current resignation rates it is expected, this percentage will not improve in the coming reporting periods.



Apr 2024 – Jun 2024 All Employees

**3.9%** 4 people  
Total Turnover Apr 2024 - Jun 2024
 
**1.3%** 1.3 people  
Average Monthly Turnover
 

**1%** 1 person  
Total Turnover - 30 days



Name	Termination Date	Termination Reason	Reported To	Length of Service	Location
Murray Cameron	21/06/2024	Other employment	Dean Loats	1 year, 3 months	Berrigan
Temequa Turner	21/05/2024	Other employment	Kayleigh Nolen	2 months	Berrigan
Michael Millar	10/05/2024	Other employment	Genevieve Taylor	7 years, 4 months	Berrigan
Kim Ryan	10/05/2024	Other employment	Genevieve Taylor	1 year, 10 months	Berrigan

Information regarding the reasons for leaving Council are taken from exit interviews where they are undertaken and resignation letters where that information is provided. Some staff exiting are not willing to participate in this process.

Clarification on previous HR Scan’s provided to Council regarding staff turnover;

- Regrettably – Staff only leaving Council to pursue further career progression, where this opportunity is not available within Berrigan Shire Council. If Council were able to offer these employment opportunities some staff would have stayed on, however this is not always achievable at Council.

The 4 staff members that resigned in the last quarter are listed above – this included career opportunities in other areas or staff returning to their qualified field not within local government.



**Current Leave Balances (all Staff) – LEAVE ACCRUAL REPORT**

Type	Dec 2022	March 2023	June 2023	Dec 2023	March 2024	June2024
Total Hours						
Annual Leave	18,733	18,612	18,465	17,156	17,217	17,919
Long Service Leave	27,561	27,319	26,670	24,019	24,477	25,002

**Excess Leave**

38 employees currently hold excess leave with all employees having completed plans to reduce those leave balances. The majority of those excess leave holders have started to take their leave. Those holding excess leave are not shown separately for the purposes of this report.

Leave accruals have slightly increased due to staff reaching milestones at Council. All staff that hold excess leave have plans in place with relevant managers, CEO & HR Coordinator, to ensure we continue to reduce and monitor.

**Absenteeism**

Staff absenteeism is calculated by assessing sick leave taken (including any leave without pay where applicable) against the hours available. The calculation indicates year to date.

A healthy absenteeism rate is 1.5%. Absence in the workplace is an occasion or period of being away from work due to physical illness, stress-related illness, mental health days or the occasional “sickie” (false sick day), or absence due to other reasons that are not planned leave related (such as career’s leave).

High absenteeism is an indicator of negative job behavior and should be monitored and investigated.

Council’s absenteeism rate is currently sitting at 5.65%.

When considering the absenteeism rate, it is important to note that there has been only a slight increase this reporting period, the increase is 248 hours. The increase of absenteeism hours is due to two of Council’s employees being extremely unwell and hospitalised for an extended period of time, one of which remains on leave and is awaiting a clearance before returning to the workplace.

**Indicators**

Council considered a set of Human Resource indicators shown in the table below.



Measure	Definition	January 23	April 2023	July 2023	Dec 2023	April 2024	June 2024	Trend
<b>Full Time Equivalent (FTE) employed</b>	As written. FTE based on standard 70-hour fortnight indoor and 76-hour fortnight outdoor	87	86	91	83	81	86	
Men		71%	70%	69%	73%	75%	78%	
Women		29%	29%	31%	27%	25%	22%	
<b>Average salary</b>	Average <u>annualised</u> salary, excluding overtime and allowances							
Men		\$67,355	\$69,732	\$73,488	\$78,354	\$79,531	\$81,112	
Women		\$72,965	\$85,601	\$89,670	\$83,207	\$78,686	\$80,212	
<b>Outstanding leave balance (\$000)</b>	Balance of leave outstanding							
Annual		\$801,290	\$916,009	\$882,494	\$817,390	\$825,494	\$927,179	
Long Service Leave		\$1,114,130	\$1,188,437	\$1,091,272	\$1,056,223	\$1,062,831	\$1,196,117	



Measure	Definition	January 23	April 2023	July 2023	Dec 2023	April 2024	June 2024	Trend
<b>Absenteeism (hours)</b>	Absence from work (sick, career, compassionate etc.) over past 12 months	8,283	8,560	7,979	7,104	7,013	7,261	
<b>Overtime rate</b>	Overtime hours worked in the previous 12 months	8,006	8,449	8,397	8,510	8,056	7,731	
<b>Turnover rate</b>	Turnover of staff over previous 12 months	30.8%	27.5%	19.8%	23.7%	25.5%	25.96%	
<b>Average tenure</b>	Average length of employment for current staff	7.9 years	10.1 Years	9.3 Years	8.1 years	8.3 years	7.8 Years	
<b>Employee participation</b>	Measured by regular staff completing surveys	46/87	58/86	55/91	52/98	50/98	47/104	
<b>Time to fill vacancies</b>	Time between creation of a vacancy and commencement of a replacement (workdays)	N/A	N/A	N/A	N/A	N/A	N/A	



The percentages of male to female employees continues to show a gendered bias in Council. The statistics however do not show the fact that most female staff tend to work in the office environment where the male employees primarily tend to work in the construction and delivery environment. The construction and delivery services of Council hold the largest staff numbers, this will continue to skew the figures for the foreseeable future. It does not mean Council are not considering staff for “non-traditional” roles, rather those applying for positions with Council tend to apply along gendered lines due to the types of work offered in each environment.

