



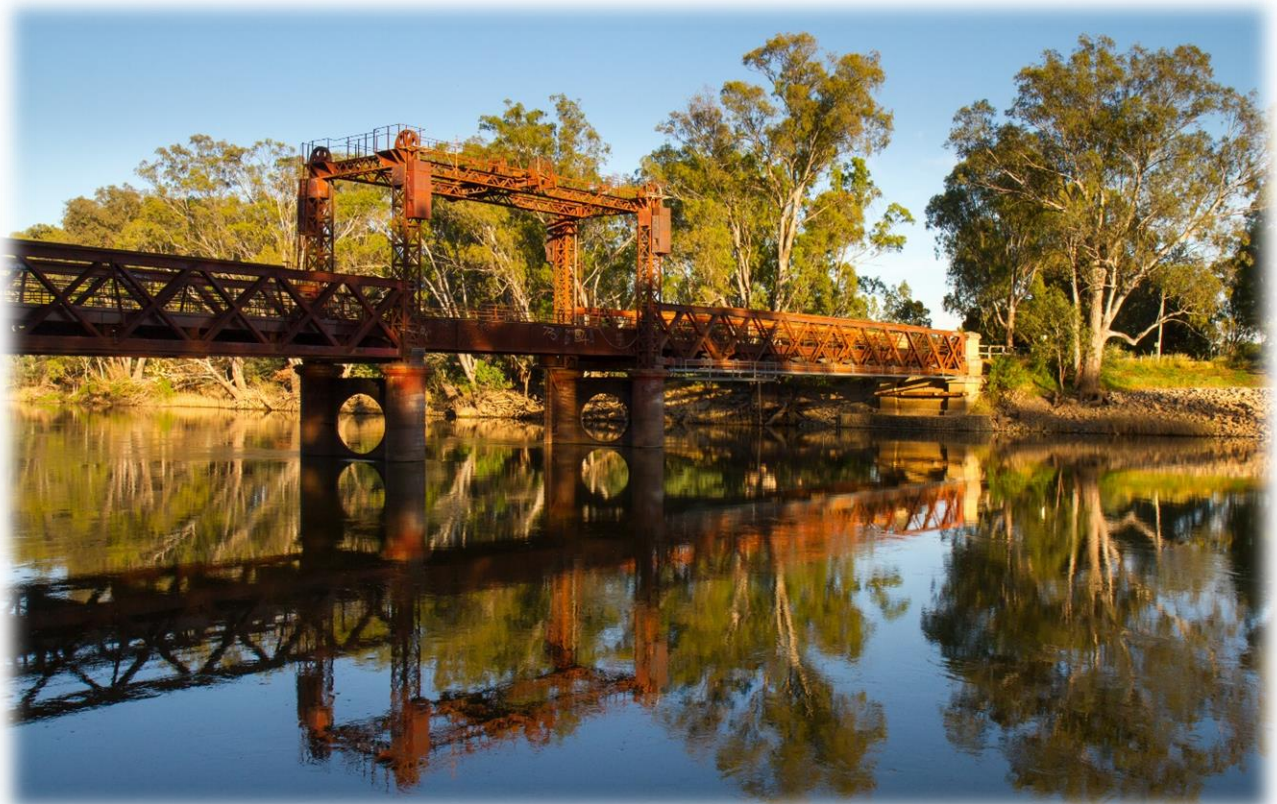
## ORDINARY MEETING OF COUNCIL

Wednesday 21 April, 2021

at 11:00am

Council Chambers

56 Chanter Street, Berrigan



# Agenda

The Ordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **Wednesday 21 April, 2021** when the following business will be submitted:-

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



MATTHEW HANSEN  
ACTING GENERAL MANAGER



## Council Meeting

Wednesday 21 April, 2021

### **BUSINESS PAPER**

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*This meeting is being webcast and those in attendance should refrain from making any defamatory statements.*

**1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

Cr John Taylor and Cr Ross Bodey

**2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTERESTS**

**3. VISITORS**

**4. CONFIRMATION OF MINUTES**

**Recommendation:** That the Minutes of the meeting held in the Council Chambers on Wednesday 17 March, 2021 be confirmed.

**5. MAYORAL MINUTES**

**6. NOTICES OF MOTION**

**7. ITEMS FOR RESOLUTION**

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Council Meeting

21 April 2021

7.1 Finance - Accounts

Report by: Finance Manager, Tahlia Fry

Strategic Outcome: 2. Good government

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

**Recommendation:** that the Council:

- a) Receive the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 March 2021,
- b) Confirm the accounts paid as per Warrant No. 03/21 totaling \$3,788,502.20, and
- c) Note the report on investments attached as **"Appendix 7.1-A"**

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**Report:**

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 March 2021 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 31 March 2021.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 March 2021, totaling \$3,788,502.20 and will be submitted for confirmation of payment as per Warrant No. 03/21
- 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) Funds have decreased in March, as expected, due to the payment of large contracts and the purchase of Murray St, Tocumwal.

Overall funds are \$7.6M higher compared to the same period last year, although Council still has a number of large contracts that will be finalised in the coming months and as a result funds are expected to decrease slightly.

**Statement of Bank Balances as at 31 MARCH 2021**

**Bank Account Reconciliation**

Cash book balance as at 1 MARCH 2021	\$ 11,669,750.67
Receipts for MARCH 2021	\$ 2,669,223.25
Term Deposits Credited Back	\$ -
	<b><u>\$ 14,338,973.92</u></b>
<i>Less Payments Statement No 03/21</i>	
Bank Transfers	\$ -
Electronic Funds Transfer (EFT) payroll	\$ 906,529.19
Electronic Funds Transfer (EFT) Creditors E036685-E036932	\$ 2,815,002.10
Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 66,970.91
Total Payments for MARCH 2021	<u>\$ 3,788,502.20</u>
<b>Cash Book Balance as at 31 MARCH 2021</b>	<b><u>\$ 10,550,471.72</u></b>
<i>Bank Statements as at 31 MARCH 2021</i>	
Plus Outstanding Deposits	\$ 10,549,351.72
Less Outstanding Cheques/Payments	\$ 1,120.00
	\$ -
<b>Reconciliation Balance as at 31 MARCH 2021</b>	<b><u>\$ 10,550,471.72</u></b>

**INVESTMENT REGISTER**

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL	S&P RATING
AMP	133/17	182	**0.70%	24/05/2021	\$ 1,000,000.00	BBB+
AMP	125/16	182	**0.70%	31/05/2021	\$ 2,000,000.00	BBB+
AMP	136/18	365	**0.60%	19/10/2021	\$ 2,000,000.00	BBB+
AMP	144/19	365	**0.30%	23/03/2022	\$ 2,000,000.00	BBB+
Goulburn Murray Credit Union	124/16	365	1.30%	13/05/2021	\$ 2,000,000.00	UNRATED
Bendigo Bank	141/18	364	*0.85%	13/09/2021	\$ 2,000,000.00	BBB+
Bendigo Bank	142/18	365	*0.80%	26/09/2021	\$ 2,000,000.00	BBB+
Bendigo Bank	146/20	365	*0.80%	28/09/2021	\$ 5,000,000.00	BBB+
Central Murray Credit Union	126/16	365	1.00%	31/08/2021	\$ 2,000,000.00	UNRATED
Defence Bank Limited	102/14	364	1.65%	5/04/2021	\$ 2,000,000.00	BBB
Defence Bank Limited	106/14	365	1.35%	29/06/2021	\$ 2,000,000.00	BBB
Defence Bank Limited	146/19	365	0.80%	31/08/2021	\$ 2,000,000.00	BBB
Defence Bank Limited	138/18	365	0.70%	10/01/2023	\$ 2,000,000.00	BBB
G&C Mutual Bank	145/19	364	1.70%	6/04/2021	\$ 2,000,000.00	BBB-
NAB	143/18	365	0.55%	18/11/2021	\$ 2,000,000.00	AA-
					<b><u>\$ 32,000,000.00</u></b>	

**Total Funds Held at 31 MARCH 2021**

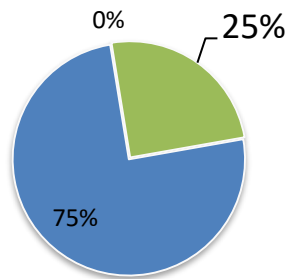
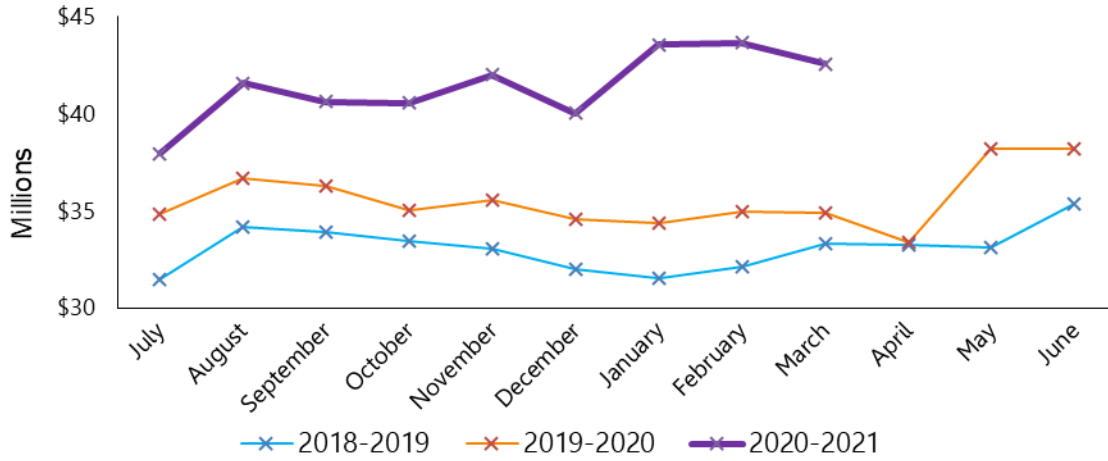
**\$42,550,471.72**

**Tahlia Fry - Finance Manager**

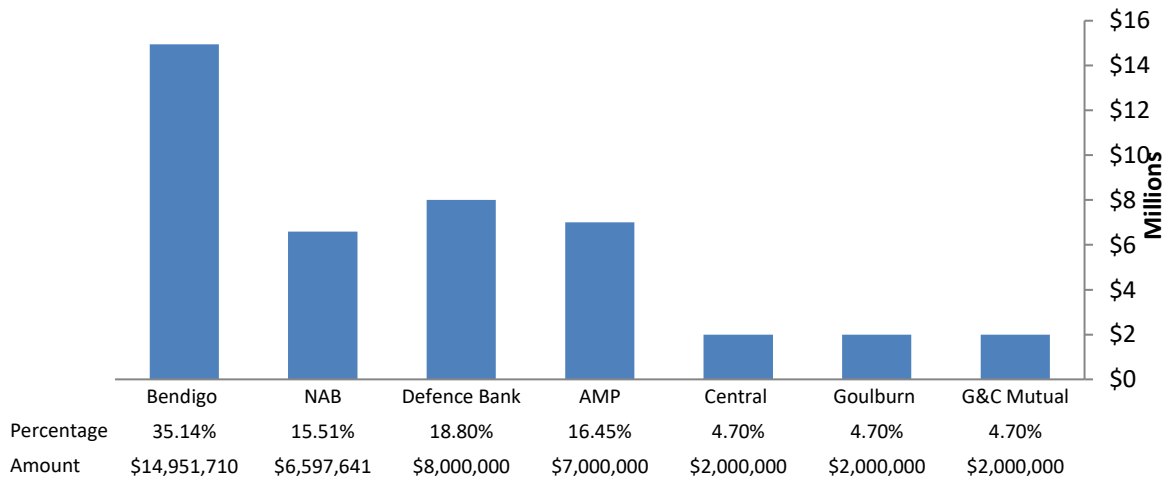
\*The Council also receives an additional 0.25% commission

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

### Total Cash and Investments



■ Term Deposits      ■ At Call T-Corp      ■ Cash at Bank





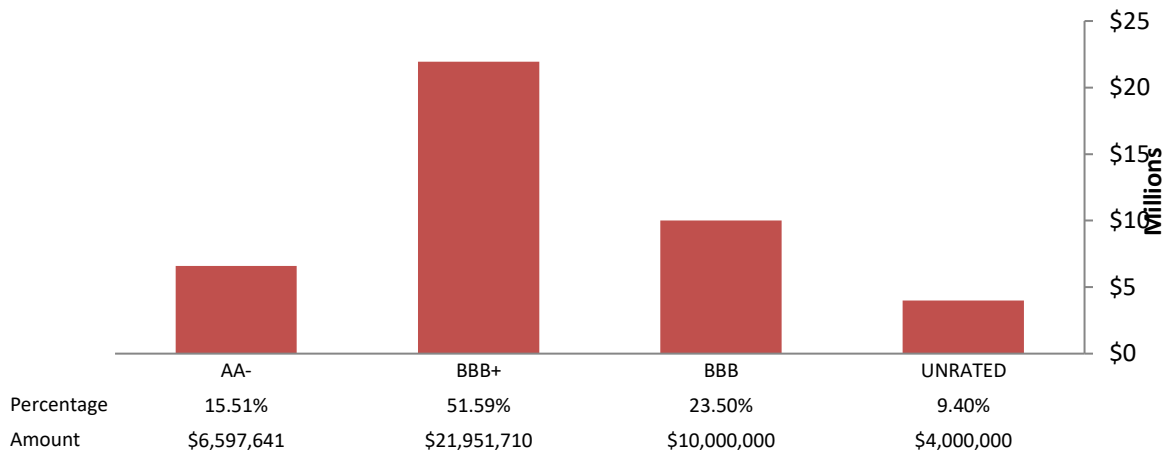
**Term Deposits Credited Back**

Prior Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
AMP BANK	365	\$ 2,000,000.00	**1.80%	23/03/2021

**Term Deposits Invested / Reinvested**

Current Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
AMP BANK	365	\$ 2,000,000.00	**0.30%	23/03/2022

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







Council Meeting

21 April 2021

7.2 Policy No.73 – Roadside Hazard

Report by: Engineering Services Manager, Fred Exton

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.1 Support sustainable use of our natural resources and built landscapes

**Recommendation:** that the Council:

1. Revoke the Roadside Hazard Treatment Policy adopted on 18 January, 2012 and;
2. Adopt the Roadside Hazard Policy set out below:



## 73

**ROADSIDE HAZARD**

Strategic Outcome:	Sustainable natural and built landscapes	
Date of Adoption:	21 April 2021	Minute Number: :
Date for Review:	16 April 2025	
Responsible Officer:	Director Technical Services	
Document Control:	Replaces and revokes the Roadside Hazard Policy adopted 18 January, 2012	
Delivery Program Link:	1.3.1.5 Maintain the safety of Council roads and walkways	

**1. POLICY STATEMENT**

Berrigan Shire Council is responsible for the care and management of 1367km of roads within its council area. These roads are of varying standards and carry traffic volumes from less than 10 vehicles per day to greater than 6,000 vehicles per day for the Main Road between Barooga and Cobram. By far the greatest length of road within the Shire is rural road with a 100km/hr default speed limit.

In managing this road network one of the main objectives is to optimize the safety to road users within the limits of Council's available resources.

A large percentage of motor vehicle accidents on rural roads are single vehicle run off road incidents with a significant number of these resulting in vehicle rollovers or collision with roadside objects such as trees or poles. The risk of collision with these objects is reduced by providing a clear zone distance from the edge of the traffic lane to the object with a trafficable batter slope and the generally accepted clear zone distances are set out in the *Austroads Guide to Road Design Part 6 - Roadside Design, Safety and Barriers, Section, Table 4.1*. Table 4.1 indicates that for a 100km/hr road and a batter slope of 4:1 to 5:1 and carrying less than 750 vehicles per day, a clear zone of 10.0m is required.

Given the width of many of the road reserves within the Shire are only 20m and the extent of native vegetation existing on the road reserves, this national guidance is never going to be achievable or desirable to implement clear zones of this calibre.



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As a compromise and following consultation with its community, Berrigan Shire Council has adopted a local response based on the relative risk associated with lower traffic volumes and in accordance with Council's risk management policy and framework.

## 2. PURPOSE

Berrigan Shire Council has 1,367km of road to manage and much of this has 100km/hr speed limits and contains millions of roadside hazards of varying risk ratings.

It is not economically possible to treat or remove all of these hazards and therefore a risk evaluation process must be developed and used to determine scope and priorities for these works.

This policy provides a local response to roadside hazard management based on relative risk and traffic volumes that optimizes the safety to road users within the limits of Council's available resources.

## 3. SCOPE

The scope of this Policy is limited to roads that have a 100km/hr speed limit as they constitute the majority of road length and are considered to be the highest risk due to vehicles travelling at higher speed.

## 4. DEFINITIONS

**AA DT** – Annual Average Daily Traffic

**Roadside hazard** – Is anything that can cause harm to a person/vehicle travelling if transgressing from the traffic lane and includes: trees; poles; bridge or culvert edges; steep batters and cuttings.

**Clear Zone** – The required distance from the edge of the traffic lane to a roadside hazard

**VPD** – Vehicles per day



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## 5. POLICY IMPLEMENTATION

### 5.1 Assessment and treatment

Berrigan Shire has 1,367km of road to manage and much of this has 100km/hr speed limits and contains millions of roadside hazards of varying risk ratings. It is not economically possible to treat or remove all of these hazards and therefore a risk evaluation process must be developed and used to determine priorities for these works.

In developing this process a number of underlying assumptions and parameters must be accepted, and the outcome must be manageable and workable. These assumptions and parameters are detailed in the consideration of different road classifications and different types of hazards below.

#### 5.1.1 Scope of assessment

The scope of this assessment has been limited to roads that have a 100km/hr speed limit as they constitute the majority of road length and are considered to be the highest risk due to vehicles travelling at higher speed.

