



Council Chambers,
BERRIGAN NSW 2712

Sir/Madam,

The Ordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **Wednesday 17th October, 2018** when the following business will be submitted:-

9:00AM

Public Question Time

COUNCIL MEETING

1.	APOLOGIES	3
2.	DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST	3
3.	VISITORS ATTENDING MEETING.....	3
4.	CONFIRMATION OF MINUTES	3
5.	NOTICE OF MOTION	3
6.1	FINANCE - ACCOUNTS	6
6.2	PECUNIARY INTEREST RETURNS	11
6.3	CHRISTMAS OFFICE CLOSURE AND DECEMBER COUNCIL MEETING.....	12
6.4	ANNUAL LEAVE	14
6.5	SERVICE PRESENTATION AWARDS.....	15
6.6	PRIVATE USE OF COUNCIL VEHICLES POLICY.....	16
6.7	CHRISTMAS FUNCTION.....	28
6.8	FINLEY RECREATION RESERVE COMMITTEE OF MANAGEMENT	29
6.9	OPERATIONAL PLAN QUARTER REVIEW	30
6.10	2017/18 ANNUAL FINANCIAL STATEMENTS	32
6.11	ACCESS AT A GLANCE.....	55
6.12	FINANCIAL REVIEW	57
6.13	TENDER NO. T14/17/18 – DESIGN AND CONSTRUCTION OF TOCUMWAL SPLASH PARK	66
7.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING ...	67
7.2	RATES AND CHARGES - 2018/2019 RATES COLLECTIONS AND OUTSTANDING DEBTORS BALANCES – 1st QUARTER REPORT TO COUNCIL.....	68
7.3	SPECIAL VARIATION FOR GENERAL RATE INCREASE	72
7.4	AUDIT ARRANGEMENTS – 2019 AND BEYOND.....	73
7.5	LIBRARY SERVICE – QUARTERLY REPORT	74
7.6	DEVELOPMENT DETERMINATIONS FOR MONTH OF SEPTEMBER 2018	77
8.	CLOSED COUNCIL	80
9.1	MINUTES OF THE TECHNICAL SERVICES COMMITTEE MEETING	83
9.2	MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING.....	84
9.3	MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING	86
9.4	MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING	91
10.	MAYOR’S REPORT	93
11.	DELEGATES REPORT.....	94

12. GENERAL BUSINESS 95
13. CLOSE OF MEETING

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

ROWAN PERKINS
GENERAL MANAGER



Council Meeting

Wednesday 17th October, 2018

BUSINESS PAPER

1. APOLOGIES

2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST

3. VISITORS ATTENDING MEETING

10:15am Recognition of Volunteers

4. CONFIRMATION OF MINUTES

RECOMMENDATION – that the Minutes of the ordinary and extraordinary Council meetings held in the Council Chambers on Wednesday 19th September, 2018 be confirmed.

5. NOTICE OF MOTION

At the ordinary meeting held on Wednesday 19th September Cr John Bruce indicated that he intended to move the following motion:

1. That the Council rescind its decision made on 15th June, 2016 as set out below and recorded as minute number 152:

RESOLVED Crs and that, subject to receipt of a grant of \$200,000, the Council proceed to develop the Finley School of Arts in accordance with the concept plan set out below and further that:

- The Finley War Memorial Hall be separated from the Finley School of Arts;

- The angle parking proposed for Wollamai Street be referred to future budgets for consideration if it cannot be contained within the existing Council budget and grant funds;
 - When the two halls are separated and all works are completed, the Council appoint a new Committee of Management to manage the Finley War Memorial Hall and the delegated authority of the existing Committee of Management be amended to reflect its ongoing responsibility for the Finley School of Arts only;
 - The current annual grant provided to the existing Committee of Management be divided between the two Committees of Management on the basis that the Finley School of Arts Committee of Management receive two thirds of the current grant and that the Finley War Memorial Hall Committee of Management receive one third of the current grant;
 - If the Finley War Memorial Hall Committee of Management can demonstrate to the Council that over a three year period that the Finley War Memorial Hall operation is sustainable the Council will consider constructing toilets within the hall
 - That the Council engage GPG Architecture and Design to prepare detailed construction plans and specifications satisfactory to implement construction of the concept and suitable to call tenders for the construction with GPG Architecture and Design to supervise the construction by the successful tenderer.
2. That the Council proceed to develop the Finley School of Arts in accordance with the concept plan known as Option 3 and further that:
- The Finley War Memorial Hall be separated from the Finley School of Arts;
 - The angle parking proposed for Wollamai Street be referred to future budgets for consideration if it cannot be contained within the existing Council budget;
 - When the two halls are separated and all works are completed, the Council appoint a new Committee of Management to manage the Finley War Memorial Hall and the delegated authority of the existing Committee of Management be amended to reflect its ongoing responsibility for the Finley School of Arts only;
 - The current annual grant provided to the existing Committee of Management be divided between the two Committees of Management on the basis that the Finley School of Arts Committee

of Management receive 50% of the current grant and that the Finley War Memorial Hall Committee of Management receive 50% of the current grant;

- That the Council engage GPG Architecture and Design to prepare detailed construction plans and specifications satisfactory to implement construction of the concept and suitable to call tenders for the construction with GPG Architecture and Design to supervise the construction by the successful tenderer.
3. That the Council retain the Finley War Memorial Hall and subject to the approval of the Finley War Memorial and School of Arts Committee of Management and subject to the Committee funding based on the Council's Policy $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ funding the Council agree to the construction of toilets at the Finley War Memorial Hall.

Any Councillor may move a notice of motion.

Items requiring Council Resolution

6.1 FINANCE - ACCOUNTS

AUTHOR: Finance Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 12.019.1

RECOMMENDATION: - that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 30 September 2018, be received and that the accounts paid as per Warrant No. 09/18 totaling \$5,652,270.74 be confirmed.

REPORT:

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 30 September 2018 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 30 September 2018.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 30 September 2018, totaling \$5,652,270.74 and will be submitted for confirmation of payment as per Warrant No. 08/18
- d) The Finance Manager certifies that all Investments have been placed in accordance with:
 - i. [Council's Investment Policy](#),
 - ii. [Section 625 of the Local Government Act 1993 \(as amended\)](#),
 - iii. [the Minister's Amended Investment Order gazetted 11 January 2011](#),
 - iv. [clause 212 of the Local Government \(General\) Regulations 2005](#), and
 - v. Third Party Investment requirements of the Office of Local Government Circular 06-70
- e) September has seen a slight increase in total funds held at the end of August. This is contra to the same period last year and represents a change in the general pattern in cash holdings over a year. This pattern seems to be predominately a result of the sale of

Items requiring Council Resolution

high security water Total funds held are expected to decrease marginally over the October period as current creditors submit bills for work currently underway.

Council currently has an additional \$4 million more in cash than the same time last year, although the bulk of this is attributable to the payment of the Financial Assistance Grant in Advance, and milestone payments for grants not yet undertaken.

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Items requiring Council Resolution

Statement of Bank Balances as at 30 SEPTEMBER 2018

Bank Account Reconciliation

Cash book balance as at 1 SEPTEMBER 2018	\$ 8,148,750.63
Receipts for SEPTEMBER 2018	\$ 1,405,346.94
Term Deposits Credited Back	\$ 4,000,000.00
	\$ 13,554,097.57
<i>Less Payments Statement No 09/18</i>	
No Chq Payments	\$ -
Electronic Funds Transfer (EFT) payroll	\$ 504,489.21
Electronic Funds Transfer (EFT) Creditors E029829-E030010	\$ 1,128,656.12
Term Deposits Invested	\$ 4,000,000.00
Loan repayments, bank charges, etc	\$ 19,125.41
Total Payments for SEPTEMBER 2018	\$ 5,652,270.74
Cash Book Balance as at 30 SEPTEMBER 2018	\$ 7,901,826.83
<i>Bank Statements as at 30 SEPTEMBER 2018</i>	\$ 7,901,826.83
Plus Outstanding Deposits	
Less Outstanding Cheques/Payments	
Reconciliation Balance as at 30 SEPTEMBER 2018	\$ 7,901,826.83

INVESTMENT REGISTER

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL
AMP	136/18	273	2.65%	17/10/2018	\$ 2,000,000.00
AMP	133/17	365	2.75%	28/05/2019	\$ 1,000,000.00
AMP	125/16	365	2.75%	5/06/2019	\$ 2,000,000.00
Goulburn Murray Credit Union	124/16	365	2.75%	15/05/2019	\$ 2,000,000.00
Bendigo Bank	141/18	365	2.30%	13/09/2019	\$ 2,000,000.00
Bendigo Bank	142/18	365	2.30%	26/09/2019	\$ 2,000,000.00
Central Murray Credit Union	126/16	365	2.70%	30/08/2018	\$ 2,000,000.00
Defence Bank Limited	138/18	275	2.80%	10/01/2019	\$ 2,000,000.00
Defence Bank Limited	102/14	365	2.80%	4/04/2019	\$ 2,000,000.00
Defence Bank Limited	106/14	365	2.90%	29/06/2019	\$ 2,000,000.00
ME Bank	139/18	272	2.80%	25/03/2019	\$ 2,000,000.00
ME Bank	132/17	212	2.83%	8/08/2019	\$ 2,000,000.00
ME Bank	140/18	365	2.83%	8/08/2019	\$ 1,000,000.00
WESTPAC	137/18	94	2.76%	8/10/2018	\$ 2,000,000.00
T-CORP HOURGLASS AT CALL		AT CALL			\$ -
					\$ 26,000,000.00

Total Funds Held at 30 SEPTEMBER 2018

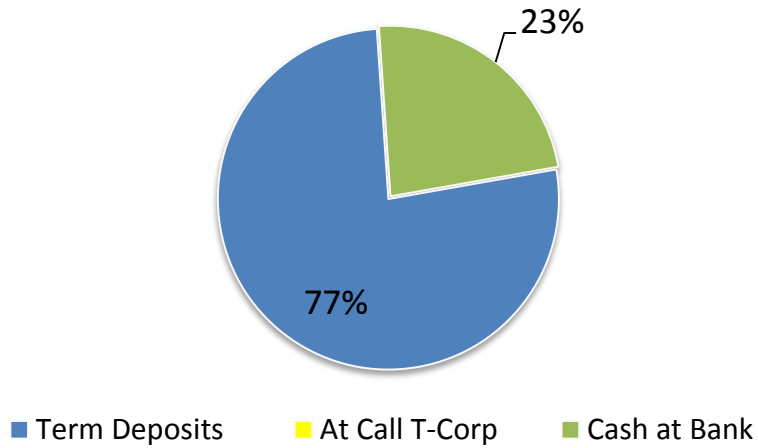
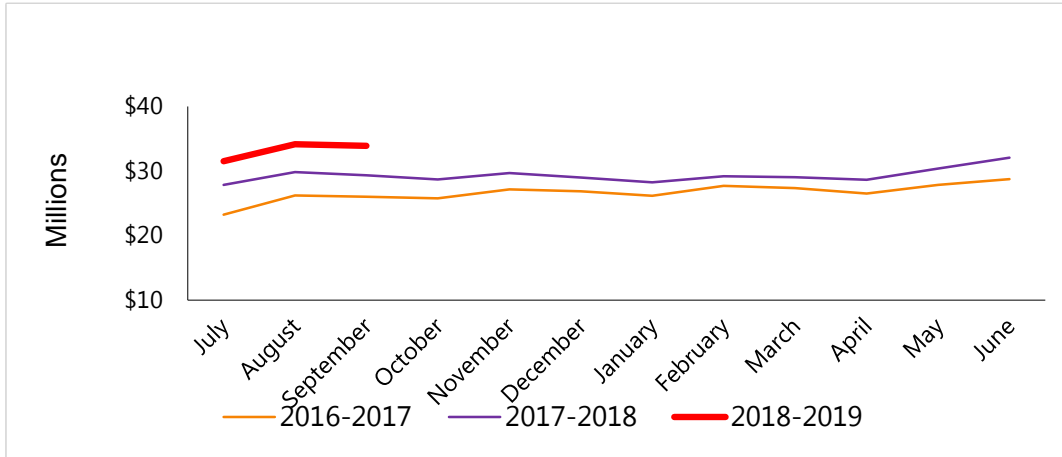
\$33,901,826.83

Carla von Brockhusen - Finance Manager

RESOLUTION

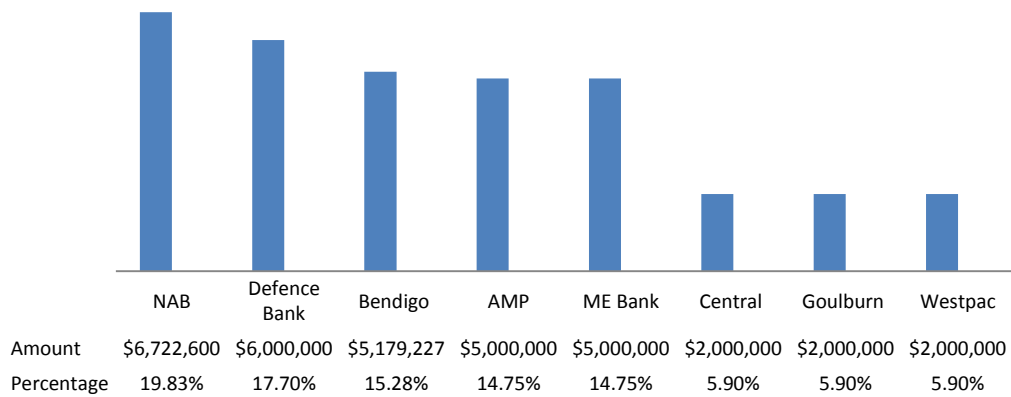
Items requiring Council Resolution

Total Cash and Investments



RESOLUTION

Items requiring Council Resolution



Term Deposits Credited Back

BENDIGO BANK (TREASURY)	365	\$ 2,000,000.00	2.60%	13-Sep-18
BENDIGO BANK (TREASURY)	365	\$ 2,000,000.00	2.60%	21-Sep-18

Term Deposits Invested

BENDIGO BANK (COLEAMBALLY)	365	\$ 2,000,000.00	2.30%	13-Sep-18
BENDIGO BANK (COLEAMBALLY)	365	\$ 2,000,000.00	2.30%	26-Sep-18

Items requiring Council Resolution

6.2 PECUNIARY INTEREST RETURNS

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 13.045.2

RECOMMENDATION: - that the Council note the tabling of Pecuniary Interest Returns received from Councillors and designated officers for the period 1st July, 2017 to 30th June, 2018.

REPORT:

Tabled at this meeting are Pecuniary Interest Returns as required and in accordance with Section 450a of the Local Government Act duly completed by:

Councillors	John Bruce Ross Bodey Matthew Hannan Denis Glanville Colin Jones Darryl Morris Roger Reynoldson John Taylor	
Designated Officers:	Rowan Perkins Matthew Hansen Fred Exton Matthew Clarke Laurie Stevens Matthew Miller Michelle Koopman Carla von Brockhusen Merran Socha Elizabeth Schindler Jo Ruffin Gary George Alan Kay Nathan O'Connell	(General Manager) (Director Corporate Services) (Director Technical Services) (Engineering Services Manager) (Development Manager) (Building Surveyor) (Enterprise Risk Manager) (Finance Manager) (Economic Development Officer) (Town Planner) (Strategic & Social Planning Coordinator) (Assets & Operations Manager) (Environmental Engineer) (Project Manager)

Cr Taylor's Pecuniary Interest Return was received on 3rd October, 2018

Items requiring Council Resolution

**6.3 CHRISTMAS OFFICE CLOSURE AND
DECEMBER COUNCIL MEETING**

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 13.044.1

RECOMMENDATION: that the Council:

- Close the Shire Offices from 4:00pm on Friday 21st December, 2018 reopening on Wednesday 2nd January, 2018 with those days not being public holidays or weekends being deducted from staff leave entitlements.
- Close the Shire Libraries from close of business on Saturday 22nd December, 2018 until Wednesday 2nd January, 2018 with those days not being public holidays or weekends being deducted from staff leave entitlements.
- That the Council's December Council meeting be held on Wednesday 12th December, 2018.

REPORT:

The Council often varies the date of its December Council meeting to allow outcomes to be implemented prior to Christmas.

The meeting would normally be held on 19th December, 2018 and as this does not allow adequate implementation time prior to Christmas office closure, it is suggested that the date be rescheduled to 12th December, 2018.

Also the Council has a Policy of closing the Shire Office between Christmas and New Year with those days not being public holidays; weekends etc. being deducted from staff leave entitlement.

This year, if implemented as per the Policy the Shire Office will close on Friday 21st December, 2018 at 4:00pm and reopen on Tuesday 2nd January, 2019.

In relation to the Libraries these generally follow the Council's adopted office closure, though closing at normal close of business. It is therefore suggested

Items requiring Council Resolution

that Libraries also close after normal business on Saturday 22nd December, 2018 and reopen on Tuesday 2nd January 2019.

The outdoor staff will maintain a skeleton staff to attend to essential maintenance and emergencies. Normal on-call arrangements will apply through contact with the general office telephone number.

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Items requiring Council Resolution

6.4 ANNUAL LEAVE

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 22.017.1

RECOMMENDATION: that the General Manager be granted annual leave for Monday 5th November 2018 and for the period 24th December 2018 until Sunday 6th January 2019.

REPORT:

I am requesting the granting of two periods of annual leave in the foreseeable future.

Firstly is for Monday 5th November 2018. Tuesday 6th November 2018 is Union Picnic Day and Melbourne Cup Day.

