



Council Chambers,
BERRIGAN. 2712

Sir/Madam,

The Ordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **17th June, 2015**, when the following business will be submitted:-

9.00AM Public Question Time

COUNCIL MEETING

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

ROWAN PERKINS
GENERAL MANAGER



Council Meeting

Wednesday, 17th June, 2015

BUSINESS PAPER

-
-
1. **APOLOGIES**
 2. **DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST**
 3. **VISITORS ATTENDING MEETING**

9.00 am. Mr Syd Dudley, refurbishment of Finley Hospital

Christine Marshall, Berrigan Real Estate Agent

4. **CONFIRMATION OF MINUTES**
RECOMMENDATION – that the Minutes of the meeting held in the Council Chambers on Wednesday 20th May, 2015 be confirmed.

5.1 FINANCE – ACCOUNTS

AUTHOR: Finance Manager

STRATEGIC OUTCOME: Good government

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

RECOMMENDATION – that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 May 2015, be received and that the accounts paid as per Warrant No. 05/15 totalling \$1,738,931.34 be confirmed.

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Items requiring Council Resolution

REPORT

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 May 2015 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 May 2015.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 May 2015, totalling \$1,738,931.34 and will be submitted for confirmation of payment as per Warrant No. 05/15
- 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 2005, and
 - v. Third Party Investment requirements of the Office of Local Government Circular 06-70.
- e) May has seen an increase in total funds compared to the end of April. This increase is a result of the receipt of the fourth instalment of rates and the Financial Assistance Grant. The settlement of some land sales at the Tocumwal Aerodrome has also had an impact. Receipts have been strong, and there have been no corresponding large capital project payments. .

The cash position is significantly (\$4.9M) better than the same period last year. This general pattern in cash holdings over the year is still comparable however. Total funds held are expected to decrease in June as creditor payments are finalised for the 2014/2015 financial year and entitlements for departing staff are paid out.

Berrigan Shire Council Business Paper, 17th June, 2015

Items requiring Council Resolution

Statement of Bank Balances as at 31 May 2015

Bank Account Reconciliation

| | |
|--|------------------------|
| Cash book balance as at 1 May 2015 | \$ 973,511.06 |
| Receipts for May 2015 | \$ 3,069,100.25 |
| Transfers from NAB at Call Account/Term Deposits Credited Back | \$ - |
| | \$ 4,042,611.31 |

Less Payments Statement No 05/15

| | |
|---|------------------------|
| Cheque Payments V075513-V075524 | \$ 37,455.22 |
| Electronic Funds Transfer (EFT) payroll | \$ 454,981.15 |
| Electronic Funds Transfer (EFT) Creditors E0021068-E0021344 | \$ 1,214,356.13 |
| Transfers to NAB At Call Account/Term Deposits Invested | \$ - |
| Loan repayments, bank charges, etc | \$ 32,138.84 |
| Total Payments for May 2015 | \$ 1,738,931.34 |
| Cash Book Balance as at 31 May 2015 | \$ 2,303,679.97 |

Bank Statements as at 31 May 2015

| | |
|---|------------------------|
| Plus Outstanding Deposits | \$ 2,336,292.72 |
| Less Outstanding Cheques | \$ 32,612.75 |
| Reconciliation Balance as at 31 May 2015 | \$ 2,303,679.97 |

INVESTMENT REGISTER

| INSTITUTION | DEPOSIT NO. | TERM (days) | RATE | MATURITY DATE | INSTITUTION TOTAL |
|------------------------------|-------------|-------------|-------|---------------|-------------------------|
| National Australia Bank | 01/09 | At Call | 2.60% | | \$ - |
| AMP | 99/13 | 270 | 3.50% | 12/06/2015 | \$ 1,000,000.00 |
| AMP | 111/15 | 180 | 3.30% | 11/08/2015 | \$ 1,000,000.00 |
| Central Murray Credit Union | 104/14 | 365 | 3.25% | 19/03/2016 | \$ 2,000,000.00 |
| Bendigo Bank | 85/11 | 180 | 3.45% | 9/06/2015 | \$ 2,000,000.00 |
| Defence Bank Limited | 102/14 | 270 | 3.20% | 25/12/2015 | \$ 1,000,000.00 |
| Defence Bank Limited | 106/14 | 365 | 3.20% | 1/04/2016 | \$ 1,000,000.00 |
| Hume | 91/12 | 365 | 3.40% | 10/01/2016 | \$ 1,000,000.00 |
| Hume | 87/11 | 365 | 3.40% | 27/01/2016 | \$ 1,000,000.00 |
| Hume | 112/15 | 180 | 3.00% | 8/09/2015 | \$ 1,000,000.00 |
| IMB | 105/14 | 180 | 3.40% | 13/07/2015 | \$ 2,000,000.00 |
| IMB | 113/15 | 180 | 3.00% | 8/09/2015 | \$ 1,000,000.00 |
| Goulburn Murray Credit Union | 101/14 | 90 | 2.75% | 16/08/2015 | \$ 1,000,000.00 |
| Goulburn Murray Credit Union | 103/14 | 270 | 3.50% | 13/09/2015 | \$ 1,000,000.00 |
| NAB | 108/14 | 90 | 2.95% | 10/08/2015 | \$ 1,000,000.00 |
| NAB | 109/14 | 180 | 3.20% | 26/08/2015 | \$ 1,000,000.00 |
| NAB (LIRS LOAN) | 110/15 | 90 | 2.99% | 7/07/2015 | \$ 1,630,000.00 |
| | | | | | \$ 19,630,000.00 |

Total Funds Held at 31 May 2015

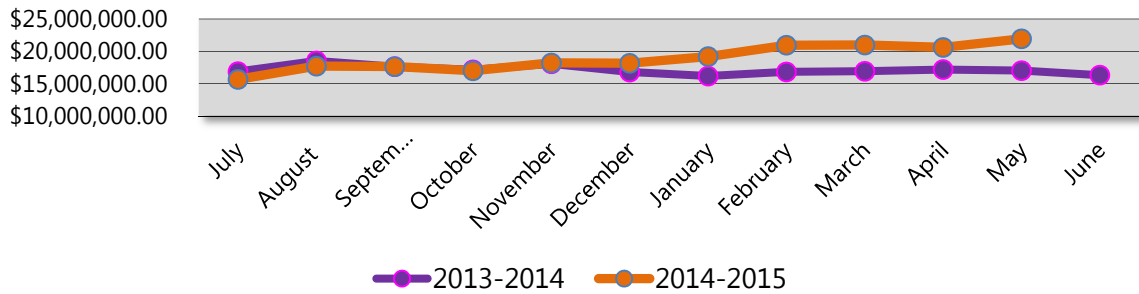
\$21,933,679.97

Carla von Brockhusen - Finance Manager

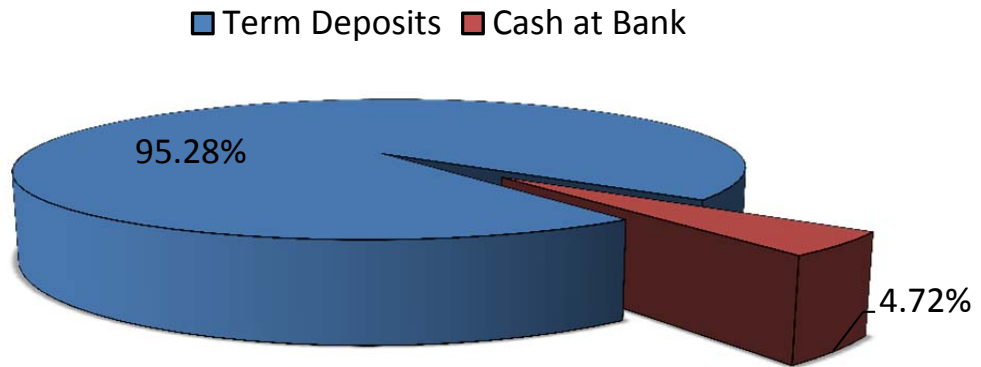
RESOLUTION

Items requiring Council Resolution

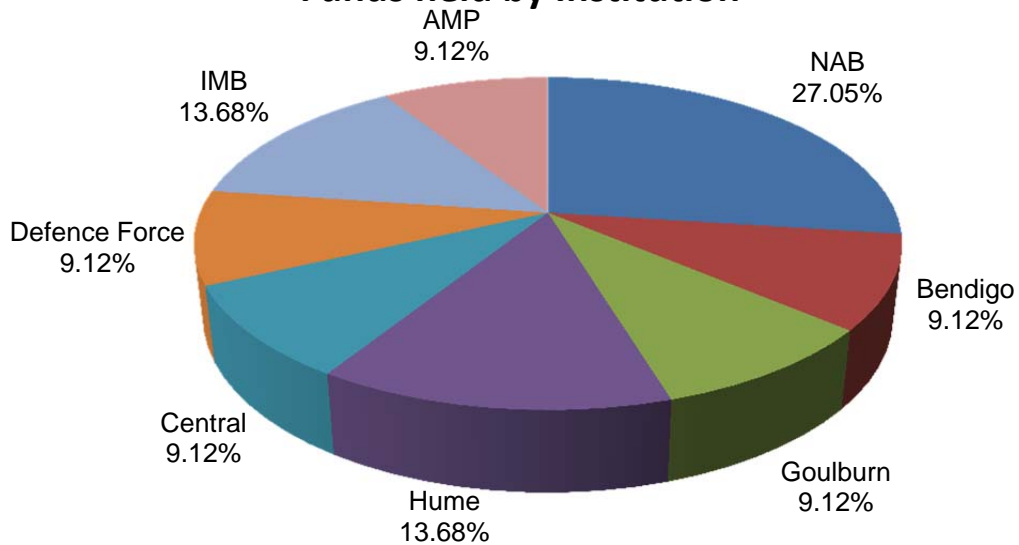
Funds Held at End of Month



Funds held by investment type



Funds held by Institution



RESOLUTION

Berrigan Shire Council Business Paper, 17th June, 2015

Items requiring Council Resolution

Changes in Investment Portfolio for May 2015

| Previous Investment | | | New Investment | | |
|-----------------------------|-------------|---------------|-------------------------------|-------------|---------------|
| Prior Financial Institution | Amount | Interest Rate | Current Financial Institution | Amount | Interest Rate |
| NAB | \$1,000,000 | 3.55% | NAB | \$1,630,000 | 2.95% |
| GMCU | \$1,000,000 | 3.65% | NAB | \$1,000,000 | 2.75% |

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Items requiring Council Resolution

5.2 INTEGRATED PLANS

AUTHOR: Strategic & Social Planning Coordinator

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2023 objective and strategies inform Council planning and community led projects

FILE NO: 04.121.4

- 1) **RECOMMENDATION:** - that the Council having received no public comment or submissions, adopt the following plans and policies
 - a) The reviewed *Delivery Program 2013 – 2017* (Appendix “A”)
 - b) The *Annual Operational Plan 2015 – 2016* (Appendix “B”)
 - c) The *Rating and Revenue Policy 2015 – 2016* (Appendix “C”)
- 2) Re-determine in accordance with Section 333 of the Local Government Act 1993 Council’s Organisation Structure depicted in *Workforce Management Strategy and Action Plan 2013 – 2017* (included in Appendix “D”)
- 3) Adopt the reviewed *Resourcing Strategy 2013 – 2023* (Appendix “E”)

REPORT:

Per the provisions of the *Local Government Act 1993* (s403 – 404) Council at its Ordinary Council Meeting 15th April 2015 endorsed for public exhibition and comment its review its suite of integrated plans:

- a) The *Berrigan Shire Council Resourcing Strategy 2013 – 2023* inclusive of
 - i. The *Berrigan Shire Council Long term Financial Management Plan 2013 – 2023*;
 - ii. The *Berrigan Shire Council Workforce Management Strategy and Action Plan 2013 – 2017*; and the
 - iii. The *Berrigan Shire Council Asset Management Strategy 2013 – 2023*.
- b) The *Berrigan Shire Council Delivery Program 2013 – 2017*;
- c) Council’s draft *Rating and Revenue Policy 2015 – 2016*; and
- d) The Berrigan Shire Council draft *Annual Operational Plan 2015 – 2016* inclusive of Council’s draft *Operational Budget 2015 – 2016* and draft *Annual Fees and Charges 2015 – 2016*

Items requiring Council Resolution

Council's suite of plans was placed on public exhibition for a period of 28 days from the 22nd April, 2015 – 19th May, 2015 and public submissions and comment invited.

Notwithstanding that no public submissions or comment was received there are nonetheless a small number of material and non-material changes.

Changes to Council's *Annual Operational Plan 2015 – 2016* (Appendix "B") include:

- The proposed sale, at the market valuation, of land at Peppertree Road, Barooga the site of the former Keech's Quarry
- A grant from Roads and Maritime Services NSW Safer Roads Program of \$128,568 funding improvements to Lower River Road
- An update of Council's 2014/15 year end budget position and carry forwards

The changes to Council's *Delivery Program 2013 – 2017* (Appendix "A") reflect Council's resolution at its Ordinary Council Meeting 15th April 2015 that the Council include in its 4-year Delivery Program a number of projects proposed by the Finley Memorial Hall Committee, Barooga Botanic Gardens Committee and the Barooga Recreation Reserve Committee.

Changes to Council's reviewed *Resourcing Strategy 2013 – 2023* (Appendix "E") include:

- A review of the *Workforce Management Strategy and Action Plan 2013 – 2017* updating Council's organisational structure reflecting the 1st July, 2015 transfer of Council's HACC Services to Berrigan and Districts Aged Care Association Limited – Amaroo and its review of Council's organisational structure. A review prompted by the resignation of Council's Building Surveyor and Council's decision to employ an additional gardener for Council parks and reserves
- Adjustments to the *Long-term Financial Plan 2013 – 2023* illustrating the flow-on effects of budget changes described in Council's *Annual Operational Plan 2015 – 2016* and its review of the *Workforce Management Strategy and Action Plan 2013 – 2017*

Items requiring Council Resolution

5.3 FIT FOR THE FUTURE – COUNCIL SUBMISSION

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.010.1

RECOMMENDATION: - that the Council convene an extraordinary meeting to be held on Wednesday 24th June 2015 commencing at ?? to consider and order upon its “Fit for the Future” submission

REPORT:

As a part of progressing the Council’s Fit for the Future submission, the Council considered a timetable to have this completed by the closing date of 30th June 2015.

Whilst I don’t believe that they Council ever officially resolve to adopt the timetable, it included reference to the need for an extraordinary Council meeting to be held on 24th June 2015 to finally consider and adopt (with or without modification) a final submission as a part of the Fit for the Future engagement strategy.

Given this position the Council could now resolve to hold such a meeting at an agreed time.

Staff will attend a final template preparation information session at Wagga Wagga on Thursday 11th June 2015.

IPART has also recently released its final assessment methodology.

Whilst the timeframes are extremely tight this means that the Council can complete its submission.

Items requiring Council Resolution

5.4 CHILDREN, YOUNG PEOPLE AND FAMILIES STRATEGY**AUTHOR:** Strategic & Social Planning Coordinator**STRATEGIC OUTCOME:** Supported and engaged communities**STRATEGIC OBJECTIVE:** 3.1 Create safe, friendly and accessible communities**FILE NO:****RECOMMENDATION:** - that the Council

1. Adopt the Children, Young People and Families Strategy and Action Plan 2015 – 2019 (Appendix “F”)

REPORT:

The development of this strategy recognises Council's investment in the future of its communities and the activities that Council undertakes which, support the healthy development of children, young people and the wellbeing of their families.

This strategy clarifies Council's role and the actions it will take to:

- a) 'promote and to provide and plan for the needs of children' (Local Government Act, 1993).
- b) Build communities that are home to more families and young people (Berrigan Shire 2023 Strategic Action and BSC Delivery Program 2013 – 2017 Strategic Objective 3.1.1) .

The strategy is informed by a literature review of the policy context for the planning and delivery of services to children and young people, a demographic profile of Council's communities, and a community survey which elicited comment from respondents on:

1. Council service levels; and in the context of the broader service system on issues related to
2. Access to social support services; and
3. The support needed by families balancing work and family commitments.

As the final strategy to be completed in Council's 4-year *Delivery Program* Strategic Objective *Supported and Engaged Communities* it complements and is informed by Council's

Items requiring Council Resolution

- *Corporate Services Asset Management Plan 2011*
- *Ageing and Liveability Strategy and Action Plan 2013 - 2017*
- *Library Services Strategy and Action Plan 2014 – 2018; and*
- *Economic Development Strategy 2013 – 2017*

It also completes what is a whole-of-life course and strategic response by Council to supporting and engaging our communities in the achievement of our community's *Berrigan Shire 2023 Vision* that

In 2023 we will be recognized 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

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Items requiring Council Resolution

5.5 INQUIRY INTO LOCAL GOVERNMENT IN NEW SOUTH WALES**AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.3 Strengthen strategic relationships and partnerships with community, business and government**FILE NO:** 13.010.1**RECOMMENDATION:** - the direction of the Council is sought

REPORT:

The NSW Legislative Council is conducting an inquiry into local government in NSW. The Inquiry is apparently in response to the Legislative Council's concerns with the "Fit for the Future" program.

The Legislative Council's General Purpose Standing Committee No. 6 is conducting the Inquiry and has called for submissions in relation to it by Sunday 5th July 2015.

Staff are seeking direction as to whether the Council wishes to make a submission to the Inquiry.

The Inquiry terms of reference are set out below and relevant points that could form the basis of any submission are included under each point. The only concern in making a submission is the capacity to do so given the focus on finalizing the Council's "Fit for the Future" submission by 30th June 2015.

Terms of Reference

1. That General Purpose Standing Committee No. 6 inquire into and report on local government in New South Wales and in particular:

(a) the New South Wales Government's 'Fit for the Future' reform agenda,

- Unnecessarily short time frames for such a significant decision
- Short time frames impacted by only recent release of fillable template and IPART assessment methodology
- Apparent use by IPART of ILGRP recommendations as the benchmark rather than consideration of the status quo.

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Items requiring Council Resolution

(b) the financial sustainability of the local government sector in New South Wales, including the measures used to benchmark local government as against the measures used to benchmark State and Federal Government in Australia,

- Use of “Councils losing \$1m per day” when the government knew that this was the result of accounting treatment of cessation of prepayment of Financial Assistance Grants
- The removal of rate pegging not recommended in ILGRP despite panel viewing it as inappropriate as “it would not be not accepted by government” – independent?

