



Minutes of the Council Meeting held in the Council Chambers on Wednesday, 17th June, 2015 commencing at 9.17 am.

Min. No. Present: Cr. Bernard Curtin (Mayor)

Crs: John Bruce, Matthew Hannan, Brian Hill, Denis Glanville, Colin Jones, Daryll Morris, Director Technical Services (Fred Exton), Development Manager (Laurie Stevens) and General Manager (Rowan Perkins).

Apology

- 101 RESOLVED** Crs: Hill and Glanville that an apology for non attendance be received from Cr Andrea O'Neill.

Declaration of Items of Pecuniary and other Interests

Cr Curtin declared a Pecuniary Interest in Item 8.1 as he is a member of the Board of Amaroo Aged Care Hostel.

Confirmation of Minutes

4. CONFIRMATION OF MINUTES

- 102 RESOLVED** Crs: Jones and Glanville 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

- 103 RESOLVED** Crs: Hannan and Morris 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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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

104 RESOLVED Crs: 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”) noting amendment to cemetery fees and with an inclusion to indicate the possibility of borrowing funds for the town entry project.
 - c) The *Rating and Revenue Policy* 2015 – 2016 and loan references (Appendix “C”)
- 1) 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”)
 - 2) Adopt the reviewed *Resourcing Strategy* 2013 – 2023 (Appendix “E”)

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

105 RESOLVED Crs: Morris and Jones that the Council convene an extraordinary meeting to be held on Wednesday 24th June 2015 commencing at 5.30 pm to consider and order upon its “Fit for the Future” submission.

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**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:

106 RESOLVED Crs: Morris and Jones that the Council Adopt the Children, Young People and Families Strategy and Action Plan 2015 – 2019 (Appendix “F”).

**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

107 RESOLVED Crs: Bruce and Hill that the Council take no action in relation to the Inquiry into Local Government in New South Wales.

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

108 RESOLVED Crs: Morris and Glanville 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

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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 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.

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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

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.

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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.

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.

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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
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

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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;
7. location of any street furniture to be included in the area

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egg: 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.

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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

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.

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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

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;

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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 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.

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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

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;

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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.
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.

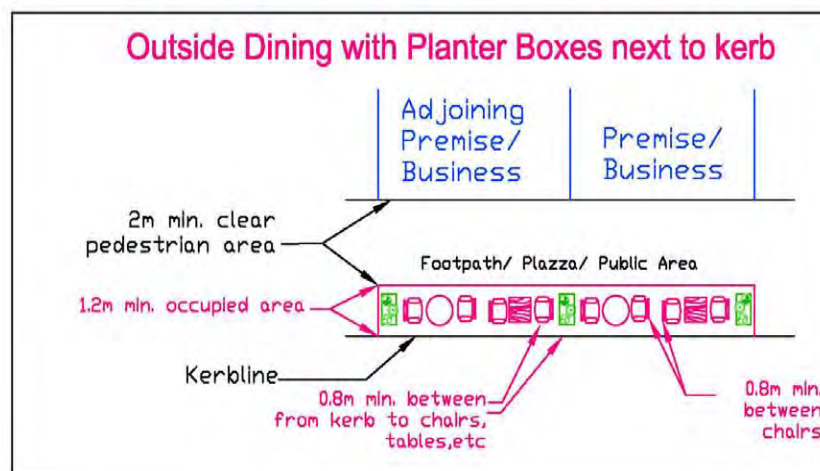
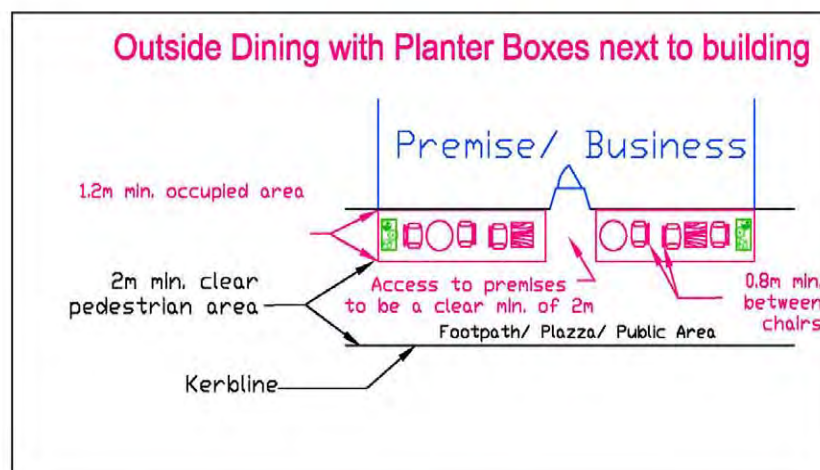
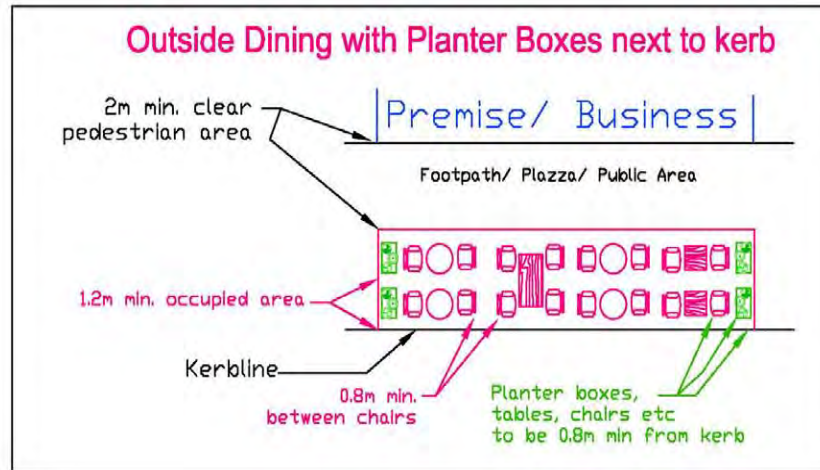
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6.3.9 Approved furniture