Secondly is for the period 24th December 2018 until Sunday 6th January 2019. This period will encompass the Christmas office closure period (which is the subject to a separate report to this meeting) and the first week of January 2019.

There are no Council meetings in either of the period of leave requested.

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Items requiring Council Resolution

6.5 SERVICE PRESENTATION AWARDS**AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Strengthen strategic relationships and partnerships with community, business and government**FILE NO:** 22.017.1**RECOMMENDATION:** That the Council:

- hold its annual Service Presentation Awards event on Thursday 15th November, 2018 at the Berrigan Sportsground; and
- pursuant to the provisions of its Drug and Alcohol Free Workplace Policy, designate the following event as an “approved event” at which alcohol may be provided and consumed in accordance with the Policy:
Service Presentation Awards

REPORT:

The Council annually conduct an event to recognise long service by Councillors and staff. The event is usually held mid-November and coincides with a general staff training day held prior to the awards.

It is proposed to conduct the general staff training day on Thursday 15th November, 2018 and staff are seeking to formalise the Councils continuing support for the service awards and the actual date of any such awards.

The service awards reflect milestones of 5, 10, 15 years etc.

The awards component of the day would commence at approximately 3:30pm.

For the service awards component of the day the Council usually suspends its Drug and Alcohol Free Workplace Policy and provides drinks for approximately 1.5 – hours.

Items requiring Council Resolution

6.6 PRIVATE USE OF COUNCIL VEHICLES POLICY

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 23.067.3

RECOMMENDATION: That the Council:

1. Revoke its existing Private Use of Council Vehicles Policy
2. Revoke its existing Private Use of Council Vehicles – Fuel Charge Policy
3. Adopt the following policy for Private Use of Council Vehicles:

46 PRIVATE USE OF COUNCIL VEHICLES

File Reference No: 23.067.3

Strategic Outcome: Good government

Date of Adoption: 17/10/2018

Date for Review: 19/10/2022

Responsible Officer: Director Technical Services

Version: 02

1. POLICY STATEMENT

This policy provides guidance and direction to Council staff regarding the appropriate use of Council vehicles by employees for private purposes.

2. PURPOSE

To ensure that appropriate vehicles are available to allow Council officers to undertake their functions in an efficient manner while minimising the adverse environmental impact resulting from the operation of the vehicle fleet.

Items requiring Council Resolution

To enable Council to remain competitive with other employers when attracting and retaining skilled staff while minimising the cost of remuneration packages.

To enable Council to provide an employee benefit while acknowledging the financial benefit to the Council. These savings occur as a result of

1. release from payment of award car allowances, and
2. costs otherwise incurred from garaging, washing, cleaning,
3. decreased need for car parking facilities, and
4. an increase in revenue from employees contributing towards their use of the motor vehicle.

3. SCOPE

This policy covers all private use of Council motor vehicles by Council employees and their associates.

The private use of Council motor vehicles by the Mayor and/or Councillors is specifically excluded.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.1.3.1:

Coordinate Council investments, financial management, financial operations and processing.

5. DEFINITIONS

Group 1 employee:

General Manager and Department Directors

Group 2 employee:

1. Officers on contract, or
2. Officers employed on Band 18 or above of the Local Government Award, or
3. Section Managers;

Group 3 employee:

Employees where a vehicle is essential to effectively perform their role and unrestricted private use of the vehicle is regarded as an industry standard

Group 4 employee:

Employees who:

Items requiring Council Resolution

1. require the constant use of a vehicle in the performance of their duties,
2. are on call
3. Frequently start/finish on the job or are required to attend a range of duties away from their usual place of business

Immediate family:

An employee's spouse, children and stepchildren ordinarily residing in the employee's household.

Luxury Car Tax threshold:

The threshold set by the Australian Taxation Office in its annual Luxury Car Tax Determination in accordance with Division 25 of the *A New Tax System (Luxury Car Tax) Act 1999*

6. POLICY IMPLEMENTATION

6.1 Categories

6.1.1 Group 1

Group 1 employees will be provided with a fully maintained vehicle (or remunerated equivalent) appropriate to the position with unrestricted use in accordance with this Policy and the agreement covering his/her conditions of employment.

This is in line with the industry standard for positions of this type and allows the Council to remain competitive when seeking to fill these positions.

6.1.1 Group 2

Where a car is allocated to this position, Group 2 employees will be provided with a vehicle appropriate to their position. This vehicle will be available for both official and unrestricted private use, subject to compliance with provisions of this policy.

This is in line with the industry standard for positions of this type and allows the Council to remain competitive when seeking to fill these positions.

6.1.1 Group 3

Where a car is allocated to this position, Group 3 employees will be provided with a vehicle suitable to carry out their Council role. This vehicle will be available for both official and unrestricted private use, subject to compliance with provisions of this policy.

6.1.2 Group 4

Group 4 employees are provided with a vehicle for business use only, but it is garaged at the employees' premises.

Items requiring Council Resolution

These vehicles are not generally available for private use, other than for on call water and sewerage operators who are required to have the vehicle with them at all times, including when on call. These are strictly 'job required' vehicles.

6.2 Supply of vehicles

6.2.1 Allocation

The General Manager will determine the type of vehicle provided to an employee, based on advice from the Director Technical Services.

6.2.2 Vehicles

Ordinarily, the Council will provide the following vehicles for private use:

Group	Vehicle standard	Comment
1	Vehicle up to the value of 80% of the Luxury Car Tax threshold	Indexed each year
2	Vehicle at the discretion of the Director Technical Services and related to intended usage	Smaller, more fuel efficient vehicles are now preferred
3	Two-wheel drive base model sedan or utility	Unless 4WD is essential for carrying out work duties
4	Utility/Light truck	

The type of vehicles provided may be varied to take account of market forces where it is considered a better change over price may be obtained or to suit the requirements of the employee where it will not result in significant financial impact on the Council.

All variations shall be approved by the General Manager on consideration of the General Manager.

6.2.3 Fitting of accessories

All vehicles purchased by Council will be fitted with appropriate safety accessories as determined by the Director Technical Services on consideration of advice from the Enterprise Risk Manager.

Employees who wish to fit accessories to cars may do so at the employee's own expense – subject to the express permission being granted by the Director Technical Services. No credit will be given where accessories remain on the vehicle at trade-in. If any privately fitted accessories are removed at any time, it is the responsibility of the employee to restore any damage to the satisfaction of the Director Technical Services.

6.3 Operation and Maintenance

6.3.1 Council's responsibility

Items requiring Council Resolution

The Council will:

1. Pay for all servicing and maintenance of the vehicles,
2. Pay for fuel, normally by way of a fuel card allocated to each vehicle.
3. Ensure all vehicles are registered, including third party “pink slip”.
4. Ensure all vehicles are fully comprehensively insured.
5. Ensure all vehicles have access to 24 hour roadside assistance, including towing.

6.3.2 Employee’s responsibility

Employees with private use facilities are responsible for:

1. Washing and cleaning the car as required,
2. Polishing the car when required,
3. Attending to overnight security, garaging the vehicle off the road and under cover where possible,
4. Notifying the Council mechanic of all defects in the operation of the vehicle or damage to the vehicle, no matter how minor, and
5. Ensuring that normal running items such as petrol, oil, battery, radiator, tyre pressures etc. are checked at regular intervals and appropriate maintenance undertaken.
6. Reimbursing the Council for private use where required under this policy.

The employee is required to retain receipts or any expenditure and submit all receipts to the relevant Council officer.

Employees provided with private/commuter use privileges will maintain and provide records required by Council.

If a logbook is provided to identify drivers using the vehicle, the employee allocated the vehicle is to ensure that each driver completes the logbook as required.

6.3.3 Cleanliness

Employees with private use of a Council motor vehicle are expected to care for and maintain that vehicle with no less care and attention than they would their own private vehicle.

The care and attention provided to vehicles with private use rights will:

1. Maintain the image of the Council in the eyes of the public
2. Improve the resale value of the vehicle.

Items requiring Council Resolution

The Director Technical Services will monitor the cleanliness of vehicles with private use rights as required.

Dirty vehicles drawn to the attention of the Director Technical Services or his/her nominee will be, if considered necessary, reported to the relevant Section Manager for action.

The General Manager may instruct that an employee be removed from the private use scheme if there are repeated instances – as a rule, three instances – of their private use vehicle not meeting the Council's standard of cleanliness.

Prior to disposal or transfer of their private use vehicle the employee is to wash the vehicle and vacuum and clean the inside of the car and the boot. All rubbish and articles in the car are to be removed. If the car is not satisfactorily cleaned, the Council will arrange for the cleaning of the vehicle and the cost for the cleaning passed on to the employee.

6.3.4 Collisions and other damage

In the event of a collision or breakdown, the driver is to use the services of the approved roadside service organisation as appropriate. If the vehicle requires towing, the NRMA is to be requested to provide the usual free service and the driver is to inform the Director Technical Services as soon as possible thereafter.

In the event of a collision or other incident leaving the motor vehicle damaged and/or inoperable:

1. The driver/employee must follow the Council procedures established for such a circumstance, including informing the Director Technical Services as soon as possible. The Enterprise Risk Manager **must** be informed as soon as possible if an insurance claim is possible (i.e. damage or injury).
2. If the incident happened while the vehicle is being used for work purposes, an Incident Report **must** be completed
3. Repairs are to be authorised by the Director Technical Services, or directly by the Insurer. However, if the accident or breakdown occurs in an area remote from Berrigan Shire and it is not possible or reasonably practicable to contact the Council office, the employee may arrange urgent repairs or replacement parts up to the value of \$2,000.
4. Where the breakdown or damage is of such a nature that the vehicle will be unable to be driven for several days, no repairs

Items requiring Council Resolution

are to be undertaken without the approval of the Director Technical Services. If in the event the employee is stranded outside Berrigan Shire as a result, the employee may hire, at the Council's expense, a vehicle of a similar standard to enable the employee to return to Berrigan Shire or to have transport until the Council's vehicle is repaired. Vehicle hire for a period greater than 24 hours must be approved by the Director Technical Services

5. The Director Technical Services will co-ordinate the recovery and/or repair of a stranded vehicle. The driver could be expected to assist in the return of the vehicle to Berrigan in his or her own time. This is consistent with the principle that private use should not result in significant extra costs to Council.

6.4 General Conditions of Use

6.4.1 Pool car

All cars owned by Council are available as pool cars even though private use rights are conferred. Council use is the first priority at all times.

The vehicle is to be brought to the job every day during employment, other than leave periods, and is to be used for all normal duties within the area.

If directed by the General Manager, a Council insignia shall be displayed on the vehicle during working hours.

6.4.2 Agreement

Employees must complete a Private Use Agreement form and the relevant payroll deduction form before any private use of a Council vehicle. The General Manager or his/her nominee is responsible for preparing the private use agreement for completion by the employee.

If a vehicle is damaged and temporarily not suitable for use, where possible the Council will provide the employee a suitable unassigned vehicle from Council's fleet

The employee may terminate any agreement for private use by giving three months' notice.

The Council will give 12 months' notice to terminate any private use agreement – other than where it is terminated for reasons of misuse or lack of care. Private use may also be withdrawn if the employee changes his/her duties or position with the Council.

6.4.3 Lease payment

Items requiring Council Resolution

The General Manager, on advice from the Director Technical Services, will determine the annual lease payment due for each vehicle in accordance with clause 16 of the Local Government (State) Award 2017. For employees in Group 1, the payment for private usage will be as per their contract of employment.

Payment for a “private-use” vehicle is determined on the basis that it is roughly equivalent to a weekly amount paid after tax of an amount equivalent to the Fringe Benefit Tax applicable to the vehicle.

Private use payments will be deducted from the employee's fortnightly salary. The employee will complete the appropriate deduction form.

6.4.4 Fuel payment

Employees – other than those otherwise exempt – will reimburse Council for fuel used during private use on:

1. Weekends
2. Public holidays which fall adjacent to a weekend
3. Rostered days off which fall adjacent to a weekend
4. All leave

The following employees are not required to reimburse Council

1. Group 1 employees – this is built into their lease charge
2. On Call Employees – only for the period the employee is actually on call; i.e. fuel reimbursement **is** required for the periods where the employee is not rostered on call.

The charge out rate for fuel used for private use of Council vehicles is set as follows:

1. The fuel consumption rate for the vehicle published on '[The Green Vehicle Guide](#)' website published by the Australian government, discounted by:
 - a) 10%, to recognize the lower fuel consumption in rural driving conditions; and
 - b) a further 5% to reflect Council's practice of providing fuel at a discounted rate.
2. The fuel price determined each month based on the price charged to the Council on its fuel card account.
3. Unless otherwise specified in the employee's conditions of employment, the employee shall reimburse Council for private travel undertaken within 30 days. Ordinarily, this will be through a payroll deduction.

Items requiring Council Resolution

6.4.5 Tolls

Unless incurred in the performance of their Council role – or in travel to and from a place where the Council requires them to work, all tolls for use of toll roads, bridges, tunnels etc. are the responsibility of the employee. Tolls incurred in private use will be passed onto the employee for payment.

Group 1 employees are exempt – the cost of tolls is covered in their lease charge.

6.4.6 Authorised use

All employees with private use of a Council vehicle shall, subject to the restrictions elsewhere in this policy, are allowed full and unrestricted private use of vehicles, including weekends and – within reasonable limits – while on leave.

While not attempting to unnecessarily restrict the private use of the vehicle, the vehicle may be driven up to 2,000km (one way) from Berrigan (and then return). Further travel is subject to the prior approval of the General Manager.

Where an employee is on any form of leave for a period of over four weeks, the continued private use of a Council vehicle will require the approval of the General Manager.

6.4.7 Authorised drivers

Unrestricted private use of the vehicle is limited to the participating employee and his/her partner. Members of the employee's immediate family with an appropriate and current driver's licence, may also drive the vehicle, however under no circumstances shall they to use the vehicle for their own private use. In other words, they could assist by driving the vehicle to pick-up or drop-off the employee locally if required or act as a relief driver.

The employee may authorise other licensed drivers to drive the vehicle while they are passengers in the vehicle – for example, to allow for rotation of drivers on long journeys etc.

Learner drivers will not ordinarily be permitted to drive a Council vehicle for private purposes. However, exemptions may be granted by the Director Technical Services in extenuating circumstances. Any exemption will be explicit and in writing.

If a leased vehicle is involved in frequent accidents – currently determined as two accidents in a three year period – when driven by a person who is not an employee of the Council and these accidents are shown to be the fault of that particular driver, then the General Manager may refuse that person driving rights to the vehicle or, under exceptional circumstances, terminate any agreement.

Items requiring Council Resolution

6.4.8 Prohibited use

Vehicles are not to be used in motor sport of any kind. This does not preclude use of the vehicle to transport vehicles participating in motor sport; i.e. the Council vehicle may tow a race vehicle but must not race itself.

In line with the Council's guidelines for expenses and facilities provided to employees, Council vehicles may not be used for private commercial advantage outside Council activities. Where the use is minor and infrequent, the General Manager may permit such use using his/her discretion.

Permission from the General Manager must be sought before an employee uses a Council vehicle for travel to and from their secondary employment. The vehicle must **never** be used in performance of their duties during their secondary employment.

6.5 **Traffic offences**

6.5.1 General responsibility

All drivers of Council vehicles will comply with:

1. regulations laid down under the *Road Transport Act 2013* and,
2. other State or Federal legislation applicable to the use of the vehicle, and
3. parking ordinances, regulations and the like.

Employees are personally liable for any fines which may result from infringement – regardless of the time or place of the infringement – i.e. this includes fines incurred when using the vehicle for work purposes.

6.5.2 Loss or suspension of licence

An employee with private use rights must advise Council's Director Technical Services immediately if his/her licence is cancelled or restricted

An employee with a suspended licence is forbidden to operate any Council vehicle for the period of the suspension.

In the case of a restricted licence, the employee can only use a Council vehicle within the limits of any such restriction, e.g. to carry out duties associated with normal working duties.

6.5.3 Damage caused by illegal use

As a rule, the Council will seek recovery of the cost of any damages caused to a Council vehicle by an employee, where the damage resulted from a breach of the law by that employee.

Items requiring Council Resolution

Where an insurance claim for damage to a Council vehicle or third party property is denied by the insurer, particularly where a council officer may be found to be under the influence of drugs and/or alcohol, then the Council officer will be liable for the damage and loss sustained to both the Council vehicle and any third party property.

At the General Manager's discretion, where a Council driver is involved in damage to Council vehicles and/or third party property, the Council reserves the right to take one or all of the following actions:

1. Require the employee to pay the insurance deductible (excess)
2. Require the employee to pay for all or part of the repairs
3. Withdrawal of private use privilege where applicable; and
4. Withdrawal of total use of the vehicle.

The action taken will give consideration to the nature of the damage and the degree of negligence on the part of the Council officer.

Where the withdrawal of use is made, such withdrawal will be for a period determined by the General Manager.

6.6 Vehicle replacement

1. As a general rule, vehicles shall be changed over at between 80,000kms and 100,000kms or two years, whichever comes first – or when strategically appropriate.
2. Disposal of vehicles will be undertaken in line with the Council's Procurement and Disposal Framework and its Disposal Policy.

7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Road Transport Act 2013*
- *A New Tax System (Luxury Car Tax) Act (Cwlth) 1999*
- *Local Government (State) Award 2010*
- Code of Conduct
- Risk Management Policy and Framework
- Salary Policy
- Procurement Policy
- Disposal Policy
- Expenses and Facilities Guidelines for Staff.
- Drug and Alcohol Free Workplace Policy

Items requiring Council Resolution

REPORT:

The Council's Private Use of Council Vehicles Policy is due for review. It was last reviewed in July 2006.