#### 5.1.2 Road classifications

Berrigan Shire Council's road classifications are set out in **Table 5.1 Road Hierarchy** - shown below:



**Table 5.1 - Road Hierarchy**

Road Classification No.	Road Classification	Standard	Pavement/Seal Width	Lane Width	Typical Warrants				
					Traffic Counts	% Heavy Vehicles	No. of Homes/Km	Mail Run	School Buses/Day
	<b>Highways (RTA Determined)</b>								
1	Regional Roads	Seal	8.0m	3.5m	>300 AADT	n/a	n/a	n/a	n/a
2	Arterial Roads	Seal	8.0m	3.5m	>300 AADT	>20%	n/a	n/a	n/a
3	Collector Roads	Seal	7.5m	3.25m	>80 AADT	>20%	>3 homes/km	>1	>1
	Collector Roads	Gravel	6.5m	3.25m	<80 AADT				
4	Residential Access	Seal	6.2m	3.1m	>80 AADT	>20%	>3 homes/km	>1	>1
	Residential Access	Seal	6.2m/3.5m	Shared 3.5m	<80 AADT		1 or more homes/km		
	Residential Access	Gravel	6.2m	Shared 3.5m	<80 AADT		1 or more homes/km		
5	Property Access	Seal	6.2m	3.1m	>80 AADT	>30%	No homes		
	Property Access	Gravel	5.0m	Shared 3.5m	<80>10 AADT	>20%	No homes		
	Property Access	Formed	5.0m	Shared 3.5m	<10 AADT		No homes		
	Property Access	Unformed	n/a		<1 AADT		No homes		
<b>NOTES:</b>									
1. For a road to be considered for upgrading from formed to gravel or gravel to seal it must meet traffic count warrants plus 1 of the other 4 warrants.									
2. The standard, Residential Access – Seal <80 vpd is only relevant to roads that are already sealed and do not meet the warrants for a sealed road. The intent is to maintain the existing seal width and provide pavement to 6.2m width including shoulder.									
3. Priority for works will be given to roads meeting the most warrants.									
4. Urban streets construction standards determined on an individual basis depending on site conditions, traffic and in accordance with the Council's Subdivision Code.									



Traffic volume is used as the key variable in determining the probability of an accident and therefore it is necessary to set the maximum projected traffic volumes for a particular class of road. The adopted volumes and classifications are set out in **Table 5.2** below:

<b>Road Classification</b>	<b>Design AADT (vpd)</b>	<b>Design Lane Width (m)</b>
<b>Sealed Roads</b>		
Regional Roads	1500	3.5
Arterial Roads	800	3.5
Collector Roads	300	3.25
Residential Access	200	3.1
Residential Access	Actual<80	Shared 3.5
Property Access	200	3.1
Property Access	Actual<80	Shared 3.5
<b>Unsealed Roads</b>		
Collector Roads	100	3.25
Residential Access Roads	100	Shared 3.5
Property Access Roads	100	Shared 3.5

For unsealed roads and sealed roads <80vpd it is assumed that if the traffic count (AADT) exceeds 100 vpd that the road will be upgraded to sealed standard and the roadside hazards addressed accordingly at the time of construction. This process will also be subject to availability of resources, road side vegetation value assessment and prioritization processes of Council decision making.

## 5.2 Clear zones

The clear zone is measured from the outside of the adjacent traffic lane, however, given the wide variation in widths of Council's current road network it is considered that it would be more appropriate for most purposes to measure from the centre of the road and add the design lane width for that road type as set out in Table 5.1 above.

The width of clear zone required is directly related to the slope of the ground and as the majority of Berrigan Shire area is relatively flat and most roads have been constructed in a fill scenario, it has been assumed that the batter slopes within the clear zones will be 4:1 or flatter. Treatments for areas where the batter slope is steeper than 4:1 or the road is constructed in cut are considered in later discussion on Batter Slope hazards.

The width of clear zone is also directly related to alignment and for the following calculations it is assumed that the alignment is straight or has curve radii of 900m or more. Treatments for curves of smaller radii are considered in later discussion on curve hazards.



The Clear Zone widths as set out below in Table 5.3 are adopted for use on roads managed by Berrigan Shire Council.

For the lower classified roads with minimum Clear Zones of 2m the actual Clear Zone width will often be determined by the need to maintain drainage along the edge of the road formation. Sufficient width will need to be kept clear to allow maintenance of the drains.

**Table 5.3**

Road Classification	Design AADT (vpd)	Design Lane Width (m)	Minimum Clear Zone (m)	Minimum Clear Zone + Lane Width (m)
<b>Sealed Roads</b>				
Regional Roads	1500	3.5	5.0	8.5
Arterial Roads	800	3.5	5.0	8.5
Collector Roads	300	3.25	3.0	6.25
Residential Access	200	3.1	2.0	5.1
	Actual <80	Shared 3.5	2.75	4.5
Property Access	200	3.1	2.0	5.1
	Actual <80	Shared 3.5	2.75	4.5
<b>Unsealed Roads</b>				
Collector Roads	100	3.1	2.0	5.1
Residential Access Roads	100	Shared 3.5	2.75	4.5
Property Access Roads	100	Shared 3.5	2.75	4.5

In relation to specific hazards within the clear zones the following management principles will be followed:

#### 5.2.1 Batters

For fill batters a minimum grade of 4:1 shall be provided where possible for the area from edge of traffic lane to the required offset for minimum Clear Zone plus design lane width set out in Table 5.3. Guard fence can be considered for protection where this minimum grade cannot be achieved. Resources will limit the amount of remedial earthworks and guard fencing that can be carried out and an ongoing program will be developed to address all identified hazards on a risk management basis.

For cut batters a minimum clearance distance for drainage shall be provided and all batters must be trimmed to have smooth faces.

#### 5.2.2 Trees

The Austroads Guide to Road Safety – Part 9 indicates that trees of more than 100mm diameter are considered as non-frangible hazards and therefore they should not be present within the



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area from edge of traffic lane to the required offset for minimum Clear Zone plus design lane width set out in Table 5.3 or within the limits of road drainage.

There are many existing trees within this area and they should either be progressively removed or protected by guard fence. Resources will limit the amount of tree clearing and guard fencing that can be carried out and clear zone improvements will be affected by progressively working through the prioritized list, prepared following risk assessments of the road network, on a highest risk first basis.

Other than in areas that are protected by guard fence no new trees shall be allowed to establish within the clear zone. These must be controlled by an annual inspection and spraying program.

Areas where the road reserve is not wide enough to provide the required offset for minimum Clear Zone plus design lane width set out in Table 5.3 shall be progressively guard fenced with work to be prioritized on a highest risk first basis. It is likely to be many years before the low trafficked roads can be addressed.

#### 5.2.3 Utility poles

Utility poles are also non frangible hazards and should not be located within the required offset for minimum Clear Zone plus design lane width set out in Table 5.3 unless protected by a guard fence.

Existing poles within this area that are not protected or adjacent to existing trees should be brought to the attention of the pole owner and work to be prioritized on a highest risk first basis.

#### 5.2.4 Drainage and irrigation structures

Drainage culverts should extend to the outer limits of the required offset for minimum Clear Zone plus design lane width set out in Table 5.3 and be fitted with driveable headwalls.

Culverts for access roads or intersecting roads should be located outside the required offset for minimum Clear Zone plus design lane width set out in Table 5.3 where possible and fitted with driveable headwalls.

For existing culverts a program for modification to comply shall be developed with work to be prioritized on a highest risk first basis.





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Irrigation pipe crossings shall extend for the full width of the road reserve. Existing irrigation crossings shall be programmed for modification to comply by the irrigation authorities with work to be prioritized on a highest risk first basis.

Bridges shall be fitted with guard railing on the bridge structure and approaches in accordance with Austroads Guidelines.

There are many bridges that currently do not meet these requirements and a program for modification to comply shall be developed in conjunction with the bridge manager (where this is not Council) with work to be prioritized on a highest risk first basis.

For existing non-compliant bridges it is essential that they have adequate signage to warn motorists of the danger and are adequately delineated. An inspection and maintenance program shall be developed for this purpose.

#### 5.2.5 Curves

Curves on Regional Roads shall be treated in accordance with guidelines set out in the RTA paper "Retro-fitting Road Safety to Existing Rural Roads" with works to be carried out where possible when roads are reconstructed and progressively on other curves to be prioritized on a highest risk first basis.

#### 5.2.6 Shoulder sealing

Shoulders on roads classified as Regional, Arterial or Collector shall have shoulders sealed a minimum of 0.5m from the edge of the traffic lane. This work to occur as sections of road are reconstructed.

## 6. RELATED LEGISLATION, POLICIES AND STRATEGIES

### 6.1 Legislation

- *Local Government Act 1993*
- *Roads Act*
- *Work Health and Safety Act 2011*

### 6.2 Council documents

- Risk Management Policy and Framework
- Berrigan Shire 2027
- Transport Asset Management Plan 2020



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- Roadside Vegetation Management Plan 2021

**6.3 Other resources**

- Austroads Guide to Road Design
- RTA - *"Retro-fitting Road Safety to Existing Rural Roads"* (2007)

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## **Report:**

The Roadside Hazard Treatment Policy was first adopted by Council in 2012 and has been implemented as resources permit.

This review of the policy utilizes the current format for Council Policies and incorporates some minor changes to the road and lane widths recently adopted in the Transport Asset Management Plan 2020.

It also incorporates a new category for Residential Access Roads to recognise roads that are already sealed but do not meet the warrants for sealed roads that requires a minimum traffic count of 80vpd.

In recent years there have been a number of roads in this category upgraded including sections of Barnes Rd, Peppertree Rd, Maxwells Road and Piney Road among others. These roads have generally been upgraded to the Residential Access Sealed Road Standard that requires a total cleared width of 10.2m. While this has resulted in the construction of very safe roads it has been at an environmental cost where substantial clearing was required and results in greater areas of bitumen to be maintained into the future.

In going through the planning stages for roads that are currently on the works program or have recently been deferred due to insufficient funding, technical staff have come to the conclusion that the design standards adopted for Residential Access Sealed Roads is higher than is required for those roads that carry less than 80 vehicles per day and are already sealed.

The roads that fall into this new category have seal widths varying from 3.5m to 6.2m and it is contended that the existing seal widths on these roads will provide a safe travelling surface for these low traffic volumes as long as adequate pavement width and clear zone is provided. The critical factors are to provide a solid smooth pavement to a width that allows two vehicles to safely pass (6.2m has been proposed as meeting this requirement) and sufficient clear zone for a vehicle to recover if it strays from the traffic lane (2m has already been adopted for these traffic volumes).

On roads with seal widths less than 5.6m drivers will generally drive down the centre of the road and when approaching another vehicle slow down and move two wheels to the shoulder of the road. There is therefore no significant benefit (if any) in sealing roads at widths between 3.5m and 5.6m.

If these changes are adopted it is proposed that implementation on Residential Access Sealed Roads will be as follows:

Reseals and maintenance of existing seals to current widths as required;

Heavy Patching and short lengths of Reconstruction to provide existing seal width for consistency and pavement to be widened to 6.2m and offset from centre to outer edge of clear zone to 4.5m or 2m from edge of seal minimum;

Reconstruction generally to provide 6.2m wide pavement with 3.5m seal and offset from centre to outer edge of clear zone to 4.5m minimum;

Special consideration for widening of seal to 6.2m on crests and curves with poor sight distances to allow drivers to keep left of the centre of the road.

Adopting these standards will allow for the reconstruction of failing areas of roads such as Bushfield Road and Piney Road to be carried out with minimal tree clearance.

There has also been a change to the lane width of Residential Access Gravel Roads to provide consistency with the sealed road changes. The change is to provide a shared 3.5m driving lane with 2.75m clear zones again providing 4.5m clear from the centre of the road.

If these changes are adopted in this policy they should also be reflected as changes to the recently adopted Transport Asset Management Plan 2020.

**Council Report**

**21 April 2021**

**7.3 Transport Asset Management Plan 2020**

Report by: Engineering Services Manager, Fred Exton

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.3 Connect and protect our communities

**Recommendation:** that the Council:

1. Reclassify Coldwells Road and Chinamans Road from Collector roads to Residential Access roads; and
2. Following the adoption of the Policy No. 73 Roadside Hazard approve the amendment of the Transport Asset Management Plan to incorporate tables 5.1, 5.2 and 5.3 of Policy No. 73 Roadside Hazard as tables 3.6.a, 3.6.b and 3.6.c in the plan and to change table 5.1.1 and the executive summary to reflect the reclassification of Coldwells Road and Chinamans Road from Collector roads to Residential Access roads.

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**Report:**

While carrying out a review of the Roadside Hazard Treatment Policy it was identified that there was a need to make changes to the standards for lane widths and clear zone widths for Residential Access Roads.

These changes are detailed in the policy for review Policy No. 73 – Roadside Hazard in item 5.2 of this Agenda.

It is appropriate for these changes to be also included in the Transport Asset Management Plan 2020.

Another issue identified while completing the above-mentioned review was that the Classification of Coldwells Road and Chinamans Road as Collector Roads is inconsistent with the traffic volumes and intent of the roads. They would be more appropriately classified as Residential Access Roads and changing them to this classification will allow for more appropriate solutions for the long term maintenance and development of these roads.

Council Report

21 April, 2021

7.4 Employee Leave Policy

Report by: Enterprise Risk Manager, Michelle Koopman

Strategic Outcome: 2. Good government

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

**Recommendation:** that the Council:

3. Revoke the Employee Leave Policy adopted on 17 February 2021 and;
4. Adopt the Employee Leave Policy set out below:



## 23

## EMPLOYEE LEAVE

Strategic Outcome:	Good government	
Date of Adoption:	21 April 2021	Minute Number:
Date for Review:	23 April 2025	
Responsible Officer:	Enterprise and Risk Manager	
Document Control:	Replaces and revokes the Employee Leave Policy adopted 17 February, 2021	
Delivery Program Link:	2.1.3.1 <i>Coordinate Council investments, financial management, financial operations and processing.</i>	

**1. POLICY STATEMENT**

Berrigan Shire Council ensures leave entitlements and requests for leave are managed in accordance with relevant legislation and the Local Government (State) Award 2020 (the Award).

**2. PURPOSE**

The purpose of this policy is to support the conditions set out in the Award, and to clarify Council requirements in relation to accessing and using leave, and to provide guidance for those staff overseeing the application and use of leave.

**3. SCOPE**

This policy relates to all Berrigan Shire Council staff employed under full-time, part-time or limited tenure arrangements.

It sets out requirements for using annual leave, sick leave, rostered days off, and time in lieu. Other leave types not covered by this policy and are outlined in the Award.

**4. DEFINITIONS**

**Rostered Day Off (RDO)** leave of one day per fortnight, available to full-time staff

**Statutory declaration** a legal document that contains a written statement about something (in this case supporting information for the purposes of taking sick leave) that is true. It must be witnessed by an approved person such as a Justice of the Peace or a person from an approved occupation. Refer Australian Government, Attorney-General's department,



<https://www.ag.gov.au/legal-system/statutory-declarations/who-can-witness-your-statutory-declaration#lis>

**Time in lieu** Leave granted for overtime worked instead of receiving an overtime payment. Time off is paid at normal time.

## **5. POLICY IMPLEMENTATION**

### **5.1 General principles**

Where possible, Council and employees will work together to ensure leave is taken when it is mutually convenient.

Nothing in the policy is to be read as contrary to the requirements of the Local Government Act 1993, the Fair Work (Cth) Act 2009 and the Award.

### **5.2 Applying for leave**

#### **5.2.1 Arranging leave**

Any employee wishing to take leave should first discuss this with their Manager.

Where possible, the Council will work with the employee to meet their request for leave, subject to the operational requirements of the Council. This is made easier if the employee provides the Council with adequate notice of their intention to take leave.

For a period of Annual Leave or Long Service Leave less than two weeks, two weeks' notice must be provided. For a period of leave greater than two weeks, four weeks' notice must be provided.

Shorter periods of notice may be accepted at the discretion of the employee's supervisor.

#### **5.2.2 Applications**

Employees must submit applications for leave using Council's software program.

Leave will not be permitted unless an application is made and the employee's Manager explicitly grants approval.

Leave taken without the appropriate approvals will be treated as unauthorised leave, payment will not be made, and disciplinary action will be taken.

#### **5.2.3 Notification of sick leave**





Employees taking sick leave must notify their Manager, Supervisor or Overseer via phone. Notification of sick leave via text message or email is not permitted and will result in sick leave being denied.

### **5.3 Sick leave**

Employee entitlement to sick leave (including carer's leave and bereavement leave) is in accordance with the Award. The entitlement to sick leave is subject to the employer being satisfied that the illness or injury (or situation if relating to carer's leave or bereavement leave):

- Is such that it justifies the time off; and
- Does not arise from engaging in other employment.

#### **5.3.1 Certificates**

In accordance with the Award, employees are able to take three separate periods of sick leave per 12-month period starting from their commencement date, without producing a certificate or statutory declaration. Such periods are not to be more than two working days each.

Notwithstanding the above, the Council may still require an employee to produce a certificate or statutory declaration where:

- It is reasonable for the employer to require the employee to provide proof of illness or injury having regard to the employee's pattern of sick leave, the timing of the sick leave taken, and/or amount of sick leave taken by the employee, and
- The employer has provided the employee with prior written notice of the requirement to provide proof of illness of injury.

The employee must produce a medical certificate or statutory declaration once three separate periods of sick leave have been utilised within the twelve-month timeframe.

Sick leave periods requiring medical certificates, where a certificate is not provided, will be processed as unauthorised leave, the employee shall not receive payment for this period, and disciplinary action will be taken.

### **5.4 Parental leave**

Parental Leave is provided in accordance with the Award and the *Fair Work Act 2009 (Cth)*. Eligible staff must submit a written request to the Chief Executive Officer, at a minimum of 12 weeks prior to their intended finishing date, outlining their preference for payment (i.e. full or half pay), and their intended return date. This is necessary to allow Council time to plan and replace staff on parental leave.



### **5.5 Time in lieu**

Where there is prior agreement between the Council and the employee, an employee directed to work in excess of ordinary hours may elect to either be paid the appropriate overtime rate or be granted time in lieu equivalent to the actual hours worked.

Employees electing time in lieu must ensure they have explicit approval from the Supervisor/Manager for this arrangement. A record of time in lieu is kept by the Supervisor/Manager.