1. The increase in the pay rates for male staff is due to the recent appointment of a male Design Engineer during this period which was vacant for an extended period of time. The slight increase in salary for female staff is due to the appointment of a ‘pool’ of casual staff for our Visitor Information Centre and Libraries and two internal staff being successful in higher positions within Council – Career progression.
2. All positions continue to be reviewed prior to going out for readvertisement, considering the key accountabilities and skills required to complete the position. If Council have any current staff that have the skills required, they are considered as well as what training maybe required to achieve this progression. Depending on the changes this may have an effect on remuneration for some positions.
3. Annual and Long Service Leave balances have increased again this reporting period due to staff reaching anniversary dates. All staff with excessive leave balances have leave management plans in place. All staff with excessive leave have provided a leave plan to their Manager, CEO and HR Coordinator to ensure we can achieve downward trend. HR will continue to monitor and review excess leave plans with relevant managers and ELT.
4. Overtime has decreased by 325 hours, this is a significant reduction in the last reporting period. Clear communication has been provided to the teams around claiming excessive overtime. As the report indicates there has started to be a decline in hours claimed.

The CEO, HR and Payroll will continue to monitor timesheets closely and run regular overtime reports. Any suspected fraudulent claims will be referred to the police for investigation and possible prosecution.

5. Over the past 12 months, 25 staff have resigned from employment with the Council. Staff turnover in the last quarter has decreased slightly, with 4 staff leaving to pursue other career opportunities. Council’s new Salary Policy took effect on 1 July 2024 and we will continue to work with staff being open and transparent implementing the policy, which includes career progression and succession planning.

In the current economic climate it is considered that it will remain difficult to attract and retain staff. ELT and relevant managers are in the process of providing Services Statements. The statements will assist in ensuring that Council have the right resources to deliver on our Community Strategic, Operational and Delivery Plan & Workforce Management Plan.

According to the [2022 Local Government Workforce Skills and Capability Survey](#) provided by the Australian Local Government Association, all local governments were experiencing a higher



proportion of 'unplanned' turnover of up to 27%. In the last quarter and our turnover remains lower than that benchmark, we will continue to monitor as we strive to fill current skills vacancies in Council.

6. In 2022 the Employee Tenure Report from the Bureau of Labor Statistics indicates Local Government median tenure is 6.9 years. <https://www.bls.gov/news.release/pdf/tenure.pdf>. Whilst Council staff remain above that figure, it is expected that the average tenure will continue to drop as we have a number of long-term employees that will retire throughout 2024.
7. Measures are taken from our employee Pulse Survey which is conducted quarterly. The Pulse Survey is a cultural survey which measures employee satisfaction with their work and conditions and allows continuous improvement suggestions to be provided. It has proved a valuable feedback platform for staff and managers.

Our latest June Pulse survey results have seen a positive result in the following areas;

- 70% of staff are happy to recommend BSC as an employer of choice to family and friends
- 66% agree that their current role within Council provides job satisfaction
- Top 3 – what makes you feel valued at work
  1. Job Satisfaction
  2. Meaningful work
  3. Flexible working conditions

This is a significant shift away from Wages that we have seen in the past.

Council's current software makes calculation of this metric difficult. HR team will be rolling out the Pulse Modules by 30 August 2024 for all staff, with an effective go live date from 1 September 2024. The Pulse HR Core management software includes a number of suites – HR Core, E-Recruitment (onboarding and offboarding), Performance Management, E-Learning. This has been a huge project as all the data and modules needed to be built out by the HR Team specifically for Berrigan Shire Council.





## 8.10 Vermont St and Golf Course Rd Intersection Traffic Calming

<b>Author:</b>	Graduate Project Engineer, Harpreet Singh Sidhu
<b>Strategic Outcome:</b>	IN. Our Infrastructure
<b>Strategic Objective:</b>	IN-B. We can move through our shire, and to other places with ease
<b>Delivery Program:</b>	IN.1. Improve the road network to ensure safety, and connectivity.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council <b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
<b>Appendices:</b>	<ol style="list-style-type: none"><li>Appendix 1 - Concept Design Options (under separate cover)</li><li>Appendix 2 -Traffic Assessment Report (under separate cover)</li></ol>

### Recommendation

That Council note the report:

---

### Purpose

The purpose of this report is to provide an update on the progress of the traffic calming Vermont Street/Golf Course Road intersection.

### Summary

Council has approved funding for this work under the Local Roads and Community Infrastructure Program Round 4 (LRCIP R4). Approved LRCI R4 funding is \$506,177.