The proposed policy above is essentially the same policy as currently exists, with the following changes made

1. The policy has been re-formatted into the Council's standard policy template.
2. The "Private Use of Council Vehicles – Fuel Charge Policy" has been rolled up and included in this policy. The underlying principles of that policy have not changed.
3. The rules around the type and standard of vehicle that will be made available have changed slightly.
 - a. The LPG option has been removed and a preference for smaller, lighter vehicles (where appropriate) included
 - b. The cut-off for Group 1 cars has been set at the Luxury Car Tax threshold (i.e. the Council will not purchase cars designated as "luxury" by the ATO)
4. Some minor changes relating to authorisation of emergency repairs.
5. Clarification about responsibility for road tolls.

Items requiring Council Resolution

6.7 CHRISTMAS FUNCTION

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO:

RECOMMENDATION: that the Council:

- Hold an informal Christmas function at the Berrigan Sportsground on Friday 23rd November, 2018 for Councillors, Council Staff and their partners.
- Pursuant to the provisions of its Drug and Alcohol Free Workplace Policy, designate the following event as an “approved event” at which alcohol may be provided and consumed in accordance with the Policy:
Christmas Function

REPORT:

The Council’s past practise has been to hold an annual Christmas event for Councillors, Council staff and their partners.

These events have ranged from formal sit down dinners, stand up catered informal functions, marquee at Berrigan Gold Cup or family BBQ’s.

In a previous discussion with the Council it was favoured to hold this year’s event at the Berrigan Sportsground would run similarly to that of last year with entertainment, finger food and alcohol provided to those attending.

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Items requiring Council Resolution

6.8 FINLEY RECREATION RESERVE COMMITTEE OF MANAGEMENT

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 04.074.1

RECOMMENDATION: - that the Council:

- A) revoke existing members of the Finley Recreation Reserve Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Finley Recreation Reserve Committee of Management:

President:	Barry Dawe
Vice President:	Russell Anderson
Secretary:	Matt Whitty
Treasurer:	Paul Evans
Committee:	
	Ashley Haynes
	Lindsay Donkin
	Pat Kelly
	Rick Gardiner
	Dereke Nofkee
	Scott Isedale
	Jenny Isedale
	Michael Archer
	Sasha Wood
	Kirsty Clark

REPORT:

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

RESOLUTION

Items requiring Council Resolution

6.9 OPERATIONAL PLAN QUARTER REVIEW

AUTHOR: Strategic & Social Planning Coordinator

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 04.121.6

RECOMMENDATION: that the Council:

1. Note the September Quarter Progress Report of the Annual Operational Plan 2018/19 circulated as Appendix "A"






REPORT:

Circulated with this Agenda as **Appendix "A"** is the Council's September Quarter Review of the Council's *Annual Operational Plan 2018/19*.

This report provides a traffic light review with comments by Responsible Officers of the status of:

- Council actions that support and promote *Berrigan Shire 2027* outcomes (these are outcomes which match Department of Local Government's quadruple bottom line reporting requirements: Social, Economic, Environmental and Civic Leadership);
- *Delivery Program* Objectives;
- *Annual Operational Plan* Objectives; and
- *Annual Operational Plan* Actions.

The traffic light format provides a visual update on the status of *Council's Annual Operational Plan* and Council's progress toward full implementation of its *4-year Delivery Program*. It should be read in accordance with the following key:

				
Complete	On Target	Not on Target	Past Due	No Status / Deferred

Additional information in the Delivery Program and Operational Plan Performance Review and Progress Report includes:

1. A Year to Date (YTD) assessment by the responsible Council Officer of progress toward completion and or the achievement of the set

RESOLUTION

Items requiring Council Resolution

target.

2. Comments from the Responsible Council Officer highlighting service achievements and or the challenges relevant to the Council operation and action being reported and its status.
3. Activity data: measuring and reporting on indicators designed to report on the contribution of the Council's 4-year Delivery Program actions toward the achievement of the Council's Delivery Program Objectives.

The following table provides a summary by strategic outcome of Council's progress and performance as at 30 September 2018 and is the first quarter review of its 2018/19 Annual Operational Plan.

	Completed	On target	Not on target	Past Due	Deferred / Not due to start	Total
Sustainable natural and built landscapes	0	15	1	0	2	18
Good government	0	15	1	0	0	16
Supported and engaged communities	0	14	0	0	0	14
Diverse and resilient business	0	16	0	0	1	17
Total Actions	0	60	2	0	3	65

Items requiring Council Resolution

6.10 2017/18 ANNUAL FINANCIAL STATEMENTS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 12.066.1

RECOMMENDATION: - that the Council having satisfied itself in relation to the preparation of its financial reports and special schedules:

1. note the Management Representation Letter and Engagement Closing Report;
2. refer its financial statements to the Auditors for the audit report;
3. at its meeting to be held on Wednesday 21 November 2018, the Council present its audited financial reports and audited reports to the public and that the Council's intention be publicly notified;
4. sign the attached General Purpose Financial Report "Statement by Council" and the Special Purpose Financial Report "Statement by Council";
5. adopt the valuation of assets that Senior Officers have prepared in accordance with recognised valuation procedures as to a fair and reasonable value of those assets (see note 9);
6. confirm that it is of the opinion that the NSW Rural Fire Service "red fleet" assets are not controlled by the Council and therefore have not been brought to account in its financial statements.

REPORT:

The 2017/18 Annual Statements have been prepared and audited and are now ready for adoption by the Council.

A copy of the Statements is attached as **Appendix "B"**.

The report below has the following sections:

- A brief summary of the key results and performance measures
- Some general comments on the statements
- A run down on the statutory process required to formally adopt the financial statements

Items requiring Council Resolution

- A detailed analysis of the Financial Statements and associated notes and schedules.

The work of the Finance Manager and her team to prepare these statements should also be acknowledged.

Key points

Some of the key points from these statements are:

1. Council made an **operating surplus of \$4.6m** before capital grants and contributions. This is a pleasing result and demonstrates this Council's financial sustainability
2. Council held approximately **\$31.6m in cash and investments** at 30 June 2018, of which only **\$2.6m** was not committed elsewhere.
3. Council **renewed approximately \$6.5m in infrastructure assets** (i.e. roads, water, sewer, drainage etc.) and constructed an **additional \$1.5m of new infrastructure**.
4. Council **meets all performance benchmarks** included in the Financial Statements by the Office of Local Government.
5. The Independent Auditor **expressed an unmodified opinion** on the Council's general purpose financial statements.

Summary of Results

The table below is a brief summary of the key results for the 2017/18 financial statements.

The results demonstrate a very healthy underlying result. However, the impact of the Federal Government's decision to pay 50% of the 2017/18 Financial Assistance Grant (FAG) in advance has had a significant impact on the Council's financial statements.





<u>Overall performance</u>	<u>2017/18</u>	<u>2016/17</u>
Operating surplus	\$6.4m	\$7.4m
Operating surplus before capital grants and contributions	\$4.6m	\$5.4m
<u>Revenue and expenses</u>		

Items requiring Council Resolution

Total revenue	\$24.8m	\$25.9m
Total expenses	\$18.4m	\$18.5m
<u>Cash and investments</u>		
Cash and cash equivalents	\$6.0m	\$5.7m
Investments	\$26.0m	\$23.0m
<u>Balance Sheet</u>		
Total assets	\$275.5m	\$254.2m
Total liabilities	\$5.2m	\$5.0m
Total equity	\$270.3m	\$249.2m
<u>Water and Sewer funds</u>		
Total assets	\$62.96m	\$60.7m
Total liabilities	\$0.01m	-
Total equity	\$62.95m	\$60.7m



Performance measures





The performance measures set by the Office of Local Government and required to be included in the Council's financial statements are shown below.

<u>Industry Indicators</u>	<u>Benchmark</u>	<u>2017/18</u>	<u>2016/17</u>
Operating Performance Ratio	Greater than 0%	18.24% 	22.54%
Own Source Operating Revenue Ratio	Greater than 60%	61.16% 	53.93%
Unrestricted Current Ratio	Greater than 1.50:1	6.24:1 	8.08:1
Debt Service Cover Ratio	Greater than 2.00:1	48.70:1 	34.96:1

RESOLUTION

Items requiring Council Resolution

<u>Industry Indicators</u>	<u>Benchmark</u>	<u>2017/18</u>	<u>2016/17</u>
Rates Outstanding Percentage	Less than 10.00%	3.30% 	3.72%
Cash Expense Cover Ratio	Greater than 3.00 months	27.97 months 	24.0 months

<u>Infrastructure Asset Performance Indicators</u>	<u>Benchmark</u>	<u>2017/18</u>	<u>2016/17</u>
Building and Infrastructure Renewals Ratio	Greater than 100%	160.54% 	80.35%
Building and Infrastructure Renewals Ratio (General Fund)	Greater than 100%	160.54% 	92.40%
Infrastructure Backlog Ratio	Less than 2%	0.00% 	0.00%
Asset Maintenance Ratio	Greater than 100%	104% 	115%

Financial Assistance Grant

In its wisdom, the Federal Government again decided to pay all Councils in Australia 50% of their 2018/19 Financial Assistance Grant allocation in June 2018, i.e. in advance – the second year in succession

This was promoted as providing Councils with cash to allow them to deliver projects earlier. In reality, this provided Councils with no extra cash for projects, it simply brought forward a payment that Councils has already allowed for in their 2018/19 budgets. It is a timing matter, not a substantive matter.

The actual purpose of the early payment of FAG is an accounting trick by the Federal Government to manipulate their budget surplus. The previous Federal Government did the same thing from 2008 to 2011.

Items requiring Council Resolution

While the advance payment had no impact on the amount of cash provided to the Council, it did have an impact on 2016/17 financial statements and it will have an impact on future financial statements when the advance payment ceases. Australian Accounting Standards require the Council to bring to account grant funding in the reporting period it is received rather than the reporting period for it has been allocated. As a result, the advance payment of FAG artificially improved the Council's operating result for 2016/17. When the advance payment ceases, the financial statements for that year will be artificially impaired

General comments

Overall, the Council retains a strong cash position in all three operating funds.

The Council's balance sheet remains strong with adequate provisions and correct asset values. The Council's operating position and cash flow performance is quite strong and improving.

The 2018/19 year will see significant challenges before the Council.

Continued careful monitoring of the Council's financial position is required to ensure this Council is sustainable and able to deliver for its community, today and into the future

Statutory Process

The Council is now required to do the following:

1. Complete the statutory process for adoption and completion.
2. Assure itself that the Statements have been prepared in accordance with the appropriate standards (prior to adoption) and formally refer the Statements to the Council's Auditors for the Audit Report.

The audit was performed from Wednesday 5 September to Friday 7 September 2018. Issues which arose from the audit have been addressed by staff to the satisfaction of the Auditors.

After satisfying itself with the accuracy and correct preparation of the Statements, the Council is required to do the following:

1. **Adopt** the statements and report on the conduct of the Audit.
2. **Advertise** the Statements for public submissions for a period of 7 days after receiving the Auditors report. An advertisement can be

Items requiring Council Resolution

placed in the local papers (SRN and Cobram Courier) on Wednesday 24 October 2018 which would give the public until Friday 2 November 2018 to make submissions. The Statements could then be formally adopted at the ordinary meeting on Wednesday 21 November.

3. **Make available** the Statements to various authorities including the NSW Office of Local Government. These are due 31 October 2018.

If Council does not adopt the Statements in time for advertisement on 24 October, the timetable for the rest of the process may need to be amended.

Preparation of the Statements

The Statements are required to and have been drawn up in accordance with:

- The *Local Government Act* 1993 and the Local Government Regulations.
- Australian Accounting Standards.
 - The Local Government Code of Accounting Practice and the Local Government Asset Accounting Manual.

The Statements are also in accordance with the Council's accounting records for the year ended 30 June 2018.

The Council is required to prepare five primary reports which form the cornerstone of the financial statements, they are:

- An Income Statement
- A Statement of Comprehensive Income
- A Statement of Financial Position (Balance Sheet)
- A Statement of Changes in Equity
- A Statement of Cashflows

In addition to these statements are Notes 1 to 23, the Special Purpose Financial Reports and Special Schedules 1 to 8.

The Statements and corresponding notes which form the Council's accounts along with the Special Purpose Financial reports are audited. The Special Schedules are considered supplementary to the accounts and therefore are not audited. They are prepared for the benefit of other authorities such as the Office of Local Government, Grants Commission, the Department of Lands, the Australian Bureau of Statistics and other Councils.

Items requiring Council Resolution

The following commentary on the Annual Accounts and Special Purpose Financial Accounts is provided for the Council's information.

Please note that all figures are in \$000's unless otherwise noted.

Income Statement

The Income Statement shows the surplus or deficit from ordinary activities before capital amounts and therefore gives an indication of the Council's performance in providing services that are funded from periodic operating income. These results generally exclude capital injections of funds which pay for capital works; the corresponding expenditure for these items appears in the Balance Sheet in the form of an asset.

The surplus from ordinary activities line shows how much the Council's wealth has increased or decreased over the year as a result of its activities. It is important to note that the Council is required by the NSW Local Government Code of Accounting Practice and Financial Reporting to recognise grants and contributions in its Income Statement even if the corresponding expenditure has not been incurred in that period.

The Council should note that the Council's result from ordinary activities result has declined somewhat from a \$7,430 operating surplus in 2016/17 to a **\$6,351 operating surplus** in 2017/18. On the face of it, this would appear to be a very large shift but this change is largely the result of the Council receiving FAG in advance as detailed above.

Some of the more material changes are listed below (in 000s):

1. An increase in Rates and Annual Charges of \$271
2. An increase in User Charges and Fees of \$625
3. A decrease in Operating Grants of \$2,264
4. A decrease in Capital Grants of \$205
5. An increase in Employee Benefits and On-Costs of \$670
6. A decrease in Materials and Contracts of \$745

Discussion on each of these items follows in this report.

Items requiring Council Resolution

The result before capital grants and contributions also shows an underlying decline, moving from a \$5,465 surplus in 2016/17 to a \$4,591 surplus in 2017/18. Again, this is largely related to the timing of FAG payments.

Capital grants and contributions include grants such as the RMS REPAIR program, and developer contributions to infrastructure, either in cash or as contributed assets.

This improvement in the Council's financial performance is very welcome but must be viewed in the context of the advance payment of 2017/18 FAG artificially inflating this result.

The underlying financial position of the Council remains stable – i.e. the Council is making moderate surplus and has cash flows sufficient for the Council to meet its obligations and deliver on its strategic plans.

Statement of Comprehensive Income

The Statement of Comprehensive Income links the Council's operating result in its Income Statement to the Council's Statement of Financial Position, specifically the increase in Council Equity (i.e. the Council's assets less its debt).

In 2017/18, the Statement reflects the Council's operating surplus of \$6,351 and a gain on revaluation of \$14,795, primarily on water and sewer assets, making a total increase in Council equity for the year of \$21,146.

Statement of Financial Position (Balance Sheet)

The Balance Sheet is presented so as to reveal the following aspects of the Council's financial situation:

1. Information about the **financial structure** of the Council, its obligations, its equity and the types of resources available to it.
2. Information about the **capacity** of the Council to adapt to changes in its operating environment.
3. Information about the short and long term **solvency** of the Council by classifying its assets and liabilities into current and non-current.

The Balance Sheet recognises the basic accounting equation of Assets minus Liabilities equals Equity. The equity of Berrigan Shire comprises the accumulated surpluses from previous years plus the asset revaluation reserves.

Items requiring Council Resolution

In Berrigan Shire's case the Balance Sheet shows an increase in equity from \$249,155 to \$270,301. As discussed above this reflects the Council's operating surplus of \$6,351 shown in the Income Statement and the \$14,795 increase in valuation of the Council's infrastructure, property, plant and equipment assets and other adjustments.

Current Assets – the Council's cash and other assets likely to be realised over the next twelve months – have increased by \$4,282 over the financial year. This is a result of several large capital grants being paid late in the 2017/18 financial year and to funds being retained for large capital works programs across the water and sewer funds.

Non-current Assets have increased by \$17,026. This is largely the result of the revaluation of several classes of infrastructure assets and the addition of new stormwater assets.

Current liabilities – the Council's debts likely to be redeemed over the next year – have increased by \$690. There has been an increase in the Council's payables – i.e. amounts to be paid for salaries and GST at 30 June – while income received in advance has increased.

Non-current liabilities have decreased by \$528 as the Council continues to pay down debt. The only loan outstanding at 30 June 2018 is the drainage loan subsidised under the Local Infrastructure Renewal Scheme.

Statement of Changes in Equity

The Statement of Changes in Equity shows how the total changes in Equity have been derived. There were two changes in equity in 2017/18. There was an increase of \$6,351 flowing from the Income Statement, and an increase in the Asset revaluation reserve of \$14,795.

The increase in equity from the Income Statement has been discussed above and the increase from the revaluation of the Council's assets will be discussed in detail below.