This does not apply to employees who are on call, called back to work or employees working on their RDO.

### **5.6 Leave without pay**

As a general rule, the Council will not allow employees to take leave without pay. Employees are expected to manage their leave entitlements to ensure they have sufficient leave to meet their ordinary circumstances.

The Chief Executive Officer is the only person with authority to approve any application for leave without pay.

The Chief Executive Officer will only approve leave without pay where:

- The employee has exhausted all other leave entitlements, and
- The Chief Executive Officer is satisfied that the employee has a bona-fide personal emergency that requires leave without pay

### **5.7 Double-pay and half-pay**

In accordance with the Award, employees, with the consent of the Chief Executive Officer, can elect to take their annual leave, long service leave or RDO entitlements at double-pay (i.e. less time at double the ordinary rate of pay) or half-pay (i.e. more time at half the ordinary rate of pay).

The entitlement to take annual leave at double pay is only available to an employee if, after taking the period of leave, the employee will have an accrued annual leave entitlement of not less than four (4) weeks.

### **5.8 Cashing out**

In accordance with the Award and relevant legislation, employees, with the consent of the Chief Executive Officer, can request to be paid out of their annual leave, long service leave or



RDO entitlements. Employees electing to use the annual leave cashing out option must have accrued an annual leave entitlement of not less than four weeks.

An employee who is entitled to long service leave, may with the consent of the employer, cash out a particular amount of excess long service leave. Excess long service leave means the long service leave that an employee has accrued under the Award that is in excess of the long service leave that the employee would have accrued if covered by Section 4 of the *Long Service Leave Act 1955* (LSL Act). Each application will be considered against the LSL Act to determine the amount of excess leave available to be cashed out.

### **5.9 Annual closedown**

At its discretion, the Council may put in place an annual closedown for part or all of its operations.

Where possible, employees subject to the annual close down should take leave already accumulated. In cases where there is insufficient leave accrued, the employee may, with the agreement of the Chief Executive Officer:

- Take leave without pay, or
- Have paid leave taken deducted from future leave entitlements (i.e. "go into credit")

### **5.10 Accumulated leave**

#### **5.10.1 Annual leave**

Where practical, employees should not accumulate more than eight weeks' annual leave entitlement at any one time.

Where an employee's annual leave entitlement exceeds eight weeks, the employee and the manager must jointly prepare an annual leave plan. The annual leave plan will set out a timetable for scheduled leave to bring the accumulated balance back within the limit set by the policy. The annual leave plan will also address any resource constraints to ensure the employee can take their scheduled leave.

In cases where an annual leave plan cannot be put in place or is not followed, the Council may direct the employee to take annual leave after giving the employee four weeks' notice.

#### **5.10.2 Long service leave**

Where practical, employees are expected to take long service leave within five years of it falling due. Long Service Leave will not be permitted to accumulate beyond 13 weeks.



In cases where an employee has accumulated excess long service leave, Council and the employee may prepare a long service leave plan. The long service leave plan will set out a timetable for scheduled leave to bring the accumulated balance back within the limit set by the policy. The long service leave plan will also address any resource constraints to ensure the employee can take their scheduled leave

In cases where a long service leave plan cannot be put in place or is not followed, the Council may direct the employee to take long service leave after giving the employee four weeks' notice

#### 5.10.3 Rostered Days Off

Employees who work their RDO will be permitted to accumulate RDO hours up to a maximum of five days.

The Chief Executive Officer may approve the accrual of more than five days in exceptional circumstances. Employees will be required to reduce their accumulated leave through discussion, and at a mutually agreeable time.

#### 5.10.4 Time in lieu

Time in lieu can accumulate up to a maximum of five days, following that, employees will be required to reduce their time in lieu through discussion, and at a mutually agreeable time.

### 6. RELATED LEGISLATION, POLICIES AND STRATEGIES

- [Local Government Act 1993](#)
- [Fair Work Act \(Cth\) 2009](#)
- [Long Service Leave Act 1955](#)
- [Industrial Relations Act 1996](#)
- [Local Government \(State\) Award 2020](#)
- Berrigan Shire Council Salary Policy
- Berrigan Shire Council Human Resource Manual

Following the adopt of the Employee Leave policy in February, 2021, Council has received feedback from the USU around certain references within the policy that they wished to discuss, and to clarify the Council's position on certain aspects of the policy.

Specifically, these related to:

- Concerns raised by Council staff around specifically stating that sick leave certificates or statutory declarations were required prior to and following RDOs, Annual Leave, and Public Holidays;
- References to the Annual Holidays Act 1944 within the policy were contravening the Local Government State Award 2020 (the Award) and Council's payment of leave during its annual closedown,
- Staff were concerned that a minimum of four weeks' notice to take annual or long service leave was not reasonable;
- The cashing out of long service leave needed to reflect the correlation between the Award and the Long Service Act 1955;
- The definition of three separate periods of sick leave during twelve months was not clear;
- There was confusion around the backdating of sick leave certificates.

Through discussion and compromise, most changes were accepted. Notably, the following were altered but not completely dismissed:

- Sick leave certificates or statutory declarations will be requested where there is concern by the Supervisor or Manager over the pattern and timing of the leave taken;
- Notice for annual leave or long service leave was reduced to two weeks if two weeks or less was requested; where requested leave exceeded two weeks, a minimum of four weeks would be required.

It was reiterated to the USU delegates that Council would consider applications outside of the policy depending upon circumstances with the individual employee.

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Council Meeting

21 April 2021

7.5 Barooga Recreation Reserve Strategy 2021 - 2031

Report by: Strategic & Social Planning Coordinator, Joanne Ruffin

Strategic Outcome: 3. Supported and engaged communities

Strategic Objective: 3.2 Support community engagement through life-long learning, culture and recreation

**Recommendation:** That the Council adopt the Barooga Recreation Reserve Strategy 2021 – 2031 attached as “**Appendix 7.5-A**” and develop a Master plan.

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**Report:**

Attached as “**Appendix 7.5-A**” and discussed by Council for adoption by the Council is the Barooga Recreation Reserve Strategy 2021 - 2031. Developed as part of the Berrigan Shire Council's Integrated Planning and Reporting Framework, the purpose of this strategy is to identify a) current user groups, b) facilities and c) an agreed vision for the precinct.

Outside this strategy's scope is the governance and management of the Reserve as:

- a Crown Reserve,
- a location or site for utility-based infrastructure, and
- user group club governance and leadership development.

Developed by the Council and Barooga Recreation Reserve user groups, the Barooga Recreation Reserve Strategy 2021–2031 will inform planning for the development of, and management of Council and user group investment in the Barooga Recreation Reserve and its facilities for the next 10-years.

One of several multi-user group Recreation Reserves Committees the Barooga Recreation Reserve Committee is the first Recreation Reserve Committee to have embarked on a Strategic Planning process. Doing so recognises the importance of sport and recreation to the Barooga community and the significant pressures anticipated by continued growth in the broader Cobram-Barooga area also the additional investment required as a sports tourism destination. These are challenges which are, in addition to the challenges evident in the external environment related to volunteerism and the gradual withdrawal of the Barooga Sporties' Group's involvement.

Therefore, it is timely that the Council establish a strategic plan and direction to manage this crucial asset, ensuring that future decisions and the allocation of resources are not ad hoc

and contribute to the sustainability of this facility and its assets: future-proofing the viability of all user groups.

Council Meeting

21 April 2021

7.6 2021-22 Draft Capital Works Budget

Report by: Director Technical Services, Matthew Clarke

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council adopt the 2021-22 Capital Work Program as attached in "Appendix 7.14-A" as a draft for inclusion in its draft 2021-2022 Operational Plan.

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**Report:**

At its ordinary meeting on 18 November 2020 the Council adopted its proposed timetable for review of its suite Integrated Plans for 2021/22. In line with this timetable, please find as attached in "Appendix 7.14-A" a copy of the draft 2021/2022 Capital Works program.

This draft program is based on the 2020/21 program with adjustments based on changes in priorities identified by the Council and Council staff, funding requests from Council and other stakeholders and informed by the Capital Works tour held in December.



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Council Meeting

21 April 2021

7.7 Proposed fees and charges 2021/22

Report by: Director Corporate Services, Matthew Hansen

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council refer the draft Register of Fees and Charges for inclusion in the draft 2021/21 Operational Plan.

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**Report:**

Attached as “**Appendix 7.7-A**” please find attached the Council’s proposed Register of Fees and Charges for 2020/21. This Register is proposed for inclusion in the Council’s 2021/22 Operational Plan.

**Background**

In setting these draft Fees and Charges, Council staff have been guided by the Council’s [User Fees and Charges policy](#). This policy states:

*Where legally possible, the Council intends to charge users for the provision of all goods and services that it provides.*

*As a general rule the Council will set its fees and charges at a rate to generate the maximum amount of revenue possible to offset the cost burden of the provision of services borne by other sources of revenue such as rates and untied grants.*

*Therefore, the Council will at a minimum seek to recover the full cost of service provision from its customers and clients. This general principle will only be modified where the other specific fee and charge setting principles apply.*

Every fee or charge set by the Council is based on a clear fee setting rationale. This rationale will be shown for each fee in the Fees and Charges Register.

The rationales applicable are as follows:

- **(A) Statute Limited** – Priced at the figure stipulated by law as applicable to this activity
- **(B) Cost Recovery** – Priced so as to return full cost recovery for the activities provided
- **(C) Commercial Basis** – Priced to cover the cost of the item plus a commercial mark-up
- **(D) Community Service Obligation** – Priced at below the cost of providing this activity as provision of the activity meets a social or economic objective of the Council.

As a general rule, most fees and charges for items where the Council has some discretion have been increased by approximately 2%. Most fees and charges set by the NSW government and/or other agencies have not increased – despite continued cost increases.

The User Fees and Charges Policy Rationale Identifier (A, B, C etc.) appear beside the various fees and charges shown below. Where an asterisk appears next to the Policy ID (i.e. A\*, B\* etc.) the Council has identified that the maximum amount charged does not cover the cost to the Council of providing the service.

Where a fee or charge is shown as “ND”, the Council has chosen not to disclose this amount – in accordance with clause 201(4) of the Local Government Regulation 2005 – as disclosure could confer a commercial advantage on a competitor of the Council

Note that fees for facilities operated by volunteer committees of Council are set in consultation with those committees.

There are some specific items that I would like to draw to the attention of the Council.

#### **Items of interest**

- Annual water, sewer and waste charges have increased by 2%, consistent with the Local Government Cost Index. Water consumption charges have not been increased.
- Some Development Services fees (pages 13-16) have been increased significantly; this reflects the actual cost of delivering the services.
- Charges for use of the Waste Management facilities have increased by approximately 2% on average
- Charges for supplying water meters have increased by 14% to 29% - again reflecting the increased cost of purchasing water meters that integrate with the new meter reading system
- A new charge has been added for implementing traffic management plans - i.e. putting out and removing “closed road” signs for events and the like. The charge is on a cost-recovery basis. Note that the Council largely delivers this service free-of-charge for community groups such as RSL sub-branches, BDDA and TCCT.
- Cemetery charges have increased by approximately 2%

The Council is asked to review the proposed 2021/22 fees and changes, consider any changes that may be necessary and then refer the draft Register of Fees and Charges, along with any revisions, for inclusion in the draft 2021/22 Operational Plan.

Council Meeting

21 April 2021

7.8 Southern Riverina Irrigators – Request for Financial Support

Report by: General Manager, Rowan Perkins

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.1 Support sustainable use of our natural resources and built landscapes

**Recommendation:** The direction of the Council is sought.

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**Report:**

The Council has received a request for funding from Southern Riverina Irrigators via Murray Irrigation Ltd. Copy of the correspondence is circulated with this agenda as “**Appendix 7.8-A**” and is considered self-explanatory.

This item is brought to the Council to determine whether it wants to make the voluntary contribution or whether it believes that the \$10,000 it contributed to the water diversion study was an adequate contribution.

Council Meeting

21 April 2021

7.9 Naming of the new Finley Park

Report by: Communications Officer, Keelan McDonald

Strategic Outcome: 3. Supported and engaged communities

Strategic Objective: 3.2 Support community engagement through life-long learning, culture and recreation

**Recommendation:** That the Council endorse the attached Engagement Strategy for the naming of the new park for Finley as attached as **"Appendix 7.9-A"**.

---

**Report:**

Attached as **"Appendix 7.9-B"** and for further discussion with the Council is an Engagement Strategy Report for naming the new Finley Park.

Following the Strategy and Policy Workshop, Council requested that Council officers conduct open community consultation on the name of the new park in Finley.

The attached has been developed to explore with the community to:

- a) consult with the Finley community on potential names for the Park, and
- b) hear from the community ideas for a suitable name for the Park.

Council Meeting

21 April 2021

7.10 T07-20-21 Design, Supply, Installation, Testing and Commissioning of Barooga Water Treatment Plant (WTP) Upgrade

Report by: Director Technical Services, Matthew Clarke

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.3 Connect and protect our communities

**Recommendation:** that the Council:

1. accept the tender submission from Water Treatment Australia Pty Ltd in the amount of \$4,722,278.10;
2. sign and seal the contract documents in relation to 1 above;
3. appoint the Director Technical Services as the Contract Superintendent.

---

**Report:**

This tender is for T07-20-21 Design, Supply, Installation, Testing and Commissioning of Barooga Water Treatment Plant (WTP) Upgrade. The works involve the increase in capacity of the Barooga Water Treatment Plant.

The contract is a lump sum contract.

The total value of the contract based on Tender Price is \$4,722,278.10.

Tenders closed at 2:00pm Wednesday 27 January, 2021. At the time of closing a total of 2 submission were received:

- LC Water
- Water Treatment Australia Pty Ltd

**Consideration of the Tenders**

All tenders were considered by the Tender Evaluation Committee:

Matthew Clarke	Director Technical Services
Fred Exton	Engineering Services Manager
Alan Kay	Environmental Engineer
Artur Majerowski	MJM Environmental Pty Ltd

Consideration of Tenders

Each Tender was evaluated in accordance with the following evaluation Criteria:

Item	Description	Weighting (%)
EC 1	Price	40
EC 2	Knowledge/Appreciation of Project	5
EC 3	Approach to Solution and Methodology	15
EC 4	Key Personnel	10
EC 5	Technical Capability	10
EC 6	Organisational Structure and Financial Capability	5
EC 7	Safety and Environmental Record and Plan	5
EC8	Reference Projects	10
	<b>TOTAL</b>	<b>100</b>

A tender risk assessment was also completed on the short-listed preferred tenderer. The risk assessment was completed in accordance with AS/NZS 4360 Risk Management and focussed on the following areas:

- Commercial risks
- Risk of contract variations
- Un-resolved contract and technical departures risks
- Contractors financial position
- Process performance risks
- Process technology risks
- Construction risks
- Plant integration risks
- Project timeline/delivery risks
- Commissioning risks
- Contractor capacity to deliver project
- Contractor track record and performance risks
- After-sales service risks
- Plant operation and maintenance risks

The various project risks were assessed using the following criteria:

- Likelihood
- Impact
- Priority Ranking

As part of the risk assessment process potential preventative actions and contingency actions were also identified for each of the risks.

#### Summary

Based on the evaluation criteria, the tender assessment panel has selected the tender submission of Water Treatment Australia Pty Ltd as the preferred tender. A summary of each tender evaluation by the tender assessment panel is provided in the confidential section of this agenda.

#### Supervisor

The superintendent of the contract will be the Director of Technical Services and the superintendent's representative will be the Executive Engineer.

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Council Meeting

21 April 2021

7.11 T08-20-21 Design, Supply, Installation, Testing and Commissioning of Finley Water Treatment Plant (WTP) Upgrade

Report by: Director Technical Services, Matthew Clarke

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.3 Connect and protect our communities

**Recommendation:** That the Council:

1. accepts the tender submission from Water Treatment Australia Pty Ltd in the amount of \$5,354,133.85;
2. sign and seal the contract documents in relation to 1 above;
3. appoint the Director Technical Services as the Contract Superintendent.

---

**Report:**

This tender is for T08-20-21 Design, Supply, Installation, Testing and Commissioning of Finley Water Treatment Plant (WTP) Upgrade. The works involve the replacement and upgrade of the Finley Water Treatment Plant.

The contract is a lump sum contract.

The total value of the contract based on Tender Price is \$5,354,133.85

Tenders closed at 2:00pm Wednesday 27 January, 2021. At the time of closing a total of 3 submission were received:

- Fewster Brothers Contracting Pty Ltd
- LC Water Pty L
- Water Treatment Australia Pty Ltd

**Consideration of the Tenders**

All tenders were considered by the Tender Evaluation Committee:

Matthew Clarke	Director Technical Services
Fred Exton	Engineering Services Manager
Alan Kay	Environmental Engineer
Artur Majerowski	MJM Environmental Pty Ltd

Consideration of Tenders



Each Tender was evaluated in accordance with the following evaluation Criteria:

Item	Description	Weighting (%)
EC 1	Price	40
EC 2	Knowledge/Appreciation of Project	5
EC 3	Approach to Solution and Methodology	15
EC 4	Key Personnel	10
EC 5	Technical Capability	10
EC 6	Organisational Structure and Financial Capability	5
EC 7	Safety and Environmental Record and Plan	5
EC8	Reference Projects	10
	<b>TOTAL</b>	<b>100</b>

A tender risk assessment was also completed on the short-listed preferred tenderer. The risk assessment was completed in accordance with AS/NZS 4360 Risk Management and focussed on the following areas:

- Commercial risks
- Risk of contract variations
- Un-resolved contract and technical departures risks
- Contractors financial position
- Process performance risks
- Process technology risks
- Construction risks
- Plant integration risks
- Project timeline/delivery risks
- Commissioning risks
- Contractor capacity to deliver project
- Contractor track record and performance risks
- After-sales service risks
- Plant operation and maintenance risks

The various project risks were assessed using the following criteria:

- Likelihood
- Impact
- Priority Ranking

As part of the risk assessment process potential preventative actions and contingency actions were also identified for each of the risks.