The likely outturn cost for the options are:

Option	Outturn Cost (ex GST)
Roundabout	\$902,700
RSPs	\$749,950
Raised intersection	\$857,710



## Background

At the May 24 Council Meeting a report was submitted regarding the construction of a roundabout on Vermont Street, Barooga. Based on the report, Council made the following resolutions:

### 8.15 Vermont Street Barooga Roundabout

**Resolved OCM 120/24**

Moved: Cr John Taylor

Seconded: Cr Sarah McNaught

That Council

1. Consider both roundabout and traffic calming options and provide guidance as to a preferred approach;
2. Receive a preliminary scope report from Council Staff at a later meeting detailing:
  - A) Detailed design;
  - B) Engineering estimate; and
  - C) Communications plan.

**CARRIED**

It is noted this report is provided as a mid-point to confirm further direction. Traffic assessments have been undertaken on concept designs for traffic calming options. Detailed design and the development of a communications plan will be based on completion of the detailed design for a preferred option.

In line with the Council resolution, a Traffic Assessment Report (Appendix 2) was commissioned. The scope of the report was to:

- detail possible traffic calming options and
- undertake traffic analysis of the intersection for both a roundabout and traffic calming options.

### Traffic Calming Options

The scope of the traffic calming measures includes the following:

- Using the existing concrete traffic islands, and kerb and gutter.
- Constructing additional raised pedestrian islands or a raised intersection.
- Installing new lighting.

It is also noted the current pavement condition through the intersection is poor and will require reconstruction as part of this project.

Concept designs (attached as Appendix 1) have been developed for 2 options:

#### 1. Raise Safety Platforms (RSPs)



This option is based on the provision of 6m wide raised platforms at the entries to the intersection. These platforms also help to decrease the entry speed to the intersection, which improves the safe intersection sight distance (SISD) and reduces crash severity. The engineering estimate for this option is \$749,950 (which includes \$140,000 for pavement reconstruction).

Cost Breakdown

Description	Estimate (ex GST)
Project and Contract Management	\$91,400
Traffic Management	\$68,500
Survey & Final Design	\$68,500
Road Pavement	\$140,000
Flat top road humps	\$98,000
Concrete Works	\$69,300
Drainage	\$107,350
Street Lighting	\$15,000
Other Works	\$23,400
Contingency	\$68,500
<b>Total</b>	<b>\$749,950</b>

**2. Raised Intersection.**

This option is based on raising the entire intersection. The option provides the same also outcomes as Option 1. This estimates 20% more than Option 1. The engineering estimate for this option is \$857,710 (which includes \$200,000 for pavement reconstruction).

The raised pavement for the entire intersection will provide continuity to the traffic turning movement for longer vehicles (i.e. in cases where the longer vehicles are making the right turn)

Cost Breakdown

Description	Estimate (ex GST)
Project and Contract Management	\$117,750
Traffic Management	\$78,500
Survey & Final Design	\$52,500
Road Pavement	\$200,000
Concrete Works	\$132,625
Drainage	\$117,100
Street Lighting	\$20,000
Other Works	\$60,735



Contingency	\$78,500
<b>Total</b>	<b>\$857,710</b>

A detailed estimate for both options has been attached as a confidential report in this agenda.

### **Traffic Assessment**

The traffic assessment highlights that the intersection operates to under “excellent operating conditions” meaning a very low Degree of Saturation (DoS). Based on this assessment, a roundabout is NOT required to aid traffic operations.

Whilst the design for Options a reduction of speed for vehicles entering the intersection, the traffic assessment highlights only minimal increase in DoS, remaining in “excellent operating conditions”.

To ensure all objectives are met with the concept design, the consultant has prepared the safe intersection sight distance (SISD) for all the options and has completed a SIDRA analysis as attached in Appendix 2.

### **Additional Design / Approvals / Considerations**

These options will need to go to Road Safety Traffic committee for Transport NSW approval, for this is a Regional Road intersection.

Once approval is given per preferred option and treatments from Transport NSW this will need to be checked against our Barooga PAMPS for future grant application for road safety and pedestrian connectivity for Vermont Street.

A copy of the concept plan, which includes potential future pedestrian crossing locations, is attached in Appendix 2.

### **Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies**

These works would assist Council in creating safe, friendly, and accessible communities.

### **Issues and Implications**

#### **Policy**

Report for information.

#### **Financial**

Given the engineering assessments undertaken to date, there is a likely funding gap on the project within the range of \$250,000 - \$360,000 depending on approved treatment.

#### **Community Engagement / Communication**

An agreed communications engagement plan will be developed highlighting:

- Objectives of the works
- Timeframes



- Likely disruptions during construction
- Likely improvements to traffic and pedestrian movements

**Human Resources / Industrial Relations (If applicable)**

The works will be undertaken externally, and project managed by Council's internal project manager with support from an external consultant.

**Risk:**

Concerns have been expressed by the local community about the intersection. Approved treatment would aim to improve pedestrian safety and potentially reduce car speeds in the area.