Cash Flow Statement

The Cash Flow Statement communicates information about the change in an organisation's liquidity and solvency during the year. It requires the grouping of cash receipts and cash payments into the following three classifications. They are:

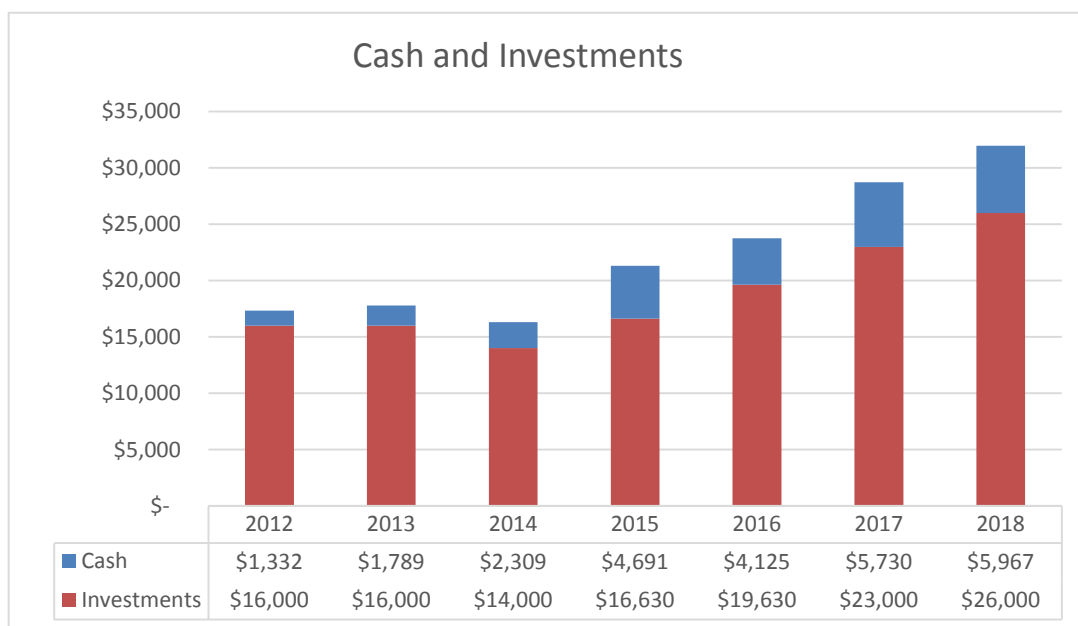
Items requiring Council Resolution

- **Operating Activities:** These involve providing goods and services and include all transactions and other events that are not financing or investing activities.
- **Investing Activities:** These involve activities relating to the acquisition and disposal of non-current assets, including property, plant and equipment and other productive assets and investments.
- **Financial Activities:** Involves those activities which relate to changing the financial structure of the entity.

The Cash Flow Statement does not take into account non-cash items such as depreciation and accrued expenses and revenue. It is important because it shows the amount of cash created by Council’s activities which governs the Council’s ability to spend.

Overall the Council’s cash and investments increased by \$3,237 during the year. This has several causes:

1. Increase in overall funds received from receipts
2. Decrease in cash payments of expenditure



Notes 1 to 24 provide detail to the abovementioned statements. Note that the Code of Accounting Practice and Financial Reporting has markedly changed the layout and numbering of these notes from previous years.

Note 1 sets out the basis of preparation for these set of statements. In a change from previous years, much of the narrative around specific accounting policies has been moved from Note 1 and placed with the applicable Note.

RESOLUTION

Items requiring Council Resolution

Note 2 shows the financial statements split by Council's Strategic Plan outcome (i.e. Sustainable and Natural Built Landscapes, Good Government, Supported and Engaged Communities and Diverse and Resilient Business

This again is a change from previous years where this Note broke down the Council's financial statements by function (i.e. Roads, Water, Sewer, etc.)

Note 2b provides some explanation of what activities are included in the various outcomes

Notes 3 to 5 provide more detail on the Income Statement.

Note 3 details the Council's revenue. Revenue is broken down into several components.

- The Council's rate and charges revenue increased by \$271 (2.9%) in 2017/18. This has two main drivers:
 - The 2.3% permissible increase in general rates and the decision by the Council to increase some of its other service charges (Water, Waste and Stormwater) by between 2% to 3%.
 - Some growth in the number of rateable assessments and service connections
- User charges and fees increased by \$625 (20%) in 2017/18. This increase is almost solely due to an increase in non-domestic waste management fees relating to the loose-fill asbestos removal program undertaken by the NSW government and other industrial use of the Berrigan landfill. Other fees and charges revenue was largely unchanged other than a decline in Private Works revenue from a peak in 2016/17.
- Interest and Investment Revenue increased by \$36 (4.9%). Interest rates received declined throughout the year while the Council's cash and investments increased over the period.
- Other Revenue has declined by \$7. This is largely as a result of a reduction in gravel sales offset somewhat by additional revenue from temporary transfer of water entitlements.
- Operating grants received by the Council decreased by \$396. This is largely a result of the Council transferring the operations of the grant-funded Early Childhood Intervention Services to Kurrajong Therapy Plus

Items requiring Council Resolution

- Capital Grants tend to vary widely from year to year depending on the current projects being undertaken by the Council. In 2017/18 the amount of Capital Grants and Contributions received by the Council totalled \$1,760 of which \$1,747 related to the *Fixing Country Roads* funds provided for the upgrade of Silo Road.
- Contributions to s64 and s94 plans are in line with the previous year.
- The value of restricted grants and contributions (i.e. those grants and contributions that the Council has an obligation to spend in specified manner) has declined significantly in 2017/18.

Note 4 details the Council's expenses. Expenses are broken down into several components.

- Employee costs expensed have increased by \$670 (9.5%). This result may seem anomalous given staff were only awarded a 2.8% pay rise under the terms of the Local Government (State) Award 2017. However, much of the change relates to an increase in the indexing of employee leave entitlements as required by Australian Accounting Standards. Actual salaries and wages paid to employees increased by only \$136 (2.2%)
- Most other items in this area were steady or declined with the exception of training expenses which has increased by \$70. This increase is in part as a result of the Council's investment in leadership development for its staff as well as significant turnover requiring new staff to be trained.
- Materials and Contracts expenses declined by \$745 (22%). This figure can move sharply however depending on the mix of maintenance and capital works projects in any given year.
- Depreciation was effectively unchanged from 2016/17.
- Other expenses cover a wide range of areas. Some of the key figures are shown below.

Other Expenses	2017/18	2016/17	% Change
Advertising	83	43	93% increase
Councillors expenses	86	63	37% increase

Items requiring Council Resolution

Electricity and heating	351	304	15% increase
Insurance	322	369	13% decrease

A transfer of \$59 to Kurrajong Therapy Plus reflects the handover of funding paid to the Council previously for the operating costs of the Early Childhood Intervention Service.

Some of these fluctuations in costs are simply a matter of timing, changes in procurement contracts and weather.

Note 5 shows the gains and losses made by the Council from the disposal of assets.

The result shows a \$339 gain on Disposal of Plant and Equipment from the sale or trade-in of Council plant made in the normal course of business as well as a \$149 gain from the sale of developed real estate.

Notes 6 to 10 provide additional detail on the amounts shown in the Balance Sheet

Note 6a, 6b and 6c provide more detail on the Council's Cash and Investments. As mentioned above, the Council's total cash and investments have increased from \$28,730 to \$31,967 in 2017/18.

All Cash and Cash equivalents are held as "At fair value through profit and loss" and all Investments are "Held to Maturity". Given the Council's investment portfolio, which consisted of term deposits, there is little difference between the two.

External restrictions are those imposed on the Council by legislation relating to separate funds such as water, sewer and domestic waste as well as grants and contributions that come with conditions that the funds be spent on specific projects.

Internal restrictions are restrictions on funds which the Council places voluntarily on itself such as employee leave entitlements, the plant replacement reserves and the capital works reserve. New internal reserves have been created for risk management and information technology from funds carried forward for some time.

Unrestricted funds increased by \$993 to \$8,093. Much of the remaining unrestricted cash has already been allocated to carried forward jobs or is

Items requiring Council Resolution

required for working capital. The table below provides some further detail about the Council's unrestricted cash.

UNRESTRICTED CASH ANALYSIS

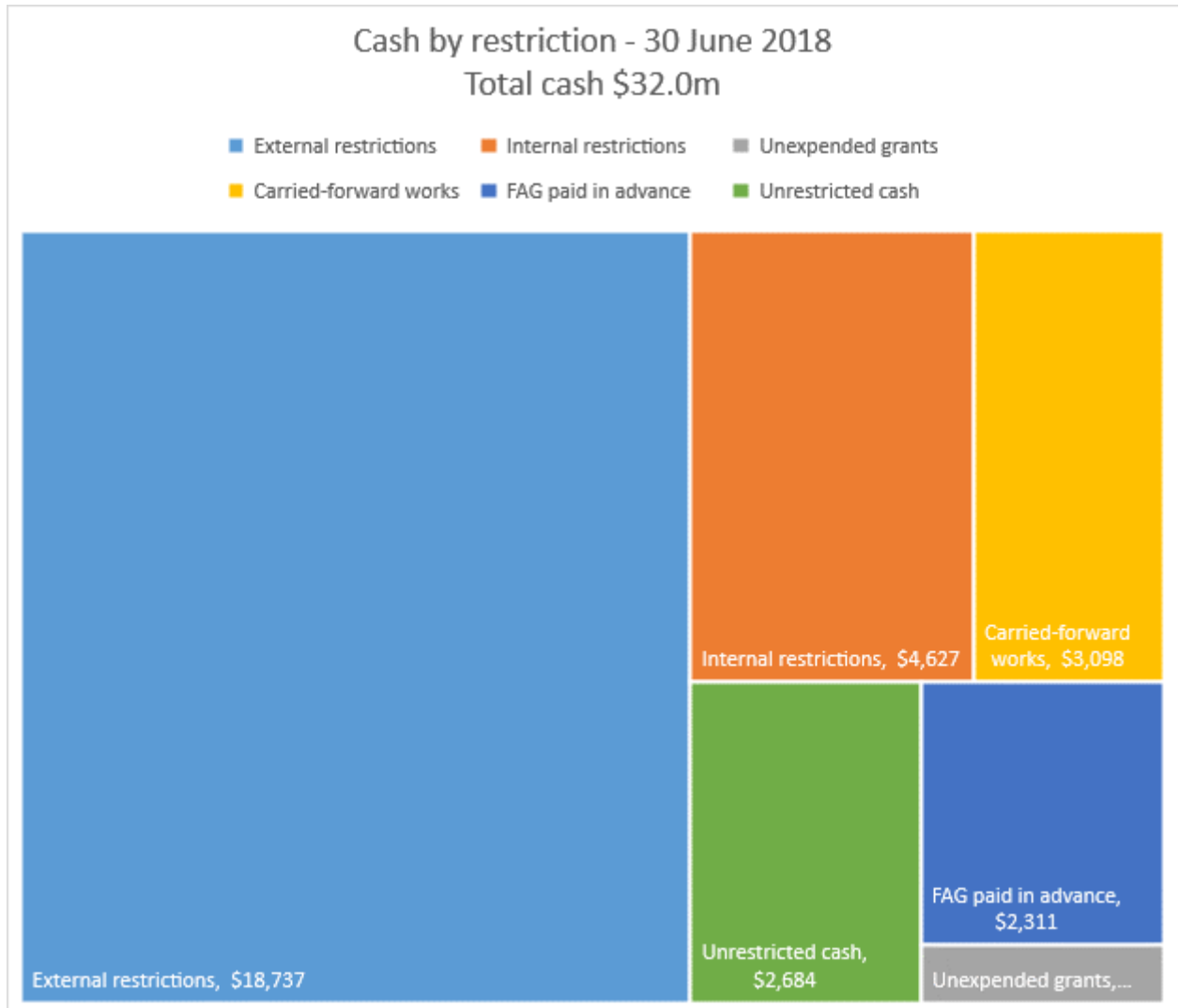
	\$000's
(A) Reserve funds as at 30-6-18 (A)	23,364
(B) Unexpended grants as at 30-6-18 (B)	<u>510</u>
(C) Total Reserve Balances as at 30-6-18 (A+B)	23,874
(D) Cash and investments 30-6-18	<u>31,967</u>
(E) Unrestricted cash as at 30-6-18 (D-C)	8,093
(F) Unspent works carried forward from 17/18	3,608
(B) Less unexpended grants restricted	<u>510</u>
(G) Net unspent works carried forward (F-B)	3,108
(H) Uncommitted cash at 30-6-18 (E-G)	4,985
(I) Less 2018/19 FAG paid in advance	<u>2,311</u>
(J) Balance of uncommitted cash at 30-6-18 (H-I)	2,684

Note this "uncommitted" cash is generally committed in the 2018/19 budget or required as working capital. This cash is not generally available for new projects or activities.

A graphical breakdown of the Council's total cash and investment holdings is shown below

Items requiring Council Resolution

Breakdown of Council's cash holdings by status



Note 7 provides additional detail on the Council's receivables; i.e. the amounts that are owed to the Council. Net receivables have decreased by \$971 (52%).

- Outstanding rates and charges decreased by \$25 (8.7%) The Council's performance in collecting outstanding rates and charges is very respectable when matched against its peers.
- Outstanding User Charges and Fees increased by \$347 in 2017/18. This significant increase is largely related to large invoices generated in June 2017 for Roads and Maritime Services and commercial tipping fees. Both have been paid since balance date.

Items requiring Council Resolution

- Accrued interest on investments increased by \$84. This is purely an issue of the timing of the maturity dates of the Council's investments
- Other income accruals increased by \$619. This relates to invoices for commercial use of the Council's waste management facility in 2017/18 invoiced in July 2018.

Note 8 details inventories of stock and materials and developed real estate owned by the Council.

This is largely unchanged from 2016/17 other than the addition of some development costs for Tocumwal Aerodrome sub-division Stage 3.

Note 9 provides details on the movements in value of the Council's Infrastructure Property Plant and Equipment (IPP&E) assets. These represent the overwhelming balance of the Council's assets. The carrying value of the Council's IPP&E assets increased from \$223,130 to \$240,156 at the end of 2017/18.

The left hand columns in Note 9 shows the situation at the commencement of the 2017/18 year, the middle columns show the changes to asset values throughout the course of the year and the rightmost columns show the situation at the end of the financial year. Items worth noting include:

- The Council added a total of \$8,336 in assets in 2016/17. Of this \$6,571 related to renewals of infrastructure, \$304 renewal of non-infrastructure assets, \$1,461 to new infrastructure.
- This is offset by the Council recognising depreciation to the value of \$5,861 as discussed earlier.
- The revaluation increments of \$18,150 and \$3,355 decrements to equity, for a net of \$14,795 are also shown in this table.

The last item above requires more explanation. While the Council is required to revalue all its infrastructure assets on a five-year rolling cycle, it is required to assess at each reporting date the fair value of all of its assets every year and determine if that value differed materially.

Under AASB 13, assets are required to be valued at their "fair value"; in the case of assets such as roads and bridges the Office of Local Government has determined councils will need to estimate fair value using the cost-approach method. The cost approach reflects the amount that would be required currently to replace the service capacity of an asset.

Items requiring Council Resolution

The Director Technical Services determined that there were no material changes in the values of some of the Council's infrastructure asset classes, other than indexing of water and sewer as the industry standard rates set by Crown Lands and Water (CLAW).

A complete revaluation of Land and Building assets was undertaken by APV Limited for 30 June 2018. These values have been used in the preparation of these financial statements. The Council has also brought back to account the value of Crown Land for which the Council has been made the trustee.

Note 10 provides additional information on the Council's payables and borrowings; i.e. the amounts that the Council owes others.

- Payables have increased; this is mainly a timing issue regarding invoice payments
- Borrowings have declined over 2017/18 as the Council continues to pay down debt.

Note 11 provides information on the Council's provisions; i.e. the amounts for which it is committed to pay in the future.

- 2017/18 has seen the Council's Provision for Employee Benefits decrease slightly – the second year in succession.

The table below provides some history on the level of the provision

Financial year	Provision for Employee Leave (000s)	% increase
2011/12	\$2,032	-2.8%
2013/14	\$2,182	5.3%
2014/15	\$2,584	14.4%
2016/17	\$2,713	5.0%
2017/18	\$2,641	-2.6%
2018/19	\$2,308	-12.6%

As previously reported to the Council, the level of the Council's outstanding leave balances is a significant issue although the trend now is in a positive direction. The retirement of some staff with significant leave balances has helped this year, yet more still needs to be done.

Items requiring Council Resolution

Note 11 (a) demonstrates that while the Council is required to show nearly all leave entitlements owing as “current”, i.e. potentially due and payable in the next 12 months, in reality the Council does not expect a substantial proportion of these entitlements to be actually taken in 2018/19.

The Provision for Asset Remediation/Restoration covers the likely cost to the Council to restore, rehabilitate and remediate certain areas such as quarries and landfills when they reach the end of their useful lives.

The Council is required to show this as a liability as well as incorporate this cost in the cost of the asset. This is required to be done on a **net present value** basis; i.e. the future expected costs are discounted to 2018 dollar amounts.

The provision at 30 June 2018 has increased slightly from 2017. This relates to an increase of \$6 relating to unwinding of the discount used, which is treated as a borrowing cost.

Note 12 provides information on equity adjustments. In this Council’s circumstance, the only equity item that requires an explanation in these statements is the Infrastructure, property, plant and equipment revaluation reserve.

Note 13 reconciles the Council’s operating result to the cash provided by the Council’s net operating activities. These can differ due to items such as depreciation, asset write-offs, contributed assets and changes in amounts owed to creditors and owed by debtors and in inventory levels.

Note 14 to 23 provide additional information over and above the information provided in the statements.

Note 14 provides information on the Council’s interest in other entities

Note 15 details the Council’s future expenditure commitments not shown in the balance sheet such as commitments on long term contracts such as domestic waste collection. These commitments have decreased somewhat.

Note 16 provides further information on other potential liabilities and assets that do not meet the threshold for inclusion in the financial statements or are otherwise difficult to value but are worthy of being disclosed. While the Council has some industry-wide contingent liabilities for items such as Defined Benefit Superannuation plans and Statewide and StateCover Mutual, there are no contingent liabilities specific to the operations of this Council.

