



BERRIGAN SHIRE

BAROOGA • BERRIGAN • FINLEY • TOCUMWAL



ORDINARY COUNCIL MEETING

Held on Wednesday 19 June, 2024

at 9:00am

Council Chambers, 56 Chanter Street, Berrigan



Minutes



Ordinary Council Meeting

Wednesday 19 June, 2024

MINUTES

The Ordinary Council Meeting of the Shire of Berrigan held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 19 June, 2024 when the following business was considered:-

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Present:

Councillors:

Julia Cornwell McKean (Mayor), Carly Marriott (Deputy Mayor), Matthew Hannan, Sarah McNaught and Renee Paine.

The following staff were also in attendance:

Karina Ewer (Chief Executive Officer), Matthew Hansen (Deputy CEO), Tahlia Fry (Director Corporate Services), Andrew Fletcher (Director Strategic Planning and Development) and Michael Eddie (Acting Director Infrastructure).

1 OPENING OF MEETING

The Council opened its meeting at 9.15 AM.

Mayor Julia read the following statement:

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

Mayor Julia made an Acknowledgement of Country with the following statement:



“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

Resolved OCM 126/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That the Council accept and note apologies from Cr Reynoldson, Cr Hatty and Cr Taylor

CARRIED

3.2 Applications for Leave of Absence

Cr McNaught requested a leave of absence for the Council meeting to be held on 17 July 2024.

3.3 Attendance Via Audio-Visual Link

Cr Hannan

4 CONFIRMATION OF PREVIOUS MINUTES

Resolved OCM 127/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That the minutes of the Ordinary Council Meeting held in the Council Chambers Wednesday 15 May, 2024 be confirmed.

CARRIED

5 DISCLOSURES OF INTERESTS

NIL



5.1 Suspension of Standing Orders

Resolved OCM 128/24

Moved: Cr Sarah McNaught

Seconded: Cr Renee Paine

That Council suspend standing orders to allow for a citizenship ceremony

CARRIED

Mayor Julia conducted a Citizenship Ceremony.

At 9:45 AM, the meeting reconvened.

6 MAYORAL MINUTE(S)

NIL

6.1 Suspension of standing orders

Resolved OCM 129/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

The the Council suspend standing orders to consider Item 8.18 at the end of the Council meeting to allow for the attendance at the meeting of Mr Andrew Fletcher, Director Strategic Planning and Development

CARRIED

7 REPORTS OF COMMITTEES

7.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON WEDNESDAY 22 MAY, 2024

7.1 Audit, Risk and Improvement Committee - Minutes 22-05-2024

Resolved OCM 130/24

Moved: Cr Renee Paine



Seconded: Deputy Mayor Carly Marriott

That the Council:

1. Note the minutes of the Audit Risk and Improvement Committee meeting held on 22 May 2024
2. Adopt the following recommendations from the meeting:
 - (a) ARIC 03/2024 – Internal Audit Charter
 - (i) That the Council adopt the Internal Audit Charter
 - (ii) That Council Staff develop a three (or four) year strategic internal audit program, based on Council’s risk profile.
 - (b) ARIC 04/2024 – Response to ARIC Recommendation 7.4 (February meeting)
 - (i) That the Staff take on notice the provision, to ARIC, of a schedule outlining all commitments relating to Council’s restricted and unrestricted cash position.
 - (c) ARIC 05/2024 – Delivery Program, Operational Plan and Statement of Revenue Policy 2024-25
 - (i) That a ‘capital funding schedule’ be incorporated into the relevant sections of Council’s Integrated Planning and Reporting documents.
 - (ii) That Council’s loan funding strategy be reviewed to ensure the costs (principal and interest) of any loans are incorporated into the relevant sections of Council’s Integrated Planning and Reporting documents.
 - (d) ARIC 06/2024 – Strategic Risk Register Report
 - (i) That further work be done to focus the strategic risks into a smaller subset of risks aligned with the Community Strategic Plan 2040, with the aim of focusing effort and attention of council on those key risks which may impact the delivery of this plan.
 - (e) ARIC 06/2024 – ARIC Terms of Reference
 - (i) That the Council adopt the revised Audit Risk and Improvement Committee Terms of Reference.

CARRIED

8 REPORTS TO COUNCIL

8.1 Correspondence Incoming and Outgoing - May to June 2024

This report was for information only.

8.2 Moira Foodshare



This report was for information only.