(c) the performance criteria and associated benchmark values used to assess local authorities in New South Wales,

- The use of the own source revenue measure and both its exclusions and the fact that it is set at a level that most existing or merged Council will never achieve. 55% is the national average.
- Could the NSW Government achieve this measure?
- The OSR measure purports to show that a Council receiving a large grant is less sustainable – i.e. BSC and Fixing Country Roads – so the Council is somehow less sustainable if it receives a grant for works that ratepayers would otherwise have to fund.
- Measures should include water and sewer – no valid reason provided for exclusion
- FAG is a stable, secure income source and should be treated as such – not an “opportunistic grant” like other funding programs – should be “own source revenue” for all Councils
- “Operating cost per head” is a poor measure of efficiency. Councils with static, declining populations punished for not downgrading services
- Strategic capacity and its elements are poorly defined in all material

(d) the scale of local councils in New South Wales,

- There is no one size fits all.

(e) the role of the Independent Pricing and Regulatory Tribunal (IPART) in reviewing the future of local government in New South Wales, assisted by a South Australian commercial consultant,

- This is a role that should have been undertaken by a independent expert group as originally proposed not a body principally based in economics with one imported expert member from another State

(f) the appropriateness of the deadline for ‘Fit for the Future’ proposals,

Items requiring Council Resolution

- Originally reasonable timeframes have been severely impacted by late delivery of fillable templates, appointment of IPART as the “expert panel” and IPART’s assessment methodology
- (g) costs and benefits of amalgamations for local residents and businesses,
- (h) evidence of the impact of forced mergers on council rates drawing from the recent Queensland experience and other forced amalgamation episodes,
- Council-commissioned research shows radical changes in rating burden
 - Impact of Minister’s statement that he “didn’t want to see rate increases in FTFF proposals” – prevents Councils from taking a realistic approach to sustainability
 - Mergers in other state in rural areas have demonstrably not improved sustainability ie Tasmania and western Victoria.
- (i) evidence of the impact of forced mergers on local infrastructure investment and maintenance,
- Funds will flow from sustainable Councils to unsustainable Councils to equalize service standards.
- (j) evidence of the impact of forced mergers on municipal employment, including aggregate redundancy costs,
- (k) the known and or likely costs and benefits of amalgamations for local communities,
- (l) the role of co-operative models for local government including the ‘Fit for the Futures’ own Joint Organisations, Strategic Alliances, Regional Organisations of Councils, and other shared service models, such as the Common Service Model,
- ROC’s can deliver what a JO can.
 - JO’s need to be a bottom up development whereby they deliver what is needed locally rather than what is imposed centrally.
- (m) how forced amalgamation will affect the specific needs of regional and rural councils and communities, especially in terms of its impact on local economies,
- n) protecting and delivering democratic structures for local government that ensure it remains close to the people it serves,

Items requiring Council Resolution

- BSC/JSC merger will see significant reduction in representation for JSC

(o) the impact of the 'Fit for the Future' benchmarks and the subsequent IPART performance criteria on councils' current and future rate increases or levels, and

- While reform may not increase rates overall equalization of merged rating structures probably will ie there will be winners and losers

(p) any other related matter.

2. That with the agreement of the committee participating members' travel costs be covered by the committee.

3. That the committee report by Monday 17 August 2015, unless the committee resolves to table at a later date.

Committee membership

The Hon Paul Green MLC Christian Democratic Party

The Hon Lou Amato MLC Liberal Party

The Hon Catherine Cusack MLC Liberal Party

The Hon Scott Farlow MLC Liberal Party

The Hon Peter Primrose Australian Labor Party

Mr David Shoebridge MLC The Greens

The Hon Ernest Wong MLC Australian Labor Party

Chair

Deputy Chair

Items requiring Council Resolution

5.6 OUTDOOR DINING AND STREET TRADING POLICY**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 1.1 Support sustainable use of our natural resources and built landscapes**FILE NO:** 28.167.7**RECOMMENDATION:** That the Council:

- Revoke its policy on Outdoor Dining and Street Trading; and
- Adopt the following policy on Outdoor Dining and Street Trading

1. POLICY STATEMENT

Council is supportive of footpath trading and has developed this policy to encourage its establishment, streamline the approval process and reflect local circumstances.

The benefits of footpath trading areas include:

1. Making our towns more liveable and friendly and adding life to the urban environment;
2. Enhancing social interaction;
3. Boosting trade for retailers; and
4. Adding to our towns' image and lifestyle.

2. PURPOSE

The purpose of this policy is to:

1. Ensure a trafficable throughway on town footpaths for pedestrians including users of wheelchairs and motorised scooters
2. Encourage outdoor dining in the Commercial Business District of the towns of Barooga, Berrigan, Finley and Tocumwal;
3. Facilitate the appropriate use of footpaths and public areas for the purposes of outdoor dining areas and other footpath trading activities

Items requiring Council Resolution

including the use of free standing signage, flags and like items to promote business activity;

4. Facilitate improvement to the street vitality, amenity and economic viability;
5. Provide opportunities for shop owners and residents to benefit from pedestrian circulation; and
6. Set a high standard for public safety and amenity, including cleanliness.

The objectives of this Policy are:

1. The appropriate use of footpaths and public areas for outdoor dining areas and footpath trading activities.
2. Outdoor dining areas and footpath trading activities that contribute positively to the streetscape character.
3. Outdoor dining areas and footpath trading activities that are compatible with other community uses of the public space.
4. Outdoor dining areas and footpath trading activities areas that are safe and accessible for all users.
5. To provide an incentive-based fee structure for business traders to conduct their activity on Council owned or managed land

3. SCOPE

This Policy applies to all retail premises, and food premises within commercial areas that are lawfully operating or that have valid development consent to operate, where it is proposed to use Council's footpaths or public areas to either:

1. establish an outdoor dining area, or
2. carry out footpath trading activities
3. place items on footpath or public areas as promotional items for business trading purposes.

Note: This policy does not apply to outdoor dining areas or footpath trading activities that are carried out on privately owned land.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 1.1.1.3

Items requiring Council Resolution

Process and approve/refuse development applications in accordance with relevant legislation, codes and policies.

5. DEFINITIONS

Commercial Business District. the area where normal retail activity extends in the towns of Barooga, Berrigan, Finley and Tocumwal.

Consent Authority means Berrigan Shire Council.

Food Premises means the café, restaurant or take away food shop to which the footpath/plaza/public area restaurant will be annexed.

Footpath means the part of a road that is set aside or formed as a path or way for pedestrian traffic.

Footpath Trading Activity means the display of goods for sale or placing promotional flags or items on Council footpaths or public areas.

Permit means the permit which must be held by the proprietor of the premises if they wish to carry out business operations on Council's footpaths or public areas.

Outdoor Dining Area means an area which is the portion of a café, restaurant, take away food shop or other premises directly in front of the premises and on Council owned land where food is served.

Outdoor Dining on Private Land means a dining establishment that is situated on privately owned land.

Permitted Area means the site of the footpath / plaza / public area for which a permit for commercial activity has been granted.

Renewal Date means the anniversary date of the commencement of the permit. The permit must be renewed every two years before this date.

Third Party Advertising means any advertising other than that which identifies the subject premises itself.

Renewal Date is 31 December. It is the common expiry date for all permit holders.

Rental Fee is that fee nominated in Council's annual fees and charges included in the annual Management Plan referring to Outside Dining Areas and Footpath Trading Activity.

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Items requiring Council Resolution

6. POLICY IMPLEMENTATION

6.1 Administration

The policy is broken down into four sections:

Section 6.1 - Administration.

It is important to read this section. It sets out the intention of the policy, where it applies and where it does not. It also lists some activities that are exempt from the need to apply for a permit.

Section 6.2 - General Conditions.

These apply to all activities undertaken in sections.6.3 and 6.4 and includes the terms of approval permits.

Section 6.3 - Outdoor Dining Areas.

This section defines the criteria for dining on footpaths and public areas under the control of the Council.

Section 6.4 - Footpath Trading Activity.

This section defines the criteria for extending business trading from premises onto footpaths and public areas under the control of the Council. It also includes the use of free standing signage, flags and like items to promote business active.

6.1.1 Obtaining a permit

Council will use this Policy to assess all applications for the commercial use of footpaths or public areas. Before applying for a permit, you should:

1. obtain an application form for either a 'Footpath Trading Activity Permit' or an 'Outdoor Dining Area Permit' from Council;
2. consider how your proposal complies with the objectives of this policy;
3. establish which sections of this Policy apply to your proposal;
4. consider discussing the proposal with Council officers to ensure relevant key matters are identified and addressed;
5. ensure that your application is consistent and complies with the requirements contained within this Policy; and

Items requiring Council Resolution

6. ensure you are providing Council with all the necessary information.

6.1.2 Advertising structures

Outdoor Dining and Footpath Trading is not to be used as a vehicle for increasing advertising to a business's activity. The use of advertising material and signage outside the provisions of this policy will require separate development consent.

6.1.3 Variations and exemptions

Variations to the controls and requirements of this Policy may be permissible if, in the opinion of the Council, the objectives of the Policy have been met. A written statement and any other supporting information that details how this has been achieved must be included with the application.

Community organised events, such as street stalls and raffles, and special one-off celebrations are not required to lodge an application for approval, provided businesses comply with the criteria set out in this policy.

Individual businesses are permitted 10 non-consecutive promotional days during each calendar year without the need to lodge an application provided they comply with the criteria set out in this policy.

6.1.4 Application requirements

Applicants are required to complete and submit to Council an application form to conduct activities covered by this policy. If approved a time limited permit will be issued for the activity. Application forms are available from Council's Customer Service Staff or downloadable from the Council Website.

6.1.5 Required information with an application

Applications must be made on the standard **Applications Form ENV042** and include a sketch indicating:

1. the street;
2. your property;
3. your neighbour's property;
4. distance from the boundary line to the kerb & gutter;
5. distance from the boundary line to any awning posts;
6. areas (with dimension) of the footpath to be occupied;

Items requiring Council Resolution

7. location of any street furniture to be included in the area e.g.: planter boxes & chairs and table;
8. details of any signs or flags; and
9. details of the design and colour of the outdoor furniture proposed, including photographs.

6.1.6 Renewal

The permit must be renewed every two years before the arrival of the renewal date. It is the permit holder's responsibility to ensure the renewal of the permit before the arrival of the renewal date. If the renewal is not made by this date, the activity is to cease until the permit is re-approved.

Permits are issued to business proprietors and are not transferable. Any new proprietor will need to make a new application and provide an new indemnity for the Council.

6.1.7 Development Application form

The development application form does not form part of this policy and may be changed from time to time.

6.2 General considerations

6.2.1 Hours of operation and noise impacts

The hours of operation will generally be the same as the hours approved under the development consent for the premises unless a lesser period is determined due to environmental considerations.

An application for an outdoor dining area or footpath trading activity will not be approved under this Policy if the proposal is of such a scale that the noise generated will have a significantly adverse effect upon nearby residential properties.

6.2.2 Insurance

Proprietors of the premises must maintain no less than \$20m public liability insurance cover for use of the footpath area throughout the permit period.

Proprietors must provide the Council with an indemnity covering activities related to their use of the footpath area.

6.2.3 Conduct of patrons

Items requiring Council Resolution

The appropriate conduct of patrons is the responsibility of the permit holder.

6.2.4 Work on Council footpaths and public areas

Permit holders cannot claim for any loss of income or refund of permit fees as a result of works carried out by Council or other Service Providers on Council owned footpaths and public areas.

6.2.5 Rental fees

Application and Rental Fees to conduct business or place items on Council Owned or managed land will be charged in accordance with Council's current Fees and Charges Register, which is reviewed by Council on an annual basis.

6.2.6 Modification or early termination

Council may terminate or cancel a permit to use a footpath, plaza or public area or have the agreed conditions of the permit modified at any time in order to maintain optimal pedestrian movement patterns or preserve the amenity of the area. Council may also terminate a permit at any time if all or part of the permit area is required for road construction.

Reasonable notice shall be given in the event this clause needs to be applied.

The Council can only advise permit holders of any proposed work under its control. Other service providers have authority to undertake work on footpaths and the like without seeking approval from permit holders or the Council

6.2.7 Breaches

Council may terminate a permit for breaches of the agreed conditions of the permit or the requirements of this policy. Repeated breaches will result in termination of the permit agreement. Breaches of the permit include but are not limited to:

1. non-payment of rental fee, if any
2. encroachment beyond permitted outdoor dining area and footpath activity area;
3. non-compliance with the approved permit and the controls set out in this Policy;
4. not cleaning dining areas on a daily basis.

6.2.8 Other requirements

RESOLUTION

Items requiring Council Resolution

Nothing in this policy is designed to modify or lessen any requirements of business owners or the Council under any State or Federal legislation or other Council policy

6.3 Outdoor dining areas

6.3.1 Suitable locations

Outdoor Dining Areas should be located on a suitably constructed surface that is sufficiently level to allow for the safe use of the furniture and can support a layout that adequately meets the other requirements of this policy;

1. Location should be consistent with any other outdoor dining area at an adjoining premises;
2. A minimum straight unobstructed footpath width of 2.0 metres located between the premises and the kerb and gutter is to be maintained;
3. Outdoor Dining Areas must be located so as not to interfere with car parking and vehicular movement;
4. Outdoor Dining Areas must be located as to protect the safety of diners and pedestrians
5. Furniture must not be placed within 0.8 metres of any accessible parking space;
6. Outdoor Dining Areas must be located directly in front of the premise to which it relates;
7. Either non-disposable eating utensils are provided in the outdoor dining area of the premises, or appropriate receptacles for the collection of disposable eating utensils need to be provided; and
8. No furniture shall be located within 3.0 metres of any road corner, bus stop or taxi stand.

6.3.2 Furniture

Outdoor furniture to be used by an establishment must be approved by Council and should adhere to the following guidelines:

1. Outdoor furniture must be commercial grade and of adequate strength and durability to withstand most external weather conditions and outdoor commercial use. Powder-coated, polished aluminium, brushed or stainless steel, natural or painted timber are preferred. Domestic style furniture is not permitted as it is not generally considered to be

Items requiring Council Resolution

high quality, aesthetically pleasing or durable.

2. All furniture must be of a high aesthetic quality that enhances the existing streetscape. The Council shall be the assessor of the aesthetic suitability of furnishings.
3. Furniture for all establishments and surrounds are to be kept in a clean, hygienic and safe condition at all times.
4. Umbrellas are to be securely stabilised. Penetrations into the footpath are prohibited. Umbrellas should not protrude into the roadway or pedestrian thoroughfare.
5. All furnishings are the responsibility of the proprietor,

All furnishings are to be removed from the public domain and stored elsewhere outside of trading hours.

6.3.3 Heating structures

Any proposal to use heating structures within outdoor dining areas will be assessed on merit with consideration given to footpath width, type, number and location of heating structures proposed. Particular attention will be given to the safety of the diners and the public.

Note: All gas heating structures must adhere to *Australian Standard 4565 – Radiant Gas Heaters for Outdoor and Non-residential Indoor Use*

6.3.4 Lighting

Any outdoor dining area licensed to operate outside daylight hours must be adequately lit to ensure the safety and amenity of patrons and the general public. Lighting of any outdoor dining area must be in the form of down lights or the like which need to be:

1. directed away from the roadway;
2. contained to the outdoor dining area only; and
3. turned off outside the operating hours of the premises.
4. Existing under awning lighting may suffice

6.3.5 Advertising and signage

Items requiring Council Resolution

Advertising on outdoor dining furniture or footpath trading activities that is associated with the café/restaurant or retail premises is permitted by Council in accordance with the following guidelines:

1. The third party advertising of one advertiser only may appear on the furnishings of the area. It should dominate the appearance of every piece of furniture that it appears on. (e.g. coffee advertising on barrier walls). Specifically barriers, signs, banners etc. should be used as billboards for third party advertisements or notices.
2. Details of third party advertising on outdoor dining furnishings must be submitted to Council with the application for a permit.

6.3.6 Planter boxes

Planter Box styles proposed for use within outdoor dining areas will be assessed by Council on merit with consideration given to footpath width, type and location of the planter boxes proposed. Planter boxes:

1. must be located within the permit area;
2. must be located so as not to obstruct pedestrian flow;
3. must be kept maintained and cleaned of litter;
4. cannot carry advertising; and
5. Council reserves the right to order the removal of planter boxes that are not properly maintained.

6.3.7 Permanent structures

In some cases, the applicant may wish to undertake streetscape works to accommodate an outdoor dining area. Such works may include street tree planting, landscaping, pedestrian lighting etc. Any such work requires a specific approval by the Council and lodgement of a development application.

These structures are outside the provisions of this policy and require separate development consent and rental agreements with the Council

6.3.8 Amenity, public health and safety

Each permit holder is responsible for the cleanliness and tidiness of the area in front of the premises and the immediate surrounds used for outdoor dining.

1. Tables must be cleaned of food scraps immediately after customers leave. All litter must be swept up and disposed of appropriately.

Items requiring Council Resolution







2. Furniture items must be maintained in a neat, tidy and clean appearance when in use.
3. All furniture must be removed from the footpath/plaza/public area and the area should be swept and stains removed from the footpath on a daily basis at least.
4. Permit holders must comply with any relevant legislation, including the *Food Act 2003* and the *Smoke-free Environment Act 2000*

Note: Debris must not be swept into the gutter. This action constitutes a pollution offence for which penalties may be incurred.