Items requiring Council Resolution

RESOLUTION

Note 17 provides further information on the Council's exposure to financial risks. The Council holds the vast majority of its cash and investments in Term Deposits and at-call accounts while its only borrowing is a standard loan with a fixed interest rate for the term of the loan. As a result, the risk of default or interest rate movement to the Council is very slight.

Note 18 provides an explanation of significant variances from the Council's budget in the Income Statement and Statement of Cash Flows.

Note 19 provides information on the Fair Value measurement of Council's assets and liabilities.

The format and content of this note may change over time as the industry comes to grips with the best method to provide the required information in the most efficient manner.

The note itself is quite arcane but the large revaluations of building assets can be traced through this Note in Item 19(4)

Note 20 is a note on related party transactions. Council has determined there were no material related party transactions other than those relating to the ordinary remuneration of key management personnel.

Note 21 reconciles the Council's developer contributions. Note that Drainage developer contributions are used to partly repay the internal loan used to fund the stormwater drainage works.

Note 22 provides details on the Council's Financial Result and Financial Position by fund. This note duplicates much of the information shown in the Special Purpose Financial Statements and Special Schedules.

Note 23 sets out some relevant ratios and performance benchmarks. These benchmarks were set out at the start of this report.

The Operating Performance ratio shows a decline from 22.54% to 18.24% largely related to the 2017/18 FAG paid in advance.

The Own Source Operating Revenue Ratio has increased from 53.93% in 2016/17 to 61.16% this year – meeting the OLG benchmark. Overall, this means that the Council was able to raise 61.16% of its own revenue with the balance coming from grants from the other levels of government.

The Council's Unrestricted Current ratio has declined, from 8.08:1 in 2017 to 6.24:1 in 2018. This still comfortably meets the OLG benchmark.

Items requiring Council Resolution

The Debt Service Cover ratio, which is a measure of the Council's long term ability to meet debt repayments, has improved from 34.86x to 48.70x. This ratio demonstrates that the Council is able to comfortably meet its loan obligations and will improve rapidly over the next few years as debt is paid down.

The Rates and Annual Charges ratio has improved, a decline from 3.72% to 3.32%. This is an excellent result, especially given staff changes in that area.

The Cash Expense Cover ratio is 27.97 months – i.e. the Council has enough cash to pay over two years of operating expenditure. The required benchmark is three months. Note that much of this cash is restricted.

Special Purpose Financial Reports - The Special Purpose Financial reports have been prepared to report the results of Business Units determined by the Council in accordance with the requirements of the National Competition Policy (NCP) guidelines.

The Council has identified two business units being the Water Supply Service and the Sewerage Service. While notionally these activities exceed the \$2m threshold for consideration as a Category 1 activity, the Council resolved in September 2018 to continue to treat them as Category 2. The difference in categorisation has little practical effect on their operation.

The Special Purpose Financial Reports comprise a balance sheet and operating statement along with associated notes to the accounts for each deemed business.

NCP imputation payments are added to total expenses in the operating statement for each business to accurately reflect the amount of expenditure each business would incur if they were not owned by the Shire. Items such as land tax and Council rates are calculated and included as NCP imputation payments which are then shown as expenditure against the business.

It is important to recognise that the businesses do not actually pay these NCP imputation charges. They are merely added to the total expenses to reflect what the business would have paid if they were not Council owned.

Special Schedules - These schedules contain the Council's financial data presented on a fund basis. They are unaudited but are used by other authorities and are also used as work sheets in preparing the annual statements.

Items requiring Council Resolution

- **Special Schedule 1** is a statement of the net cost of services provided by the Council
- **Special Schedule 2** is a statement of Permissible Income – the amount that Council is permitted to raise from ordinary rates. Unlike the rest of the financial statements, this statement is for the 2018/19 (i.e. this) financial year
- **Special Schedules 3 – 6** are restatements of the Water and Sewer Financial Statements already shown in Note 21 of the General Purpose statements and again in the Special Purpose Statements. However these statements are grossed up for internal transactions which are netted out in the consolidated statements.
- **Special Schedule 7** is a report on infrastructure assets. This includes condition assessments, estimates of infrastructure backlog and data on infrastructure renewal and maintenance.

Report on the Conduct of the Audit

The Report on the Conduct of the Audit is included with the Financial Statements and provides some information for the Council and others users of the financial statements about the statements and the work of the Audit.

Much of this information has been provided to the Council in the body of this report.

The report includes a statement to the effect that the audit did not identify any legislative non-compliance or material deficiency in the Council's accounting records.

Engagement Closing Report

The Engagement Closing Report is also attached to this agenda as **Appendix "C"** The Engagement Closing Report is **not** part of the financial statements; it is a report to report informs the General Manager and Mayor of audit findings relevant to their responsibilities and oversight of the Council's financial statements.

Overall, the Council satisfactorily addressed the key issues and audit risks identified in the Audit Client Service Plan presented to the Council earlier this year. The Auditors noted and "appreciated the co-operation and help received from the Council's staff, in particular the finance team".

Items requiring Council Resolution

The report states Audit raised three uncorrected non-material misstatements in the Council's financial statements. Two of these matters are not contested by the Council and are very minor in nature.

The remaining uncorrected misstatement relates to the bringing to account of the Council's Rural Fire Service (RFS) "red fleet" assets – a matter that has been raised with the Council previously.

The *Rural Fires Act* 1997 vests rural fire-fighting equipment to Councils. The Council has a service-level agreement with the RFS that allows them to use those assets to fight fires and the like.

Under Australian Accounting Standards, assets that are "controlled" by the entity in question should be brought to account – subject to those assets meeting the other criteria of the definition of an asset. The NSW Audit Office and the Council disagree on which entity controls the "red fleet" – the RFS or Council.

The NSW Audit Office is of the opinion that the Council is the *de jure* controller of the "red fleet" assets. They are vested in the Council and the service-level agreement dictates to the RFS how they are to be used.

The Council has consistently argued that the RFS has *de facto* control of the red fleet, no matter the legal status. The Council has no control over the day-to-day use of the red fleet, has no control over its purchase or sale and is not provided with any information as to the value or condition of the assets which are nominally vested in it. In short, the Council does not believe it meets the accounting definition of an asset for the Council and should be regarded as an asset of the RFS.

[Statement of Accounting Concepts 4](#) issued by the Australian Accounting Standards Board is clear that legal rights does not mean control and clearly shows that an "administrative arrangement", such as a service-level agreement, can override legal ownership.

*Another example is where a government entity, such as a government department, **does not have legal ownership** of the buildings in which it operates, such ownership **vesting** in another government entity, but **controls** the future economic benefits embodied in the buildings because of the terms of a particular government policy, ministerial directive or **administrative arrangement***

Satisfaction and adoption

Items requiring Council Resolution

Prior to adoption of the Statements and referral to formal audit, the Councils should satisfy itself that the statements have been prepared in line with statutory and other requirements to present a true and fair view of the Council's financial position and financial performance.

To aid the Council in this task, a copy of the Representation Letter to the Council's auditors prepared by the General Manager and Responsible Accounting Officer (Finance Manager) is attached as **Appendix "D"**.

This letter, while prepared for the auditors rather than the Council, should be suitable for use by the Council for the purpose identified above.

The Council can, of course, take the opportunity to ask further questions to satisfy themselves in this matter.

Having satisfied itself the Council is then required to:

1. Send a copy of the Statements to its Auditor.
2. As soon as possible after adoption of the reports and receipt of the Auditors Report, the Council must:
 - a) Make available a copy of the Statements and Reports to the Chief Executive of the Office of Local Government and the Australian Bureau of Statistics.
 - b) Fix a date for a meeting at which it proposed to present its financial Statements and Auditor's Reports to the public.
 - c) Give Public Notice of the date so fixed (which must be more than two weeks after notice is given but not more than one month after the Auditor's reports are received).

Items requiring Council Resolution

6.11 ACCESS AT A GLANCE**AUTHOR:** Strategic & Social Planning Coordinator**STRATEGIC OUTCOME:** Supported and engaged communities**STRATEGIC OBJECTIVE:** 3.1 Create safe, friendly and accessible communities**FILE NO:****RECOMMENDATION:** That the Council

1. Endorse the establishment of an AAAG Inclusion Steering Committee as part of the Access at a Glance Project.
2. Nominate a Councillor representative to this Steering Committee.

REPORT:

The Berrigan Shire's population is ageing and people over 60 years will increase from 31% to 38% of the population in the next two decades. Similarly, the needs of younger residents and older residents requiring assistance with core activities and or assistance with mobility and dressing, based on 2016 Census data, is approximately 6% of the residents.

The Berrigan Shire Council Active Ageing and Disability Inclusion Plan 2017-2021 outlines the Council Focus areas as:

- Positive Community attitudes and Behaviour
- Liveable communities
- Access to meaningful employment
- Improving access through better systems and processes

The Access at a Glance Project (AAAG) is a partnership proposal between the Council and Intereach: Ability Links. A partnership proposal developed with the aim of working towards the Berrigan Shire being recognised as a welcoming and inclusive community, ensuring all people have the opportunity to participate in the community through accessible spaces.

This aim contributes to the implementation of the Council's Active Ageing and Disability Inclusion Strategy and Action Plan 2017 - 2021.

The Access at a Glance Project is focused on creating an inclusive community and includes a Business Toolkit and low cost resources and information for business, clubs and community groups on how they can improve barriers to inclusion.

Items requiring Council Resolution

The Berrigan Shire will be one of the first NSW local government areas outside metropolitan Sydney to have the opportunity of working in partnership with Intereach on the rollout of this project. And as part of this project will be invited to participate in a formal evaluation of the AAAG tools and applicability in a rural and regional setting.

Central to the development and successful implementation of this project will be the promotion of the AAAG by community and business Champions. A key strategy identified to achieve this is the

- Establishment of an AAAG Inclusion Steering Committee comprising a representative from Berrigan Shire, and potentially the Cobram-Barooga Tourism Group given their commitment to the Tri-State Games.

Community champions from local services and clubs would also be invited to express their interest in the Committee.

The role of the AAAG Inclusion Steering Committee and members would be to provide a forum for strategic comment and local leadership within the Shire and surrounding districts that will

- Facilitate the marketing and promotion of the AAAG program within their sphere of influence.
- Promote the social and economic benefits of inclusion.

Items requiring Council Resolution

6.12 FINANCIAL REVIEW

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 12.019.1

RECOMMENDATION:

1. Note the first quarterly review of the 2018/19 budget and vote the funds contained therein as shown in Appendix "E".
2. Note the Quarterly Budget Review Statement attached also as "Appendix "F"

REPORT:

Circulated with the Agenda as **Appendix "E"** is the Quarterly Financial Review for the period 1 July 2018 to 30 September 2018. This report takes into account all known factors and work variations until 30 September 2018 and later where possible, including budget allocations for the 2018/19 financial year.

The report shows distribution of funds allocated to capital works in the original 2018/19 budget allocated to the specific jobs identified in the capital works program.

It also shows any brought-forward amounts as approved in the final review of the 2017/18 budget. The variations showed in the far-right column of the report shows changes to line budgets after the effect of any brought-forward amount has been considered.

The summarised results for the period are as follows:

	\$
Revised budget surplus 2017/18	3,924,311
Less Projected budget deficit 2017/18	<u>(436,946)</u>
Increased surplus from 2017/18	3,487,365
Original budget surplus 2018/19	20,328
Increased expenditure as per this report	(2,264,666)
Decreased revenue as per this report	(289,079)

Items requiring Council Resolution

Revised budget surplus

\$953,948

The most significant change in this review relates to the payment in advance of 50% (\$2.2m) of the Council's 2018/19 Financial Assistance Grant (FAG). This amount was received in June 2018, hence it shows in the large cash surplus brought forward from 2016/17 and is also reflected in the decreased revenue budgeted for 2018/19. In an overall sense, it has no impact on the Council's cash result – it is a timing issue.

Even accounting for the impact of the early payment of FAG, the Council's cash surplus was greater than expected.

The other significant change is the inclusion of the Council's Stronger Country Communities Fund Round 2 projects. This is reflected in the increased expenditure in this report as well as offsetting somewhat the decreased revenue from FAG as shown above. Overall, however, these projects are fully grant funded and have no impact on Council's net cash position.

Significant variations are detailed below. Variances which are unfavourable to the Council's result are shown with a (U) next to them and variances which are favourable are denoted with a (F).

JOB/GL CODE	TITLE / DESCRIPTION	AMOUNT		COMMENT
1001-0340	INSURANCE - COUNCILLORS	16,901	U	Councillors insurance more expensive than budgeted
1010-0185	LESS: CHARGED TO OTHER FUNDS	18,286	F	Balancing activity based costing allocation following the handover of Early Childhood intervention Service
1050-0180	WAGES ACCIDENT PAY TO EMPLOYEE	11,665	U	Distribution of on-costs not included in original budget
1050-0320	WAGES SUPERANNUATION - LG RET	15,218	U	Transfer between superannuation accounts. Offset in 1070-0320 and 1070-0340
1050-0770	WAGES STAFF TRAINING - GENERAL	13,046	U	Allocation of training expenses
1070-0320	STAFF SUPERANNUATION - LG RET	20,649	U	Transfer between super accounts. Offset in 1050-0320
1070-0340	STAFF SUPERANNUATION - LG ACC	20,649	F	Transfer between super accounts. Offset in 1050-0320

RESOLUTION

Items requiring Council Resolution

JOB/GL CODE	TITLE / DESCRIPTION	AMOUNT		COMMENT
1110-0105	CONTRIBUTION NSW FIRE BRIGADE	37,345	F	Redistribute to 1114-0105
1110-0110	CONTRIBUTION RURAL FIRE FUND	71,334	F	Redistribute to 1114-0105
1114-0105	CONTRIBUTION NSW SES	91,642	U	From 1110-0105/0110
1214-0105	CONTRIB CENTRAL MURRAY COUNTY	71,331	F	Contribution paid in 2017/18
1400-1230	CONTRIBUTIONS TRANSFERRED EMPS LSL	15,512	U	Distribution of on-costs not included in original budget
1400-1500	ACCIDENT PAY RECOUP	10,533	U	Distribution of on-costs not included in original budget
1417-0841	JERILDERIE ST HORSFALL TO NANG	309,934	U	Increase in the scope of Jerilderie street drainage works – funded by RMS
1417-0848	COBRAM ST - WAVERLY RD - DRAIN	16,555	U	Change in Council priority. Used to fund 1417-0849
1417-0849	BAROOGA-DENISON ST TABLE DRAIN	16,555	F	Change in Council priority Funded from 1417-0848
3750-1950	DRAINAGE - SH17 RIVERINA HWY	11,343	U	Increase in the scope of Jerilderie street drainage works – funded by RMS
1510-0560	MAINS RETIC - BGA	10,000	U	General budget allocated to specific jobs.
1510-0563	REPLACE AC WATER MAINS	350,000	F	General budget allocated to specific jobs.
1510-0565	MAINS RETIC - BGN	150,000	U	General budget allocated to specific jobs.
1510-0566	MAINS RETIC - BGN COBRAM ST	30,000	U	General budget allocated to specific jobs.
1510-0567	MAINS RETIC - BGN JERILDERIE ST	50,000	U	General budget allocated to specific jobs.
1510-0570	MAINS RETIC - FIN	50,000	U	General budget allocated to specific jobs.
1510-0575	MAINS RETIC - TOC	60,000	U	General budget allocated to specific jobs.
4110-1504	SALE OF HIGH SECURITY WATER	281,860	F	Additional water sales. Transferred to Water Reserve
4110-1926	WATER TRANSFER FROM RESERVE	62,918	U	Transfer to reserve
4110-2026	WATER SUPPLIES TRANSFER TO RESERVE	204,288	U	Transfer to reserve

RESOLUTION

Items requiring Council Resolution

JOB/GL CODE	TITLE / DESCRIPTION	AMOUNT	COMMENT
1610-0526	SEWER MAIN UPGRADES - TOCUMWAL	20,000 F	Change in Council priority. Used to fund 1610-0595
1610-0552	FIN – SEWER TREATMENT PLANT FENCE	10,000 U	Works cancelled. Not required
1610-0595	FIN SEWER MAIN UPGRADES	20,000 U	Change in Council priority. Funded by 1610-0526
1610-0708	TOC-REFURBISH CONCRETE WORK	20,000 F	Reduction in scope
1610-0743	UPGRADE SEWER TELEMETRY	20,000 U	Cost of project exceeded initial budget
1610-0898	BGN - POND FENCING	10,000 F	Works cancelled. Not required
5110-1926	SEWER TRANSFER FROM RESERVE	30,188 U	Transfer to reserve
5280-1950	Restart NSW Fixing Country Truckwash	18,330 F	Program complete – under budget – final payment
1716-0506	BGN - SWIMMING POOL SCCF2	395,355 U	New project – Stronger Country Communities Fund – Round 2
1717-0236	BGN - NETBALL COURTS SCCF1	182,934 U	Stronger Country Communities Fund – Round 1 – reallocation of costing
1717-0237	TOC - NETBALL & CRICKET SCCF2	497,541 U	New project – Stronger Country Communities Fund – Round 2
1717-0238	BGN - SPORTSGROUND LIGHTING SCCF2	107,807 U	New project – Stronger Country Communities Fund – Round 2
1718-0215	FINLEY SKATE PARK SCCF1	50,000 F	Stronger Country Communities Fund – Round 1 – reallocation of costing
1718-0224	MASTER PLAN CREEK WALK	13,080 U	Funding committed by Council not shown in the original budget
1718-0235	BGA FORESHORE PARK SCCF2	489,478 U	New project – Stronger Country Communities Fund – Round 2
6100-1962	Library - Extension Grant TOC SCCF1	82,500 U	Stronger Country Communities Fund – Round 1 – reallocation of costing