8.3 Mayor and Councillor allowances - 2023-24

Resolved OCM 131/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Sarah McNaught

That the Council

1. adopt the following Mayoral and Councillor allowances effective from 1 July 2024
 - (a) Councillor allowance \$13,520
 - (b) Mayoral allowance \$29,500

CARRIED

8.4 Rural and Regional Summit and Country Mayors Meeting Outcomes

This report was for information only.

8.5 Barooga Aquatic Centre - Quarterly Report - MOU

This report was for information only.

8.6 Governance Framework

Resolved OCM 132/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Sarah McNaught

That Council adopt the Governance Framework as presented.

CARRIED

8.7 Renewable Energy Community Benefit Framework

Resolved OCM 133/24



Moved: Deputy Mayor Carly Marriott

Seconded: Cr Sarah McNaught

That Council adopt the Renewable Energy Community Benefit Framework as presented

CARRIED

8.8 Sustainability Report

Resolved OCM 134/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council:

- receive and note the project proposal and business case, and the project plan as presented to the Council, and
- agree that the CEO should continue on this path, noting the required time to do so.

CARRIED

Mr Andrew Fletcher, Director Strategic Planning and Development, left the meeting at 9:58 AM

8.9 Acting CEO during CEO Leave

Resolved OCM 135/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That Council Director Strategic Planning and Development, Andrew Fletcher act as the CEO for the CEO's already approved leave period from 22 July 2024 through to and including 5 August 2024.

CARRIED

8.10 Asset Management Policy

Resolved OCM 136/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That Council:

1. adopt as a draft the Asset Management Policy attached to this report,



2. place the draft policy on public exhibition and invite submissions for a period ending 19 July 2024 and
3. consider the draft policy and any submissions received at its ordinary meeting scheduled to be held on 21 August 2024.

CARRIED

8.11 Land Acquisition and Disposal Policy

Resolved OCM 137/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That the Council adopt the Land Acquisition and Disposal Policy attached to this report.

CARRIED

8.12 Leasing and Licencing of Council Property Policy

Resolved OCM 138/24

Moved: Cr Renee Paine

Seconded: Cr Sarah McNaught

That Council adopt the Leasing and Licencing of Council Property Policy attached to this report.

CARRIED

8.13 Rural Doctors Network NSW - Bush Bursary

Resolved OCM 139/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council:

1. defer participation in the NSW Rural Doctors Network (RDN) Bush Bursary program for 2024 and
2. direct the CEO to determine staff time and other expenses of the program and if required based on a Council decision, nominate a staff member/position (at an additional cost) for participation in the 2025 placement.

CARRIED



8.14 Draft Integrated Plans

Resolved OCM 140/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That Council:

1. Adopt the following plans and strategies and policy:

- Reviewed the Asset Management Strategy 2023 – 2033
- Reviewed the Workforce Development Plan 2022 – 2026
- Long-Term Financial Plan 2024 – 2034
- Delivery Program 2024 – 2028
- Annual Operational Plan 2024 – 2025
- Schedule of Fees and Charges included in the Annual Operational Plan 2024 – 2025
- Statement of Revenue Policy included in the Annual Operational Plan 2024 – 2025

CARRIED

8.15 Development Determinations for Month of May 2024

Resolved OCM 141/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council receive and note this report.

CARRIED

8.16 CEO Annual Performance Review

Resolved OCM 142/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council establish the CEO Performance Review Panel to consist of Mayor Julia Cornwell McKean and Cr Carly Marriott to undertake the CEO's Annual Performance Review and make recommendations to Council's July Ordinary meeting.

CARRIED



8.17 Confirmation of designated persons

Resolved OCM 143/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council formally identify the following positions and occupants as designated persons as defined in the Berrigan Shire Council Code of Conduct

| | |
|--|----------------------|
| Chief Executive Officer | Karina Ewer |
| Deputy Chief Executive Officer | Matthew Hansen |
| Director Infrastructure | Gary George |
| Director Strategic Planning and Development | Andrew Fletcher |
| Director Corporate Services | Tahlia Fry |
| Enterprise Risk Manager | Michelle Koopman |
| Finance Manager | Genevieve Taylor |
| IT Project Manager | Harin Perera |
| Assets and Engineering Manager | Ramesh Shrestha |
| Operations Manager - Transport | Darron Freund |
| Manager Sustainability | Vageesh Nonavinakere |
| Assets and Engineering Manager | Ramesh Shrestha |
| Biosecurity and Compliance Coordinator | Matt Wooden |
| Building and Planning Manager | Sarah Griffith |
| Building Surveyor (Contract) | Michael Foley |
| Town Planner | Noureen Wajid |
| Building Surveyor/Facilities Maintenance | Chris Koschel |
| Trainee Building Surveyor/Facilities Maintenance | Josh Allen |
| Noxious Weeds and Public Safety Officer | Brendan Toll |
| Audit Risk and Improvement Committee member | Linda McRae |
| Audit Risk and Improvement Committee member | Angela Urquhart |
| Audit Risk and Improvement Committee member | Todd Bentley |