#### Summary

Based on the evaluation criteria, the tender assessment panel has selected the tender submission of Water Treatment Australia Pty Ltd as the preferred tender. A summary of each tender evaluation by the tender assessment panel is provided in the confidential section of this Agenda.

#### Supervisor

The superintendent of the contract will be the Director of Technical Services and the superintendent's representative will be the Executive Engineer.

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Council Meeting

21 April 2021

7.12 Tocumwal Car Park

Report by: Director Technical Services, Matthew Clarke

Strategic Outcome: 1. Sustainable natural and built landscapes

Strategic Objective: 1.3 Connect and protect our communities

**Recommendation:** that the Council:

1. Adopt the car park concept plans attached as **"Appendix 7.12-A"** as a draft,
2. Approve the demolition of all buildings and structures located on Lots 1 & 2 DP 511822 (Motel) subject to the granting of development consent gravel the site upon completion of demolition works

---

**Report:**

The purpose of this report is for Council take the Tocumwal Car Park project forward.

Council has recently purchased Lot 2 DP 511822 & Lot 11 DP 1047241 (aka the Old Hardware Store and Motel on Murray Street, Tocumwal) for the purposes of improvement to car parking for the Tocumwal CBD area.

There have been issues with persons accessing the buildings unlawfully since settlement occurred. Council may consider the installation of remote monitoring security cameras to ensure unlawful squatting does not occur (\$2k). Staff are concerned about squatters establishing and potential liabilities with the in ground swimming pool.

The previous owners have left items behind, some of which Tocumwal Rotary may desire, however, is probably of no interest to Council. Photos are attached in **"Appendix 7.12-B"**. Council may be able to negotiate a deal with the Tocumwal Rotary Club for the removal of all non-fixed items.

Staff have prepared a concept design for the carpark that is stage able to allow for the temporary occupancy of the Old Hardware Store that is attached in **"Appendix 7.12-A"**. The estimated cost to implement the Carpark design on a cleared site is \$500k. If the project is carried out in two stages the anticipated cost \$550-\$600k.

Provided the Council can fund the works for the installation of the car park in the coming financial year, it is anticipated that works would most likely commence in Q3 of the financial year due to current work commitments.

It is anticipated that there will be issues with heavy goods vehicles unloading with the concept carpark design, however, the delivery vehicles may choose to unload on Barooga Street or via the laneway. Staff are seeking direction from Council with regard heavy vehicle access and designated loading bays within the car park.

Should Council wish to demolish all buildings throughout both sites it would be far more cost effective and efficient to demolish all buildings at the same time rather than in two visits. The rough estimate for the demolition of all buildings on the site is \$60-100k however, there are a number of unknowns such as footing sizes and tipping fees which would influence the cost.

The demolition works and car park development works are currently unfunded.

Some members of the community believe that some of the existing buildings should be kept and will advise Council of their vision at question time at the April Council meeting. It is understood that said members of the Community are seeking to retain the two storey component of the motel, for it to be renovated and leased / sold by Council.

It is recommended that community is given information prior to the demolishing of any of the buildings on the site with a focus on promoting Council's proposed development of the site for community benefit. Given the Motel is located in the CBD area, Council should consider its impact on Tocumwal Community and should determine a method in which it will inform the community of its proposed actions.

Council Meeting

21 April 2021

7.13 Operational Plan 2020/21 March Quarter Report

Report by: Strategic & Social Planning Coordinator, Joanne Ruffin

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council note and adopt the appended Mar Quarter Review of the Council’s Annual Operational Plan 2020/21




**Report:**

Circulated with this Agenda as “**Appendix 7.13-A**” is the Council’s Delivery Program Progress Report and March Quarter Review of the Council’s *Annual Operational Plan 2020/21*.

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 Progress Report and Operational Plan Performance Review and includes:

1. A Year to Date (YTD) assessment by the responsible Council Officer of progress toward completion and or the achievement of the set 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 tables (Table 1 and Table 2) provide a summary by strategic outcome of Council's progress and performance as at 31 March 2021. Table 1 lists the actions which are deferred or not on target with Officer Comments for each included in the attached review.

**Table 1 Operational Plan Actions Not on Target or Past Due/Deferred or No Status**

OP Code	Action
1.1.1.4	Commence review of Local Environment Plan
1.2.1.2	Participation in roadside vegetation projects
1.2.1.3	Undertake tree assessments and establish a tree register
1.2.1.5	Undertake a review of the plans of management for Crown Lands controlled by Council or Council Committees of Management
2.1.3.4	Conduct service review and develop the Corporate Services Strategic Plan
3.1.3.1	Implement the Active Ageing and Disability Inclusion Plan
4.3.1.1	Continue to advocate for the development of hardstand and serviced truck parking Tocumwal, Finley and Berrigan

**Table 2 Performance by Outcome**

	Completed	On target	Not on target	Past Due	Deferred / Not due to start	Total
Sustainable natural and built landscapes	0	16	1	0	3	20
Good government	1	15	0	0	1	17
Supported and engaged communities	1	11	1	0	0	13
Diverse and resilient business	0	15	0	0	1	16
<b>Total Actions</b>	<b>2</b>	<b>57</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>66</b>

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Council Meeting

21 April 2021

7.14 Draft Operating Budget 2021\_22

Report by: Finance Manager, Tahlia Fry

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council adopt as a draft the proposed 2021/22 operating budget attached as **"Appendix 7.14-A"** for inclusion in the 2021/22 draft operational plan.

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### Report:

The proposed operating budget for 2021/22 is attached as **"Appendix 7.14-A"**.

The proposed budget includes all items as shown in the Draft Capital Works program and incorporates changes made from items arising from discussion the workshop held earlier this month as well as changes made by staff to bring the budget into a balanced position.

From here, the Council is in a position to adopt this proposed budget as a draft, subject to any changes made by the Council at this meeting, and refer it for inclusion in the draft operational plan. This draft operational plan, including the operational budget, will be brought to the May ordinary meeting of Council for adoption for public exhibition.

This operating budget may change between now and its final adoption at the June ordinary meeting of Council.

### Introduction

The 2021/22 budget will see Berrigan Shire Council continue with its ambitious program of community infrastructure improvements. These projects, largely funded by a combination of grants, community contributions and Council's own funds, complement the Council's continuing town amenity program.



Table 1: Town Amenity improvements 2017-2022

	16/17	17/18	18/19	19/20	20/21	21/22	TOTALS
<b>PUBLIC TOILETS</b>	\$ 6,289.80	\$ 195,173.39	\$ 57,743.17	\$ 74,715.00	\$ 30,692.68	\$ -	\$ 364,614.04
<b>TOCUMWAL FORESHORE</b>	\$ 249,899.34	\$ 49,314.68	\$ 1,112,559.00	\$ 1,260,766.00	\$ 1,104,005.78	\$ 911,400.41	\$ 4,687,945.21
<b>BAROOGA FORESHORE</b>	\$ -	\$ 16,618.90	\$ 396,326.99	\$ 267,005.00	\$ 102,916.98	\$ -	\$ 782,867.87
<b>PARKS AND GARDENS</b>	\$ -	\$ -	\$ -	\$ 624,943.00	\$ 352,133.42	\$ 461,691.48	\$ 1,438,767.90
<b>SWIMMING POOLS</b>	\$ -	\$ -	\$ -	\$ 943,069.00	\$ -	\$ -	\$ 943,069.00
<b>SPORTS FACILITIES</b>	\$ -	\$ -	\$ 240,591.00	\$ 719,509.00	\$ 1,320,435.29	\$ 573,000.00	\$ 2,853,535.29
<b>TOWN ENTRIES</b>	\$ 165,183.29	\$ 221,551.28	\$ 197,731.33	\$ 35,970.00	\$ -	\$ 50,000.00	\$ 670,435.90
<b>WALKING PATHS</b>	\$ -	\$ -	\$ -	\$ 182,774.00	\$ 68,242.41	\$ 209,820.99	\$ 460,837.40
<b>SKATE PARKS</b>	\$ -	\$ -	\$ 189,264.66	\$ -	\$ -	\$ -	\$ 189,264.66
<b>TOTALS</b>	\$ 421,372.43	\$ 482,658.25	\$ 2,194,216.15	\$ 4,108,751.00	\$ 2,978,426.56	\$ 2,205,912.88	\$ 12,391,337.27

This budget also proposes significant upgrades and improvements to town water infrastructure, including a new \$6.6m treatment plant for Finley and capacity improvements for the Barooga Treatment Plant on top of the previously funded shire-wide automated water meter-reading program.

The impact of COVID-19 on the Council has seen key staff severely impacted by border restrictions which placed pressure to meet timeframes.

COVID-19 affected the workflow on capital projects due to increased wait time on orders and the unavailability of local contractors due to an increase of new home builds stemming from the Federal Governments Home Builder Scheme.

COVID-19 has seen the Council's Hospitality and Tourism industries severely affected by low tourist numbers, this is expected to continue due to interstate border closure. However, where possible businesses have adapted as well as they can to continue to trade during lockdowns and border closures.

### Rates and charges

An ordinary rate revenue increase of 2% has been included in the budget for 2021/22. This represents the maximum permissible amount allowed by the Independent Pricing and Regulatory Tribunal (IPART) in accordance with the rate pegging provisions of the Local Government Act 1993.

The Council can elect to adopt this level of increase or it can adopt a lower amount, including a rate revenue reduction.

The permissible level of increase is a global limit on the total amount of Ordinary rates raised. The Council retains the flexibility to re-distribute the rate burden amongst rating categories as it sees fit, provided the global permissible limit is not exceeded. In instances involving properties in the Town rating categories, rates revenues have been re-apportioned so that each average town property, on average, pays the same or similar rate.

The rate peg is based on the Local Government Cost Index. This index measures the increase in costs for items such as wages and fuel used by Councils to provide services. From this result of this index, IPART then deduct a “productivity factor” in expectation that Councils will become more efficient in their operations. This system necessarily leads to a situation where Council’s costs always will exceed any increase in revenue.

In determining the 2021/22 rate peg, IPART determined a 1.8% increase in the Local Government Cost Index. IPART did not deduct a productivity factor in 2021/22.

**Table 2: Ordinary rate increases 2017-2022**

Year	LG Cost Index	“Productivity” Factor	Increase taken up by Council
2018-19	2.3%	-	2.3%
2019-20	2.7%	-	2.7%
2020-21	2.6%	-	2.6%
2021-22	2.0%	-	2.0%

**Table 3: Average Ordinary Rate by Category (not inclusive of charges)**

Rate Category	2020/21#	2021/22^
Farmland	\$2210	\$2242
Residential Rural	\$672	\$688
Residential (other)	\$1,832	\$1,867
Urban/Town Properties	\$832	\$848

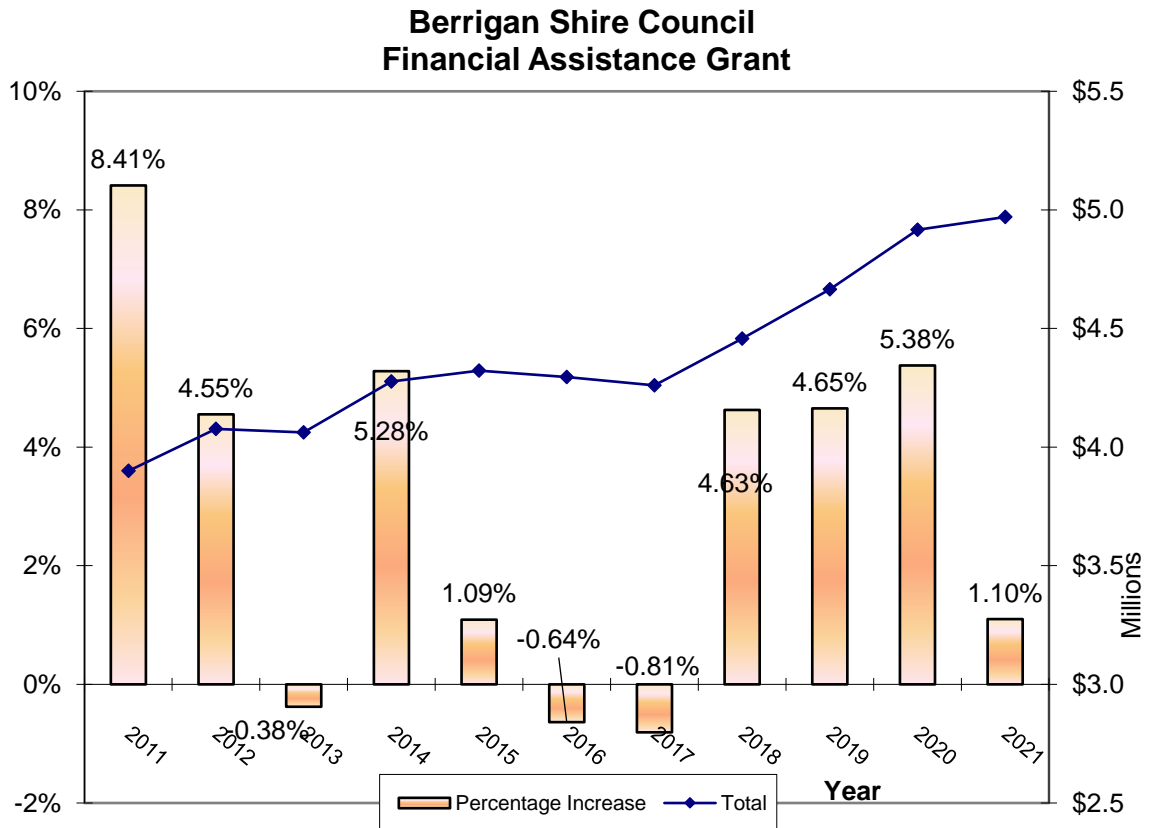
#as at April 2020

^as at April 2021

**Operating grants and investment income**

All local government areas in Australia receive an untied grant from the Federal Government to assist with their operations. This is known as the Financial Assistance Grant (FAG). This has two components – a General Purpose component and a Rural Local Roads component (RLR).

**CHART 1: Financial Assistance Grant – growth over time**



The Council has not yet been advised as to its FAG allocation for 2021/22. On this basis, the budgeted grant has been left at historic levels.

The actual amount of FAG received by the Council may vary however as a result of the formula used to determine the distribution across the over 500 local governments in Australia.

In recent years, the Federal Government has paid up to 50% of FAG “in advance” – i.e. 50% of the 2020/21 FAG allocation was paid in June 2020. At this stage it is unknown if this trend will continue. This is merely a timing issue rather than a change in overall allocation and on this basis, the Council’s budget assumes all FAG will be paid in the year of entitlement.

An average allocation of \$877,527 per year in the new iteration of the R2R program has been included across future years. In return for this funding, the Council is obliged to maintain its expenditure on roads at current levels from its own funds.

The Council has traditionally been conservative when recognising investment interest income in its initial operating budget. This has been for prudential reasons – not wanting to allocate these funds for future expenditure until they have been received. Interest rates continue to stagnate globally and this potential income cannot be relied upon in advance.

The Council has traditionally waited until the adoption of the audited financial statements to recognise and make use of these funds.

**Utility charges**

The principles of full-cost recovery for the water and sewerage funds are continued in this four year plan.

The budget proposes that the Annual Water Access Charge for 2021/22 be set at \$562.00 for the provision of water supply services. This is an increase of 2% or \$11.00 from the 2020/21 charge.

This budget, and the associated water charges, is based on an assumption that water restrictions will not be in place in 2021/22.

Variable water revenues from water usage, and therefore tariffs or charges per kilolitre, may fluctuate significantly throughout the year if restriction levels vary significantly. The situation will need to be monitored regularly, and tariffs amended accordingly, in order to achieve the necessary total revenue required to maintain and operate the Council’s water infrastructure and services. Surpluses in individual years are held in reserves and used to offset large scale works as required.

The variable consumption charges apply from the first kilolitre - there are no allowances.

The charges as shown above will apply for water consumed from the next billing run after the introduction of the applicable water restriction stage. When possible, the Council will attempt to advise consumers of the amendment of the charges prior to use, although it is acknowledged that this may not be feasible under certain circumstances.

The charges shown below will be implemented at the discretion of Council and at the times deemed necessary. Note these tariffs remain unchanged from 2019/20.

**Table 4: 2021/22 Water Consumption tariffs**

Town	Water Supply Type	Tariff/Charge per KL		
		Stage 4	Other Stage	No Restrictions
Barooga/Berrigan/Finley	Treated	\$1.55	\$1.10	\$1.00
	Unfiltered	\$0.77	\$0.55	\$0.50
Tocumwal	Treated	\$1.03	\$0.73	\$0.66

Annual Sewerage Charges have been increased by around 2.6%, from \$568 to \$579. A 1.65% increase has also been applied to the Pedestal Charge and a 1.9% increase to the Low Pressure Sewer Pump Maintenance Charge.

For 2021/22 the Garbage Charges and the Domestic Waste Collection Charge will increase by approximately 1.86%. This raises the Domestic Waste Management Collected Charge from \$322 to \$328 per service, the Garbage Collection Charge from \$282 to \$288 per service and the Uncollected Charge for vacant residential blocks has been increased from \$60 to \$61 – a 1.67% increase.

The recycling charges for businesses will increase by 2.06% for 2021/22.

The Stormwater Management Service Charge remains unchanged at \$25, or part thereof. This charge is levied on most urban properties. This is the maximum allowable charge.

### **Budget result**

The estimated cash surplus/deficits for the years 2020/21 to 2023/24 are shown in Table 4 below:

**Table 5: Projected Consolidated Cash Result**

Year	Result
2021/22	\$175,000 surplus
2022/23	\$43,000 surplus
2023/24	\$59,000 surplus
2024/25	\$15,000 surplus

This takes into account anticipated results for 2020/21 and carryover of incomplete capital works.

Additional points for noting include:

Once again, award wage increases have absorbed in excess of the permissible Ordinary Rate income increase.

As has been the case for some years, funding continues to be tight in the General Fund, however Capital Works and maintenance have been maintained at historic levels.

Several significant items are impacting on the overall budget position and the Council's ability to take on discretionary expenditure. These are:

- Commitments to essential programs such as levee maintenance and improvement, drainage improvement and town beautification programs
- Overall escalating general cost increases at a rate greater than the Rate Peg.