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.		

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6.3.10 Typical layouts and plans



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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

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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 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

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




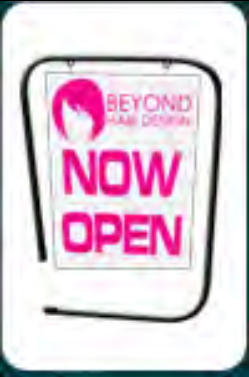

6.4.5 Free-standing signage, flags and the like

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.

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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 advertising signage

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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

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

- 109** **RESOLVED** Crs: Glanville and Morris that the Council advise the Barooga Recreation Reserve Committee of Management that it is unable to provide financial assistance towards its electricity charges and refer matters of electricity management to the Corporate Services Committee.

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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:

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;

- 110** **RESOLVED** Crs: Morris and Glanville 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**
 - **FARMLAND - BERRIGAN**
 - **FARMLAND - FINLEY**
 - **FARMLAND - TOCUMWAL**
 - **FARMLAND – GRAVEL PITS**
- 111** **RESOLVED** Crs: Morris and Glanville 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**.
- 112** **RESOLVED** Crs: Morris and Glanville 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**
- 113** **RESOLVED** Crs: Morris and Glanville that Council make and levy an Ordinary Rate of **0.6669 cents** per dollar of land value on all

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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**

114 **RESOLVED** Crs: Morris and Glanville 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**.

115 **RESOLVED** Crs: Morris and Glanville 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**.

116 **RESOLVED** Crs: Morris and Glanville 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**.

117 **RESOLVED** Crs: Morris and Glanville 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**.

118 **RESOLVED** Crs: Morris and Glanville 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

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

119 **RESOLVED** Crs: Morris and Glanville 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**

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120 **RESOLVED** Crs: Morris and Glanville 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**

121 **RESOLVED** Crs: Morris and Glanville 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**

122 **RESOLVED** Crs: Morris and Glanville 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,

- 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;

123 **RESOLVED** Crs: Morris and Glanville pursuant to the provisions of Section 501 of the Act that Council make and levy **Water Access**

Min. No.

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:-

- a) land that is supplied with water from a water pipe of the Council;
or
- b) 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;

124

RESOLVED Crs: Morris and Glanville 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.

Min. No.

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;

- 125** **RESOLVED** Crs: Morris and Glanville 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;

- 126** **RESOLVED** Crs: Morris and Glanville 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;

- 127** **RESOLVED** Crs: Morris and Glanville that Council make and levy a **Sewerage Pedestal Charge** as detailed below:

Min. No.