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Items requiring Council Resolution

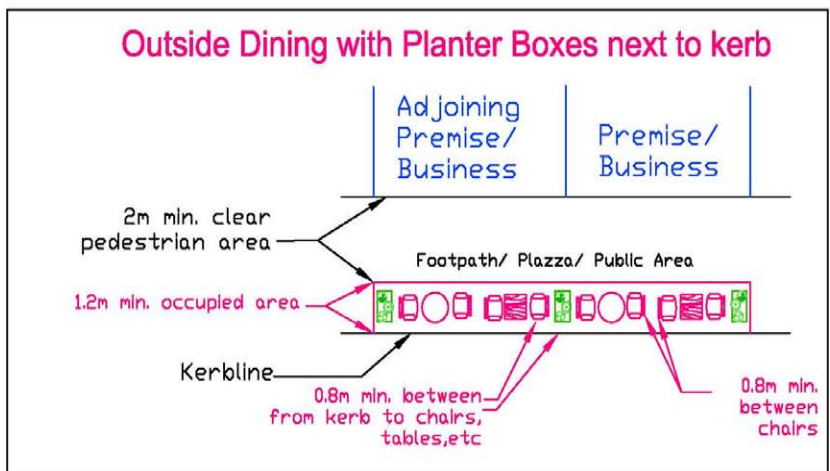
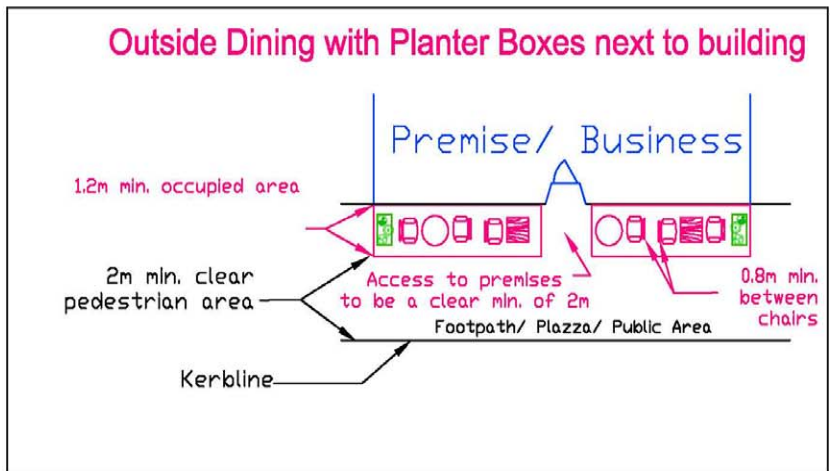
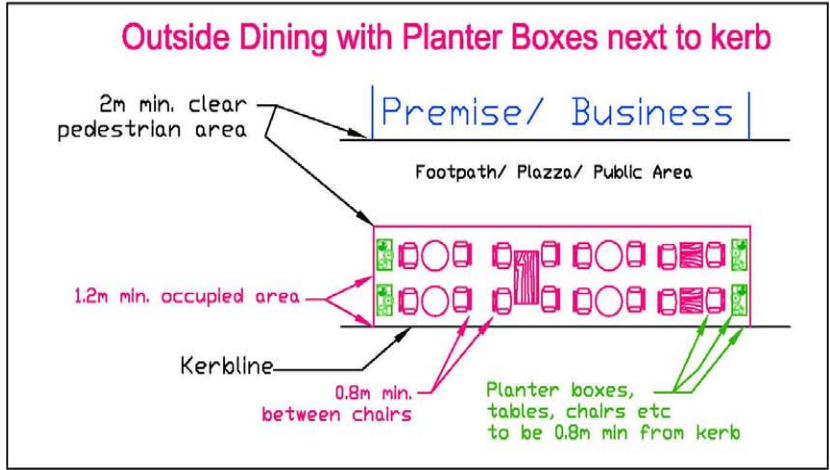
6.3.9 Approved furniture

| Guide for Outdoor furniture components | | | |
|---|--|---|---|
| Permissible | Reason | Prohibited | Reason |
|  | Attractive commercial grade timber. and aluminium Easily removed for storage. Easily maintainable |  | Low grade plastic Intended for domestic purposes. Not easily maintained. Has a poor aesthetic quality |
|  | Commercial grade plastic chair |  | Low-grade plastic Intended for domestic purposes only. Poor aesthetic quality. |
|  | Attractive stainless steel timber combination commercial grade suitable for outdoor use. | | |
|  | Commercial grade stainless steel table. Stackable for easy storage. | | |

RESOLUTION

Items requiring Council Resolution

6.3.10 Typical layouts and plans



RESOLUTION

Items requiring Council Resolution

6.4 Footpath trading

6.4.1 Activity location

The space directly in front of the retail premises is allocated to that shop. Footpath trading activities must be established in accordance with the following guidelines:

1. Footpath trading activities must be located on a safe, stable, hard surface that is sufficiently level to provide adequate stability to display stands.
2. Supervision of trading activities / goods must be possible from the shop.
3. A minimum straight unobstructed footpath width of 2.0 metres located between the premises and the kerb and gutter is required.
4. The location of the footpath trading activity shall be consistent with any footpath trading activity or outdoor dining area at adjoining premises.
5. No footpath trading activity shall be located within 3.0 metres of any road corner, bus stop or taxi stand.
6. The footpath trading activity shall have a depth not greater than 1.2 metres.
7. The footpath trading activity is not to extend beyond the side property boundary of the premises.
8. The footpath trading activity is not to impede access to or egress from the premises.
9. The footpath trading activity is not to create litter, rubbish or other form of degradation of the footpath.
10. Footpath trading activities (including display stands) are to be stabilised to avoid collapse.
11. The lodged application must show the intended location of display stands and structures.
12. All furnishings are to be removed from the public domain and stored elsewhere outside of trading hours

Note: This list is not exhaustive. Council reserves the right to order the removal of any merchandise considered to be a risk to the health and safety

Items requiring Council Resolution

of the public and environment at any time

6.4.2 Display of merchandise

When displaying goods on a footpath:

1. Fresh food must be kept at least 750mm above the footpath.
2. All goods must be displayed on stands, racks or in containers above the level of the footpath, unless goods to be displayed are designed in a manner intended to allow for placement on the ground.
3. No advertising using amplification or persons calling to the public may be undertaken in association with the display of goods.

6.4.3 Display stands

When using display stands on footpath areas to present goods, the following conditions apply:

1. All goods are to be presented on display stands approved by Council.
2. Display stands are to be aesthetically pleasing, durable, well finished, secure and solid-to-ground at the base.
3. Materials and finish of display stands must be weather-resistant. Edges and corners must be finished so as not to cause any injury to a passer-by.
4. All display stands are to be custom made and/or designed for the goods being displayed.

6.4.4 Prohibited merchandise

The following types of merchandise may **not** be displayed on footpaths or public areas:

1. liquor
2. drugs
3. tobacco
4. gases (e.g. Liquid Petroleum Gas [LPG] canisters)
5. corrosives (e.g. car batteries)

Items requiring Council Resolution

6. oxidising materials (e.g. paint stripper)
7. explosives (e.g. boat flares)
8. flammable liquids
9. spray paints
10. freezers containing party/block ice




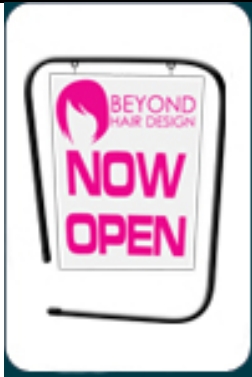

6.4.5 Free-standing signage, flags and the like

When using free standing signage, flags and like items to promote business activities on footpath areas, the following conditions apply:

1. Items are to be aesthetically pleasing, durable, well finished, secure and solid-to-ground at the base
2. Each item may occupy up 0.8m² of surface area on the footpath.
3. The maximum number of items per premises is directly related to shop frontage facing the street. Two items are permitted for every 10m of shop frontage.
4. The maximum number of items per premises is six.
5. A minimum straight unobstructed footpath width of 2.0 metres located between the premises and the kerb and gutter is to be maintained.
6. No item shall be located within 3.0 metres of any road corner, bus stop or taxi stand.
7. All temporary furnishings are to be removed from the public domain and stored elsewhere outside of trading hours.

Items requiring Council Resolution

6.4.6 Examples of approved display

| Trading activity items on footpath | | | |
|--|--|--|--|
| Permissible | Reason | Prohibited | Reason |
|  | Stands are solid to-ground and designed to display the products for which they are being used. |  | The stand is not designed to suit the product and present a risk to public safety. |
|  | A-frame advertising. With the ability to insert different promotional advertising |  | Example of inappropriate Light weight structure |
| | |  | Inappropriate use of advertng signage |

NON-HUTS RESERVE

Items requiring Council Resolution

7. RELATED POLICIES OR STRATEGIES

7.1. Legislation

- *Local Government Act 1993*
- *Environmental Planning & Assessment Act 1979*
- *Roads Act 1993*
- *Food Act 2003*
- *Smoke-free Environment Act 2000*

7.2. Council policies and guidelines

- Berrigan Shire 2023 – Community Strategic Plan
- Berrigan Shire Council Local Environmental Plan
- Berrigan Shire Council Economic Development Plan
- Berrigan Shire Council Risk Management Policy and Framework

REPORT:

In 2009, the Council adopted a policy regulating the use of Council footpaths for use by business and other non-Council organisations for trading purposes. This policy is attached as Appendix “G”.

The purpose of this policy was to:

1. Ensure a trafficable throughway on town footpaths for pedestrians including users of wheelchairs and motorised scooters
2. Encourage outdoor dining in the Commercial Business District of the towns of Barooga, Berrigan, Finley and Tocumwal;
3. Facilitate the appropriate use of footpaths and public areas for the purposes of outdoor dining areas and other footpath trading activities including the use of free standing signage, flags and like items to promote business activity;
4. Facilitate improvement to the street vitality, amenity and economic viability;
5. Provide opportunities for shop owners and residents to benefit from pedestrian circulation; and
6. Set a high standard for public safety and amenity, including cleanliness.

Items requiring Council Resolution

While there were some initial teething problems, in the main the policy has worked quite well in ensuring that the Council's footpaths were used in an appropriate fashion.

The existing policy requires that organisations using the Council's footpath for trading purposes maintain public liability insurance to a value of \$10 million. The Council has received advice from its insurers that it should increase this requirement to \$20 million.

The revised policy above includes this change – to take effect from the next permit period.

There may be a financial impact on permit holders who may be required to increase their insurance coverage but it is not expected to be significant.

The policy has been re-organised to fit in the Council's new model policy template but there are no other changes of significance.

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Items requiring Council Resolution

**5.7 BAROOGA RECREATION RESERVE -
ELECTRICITY**

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 2.3 Strengthen strategic relationships and
partnerships with community, business
and government

FILE NO: 21.101.2

RECOMMENDATION: that the Council advise the Barooga Recreation Reserve Committee of Management that it is unable to provide financial assistance towards its electricity charges.

REPORT:

The Barooga Recreation Reserve Committee of Management have been making representations to the Council for assistance with their electricity charges.

The Committee wrote the Council in February 2015 (copy of correspondence attached in Appendix "I") and a delegation attended the Corporate Services Committee Meeting in March 2015 (an extract from the minutes is attached in Appendix "I")

The position of the committee is that they have been incorrectly charged for electricity for a period of three years.

The meter at the Barooga Recreation Reserve was replaced with a meter suitable for use with "time-of-use" tariffs, giving the committee access to shoulder and off peak pricing. However, this was not acted on until January 2015.

The Committee believe that if they has been aware of the new meter, then they would have moved to take advantage of access to off-peak pricing and potentially saved up to \$25,000 over the three year period.

The Council contacted Local Government Procurement (the manager of the Council's retail electricity contract) for advice. This advice is attached in Appendix "I" In short, the Recreation Reserve were charged correctly by the retailer (PowerDirect), however they could have requested a change to off-peak. Responsibility for changing the meter lies with Essential Energy.

Items requiring Council Resolution

The Committee followed up with Essential Energy, whose response is attached in Appendix "I". In short, Essential Energy state that while they install the meters, setting tariffs is the responsibility of the retailer (PowerDirect).

In summary,

- Essential Energy installed the meter but is not responsible to setting the tariff
- PowerDirect has correctly charged the committee and is not responsible to telling the customer that a new meter has been installed that would allow off-peak pricing

The Committee's position is that the Council is the body responsible for arranging meter replacements and when the meter at Barooga Recreation Reserve was replaced it should have either changed the tariff immediately or advised the committee so it could change the tariff itself.

In general, Council staff are not involved in meter replacement and are not informed when meters are replaced – the meters are the property of Essential Energy after all. The Council is responsible for over 200 meters and Council staff do not recall ever being consulted by Essential Energy on the replacement of any of them.

Options:

The Council and the Committee have no claim on either Essential Energy or PowerDirect for reimbursement of any of the money that the Committee believe they have been overcharged.

The overcharging to the Committee is in effect a saving that could have been realised, rather than an additional cost to the committee.

The Committee has advised that while it is not currently financially stressed as a result, it is paying off its electricity bill over time. It also advised that it could have used the potential saving of \$25,000 to maintain and improve its facility.

Council staff do not believe that the Council is responsible for the delay in moving to off-peak tariff and there that the Council has no moral obligation to assist the Committee.

That said, the Council could consider an "ex-gratia" payment to the Committee in recognition of the circumstances should it wish.

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Items requiring Council Resolution

5.8 RATES AND CHARGES 2015/16

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

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

FILE NO:

RECOMMENDATION: See below

REPORT:

The various rates and fees & charges are based upon the Council's Integrated Plans that are considered elsewhere in the agenda and also Council's Rating and Revenue Policy.

RATES AND CHARGES

The following rates and charges resolutions will, if adopted, implement the Council's intended rating model to achieve an overall permissible increase to Ordinary Rates income of **2.4%** - as per the Independent Pricing and Regulatory Tribunal (IPART) rate peg.

The increase in annual charges has been set at **3%**, however there has been an additional increase of around 2-3% on Domestic Waste, sewer access and water access charges to fund a contribution towards the Council's overall strategic planning and risk management programs as per Council Resolution

MAKING OF RATES AND CHARGES FOR 2015/2016

The making of rates and charges must be made by resolution of Council, pursuant to *Sections 534 and 535 of the Local Government Act 1993*, as set out below.

GENERAL FUND – Ordinary Rates

In accordance with *Section 535 of the Local Government Act, 1993*, (herein referred to as "the Act"), that pursuant to Section 494 of the Act, **Ordinary Rates** for the following rating categories, **for the 1st July 2015 to the 30th June 2016**, shall now be made by resolution;

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **0.6380 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as:

- **FARMLAND - BAROOGA**

Items requiring Council Resolution

- **FARMLAND - BERRIGAN**
- **FARMLAND - FINLEY**
- **FARMLAND - TOCUMWAL**
- **FARMLAND – GRAVEL PITS**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **0.8251 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area categorised as **RESIDENTIAL**.

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **0.8251 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as:

- **RESIDENTIAL RIVER LAND – BAROOGA**
- **RESIDENTIAL RIVER LAND – TOCUMWAL**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **0.6669 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as:

- **RESIDENTIAL RURAL – BAROOGA**
- **RESIDENTIAL RURAL – BERRIGAN**
- **RESIDENTIAL RURAL – FINLEY**
- **RESIDENTIAL RURAL - TOCUMWAL**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **1.0874 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as **RESIDENTIAL – BAROOGA**.

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **3.5232 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as **RESIDENTIAL – BERRIGAN**.

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **2.9687 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as **RESIDENTIAL – FINLEY**.

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **1.2278 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as **RESIDENTIAL – TOCUMWAL**.

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **1.0874 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as

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Items requiring Council Resolution

- **BUSINESS HOSPITALITY- BAROOGA**
- **BUSINESS INDUSTRIAL – BAROOGA**
- **BUSINESS ORDINARY – BAROOGA**
- **BUSINESS RURAL – BAROOGA**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **3.5232 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as

- **BUSINESS HOSPITALITY- BERRIGAN**
- **BUSINESS INDUSTRIAL – BERRIGAN**
- **BUSINESS ORDINARY – BERRIGAN**
- **BUSINESS RURAL – BERRIGAN**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **2.9687 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as

- **BUSINESS HOSPITALITY- FINLEY**
- **BUSINESS INDUSTRIAL – FINLEY**
- **BUSINESS ORDINARY – FINLEY**
- **BUSINESS RURAL – FINLEY**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate of **1.2278 cents** per dollar of land value on all rateable land within the Berrigan Shire Council local government area sub-categorised as

- **BUSINESS HOSPITALITY- TOCUMWAL**
- **BUSINESS INDUSTRIAL – TOCUMWAL**
- **BUSINESS ORDINARY – TOCUMWAL**
- **BUSINESS RURAL - TOCUMWAL**

IT IS HEREBY RESOLVED – that Council make and levy an Ordinary Rate on all rateable land, as detailed below;

- rateable land sub-categorised as **MINING BAROOGA** on which an Ordinary Rate of **1.0874 cents** per dollar of land value be made and levied; and,
- rateable land sub-categorised as **MINING BERRIGAN** on which an Ordinary Rate of **3.5232 cents** per dollar of land value be made and levied; and,
- rateable land sub-categorised as **MINING FINLEY** on which an Ordinary Rate of **2.9687 cents** per dollar of land value be made and levied; and,

Items requiring Council Resolution

- rateable land sub-categorised as **MINING TOCUMWAL** on which an Ordinary Rate of **1.2278 cents** per dollar of land value be made and levied.

WATER FUND

-Annual Charges

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as "the Act"), that Annual Water Supply charges, pursuant to the provisions of Sections 501 of the Act, **for the 1st July 2015 to 30th June 2016**, shall now be made by resolution;

IT IS HEREBY RESOLVED – pursuant to the provisions of Section 501 of the Act that Council make and levy **Water Access Charges** on all properties in accordance with the **Rating and Revenue Policy 2015/16** (other than the land herein specified in the First Schedule under the conditions given), which is:-

- land that is supplied with water from a water pipe of the Council; or
- land that is situated within 225 meters of a water pipe of the Council, whether the land has frontage or not to the public road (if any) in which the water pipe is laid, even though the land is not actually supplied with water from any water pipe of the Council,

pursuant to,

water being able to be supplied to some part of the land from a standpipe at least 1 metre in height from the ground level, if such a pipe were laid and connected to the Council's main;

under the following criteria:-

-for rateable properties

A compulsory annual fixed charge of **\$497.00** be made and levied for availability to the water supply system (known as the **Water Access Charge**) and levied for each supply to the property or multiples of each charge if the property is deemed to have multiple supplies/connections.

-for non-rateable properties

A compulsory annual fixed charge of **\$497.00** be made and levied for the recovery costs for providing access to the water supply system (known as the **Water Access Charge**) or multiples of each charge if the property is deemed to have multiple supplies/connections.