Exacerbating these trends is the move by the Federal Government from untied grants to local government to specific purpose grants tied to specific projects – especially roads.

Once again, there are significant capital works identified in the Water Fund; however, the reserve balance should not be too badly affected, subject to internally loaned funds being made available from the Sewer fund being serviced by revenue from consumption and temporary transfers continuing to meet targets.

Attached with this budget commentary is:

- Complete line budget which shows each individual item of expenditure and revenue in function based format; and
- Capital works program, which includes most, but not all, capital works. Items not included typically include such things as office equipment. The cost summary contents on the front page of this document are included in the line budget as bulk capital expenses; and
- Schedule of budgeted movements in reserves

## **PROGRAMS**

Set out below is a detailed summary of significant changes by Council function.

### **Corporate Services**

The Corporate Services function relates to the governance and administration of the Council as a whole. This includes Councillor expenses and allowances, office functions such as payroll and accounts payable and customer service.

Salaries and Wages across the board have been inflated by 2% in 2020/21 and each of the following years.

These increases flow through to all staff overheads such as superannuation, workers compensation, insurance etc. as these are dependent on the level of salaries and wages. The significant increase in defined benefit superannuation contributions continues to have a marked effect on salaries and wages. The compulsory superannuation contribution is currently scheduled to rise to 10% in 2021/22, 10.5% in 2022/23 and 11% in 2023/24.

The Council has again allocated \$50,000 in 2021/22 and subsequent years to fund the purchase of new Financial Management software. Any migration to new software will occur when circumstances and staffing permits. This reserve has a current balance of \$550,000

This budget includes an amount for insurance rebates but discounted against historic levels to reflect the lack of certainty regarding the amount likely to be received.

### **Technical Services**

This area of Council consists of the engineering, design and survey services of the Council.

This four year budget proposes no significant changes in the area of Technical Services expenses.

### **Plant Operation and Replacement**

Fluctuating fuel prices and vehicle change over costs will require constant review of plant hire rates.

The Council has also allocated a net \$69,000 for the purchase of utilities and a net \$320,000 for the purchase of motor vehicles.

This budget projects that plant operations will add \$347,000 to the plant reserve in 2021/22.

### **Emergency Services**

The Emergency Services budget has been drawn up on the basis of known historic costs and information from NSW Rural Fire Service, Fire and Rescue NSW and the State Emergency Services. It is possible this amount could vary from those forecast, although no current information is available.

Table 5 lists the budgeted contributions to each service to be made by the Council.

**Table 6: Contributions - emergency services**

<b>2021-22</b>	<b>Result</b>
NSW Rural Fire Service	\$ 125,000
Fire and Rescue NSW	\$ 53,000
SES NSW	\$ 20,000
<b>TOTAL</b>	<b>\$ 191,809</b>

### **Environmental Services**

The Council's Environmental Services cover planning and land use, building and construction certification and inspection, public health and animal control.

### **Biosecurity**

The Council has taken on responsibility for weed and pest control following the dissolution of Central Murray County Council. The Council spend approximately \$200,000 on biosecurity measures in 2021/22 partly funded by \$62,000 grant.

### **Housing**

The Council own four residential properties, used to attract and house staff.

The housing budget is based upon recurrent costs and programmed maintenance.

### **Cemetery**

The Council operates four cemeteries – at Barooga, Berrigan, Finley and Tocumwal.

The cemeteries are operated on a cost-recovery basis, with interment charges expected to cover the costs of interment, plaques and ongoing cemetery maintenance.

### **Garbage and Domestic Waste Management**

Under this function, the Council provides a domestic and commercial waste collection service, through a contractor. The Council also operates two waste management facilities – in Berrigan and Tocumwal.

There are no scheduled large-scale capital works included in this function for 2021/22 although work is continuing on the acquisition of land for the expansion of the Berrigan facility using funds allocated in the Council's 2019/20 budget.

### **Stormwater Drainage**

New drainage works proposed for 2021/22 include:

- Horsfall St – Jerilderie to Dension
- McAllister St – Headford St to Osborne St
- Brown St
- Emily St

The Council has authority to apply a Stormwater Management Services Charge. The Council may only levy a maximum charge of \$25 per property. Proceeds from the charge are used to partly fund payment of the LIRS loan.

As in previous years, there has been no provision made for the receipt of any developer charges to assist with drainage costs. This is a conservative position – developer changes will only be recognised if and when they are received.

### **Environmental Protection**

This budget area relates to the construction and maintenance of flood levees and other flood mitigation works.

Under this function, the Council makes an annual allocation for levee works to provide cyclical capital works and levee bank maintenance.

The long term principle being applied is that the Council places in reserve an amount of \$50,000 to save up for future works. Those funds are then used to leverage future State and Federal grants.

### **Community Services**

The Community Services budget area includes the Council's support of social and cultural initiatives – either delivered by the Council or by third parties.

The Council proposes to continue its annual allocation of \$3,000 for Youth Week and \$2,000 for KidsFest.



An annual calendar of events recognising International Women's Day, Seniors Week and Children's Week and Men's Health Week makes up Council's social justice program of social and cultural events. Additional social and cultural activities are also promoted by Council if developed by community partners and where the activities contribute toward the strategic objectives of Council's Volunteer Strategy, Library Services Strategy, Ageing and Liveability Strategy and its Children, Young People and Families Strategy.

The Council is a member of South West Arts – the local regional arts board – and contributes \$8,700 per year to its operations.

### **Water Supplies**

Works are about to start on the major upgrades of the Barooga and Finley Water Treatment Plant announced in the 2019/20 budget. With that in mind, the 2021/22 budget does not include any other large scale projects for this year other than an allowance for automation of water treatment plants to improve water quality.

The 2021/22 budget includes principal and interest repayments for loans drawn down to fund the water treatment plant replacement program.

### **Sewerage Services**

The Council's Sewerage Fund's cash position continues to improve.

Capital works in the fund in 2021/22 include \$350,000 for an improved telemetry system and \$200,000 to upgrade AC Main Renewals.

The Sewerage Fund is debt free.

### **Public Libraries**

The Council operates four public libraries – in Barooga, Berrigan, Finley and Tocumwal. This service was at one time largely funded by the NSW Government but now the Council is responsible for funding over 90% of the cost.

The library operating budget is primarily based upon historical cost and service levels.

There are no significant capital works identified over the four-year life of this delivery plan.

### **Community Amenities**

This budget area includes the Council's public halls and public toilets.

The Council is working on delivering the final phase of its Tocumwal Foreshore Revitalisation project – the replacement of the existing foreshore building with a new two-story building including toilets and visitor services as well as commercial space.

### **Recreation**

The Council provides five major recreation areas and a range of other parks and passive recreation areas. The Council maintains 15 playgrounds and three skate parks across the Shire.

The Council will continue to work through its ambitious development program in this area. Much of this program is grant-funded and much of the remaining funding has been carried forward from previous years.

A list of operating grants provided to volunteer committees of management is shown in Table 7.

**Table 7: Facility operating grants 2021/22**

Volunteer committee	Grant (\$)
<b>Pools</b>	
Berrigan	31,400
Finley	35,600
Tocumwal	31,400
<b>TOTAL</b>	<b>98,400</b>
<b>Recreation Reserves</b>	
Barooga	12,000
Berrigan	12,000
Finley	12,000
Finley Showgrounds	12,000
Tocumwal	12,000
<b>TOTAL</b>	<b>60,000</b>
<b>Halls</b>	
Berrigan	7,860
Finley School of Arts	3,930
Finley WMH	3,930
Tocumwal	4,280
<b>TOTAL</b>	<b>20,000</b>
Other	
Berrigan Conservation Group and Tidy Towns	<b>3,860</b>
<b>GRAND TOTAL</b>	<b>\$188,151</b>

### Quarries and Pits

No significant changes are proposed in the operation of Council’s gravel pits.

### Shire Roads

This budget area includes all roads, kerb and gutter, footpaths, physical townscape works, street lighting and bus shelters. The budget comprises two sections, being the capital works program and maintenance functions.

The capital works areas are detailed in the capital works program. The general policy in this area of infrastructure development and maintenance is that a roughly equivalent total nett

cost amount will be committed to the overall program each year. The individual components of the program may, however, vary.

Some of the major road construction projects identified in this budget include:

- Piney Road Shoulder Widening
- Bushfield Road
- Yarrawonga Road
- Re-sheeting Womboin Road
- Coldwells Road
- Horsfall St – Jerilderie to Denison
- Woolshed Rd

### **Aerodrome**

The budget at Tocumwal Aerodrome allows for Council management and maintenance of the facility.

The Council contributes \$50,000 to an Aerodrome Works reserve annually to fund future works such as runway sealing.

### **RMS Works**

Roads and Maritime Services works cover two principal areas.

Firstly, the Council receives an estimated block allocation of \$1,040,000 for expenditure on its classified main roads.

Secondly, the Council receives an amount of \$175,000 as a half cost contribution towards the “Repair” program. The Council’s matching of this expenditure is funded from the Block Grant.

### **Caravan Parks**

The Council is responsible in some way for two caravan parks being Berrigan and Tocumwal.

Both caravan parks have been leased to private operators. Revenue from the Tocumwal Caravan Park lease has been included in this budget.

### **Tourism and Area Promotion**

The Council’s adopted Tourism Strategy 2019-2023 has three major strategic objectives. Namely it will:

1. Continue to support the development of events that attract visitors to the Shire
2. In partnership with Moira Shire Council and Murray Regional Tourism Board, look to develop and operate an integrated “digital platform” showcasing visitor experiences.
3. Invest in improvements to town amenity through the provision of infrastructure such as public toilets, paths, town entrance beautification and parks.

The Tocumwal Foreshore redevelopment, the Barooga Adventure Playground and the upgrade of Finley's Railway Park precinct are practical examples of the Council's implementation of this tourism strategy and its CSP commitment to invest in town amenity.

On top of this infrastructure funding is financial support for events, development of new tourism infrastructure and membership of peak tourism bodies.

The Events Development Program will continue through to 2024/25 with the Council contributing up to \$20,000 in top-up funding per year to maintain the balance of the Events Management fund at \$60,000. The amount contributed each year will vary depending on the amount the Council contributes to events in that year.

The Council's agreement with Murray Region Tourism Board (MTRB) expires on 30 June 2021 and negotiations are underway to extend the agreement for another three year term. MTRB are seeking a \$24,380 contribution from the Council.

The Council has put aside an additional \$75,000 in 2021/22 for a multi-media marketing campaign promoting Berrigan Shire as a tourist destination to a series of targeted regional centres. This follows from the initial \$75,000 committed in 2020/21.

### **Business Development**

Developed in consultation with the local business community and Council is the Council's Economic Development Strategy 2017 – 2021 the objectives of which informs Council's financial investment in and support of local industry and business. Council funds are therefore used to:

- Strengthen and diversify to local economy through investment projects that support local job creation and innovation
- Support local enterprise through economic and industry development initiatives and projects such as the QQF project
- Partner with government and industry to promote strategic investment in the development of economic assets and infrastructure needed to create jobs
- Fund the position of Economic Development Officer

This budget annually puts aside \$25,000 for industry development programs. This includes programs such as funding support for collaborative projects with local business and can include projects designed to provide additional training in customer service and hospitality for local business, commission economic analyses and fund the Council's subscription to economy.id

### **Bendigo Bank**

The Council operates a Bendigo Bank agency from its administration office in Berrigan. This is operated as a community service to the Berrigan community as no bank currently operates in that town.

Operation of the agency is expected to cost the Council around \$10,000 per year in net terms.

### **Saleyards**

The Council leases its saleyards facility in Finley to a private operator. This arrangement stemmed a long running financial drain on the Council and has been a successful one for all parties involved.

The saleyard facility is provided as a service to the agricultural industry in Berrigan Shire and will continue to operate while it is financially feasible to do so. The cost to the Council of owning and maintaining the saleyard facility is expected to be around \$40,000, mainly consisting of depreciation and insurance charges. This does not include capital improvements or repairs.

Works on the \$1m upgrade of the saleyards facility will start in 2021/22 funded by a grant under the Heavy Vehicle Safety and Productivity Program and funds allocated in 2019/20 from operating revenue and the Saleyard Reserve. This effectively closes the Saleyards reserve.

### **Real Estate Development**

From time to time, the Council will develop land for resale. Recent developments include the Finley Street residential subdivision and the Tocumwal Residential Airpark.

The budget does not include revenue from the sale of developed land in either of these subdivisions. This is a conservative position and allows the Council to make a decision on these proceeds when and if a sale is made.

### **Private Works**

A conservative value for likely private works activities at a breakeven point for the Council has been included in the budget. Any profits generated from private works will be monitored and a decision made on its use when received.

### **Rates and Annual Charges Yields**

The proposed yields from the Council Rates and Annual Charges are shown in Table 7 below. The gross yield from each charge is shown separately.

The pension rebate has been calculated for each fund and is shown as a net figure – the rebate provided by the Council, less the partial subsidy provided by the NSW Government.

The 2020/21 yield shown is the actual figure levied last year. The 2021/22 figure is an estimate based on the rate increase proposed using land values as they exist in May 2020. The 2022/23, 2023/24 and 2024/25 figures are projections based on the 2021/2022 estimates

Table 8 - Rates and charges yields

<b>ORDINARY RATES</b>					
% Increase-total nett ordinary rate revenue		2.0%	2.0%	2.0%	2.0%
Rate Category	2020/21	2021/22	2022/23	2023/24	2024/25
Farmland	\$1,959,284	\$1,998,469	\$2,038,438	\$2,079,206	\$2,120,790
Residential	\$47,626	\$48,580	\$49,551	\$50,542	\$51,552
Residential Rural	\$375,343	\$382,849	\$390,505	\$398,315	\$406,281
Res. River Land - Barooga	\$0	\$0	\$0	\$0	\$0
Res. River Land - Tocumwal	\$0	\$0	\$0	\$0	\$0
Residential - Barooga	\$595,341	\$607,247	\$619,391	\$631,778	\$644,413
Residential - Berrigan	\$349,613	\$356,605	\$363,737	\$371,011	\$378,431
Residential - Finley	\$705,063	\$719,164	\$733,547	\$748,217	\$763,181
Residential - Tocumwal	\$827,321	\$843,867	\$860,744	\$877,958	\$895,517
Business - Barooga	\$95,562	\$97,473	\$99,422	\$101,410	\$103,438
Business - Berrigan	\$81,047	\$82,667	\$84,320	\$86,006	\$87,726
Business - Finley	\$179,157	\$182,740	\$186,394	\$190,121	\$193,923
Business - Tocumwal	\$199,479	\$203,468	\$207,537	\$211,687	\$215,920
Business Alt Energy - Fin	\$36,160	\$36,883	\$37,620	\$38,372	\$39,139
<b>GROSS YIELD</b>	<b>\$5,451,003</b>	<b>\$5,560,012</b>	<b>\$5,671,206</b>	<b>\$5,784,623</b>	<b>\$5,900,311</b>
<b>Less Net Pension Rebate</b>	<b>-\$75,000</b>	<b>-\$75,000</b>	<b>-\$75,000</b>	<b>-\$75,000</b>	<b>-\$75,000</b>
<b>NET YIELD</b>	<b>\$5,376,003</b>	<b>\$5,485,012</b>	<b>\$5,596,206</b>	<b>\$5,709,623</b>	<b>\$5,825,311</b>
<b>WATER CHARGES</b>					
% Increase - Access Charge		2.0%	2.0%	2.0%	2.0%
Access	\$2,197,939	\$2,241,897	\$2,286,734	\$2,332,468	\$2,379,117
Consumption	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>GROSS YIELD</b>	<b>\$2,947,939</b>	<b>\$2,991,897</b>	<b>\$3,036,734</b>	<b>\$3,082,468</b>	<b>\$3,129,117</b>
<b>Less Net Pension Rebate</b>	<b>-\$39,500</b>	<b>-\$39,500</b>	<b>-\$39,500</b>	<b>-\$39,500</b>	<b>-\$39,500</b>
<b>NET YIELD</b>	<b>\$2,908,439</b>	<b>\$2,952,397</b>	<b>\$2,997,234</b>	<b>\$3,042,968</b>	<b>\$3,089,617</b>
<b>SEWER CHARGES</b>					
% Increase		2.0%	2.0%	2.0%	2.0%
Sewerage	\$2,223,891	\$2,268,368	\$2,313,735	\$2,360,009	\$2,407,209
Pedestal	\$178,717	\$182,291	\$185,936	\$189,654	\$193,447

Low Pressure Sewer	\$19,118	\$19,500	\$19,890	\$20,287	\$20,692
<b>GROSS YIELD</b>	<b>\$2,421,726</b>	<b>\$2,470,159</b>	<b>\$2,519,561</b>	<b>\$2,569,950</b>	<b>\$2,621,348</b>
<b>Less Net Pension Rebate</b>	<b>-\$38,500</b>	<b>-\$38,500</b>	<b>-\$38,500</b>	<b>-\$38,500</b>	<b>-\$38,500</b>
<b>NET YIELD</b>	<b>\$2,383,226</b>	<b>\$2,431,659</b>	<b>\$2,481,061</b>	<b>\$2,531,450</b>	<b>\$2,582,848</b>
<b>DOMESTIC WASTE, GARBAGE AND RECYCLING</b>					
% Increase		2.0%	2.0%	2.0%	2.0%
Charge	2020/21	2021/22	2022/23	2023/24	2024/25
Domestic Waste/Recycling	\$1,085,796	\$1,107,511	\$1,129,661	\$1,152,254	\$1,175,299
Domestic Waste Uncollected	\$16,380	\$16,707	\$17,041	\$17,381	\$17,728
Garbage/Business Recycling	\$94,392	\$96,279	\$98,204	\$100,168	\$102,171
<b>GROSS YIELD</b>	<b>\$1,196,568</b>	<b>\$1,220,497</b>	<b>\$1,244,906</b>	<b>\$1,269,803</b>	<b>\$1,295,198</b>
<b>Less Net Pension Rebate</b>	<b>-\$36,000</b>	<b>-\$36,000</b>	<b>-\$36,000</b>	<b>-\$36,000</b>	<b>-\$36,000</b>
<b>NET YIELD</b>	<b>\$1,160,568</b>	<b>\$1,184,497</b>	<b>\$1,208,906</b>	<b>\$1,233,803</b>	<b>\$1,259,198</b>
<b>STORMWATER MANAGEMENT</b>					
No increase - fixed by regulation		0%	0%	0%	0%
<b>GROSS YIELD</b>	<b>\$76,712</b>	<b>\$76,712</b>	<b>\$76,712</b>	<b>\$76,712</b>	<b>\$76,712</b>
<b>TOTAL – ALL RATES AND CHARGES</b>					
	2020/21	2021/22	2022/23	2023/24	2024/25
<b>GROSS YIELD</b>	<b>\$12,093,948</b>	<b>\$12,242,565</b>	<b>\$12,472,407</b>	<b>\$12,706,844</b>	<b>\$12,945,974</b>
<b>Less Net Pension Rebate</b>	<b>-\$189,000</b>	<b>-\$189,000</b>	<b>-\$189,000</b>	<b>-\$189,000</b>	<b>-\$189,000</b>
<b>NET YIELD</b>	<b>\$11,904,948</b>	<b>\$12,053,565</b>	<b>\$12,283,407</b>	<b>\$12,517,844</b>	<b>\$12,756,974</b>

### Loan Redemption and Borrowings

The Council currently has three outstanding loans as summarised in Table 8 below:

Note however that the Council expects to draw down on the below loan before 30 June 2021.