RESOLUTION

Items requiring Council Resolution

JOB/GL CODE	TITLE / DESCRIPTION	AMOUNT	COMMENT
6400-1952	BGN Swimming Pool - SCCF2	395,355 F	New project – Stronger Country Communities Fund – Round 2
6500-1955	BGN Netball Upgrade Grant - SCCF1	60,368 U	Stronger Country Communities Fund – Round 1 – reallocation of costing
6500-1956	BGN REC RES Lighting - SCCF2 GRANT	59,170 F	New project – Stronger Country Communities Fund – Round 2
6500-1957	TOC NETBALL & CRICKET SCCF2 GRANT	497,541 F	New project – Stronger Country Communities Fund – Round 2
6600-1965	Skatepark - FIN Grant SCCF1	53,394 U	Stronger Country Communities Fund – Round 1 – reallocation of costing
6600-1966	BGA Foreshore Playground - SCCF1	49,500 U	Stronger Country Communities Fund – Round 1 – reallocation of costing
6600-1967	BGA Foreshore Playground - SCCF2	489,478 F	New project – Stronger Country Communities Fund – Round 2
0015-0363	MR363 BERRIGAN - BAROOGA RD	23,326 U	General RMS budget distributed to specific jobs
0015-0550	MR550 TOCUMWAL - MULWALA RD	29,788 U	General RMS budget distributed to specific jobs
0015-0999	RTA MR BLOCK GRANT BUDGET ONLY	31,161 F	General RMS budget distributed to specific jobs
0015-9999	Block Grant - UNSPENT FUNDS	266,345 F	General RMS budget distributed to specific jobs
1905-0100	TOWN ENTRY - BAROOGA	49,248 U	General town entry budget distributed to a specific job
1912-0020	RESHEET RUWOLTS RD	45,430 F	Change in Council priority. Used to fund 1912-0242
1912-0242	RESHEET EDNIES RD YARRAWONGA	45,430 U	Change in Council priority. Funded by 1912-0020
1916-0842	JERILDERIE ST - NANGUNIA TO OR	45,021 U	General RMS budget distributed to specific jobs
1956-1017	MR363 REHAB 8.937-9.93	210,268 U	General RMS budget distributed to specific jobs
1956-1019	MR564 4047-4714	17,527 U	General RMS budget distributed to specific jobs

RESOLUTION

Items requiring Council Resolution

JOB/GL CODE	TITLE / DESCRIPTION	AMOUNT	COMMENT
7300-1951	K&G - RMS Funding	54,187 F	RMS funding to Jerilderie St Drainage works
7500-1951	Footpath Grant Income - SCCF1	59,565 U	Stronger Country Communities Fund – Round 1 – reallocation of costing
7700-1951	AERODROME CAPITAL GRANT	47,659 U	Program complete – under budget
8720-1894	FINLEY ST SUBDIVISION - DISPOSAL	45,455 F	Proceeds of land sales – transferred to reserve
8720-1926	REAL ESTATE DEVT - TFR TO RESERVE	45,455 U	Transferred to reserve
2012-0197	REGIONAL TOURISM CONTRIBUTION - MRTB	14,103 U	Contribution paid in 2017/18
2017-0205	BENDIGO BANK AGENCY	52,000 U	Not included in original budget
8850-1330	BENDIGO BANK AGENCY COMMISSIONS	12,000 F	Not included in original budget
9200-1950	FINANCAL ASSISTANCE GRANT (FAG)	1,619,437 U	FAG paid in June 2018

Councillors are invited to make comments or ask questions about any of the variances in this report.

Quarterly Budget Review Statement

The September Quarterly Budget Review Statement is attached as **Appendix “F”**

The QBRS is designed to:

- Facilitate progress reporting against the original and revised budgets at the end of the quarter
- Provide explanations for major variations
- Enable the Responsible Accounting Officer (RAO) to indicate if the Council will be in a satisfactory financial position at the end of the financial year.

This QBRS does not make any additional changes to the Council budget over and above the changes identified in the “line-item” report above. The QBRS simply shows the budget changes in another format to arrive at the same result.

Items requiring Council Resolution

The line-item budget report, while prepared on an accrual basis, delivers a “cash” report to the Council – i.e. what is the net cash position of the Council given the budget it has adopted. It gives the Council some comfort that has sufficient cash to undertake the program of works adopted in the budget.

The line-item budget also provides the Council with a complete list of all Council job cost accounts thus ensuring transparency regarding changes to Council programs and /or cost overruns. It is possible however to lose track of the important changes in the large report.

The QBRS, on the other hand, is prepared strictly on an accrual basis and in a format that is consistent with the Annual Financial Statements. While some of the basic transparency of the line-item budget has been lost, it does allow for tracking of the Council’s operating result from quarter to quarter to the end of the financial year.

Statements

The QBRS consists of six statements:

1. **Responsible Accounting Officer’s statement** – This is a statement from the RAO advising the Council of her opinion regarding the Council’s financial position.

If the RAO advises the Council that its financial position is not satisfactory, the RAO must provide the reasons for her concern and advice on what is required to remedy the situation.

2. **Income and Expenditure Budget Review Statement** – This is the budget equivalent of the Income Statement in the Annual Financial Statements. This report shows an updated projected operating result for the year and the effect of the proposed budget changes to the operating result.
 - The first column shows the Council’s original budget as reflected in the Management Plan adopted by the Council in June.
 - The next five columns show budget changes previously approved by the Council. In this case, this reflects Council’s works brought forward from 2017/18 and other internal adjustments.
 - The Revised Budget column shows the Council’s budgeted result prior the changes adopted by the Council in the September quarter review.
 - The highlighted Variations this Quarter column shows the effect of the changes adopted by the Council at the review; and

Items requiring Council Resolution

- The Projected Year End Result shows the Council's current position.
- Finally, the actual YTD figures show what the Council's actual result for the quarter. As the Council raises much of its rate revenue at the start of the financial year, this will be significantly more than the projected result for the year.

The September QBRS shows the Council is estimating to return an operating **deficit** after capital items for the 2018/19 year of \$1.384m; a decrease from the initial estimate of a \$0.534m operating surplus – this deficit is entirely a result of the decision by the Federal Government to pay 50% of the 2018/19 FAG in June 2018. There was a corresponding increase in the 2017/18 operating surplus as discussed in that report.

- 3. Capital Budget Review Statement** – This statement presents the Council's budgeted capital works program.

The first half of the table shows how much the Council is proposing to spend on capital projects while the second half demonstrates how the Council is preparing to pay for them. The statement also splits Council's expenditure into sub-categories of New Assets, Renewal Assets and Loan Repayments.

As per the Income and Expenditure Budget Review Statement, the Capital Budget Review Statement works from left to right from the original budget through the previously adopted changes through to the proposed changes and followed by the revised budget.

Since all expenditure should be funded in some manner, the Capital Expenditure and Capital Funding sections of this report should balance.

The significant change this quarter is the inclusion of the Stronger Country Community Fund Round 2 projects.

- 4. Cash & Investments Budget Review Statement** – This statement attempts to show the movements in the Council's cash position and cash reserves as well as duplicating some of the investment and bank reconciliation detail provided in the monthly warrant report to the Council.

Again the columns in this statement track the changes made as the year progress in the same manner as the previous two columns.

This report is in my opinion a very useful one for the Council as it allows the Council to track changes in its commitments and unrestricted cash.

Items requiring Council Resolution

The changes in this statement largely reflect the additional brought forward surplus and the FAG advance payment

5. **Key Performance Indicators Budget Review Statement** – This statement is designed to provide some simple financial indicators to give the Council a snapshot of how it is performing financially.

Unlike the earlier reports there is some freedom here for the Council to choose what indicators it would like to see included in the report. The finance team has chosen three that seem reasonably useful for the Council to track.

- Debt Service Ratio – an indicator of how much of the Council's income is used to service its debt
- Rates & Annual Charges Coverage Ratio – an indicator of how reliant the Council is on its rates revenue
- Building and Infrastructure Renewal Ratio – an indicator of the Council's effort in renewing its assets as they deteriorate.

The first two of these indicators are fairly much in line with Council's previous experience.

The third indicator shows that the Council's projected asset renewal ratio is 265%. **This is well above the Fit for the Future benchmark of 100% for this ratio.**

6. **Contracts and Other Expenses Budget Review Statement** – This statement is an attempt to provide the Council with some detail about the Council's new contractual arrangement and expenditure on consultancies and legal expenses

Items requiring Council Resolution

6.13 TENDER NO. T14/17/18 – DESIGN AND CONSTRUCTION OF TOCUMWAL SPLASH PARK

AUTHOR: Director Technical Services

STRATEGIC OUTCOME: Good government

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

FILE NO: T14/17/18

RECOMMENDATION: - that, in relation to T14/17/18 – Design and Construction of Tocumwal Splash Park, the Council accept the amended tender price of \$917,510.00 GST inclusive as submitted by Water Features by Design Pty Ltd.

REPORT:

In August 2018 the Council appointed Water Features by Design Pty Ltd as its preferred tenderer in relation to T14/17/18 – Design and Construction of Tocumwal Splash Park, subject to agreement on a suitable design and costs.

The final design has subsequently been accepted and a revised costing of \$917,510.00 tendered by Water Features by Design Pty Ltd.

As this cost is \$235,895.00 above the original tendered costing it is appropriate for Council to formally accept this change to the enable the revised price to be included in the contract documentation.

LATE ITEM ADMITTED WITH THE PERMISSION OF THE MAYOR.

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Items for Noting

RECOMMENDATION – that Items for Noting numbered 7.1 to 7.6 inclusive be received and noted.

7.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

AUTHOR: Director Technical Services

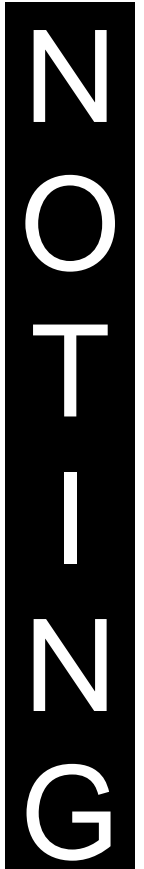
STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 09.106.2

REPORT:

Minutes of the last meeting held Friday 5th October, 2018 are attached as **Appendix “G”** for Councillors’ information.



Items for Noting

**7.2 RATES AND CHARGES - 2018/2019 RATES
COLLECTIONS AND OUTSTANDING
DEBTORS BALANCES – 1ST QUARTER
REPORT TO COUNCIL**

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

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

FILE NO: 25.138.1

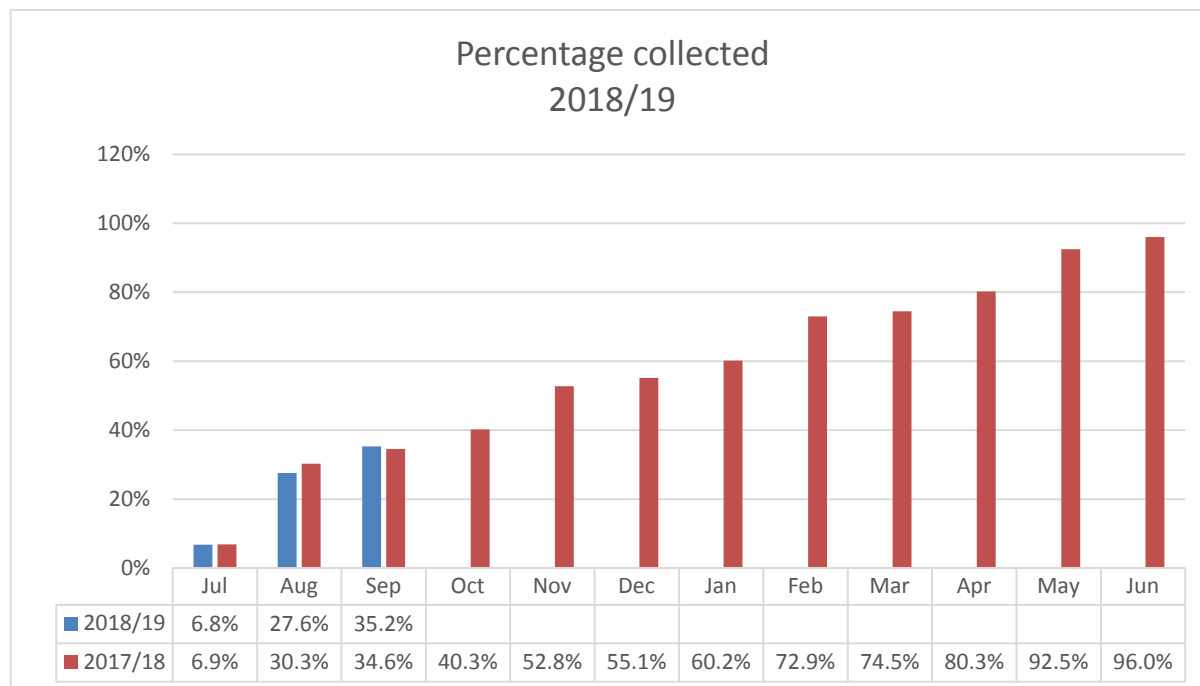
REPORT:

1. Rates & Charges

At 1st October 2018, Council has collected 35.24% of the total rates, service charges, arrears and water consumption charges raised in 2018/19 to date – at this time Council are 0.6% ahead what was collected at the corresponding time last year. This partly due to the water officer adjusting the timing of water readings and the issuing of consumption notices, to align more with Rates collection.

Council has continued to have success with the collection of some large outstanding rates in the first quarter, therefore I am confident that Council will continue to meet the rates collection benchmarks of the last few years. I would like to acknowledge the work of Anne Jones (Assistant Revenue Officer) in this area over the last 6 months.

Items for Noting



2. Debtors

A brief list of outstanding debtors as at the end of August and September 2018 is as follows:-

DEBTOR CLASS	AMOUNT
GENERAL/SUNDRY/OTHER DEBTORS	\$832,982
RATES LEGAL FEE DEBTORS	\$0
FOOD INSPECTIONS	\$981
HALF COST K&G/FOOTPATH DEBTORS	\$104,346
SEC 355 COMMITTEE LOANS	\$10,121
SWIMMING POOLS	-\$261
CEMETERY DEBTORS	\$2,796
GOV DEPT GRANTS & SUBSIDIES	\$255,566
STAFF DEBTORS	\$1,756
STAFF SUPERANNUATION	-\$344
SHIRE LAND SALE DEBTORS	\$3,814
TOCUMWAL AERODROME	\$5,429
TOTAL	\$1,217,187

NOTING

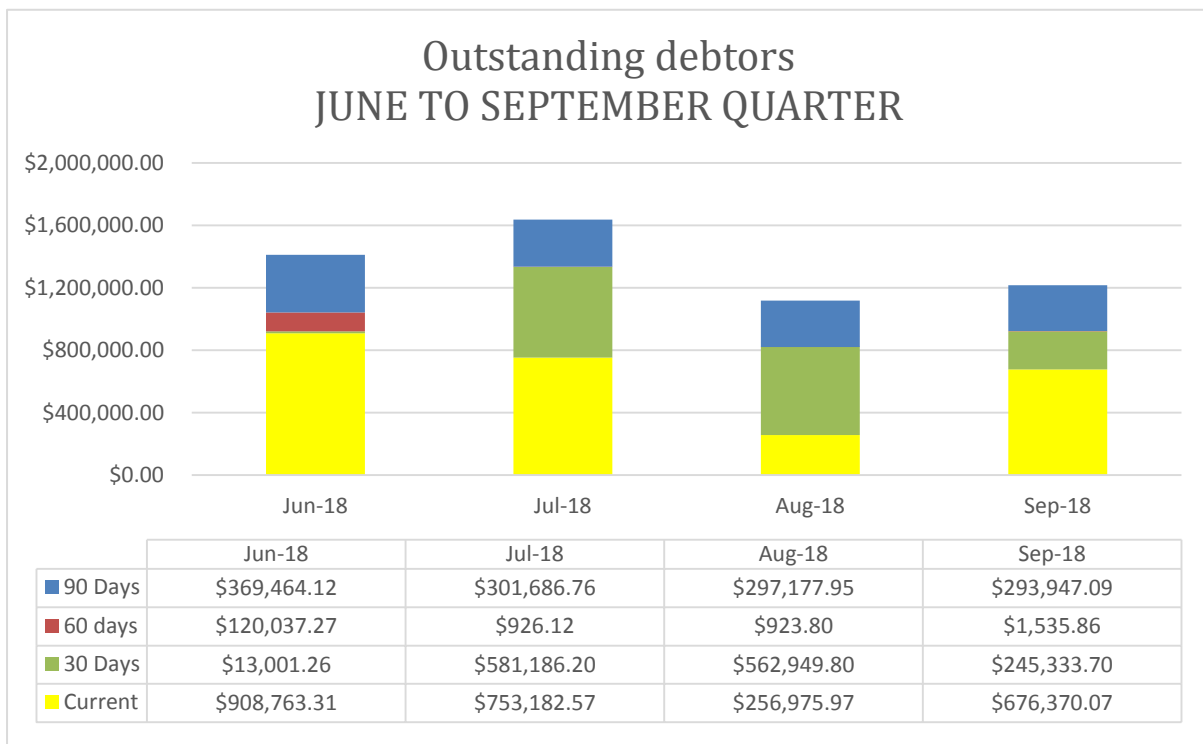
Items for Noting

The General/Sundry/Other Debtors have increased due to awaiting large payments for Public Works and the Pensioner Concession Subsidy. A large RMS works in Jerilderie Street Berrigan (Riverina Highway) awaiting payment. Grant debtors are raised in expectation of payment, although there may be timing issues for payment. Two further blocks of land have sold and settled at the Aerodrome

The table below shows the Council's outstanding debtors by age and type over the past two months.