**Conclusion:**

1. Officers will present the concept designs to Transport NSW to seek approval on an approved option.
-



## 8.11 Powerline Project Chanter Street, Berrigan

<b>Author:</b>	<b>Graduate Project Engineer, Harpreet Singh Sidhu</b>
<b>Strategic Outcome:</b>	IN. Our Infrastructure
<b>Strategic Objective:</b>	IN-B. Our hidden infrastructure works and meets the needs of our community
<b>Delivery Program:</b>	IN.4. Advocate for better internet and telecommunications infrastructure services.
<b>Council's Role:</b>	<b>Part Funder:</b> The Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it.
<b>Appendices:</b>	<ol style="list-style-type: none"><li>1. Appendix 1 - Traffic Island Design (under separate cover)</li><li>2. Appendix 2 - Future Pedestrian Crossing</li><li>3. Community Engagement Plan (under separate cover)</li></ol>

### Recommendation

That Council note the report.

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### Purpose

This report is to provide an update on the Chanter Street Undergrounding Project.

### Report

The Chanter Street Powerline Undergrounding Project is a community-led initiative aimed at removing overhead powerlines along Chanter Street and replacing them with underground power and new meter connections. This report provides an update on the project including, design modifications and community consultation.

### Design Update

#### Revised Traffic Island Design

The design phase identified small easements behind the kerb as problematic and costly for underground cable installation. Consequently, it was proposed to install both the cable and pillars in the road reserve in front of the kerb. This resulted in the need for traffic islands to house the pillars along with associated road sealing, and line marking for new carparks. The revised design is attached in Appendix 1.

#### Additional Design Considerations

Considering the need to complete road reserve works, the project considered any additional traffic and pedestrian works for the Chanter Street Road reserve.



The inclusion of disability access was considered however the parallel carparks are not wide enough to meet the standards and therefore could not be incorporated into the design.

Future pedestrian access points were also considered to ensure significant rework would not be required in the future.

A copy of the concept plan, which includes potential future pedestrian crossing locations, is attached in Appendix 2. These works will be funded by Council.

### **Project Schedule**

Due to design delays, construction has now been moved to early 2025 with a project funding deadline of 30 June 2025. Contracts will need to be awarded by end of this year and therefore the designs will be submitted to Essential Energy for approval as soon as possible.

### **Community Consultation Plan**

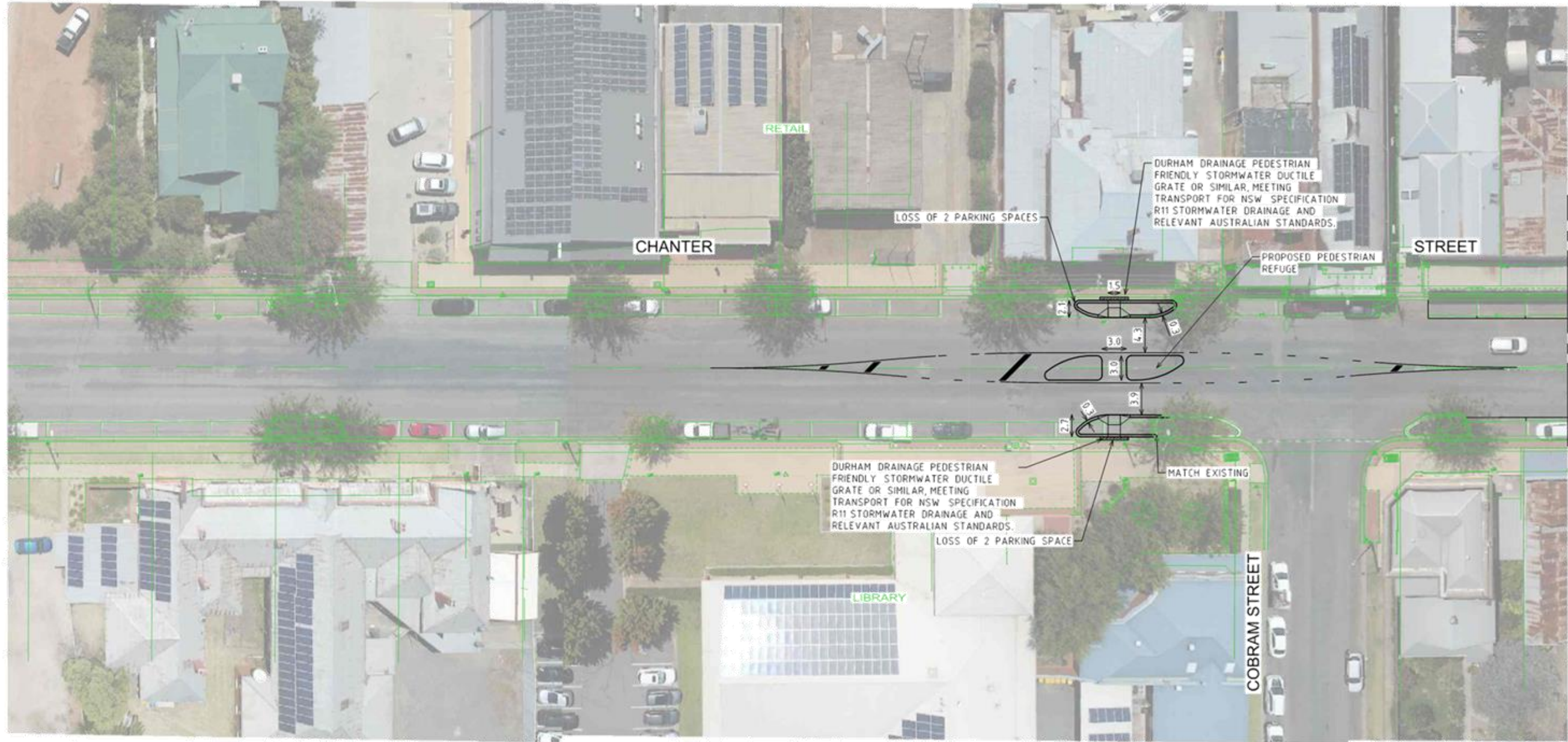
Officers are following the agreed Communications Engagement Plan.