-Water Supply Special Rate or Charge

In accordance with Section 535 of the Act that a Water Supply Charge pursuant to the provisions of Section 551 of the Act, for the period defined by the relevant meter reading periods/cycles, shall now be made by resolution;

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Items requiring Council Resolution

IT IS HEARBY RESOLVED – that pursuant to Section 552, of the Act that Council make and levy a **Water Restriction Relief Charge**, in accordance with **Council’s Rating and Revenue Polices and 2015/2016 Fees and Charges**, for that amount and the applicable water restriction period shown therein, during the **2015/16** water meter reading cycle year.

WATER CONSUMPTION CHARGES – All Town supplies

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as “the Act”) that a **Water Consumption Charge**, pursuant to the provisions of Section 502 of the Act, for the period defined by the relevant meter reading periods/cycles, shall now be made by resolution;

IT IS HEREBY RESOLVED – that pursuant to Section 502, 539 and 540 of the Act that Council make and levy **Water Consumption Charges**, in accordance with **Council’s 2015/16 Rates and Revenue Policies and 2014/15 Fees and Charges**, based on the appropriate tariff charge per measure, or estimate of measure, and for the applicable water restriction period, as shown therein, during the **2015/16 Reading Cycle Periods 1, 2, 3 and 4**.

SEWER FUND

-Annual Charges

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as “the Act”), that an Annual Charge pursuant to the provisions of Section 501 of the Act, known as the **Sewerage Supply Charge**, for the **1st July 2015 to the 30th June 2016**, shall now be made by resolution;

IT IS HEREBY RESOLVED – that pursuant to the provisions of Section 501 of the Act, that Council make and levy **Sewerage Supply Charges**, for the availability of the service, on each rateable assessment on land within the designated sewerage supply areas, (other than the land herein specified in the First Schedule under the conditions given), as detailed below:

| Sewerage Supply area | Charge |
|-----------------------------|-----------------|
| Barooga | \$501.00 |
| Berrigan | \$501.00 |
| Finley | \$501.00 |
| Tocumwal | \$501.00 |

-Sewerage Pedestal Charge

In accordance with Section 535 of the Act, that a Sewer Charge, pursuant to the provisions of Section 501, 502 and 552, known as the **Sewerage Pedestal Charge**, for **1 July 2015 to 30th June 2016**, shall now be made by resolution;

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Items requiring Council Resolution

IT IS HEREBY RESOLVED – that Council make and levy a **Sewerage Pedestal Charge** as detailed below:

- in Barooga, Berrigan, Finley and Tocumwal rating areas,
- for all non-rateable properties a charge of \$106.00 per cistern/toilet;
- for all rateable properties, for each additional cistern/toilet in excess of two (2), a charge of \$106.00.

-Sewer Maintenance Charge

In accordance with Section 535 of the Act that a Sewer Charge, pursuant to the provisions of Section 501 and 552 of the Act, known as the **On-Site Sewer Maintenance Charge**, for the **1st July, 2015 to the 30th June 2016**, shall now be made by resolution;

IT IS HEREBY RESOLVED – that Council make and levy a charge on each rateable assessment meeting criteria as stipulated in Council's Rating and Revenue Policy, as detailed below:

| Name of Charge | Charge |
|---|----------------|
| On-Site Sewer Maintenance Charge | \$93.00 |

FIRST SCHEDULE – Developer Concessions

That land hereunder will be exempt from Annual Water and Sewer Charges for the period **1st July, 2015 to 30th June, 2016**, or until sold, leased, rented or otherwise occupied during this period:

| <u>Assessment Number</u> | <u>DESCRIPTION</u> | <u>ADDRESS</u> |
|---------------------------------|---------------------------|----------------------------------|
| 00121-00000000-000 | 542//DP1107605 | 3 BUSHLANDS ROAD TOCUMWAL NSW |
| 00442-00000000-000 | 18//DP1077717 | LOT 18 FLIGHT PLACE TOCUMWAL NSW |
| 00443-00000000-000 | 19//DP1077717 | LOT 19 FLIGHT PLACE TOCUMWAL NSW |
| 00456-00000000-000 | 51//DP1123204 | 35 TAKARI STREET BAROOGA NSW |
| 00553-00000000-000 | 35//DP1093869 | 6 IVIE AVENUE BAROOGA NSW |
| 00647-00000000-000 | 22//DP1099696 | TAKARI STREET BAROOGA NSW |
| 00653-00000000-000 | 23//DP1100718 | 13-14 KEOGH DRIVE TOCUMWAL NSW |
| 00671-00000000-000 | 541//DP1107605 | 4 BUSHLANDS ROAD TOCUMWAL NSW |
| 00685-00000000-000 | 5//DP1102913 | 10 MAVIS STEWARD BAROOGA NSW |
| 00699-00000000-000 | 19//DP1102913 | 6 RUSSELL COURT BAROOGA NSW |
| 00708-00000000-000 | 28//DP1102913 | 12 BEATRICE COURT BAROOGA NSW |
| 00709-00000000-000 | 29//DP1102913 | 11 BEATRICE COURT BAROOGA NSW |

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Items requiring Council Resolution

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|--------------------|---------------|--------------------|-------------------|
| 00710-00000000-000 | 30//DP1102913 | 10 BEATRICE COURT | BAROOGA NSW |
| 00711-00000000-000 | 31//DP1102913 | 9 BEATRICE COURT | BAROOGA NSW |
| 00712-00000000-000 | 32//DP1102913 | 8 BEATRICE COURT | BAROOGA NSW |
| 00713-00000000-000 | 33//DP1102913 | 7 BEATRICE COURT | BAROOGA NSW |
| 00715-00000000-000 | 35//DP1102913 | 5 BEATRICE COURT | BAROOGA NSW |
| 00716-00000000-000 | 36//DP1102913 | 4 BEATRICE COURT | BAROOGA NSW |
| 00717-00000000-000 | 37//DP1102913 | 3 BEATRICE COURT | BAROOGA NSW |
| 00718-00000000-000 | 38//DP1102913 | 2 BEATRICE COURT | BAROOGA NSW |
| 00730-00000000-000 | 39//DP1110847 | 25 GYPSIE CRESCENT | BAROOGA NSW |
| 00732-00000000-000 | 41//DP1110847 | 21 GYPSIE CRESCENT | BAROOGA NSW |
| 00733-00000000-000 | 42//DP1110847 | 19 GYPSIE CRESCENT | BAROOGA NSW |
| 00738-00000000-000 | 47//DP1110847 | 9 GYPSIE CRESCENT | BAROOGA NSW |
| 00739-00000000-000 | 48//DP1110847 | 7 GYPSIE CRESCENT | BAROOGA NSW |
| 00742-00000000-000 | 51//DP1110847 | 2 GYPSIE CRESCENT | BAROOGA NSW |
| 00744-00000000-000 | 53//DP1110847 | 6 GYPSIE CRESCENT | BAROOGA NSW |
| 00745-00000000-000 | 54//DP1110847 | 8 GYPSIE CRESCENT | BAROOGA NSW |
| 00747-00000000-000 | 56//DP1110847 | 12 ISABEL AVENUE | BAROOGA NSW |
| 00792-00000000-000 | 29//DP286078 | BUSHLANDS ROAD | TOCUMWAL NSW 2714 |
| 00835-00000000-000 | 18//DP285573 | 10 PINWOOD LANE | TOCUMWAL NSW |
| 00851-00000000-000 | 52//DP1123204 | 33 TAKARI STREET | BAROOGA NSW |
| 00852-00000000-000 | 53//DP1123204 | 2 BEVERLEY PLACE | BAROOGA NSW |
| 00854-00000000-000 | 55//DP1123204 | 4 BEVERLEY PLACE | BAROOGA NSW |
| 00860-00000000-000 | 61//DP1123204 | 10 BEVERLEY PLACE | BAROOGA NSW |
| 00862-00000000-000 | 63//DP1123204 | 29 TAKARI STREET | BAROOGA NSW |
| 00893-00000000-000 | 2//DP1131416 | 107-109 SNELL ROAD | BAROOGA NSW |
| 00895-00000000-000 | 4//DP1131416 | 95-99 SNELL ROAD | BAROOGA NSW |
| 00898-00000000-000 | 52//DP1131677 | 154 DENILQUIN ST | TOCUMWAL NSW |
| 00911-00000000-000 | 65//DP1131677 | 4 MAJUDA COURT | TOCUMWAL NSW |
| 00912-00000000-000 | 66//DP1131677 | 5 MAJUDA COURT | TOCUMWAL NSW |
| 00913-00000000-000 | 67//DP1131677 | 6 MAJUDA COURT | TOCUMWAL NSW |
| 00919-00000000-000 | 73//DP1131677 | 12 MAJUDA COURT | TOCUMWAL NSW |
| 00920-00000000-000 | 74//DP1131677 | 13 MAJUDA COURT | TOCUMWAL NSW |
| 00921-00000000-000 | 75//DP1131677 | 14 MAJUDA COURT | TOCUMWAL NSW |
| 00990-00000000-000 | 23//DP270154 | 16 AVA COURT | TOCUMWAL NSW |
| 01004-00000000-000 | 13//DP1138900 | 89-93 SNELL ROAD | BAROOGA NSW |
| 01008-00000000-000 | 1//DP1138754 | 55-61 NANGUNIA | BAROOGA NSW |
| 01009-00000000-000 | 2//DP1138754 | 51-53 NANGUNIA | BAROOGA NSW |
| 01028-00000000-000 | 13//DP1148243 | 95 MURRAY STREET | TOCUMWAL NSW |
| 01029-00000000-000 | 1//DP1194758 | 1 LA BELLE COURT | TOCUMWAL NSW |
| 01035-00000000-000 | 3//DP1150036 | 3 RIVERVIEW COURT | BAROOGA NSW |
| 01039-00000000-000 | 7//DP1150036 | 7 RIVERVIEW COURT | BAROOGA NSW |

NON-COUNCIL RESOLUTIONS

Items requiring Council Resolution

| | | | |
|--------------------|----------------|--------------------|--------------|
| 01040-00000000-000 | 8//DP1150036 | 8 RIVERVIEW COURT | BAROOGA NSW |
| 01086-00000000-000 | 872//DP1174505 | 40 KELLY STREET | TOCUMWAL NSW |
| 01087-00000000-000 | 873//DP1174505 | 42 KELLY STREET | TOCUMWAL NSW |
| 01121-00000000-000 | 26//DP1190777 | 2 LIBERATOR PLACE | TOCUMWAL NSW |
| 01122-00000000-000 | 27//DP1190777 | 4 LIBERATOR PLACE | TOCUMWAL NSW |
| 01123-00000000-000 | 28//DP1190777 | 8 LIBERATOR PLACE | TOCUMWAL NSW |
| 01124-00000000-000 | 29//DP1190777 | 12 LIBERATOR PLACE | TOCUMWAL NSW |
| 01125-00000000-000 | 30//DP1190777 | 16 LIBERATOR PLACE | TOCUMWAL NSW |
| 01127-00000000-000 | 32//DP1190777 | 26 LIBERATOR PLACE | TOCUMWAL NSW |
| 01143-00000000-000 | 2//DP1194758 | 2 LA BELLE COURT | TOCUMWAL NSW |
| 01145-00000000-000 | 4//DP1194758 | 4 LA BELLE COURT | TOCUMWAL NSW |
| 01146-00000000-000 | 6//DP1194758 | 11 LA BELLE COURT | TOCUMWAL NSW |
| 01147-00000000-000 | 7//DP1194758 | 10 LA BELLE COURT | TOCUMWAL NSW |
| 01148-00000000-000 | 8//DP1194758 | 9 LA BELLE COURT | TOCUMWAL NSW |
| 01149-00000000-000 | 9//DP1194758 | 8 LA BELLE COURT | TOCUMWAL NSW |
| 01153-00000000-000 | 13//DP1194758 | 11 PINWOOD LANE | TOCUMWAL NSW |
| 10457-00000000-000 | 5//DP1194758 | 19 BAROOGA ROAD | TOCUMWAL NSW |
| 10584-00000000-000 | 12//DP735548 | 160 MURRAY STREET | TOCUMWAL NSW |
| 11150-00000000-000 | 1//DP270548 | 44 JERILDERIE ST | TOCUMWAL NSW |
| 11724-00000000-000 | 4//DP286051 | 66-68 TOCUMWAL | FINLEY NSW |
| 12414-00000000-000 | 1//DP1126444 | ENDEAVOUR STREET | FINLEY NSW |
| 13166-00000000-000 | 21//DP1099696 | TAKARI STREET | BAROOGA NSW |
| 13176-00000000-000 | 1//DP1036181 | 1 WISE COURT | TOCUMWAL NSW |
| 13193-00000000-000 | 37//SL89/531 | LOT 27, 33 AND 37 | DEAN STREET |
| | | | |

DOMESTIC WASTE MANAGEMENT SERVICES CHARGE

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as "the Act"), that a **Domestic Waste Management Services Charge** pursuant to the provisions of Sections 496, 501, 502 and 504 of the Act, shall now be made by resolution;

IT IS HEREBY RESOLVED – that the charge, for the period **1st July 2015 to 30th June 2016**, to be made and levied upon each parcel of rateable land for which the service is available, being for the **availability** of regular removal of domestic waste, as follows:

- 1. Domestic Waste Collected - \$266.00 made for the availability of one bin of the size and pattern and service approved by the Council;**

RESOLUTION

Items requiring Council Resolution

2. **Domestic Waste Collected – Additional - \$178.00** made for an additional bin of the size and pattern and service approved by the Council;
3. **Domestic Waste Uncollected - \$53.00** made on residential vacant land;

WASTE MANAGEMENT GARBAGE CHARGE

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as “the Act”), that **Garbage charges**, pursuant to the provisions of Sections 501 and 502 of the Act, shall now be made by resolution;

IT IS HEREBY RESOLVED – that the charge, for the period **1st July 2015 to 30th June 2016**, to be made upon each parcel of rateable land within the garbage collection area for which the service is available for the regular removal of waste as approved by Council, as follows:

1. **Garbage Charge - \$249.00** made for the availability of one bin of the size and pattern approved by the Council;
2. **Garbage and Recycling Collected Charge - \$366.00** made for the availability of bins of the size and pattern and service approved by the Council;
3. **Recycling Collected Charge - \$118.00** made for the availability of an additional bin of the size and pattern and service approved by the Council.

STORMWATER MANAGEMENT SERVICE CHARGE – *Sections 496A and 501 of the Local Government Act, 1993*

In accordance with *Section 535 of the Local Government Act, 1993* (herein referred to as “the Act”), that a **Stormwater Management Service Charge**, pursuant to the provisions of Section 496A of the Act, and clause 125A and clause 125AA of the Local Government (General) Regulation 2005, shall now be made by resolution;

IT IS HEREBY RESOLVED – that a **Stormwater Management Service Charge** of:

- **\$25.00** be made and levied, for the period **1st July 2015 to 30th June 2016**, on each parcel of urban property that is liable for the charge, whether the works or service is either provided or proposed to be provided; or
- **\$12.50** be made and levied for the period **1st July 2015 to 30th June 2016**, on each parcel of urban strata property that is liable for the charge, whether the works or service is either provided or proposed to be provided.

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Items requiring Council Resolution

INTEREST ON OVERDUE RATES AND CHARGES – Section 566, Local Government Act, 1993

COUNCIL HEREBY RESOLVES - that in accordance with the provisions of Section 566 of the Local Government Act 1993, that the **interest rate** to apply on overdue rates and charges for the period **1st July, 2015 to 30th June 2016**, will be charged at **8.5%** per annum on a daily basis.

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Items for Noting

RECOMMENDATION – that Items for Noting numbered 6.1 to 6.3 Inclusive be received and noted.

**6.1 MURRAY DARLING BASIN REGIONAL
ECONOMIC DIVERSIFICATION PROGRAM**

AUTHOR: General Manager

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

FILE NO:

REPORT:

The Council has recently been formally advised that its funding application under the Murray Darling Basin Regional Economic Diversification Program was unsuccessful.

The Council was seeking funding for an upgrade of Silo Road and the rail, both to service the Tocumwal Intermodal. The Silo Road component was funded under the alternative "Fixing Country Roads" program.

Items for Noting

6.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015.**AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 04.039.1

REPORT:

LGNSW has sent some information regarding the 2015 Annual Conference including:

- Conference will be held from Sunday 11th – Tuesday 13th October 2015;
- Venue is Rosehill Gardens Racecourse;
- The Council must nominate delegates (that may be the same) to vote on both motions and elections;
- Motions will be able to be submitted online until 24th August 2015 and must be supported by an appropriate Council resolution;
- Agenda will be available two weeks prior to;
- Accommodation details will be provided later.

The Council normally has the Mayor, Deputy Mayor, one other Councillor (that has not previously attended the conference) and the General Manager attend the conference.

Items for Noting

6.8 WORK HEALTH AND SAFETY COMMITTEE MINUTES**AUTHOR:** Enterprise Risk Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:**

REPORT

Minutes of meeting held on 14th May, 2015 at the Berrigan Depot are attached as Appendix "H".