- 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;

128 RESOLVED Crs: Morris and Glanville 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:

Assessment Number	DESCRIPTION	ADDRESS	
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
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

Minutes of the Ordinary Council meeting held in the Council Chambers on
Wednesday, 17th June, 2015.

Min. No.

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

Min. No.

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 PINEWOOD 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;

- 129** **RESOLVED** Crs: Morris and Glanville 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:

Min. No.

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

- 130** **RESOLVED** Crs: Morris and Glanville 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;

- 131** **RESOLVED** Crs: Morris and Glanville 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

Min. No.

- **\$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.

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

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

ITEMS FOR NOTING

- 6.1 MURRAY DARLING BASIN REGIONAL ECONOMIC DIVERSIFICATION PROGRAM
- 6.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015.
- 6.3 WORK HEALTH AND SAFETY COMMITTEE MINUTES
- 6.4 DEVELOPMENT DETERMINATIONS FOR MONTH OF MAY 2015

- 133** **RESOLVED** Crs: Hill and Hannan that Items for Noting numbered 6.1 to 6.4 Inclusive be received and noted.

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

Min. No.

(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

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.

Min. No.

- 134** **RESOLVED** Crs: Morris and Hannan 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 10.00am. The public and media left the Chamber.

Min. No.

- 137 **RESOLVED** Crs: Morris and Hannan that the Council move out of closed and into open Council.

Min. No.

Open Council resumed at 10.12 am

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:

7.1 LOT 1251 DP 1087630 – BROOCKMANN’S ROAD FINLEY

AUTHOR: General Manager

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

FILE NO: 05.005.9

“that the Council advise the proposed purchaser of Lot 1251 DP 1087630 – Part of “Nariel Farm” in Finley that a price of \$17,280 would be accepted for the sale.”

7.2 ORGANISATIONAL RE-STRUCTURE

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 22.155.1

“that the Council, after consultation with the relevant union and employee regarding alternatives and mitigation, make the positions of Home and Community Care Coordinator and Home Support Administration Officer redundant, effective from 30 June 2015.”

Min. No.

COMMITTEE REPORTS

Cr Curtin declared a Pecuniary Interest and left the Chamber at 10.12 am and Cr Hill took the Chair.

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

138 **RESOLVED** Crs: Morris and Bruce that recommendations numbered 1 to 6 inclusive of the Corporate Services Committee Meeting held on 3rd June, 2015 be adopted as amended.

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.

Min. No.

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

5.5. STAFF AND TOURISM BUDGET

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.

Min. No.

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:

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.

Min. No.

Cr Curtin returned to the Chamber at 10.16 am and resumed the Chair.

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

139 RESOLVED Crs: Morris and Bruce 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.

Min. No.

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

140 RESOLVED Crs: Hill and Glanville 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

Min. No.

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;

Min. No.

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

Incident Investigation: Formal internal investigation involving gathering of 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.

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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

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

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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*
- *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

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	

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Continuity Management Team	recovery phases. 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 normal management structures during the response process.	CMT
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

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routine operations and a full recovery as soon as possible and seizing any opportunities that may arise (AS/NZS 5050:2010).

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.

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;

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- 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.