As outlined in the attached plan, stakeholders will be invited to a meeting to review the draft concept plans. To inform the Stakeholders with balanced and objective information to assist them in understanding the plans. This meeting, hosted by Council representatives Gary George, Matt Hansen, and Harpreet Singh, will provide stakeholders with detailed information about the plans and the reasoning behind the changed location of the underground cable. The subsequent step in our engagement process will involve informing the wider community about the project's timeframe and the areas that will be affected, which will be communicated closer to the start of construction.

### **Conclusion**

Officers will present the design to the community, while gathering feedback on the funding model and future street works. The design (power only) will be submitted to Essential Energy for Approval.

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30/07/2024 2:30:56-CTP-10  
T:\2324 Projects\230756-Design\230756-CTP-10-P1.dgn

Drawing Record				
ISSUE	DRAWN	APP'D	DATE	AMENDMENT
P1	LY	AA	30.07.24	PRELIMINARY ISSUE FOR COMMENT

**WARNING**  
BEWARE OF UNDERGROUND SERVICES  
THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVIDED ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

**PRELIMINARY PLAN**  
FOR DISCUSSION PURPOSES ONLY  
SUBJECT TO CHANGE WITHOUT NOTIFICATION  
DATE OF ISSUE: 30/07/24

**Notes & Legend**

- AERIAL IMAGE FROM NEARMAP UNDER LICENSE AGREEMENT WITH TRAFFICWORKS PTY LTD.
- ALL DIMENSIONS ARE TO FACE OF KERB UNLESS SHOWN OTHERWISE.

— Design by Trafficworks  
— Existing

**TRAFFICWORKS™**

CLIENT

BERRIGAN

SCALE OF METRES

0 5 10

**Chater Street, Berrigan**  
Berrigan Shire Council

**Concept Plan**

SHEET NO. 10	DRAWING NO. 230756-CTP-10	ISSUE P1
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## 8.12 Finance - Accounts

<b>Author:</b>	<b>Finance Manager, Genevieve Taylor</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	1. Berrigan_Monthly_Report_July 2024.pdf (under separate cover)

### Recommendation

That Council:

- a) receive the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 July 2024,
- b) confirm the accounts paid as per Warrant No. 07/24 totaling \$7,976,187.02 and note the report on investments attached.

---

### Purpose

This report is designed to inform Council of its cash and investments as at 31 July 2024 and for council to authorise expenditure for the month ending 31 July 2024.

### Report:

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 July 2024 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 31 July 2024.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 July 2024, totaling \$7,976,187.02 and will be submitted for confirmation of payment as per Warrant No. 07/24
- d) The Finance Manager certifies that all Investments have been placed in accordance with:
  - i. [Council's Investment Policy](#),
  - ii. [Section 625 of the Local Government Act 1993 \(as amended\)](#),
  - iii. [the Minister's Amended Investment Order gazetted 11 January 2011](#),



- iv. [clause 212 of the Local Government \(General\) Regulations 2021](#), and
  - v. Third Party Investment requirements of the Office of Local Government Circular 06-70
- e) Council's cash and investment portfolio decreased by \$1,231,683 since June. Funds have also decreased by \$229,517 compared to the same period last year.