Items for Noting

6.3 DEVELOPMENT DETERMINATIONS FOR MONTH OF MAY 2015

AUTHOR: Executive Support Officer

STRATEGIC OUTCOME: Good government

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

REPORT: APPLICATIONS DETERMINED FOR MAY

| Application | Description | Property Location | Applicant | Owner | Status | Value | Days Taken |
|--------------|--|---|------------------------------|--|------------------------|--------------|----------------------------|
| 90/15/DA/D9 | 3 Lot Subdivision | 36-38 BARINYA STREET, BAROOGA NSW 3644 (Lot197//DP752274) | Mr David Brooks | MR DL BROOKS | Approved 22-05-2015 | \$ 0.00 | Activ 4; Tot 4; |
| 91/15/DA/DM | Change of Use : Trucking Company to Farm Machinery | 1894 NEWELL HIGHWAY, FINLEY NSW 2713 (Lot129//DP752283) | AgTrade Machinery | MR A J BALDWIN AND MRS M J BALDWIN | Approved 14-05-2015 | \$ 0.00 | Activ 3; Tot 3; |
| 63/15/CD/M1 | Dwelling & Attached Carport | 660 BERRIGAN ROAD, LALALTY/BAROOGA NSW 3644 (Lot9//DP1102815) | Graeme & Shirley Coldwell | MR ME CAMPBELL AND MRS DN CAMPBELL | Approved 01-05-2015 | \$ 351678.00 | Activ 1; Tot 1; |
| 97/15/DA/D9 | 2 Lot Subdivision | RUWOLTS ROAD, BAROOGA NSW 3644 (Lot7//DP752276) | Mr Bruce Grant | MOSSGIEL NOMINEES PTY LTD | Approved 22-05-2015 | \$ 0.00 | Activ 2; Tot 2; |
| 64/15/CD/M1 | BV Dwelling & Attached Garage | 11 RUSSELL COURT, BAROOGA NSW 3644 (Lot14//DP1102913) | Metricon Homes | MR LD & MRS AI PAROISSIEN | Approved 07-05-2015 | \$ 209479.00 | Activ 11; Tot 11; |
| 98/15/DA/D5 | Carport & Residential Storage Shed | 142 DENILIQVIN STREET, TOCUMWAL NSW 2714 (Lot223//DP1135941) | Mr Shane McBurnie | MR W T WILTON | Approved 18-05-2015 | \$ 16800.00 | Activ 11; Tot 11; |
| 66/15/CD/M5 | Inground Fibreglass Swimming Pool | 142 DENILIQVIN STREET, TOCUMWAL NSW 2714 (Lot223//DP1135941) | Poolside Cobram | MR W T WILTON | Approved 08-05-2015 | \$ 49150.00 | Activ 11; Tot 11; |
| 99/15/DA/D5 | Carport | 17 NUGGET FULLER DRIVE, TOCUMWAL NSW 2714 (Lot96//DP1070311) | Mr Brian George Rooney | MR B ROONEY AND MISS RICHARDSON | Approved 18-05-2015 | \$ 4995.00 | Activ 11; Tot 11; |
| 67/15/CD/M5 | Inground Fibreglass Swimming Pool | 28-30 HENNESSY STREET, TOCUMWAL NSW 2714 (Lot6/2//DP758981) | Poolside Cobram | MR ML HAYNES & MRS JL HAYNES | Approved 08-05-2015 | \$ 49900.00 | Activ 11; Tot 11; |
| 101/15/DA/D6 | Additions to Motel | 41-47 FINLEY STREET, TOCUMWAL NSW 2714 (Lot1//DP3124) | Mr Ian McCann | MR IM MCCANN & MRS JM MCCANN | Approved 19-05-2015 | \$ 30000.00 | Activ 11; Tot 11; |
| 102/15/DA/D2 | Transportable Office Amenities Block | MURRAY HUT DRIVE, FINLEY NSW 2713 (Lot1//DP1019495) | Milcast | MURRAY IRRIGATION LIMITED | Approved 21-05-2015 | \$ 150000.00 | Activ 11; Tot 11; |
| 103/15/DA/D5 | Residential Storage Shed | 1 MURRAY GROVE, BAROOGA NSW 3644 (Lot21//DP1092267) | Mr Shane McBurnie | MR DF GOSS & MRS DG GOSS | Approved 20-05-2015 | \$ 15480.00 | Activ 11; Tot 11; |
| 104/15/DA/D5 | 3 Car Garage | 21 NUGGET FULLER DRIVE, TOCUMWAL NSW 2714 (Lot95//DP1070311) | Mr Paul Hoffman | MR PH HOFFMAN & MRS AJ HOFFMAN | Approved 22-05-2015 | \$ 14060.00 | Activ 11; Tot 11; |
| 105/15/DA/DM | Storage Dam | JERILDERIE BOUNDARY ROAD, FINLEY NSW 2713 (Lot201//DP576238) | Mr Keith Steel | MR K R STEEL AND MRS J M STEEL | Approved 27-05-2015 | \$ 0.00 | Activ 11; Tot 11; |
| 108/15/DA/D5 | Residential Storage | Site 80, The Riverfront, | Mr Andrew | MR AD & MRS PH | Approved | \$ 3000.00 | Activ 11; Tot 11; |

NOTIFICATION

Items for Noting

Shed BUSHLANDS ROAD, NSW Wilmot WILMOT 27-05-2015
(Lot28//DP286078)

APPLICATIONS PENDING DETERMINATION AS AT 05/06/2015

| Application No. | Date Lodged | Description | Property Location |
|-----------------|-------------|--|---|
| 30/15/DA/DD | 12-09-2014 | Upgrade of Skate Park | 82-96 DENISON STREET, FINLEY NSW 2713 (Lot1/18/DP758412) |
| 92/15/DA/D5 | 23-03-2015 | Residential Storage Shed | 15 PARKES STREET, TOCUMWAL NSW 2714 (Lot25//DP586436) |
| 100/15/DA/D2 | 07-05-2015 | 6 Independent Living Units | COBRAM STREET, BERRIGAN NSW 2712 (Lot131//DP1125223) |
| 107/15/DA/D1 | 14-05-2015 | Weatherboard Dwelling | 240 CHINAMANS ROAD, TOCUMWAL NSW 2714 (Lot1//DP325394) |
| 109/15/DA/D2 | 18-05-2015 | Community Recycling Centre | 13727 RIVERINA HIGHWAY, BERRIGAN NSW 2712 (Lot159//DP823017) |
| 115/15/DA/D5 | 21-05-2015 | Residential Storage Shed | 77 BRUTON STREET, TOCUMWAL NSW 2714 (Lot16//DP1068277) |
| 116/15/DA/DM | 26-05-2015 | Storage of Shipping Containers | 31-35 MURRAY STREET, TOCUMWAL NSW 2714 (Lot1//DP1024391) |
| 117/15/DA/D5 | 02-06-2015 | Residential Storage Shed | 32 HUTSONS ROAD, TOCUMWAL NSW 2714 (Lot121//DP1070311) |
| 71/15/CD/M6 | 02-06-2015 | Additions to Dwelling | 142 DENILQUIN STREET, TOCUMWAL NSW 2714 (Lot223//DP1135941) |
| 72/15/CD/M4 | 02-06-2015 | Residential Storage Shed & Inground Concrete Swimming Pool | 19-21 TAKARI STREET, BAROOGA NSW 3644 (Lot5//DP1133714) |
| 118/15/DA/DM | 04-06-2015 | Demolition of Church Hall | 13-19 FINLEY STREET, TOCUMWAL NSW 2714 (Lot7//DP3124) |

TOTAL APPLICATIONS DETERMINED / ISSUED

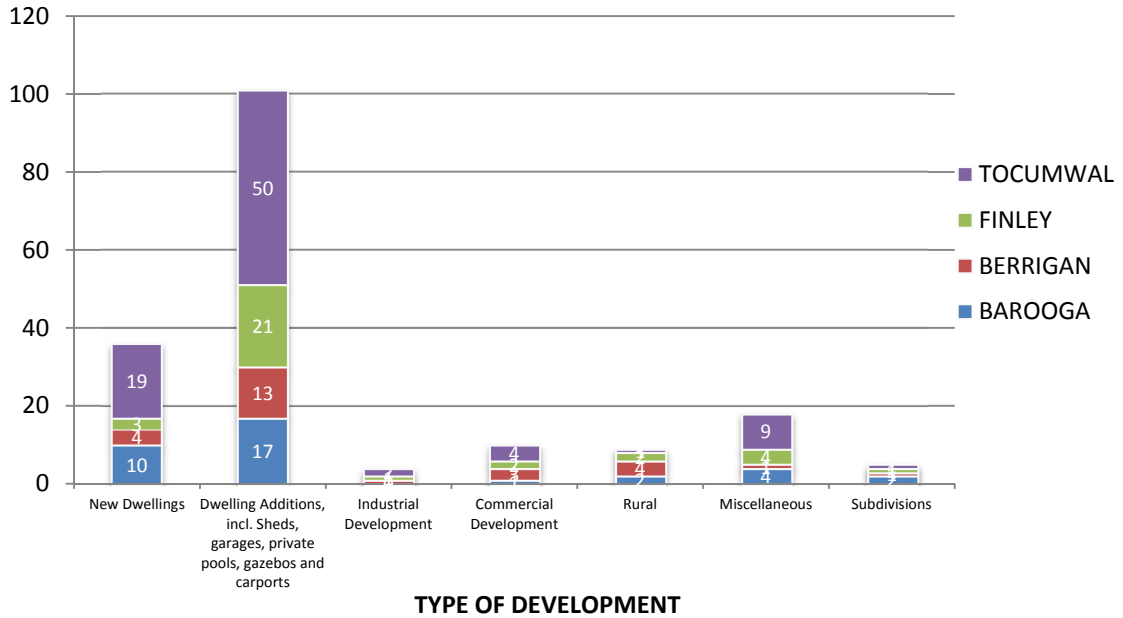
| | This Month (May) | Year to Date | This Month Value | Year to Date Value |
|--|---------------------|--------------|------------------|--------------------|
| <i>Development Applications Determined</i> | 14 | 116 | \$486,390.00 | \$12,328,189.00 |
| <i>Construction Certificates Issued</i> | 9 | 84 | \$286,890.00 | \$8,460,613.00 |
| <i>Complying Development Cert. Issued</i> | 5 | 67 | \$674,832.00 | \$4,650,011.00 |
| <i>Local Activity Approvals Issued</i> | 9 | 93 | 0 | 0 |

OTHER CERTIFICATES ISSUED FOR MAY

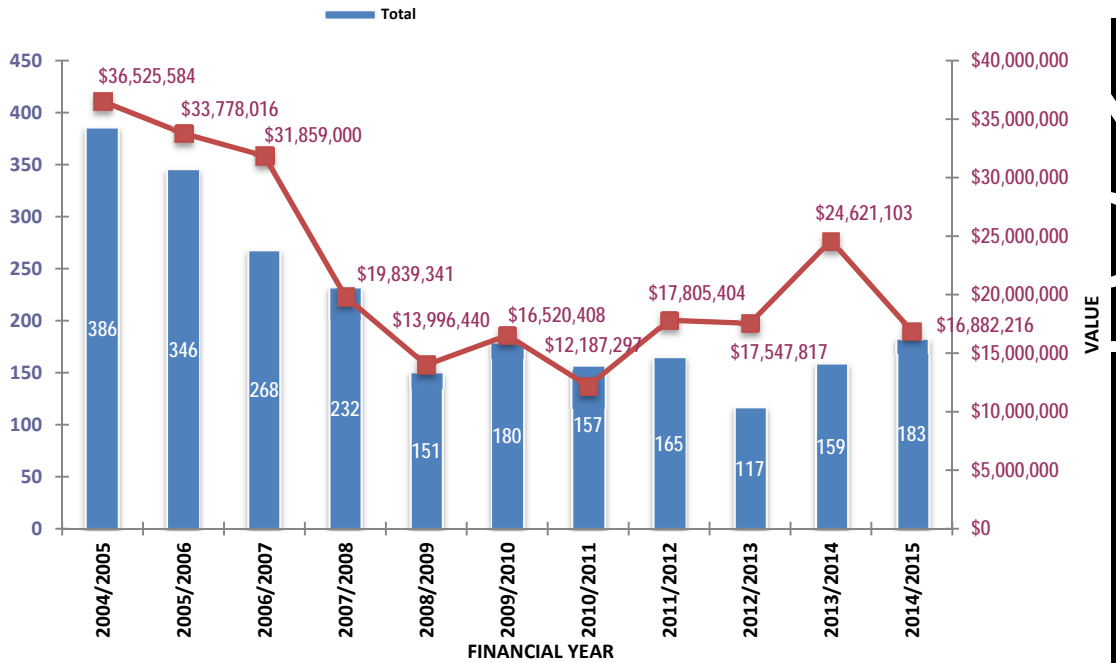
| | 149(2) Planning Certificate | | 149(5) Certificate | | 735A Certificate Outstanding Notices or Orders under LG Act 1993 | | 121zp Certificate Outstanding Notices or Orders under EP&A Act 1979 | | 149(D) Building Certificate | | Swimming Pool Certificate | |
|----------|-----------------------------------|---------------|--------------------|---------------|---|---------------|--|---------------|-----------------------------------|---------------|------------------------------|---------------|
| | May | Year Total | May | Year Total | May | Year Total | May | Year Total | May | Year Total | May | Year Total |
| BAROOGA | 10 | 92 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 1 |
| BERRIGAN | 7 | 57 | 0 | 3 | 2 | 17 | 0 | 3 | 0 | 3 | 0 | 1 |
| FINLEY | 11 | 100 | 0 | 6 | 0 | 8 | 0 | 4 | 0 | 2 | 0 | 2 |
| TOCUMWAL | 15 | 128 | 2 | 2 | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 0 |
| TOTAL | 43 | 377 | 2 | 13 | 3 | 27 | 1 | 8 | 0 | 10 | 0 | 4 |

Items for Noting

DEVELOPMENT ACTIVITY 2014 / 2015



DEVELOPMENT ACTIVITY



Items requiring Council Resolution

7 CLOSED COUNCIL

In accordance with the *Local Government Act 1993* and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

7.1 LOT 1251 DP 1087630 – BROOCKMANN'S ROAD FINLEY

This item is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

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

Items requiring Council Resolution

It is not in the public interest to reveal the negotiations regarding the sale of Council Land.

7.2 ORGANISATIONAL RE-STRUCTURE

This item is classified CONFIDENTIAL under section 10A(2)(a) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)

It is not in the public interest to reveal details regarding individual staff members.

RECOMMENDATION - that the Council move into a closed session to consider the following business together with any reports tabled at the meeting.

And further that pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above and that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

- 7.1 LOT 1251 DP 1087630 – BROOCKMANN'S ROAD FINLEY**
7.2 ORGANISATIONAL RE-STRUCTURE

Council closed its meeting at The public and media left the Chamber.

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Confidential Items requiring Council Resolution

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RECOMMENDATION – that the Council move out of closed and into open Council.

Items requiring Council Resolution

Open Council resumed at

**RESOLUTIONS FROM THE CLOSED
COUNCIL MEETING**

The following resolutions of the Council while the meeting was closed to the public were read to the meeting by the Mayor:

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Committee meeting reports

8.1 MINUTES OF A CORPORATE SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 3RD JUNE, 2015 IN THE COUNCIL CHAMBERS COMMENCING AT 9.00 AM.

RECOMMENDATION – that recommendations numbered 1 to 6 inclusive of the Corporate Services Committee Meeting held on 3rd June, 2015 be adopted.

5.1 COUNCILLORS EXPENSES AND FACILITIES POLICY – PROVISION OF BROADBAND INTERNET AT HOME

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.045.1

RECOMMENDATION NO 1: - that the Council take no action in relation to this matter.

5.2 HOME AND COMMUNITY CARE SERVICE – NOVATION

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 03.160.5

RECOMMENDATION NO 2: - that the Council

- endorse the General Manager's signing of the Deed of Novation of its Home and Community Care Service to Berrigan & District Aged Care Association Ltd, and
- authorise the transfer of cash and assets associated with its Home and Community Care Service to Berrigan & District Aged Care Association Ltd, effective from 1 July 2015.

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5.3 IPART – METHODOLOGY OF ASSESSMENT OF COUNCIL FIT FOR THE FUTURE PROPOSALS – SUBMISSION

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.010.10

RECOMMENDATION NO 3: - that the Council endorse the submission made to the Independent Pricing and Regulatory Tribunal regarding the proposed methodology for assessment of council Fit for the Future proposals.

5.4 NATIONAL STRONGER REGIONS FUND – ROUND TWO

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.4 Connect local, regional and national road, rail, and aviation infrastructure

FILE NO: 15.128.31

RECOMMENDATION NO 4: - that the Council submit the following projects for funding with National Stronger Regions Fund – Round Two:

Stage 2 of the Tocumwal and Finley town entry improvement program and a second project comprising:

- Tocumwal Aerodrome sub-division
- Finley St, Finley subdivision
- “Quality” unit development in Berrigan or Finley

And further, that the Council in noting the non-replacement of the position of the Health and Building Surveyor utilize part of those funds and also tourism budget funds to create an additional gardener position and provide an appropriate vehicle for the new position.

5.6 YMCA MASSIVE MURRAY PADDLE

AUTHOR: Economic Development Officer

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

FILE NO:

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RECOMMENDATION NO 5: - that the Council note the report on the 2014 Massive Murray Paddle.

**5.7 EVENT FUNDING APPLICATION –
TOCUMWAL CHAMBER OF COMMERCE**

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.063.3

RECOMMENDATION NO. 6:- that the Council provide \$1,800 Event Funding for the Tocumwal Chamber of Commerce' Winter Festival.

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8.2 MINUTES OF A TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 3RD JUNE, 2015 IN THE COUNCIL CHAMBERS COMMENCING AT 10.27 AM.

RECOMMENDATION – that recommendations numbered 1 to 2 inclusive of the Technical Services Committee Meeting held on 3rd June, 2015 be adopted.

4. BAROOGA BOTANICAL GARDENS AMENITIES BLOCK

AUTHOR: Building Surveyor/Asset Maintenance Officer
STRATEGIC OUTCOME: Supported and engaged communities
STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities
FILE NO: 21.101.1

RECOMMENDATION NO 1: - that the Council accept the quotation from D & M Bowden Constructions at a cost of \$107,743.00 to erect a new amenities block including the demolition of the old amenities block at the Barooga Community Botanical Gardens with such decision based on the track record of the builder.

5. PROPOSED SUBDIVISION WORKS TOCUMWAL AERODROME, TOCUMWAL AND LEWIS CRESCENT, FINLEY

AUTHOR: Director Technical Services
STRATEGIC OUTCOME: Diverse and resilient business
STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy
FILE NO:

RECOMMENDATION NO 2: - that the Council progress the subdivision of twelve Lots at the Tocumwal Aerodrome and four Lots at Lewis Crescent, Finley.

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8.3 MINUTES OF A MEETING OF THE RISK MANAGEMENT COMMITTEE HELD ON WEDNESDAY, 3RD JUNE, 2015 COMMENCING AT 11.15 AM.

RECOMMENDATION – that recommendations numbered 1 to 2 inclusive of the Risk Management Committee Meeting held on 3rd June, 2015 be adopted.

4.1 GATHERING INFORMATION FOR INCIDENT MANAGEMENT POLICY

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 27.121.2

RECOMMENDATION NO 1: - that Council adopt the Gathering Information for Incident Management Policy as outlined below:

GATHERING INFORMATION FOR INCIDENT MANAGEMENT POLICY

File Reference No: 27.121.2

Strategic Outcome: Good government

Date of Adoption: 17/06/2015

Date for Review: 01/10/2016

Responsible Officer: Enterprise Risk Manager

Committee meeting reports

1. POLICY STATEMENT

Berrigan Shire Council is committed to establishing a comprehensive document control and records management system to ensure that the operations and governance of Council are appropriately recorded, with those records readily available for retrieval as required.