| | |
|--|--|
| | |
|--|--|

CARRIED

8.19 Rates Resolution 2024-2025

Resolved OCM 144/24

Moved: Cr Renee Paine

Seconded: Cr Sarah McNaught

That Council make and levy the Rates and Charges for 2024 – 2025 as set out below.

That Berrigan Shire Council will make and levy the following Ad Valorem amounts as the ordinary rate for the period 1 July 2024 to 30 June 2025 as presented and in accordance with Sections 534, 535, 536, 537 and 543 of the *Local Government Act 1993*.

| Category -Sub Category | Name of the Rate | Ad Valorem |
|----------------------------------|----------------------------------|------------|
| Farmland | | |
| Farmland - Barooga | Farmland - Barooga | 0.0014434 |
| Farmland - Berrigan | Farmland - Berrigan | 0.0014434 |
| Farmland - Finley | Farmland - Finley | 0.0014434 |
| Farmland - Tocumwal | Farmland - Tocumwal | 0.0014434 |
| Farmland – Gravel Pits | Farmland – Gravel Pits | 0.0014434 |
| Residential | | |
| Residential - Barooga | Residential - Barooga | 0.006302 |
| Residential - Berrigan | Residential - Berrigan | 0.024486 |
| Residential - Finley | Residential - Finley | 0.017822 |
| Residential - Tocumwal | Residential - Tocumwal | 0.005959 |
| Residential Riverland - Barooga | Residential Riverland - Barooga | 0.0050703 |
| Residential Riverland - Tocumwal | Residential Riverland - Tocumwal | 0.0050703 |
| Residential Rural - Barooga | Res Rural - Barooga | 0.003207 |
| Residential Rural - Berrigan | Res Rural - Berrigan | 0.003207 |
| Residential Rural - Finley | Res Rural - Finley | 0.003207 |
| Residential Rural - Tocumwal | Res Rural - Tocumwal | 0.003207 |
| Business | | |
| Business Hospitality - Barooga | Business Hosp - Barooga | 0.006302 |



| | | |
|---------------------------------|--------------------------------|-----------|
| Business Hospitality - Berrigan | Business Hosp - Berrigan | 0.024486 |
| Business Hospitality - Finley | Business Hosp - Finley | 0.017822 |
| Business Hospitality - Tocumwal | Business Hosp - Tocumwal | 0.005959 |
| Business Industrial - Barooga | Business Ind - Barooga | 0.005945 |
| Business Industrial - Berrigan | Business Ind - Berrigan | 0.024486 |
| Business Industrial - Finley | Business Ind - Finley | 0.017822 |
| Business Industrial - Tocumwal | Business Ind - Tocumwal | 0.005959 |
| Business Ordinary - Barooga | Business Ord - Barooga | 0.006302 |
| Business Ordinary - Berrigan | Business Ord - Berrigan | 0.024486 |
| Business Ordinary - Finley | Business Ord - Finley | 0.017822 |
| Business Ordinary - Tocumwal | Business Ord - Tocumwal | 0.005959 |
| Business Rural - Barooga | Business Rural - Barooga | 0.006302 |
| Business Rural - Berrigan | Business Rural - Berrigan | 0.024486 |
| Business Rural - Finley | Business Rural - Finley | 0.017822 |
| Business Rural - Tocumwal | Business Rural - Tocumwal | 0.005959 |
| Business Alt Energy - Barooga | Business Alt Energy - Barooga | 0.0105982 |
| Business Alt Energy - Berrigan | Business Alt Energy - Berrigan | 0.0105982 |
| Business Alt Energy - Finley | Business Alt Energy - Finley | 0.0105982 |
| Business Alt Energy - Tocumwal | Business Alt Energy - Tocumwal | 0.0105982 |
| Mining | | |
| Mining - Barooga | Mining - Barooga | 0.006302 |
| Mining – Berrigan | Mining – Berrigan | 0.024486 |
| Mining – Finley | Mining – Finley | 0.017822 |
| Mining – Tocumwal | Mining – Tocumwal | 0.005959 |