**Statement of Bank Balances as at 31 JULY 2024**

**Bank Account Reconciliation**

Cash book balance as at 01 JULY 2024	\$ 22,598,436.42
Receipts for JULY 2024	\$ 2,744,504.43
Term Deposits Credited Back	\$ -
	<u>\$ 25,342,940.85</u>
<i>Less Payments Statement No 07/24</i>	
Bank Transfers	\$ -
Electronic Funds Transfer (EFT) Payroll	\$ 1,366,906.93
Electronic Funds Transfer (EFT) Creditors	\$ 2,538,379.19
Term Deposits Invested	\$ 4,000,000.00
Loan repayments, bank charges, etc	\$ 70,900.90
Total Payments for JULY 2024	<u>\$ 7,976,187.02</u>
Cash Book Balance as at 31 JULY 2024	<u>\$ 17,366,753.83</u>
<i>Bank Statements as at 31 JULY 2024</i>	\$ 17,366,753.84
Plus Outstanding Deposits	\$ -
Less Outstanding Cheques/Payments	\$ -
Reconciliation Balance as at 31 JULY 2024	<u>\$ 17,366,753.84</u>

**INVESTMENT REGISTER**

INSTITUTION	FUND	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL	S&P RATING
AMP	WATER	149/23	730	**5.00%	25/10/2024	\$ 2,000,000.00	BBB+
Bank Of Queensland	WATER	153/23	731	4.60%	18/11/2024	\$ 2,000,000.00	BBB+
Bendigo Bank	WATER	142/18	365	4.75%	26/09/2024	\$ 2,000,000.00	BBB+
Defence Bank Limited	WATER	138/18	365	5.25%	11/01/2025	\$ 2,090,003.47	BBB
NAB	GENERAL	155/23	368	5.30%	30/09/2024	\$ 5,000,000.00	AA-
NAB	GENERAL	156/24	368	5.25%	10/06/2025	\$ 2,000,000.00	AA-
NAB	SEWER	157/24	365	5.30%	30/07/2025	\$ 2,000,000.00	AA-
WESTPAC	GENERAL	150/23	365	5.28%	30/09/2024	\$ 2,000,000.00	AA-
WESTPAC	SEWER	144/19	552	4.95%	1/10/2025	\$ 2,000,000.00	AA-
WETSPAC	SEWER	158/24	729	4.95%	30/07/2026	\$ 2,000,000.00	AA-
						<u>\$ 23,090,003.47</u>	