- \$1M for miscellaneous community amenity projects across Berrigan Shire

Table 9: Outstanding Loans – 31 March 2021

Purpose	Amount	Term	Rate	Annual repayments	DUE	Lender
LIRS Drainage	\$1,630,000	10 y	4.260%	\$200,488	Dec 2024	NAB

Purpose	Amount	Term	Rate	Annual repayments	DUE	Lender
LCLI Lewis Cres	\$1,000,000	10 y	2.32%	\$112,391	May 2030	ANZ
LCLI Water Plant	\$4,000,000	10 y	1.48%	\$430,586	Jan 2031	NAB

The interest cost of the LIRS Drainage loan is partially offset by a 3% interest rate subsidy from the NSW government under the Local Infrastructure Renewal Scheme (LIRS) program.

The 2021/22 program of works and budget proposed that the Council take up the below new loans – both in the water fund:

- Water Fund – a loan of up to \$2.6m to part fund the \$6.6m replacement of the Finley Water Treatment Plant.

The decision to consider borrowing was based in line with the Council’s Financial Strategy adopted in 2021 which states:

*Implement a Borrowing Policy that allows the Council to borrow only for the development of infrastructure where*

- *There is an urgent need for the asset in the short term, or*
- *It is most cost-effective to construct the asset in the short term (as opposed to waiting until sufficient on-hand funds are available), and*
- *The Council has access to a funding stream to meet its debt obligations without compromising its other activities*

The Council proposes to borrow for the Finley Water Treatment Plan internally from its Sewer Fund for which it has approval from the Minister of Local Government. The Sewer Fund holds healthy cash reserves that are not required for use for some time so these funds at present are sitting in investment. The Water Fund will pay the Sewer Fund a commercial rate of interest – which will be less than the market rate and better than can be earned on investment.

The alternative for the Council is borrow on the market – from NSW Treasury Corporation or a private sector bank. The Council has considered this and on balance, determined that an internal loan is preferred.

For the purposes of the budget, the table below is a summary of the proposed loans. Note that the exact amount of the loans and the applicable interest rate are likely to vary.



**Table 10: Proposed Loans – 2021/22**

Purpose	Amount	Term	Rate	Annual repayments	DUE	Lender
Water Fund – Finley WTP	\$2,600,000	10 y	3.000%	\$302,878	Dec 2030	Sewer fund
General Fund – LED Light Replacement	\$550,000	10y	2.000%		DEC 2031	TBC

Based on the loan program, the Council’s projected outstanding debt is:

**Table 11: Projected Outstanding Debt - 2020/21 to 2023/24**

FUND	30 JUNE 2021	30 JUNE 2022	30 JUNE 2023	30 JUNE 2024
General	2,473,837	2,610,996	2,185,954	1,748,333
Water	6,201,723	5,578,283	4,945,578	4,303,471
Sewer	-	-	-	-
Sub Total	<b>8,675,561</b>	<b>8,189,279</b>	<b>7,131,532</b>	<b>6,051,804</b>
Less Internal loans	3,263,330	2,921,678	2,574,969	2,223,129
TOTAL	<b>5,412,231</b>	<b>5,267,601</b>	<b>4,556,562</b>	<b>3,828,674</b>

Total repayments of principal and interest would be as follows:

**Table 12: Loan Redemption - 2020/21 to 2023/24**

FUND	2020/2021	2021/2022	2022/2023	2023/2024
General	421,133	482,169	482,169	482,169
Water	461,041	712,216	712,216	712,216
Sewer	-	-	-	-
Sub Total	<b>882,174</b>	<b>1,194,385</b>	<b>1,194,385</b>	<b>1,194,385</b>
Less Internal loans	389,950	389,950	389,950	389,950
TOTAL	<b>492,224</b>	<b>804,435</b>	<b>804,435</b>	<b>804,435</b>
Less LIRS subsidy	22,306	17,221	11,694	6,120

Less LCLI subsidy	23,177	36,925	33,038	29,084
<b>NET COST</b>	<b>446,741</b>	<b>750,289</b>	<b>759,703</b>	<b>769,231</b>

### Reserves

In this four year plan, the Council expects to maintain or increase its overall cash reserves. Table 12 lists the Council’s cash reserves and balances from 2020 to 2025.

**Table 13: Projected Reserve Balances**

BALANCE					
Reserve	June 2021	June 2022	June 2023	June 2024	June 2025
<b>PLANT</b>	\$1,574,251	\$1,921,251	\$1,967,251	\$2,469,251	\$3,027,251
<b>WATER</b>	\$20,050,000	\$7,926,000	\$5,372,000	\$5,042,000	\$4,252,000
<b>SEWER</b>	\$2,652,000	\$2,671,000	\$3,699,000	\$4,850,000	\$6,040,000
<b>DOMESTIC WASTE</b>	\$4,453,494	\$5,189,494	\$5,981,494	\$6,716,494	\$7,566,494
<b>EMPLOYEE LEAVE</b>	\$388,800	\$388,800	\$388,800	\$388,800	\$388,800
<b>CAPITAL WORKS</b>	\$2,490,835	\$2,490,835	\$2,490,835	\$2,490,835	\$2,490,835
<b>LEEVE BANK WORKS</b>	-\$8,661	-\$10,661	-\$40,661	-\$9,339	-\$9,339
<b>TOURISM EVENTS</b>	\$74,202	\$74,202	\$74,202	\$74,202	\$74,202
<b>AERODROME</b>	\$381,579	\$381,579	\$381,579	\$381,579	\$381,579
<b>RISK MANAGEMENT</b>	\$362,944	\$362,944	\$362,944	\$362,944	\$362,944
<b>INFORMATION TECHNOLOGY</b>	\$550,000	\$600,000	\$650,000	\$700,000	\$750,000

The Plant Replacement Reserve is projected to fluctuate over the five years to 2024/25 with the reserve building towards the end of the five year period.

The Water Supply Reserve will drop initially due to the water treatment plant replacement program, and then remain mostly static over the remaining period with growth in the reserve used to fund capital works.

The Sewer Reserve will continue to grow over the next four years with no large scale (\$1m and over) projects planned over this period. Borrowings from the reserve will continued to be paid back by the other funds over the next 10 years.

The Domestic Waste Reserve will be used to fund new tip expansion over the life of this four year Delivery Program. This reserve will need to ensure that sufficient funds are on hand for any future remediation works that are required at the Council's Waste Management facilities.

The Employee Leave Reserve is a prudential measure to cover the expense to the Council should key employees require large amounts of leave at one time. This reserve does not tend to fluctuate from year to year, however, we have a high volume of staff retiring in the near future so it is likely this reserve will reduce.

The Capital Works Reserve is used as a source of funding for future capital projects. This reserve is the Council's major source of funds where the Council sees an opportunity to seek grant funding for a project, or to assist in attracting a major development to the Shire. This reserve is generally funded through the development and sale of property such as the Finley Street subdivision and the Tocumwal industrial subdivision. This budget takes a conservative approach and assumes that there will be no property sales over the next four years. Any sale proceeds will be channelled back into the reserve as and when they occur.

The Council has five other small reserves:

- Aerodrome Reserve, to allow for future runway repairs and reseals
- Levee Bank Construction Reserve, to allow for funds for future levee repairs and upgrades.
- Tourism Events Reserve, to fund the Council's events promotion strategy.
- Risk Management Reserve, to fund projects designed to mitigate risk and improve public safety
- Information Technology Reserve, to fund a future upgrade of the Council's financial management software

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Council Meeting

21 April 2021

7.15 Financial Review - January - March 2021

Report by: Director Corporate Services, Tahlia Fry

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council:

1. Note the third quarterly review of the 2020/21 budget and vote the funds contained therein as shown in **"Appendix 7.15-A"**
2. Note the Quarterly Budget Review Statement attached also as **"Appendix 7.15-B"**

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**Report:**

Circulated with the Agenda as **"Appendix 7.15-A"** is the Quarterly Financial Review for the period 1 January 2021 to 31 March 2021. This report takes into account all known factors and work variations until 31 March 2021 and later where possible, including budget allocations for the 2020/21 financial year.

The report shows distribution of funds allocated to capital works in the original 2020/21 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 2019/20 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 revised budget Surplus is \$538,000.**

This surplus is attributed to the timing of receiving multiple Capital Grants funds with much of the projects expense spread across the 2020/21 and 2021/22 financial years.

This budget does however include the entire budgeted cost of the \$1m Finley Saleyards upgrade as well as fully funding the Council's financial commitments to the Tocumwal Foreshore building and Tocumwal Air Museum along with other grant funded projects. It also includes drawing down on the entire \$1m from its working capital reserve to fund its contribution towards capital grant-funded programs such as the Finley Saleyards.

The revised budget has also taken a conservative view towards Council revenue with likely increases in planning and building revenue as a result of increased development not included in this budget.

This budget review also reflects major changes in the Council’s water and sewer funds to fully reflect the water treatment plant upgrades at Barooga and Finley as well as the grant and loan drawdowns to fund this work.

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).

ACCOUNT & DESCRIPTION	AMOUNT	F/ U	BUDGET CHANGE REASONING
1010-0175 ADMIN SOFTWARE LICENCING	(18,500)	U	Over Budget
1001-0336 CIVIC FUNCTIONS / PRESENTATION	(10,000)	U	GM Farewell Function
1001-0338 ADMIN MANAGEMENT PLAN EXPENSES	(11,327)	U	2021 Corporate Workshop
1001-0346 ADMIN AUDIT FEES	(16,551)	U	Revised Audit Fees
1001-0347 ELECTION EXPENSES	118,705	F	Election moved from 2020/21 to 2021/2022
1010-0121 CORP SERVICES - CONSULTANCY	(24,410)	U	Laurie Knight & Blackadder Consulting
1011-0142 TECH SERVICES EXP -ADVERTISING	(19,733)	U	Advertising Vacant Positions
1011-0145 TECH SERVICES OFFICE EXPENSES	(10,151)	U	Trillium / Pitney Bowes
1011-0545 PUBLIC WORKS PLANT PURCHASE	(277,791)	U	Purchase of Heavy Machinery
1011-0546 PUBLIC WORKS UTILITY PURCHASE	(78,015)	U	Purchase of Outdoor Work Utes
1111-0105 DOG ACT EXPENSES	(16,538)	U	Ranger Salary & Plant
1214-0100 EXCLUDE PREVENT INVASIVE SPECIES	(13,216)	U	Noxious Weeds WAP Program
1214-0300 Reduce Impact Invasive Species	(45,518)	U	Noxious Weeds WAP Program
1300-1950 TRAINEESHIP GRANT - WAGE SUBSIDY	45,253	F	Certificate 3 in Construction Subsidy
1320-1205 MOTOR VEHICLE DISPOSAL	50,000	F	Sale of Paveliner Patching Truck

1320-2026 PLANT SERVICES TRANSFER TO RESERVE	313,500	N	Netting Reserves to NIL
1417-0807 COREE STREET UPGRADE DSPF	(23,842)	U	Budget Reallocation from 1510-0571
1510-0571 COREE ST RAW WATER MAIN REPLAC	12,758	F	Budget Reallocation to 1417-0807
1510-0894 BGA - EXPANSION WTP	3,836,813	F	WTP upgrade moved to 2021/2022
1510-0896 FIN - UPGRADE WTP (DAFF)	6,599,492	F	WTP upgrade moved to 2021/2022
1510-0899 BAROOGA REC RES NEW MAINT SHED	(181,260)	U	No original budget allocated - planned works
1610-0933 TOC SEWER MAIN RELINING	(120,050)	U	Rangedale Drainage Services
1610-0935 TOWN BEACH SEWER UPGRADE	(16,027)	U	Crawford Civil Variations
1611-0201 RETIC OP EXP ELECTRICITY - FIN	(24,124)	U	Over budget
1611-0216 RETIC OP EXP ELECTRICITY - TOC	(11,771)	U	Over budget
1714-0505 TOC HISTORICAL AERO MUSEUM THAM DC2	12,693	F	Under budget on Tocumwal Historic Aerodrome Museum
1716-0155 POOL WATER TREATMENT EXPENSES	(11,236)	U	Over budget
1716-0156 SUPERVISOR SALARY	21,134	F	Underspend on Pool Supervisor Salary
1717-0525 AMENITIES UPGRADE BGN CRIP	(50,000)	U	Allocation of Budget CRIP
1717-0530 TOC NETBALL COURTS CRIP	(71,000)	U	Allocation of Budget CRIP
1717-0540 FIN SHOWGROUND IRRIGAT NSWSP2	(162,100)	U	Allocation of Budget NSWSP2
1717-0545 FIN NETBALL COURTS LRCIP2	(300,000)	U	Allocation of Budget LRCIP2 in full
1717-0550 TOC NETBALL COURTS LRCIP2	(40,000)	U	Allocation of Budget LRCIP2 in full
1718-0500 TOC FORESHORE STAGED DEVELOP	(102,451)	U	Council approved over budget expenditure

1718-0503 TOC CWA LIBRARY PARK UPGRADE	(60,000)	U	Allocation of Budget ECP
1905-0100 TOWN ENTRY - BAROOGA	25,000	F	Unspent Funds
1905-0500 UNGROUPED TOWN ENTRY WORKS	50,000	F	Project moved to 2021/22
1913-0807 COREE ST - MEDIAN STRIPS DSPF	(19,001)	U	Job over budget
1914-0077 BUSHFILEDS RD 00-5KM	245,979	F	Works rescheduled for 2022 and 2023
1916-0500 KERB & GUTTER UPLIFT LRCIP2	(355,028)	U	Allocation of Budget LRCIP2 in full
1924-0500 BGN APEX PARK CARPARK LRCIP2	(200,000)	U	Allocation of Budget LRCIP2 in full
1924-0510 LAND ACQUISITIONS TOCUMWAL	31,625	F	Unspent Adjustment paid to solicitors
1924-0511 TOC CAR PARK DEMOLITION WORKS	(60,000)	U	Allocation of Budget
2012-0210 FINLEY CBD REFURBISHMENT DC2	60,686	F	Underspend on DC2 project
2012-0220 BERRIGAN CBD REFURBISHMENT DC2	33,508	F	Underspend on DC2 project
2020-0000 S/DR TECH SERV (BUDGET)	(36,290)	U	Additional Private Works
3600-1816 DEVELOPMENT APPLICATION FEES - APPLI	20,000	F	Additional Development Application Fees
3600-1817 COMPLIANCE CERT. INSPECT - INCL. GST	14,568	F	Additional Compliance Certificate Fees
3660-1500 DWM TIPPING FEES	71,640	F	Additional Waste Disposal Fees
3670-1502 SALE OF SCRAP METAL	50,380	F	Additional Sales of Scrap Metal from the Tips
3670-2026 DWM TRANSFER TO RESERVE	(124,000)	N	Netting Reserves to NIL
4110-1504 SALE OF HIGH SECURITY WATER	74,167	F	Additional Sales of High Security Water through MIL
4110-1601 SECT. 64 CONT. WATER - BGA	17,150	F	Additional Subdivision Contributions
4110-1604 SECT. 64 CONT. WATER - TOC	77,172	F	Additional Subdivision Contributions

4110-2026 WATER SUPPLIES TRANSFER TO RESERVE	(10,516,000)	U	WTP upgrade moved to 2021/2022
4230-1701 LCLI LOAN 391 INTEREST SUBSIDY	106,000	F	Correction to previous Estimation
5110-1926 SEWER TRANSFER FROM RESERVE	430,000	N	Netting Reserves to NIL
5110-2026 SEWER SERVICES TRANSFER TO RESERVE	(228,282)	N	Netting Reserves to NIL
6500-1971 TOCUMWAL NETBALL COURTS CRIP	71,280	F	Allocation of Budget CRIP
6500-1972 BGN SHOWGROUND AMENITIES CRIP	50,000	F	Allocation of Budget CRIP
6500-1973 FIN SHOWGROUNDS IRRIGATION NSWSP2	162,100	F	Allocation of Budget NSWSP2
6500-1974 FINLEY NETBALL COURTS LRCIP2	115,000	F	Allocation of Budget LRCIP2 - half 2020/21 & half 2021/22
6500-1975 TOCUMWAL NETBALL COURTS LRCIP2	15,000	F	Allocation of Budget LRCIP2 - half 2020/21 & half 2021/22
6600-1954 EVERYONE CAN PLAY GRANT - TOC CWA PARK	60,000	F	Allocation of Budget ECP
7100-1950 RURAL LOCAL ROADS GRANT (RLR) (FAG)	64,823	F	Correction to previous Estimation
7300-1952 KERB & GUTTER UPLIFT LRCIP2	177,514	F	Allocation of Budget LRCIP2 - half 2020/21 & half 2021/22
7700-2026 AERODROME TRANSFER TO RESERVE	50,000	F	Reserve Transfers
7750-1951 APEX PARK CARPARK LRCIP2	100,000	F	Allocation of Budget LRCIP2 - half 2020/21 & half 2021/22
7900-1950 STREET LIGHTING SUBSIDY	51,000	F	Payment for 2019/20 & 2020/21 both received in 2020/21
8400-1927 ECONOMIC DEVELOPMENT TRANSFER FROM RESERVE	138,000	F	Reserve Transfers
8900-1501 PRIVATE WORKS TECH SERVICES INCOME	10,461	F	Additional Private Works



### Quarterly Budget Review Statement

The March Quarterly Budget Review Statement is attached as “Appendix 7.15-B”.