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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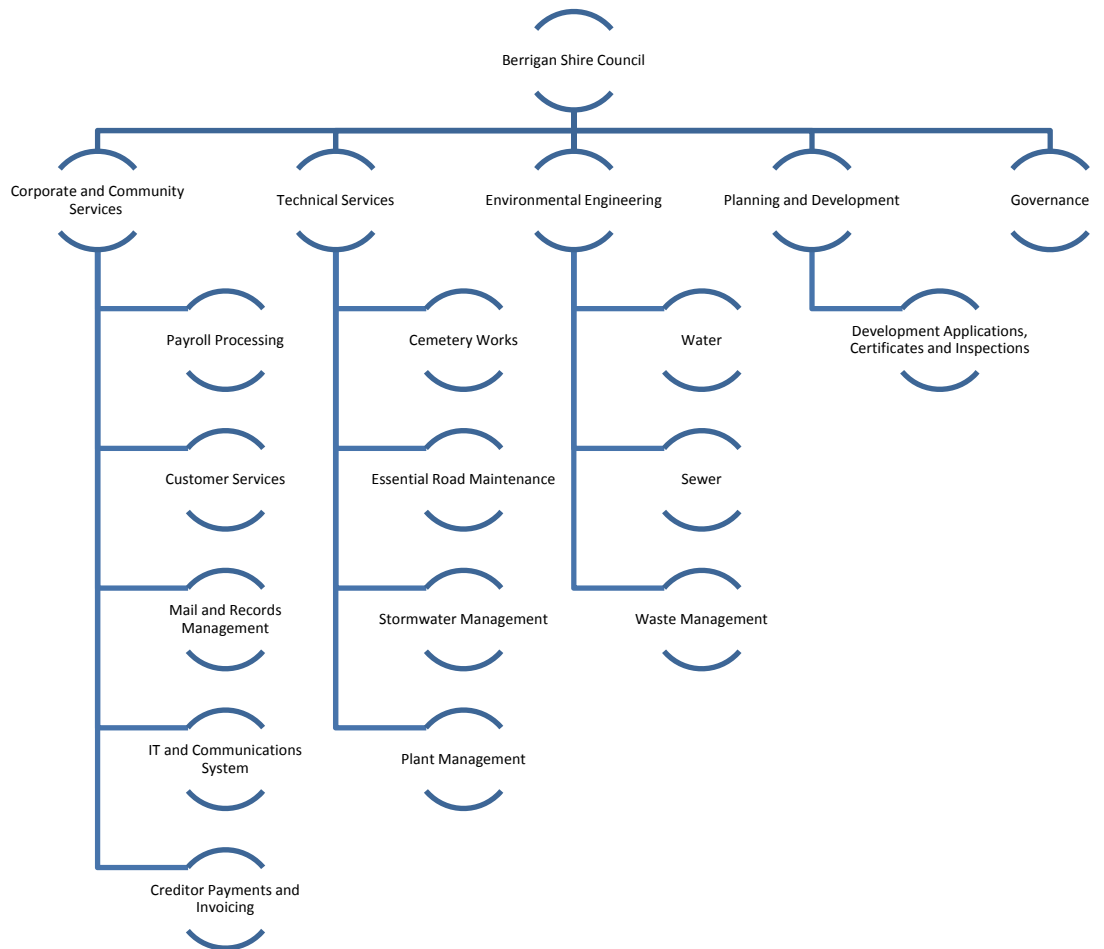


Figure 2.0.1

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;

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- 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)

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)

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

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CMT Member	Director Corporate Services
CMT Member	Director Technical Services

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>		
Knowledge Requirements	<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> <ol style="list-style-type: none"> 1. High level of organisation activities and service delivery priorities; 2. Community, Business and Regulatory contacts. 		
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>		
BCP Procedures on Activation	<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. • Activate the BCP; • Notify and liaise with stakeholders; • Provide the focal point in communication to the staff, media and public; 		

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- 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.

Continuity Management Team Member Responsibility Statement

Position	CMT Assistant	Staff Position	General 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	<ul style="list-style-type: none"> • If required, assist with the set-up of the Control Centre and arrange stationery, equipment, etc.; 		

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**on
Activation**

- 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	<p>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.</p>		
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	<p>Responsibilities include:</p> <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	<p>Responsibilities include:</p> <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;

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- 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	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	<p>Responsibilities include:</p> <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	<p>Responsibilities include:</p> <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. 		

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BCP Procedures on Activation

- 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.

7.5 Control Centre

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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
Cobram Hospital	5871 1888

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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\POLICY2013 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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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	* Loss of service provision; * Loss of reputation; * Financial implications through: - loss of bank interest; - legal recovery and charges; - contractual penalties	1 week	* Building and equipment; * Records system; IT system	Director Corp. Services/ Finance Manager	All internal sections within Council; Creditors; Suppliers; Debtors	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		48 hours							
	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							

Min. No.

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							

Min. No.