It is pleasing to report that debts have generally decreased since the commencement of the new financial year.

The amount of debt outstanding between 30-60 days has decreased significantly these will be repaid and transition to 90 days over time in line with the Council's policy.



3. Activity

No applications for hardship have been received this quarter.

The amount written off for this quarter is \$1,091.92, this was due to the generation of annual rates and water notices for the billing period. There were multiple small amounts written off throughout this process.

Items for Noting

Two substantial write off were also completed under the Council's new Undetected Leaks Policy.

Over the past quarter, the Council has undertaken the following collection activity:

Report completed and forwarded to Debt Collection company for unpaid amounts from the 2017/2018 rating period. First instalments were due 31st of August 2018 and only 11% remain outstanding. Second Instalments have been generated and will be posted out on 12th of October 2018, due 30th of November 2018

Negotiations are ongoing with several ratepayers through our Debt Collection agency who owe large outstanding balances. It is hoped that these negotiations will result in regular payments being received to reduce the monies owed.

An outstanding debt of \$13,155.66 (inc interest), owed for Kerb and Guttering from private works carried out in Tocumwal in 2014 has been referred to Debt Collection.

Items for Noting

7.3 SPECIAL VARIATION FOR GENERAL RATE INCREASE**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting**FILE NO:** 25.138.3**REPORT:**

The Office of Local Government has issued Circular 18-31: Special Variation and Minimum Rate Variation Guidelines and Process for 2019/20 attached as **Appendix "H"**.

This circular sets out the process that Councils must follow if they wish to apply for permission to raise their General Rate for 2019/20 by more than the Rate Peg set by the Independent Pricing and Regulatory Tribunal (IPART).

IPART have set the 2019/20 Rate Peg at 2.7%. Councils have been asked to assume the rate peg for 2020/21 and in future years will be 2.5%.

The timetable for 2019/20 special variation requests is shown below.

Date	Outcome
30 November 2018	Notifications for Special Variation or Minimum Rate variation applications due to IPART
11 February 2019	Special Variation applications due to IPART
11 March 2019	Minimum Rate Variation applications due to IPART
14 May 2019	Determinations announced for Special Variations and Minimum Rate Variations

If the Council wishes to apply for a special variation, it will need to inform Council staff immediately to start the process.

At present, the Council's Long Term Financial Plan demonstrates that the Council appears sustainable without requiring a special variation at this stage. This should be monitored year-on-year.

Items for Noting

7.4 AUDIT ARRANGEMENTS – 2019 AND BEYOND**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting**FILE NO:** 12.019.1

REPORT:

The Auditor-General of NSW has informed the Council that the NSW Audit Office has appointed an Audit Service Provider (ASP) to perform the annual financial audit of Berrigan Shire Council – Crowe Horwath. A copy of her letter is attached as **Appendix "I"**

The appointment is for a three-year period with an option to extend for a further two years. The arrangement will begin the year ending 30 June 2019. Crowe Horwath has also been appointed as the ASP for many of the neighbouring Councils over this period.

Crowe Horwath has audited the Council in the past and Council management are familiar with their senior audit team.

NOTING

Items for Noting

7.5 LIBRARY SERVICE – QUARTERLY REPORT

AUTHOR: Library Manager

STRATEGIC OUTCOME: Supported and engaged communities

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

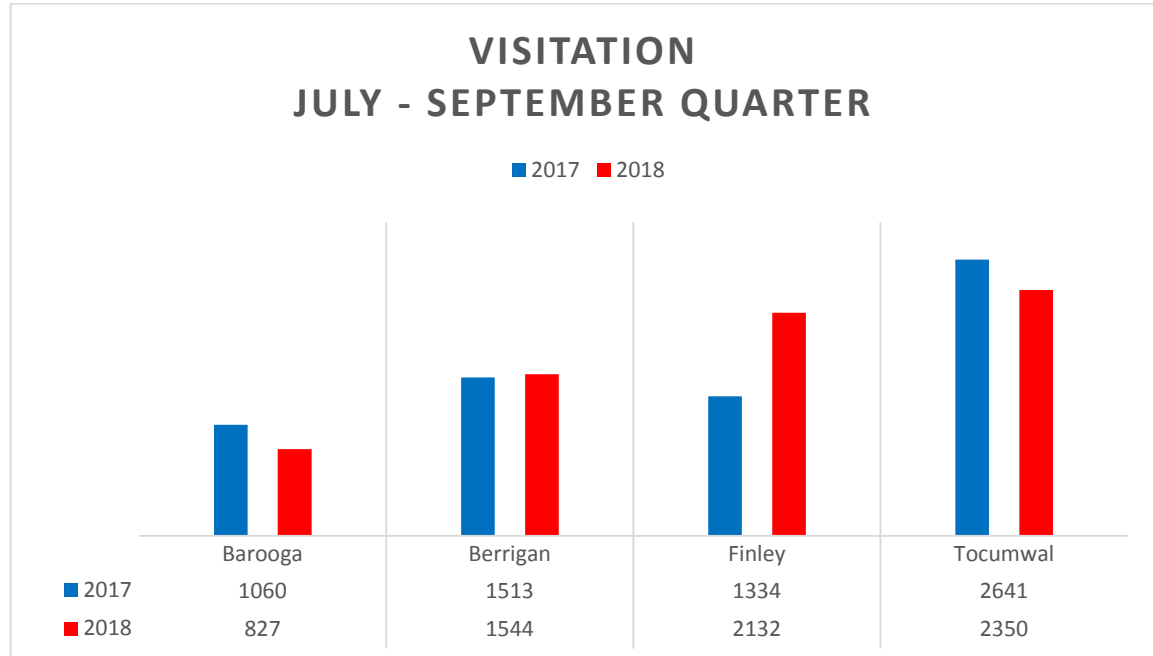
FILE NO: 3.095.2

REPORT:

Quarterly Jul-Sep 2018

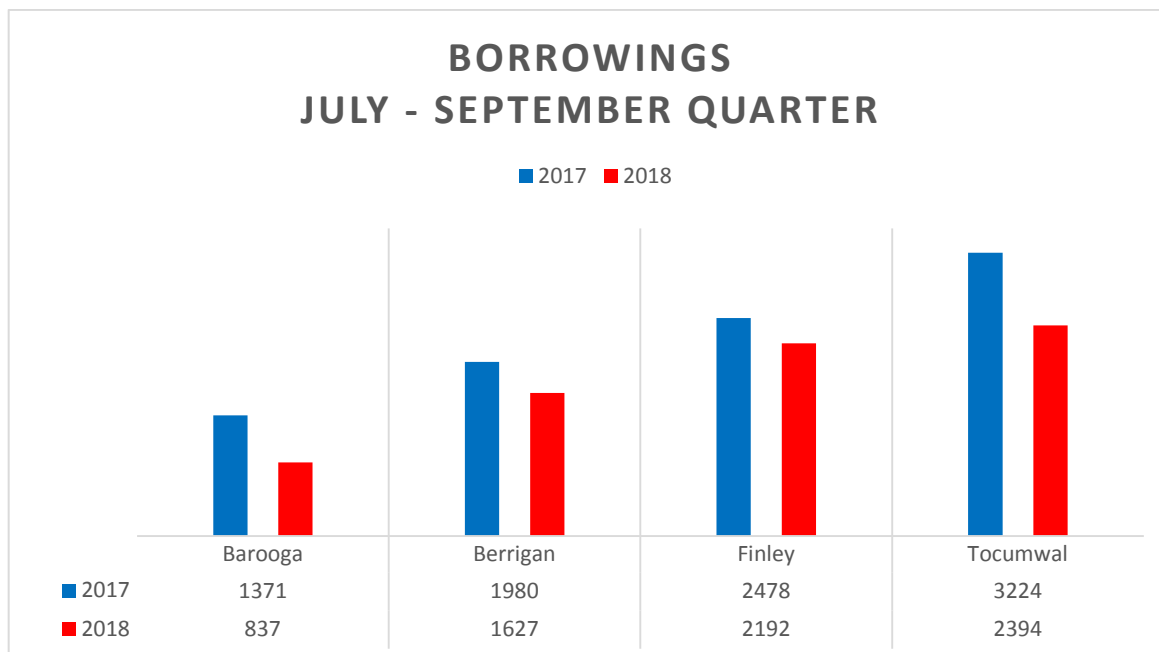
Statistics:

Loan comparisons with the same quarter last year have decreased by 23% this quarter across the four branches, while door count numbers have increased by 4.45% during the same quarter.



NOTIFICATION

Items for Noting



- Online loans via BorrowBox and RBDigital Magazines are steadily increasing.
- eBooks has increased by 2.4%
- eAudio has increased by 5.2%
- and e-membership has boosted to 271 members – an increase of 114%

The decline in physical book loans and the increase in e-membership is an interesting trend and will need monitoring and consideration.

Events:

A busy time has been had at all Branches as we have hosted several events

July:

School Holiday programmes continue to be well patronised by school age students and Pre-schoolers. 'The Vegetable Plot' musical Group entertained at all centres during the first week of July holiday, supported by a generous grant from the Sidney Meyer Foundation. The second week was all about planting and growing vegetables.

Drug and Alcohol Hub:

195 High School students experienced the Drug and Alcohol Hub over three days in July. This experience involved wearing 'beer goggles' and trying to walk a straight line, give someone change from a specified amount, an online Drug and Alcohol questionnaire, making mocktails and googling specific D & A answers to questions supplied by their teacher.

Items for Noting

August:

Author of five books, Noel Braun, generously gave his time to talk to Finley patrons reflecting on his life, his books and the ancient pilgrimage routes he has taken through Europe as a dedication to the memory of his wife who died of suicide. He is a strong advocate for suicide awareness and prevention.

September:

A total of approximately 5,500 knitted squares were sent by TOLL direct to Wrap-with-Love this year with the generous financial support of Finley Rotary.

eSmart:

As a member of eSmart Week we were allocated 100 eSmart digital licences for students to test themselves online regarding cyber safety but were disappointed that there were no participants.

The Book House:

Our previous supplier of Adult Fiction, Non-Fiction, DVD's and Audio's closed their shop doors. It was decided in September that the Service would benefit from working with Local Government Procurement and we have chosen The Book House, based in Noosaville, Queensland to be our new supplier of Adult Fiction, Non-Fiction, DVD's and Audio's. We expect supplies to arrive early November.

October:

The current holiday programme of 'Dream Catchers' and 'Macramé' attracted 151 children and adults over the two week period.

Online Week:

Online Week is 15th -21st October when all Branches will be holding an

'Open day@your Library' with the funding support of Good Things Foundation grant for each branch.

Items for Noting

7.6 DEVELOPMENT DETERMINATIONS FOR MONTH OF SEPTEMBER 2018

AUTHOR: Executive Support Officer

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 7.143.7

APPLICATIONS DETERMINED FOR SEPTEMBER

APPLICATION	DESCRIPTION	PROPERTY LOCATION	APPLICANT	OWNER	STATUS	VALUE	DAYS TAKEN	
8/19/DA/D8	REFURBISHMENT OF FINLEY SCHOOL OF ARTS & MEMORIAL HALLS (DEMOLITION, ADDITIONS & ALTERATIONS)	83-87 MURRAY STREET, FINLEY NSW 2713 (LOT1/3/DP758412)	BERRIGAN SHIRE COUNCIL	DEPARTMENT OF LANDS	APPROVED 19-09-2018	\$380000.00	ACTIVE 45	TOTAL 45
19/19/DA/D9	3 LOT SUBDIVISION	43-49 SNELL ROAD, BAROOGA NSW 3644 (LOT134//DP752274)	NORTH EAST SURVEY DESIGN	MR NA SIM & MS JG COMER	APPROVED 26-09-2018	\$0.00	ACTIVE 43	TOTAL 43
20/19/DA/D9	2 LOT SUBDIVISION	9-11 DENISON STREET, TOCUMWAL NSW 2714 (LOT2/29/DP758981)	MR P POWER	MR P J POWER	APPROVED 05-09-2018	\$0.00	ACTIVE 26	TOTAL 26
23/19/DA/D2	EXTENSION TO LIBRARY	57-67 DENILIQVIN STREET, TOCUMWAL NSW 2714 (LOT1//DP1071473)	BERRIGAN SHIRE COUNCIL	BERRIGAN SHIRE COUNCIL	APPROVED 03-09-2018	\$250000.00	ACTIVE 21	TOTAL 21
24/19/DA/DM	FRONT RESIDENTIAL FENCE	17 COWLEY STREET, TOCUMWAL NSW 2714 (LOT12//DP1161562)	MR WAYNE PISANI	MR WC PISANI & MS A CONCU	APPROVED 04-09-2018	\$4000.00	ACTIVE 20	TOTAL 20
26/19/DA/D5	CARPORT	13 BAROOGA STREET, BERRIGAN NSW 2712 (LOT2//DP516630)	MRS BARBARA RENNICK	MRS B A RENNICK	APPROVED 13-09-2018	\$4000.00	ACTIVE 20	TOTAL 20
28/19/DA/D5	CARPORT	11 TOWN BEACH ROAD, TOCUMWAL NSW 2714 (LOT41//DP616085)	MR GEOFF TERRY	MR GK TERRY	APPROVED 18-09-2018	\$9000.00	ACTIVE 20	TOTAL 20
29/19/DA/D5	RESIDENTIAL STORAGE SHED	94 KELLY STREET, TOCUMWAL NSW 2714 (LOT72//DP611198)	MR PETER STOKES	MR P S STOKES	APPROVED 19-09-2018	\$25000.00	ACTIVE 21	TOTAL 21
30/19/DA/D1	BV DWELLING & ATTACHED GARAGE	2 PUTTER COURT, BAROOGA NSW 3644 (LOT108//DP1133352)	LEWIS HOMES	MR TJ & MRS SG BRENNAN	APPROVED 19-09-2018	\$405000.00	ACTIVE 15	TOTAL 15
31/19/DA/D5	PERGOLA	1/3 MACFARLAND STREET, BAROOGA NSW 3644 (LOT3//SP54745)	MR M & MRS J STEPHENS	MR M R & MRS J A STEPHENS	APPROVED 20-09-2018	\$3000.00	ACTIVE 11	TOTAL 11
6/19/CD/M1	BV DWELLING & ATTACHED GARAGE	11 BEATRICE COURT, BAROOGA NSW 3644 (LOT29//DP1102913)	SIMONDS HOMES	MS TL WATSON	APPROVED 24-09-2018	\$214517.00	ACTIVE 6	TOTAL 9
8/19/CD/M4	PERGOLA	19 BAROOGA ROAD, TOCUMWAL NSW 2714 (LOT5//DP1194758)	MR F P & MRS A L KASCH	MR F P & MRS A L KASCH	APPROVED 19-09-2018	\$5000.00	ACTIVE 1	TOTAL 1

NOTIFICATION

Items for Noting

9/19/CD/M4	DECK	70-80 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT114//DP752274)	APOLLO PATIOS VICTORIA	MR H G EDGE	APPROVED 19-09-2018	\$33300.00	ACTIVE 1	TOTAL 1
10/19/CD/M4	PERGOLA	138 DENILIQVIN STREET, TOCUMWAL NSW 2714 (LOT221//DP1096364)	M S CONSTRUCTIONS	MR P B STEVENS	APPROVED 28-09-2018	\$30008.00	ACTIVE 3	TOTAL 3

APPLICATIONS PENDING DETERMINATION AS AT 03/10/2018

APPLICATION NO.	DATE LODGED	DESCRIPTION	PROPERTY LOCATION
135/18/DA/D1	15-05-2018	DWELLING	BUSHLANDS ROAD, TOCUMWAL NSW (LOT19//DP286078)
136/18/DA/D1	18-05-2018	DWELLING	BUSHLANDS ROAD, TOCUMWAL NSW 2714 (LOT5//DP286078)
7/19/CD/M6	13-09-2018	ADDITIONS TO DWELLING	5 COREE STREET, FINLEY NSW 2713 (LOTA//DP383393)
39/19/DA/D2	24-09-2018	SELF STORAGE SHEDS	ENDEAVOUR STREET, FINLEY NSW 2713 (LOT6//DP814092)
40/19/DA/D9	25-09-2018	2 LOT SUBDIVISION	52-54 MURRAY STREET, TOCUMWAL NSW 2714 (LOT7//DP6464)
41/19/DA/D5	25-09-2018	RESIDENTIAL STORAGE SHED	14 INGO RENNER DRIVE, TOCUMWAL NSW 2714 (LOT20//DP790167)
42/19/DA/D5	27-09-2018	RESIDENTIAL STORAGE SHED	54 HENNESSY STREET, TOCUMWAL NSW 2714 (LOTA//DP385346)
43/19/DA/D5	28-09-2018	RESIDENTIAL STORAGE SHED	40 COBRAM STREET, BERRIGAN NSW 2712 (LOT1//DP220999)
44/19/DA/DM	02-10-2018	CHANGE OF USE - DWELLING TO BACKPACKERS ACCOMMODATION	500 RACECOURSE ROAD, TOCUMWAL NSW 2714 (LOT92//DP752296)
45/19/DA/DM	02-10-2018	CHANGE OF USE - DWELLING TO BACKPACKERS ACCOMMODATION	1319 WOOLSHED ROAD, TOCUMWAL NSW 2714 (LOT73//DP752285)
46/19/DA/D5	02-10-2018	RESIDENTIAL STORAGE SHED	47 HENNESSY STREET, TOCUMWAL NSW 2714 (LOT1//DP1211314)