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.

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 2019/20 and other internal adjustments.
- The Revised Budget column shows the Council's budgeted result prior the changes adopted by the Council in the March quarter review.
- The highlighted Variations this Quarter column shows the effect of the changes adopted by the Council at the review; and
- 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 March QBRS shows the Council is estimating to return an operating **surplus** after capital items for the 2020/21 year of \$554,000; a slight improvement from the September estimate of a \$335,000 operating surplus.

**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 a series of grant funded projects and loan drawdowns being moved from 2020/2021 over to 2021/22.

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.

The changes in this statement largely reflect the significant loan drawdowns moving from 2020/2021 over to 2021/22.

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 Debt Service Ratio is higher than previous years, reflecting the Council’s planned borrowings.

The Rates and Annual Charges Coverage ratio is lower than previous years, reflecting the increased grant revenue received by the Council.

The third indicator shows that the Council’s projected asset renewal ratio is 458%. This is well above the Fit for the Future benchmark of 100% for this ratio and is largely a result of the scheduled water treatment plant replacement at Finley.

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

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Council Meeting

21 April 2021

7.16 Statement of Revenue Policy

Report by: Revenue Coordinator, Michael Millar

Strategic Outcome: 2. Good government

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

**Recommendation:** That the Council refer the draft Statement of Revenue Policy for inclusion in the draft 2021/21 Operational Plan

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**Report:**

Attached as “**Appendix 7.16-A**” please find a proposed Statement of Revenue Policy for 2021/22.

The Statement of Revenue Policy provides information regarding the levying of Council’s rates, its fees and charges and other major income sources and is a constituent part of the Council’s Operational Plan.

The Statement sets out:

- Rating categories
- Ad-valerom (rate-in-the-dollar) rates
- Charges for other services such as water, sewer and waste
- Expected yields
- Concessions

The ad-valerom rates and yields have been set using values provided by the NSW Valuer-General with a base date of 1 July 2019 and the rate peg of 2% set by the Independent Pricing and Regulatory Tribunal.

This proposed Statement of Revenue Policy, subject any changes made by the Council, will be included in the draft Operational Plan to be presented at the May ordinary meeting of Council for adoption for public exhibition.

The rates and charges themselves will need to be made by resolution at a meeting following the public exhibition.

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## 8. ITEMS FOR NOTING

**Recommendation:** that Items for Noting numbered 8.1- 8.6 inclusive be received and noted.

**Council Meeting**

**21 April 2021**

### 8.1 ABS Regional Population Growth - 2019/20

Report by: Director Corporate Services, Matthew Hansen

Strategic Outcome: 2. Good government

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

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#### Report:

The Australian Bureau of Statistics (ABS) annually releases estimates of the resident populations of a series of sub-national areas – including local government areas. The ABS released the 30 June 2020 figures in March 2021.

The estimated resident population for Berrigan Shire at 30 June 2020 is 8,784, an increase of 34 from the previous year (0.4% growth). The increase is the result of:

- a net increase of 24 migrants from overseas, and
- a net increase of 8 migrants from elsewhere in Australia coming to Berrigan Shire, plus
- a “natural increase” (births less deaths) of 2.

The natural increase is of particular note - it means that more babies are being born to residents of Berrigan Shire than there are deaths of Berrigan Shire residents - a very positive trend.

The result is consistent with the Berrigan Shire Vision as set out in the Community Strategic Plan.

*In 2027 we will be recognised as a Shire that builds on and promotes our natural assets and advantages to create employment and economic activity to **attract residents, families and tourists.***

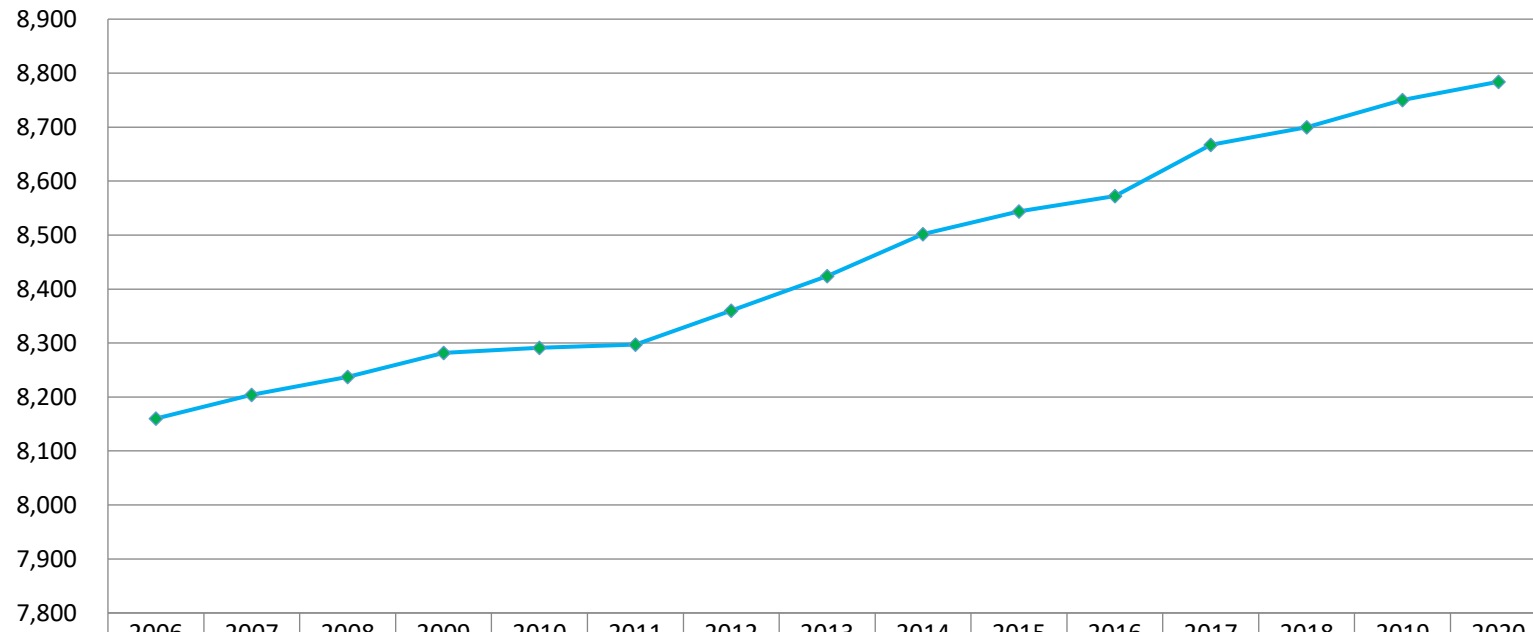
This increase in resident population is consistent with the trend of the last 14 years as shown in the chart on the following page. There is no reason to consider that this trend of population growth is likely to change in the short to medium term – although the impact of the COVID-19 pandemic and subsequent border closures will be reflected in next year’s population figures.



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The figures released by the ABS continue call in to question the methodology used by the NSW Department of Planning Industry and the Environment (DPIE) in preparing their population projections. The most recent set of population projections released by DPIE have Berrigan Shire's population peaking at 8,728 in 2036 - a figure the ABS estimated Berrigan Shire has already exceeded in 2019.

### Berrigan Shire Estimated Residential Population 2007-2020



◆ Berrigan (A)	8,160	8,204	8,237	8,282	8,291	8,297	8,360	8,424	8,502	8,544	8,572	8,667	8,700	8,750	8,784
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**Council Meeting**

**21 April 2021**

8.2 Letter of Appreciation

Report by: General Manager, Rowan Perkins

Strategic Outcome: 3. Supported and engaged communities

Strategic Objective: 3.2 Support community engagement through life-long learning, culture and recreation

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**Report:**

The Principal of Tocumwal Public School has written to thank the Council for sponsorship of the 2020 Outstanding Leadership Award and to thank it for its ongoing support.

---

**Council Meeting****21 April 2021****8.3 Dine and Discover Vouchers**

Report by: Economic &amp; Industry Development Liaison, Merran Socha

Strategic Outcome: 4. Diverse and resilient business

Strategic Objective: 4.1 Strengthen and diversify the local economy and invest in local job creation and innovation

---

**Report:**

The Service NSW Dine and Discover vouchers were released for use in Southern NSW on the 17 March, 2021 and businesses were approached to join the program from the beginning of March. Eligible businesses in Berrigan Shire were very slow to take up the opportunity offered by this program and most were visited by NSW Small Business concierges and myself to encourage their participation. There was also system problems in the sign up process so many of our businesses had an extended lag time before their application was successful and their business details were uploaded on the website.

The information below was supplied by the Service NSW Council Relationship Manager and will be supplied on a fortnightly basis.

There are currently 11 local dining outlets registered and the Cobram Barooga Golf Club has also registered in the discover section as an activity however no one has used a discover voucher in the Berrigan LGA to date. The discover section on the Service NSW website is not obvious and an unfamiliar user could miss it all together.

Of interest in *Average Customer Spend* is that when using the vouchers consumers are spending, on average, an extra \$40.69 above the face value of the voucher and that the total spent within the program is close to double the redeemed value.

Select an LGA

[Click here to show in a map](#)

### Consumer Redemptions by Business Location

Click (-) on LGA to show breakdown by LGA.  
Click (+) to drilldown to Postcode then Suburb.

Sort order:

LGA	Postcode	Suburb	Total Vouchers Redeemed	Total Value Redeemed	Total Customer Spend	Average Customer Spend
Berrigan	2713	Finley	131	\$3,269	\$7,766	\$59.28
Berrigan	3644	Barooga	62	\$1,547	\$2,011	\$32.44
Berrigan	2714	Tocumwal	61	\$1,500	\$2,395	\$39.26
Berrigan	2712	Berrigan	9	\$225	\$286	\$31.78

Select KPI

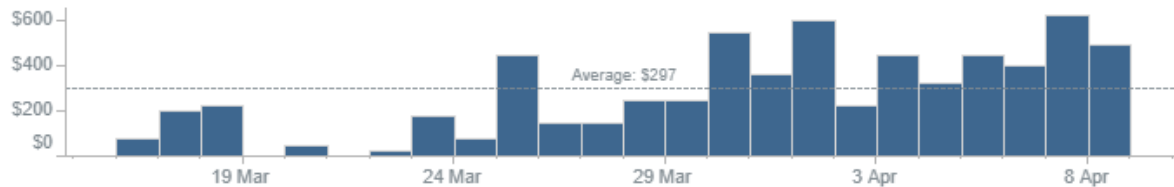
### Eating Out - Top Industries

Grand Total	\$6,541
Food and Beverage Services	\$6,541 (100.00%)

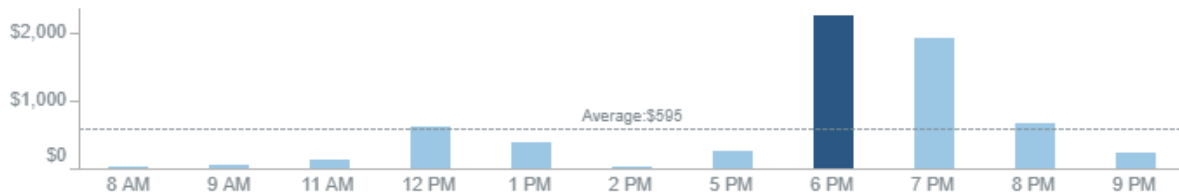
### Going Out - Top Industries

### Value of Vouchers Redeemed Daily Trend

[Show by day of week](#)



### Value of Vouchers Redeemed by Hour of Day



Council Meeting

21 April 2021

8.4 2020-2021 Rates Collections and Outstanding Debtors – 3<sup>rd</sup> Quarter

Report by: Revenue Coordinator, Michael Millar

Strategic Outcome: 2. Good government

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

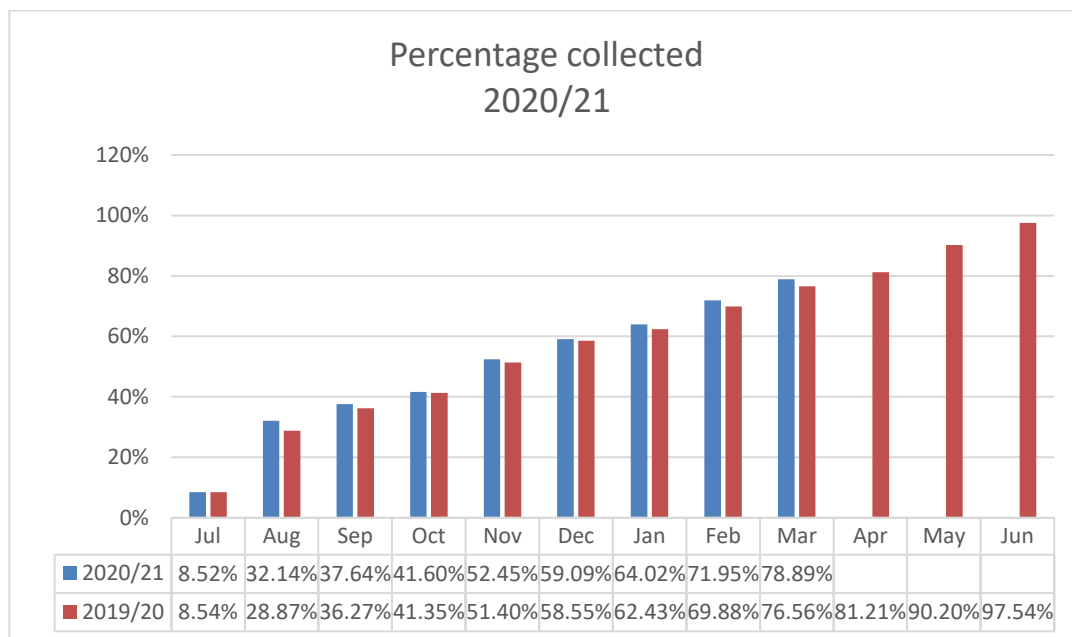
**Report:**

**1. Rates & Charges**

At 6<sup>th</sup> of April 2021 Council has collected 78.89% of the total rates, service charges, arrears and water consumption charges raised in 2020 – 2021 to date. This shows an increase of 2.33% on the corresponding time last year. I would like to acknowledge the work performance and efforts of the Assistant Revenue Officer and Water Officer.

The Revenue Department has had success in the collection of large outstanding rates this quarter. This has been achieved by continuing to improve lines of communication with Ratepayers whilst continuing to work closely with our Debt Collection Agency.

Negotiations are continuing with Ratepayers with large arrears to attempt to arrange suitable payment plans for outstanding rates and charges.



## 2. Debtors

A brief list of outstanding debtors as at the end of February and March 2021 is as follows:

DEBTORS	2020-2021	
	END FEBRUARY	END MARCH
GENERAL/SUNDRY/OTHER DEBTORS	-\$43,564	\$78,957
RATES LEGAL FEE DEBTORS	\$0	\$0
FOOD INSPECTIONS	\$523	\$57
HALF COST K&G/FOOTPATH DEBTORS	\$47,641	\$46,284
SEC 355 COMMITTEE LOANS	\$19,905	\$19,905
SWIMMING POOLS	\$51,735	\$35,056
CEMETERY DEBTORS	\$1,545	\$3,492
GOVERNMENT DEPT GRANTS & SUBSIDIES	\$29,106	\$86,000
STAFF DEBTORS	-\$1,646	-\$1,246
STAFF SUPERANNUATION	-\$34,110	-\$39,595
SHIRE LAND SALE DEBTORS	\$6,285	\$6,285
TOCUMWAL AERODROME	\$2,647	\$2,300
<b>TOTAL</b>	<b>\$80,067</b>	<b>\$237,496</b>

The amount outstanding is not a cause of concern. A substantial Government Grant for a Park upgrade is responsible for the increase in Government Department Grants and Subsidies. The swimming pools are now close and the outstanding amounts are due to operational and Lifeguard Costs.

The graph below shows the Council’s outstanding debtors by age and type over the past two months. The amount of debtors for over 90 days is made up largely of half-cost scheme debtors.



The amount of debt outstanding over 90 days has increased significantly as amounts transition from 60 days

### **3. Activity**

There has been one hardship applications received this quarter under the Council's Debt Management and Hardship Policy. Over the last quarter, the Council has undertaken the following collection activity:

- Final Reminder letters sent 3<sup>rd</sup> Rates Instalment
- Reminder Notices 3rd Water Consumption Notice
- 4th Rates Instalment Posted out 15 April 2021
- Interest at 7.0% has been reapplied as of 1<sup>st</sup> of January 2021 to overdue accounts.

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**Council Meeting****21 April 2021****8.5 Local Government (COVID-19) Splinter (Interim) Award 2021**

Report by: Enterprise Risk Manager, Michelle Koopman

Strategic Outcome: 2. Good government

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

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**Report:**

In 2020 and in response to the COVID-19 pandemic outbreak, LGNSW and local government unions developed the *Local Government (COVID-19) Splinter (Interim) Award 2020* (2020 Splinter Award). The purpose of the 2020 Splinter Award was to complement the *Local Government State Award 2020* and act as an interim award providing some reassurance to workers who faced the threat of losing their jobs during what was an extremely stressful and uncertain period. The 2020 Splinter Award provided workers access to a Job Retention Allowance and Special Leave should the pandemic affect their employment. Councils were invited to opt in, and Berrigan Shire Council chose to be included and covered by the 2020 Splinter Award.