The collection and retrieval of accurate information is vital in the defence of claims against Council, particularly in relation to public liability and professional indemnity claims.

2. PURPOSE

The purpose of this policy is to provide direction to Council staff on reporting and investigating incidents, gathering information surrounding the incident, and ensuring any information gathered is in a format that constitutes admissible evidence when defending claims in court.

3. SCOPE

This policy applies to all Council staff, including contractors and volunteers of Council.

4. OBJECTIVE

This policy is developed to assist the Council with:

Delivery Plan Objective 2.2.1:

Meet legislative requirements for Council elections, local government and integrated planning and reporting,

and Delivery Plan Objective 2.2.2:

Council operations support ethical, transparent and accountable corporate governance

5. DEFINITIONS

Incident, as defined by Statewide Mutual, is “subordinate or accessory event; event occurrence; detached event attracting general attention; something that occurs casually in conjunction with something else”.

Council will be faced with various types of incidents, including complaints that may result in a claim against Council. These incidents are defined as follows:

Environmental Incident: *Any incident involving an environmental spill at Council controlled facility or workplace;*

Financial Incident: *Any occurrence in fraud, misappropriation, major cost over-run, or failure in debtor, creditor and investment control systems;*

Governance Incident: *Any occurrence of failure in Code of Conduct; Fraud or misappropriation; Significant reputation loss; Project management failure; or Privacy Principles failure.*

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Incident Investigation: *Formal internal investigation involving gathering or information and completion of investigation report.*

Incident Review: *This is an informal discussion with relevant parties about the incident which may or may not lead to a formal internal investigation.*

Legislative Compliance Incidents: *Any failure in legislative compliance;*

Professional Indemnity Incidents: *Loss or damaged suffered by a member of the public as a result of a determination, certificate issue, design or advice supplied by Council;*

Property Incidents: *Any loss or damage to fleet, equipment or property asset from actions of staff, volunteers, contractors, visitors or members of the public;*

Public Liability Incidents:

- *Injury, illness, loss or damage suffered by a member of the public as a result of actions or activities of Council staff, volunteers or contractors;*
- *Injury or illness to a member of the public at Council controlled facilities or infrastructure;*

Work Health and Safety Incidents: *Work-related injury or illness to Council employees, volunteers or contractors;*

6. POLICY IMPLEMENTATION

6.1 Document Control

Council will ensure that forms generated within Council, which require completion or data entry by Council staff are controlled and registered in accordance with document control procedures.

This is to ensure that the minimum requirements for court admissible documentation are met.

6.2 Records Management

Council shall keep all records required to demonstrate that obligations for responsible financial, human resource, health and safety, environmental and operational management have been met in accordance with the State Records Act 1998.

In accordance with documented procedures, Council shall ensure that all records are appropriately identified, stored, indexed, retained, protected and easily retrieved when required and are disposed of in a suitable manner when no longer required.

6.3 Data Storage

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Council staff must ensure that data is stored in the appropriate place. Regular data backup occurs in line with Council procedures.

6.4 Email Management

With email the preferred method of communication, it is imperative that any internal or external email, created or received in the course of business at the Berrigan Shire Council is treated as a public record and is managed in accordance with the State Records Act 1998 and Council procedures.

6.5 Incident Notification

Incidents may be reported to Council using a variety of mechanisms. These may be through Council's Customer Complaint System, verbally received, or formally reported through correspondence, or in the case of workplace incidents, through Workplace Incident Notification.

6.6 Incident Investigation

Not all incidents will be investigated. All incidents however are reviewed and where assessed as necessary, are investigated.

Where a claim is deemed possible, all associated documentation is to be retrieved and included with the investigation report.

Workers Compensation claims will be co-ordinated by the Human Resource Officer in consultation with the StateCover Claims Manager.

In relation to other third party claims, Council's insurer will be notified upon receipt or suggestion that a claim is to be made.

6.7 Records Retrieval

Depending upon the incident and the results of the investigation, external records such as weather reports, as well as internal records will be retrieved and reviewed, in accordance with Council procedures, to ensure they meet the minimum requirements for court admissibility.

6.8 Final Report

The Final Report will include the Investigation Report, all supporting information gathered and recommendations on rectification or improvements. The Final Report will be included as part of the claim file.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

1.1 Legislation

- *Civil Liability Act 2002*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *State Records Act 1998*
- *Government Information (Public Access) Act 2005*

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- *Work Health and Safety Act 2011*
- *Privacy and Personal Information Protection Act 1998*

1.2 Council policies

- Berrigan Shire Council Risk Management Policy and Framework
- Communication Devices and the Internet Policy
- Privacy Management Plan
- Fraud Control Policy
- Work Health and Safety Policy
- Liability Management Policy

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4.2 **BUSINESS CONTINUITY PLAN**

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 27.121.2

RECOMMENDATION NO 2:- that Council adopt the amended Business Continuity Plan as set out below:

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Abbreviations and Definitions

| Term | Definition | Abbreviation |
|--|--|--------------|
| Business Continuity | Is the uninterrupted availability of all key resources supporting essential business functions. | BC |
| Business Continuity Plan | A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster. | BCP |
| Business Impact Analysis | A management level analysis which identifies the impacts of function loss on the organisation. The BIA provides management with data upon which to base risk mitigation and continuity planning decisions. | BIA |
| Non Critical Function Action Plan | An agreed documented course of action that identifies mitigation, response and recovery actions for business functions identified as non-critical. | |
| Critical Function Action Plan | An agreed documented course of actions to be taken in the event of business function loss. Plan describes the key actions required under preparation, response and recovery phases. | |
| Continuity Management Team | An assembly of executive management representatives and other seconded staff formed for the express purpose of responding to an organisational crisis. CMT management structure will overlay all | CMT |

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| | normal management structures during the response process. | |
| Crisis Event | An event that by its duration exceeds the Maximum Acceptable Outage and/or has an adverse impact on business objectives and requires the implementation of the BCP and action plans. | |
| Control Centre | A central point of reference to co-ordinate the response to a crisis event. To be established at the discretion of the CMT Director. | CC |
| Maximum Acceptable Outage | The maximum period of time that Council can tolerate the loss of capability of a critical business function, process, asset or IT application. | MAO |

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1.0 Introduction

Business Continuity is defined as the capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident (ISO 22301:2012).

Business Continuity Management is defined as a holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand and value creating activities (ISO 22301:2012).



Figure 1.0.1

Before an event, there are opportunities to implement proactive controls that can make potentially disruptive events less frequent or severe, as well as making preparations for contingent controls that are activated once an event commences. These latter controls are aimed at reducing the scale and effects of disruption, returning to routine operations and a full recovery as soon as possible and seizing any opportunities that may arise (AS/NZS 5050:2010).

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Berrigan Shire Council has adopted a comprehensive and integrated approach to the development of a Business Continuity Management Plan. The purpose of this plan is to build organisation capabilities to support the continued achievement of critical business objectives in the face of uncertainty or disruption.

Council recognises that this Business Continuity Plan in isolation does not build capability, however it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to kick-start the response to a business interruption event.

This plan identifies the required facilities, technical infrastructure, key responsibilities and processes that will be required to position Council to be able to respond and recover from a business interruption event.

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2.0 Objectives

The objective of this Business Continuity Plan is to provide a readily accessible, useable and thorough document which enables Berrigan Shire Council to:

- Follow an agreed, tried and systematic approach for the management of any disaster;
- Implement procedures to maintain essential services through the disaster recovery periods;
- Re-establish services and operations as quickly and efficiently as possible;
- Minimise the effect on the community, staff, contractors, volunteers and Council;
- Identify those more critical functions of Council which may be exposed to risk from disaster;
- Define actions which will minimise loss or damage should disaster occur;
- Adopt strategies to maintain Council's services through periods of disruption to Information Technology and related operations;
- Adopt strategies to continue to achieve the strategic objectives of Council's Community Strategic Plan;
- Recover lost equipment and facilities as soon as possible;
- Review the plan on a regular basis to ensure it remains relevant and current.

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3.0 Identification of Critical Functions

For the purposes of assessing and developing responses to a disaster, Council areas have been separated into Divisions, which are:

- Corporate and Community Services
- Technical Services
- Environmental Engineering
- Planning and Development
- Governance

Within each Division, individual functions have been identified and assessed to determine if that particular function is critical to the Council in meeting its objectives during a crisis.

Those functions identified as critical are:

- Payroll Processing
- Customer Services
- Mail and Records Management
- IT and Communications System
- Creditor Payments and Invoicing
- Cemetery Works
- Essential Road Maintenance
- Stormwater Management
- Plant Management
- Water
- Sewer
- Waste Management
- Development Applications, Certificates and Inspections

The following hierarchal chart demonstrates the relationships of those functions.

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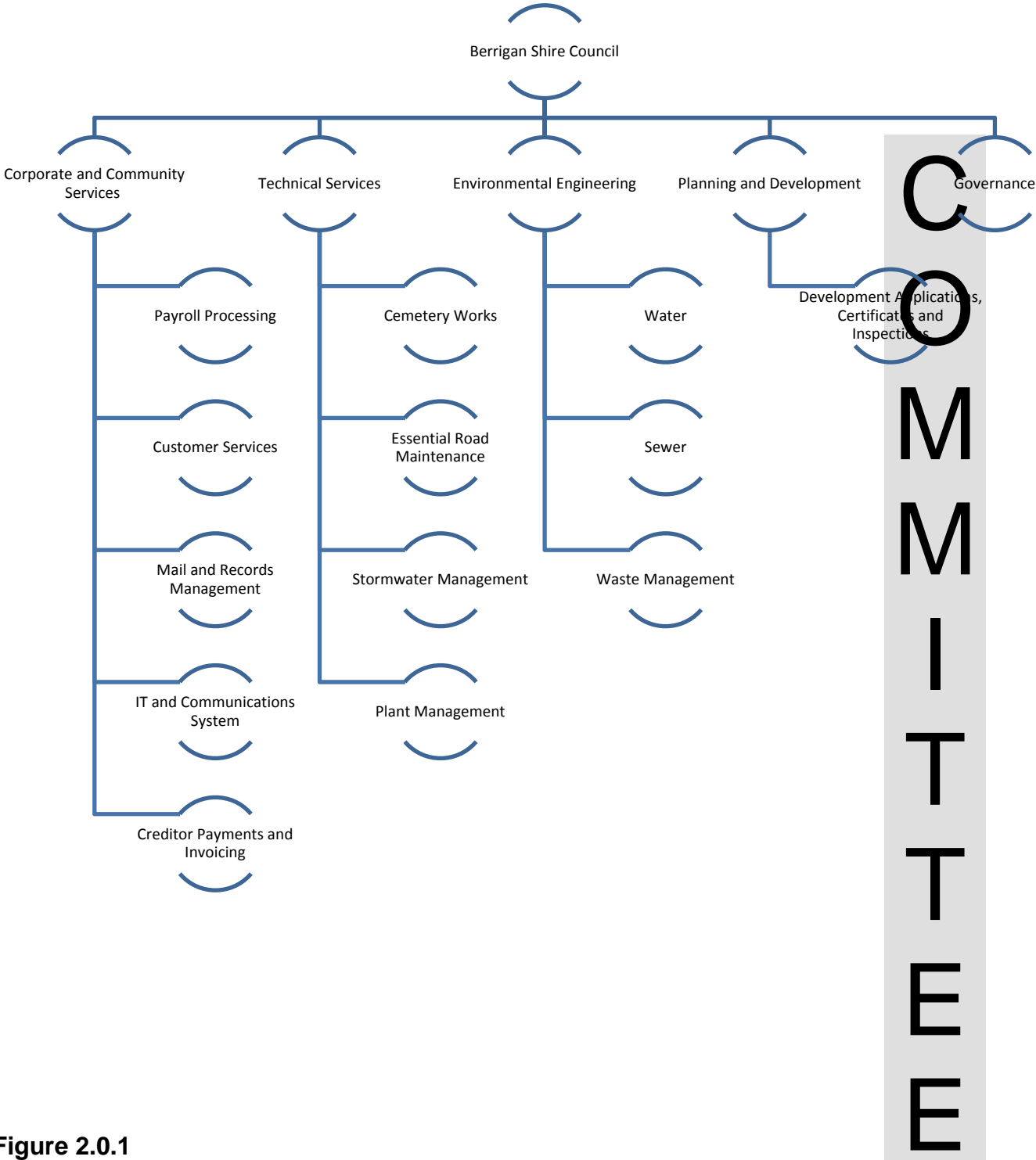


Figure 2.0.1

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4.0 Risk Assessment

For the risk assessment, disruption-related scenarios are considered in relation to Council's critical functions. These are assessed in accordance with Council's Risk Management Policy and Framework.

The initial risk analysis is used to build a clear understanding of:

- a) Council's functions and processes;
- b) The magnitude of the contribution of each of these functions and processes to the Council's objectives;
- c) The location and distribution of infrastructure and resources;
- d) The vulnerabilities of the systems, physical structures and locations in which Council activity occurs (having regard to the likely effect of any existing controls);
- e) The principal types of internal and external dependency including (but not limited to) infrastructure, utilities, human expertise, knowledge and experience, suppliers and customers; and
- f) Other factors critical to the Council's activities.

(refer Appendix 1)

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5.0 Business Impact Analysis

The Business Impact Analysis is used to assess the likely impact of the risks identified in the risk assessment on Council operations. It is used as a tool to identify the activities which are vital to Council's continuation. The Business Impact Analysis provides management with data upon which to base risk mitigation and continuity planning decisions.

In determining what the impact on the Council would be in relation to the identified scenarios, the following aspects are taken into consideration:

- The records and documents required on a daily basis;
- The resources and equipment needed to be able to continue to operate;
- Required access to premises;
- The skills and knowledge needed by staff to continue operations;
- External stakeholders that Council rely upon;
- Council's legal obligations;
- The impact of ceasing to perform critical business activities;
- How long can Council continue without performing these activities.

(refer Appendix 1)

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6.0 Action Plan

The Action Plan identifies the agreed actions that Council will undertake to manage the loss of the function through the emergency, continuity and recovery phases.

The Action Plan is designed to assist with the development of the responsibilities of key personnel and the overarching business continuity framework to respond to a disruption of Council's critical functions.

(refer Appendix 1)

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7.0 Business Continuity Framework

The following outlines the responsibilities and steps to be taken following notification of a crisis and impending disruption to Council activities.

The framework is designed to provide guidance to Council officers to assist continuity of service for critical functions. It does not attempt to identify and plan for every contingency or outage that could occur, but provides a flexible framework to plan and respond.

The broad steps involved in responding to a business continuity event are:

1. Identify Continuity Management Team;
2. Notification of Crisis Event;
3. Assessment of Event;
4. Declaration of Business Continuity Event;
5. Establishment of Control Centre;
6. Assemble CMT and CMT Support Staff;
7. Initial CMT Meeting;
8. Implement Action Plans;
9. Address Media.

7.1 Overview of Continuity Management Team

The Continuity Management Team (CMT) is an assembly of executive management representatives and other seconded staff formed for the express purpose of responding to a disruption to Council’s critical functions. The CMT Management structure will overlay all normal management structures during the response process.

| CMT Position | Staff Position |
|---------------------|--------------------------------------|
| CMT Director | General Manager |
| CMT Assistant | General Manager’s Personal Assistant |
| CMT Co-ordinator | Enterprise Risk Manager |
| CMT Member | Director Corporate Services |
| CMT Member | Director Technical Services |

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The following are a list of support staff with responsibilities within identified Critical Function Action Plans:

| Critical Function | Support Staff |
|--|------------------------|
| Payroll Processing | Finance Manager |
| Customer Services | Finance Manager |
| Mail and Records Management | Finance Manager |
| IT and Communications System | Finance Manager |
| Creditor Payments and Invoicing | Finance Manager |
| Cemetery Works | Operations Manager |
| Essential Road Maintenance | Operations Manager |
| Stormwater Management | Operations Manager |
| Plant Management | Operations Manager |
| Water | Environmental Engineer |
| Sewer | Environmental Engineer |
| Waste Management | Environmental Engineer |
| Development Applications, Certificates and Inspections | Development Manager |

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| Continuity Management Team Member Responsibility Statement | | | |
|--|---|-----------------------------|-----------------|
| Position | CMT Director | Staff Position | General Manager |
| During absence this role will be assumed by | | Director Corporate Services | |
| Position Statement | <p>The CMT Director by definition is assumed to be the General Manager. However, the General Manager does have the discretion to appoint an alternative CMT Director where the nature or location of the event warrants such action.</p> <p>The CMT Director is responsible for declaring a business continuity event and invoking the BCP.</p> <p>During a workplace emergency, the Chief Warden has authority until the workplace emergency is resolved and control is returned to the GM or CMT Director if the BCP is to be activated.</p> | | |
| Knowledge Requirements | <p>1. High level of organisation activities and service delivery priorities;</p> <p>2. Community, Business and Regulatory contacts.</p> | | |
| Responsibilities | <p>The CMT Director must make decisions as to the best strategy for business resumption based on information received by other CMT members. This strategy is then translated into an action plan by the supporting teams.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Maintain working knowledge of BCP and relevant Action Plans; • Participate in monitoring and review activities; • Participate in and ensure appropriate levels of training are undertaken. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Activate the BCP; • Notify and liaise with stakeholders; • Provide the focal point in communication to the staff, media and public; • Establish and chair all CMT meetings (or delegate); • Authorise any detailed restoration plans; • Delegate tasks and oversee resumption activities; • Monitor the gathering of business interruption event information; • Promote the wellbeing and safety of all staff. | | |

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| Continuity Management Team Member Responsibility Statement | | | |
|--|---------------|-----------------------|---------|
| Position | CMT Assistant | Staff Position | General |