TOTAL APPLICATIONS DETERMINED / ISSUED (including modifications)

	This Month (Sept)	Year to Date	This Month's Value (Sept)	Year to Date Value
<i>Development Applications (DA)</i>	10	41	\$1,080,000	\$4,808,418
<i>Construction Certificates (CC)</i>	7	27	\$1,375,145	\$3,597,082
<i>Complying Development Certificates (CDC)</i>	4	8	\$282,825	\$431,625
<i>Local Activity (s.68)</i>	13	27	0	0

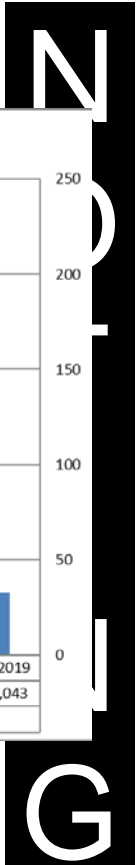
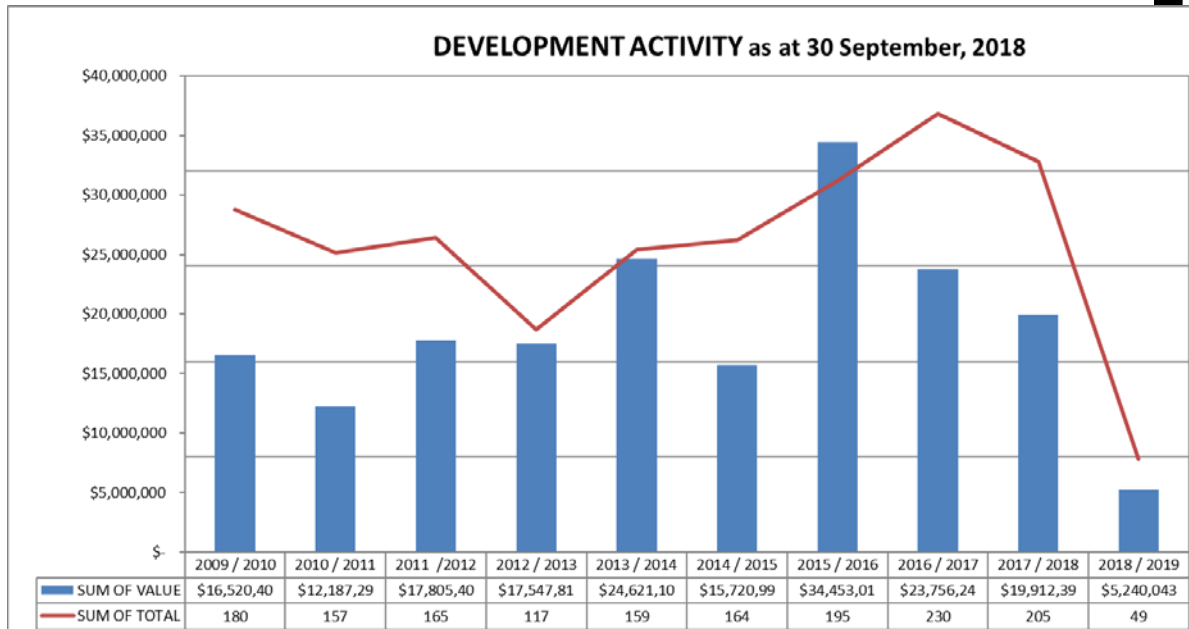
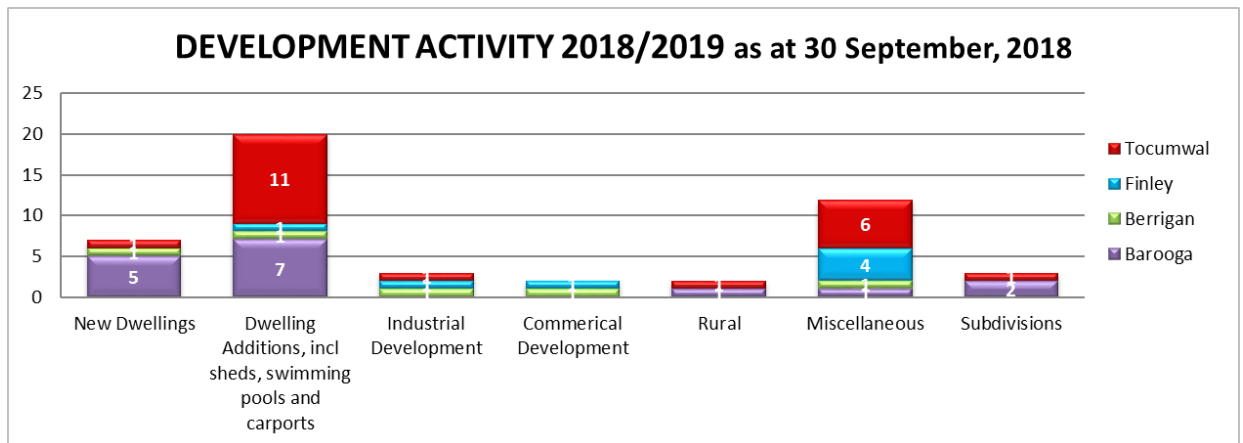
OTHER CERTIFICATES ISSUED FOR SEPTEMBER

s10.7(2) Planning Certificate		s10.7(5) Certificate		735A Certificate Outstanding Notices or Orders under LG Act 1993		s9.34 Certificate Outstanding Notices or Orders under EP&A Act 1979		s6.24 Building Certificate		Swimming Pool Certificate	
Sept	Year	Sept	Year	Sept	Year	Sept	Year	Sept	Year	Sept	Year

NOTION

Items for Noting

		Total		Total		Total		Total		Total		Total
BAROOGA	4	22	0	0	0	0	0	0	0	0	2	4
BERRIGAN	8	21	0	0	1	2	0	0	1	1	1	1
FINLEY	12	33	3	5	0	3	0	2	0	0	0	1
TOCUMWAL	10	31	0	1	0	3	0	0	1	4	1	2
TOTAL	34	107	3	6	1	8	0	2	2	5	4	8



Items requiring Council Resolution

8. CLOSED COUNCIL

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

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

The matters and information are the following:

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

8.1 TENDER T07/18/19 DESIGN & CONSTRUCTION OF THE TOCUMWAL LIBRARY EXTENSION

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

Items requiring Council Resolution

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or

It is not in the public interest to reveal the commercial information provided by the consultant.

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

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

8.1 TENDER T07/18/19 DESIGN & CONSTRUCTION OF THE TOCUMWAL LIBRARY EXTENSION

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

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Items requiring Council Resolution

Open Council resumed at

RESOLUTIONS FROM THE CLOSED COUNCIL MEETING

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

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Committee meeting reports

9.1 MINUTES OF THE TECHNICAL SERVICES COMMITTEE MEETING

RECOMMENDATION – that recommendations numbered 5 to 6 inclusive of the Technical Services Committee Meeting held on 3rd October, 2018 be adopted.

5. STREET TREES JERILDERIE STREET, BERRIGAN

AUTHOR: Director Technical Services
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes

FILE NO: 28.167.2

RESOLVED Crs Bodey and Reynoldson that the Council develop further a consultation process for tree proposed to be replaced as a part of the Berrigan Town Entry Plan including a question about whether to have a native theme or not and a choice of 3 exotic and 3 native species.

6. KERB & GUTTER HUGHES STREET, BAROOGA

AUTHOR: Director Technical Services
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities

FILE NO: 29.101.1

RESOLVED Crs Reynoldson and Glanville that Council authorise the General Manager to negotiate with the developer constructing the new subdivision south of Hughes Street, Barooga to determine Council's contribution for the cost of construction of 140m of kerb and gutter and associated roadworks on the south side of Hughes Street and east from the intersection of Buchanans Road in Barooga.

Committee meeting reports

9.2 MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING

RECOMMENDATION – that recommendation numbered 5 to 9 inclusive of the Corporate Services Committee Meeting held on 3rd October, 2018 be adopted.

5. RIVERINA AND MURRAY REGIONAL ORGANISATION

AUTHOR: General Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 14.099.2

RESOLVED Crs Bodey and Taylor that the Council support the draft Statement of Strategic Regional Priorities (SSRP) subject to population projections.

6. DROUGHT RESPONSE

AUTHOR: Strategic & Social Planning Coordinator
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.2 Strengthen strategic relationships and partnerships with community, business and government

FILE NO:

RESOLVED Crs Reynoldson and Taylor that the Council establish a Drought Response Project a time- limited project subject to six-monthly review by the Council.

7. COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government

Committee meeting reports

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 13.045.3

RESOLVED Crs Taylor and Glanville that the Council note the Councillors Induction and Professional Development Guidelines released by the Office of Local Government.

8. MODEL CODE OF CONDUCT

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 13.045.3

RESOLVED Crs Jones and Glanville that the Council note the revised Model Code of Conduct and the Procedures for Administration of the Model Code of Conduct released by the Office of Local Government.

9. DRAFT CONCEPT PLAN CREEK WALK

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes

FILE NO: 21.180.2

RESOLVED Crs Jones and Bodey that the Council:

1. Note comments to the draft plan provided by draft concept plan co-funders the Rotary Club of Tocumwal and Tocumwal Famers Market attached as **Appendix "G"**
2. Request that Council staff report back with something more achievable and prioritised, particularly around improved safety.

Committee meeting reports

9.3 MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING

RECOMMENDATION – that recommendations numbered 4 to 7 inclusive of the Risk Management Committee Meeting held on 3RD October, 2018 be adopted.

4. WORKPLACE SMOKING POLICY

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 22.112.1

RESOLVED Cr Reynoldson and Michelle Koopman that the Council:

1. Adopt the Workplace Smoking Policy as outlined below:

84. WORKPLACE SMOKING POLICY

File Reference No: 22.112.1

Strategic Outcome: Good government

Date of Adoption: 17/10/2018

Date for Review: 05/07/2021

Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Council is committed to providing a safe and healthy working environment in accordance with Work Health and Safety legislation, and Smoke-free Environment legislation. Council will ensure procedures and resources are in place to identify hazards and introduce control measures that eliminate or reduce the risks.

Committee meeting reports

Secondhand smoke or passive smoke increases the risk of illness to all staff, and Council under its duty of care, will provide an environment that protects non-smokers, and under wellbeing programs encourages smokers to become tobacco free.

2. PURPOSE

The purpose of this policy is to outline how no smoking in the workplace is enforced, how Council staff and members of the public comply with smoke-free public places, and to clearly outline variations where the policy does not apply.

3. SCOPE

This Policy applies to all Council workers including, contractors and volunteers; and Councillors and visitors to Council workplaces.

4. OBJECTIVE

This policy is developed to assist the Council with Community Strategic Plan Objective

2.2 Ensure effective governance by Council of Council operations and reporting

Specific objective is to:

1. Reduce the risk of harm to all workers and visitors to the workplace;
2. Meet the requirements of smoke-free legislation.

5. DEFINITIONS

Council Workplaces are all workplaces where Council staff or contractors are expected to work. This extends to buildings, construction sites, parks and reserves.

Council vehicles include all motor vehicles within Council's fleet.

Council plant includes larger plant not defined as a motor vehicle, and includes but not limited to road construction plant, trucks, tractors, ride-on mowers.

Private use of vehicles is in accordance with the Private Use of Council Vehicles Policy and includes all vehicles where private use is included as part of the appropriate staff member's vehicle arrangement.

Public places as defined by the *Smoke Free Environment Act 2000* means a place or vehicle that the public, or a section of the public, is entitled to use or

Committee meeting reports

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that is open to, or is being used by, the public or a section of the public (whether on payment of money, by virtue of membership of a club or other body, or otherwise).

Smoke-free area is an area that is free of smoke generated by tobacco products, non-tobacco smoking products or e-cigarettes. Smoke-free areas are defined in the *Smoke Free Environment Act 2000* and include indoor and outdoor public places.

Workers is the definition under the *Work Health and Safety Act 2011* and includes paid employees, contractors, volunteers, work experience students, and hired staff.

6. POLICY IMPLEMENTATION

6.1 Council Buildings, Plant and Vehicles

All Council buildings, large plant and vehicles used in the course of Council business are smoke-free areas.

All workers and visitors are not permitted to smoke in these areas. This also extends to areas within four metres of an entry or exit point of any Council buildings that are open to the public, and in areas where chemical storage prohibits smoking.

Smoking is permitted in designated smoking areas and these are provided at the rear of the Council offices, and identified areas at Council Depots.

6.2 Private Use Vehicles

Council staff and the Mayor who have access to private use of vehicles are permitted to smoke in their vehicles when no other worker or passenger is present.

In these instances, they are also responsible for the cleanliness and odour control of the vehicle.

6.3 Public Places

Under the *Smoke Free Environment Act 2000*, smoking is not permitted in identified public places. These include:

- Within ten metres of children's play equipment in outdoor public places;
- At public swimming pools;
- Spectator areas at sportsgrounds or other recreational areas used for organised sporting events;
- Public transport stops and platforms;

Committee meeting reports

- Within 4 metres of a pedestrian access point to a public building;

This includes the entrance to the Council Offices, however does not include the workplace exit at the rear, as this is for Council workers only and not open to the public.

6.3 Quit Programs

As part of Council's commitment to Health and Wellbeing, any staff member requiring assistance to quit smoking is encouraged to participate in a quit program.

Council will provide information around these programs, and how they can be accessed.

6.4 Breach of this Policy

All Council workers are expected to comply with this policy. Any breach of this policy will result in disciplinary action in accordance with the provisions of the Local Government (State) Award 2017 and Council procedures.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Smoke Free Environment Act 2000*
- *Work Health and Safety Act 2011*

7.2. Council policies and guidelines

- Private Use of Councils Vehicle Policy
- Work Health and Safety Policy
- Code of Conduct

5. RISK MANAGEMENT STRATEGIC PLAN

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 27.121.2

RESOLVED Cr Reynoldson and Rowan Perkins that the review of the Risk Management Strategic Plan 2017-2021 circulated as **Appendix "A"** be noted.

Committee meeting reports

6. COBRAM-BAROOGA WALKING TRACK

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities

FILE NO: 27.121.2

RESOLVED Cr Reynoldson and Matthew Clarke that the Council carry out the works as identified in the Cobram-Barooga Walking Track Risk Assessment, circulated as **Appendix "B"**

7. STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PATHWAY BENCHMARKING REPORT

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 27.121.2

RESOLVED Cr Matthew Hannan and Matthew Clarke that the results of the Statewide CIP 2017-2018 Assessment and Benchmarking Report, circulated as **Appendix "C"** be noted and commend the Enterprise Risk Manager.

Committee meeting reports

9.4 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING

RECOMMENDATION – that recommendations numbered 1 to 6 inclusive of the Local Traffic Committee Meeting held on 26th September, 2018 be adopted.

1. APPLICATION FOR STRAWBERRY FIELDS LOWER RIVER ROAD TOCUMWAL, NSW 2714**RECOMMENDATION NO.1-** that

Berrigan Shire Council approves the Traffic Control Plan provided by the Strawberry Fields Event Organisers. The Strawberry Fields Event to take place on Thursday 15th November – Sunday 18th November 2018 at their site on Tuppall Road, Tocumwal subject to;

- Strawberry Fields amending their Certificate of Currency to reflect RMS and NSW Police as interested Parties.
- Tocumwal Railway Crossing to event entrance the speed limit to be limited to 60km/hr.
- A speed limit of 40 km/hr to apply at the intersection of Chinamans Road as Police will be holding a vehicle checkpoint.

2. ANNUAL COMMUNITY CHRISTMAS NIGHT MARKET, BERRIGAN**RECOMMENDATION NO.2-** that

Berrigan Shire Council approves the application for the Berrigan Community Annual Christmas Market night on the 7th of December 2018, implements the Traffic Control Plan, and lifts the alcohol free zone for the event

3. MURRAY ST, FINLEY PEDESTRIAN CROSSING**RECOMMENDATION NO.3-** that

Berrigan Shire Council does not install a Wombat Crossing at the Pedestrian Crossing on Murray Street, Finley until RMS carries out their pavement rehabilitation works in three years' time.

4. 2018/2019 COBRAM BAROOGA CYCLE CLUB RACE PERMIT APPLICATION**RECOMMENDATION NO.4-** that

Committee meeting reports

Berrigan Shire Council approve the application for the COBRAM BAROOGA CYCLE CLUB to hold their weekly race events for the next 12 months (1st December 2018 – 30th November 2018) subject to RMS and the NSW Police Force being listed as interested parties on the Certificate of Currency.

5. PEDESTRIAN CROSSING POINTS ON NEWELL HWY, FINLEY**RECOMMENDATION NO.5-** that

RMS to provide Council with grant details around the Active Transport Funding to establish Pedestrian Crossing points along the Newell Highway due to concerns of Intereach regarding the safety for people with disabilities accessing these crossings and the crossings meeting disability guidelines. Berrigan Shire Council to apply for grant under the Active Transport Funding if proposed works meet grant requirements.

6. REMOVE BRICK PAVING CHANTER ST, BERRIGAN**RECOMMENDATION NO.6 -** that

Berrigan Shire Council writes and seeks approval from RMS to remove the informal pedestrian crossing in Chanter Street Berrigan.

Items requiring Council Resolution

10. MAYOR'S REPORT

RECOMMENDATION – that the Mayor's Report be received.

RESOLUTION

Items requiring Council Resolution

11. DELEGATES REPORT

RESOLUTION

Items requiring Council Resolution

12. GENERAL BUSINESS

RESOLUTION