Domestic Waste Management and Non-Residential Waste Management

That Berrigan Shire Council will make and levy the following charges for the period 1 July 2024 to 30 June 2025 to meet the costs associated with the collection, disposal and recycling of waste in accordance with Sections 496, 501, 504 and 543 of the *Local Government Act 1993*.

| Waste collection service type | Name of the Charge | Charge per standard service \$ |
|-------------------------------|--------------------|-----------------------------------|
|-------------------------------|--------------------|-----------------------------------|



| | | |
|---|---|----------|
| Domestic Waste Management (s496) | | |
| Domestic Waste - Collected | Domestic Waste – Collected - Charge | \$494.00 |
| Domestic Waste - Uncollected | Domestic Waste – Uncollected - Charge | \$72.00 |
| Domestic Waste – Collected – Additional | Domestic Waste – Collected Charge – Add | \$231.00 |
| Non-Residential Waste Management (s501) | | |
| 1 240l Green Bin, 1 x 240l Garbage Bin & 1 x 240l Recycling Bin | Business Garbage | \$593.00 |
| Additional Garbage Collected Charge | Business - Garbage Collected - Add | \$214.00 |
| Additional Recycling Collected Charge | Business - Recycling Collected - Add | \$214.00 |
| Additional Green Waste Collected Charge | Business - Green Waste Collected - Add | \$277.00 |

Water and Sewage Charges

That Berrigan Shire Council will make and levy the following water charges for the period 1 July 2024 to 30 June 2025 in accordance with Sections 501, 502, 543, 552 of the *Local Government Act 1993*, as well as reflecting the requirements of the Council of Australian Governments through NSW Water, Supply Sewerage and Trade Waste Pricing Guidelines.

| Water Access Charge (s501) | Name of the Charge | Annual Access Charge \$ |
|------------------------------|---------------------|----------------------------|
| Access Charge – Rateable | Water Access Charge | \$631.00 |
| Access Charge – Non-rateable | Water Access Charge | \$631.00 |

| Water Consumption Charge (s502) | Name of the Charge | Per kilolitre \$ | | |
|---------------------------------|--------------------|---------------------|--------------------|-----------------|
| Barooga, Berrigan and Finley | | Restriction Level 4 | Other restrictions | No Restrictions |



| | | | | |
|------------|--|------------------------|-----------------------|--------------------|
| Treated | Water Consumption Barooga Berrigan Finley - Treated | 1.55 | 1.10 | 1.00 |
| Unfiltered | Water Consumption Barooga Berrigan Finley - Unfiltered | 0.77 | 0.55 | 0.50 |
| Tocumwal | | Restriction Level 4 | Other restrictions | No Restrictions |
| Treated | Water Consumption Tocumwal - Treated | 1.03 | 0.73 | 0.66 |

| Sewer Charges | Name of the Charge | Annual Charge \$ |
|--------------------------------------|----------------------------------|------------------------|
| Sewer Supply Charge (s501) | | |
| Sewer Supply Charge - Barooga | Sewer Supply Charge | \$649.00 |
| Sewer Supply Charge - Berrigan | Sewer Supply Charge | \$649.00 |
| Sewer Supply Charge - Finley | Sewer Supply Charge | \$649.00 |
| Sewer Supply Charge – Tocumwal | Sewer Supply Charge | \$649.00 |
| Sewer Pedestal Charge (s502) | | |
| Sewer Pedestal Charge – Non-rateable | Sewer Pedestal Charge | \$138.00 |
| Sewer Pedestal Charge –Rateable | Sewer Pedestal Charge | \$138.00 |
| Sewer Maintenance Charge | | |
| On-site Sewer Maintenance Charge | On-site Sewer Maintenance Charge | \$181.00 |

Stormwater Charges

That Berrigan Shire Council will make and levy the following stormwater management service charges for the period 1 July 2024 to July 2025 in accordance with Sections 496A and 543 of the *Local Government Act 1993* and clauses 125A and 125AA of the *Local Government (General) Regulation 2005*.

| Stormwater Management Service Charge (s496A and s501) | Name of the Charge | Annual Charge \$ |
|--|-------------------------------|------------------------|
| Stormwater Management Service Charge – Urban Property | Stormwater Management Service | 25.00 |



| | | |
|--|-------------------------------|-------|
| Stormwater Management Service Charge – Urban Strata Property | Stormwater Management Service | 12.50 |
|--|-------------------------------|-------|