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		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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		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
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 a doot 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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		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
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	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); * 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; 2. Initiate alternate IT operations procedures in conjunction with hardware and software providers (Access to PCS Admin, NAB Connect, etc.); 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; * Provide electronic or manual system for cashier function, including cash handling security. Following restoration of DRS, financial system would be back	1. Identify the alternate secure site; 2. Establish contact with relevant suppliers regarding procedures for business interruption emergencies; 3. Once MAO reached, specific media messages/communications will be considered in accordance with Council's Media Policy; 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; 5. Inform community of other known customers of possibility of delays in processing payments and electronic correspondence.	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							

Min. No.

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
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							

Min. No.

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		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;	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;	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;
	Trunk main pipe failure	3	C	High	* Failure to provide essential service to community; * Adverse impact on business and public health;	24 hours				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.	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.		Strategic Objective 3.1 - Create safe, friendly and accessible communities.
	Loss of trained and/or qualified staff	3	C	High	* Reputation loss	24 hours							

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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.

Min. No.

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		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; 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.	NSW Legislation, standards and codes; Berrigan Shire LEP 2013; Staff training records	Strategic Objective 1.1 - Support sustainable use of our natural resources and built landscapes; 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 or destruction of vital records	2	C	Medium	* Land & Environment Court appeals	4 weeks							

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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							

Min. No.

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;	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	* Loss of reputation	1 week							

Min. No.

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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							

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Plant Management	Loss of essential plant/equipment	2	C	Medium	* Risks to public safety; * Risk to staff safety; * Asset degradation; * Loss of reputation	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		48 hours							

Min. No.

MAYORS REPORT

Cr. Curtin reported that he had attended the following during the period:

- Fit for the Future Street Stall, Berrigan
- IPART workshop Fit for the Future, Wagga
- Barooga Community Botanical Gardens unveiling of wood carving
- Rural Fire Service awards, Albury
- Chamber Presidents meeting, Barooga
- Office of Local Government workshop, Sydney
- Mary Dowling book launch, Berrigan
- Finley Rotary changeover dinner
- Opening of Funeral Chapel, Finley

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

DELEGATES REPORTS

Cr Hill

- Finley Showground & Sporting Complex meeting
- Finley Chamber of Commerce & Agriculture Annual General meeting
- Youth Development Committee
- Finley Recreation Reserve meeting
- Central Murray County Council meeting
- Finley Showground and Sporting Complex meeting with Council

Cr Morris

- Local Health Advisory Committee meeting
- Finley Chamber of Commerce & Agriculture Annual General meeting
- Chamber Presidents meeting
- Finley Railway Park meeting

Cr Hannan

- Berrigan Fit for the Future Street Stall
- Youth Development Committee meeting
- Finley Farmers Market

Cr Glanville

- nil

Min. No.

Cr Jones

- Tocumwal Foreshore Committee meeting

Cr Bruce

- Barooga Advancement Group meeting
- National Parks NSW meeting
- Visitor Information Centre meeting with operator

The meeting adjourned at 10.45 am and reconvened at 11.05 am.

GENERAL BUSINESS

Cr Hill

- Local Government New South Wales meeting next week
- Finley Lions club applying for Club funding for new fence at Finley Cemetery

Cr Morris

- Map of railway park, Finley

Cr Hannan

- Finley War Memorial and School of Arts Hall
- 142 RESOLVED** Crs: Hannan and Bruce that the Council develop an engagement and financial strategy for the reconfiguration of the Finley School of Art and Finley War Memorial Hall.

- Streetlights at Finley
- NBN – Finley and Tocumwal

- 143 RESOLVED** Crs: Hannan and Hill that the Council provide a letter of support for the renovation to the Finley Hospital to Mr Adrian Piccoli, Murrumbidgee Local Health Board and the Minister for Health

- BE Welcome need copy of the previous resolution
- Truck parking at Tocumwal

Cr Glanville

- New dwelling at Tocumwal and fence

Cr Jones

- Murray Darling Association meeting
- Glider relocation
- Glass foundry

Cr Bruce

- Southern Riverina Gliding Club response - No

Min. No.

Cr Curtin

- Attract refugees?

Development Manager

- Finley Presbyterian Church

Director Technical Services

- Drain and McCullochs Road, Tocumwal

General Manager

- Loan for town entries etc
- Meeting with HACC Volunteers 18th June, 2015
- Advice re future of Finley RMS Office
- Farewell – Phillip Eales
- Barooga Advancement Group – contribution for storage shed

There being no further business the meeting closed at 12.10 pm.