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| | | | Manager's Personal Assistant |
| During absence this role will be assumed by | | Executive Support Officer | |
| Position Statement | The CMT Assistant is responsible for the smooth functioning of the Control Centre (if established) and the administrative need of the CMT. | | |
| Knowledge Requirements | <ol style="list-style-type: none"> 1. High level of internal key contacts and resource knowledge; 2. High level of administrative functions and arrangements. | | |
| Responsibilities | <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Maintain working knowledge of BCP and relevant Action Plans; • Support CMT Director regarding interviews, media briefings, public statements, etc.; • Liaise with other senior executives with regard to staff briefings; • Where appropriate, manage media visits; • Organise the monitoring and recording of all media related broadcasts during the period of a business interruption event. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • If required, assist with the set-up of the Control Centre and arrange stationery, equipment, etc.; • Arrange resources to assist CMT members (if required); • Make arrangements for all CMT meetings; • Provide general administrative support (including log of all events and actions, resumption status, CMT Member's movements, etc); • Create and maintain a chronological log of meetings and decisions made. | | |

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| Continuity Management Team Member Responsibility Statement | | | |
|---|--|---------------------------|-------------------------|
| Position | CMT Co-ordinator | Staff Position | Enterprise Risk Manager |
| During absence this role will be assumed by | | Executive Support Officer | |
| Position Statement | The CMT Co-ordinator is required to assist the CMT Director in the management of the business resumption activities. The CMT Co-ordinator must be familiar with the business continuity plan, Action Plans and team responsibilities. | | |
| Knowledge Requirements | <ol style="list-style-type: none"> 1. High level knowledge of overarching BCP; 2. Understanding of organisation activities and service delivery priorities; 3. High level of internal key contacts and accountabilities. | | |
| Responsibilities | <p>The CMT Co-ordinator is required to report to the CMT on the currency of individual, and business level continuity plans and activities.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Pre event co-ordination of BCP and Action Plans with relevant owners; • Co-ordination of training for CMT and CMT Support members; • Co-ordination of testing for the Business Continuity Plan; • Resourcing of Control Centre. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Open Control Centre on direction of CMT Director; • Assisting CMT Director as required; • Notify Insurer's Account Manager and manage the insurance requirements. | | |

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| Continuity Management Team Member Responsibility Statement | | | |
|---|---|-----------------------|-----------------------------------|
| Position | CMT Member | Staff Position | Director Corporate Services |
| During absence this role will be assumed by | | Finance Manager | |
| Position Statement | A successful CMT relies on expertise from within the organisation as they are the people that understand the business processes and related risks. Accordingly, the Executive Team members are the designated members of the CMT and charged with implementing the whole of organisation response. However they still maintain responsibility for the continuity and recovery actions of their individual business units. The business unit activities are under taken by the responsible officers in accordance with the Action Plans. | | |
| Knowledge Requirements | <ol style="list-style-type: none"> 1. High level of group activities and service delivery priorities; 2. High level knowledge of group critical function Action Plans; 3. High level knowledge of overarching BCP. | | |
| Responsibilities | <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Maintain working knowledge of BCP and relevant Action Plans; • Participate in monitoring and review activities; • Participate in and ensure appropriate levels of training are undertaken with responsible officers identified in Action Plans. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Operate as a member of the CMT; • Ascertain the impact on business unit activities and report to CMT; • Co-ordinate the implementation of business unit Critical Function Action Plans as required; • Monitor implementation against the BCP; • Maintain information and report on costs to CMT; • Maintain communications with staff. | | |

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| Continuity Management Team Member Responsibility Statement | | | |
|---|---|-----------------------|-----------------------------------|
| Position | CMT Member | Staff Position | Director Technical Services |
| During absence this role will be assumed by | | Executive Engineer | |
| Position Statement | A successful CMT relies on expertise from within the organisation as they are the people that understand the business processes and related risks. Accordingly, the Executive Team members are the designated members of the CMT and charged with implementing the whole of organisation response. However they still maintain responsibility for the continuity and recovery actions of their individual business units. The business unit activities are under taken by the responsible officers in accordance with the Action Plans. | | |
| Knowledge Requirements | <ol style="list-style-type: none"> 4. High level of group activities and service delivery priorities; 5. High level knowledge of group critical function Action Plans; 6. High level knowledge of overarching BCP. | | |
| Responsibilities | <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Maintain working knowledge of BCP and relevant Action Plans; • Participate in monitoring and review activities; • Participate in and ensure appropriate levels of training are undertaken with responsible officers identified in Action Plans. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Operate as a member of the CMT; • Ascertain the impact on business unit activities and report to CMT; • Co-ordinate the implementation of business unit Critical Function Action Plans as required; • Monitor implementation against the BCP; • Maintain information and report on costs to CMT; • Maintain communications with staff. | | |

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| CMT Support Staff | | | |
|-------------------------------------|--|----------------|-----------------|
| Position | CMT Support | Staff Position | Finance Manager |
| Position Statement | The Finance Manager is required to manage the resumption of activities relating to a business interruption event that impacts on creditor payments and invoicing, payroll processing, IT and communications systems, customer services, and mail and records management. | | |
| Responsibilities | Responsibilities include: <ul style="list-style-type: none"> • Maintain Critical Function Action Plans to ensure they reflect operational requirements; • Ensure appropriate levels of staff training required for Critical Function Action Plans is identified and undertaken as appropriate; • Ensure resources identified within Critical Function Action Plans are available to enable the plan to be implemented. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Investigate on behalf of and liaise with the CMT on any damage to Council infrastructure; • Liaise with stakeholders to reinstate processes; • Consult with staff to implement Critical Function Action Plans; • Consult with staff to implement manual procedures where required. | | |

| CMT Support Staff | | | |
|-------------------------------------|--|----------------|--------------------|
| Position | CMT Support | Staff Position | Operations Manager |
| Position Statement | The Operations Manager is required to manage the resumption of activities relation to a business interruption event that impacts on plant management, stormwater management, essential road maintenance, and cemetery works. | | |
| Responsibilities | Responsibilities include: <ul style="list-style-type: none"> • Maintain Critical Function Action Plans to ensure they reflect operational requirements; • Ensure appropriate levels of staff training required for Critical Function Action Plans is identified and undertaken as appropriate; • Ensure resources identified within Critical Function Action Plans are available to enable the plan to be implemented. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Investigate on behalf of and liaise with the CMT on any damage to Council infrastructure; | | |

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| | <ul style="list-style-type: none"> • Liaise with stakeholders to repair and reinstate facilities; • Consult with staff to implement Critical Function Action Plans; • Consult with staff to implement manual procedures where required. |
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| CMT Support Staff | | | |
|-------------------------------------|--|-----------------------|------------------------|
| Position | CMT Support | Staff Position | Environmental Engineer |
| Position Statement | The Environmental Engineer is required to manage the resumption of activities relating to a business interruption event that impacts on sewer operations, water operations, and waste management. | | |
| Responsibilities | Responsibilities include: <ul style="list-style-type: none"> • Maintain Critical Function Action Plans to ensure they reflect operational requirements; • Ensure appropriate levels of staff training required for Critical Function Action Plans is identified and undertaken as appropriate; • Ensure resources identified within Critical Function Action Plans are available to enable the plan to be implemented. | | |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Investigate on behalf of and liaise with the CMT on any damage to Council infrastructure; • Liaise with stakeholders to repair and reinstate facilities; • Consult with staff to implement Critical Function Action Plans; • Consult with staff to implement manual procedures where required. | | |

| CMT Support Staff | | | |
|---------------------------|---|-----------------------|---------------------|
| Position | CMT Support | Staff Position | Development Manager |
| Position Statement | The Development Manager is required to manage the resumption of activities relating to a business interruption event that impacts on development applications, certificates and inspections. | | |
| Responsibilities | Responsibilities include: <ul style="list-style-type: none"> • Maintain Critical Function Action Plans to ensure they reflect operational requirements; • Ensure appropriate levels of staff training required for Critical Function Action Plans is identified and undertaken as appropriate; | | |

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| | <ul style="list-style-type: none"> • Ensure resources identified within Critical Function Action Plans are available to enable the plan to be implemented. |
| BCP Procedures on Activation | <ul style="list-style-type: none"> • Liaise with Council IT staff and Finance Manager to repair and reinstate processes; • Consult with staff to implement Critical Function Action Plans; • Consult with staff to implement manual procedures where required. |

7.2 Crisis Notification

On first becoming aware of a possible business continuity event, the relevant function manager is required to assess the situation and if the event is likely to exceed the agreed "MAO timeframe", then the CMT Director should be notified immediately by phone and where possible, with a follow-up email or personal briefing detailing the key issues including:

- Nature of the incident – time informed, etc.;
- Describe the business elements impacted (Critical Functions);
- Facility and/or equipment impacted;
- Staff;
- Any response actions implemented (Critical Function Action Plan);
- Any media involvement/interest
- Any immediate support requirements

Elements of the Critical Function Action Plans can be implemented at the local level, where appropriate to address an immediate response requirement event if the event is expected to be resolved within an acceptable period.

7.3 Assessment

On receipt of a notification that will impact business continuity, the CMT Director will:

- Formally note details;
- Notify the other members of the CMT;
- Confirm the details of the incident and appropriate media strategies;
- Ensure that the Insurer's Account Manager has been formally notified;
- Conduct preliminary impact assessment (facility and technology infrastructure);
- Determine if a Control Centre needs to be opened.

7.4 Declaration

The CMT director is to review the preliminary information and, if considered necessary, declare a Business Interruption Event.

The CMT Director is to facilitate the draft communications, both internal and external, for discussion at the initial CMT meeting.

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7.5 Control Centre

On the declaration of a Business Interruption Event by the CMT Director as a matter of course, a Control Centre will be opened. The resourcing of this Centre will be the responsibility of the CMT Co-ordinator. Given the variable nature of Business Continuity Events, the following sites have been identified and prioritised:

1. Executive Area of Council if business interruption event does not impact on the Berrigan Shire Council offices;
2. Berrigan Memorial Hall, Chanter Street, Berrigan;
3. Berrigan Sportsground Community Centre;
4. Berrigan Shire Emergency Control Centre, Tocumwal.

7.6 Emergency Contacts

The following are the contact numbers for CMT members and support staff, and relevant emergency numbers:

| Position | Name | Contact |
|--|----------------------|--------------|
| CMT Director | Rowan Perkins | 0407 344 848 |
| CMT Assistant | Alva Spence | 5888 5100 |
| CMT Co-ordinator | Michelle Koopman | 0418 466 720 |
| CMT Member | Matthew Hansen | 0427 635 396 |
| CMT Member | Fred Exton | 0417 885 152 |
| CMT Support Staff – Finance Manager | Carla Von Brockhusen | 5888 5100 |
| CMT Support Staff – Development Manager | Laurie Stevens | 0417 479 723 |
| CMT Support Staff – Operations Manager | David Basil | 0408 233 922 |
| CMT Support Staff – Environmental Engineer | Myles Humphries | 0407 564 895 |

| Emergency Contact Numbers | |
|---|-----------|
| Dial 000 for Emergency Services | |
| Berrigan Hospital | 5888 5300 |
| Berrigan Police Station (General enquiries) | 5885 2305 |
| Finley Hospital | 5883 9100 |
| Finley Police Station (General enquiries) | 5883 1044 |

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| Cobram Hospital | 5871 1888 |
| Cobram Police Station (General enquiries) | 5871 1977 |
| Tocumwal Hospital | 5871 2166 |
| Tocumwal Police Station (General enquiries) | 5874 9399 |

7.7 Initial CMT Meeting

The CMT Director is to call the initial CMT meeting to obtain more detailed information from the relevant business areas impacted, including:

- Staff
- Any associated Emergency Services issues
- Building facilities
- Public relations/media
- Damage /security, and
- Salvage of building and/or IT equipment;
- Public Health and Safety issues.

The meeting is also to ensure all team members understand their responsibilities and their assigned tasks in response to the Critical Function Action Plans.

7.8 Implement Action Plans

During the meeting, information will have been gathered by the various CMT members to produce an evaluation of the incident. A formal record of the meeting is to be collated by the CMT Assistant with particular emphasis on items to be actioned. This record needs to be regularly reviewed and updated as additional information comes to hand.

7.9 Media Protocols

Due to the nature of the media, the timeliness of reporting in these circumstances is critical. Prompt reporting to and liaison with the CMT is in the best interests in terms of allowing for the preparation of an appropriate response.

All media interactions will be in accordance with Council policy,
<G:\Management Plans\POLICY\2013 Policy Register\Media Policy 2013.docx>.

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8.0 Monitoring and Review

Monitoring and review is an integral component of the BCP process. Council recognises this and is committed to ensure the following monitoring and review strategy is implemented.

| Activity for Review | Accountability | Timeframe |
|---|-----------------------------|---|
| Business Continuity Plan | Enterprise Risk Manager | Monitor annually and action as required. |
| Business Continuity Plan Training | Enterprise Risk Manager | Annual training brief or refresher session |
| Business Continuity Plan Exercise | Director Corporate Services | Annual desk top exercise; Simulation exercise every three years. |
| Business Continuity Risk Assessment and Action Plan - Corporate Services | Finance Manager | Annual Review |
| Critical and Non-critical Function Review - Corporate Services | Finance Manager | Annual Review |
| Business Continuity Risk Assessment and Action Plan - Technical Services | Operations Manager | Annual Review |
| Critical and Non-critical Function Review - Technical Services | Operations Manager | Annual Review |
| Business Continuity Risk Assessment and Action Plan - Environmental Services | Environmental Engineer | Annual Review |
| Critical and Non-critical Function Review | Environmental Engineer | Annual Review |
| Business Continuity Risk Assessment and Action Plan - Planning and Development | Development Manager | Annual Review |
| Critical and Non-critical Function Review - Planning and Development | Development Manager | Annual Review |
| Critical and Non-critical Function Review - Governance | Enterprise Risk Manager | Annual Review |

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9.0

Appendices

9.1

Business Continuity Control Centre Checklist

| Control Centre Checklist | | |
|---|---|------------------|
| Element | Issues to be addressed | Actions Required |
| Location of the Control Centre | In consideration of the event, identify the appropriate location of the Control Centre. | |
| Provisions of telecommunications facilities | | |
| Provision of internet facilities | | |
| Emergency power requirements for Control Centre | | |
| Management and Staffing | CMT Director CMT Assistant CMT Co-ordinator CMT Member/s CMT Support Staff Other Support Staff | |
| Security | Security Firm name Police contacts | |
| Media | | |
| Initial level of Activation | | |
| Stages of Operation Activation | | |
| Information Displays | Information board required in Control Centre: Current Operations Display Board – showing all tasks currently being carried out; Contacts Display Board – used to display important contact telephone and fax numbers in regular use; Resources Allocation Board – showing resources location, resources committed and resources available; Staff Rosters – for longer or protracted use of the Control Centre; Timing Details – recording of briefing, meetings, etc. Media Releases – copies of publicly released materials. | |
| Administration | Administration requirements – stationery, forms, other resources, etc. | |

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| Briefing Sessions | Suitable briefing sessions to be identified by the CMT: 1. Staff 2. Media 3. Community 4. Elected members | |
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9.2

Business Continuity Risk Assessment and Action Plans

| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|---------------------------------|---|-----------------|------------|-------------|--|--------------------------------|---|---|--|---|--|---|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Creditor Payments and Invoicing | Loss of processing capability from loss of building | 4 | C | High | | 1 week | | | | 1. Organise temporary accommodation and equipment. * Secure alternate site and replacement equipment to be supplied by IT function. Function is to be run from primary alternate site. Function requires PC or equivalent and printer, telephone, plus appropriate stationery; 2. Organise appropriate software: *Accounts Payable/Receivable Functions requires within 48 hours: a) Practical (PCS) b) NAB Connect (web-based) c) Microsoft Excel 3. Issue delegations to appropriate back-up staff: * Processing staff do not require additional delegations. Any purchases made under s55(3)(k) of the <i>Local Government Act 1993</i> are to be recorded in a specific register. GM to issue delegations to appropriate staff as required allowing for continued authorisation of invoices. GM/FM to add additional signatories to transact on the Council's accounts as appropriate and required. | 1. Manually prepare necessary Authority and Delegation instruments and monitor staff performance; 2. Maintain temporary accommodation and equipment; 3. Inform relevant Debtors and Creditors/Suppliers that invoices, receipts and payments are temporarily unavailable, and delays in invoicing, receipts and payments may be experienced; 4. Establish contact with the Bank and make necessary cash flow arrangements; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | DISPLAN; Emergency Management Plans; Staff training records; NSW Legislation | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of processing capability from loss of IT System, communications or power. | 4 | C | High | * Loss of service provision; * Loss of reputation; * Financial implications through: - loss of bank interest; - legal recovery and charges; - contractual penalties | 48 hours | * Building and equipment; * Records system; IT system | Director Corp. Services/ Finance Manager | All internal sections within Council; Creditors; Suppliers; Debtors | | | | |
| | Loss of data, either electronic or paper relating to rates, properties, creditors or debtors. | 4 | C | High | | 1 week | | | | | | | |
| | Loss of trained and/or qualified staff | 4 | C | High | | 48 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|--------------------|---|-----------------|------------|-------------|--|--------------------------------|---|---|--------------------------------------|---|---|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Payroll Processing | Loss of payroll processing capability from loss of building | 3 | C | High | * Staff dissatisfaction; * Loss of reputation; * Industrial Action; * Legal consequences of non-payment | 1 week | * Building and equipment; * Records system; IT system | Director Corp. Services/ Finance Manager | All internal sections within Council | 1. Organise temporary accommodation and equipment: * Secure alternate site and replacement equipment to be supplied by IT function. Function is to be run from primary alternate site. Function requires PC or equivalent and printer, telephone, plus appropriate stationery; 2. Organise appropriate software: *Accounts Payable/Receivable Functions requires within 48 hours: a) Practical (PCS) b) NAB Connect (web-based) c) Microsoft Excel 3. Issue delegations to appropriate back-up staff: * Processing staff do not require additional delegations. GM to issue delegations to appropriate staff as required allowing for continued authorisation of invoices. GM/FM to add additional signatories to transact on the Council's accounts as appropriate and required. | 1. Maintain temporary accommodation and equipment; 2. Maintain back-up arrangements with Civica or neighbouring LGA for processing capability; 3. Performance management of staff involved at all processing stages; 4. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | NAPSA and associated guidance material; Practical Computer system; Emergency Management Plans; Staff training records | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of processing capability from loss of IT System, communications or power | 4 | C | High | | 48 hours | | | | | | | |
| | Loss of data, either electronic or paper relating to payroll records | 3 | C | High | | 1 week | | | | | | | |
| | Loss of trained and/or qualified staff | 2 | C | Medium | | 48 hours | | | | | | | |