As the pandemic and the situation Councils face has evolved, so too has the need to ensure that the 2020 Splinter Award remained relevant. This has undergone a review with LGNSW and the relevant unions, with the new 2021 Splinter Award developed.

The 2021 Splinter Award has expanded on the previous and has incorporated the following adjustments:

- References to 2020 have been changed to 2021;
- The 2021 Splinter Award includes a new entitlement to leave, without loss of pay, to receive a Therapeutic Goods Administration approved vaccination for COVID-19, and
- To be eligible for the Job Retention Allowance, employees must have an accrued annual leave balance not exceeding 4 weeks.

Whilst COVID-19 is a low risk to our area at present, we are still operating in a pandemic limbo and there remains a lot of uncertainty around the future. Interim Awards are only permitted for a twelve month period, so as the 2020 Splinter Award neared expiration, it became evident that a revised award was still required. The 2020 Splinter Award expired on 7 April, 2021, and the 2021 Splinter Award commenced on 8 April, 2021.

As of 12 April, 2021 the Berrigan Shire Council have requested to be included and covered under the 2021 Splinter Award, and this will be backdated to the 8 April, 2021. The 2021 Splinter Award will expire on 8 April, 2022.



Council Meeting

21 April 2021

8.6 Development Determinations for Month of March 2021

Report by: Executive Support Officer, Rebecca Ware

Strategic Outcome: 2. Good government

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

Report:

**APPLICATIONS DETERMINED FOR MARCH 2021**

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken	
59/21/DA/D9	2 LOT SUBDIVISION/ BOUNDARY REALIGNMENT	2521 MULWALA-BAROOGA ROAD, BOOMANOOMANA NSW 3644 (Lot96//DP752280)	HABITAT PLANNING	HASADE PTY LTD	Approved 17-03-2021	\$ 0.00	Active	Total 130 130
112/21/DA/D9	17 LOT SUBDIVISION	HUGHES STREET, BAROOGA NSW 3644 (Lot PT 10//DP1257753)	KIZHOST PTY LTD	KIZHOST PTY. LTD.	Approved 31-03-2021	\$ 0.00	Active	Total 73 73
127/21/DA/D1	BV DWELLING	BAROOGA ROAD, TOCUMWAL NSW 2714 (Lot133//DP773957)	CARDILLO CONSTRUCTION S	MR DB HORE & MRS EG HORE	Approved 08-03-2021	\$ 400000.00	Active	Total 22 22
129/21/DA/D1	BV DWELLING & ATTACHED GARAGE	287 MURRAY STREET, FINLEY NSW 2713 (Lot D//DP370594)	F & S MICCIO PTY LTD	MR MA LAWLOR	Approved 02-03-2021	\$ 444900.00	Active	Total 18 18
134/21/DA/D M	INSTALLATION OF IRRIGATION TANK, MAINTENANCE SHED & AMENITIES BUILDING	18-38 BURKINSHAW STREET, BAROOGA NSW 3644 (Lot PT261//DP1138087)	BERRIGAN SHIRE COUNCIL	DEPARTMENT OF LANDS	Approved 10-03-2021	\$ 200000.00	Active	Total 20 20
135/21/DA/D M	SHADE SAILS X 4	239-241 MURRAY STREET, FINLEY NSW 2713 (Lot15//DP260805)	BIAM SHADE SAILS & PLAYGROUNDS	MR M W MCGRATH & MRS M L MCGRATH	Approved 15-03-2021	\$ 19984.00	Active	Total 15 15
138/21/DA/D M	TRANSPORTABLE INDEPENDENT LIVING UNIT	MULWALA-BAROOGA ROAD, BAROOGA NSW 3644 (Lot2//DP752276)	JOHN WEINART	MR J M WEINERT AND MRS S L WEINERT	Approved 09-03-2021	\$ 15000.00	Active	Total 9 9
139/21/DA/D5	CARPORT	42 COBRAM STREET, BERRIGAN NSW 2712 (Lot11//DP561420)	TAMARA GRAHAM	MS T L GRAHAM	Approved 09-03-2021	\$ 2500.00	Active	Total 9 9
141/21/DA/D5	ADDITIONS TO DWELLING	39-41 FINLEY STREET, FINLEY NSW 2713 (Lot2//DP749417)	ROBERT MCCULLOUGH	MR R J MCCULLOUGH AND MRS G L MCCULLOUGH	Approved 09-03-2021	\$ 47000.00	Active	Total 9 9
142/21/DA/D5	RESIDENTIAL STORAGE SHED	22 HUTSONS ROAD, TOCUMWAL NSW 2714 (Lot123//DP1070311)	KENNETH AND DEBORAH ARKLAY	MR KW ARKLAY AND MRS DL ARKLAY	Approved 18-03-2021	\$ 10000.00	Active	Total 16 16

143/21/DA/D2	99KW SOLAR SYSTEM	71-85 CHANTER STREET, BERRIGAN NSW 2712 (Lot60/A/DP2425)	ANDY NGUYEN	CAWSON CONSTRUCTIONS PTY LTD	Approved 09-03-2021	\$ 139163.00	Active 9	Total 9
144/21/DA/D1	BV DWELLING & ATTACHED GARAGE	10-12 WOLLAMAI STREET, FINLEY NSW 2713 (Lot W//DP412105)	KENNEDY BUILDERS	MR GR RETALLICK AND MRS DL RETALLICK	Approved 22-03-2021	\$ 287605.00	Active 16	Total 16
145/21/DA/D5	RESIDENTIAL STORAGE SHED	34 COBRAM STREET, TOCUMWAL NSW 2714 (Lot3//DP1266416)	PATRICK DUNNE	MS TM PERRYMAN AND MR PJ DUNNE	Approved 22-03-2021	\$ 8000.00	Active 12	Total 12
147/21/DA/D5	RESIDENTIAL STORAGE SHED	17-19 STEWART STREET, BERRIGAN NSW 2712 (Lot2//DP531450)	BERRIGAN CHILDREN'S CENTRE	BERRIGAN CHILDREN'S CENTRE ASSOCIATION	Approved 29-03-2021	\$ 2000.00	Active 14	Total 14
33/21/CD/M6	PERGOLA	5 ISABEL AVENUE, BAROOGA NSW 3644 (Lot18//DP1071667)	ROSS PEDERICK	MS AK PALLANTE	Approved 24-03-2021	\$ 12857.00	Active 6	Total 6

**APPLICATIONS PENDING DETERMINATION AS AT 31/03/2021**

Application No.	Date Lodged	Description	Property Location
7/19/DA/DM-M	17-07-2018	MODIFICATION TO AIRCRAFT HANGAR ADDITIONAL WINDOWS & MEZZANINE	23 WIRRAWAY COURT, TOCUMWAL NSW 2714 (Lot42//DP1233177)
52/20/DA/D2 - M	24-10-2019	MODIFICATION OF EXISTING DWELLING TO COMMERCIAL PREMISES & CONSTRUCTION OF 1 SHOP & NEW DWELLING	42-48 DENILQUIN ROAD, TOCUMWAL NSW 2714 (Lot1//DP972176)
119/20/DA/DM	21-02-2020	AMPHITHEATRE, FISHING PLATFORM & ACCESS TRACKS	DENILQUIN STREET TOCUMWAL NSW 2714 (Lot7002//DP1019579)
137/20/DA/DO-M	19-03-2020	RURAL SHED	3075 MULWALA-BAROOGA ROAD, BAROOGA NSW 3644 (Lot8//DP1027384)
40/21/DA/DM	14-08-2020	4.95MW SOLAR FACILITY BROUGHANS ROAD	BROUGHANS ROAD, FINLEY NSW 2713 (Lot126//DP752299)
91/21/DA/D9	12-11-2020	24 LOT SUBDIVISION	2-16 BANKER STREET, BAROOGA NSW 3644 (Lot194//DP752274)
124/21/DA/D5	18-01-2021	CARPORT & VERANDAH	23 EMILY STREET, TOCUMWAL NSW 2714 (Lot21//DP588306)
130/21/DA/D5	05-02-2021	DECK	46 LAWSON DRIVE, BAROOGA NSW 3644 (Lot43//DP1045702)
136/21/DA/D9	23-02-2021	2 LOT SUBDIVISION	16 FLIGHT PLACE, TOCUMWAL NSW 2714 (Lot1//DP847411)
137/21/DA/D1	23-02-2021	2 STOREY DWELLING & ATTACHED GARAGE	1C RIVERVIEW COURT, BAROOGA NSW 3644 (Lot1//DP1172277)
140/21/DA/DM	24-02-2021	EXTEND EXISTING EASTERN BOUNDARY FENCE HEIGHT	22 ANTHONY AVENUE, TOCUMWAL NSW 2714 (Lot59//DP1131677)
146/21/DA/DO	04-03-2021	RURAL SHED	83-87 SNELL ROAD, BAROOGA NSW 3644 (Lot12//DP1138900)
148/21/DA/DM	10-03-2021	HAY SHED, COMMODITY SHED & FEED PAD	WOOLSHED ROAD, FINLEY NSW 2713 (Lot66//DP752283)
149/21/DA/D5	08-03-2021	RESIDENTIAL STORAGE SHED & 15M HIGH ANTENNA	25 ANTHONY AVENUE, TOCUMWAL NSW 2714 (Lot231//DP1135941)
150/21/DA/D5	09-03-2021	RESIDENTIAL STORAGE SHED	11 PUTTER COURT, BAROOGA NSW 3644 (Lot106//DP1133352)

151/21/DA/D1	12-03-2021	BV DWELLING & ATTACHED GARAGE	35 HADLEY STREET, TOCUMWAL NSW 2714 (Lot11//DP1250358)
152/21/DA/D1	12-03-2021	DWELLING & ATTACHED GARAGE	25 FINLEY STREET, FINLEY NSW 2713 (Lot78//DP865663)
153/21/DA/D5	12-03-2021	RESIDENTIAL STORAGE SHED	18 DAWE AVENUE, FINLEY NSW 2713 (Lot17//DP247524)
154/21/DA/D1	16-03-2021	BV DWELLING & ATTACHED GARAGE	73 HOWE STREET, FINLEY NSW 2713 (Lot2//DP398039)
155/21/DA/D5	17-03-2021	RESIDENTIAL STORAGE SHED	14 ANDERSON STREET, FINLEY NSW 2713 (Lot19//DP819958)
156/21/DA/D5	17-03-2021	RESIDENTIAL STORAGE SHED	95 MURRAY STREET, TOCUMWAL NSW 2714 (Lot13//DP1148243)
157/21/DA/D5	18-03-2021	TIMBER DECK	27-29 WIRUNA STREET, BAROOGA NSW 3644 (Lot2//DP607443)
158/21/DA/D6	18-03-2021	ADDITIONS TO DWELLING	86 COREE STREET, FINLEY NSW 2713 (Lot B//DP391182)
161/21/DA/D7	18-03-2021	INGROUND FIBREGLASS SWIMMING POOL	10 IVIE AVENUE, BAROOGA NSW 3644 (Lot 33//DP1093869)
159/21/DA/D5	19-03-2021	RESIDENTIAL STORAGE SHED	37 DENISON STREET, TOCUMWAL NSW 2714 (Lot 41//DP833073)
160/21/DA/D5	19-03-2021	RESIDENTIAL STORAGE SHED	14 ANDERSON STREET, FINLEY NSW 2713 (Lot 622//DP1025155)

**TOTAL APPLICATIONS DETERMINED / ISSUED (including modifications)**

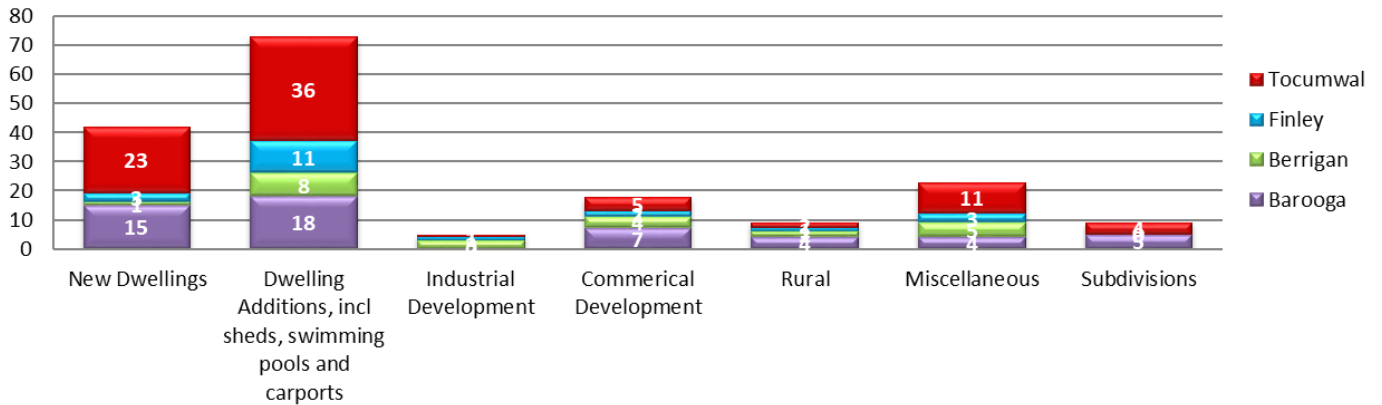
	<b>This Month (March)</b>	<b>Year to Date</b>	<b>This Month's Value (March)</b>	<b>Year to Date Value</b>
<b>Development Applications (DA)</b>	14	149	\$1,576,152	\$24,386,536
<b>Construction Certificates (CC)</b>	15	110	\$1,763,752	\$13,309,660
<b>Complying Development Certificates (CDC)</b>	1	30	\$12,857	\$3,688,624
<b>Local Activity (s.68)</b>	15	75	0	0

**OTHER CERTIFICATES ISSUED FOR MARCH 2021**

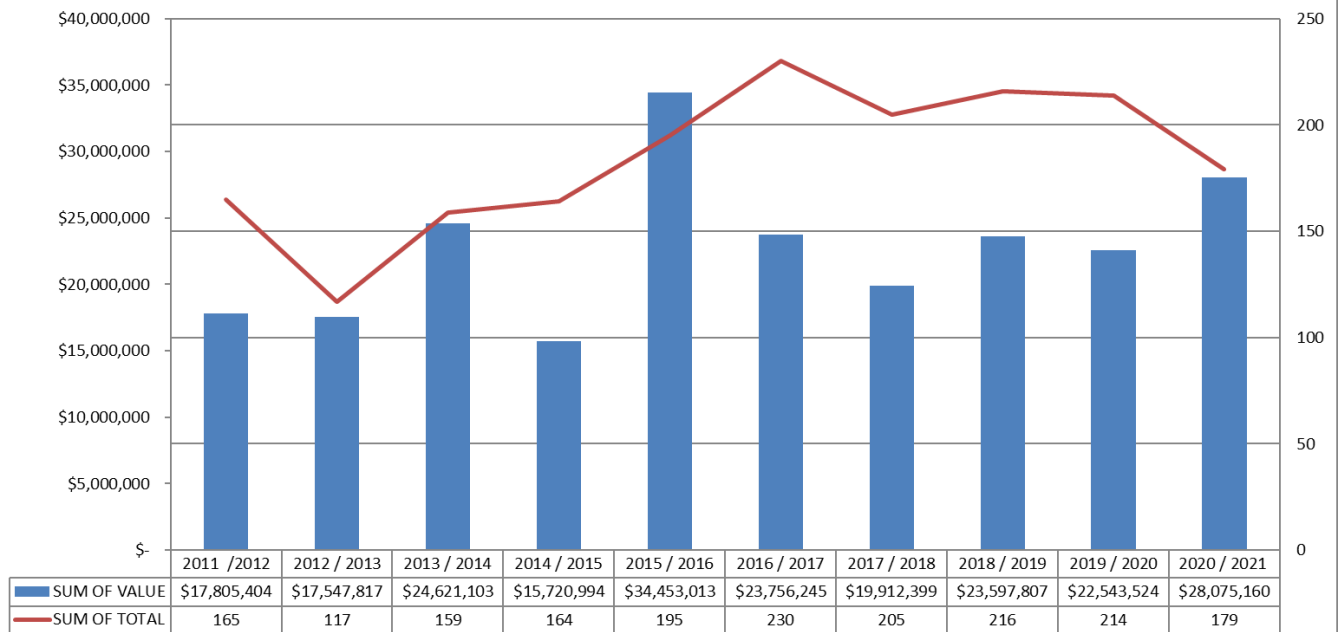
	<b>s10.7(2) Planning Certificate</b>		<b>s10.7(5) Certificate</b>		<b>735A Certificate</b> <small>Outstanding Notices or Orders under LG Act 1993</small>		<b>s9.34 Certificate</b> <small>Outstanding Notices or Orders under EP&amp;A Act 1979</small>		<b>s6.24 Building Certificate</b>		<b>Swimming Pool Certificate</b>	
	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total
<b>BAROOGA</b>	11	82	1	1	0	1	0	1	0	0	0	8
<b>BERRIGAN</b>	8	50	0	0	0	6	0	0	0	1	1	2

FINLEY	7	100	0	1	0	4	0	0	0	0	1	1
TOCUMWAL	22	146	0	2	0	1	0	0	0	1	3	14
<b>TOTAL</b>	<b>48</b>	<b>378</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>25</b>

### DEVELOPMENT ACTIVITY 2020/2021 as at 31 March, 2021



### DEVELOPMENT ACTIVITY as at 31 March, 2021



## 9. 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.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

### 9.1 Employment of Chief Executive Officer

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

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

It is not in the public interest to reveal the personal information included in this report.

### 9.2 T07-20-21 Design, Supply, Installation, Testing and Commissioning of Barooga Water Treatment Plant (WTP) Upgrade

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

- (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 included in this report.

### 9.3 T08-20-21 Design, Supply, Installation, Testing and Commissioning of Finley Water Treatment Plant (WTP) Upgrade

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

- (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 included in this report.

**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*.

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

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:



10. COMMITTEES

11. MAYOR'S REPORT

**Recommendation:** That the Mayor's Report be received.





## 12. DELEGATES REPORTS



**13. BUSINESS ARISING**

**14. CLOSE OF MEETING**