Developer Concessions

That land in the table below will be exempt from annual water and sewer charges for the period 1 July 2024 to 30 June 2025 or until sold, leased, rented or otherwise occupied during this period.

| Assessment No. | Address | Description |
|--------------------|--------------------------|---------------|
| 01442-00000000-000 | 30 Lewis Crescent Finley | L34 DP1281778 |
| 01445-00000000-000 | 45 Lewis Crescent Finley | L37 DP1281778 |

CARRIED

8.20 Finance - Accounts

Resolved OCM 145/24

Moved: Cr Sarah McNaught

Seconded: Deputy Mayor Carly Marriott

That Council:

- a) receive the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 May 2024,
- b) confirm the accounts paid as per Warrant No. 05/24 totaling \$4,124,475.46 and
- c) note the report on investments attached.

CARRIED

8.21 Council Action List Report

Resolved OCM 146/24

Moved: Cr Renee Paine

Seconded: Cr Sarah McNaught

That Council receive and note the Council Action List Report.

CARRIED

9 NOTICES OF MOTION/QUESTIONS WITH NOTICE



9.1 Notice of Motion - Green Waste Disposal Vouchers

Resolved OCM 147/24

Moved: Mayor Matthew Hannan

Seconded: Deputy Mayor Carly Marriott

That Council, noting the introduction of a new charge for green waste disposal at Council's waste management facilities,

1. Direct the Chief Executive Officer to prepare a report for the ordinary Council meeting scheduled to be held on Wednesday, 17 July 2024 considering:
 - (a) The feasibility of implementing a system providing three vouchers per annum for each residential rate assessment in Berrigan Shire. Each voucher would entitle the holder to dispose of one (1) cubic metre of green waste.
 - (b) The likely cost to Council of providing this service, noting it is unlikely all vouchers would be used.

CARRIED

10 CONFIDENTIAL MATTERS

Resolved OCM 148/24

Moved: Cr Renee Paine

Seconded: Deputy Mayor Carly Marriott

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 Underpayment of Staff - Update

This matter is considered to be confidential under Section 10A(2) - (a) and (g) 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) and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

CARRIED



The Mayor read out the following motion resolved in the closed meeting

That Council receive and note the report provided and request a report to the July Ordinary meeting of the finalised amounts.

11 MOTIONS WITHOUT NOTICE/QUESTIONS WITHOUT NOTICE

Resolved OCM 149/24

Moved: Cr Renee Paine

Seconded: Deputy Mayor Carly Marriott

11.1 Ordinary Council meeting - August

CARRIED

Recommendation

That Council schedule its Ordinary Meeting for August for Wednesday, 7 August 2024 commencing at 9.15 AM

12 COUNCILLOR REPORTS

12.1 Mayor's Report

Resolved OCM 150/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That the Mayor's Report be received.

CARRIED

12.2 Verbal Reports from Delegates

Cr Marriott – Attended a meeting regarding drainage at Tocumwal

Cr Paine – NIL

Cr Hannan – NIL

Cr McNaught - NIL



12.3 Suspend standing orders

Motion

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Sarah McNaught

That Council suspend standing orders to postpone consideration of Item 8.18 until the return to the meeting of the Director Strategic Planning and Development.

Standing orders recommenced at 10:59 AM. Mr Andrew Fletcher returned to the meeting at 11:00 AM

8.18 Development Application 92-24-DA-DM - Electricity Generating Facility

Resolved OCM 151/24

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Renee Paine

That Council resolves to APPROVE Development Application No 92-24-DA-DM for an electricity generating works (solar farm) and battery energy storage system at 118 Silo Road, Tocumwal as the proposal complies with Section 4.16(1)(a) of the *Environmental Planning and Assessment Act 1979*, Berrigan Local Environment Plan and Berrigan Development Control Plan subject to the draft conditions of consent attached to this report as Attachment A.

In Favour: Cr Matthew Hannan, Cr Carly Marriott, Cr Julia Cornwell McKean, Cr Sarah McNaught and Cr Renee Paine

Against: Nil

CARRIED 5/0CARRIED

13 CONCLUSION OF MEETING

The next Ordinary Council Meeting will be held on 17 July 2024 from 9:00am in the Council Chambers, 56 Chanter Street, Berrigan.

There being no further business the Mayor closed the meeting at 11.05 AM