Committee meeting reports

| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|-------------------|--|-----------------|------------|-------------|--|--------------------------------|--|---|---|---|---|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Customer Services | Loss of Customer Service provision from loss of building | 2 | C | Medium | * Residents/ratepayer dissatisfaction; * Loss of essential information; * Loss of reputation | 1 week | * Building and equipment; * Telephone | Director Corp. Services/ Finance Manager/ GM Personal Assistant | All internal sections within Council; Customers of Council and external parties making enquiries | 1. Organise temporary accommodation and equipment; * Secure alternate site and replacement equipment to be supplied by IT function. Function is to be run from primary alternate site. Function requires PC or equivalent and printer, telephone, plus appropriate stationery; 2. Organise telephone connection: * TIO to arrange telephone connection with Telstra and number forwarding where appropriate. Will require telephone number list for staff and other essential services; 3. Organise appropriate software: * Customer service function requires within 48 hours: a) Practical (PCS) b) Microsoft Word and Excel 4. Arrange cash receipting function: * Minimise receipting of cash as much as possible - encourage use of other payment options. Implement manual receipting and reconciliation process until IT functionality restored and re-enter electronically where appropriate. Ensure physical barrier separates staff handling cash from public. Monitor cash held bank regularly. | 1. Provide alternate secure location for staff safety and protection of monies; 2. Maintain temporary telephone system (including diversions) and associated office equipment; 3. Ensure operating procedures (electronic or manual) are documented and available to all relevant staff; 4. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | NSW Legislation; Staff training records; Practical Computer system; Standard Operating Procedures | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of processing capability from loss of IT Systems, communications or power | 2 | C | Medium | | 24 hours | | | | | | | |
| | Loss of trained and/or qualified staff | 2 | C | Medium | | 24 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|-----------------------------|--|-----------------|------------|-------------|---|--------------------------------|----------------------------|---|---|--|--|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Mail and Records Management | Loss of Mail services and Records Management to whole of Council from loss of building | 2 | C | Medium | * Loss/lack of information; * Impacts on all Council functions; * Contractual penalties | 1 week | * Building and equipment | Director Corp. Services/ Finance Manager/ GM Personal Assistant | All internal sections within Council; Customers of Council and external parties corresponding with Council | 1. Organise temporary accommodation and equipment: * Secure alternate site and replacement equipment to be supplied by IT function. Function is to be run from primary alternate site. Function requires PC or equivalent and printer, telephone, plus appropriate stationery; 2. Initiate manual recording and handling procedures: * Keep a longhand list of correspondence in an out until IT system is functional. Back enter when appropriate. * Advice from State Records to be sought when dealing with damaged physical records (i.e. fire and water damage); 3. Initiate alternate mail handling procedures in conjunction with Australia Post: * Australia Post to be advised of new physical location. Collection of mail to continue per normal. If Berrigan Post Office is not operational, seek advice from Australia Post re: alternate post office for collection of mail. | 1. Provide alternate secure location for mail handling and records storage; 2. Ensure operating procedures (electronic or manual) are documented and available to all relevant staff; 3. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy | NSW Legislation; Staff training records; Practical Computer system; Standard Operating Procedures | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of processing capability from loss of IT System, communications or power | 2 | C | Medium | | 24 hours | | | | | | | |
| | Loss of trained and/or qualified staff | 2 | C | Medium | | 24 hours | | | | | | | |
| | Interrupted mail service provision by Australia Post | 2 | C | Medium | | 24 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|------------------------------|--|-----------------|------------|-------------|------------------------------------|--------------------------------|--|---|---|--|--|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objectives |
| IT and Communications System | Loss of IT and Communications System to whole of Council from loss of building | 5 | C | High | * Impacts on all Council functions | 48 hours | * Building and equipment; * Telephone; * IT System | Director Corp. Services/ Finance Manager/ Technology & Innovation Officer | All internal sections within Council; Customers of Council and external parties communicating with Council | <p>1. Organise temporary accommodation and equipment: * Laptops and additional devices (mobile phones, tablets) would be purchased as necessary to continue business function. Disaster Recovery Server (DRS) and Firewall would be relocated from Depot/Library to the secure alternate site. Hitech support would be contacted for assistance (if new physical service or configuration help is required with restoration and setting up Virtual Service instances);</p> <p>* Backup service would be configured to run normal operations for Financial System, File System, Email System and Engineering Systems. USB backup replication function would be available on DRS to continue off-site backup maintenance;</p> <p>2. Initiate alternate IT operations procedures in conjunction with hardware and software providers (Access to PCS Admin, NAB Connect, etc.);</p> <p>3. Provide alternate telephone system: * Contact with Telstra to be made to have landline number/s and fax number redirected to new site. Additional mobile services may be required. Additional phone handset may be required;</p> <p>* Provide electronic or manual system for cashier function, including cash handling security. Following restoration of DRS, financial system would be back</p> | <p>1. Identify the alternate secure site;</p> <p>2. Establish contact with relevant suppliers regarding procedures for business interruption emergencies;</p> <p>3. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy;</p> <p>4. Management team to be advised of impact of outage on IT and/or Communications System capability, and any consequent changes to location and access to e-mail and internet;</p> <p>5. Inform community of other known customers of possibility of delays in processing payments and electronic correspondence.</p> | NSW Legislation; Staff training records; Practical Computer system; Standard Operating Procedures | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of processing capability from loss of IT System, communications or power | 5 | C | High | | 24 hours | | | | | | | |
| | Loss of trained and/or qualified staff | 2 | C | Medium | | 24 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|-------|---|-----------------|------------|-------------|--|--------------------------------|---|--|--|---|--|---|--|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objectives |
| Sewer | Loss of electrical power | 3 | C | High | | 24 hours | | | | | | | |
| | Mechanical failure at Pump Station or Treatment Plant | 3 | C | High | * Public Health issues form loss of sanitation services and possible pollution incidents; * EPA penalties for Licence Conditions failure; | 24 hours | * Sewer Mains; * Pump Stations; * Treatment Works; * Storage Ponds | General Manager/ Director Tech. Services/ Environmental Engineer/ Tech. Officer - W & S | Shire residents and businesses, NSW Health Dept., EPA, Dept. Water & Energy, LGNSW | 1. Staff respond to failure call out and restore service where possible; 2. If service will be interrupted for extended period, advise Reception and Environmental Engineer; 3. Environmental Engineer to determine strategy for restoration of service and if timeline for restoration of service is likely to be more than 2 hours, brief Director Technical Services/General Manager; 4. Director Technical Services/General Manager to confirm strategy for restoration of services and approve any required media/communication strategy. | 1. If Power Outage, conduct repairs if within Council facilities; restore capability using generator; 2. If Mechanical failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 3. If Main failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 4. If Staff loss, arrange alternate staff from within Council or hire staff from other service providers or contractors; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | Safe Work Method Statements; Standard Operating Procedures: DISPLAN; Emergency Management Plans; Staff training records | Strategic Objective 1.3 - Connect and protect our communities; Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting; Strategic Objective 3.1 - Create safe, friendly and accessible communities. |
| | Trunk main pipe failure | 3 | C | High | * Pollution of water courses; * Failure to provide essential service to community; * Reputation loss | 24 hours | | | | | | | |
| | Loss of trained and/or qualified staff | 3 | C | High | | 24 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|-------|---|-----------------|------------|-------------|--|--------------------------------|---|--|--|---|--|---|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Water | Loss of electrical power | 3 | C | High | | 24 hours | | | | | | | |
| | Mechanical failure at Pump Station or Treatment Plant | 3 | C | High | * Public Health issues from loss of water services; * Impact on sanitation services; * Loss of revenue; * EPA penalties for Licence Conditions failure; | 24 hours | * Water Mains; * Pump Stations; * Treatment Works; * Storage Ponds; * Connections | General Manager/ Director Tech. Services/ Environmental Engineer/ Tech. Officer - W & S | Shire residents and businesses, NSW Health Dept., EPA, Dept. Water & Energy, OLG | 1. Staff respond to failure call out and restore service where possible; 2. If service will be interrupted for extended period, advise Reception and Environmental Engineer; 3. Environmental Engineer to determine strategy for restoration of service and if timeline for restoration of service is likely to be more than 2 hours, brief Director Technical Services/General Manager; 4. Director Technical Services/General Manager to confirm strategy for restoration of services and approve any required media/communication strategy; 5. Director Technical Services to instigate the implementation of water restrictions if necessary and determine if alternate supplies of potable water from external sources are required. | 1. If Power Outage, conduct repairs if within Council facilities; restore capability using generator; 2. If Mechanical failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 3. If Main failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 4. If Staff loss, arrange alternate staff from within Council or hire staff from other service providers or contractors; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | Safe Work Method Statements; Standard Operating Procedures: DISPLAN; Emergency Management Plans; Staff training records | <i>Strategic Objective 1.3 - Connect and protect our communities;</i> <i>Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting;</i> <i>Strategic Objective 3.1 - Create safe, friendly and accessible communities.</i> |
| | Trunk main pipe failure | 3 | C | High | * Failure to provide essential service to community; * Adverse impact on business and public health; | 24 hours | | | | | | | |
| | Loss of trained and/or qualified staff | 3 | C | High | * Reputation loss | 24 hours | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|------------------|--|-----------------|------------|-------------|--|--------------------------------|----------------------------|--|---|--|--|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Waste Management | Failure of Contractor Plant or equipment | 3 | C | High | * Public health issues from loss of waste services | 4 weeks | Collection Contractor | General Manager/ Director Tech. Services/ Environmental Engineer | Waste Contractor, Shire residents and businesses; NSW Health Dept.; OLG | 1. Convene Key Decision makers meeting to discuss possible solutions; 2. Diagnose failure situation, likely duration and consequences; 3. Consider alternatives including an alternate waste collection contractor, or hire of plant to conduct collection by Council staff; 4. Director Technical Services/General Manager to confirm strategy for restoration of services and approve any required media/communication strategy; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | 1. If Power Outage, conduct repairs if within Council facilities; restore capability using generator; 2. If Mechanical failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 3. If Main failure, conduct repairs, replace failed parts from Store, supplier or other service providers; 4. If Staff loss, arrange alternate staff from within Council or hire staff from other service providers or contractors; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | Standard Operating Procedures; Contractor Agreement | Strategic Objective 1.3 - Connect and protect our communities; Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|--|--|-----------------|------------|-------------|--|--------------------------------|---|---|---|---|---|--|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Development Applications, Certificates and Inspections | Lack of qualified staff and/or consultants | 2 | C | Medium | * Unauthorised building works; * Possible adverse impact on community and/or environment; | 4 weeks | * Motor vehicle; * Telephone; * Legislation/Standards; * Diary | General Manager/ Development Manager | Building Surveyor; Private accredited Certifiers | 1. identify suitably qualified persons and arrange appropriate authorities and delegations; 2. Ensure reliable access to relevant Standards and Legislation; 3. Ensure personnel involved are easily accessible, provided with vehicle, mobile phone and IT capability. | 1. Manually prepare necessary Authority and Delegation instruments; 2. Maintain manually prepared Registers; 3. Provide motor vehicle, mobile phone and laptop; 4. Maintain temporary accommodation and equipment; | NSW Legislation, standards and codes; Berrigan Shire LEP 2013; Staff training records | <i>Strategic Objective 1.1 - Support sustainable use of our natural resources and built landscapes;</i> <i>Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting;</i> |
| | Loss or destruction of vital records | 2 | C | Medium | * Land & Environment Court appeals | 4 weeks | | | | | 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy; 6. Inform relevant members of the community, legal firms and developers that all Development Applications, Certificates and building inspections processing are temporarily unavailable and delays may be experienced. | | <i>Strategic Objective 3.1 - Create safe, friendly and accessible communities;</i> |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|----------------|--|-----------------|------------|-------------|--|--------------------------------|--|---|--|--|--|---|--|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Cemetery Works | Loss of essential plant/equipment | 3 | C | High | * Public Health; * Loss of reputation; * Residents/ Ratepayer dissatisfaction; * Service delivery failure under Local Government Act. | 1 week | * Prepare plot manually; * Keep manual cemetery records | Director Technical Services; Operations Manager; General Manager's Personal Assistant | Cemetery Registrar; Residents, ratepayers, hospitals and aged care facilities; local businesses, private contractors, NSW Health and LGNSW | 1. Key Decision Makers to meet in order to identify duration and consequences of business interruption; 2. Arrange necessary resources, including plant, equipment, contractors, staff, and administrative support; 3. Notify community and stakeholders of possible delays in service provision; 4. Notify insurer; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | 1. If plant or equipment is lost, arrange hire plant and/or operators, or borrow/hire plant from neighbouring Councils; 2. Arrange alternate staff from within Council or borrow/hire staff from neighbouring Councils; 3. Identify alternative access routes or instigate emergency clearance operations. | Staff Training Records; Standard Operating Procedures; Safe Work Method Statements; Plant Maintenance records; DISPLAN. | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting; Strategic Objective 3.1 - Create safe, friendly and accessible communities. |
| | Loss of trained and/or qualified staff | 3 | C | High | | 1 week | | | | | | | |
| | Loss of clear access to the Cemetery | 3 | C | High | | 1 week | | | | | | | |

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| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|----------------------------|--|-----------------|------------|-------------|--|--------------------------------|----------------------------|--|--|---|--|---|--|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Essential Road Maintenance | Loss of essential plant/equipment | 3 | C | High | * Public Liability claims; | 1 week | | | | 1. Key Decision makers meeting to identify duration and consequences of business interruption; 2. Arrange necessary resources, including plant, equipment, contractors, staff, and administrative support; 3. Implement Road Closures/Detours if required for public safety; 4. Notify community and stakeholders of possible disruption to travel plans, including possible increase in hazards on the road network; 5. Notify Insurer; 6. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | 1. If Plant/equipment loss, arrange hire plant and/or operators or borrow/hire from neighbouring Councils; 2. Arrange alternate staff from within Council or borrow/hire staff from neighbouring Councils; 3. Investigate possible alternate access routes or instigate emergency clearance operations; 4. Provide Pilot Vehicles and assistance to motorists where possible, giving due consideration to insurance implications. | DISPLAN; Emergency Management Plans; Safe Work Method Statements; Standard Operating Procedures; Staff training records; Plant maintenance records | Strategic Objective 1.3 - Connect and protect our communities; Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting; Strategic Objective 3.1 - Create safe, friendly and accessible communities; |
| | Loss of trained and/or qualified staff | 3 | C | High | * Risk to public safety; * Asset degradation; * Residents/Ratepayer Dissatisfaction; * Loss of reputation | 1 week | * Patching truck | Director Technical Services; Operations Manager | Residents and ratepayers; Travelling public; Local business; Emergency Services; RMS | | | | |
| | Extreme adverse weather conditions | 3 | C | High | | 1 week | | | | | | | |

Committee meeting reports

| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|-----------------------|--|-----------------|------------|-------------|--|--------------------------------|----------------------------|--|--|--|--|---|--|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Stormwater Management | Loss of essential plant/equipment | 3 | C | High | * Localised flooding; * Traffic disruption; * Loss of reputation | 24 hours | * Pumps | Director Technical Services; Operations Manager | Works section; Residents and ratepayers; Travelling Public; Local businesses; Emergency Services; RMS | 1. Key Decision Makers meeting to identify duration and consequences of business interruption; 2. Arrange necessary resources including plant, equipment, contractors, staff, and administrative support; 3. Implement road closures/detours if required for public safety; 4. Notify community and stakeholders of possible disruption to travel plans, including possible increase in hazards on the road network; 5. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | 1. If plant/equipment loss, arrange hire plant and/or operators or borrow/hire from neighbouring Councils; 2. Arrange alternate staff from within Council or borrow/hire from neighbouring Councils; 3. Investigate possible alternate access routes or instigate clearance operations; 4. Provide Pilot Vehicles and assistance to motorists where possible, giving due consideration to insurance implications. | DISPLAN; Emergency Management Plans; Safe Work Method Statements; Standard Operating Procedures; Staff training records; Plant maintenance records | Strategic Objective 1.3 - Connect and protect our communities; Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting; Strategic Objective 3.1 - Create safe, friendly and accessible communities; |
| | Loss of trained and/or qualified staff | 3 | C | High | | 24 hours | | | | | | | |
| | Extreme adverse weather conditions | 3 | C | High | | 24 hours | | | | | | | |

Committee meeting reports

| Area | Failure Scenario | Risk Assessment | | | Business Impact Analysis | | | | | Action Plan | | | |
|------------------|--|-----------------|------------|-------------|--|--------------------------------|----------------------------------|--|---|---|--|---|---|
| | | Consequence | Likelihood | Risk Rating | Impact of Loss | Maximum Allowable Outage (MAO) | Minimum Resources Required | Key Decision Makers | Other Stakeholders | Emergency Response | Actions Required | Document Reference | Community Strategic Plan Objective/s |
| Plant Management | Loss of essential plant/equipment | 2 | C | Medium | * Risks to public safety; * Risk to staff safety; | 48 hours | * Mechanic toolbox; * Vehicle | Director Technical Services; Operations Manager; Workshop Supervisor | Works section; Residents and ratepayers; Travelling public; Local businesses | 1. Key Decision makers meeting to identify duration and consequences of business interruption; 2. Arrange necessary resources, including plant, equipment, contractors, staff, and administrative support; 3. Implement Road Closures/Detours if required for public safety; 4. Notify community and stakeholders of possible disruption to travel plans, including possible increase in hazards on the road network; 5. Notify Insurer; 6. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy. | 1. If Plant/equipment loss, arrange hire plant and/or operators or borrow/hire from neighbouring Councils; 2. Arrange alternate staff from within Council or borrow/hire staff from neighbouring Councils; 3. Provide Pilot Vehicles and assistance to motorists where possible, giving due consideration to insurance implications. | Safe Work Method Statements; Standard Operating Procedures; Plant Inspection and Maintenance records. | Strategic Objective 2.2 - Ensure effective governance by Council of Council operations and reporting. |
| | Loss of trained and/or qualified staff | 2 | C | Medium | * Asset degradation; * Loss of reputation | 48 hours | | | | | | | |

Items requiring Council Resolution

9. MAYOR'S REPORT

RECOMMENDATION – that the Mayor's Report be received.

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Items requiring Council Resolution

10.

DELEGATES REPORT

RESOLUTION

Items requiring Council Resolution

11. GENERAL BUSINESS

RESOLUTION