Total Funds Held at 31 JULY 2024

\$40,456,757.31

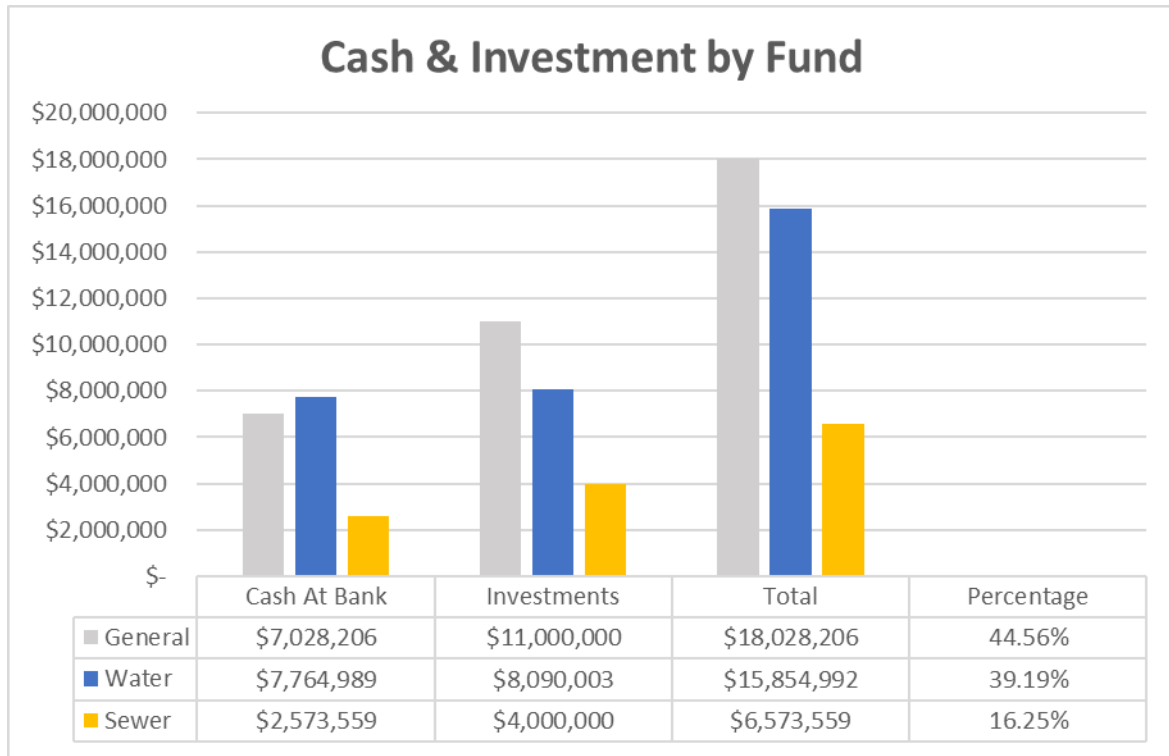
*Genevieve Taylor*

Genevieve Taylor - Finance Manager

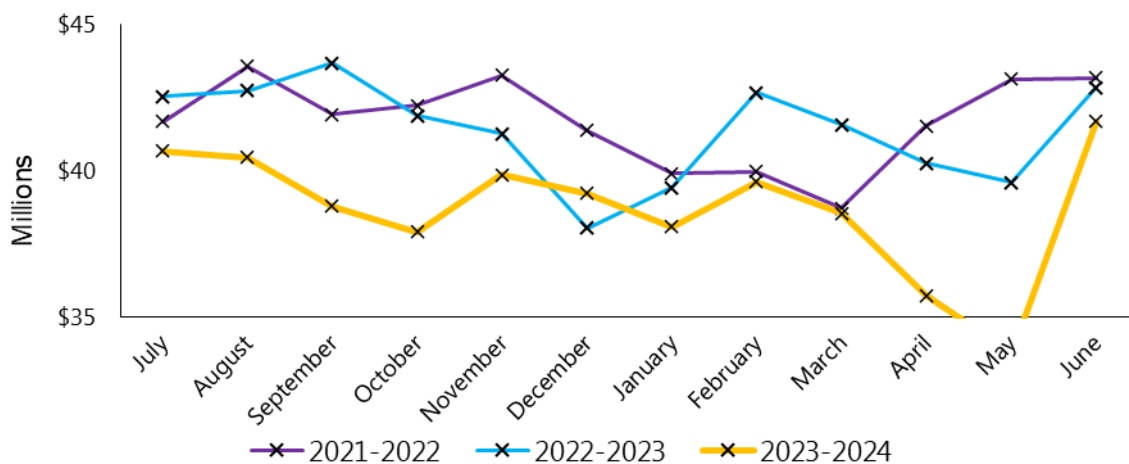
\*The Council also receives an additional 0.25% commission  
\*\*The Council also receives an additional 0.20% commission



Total Funds held between General, Water and Sewer are as follows:

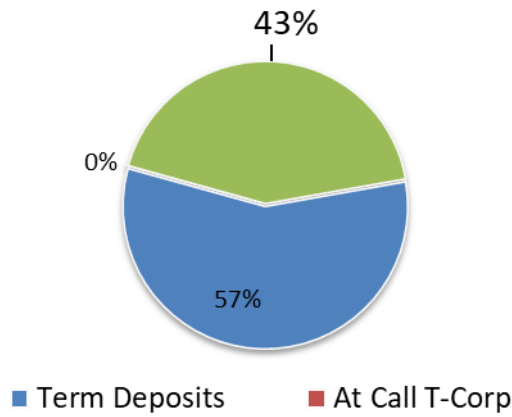


### Total Cash and Investments

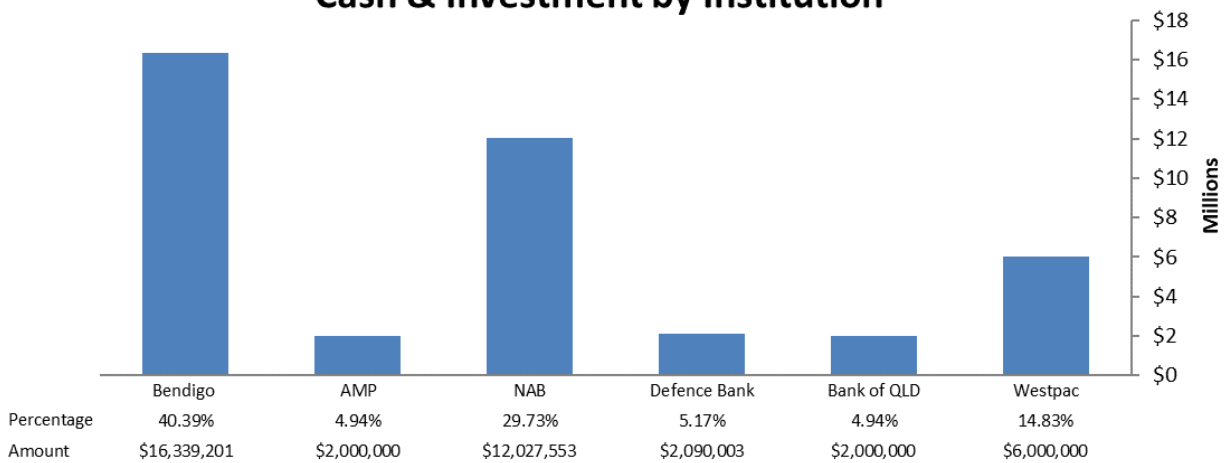




### Cash & Investment by type

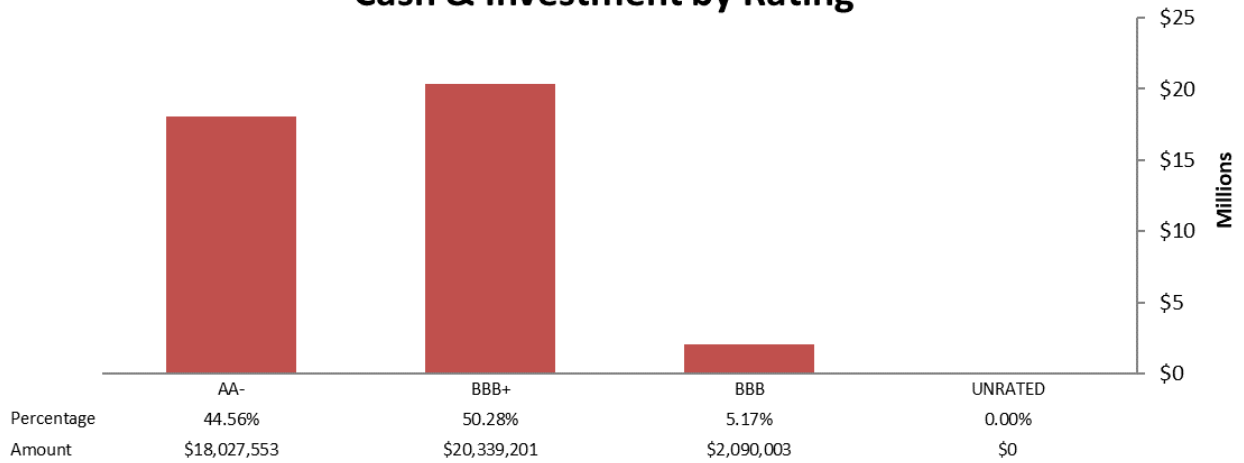


### Cash & Investment by Institution





### Cash & Investment by Rating



#### Term Deposits Credited Back

Prior Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
-----------------------------	-------------	--------	---------------	---------------

#### Term Deposits Invested / Reinvested

Current Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
NAB	365	\$2,000,000.00	5.30%	30/07/2025
WESTPAC	730	\$2,000,000.00	4.95%	30/07/2026

\*The Council also receives an additional 0.25% commission

\*\*The Council also receives an additional 0.20% commission



**Outstanding Borrowings:**

The Council has outstanding borrowings of \$5,922,443 as of 31 July 2024. This includes both external borrowings (\$3,376,793) and internal borrowings from Council's Sewer Fund (\$2,545,650). Council has not yet drawn down on any new borrowings in the 24/25FY.

Please see below Council's current borrowings:

Institution	Fund Borrowing	Purpose	Loan Amount	Interest Rate	Opening Balance @ 30.06.2024	Principal	Interest	Closing Balance @ 31.07.2024
NAB	General	LIRS Drainage Loan	\$1,630,000	4.26%	\$115,312	\$16,317	\$390	\$98,995
ANZ	General	LCLI Lewis Cr/Fin Park Loan	\$1,000,000	2.32%	\$619,208	\$8,147	\$1,197	\$611,061
NAB	Water	LCLI Barooga WTP	\$4,000,000	1.48%	\$2,699,290	\$32,553	\$3,329	\$2,666,737
Sewer Fund	General	General Fund	\$1,000,000	1.48%	\$715,269	\$8,144	\$882	\$707,125
Sewer Fund	Water	Finley WTP	\$2,600,000	1.48%	\$1,859,700	\$2,294	\$21,176	\$1,838,525
		<b>TOTALS</b>	\$10,230,000		\$6,008,779	\$67,455	\$26,974	\$5,922,443



## 8.13 Council Action Report

<b>Author:</b>	<b>Executive Assistant, Keelan McDonald</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	1. Outstanding Council Action Items (under separate cover)

### Recommendation

That Council note this report.

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### Report

The Council Action List Report, is designed to note the motion, and actions being taken to implement that decision, including the timeframe in which it is likely to be completed.

The following report have been generated from your information:

- Outstanding Council Actions as of 02.08.2024



9 NOTICES OF MOTION/QUESTIONS WITH NOTICE

Nil





## 10 CONFIDENTIAL MATTERS

### Recommendation

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:

#### 10.1 Upgrade of Enterprise Resource Management System

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

#### 10.2 Completion of Staff Underpayment Matter

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).

#### 10.3 Evaluation Report MQ18-23-24

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.

#### 10.4 2023-2024 Financial Year Consultant Expenditure

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).

#### 10.5 Evaluation Report T04-24-25

This matter is considered to be confidential under Section 10A(2) - (d)(i) 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.

#### 10.6 Evaluation Report T05-24-25

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

#### 10.7 Evaluation Report T01-24-25



This matter is considered to be confidential under Section 10A(2) - (d)(i) 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.

### **10.8 Evaluation Report T02-24-25**

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

### **10.9 CEO Performance Action Plan**

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).



**11 MOTIONS WITHOUT NOTICE / QUESTIONS WITHOUT NOTICE**

**12 COUNCILLOR REPORTS**

**12.1 Mayor's Report**

**12.2 Verbal Reports from Delegates**

**13 CONCLUSION OF MEETING**

The next Ordinary Council Meeting will be held on Wednesday 21 August 2024 from 9:00am in the Council Chambers, 56 Chanter Street, Berrigan.

There being no further business the Mayor, Cr Julia Cornwell McKean closed the meeting at [type time](#).