



Council Chambers,
BERRIGAN. 2712

Sir/Madam,

The Ordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **21st May, 2014**, when the following business will be submitted:-

9.00AM

Public Question Time

COUNCIL MEETING

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11.	CLOSE OF MEETING	

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

ROWAN PERKINS
GENERAL MANAGER



Council Meeting

Wednesday, 21st May, 2014

BUSINESS PAPER

-
1. **APOLOGIES**
 2. **DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST**
 3. **VISITORS ATTENDING MEETING**
 4. **CONFIRMATION OF MINUTES**
RECOMMENDATION – that the Minutes of the meeting held in the Council Chambers on Wednesday 16th April, 2014 be confirmed.

5.1 **FINANCE – ACCOUNTS**

AUTHOR: Finance Manager

STRATEGIC OUTCOME: Good government

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

RECOMMENDATION – that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 30 April 2014, be received and that the accounts paid as per Warrant No.04/14 totalling \$886,279.30 be confirmed.

REPORT

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 30 April, 2014 is certified by the Finance Manager.

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Items requiring Council Resolution

- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 30 April 2014.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 30 April 2014, totalling \$886,279.30 and will be submitted for confirmation of payment as per Warrant No. 04/14
- d) The Finance Manager certifies that all Investments have been placed in accordance with Council's Investment Policy, Section 625 of the Local Government Act 1993 (as amended), the Minister's Amended Investment Order gazette 11 January 2011, clause 212 of the Local Government (General) Regulations 2005 and Third Party Investment requirements of the Department of Local Government Circular 06-70.
- e) Cash and investments held by the Council have increased in April 2014, as opposed to April 2013 where there was a net decline in cash and investments held. This is largely a result of fewer payments made in April this year and this will likely be reflected in more outgoings than usual in May. However, overall total funds held are expected to increase in May with the receipt of the fourth rates instalment and Financial Assistance Grant.

Note that total funds held by the Council have increased from the same period last year.

Changes in Investment Portfolio for April 2014

Previous Investment			New Investment		
Financial Institution	Amount	Interest Rate	Financial Institution	Amount	Interest Rate
WAW	\$2,000,000.00	3.80%	WAW	\$2,000,000.00	3.85%

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Berrigan Shire Council Business Paper, 21st May, 2014

Items requiring Council Resolution

Statement of Bank Balances as at 30 April 2014

Bank Account Reconciliation

Cash book balance as at 1 April 2014	\$1,409,464.60
Receipts for April 2014	\$ 1,152,176.87
Transfers from NAB at Call Account	\$ -
	<u>\$2,561,641.47</u>
Less Payments Statement No 04/14	
Cheque Payments V75292-V75298	\$ 12,927.60
Electronic Funds Transfer (EFT) payroll	\$ 359,951.50
Electronic Funds Transfer (EFT) creditors E017949-E018034	\$ 498,696.41
Transfers to NAB At Call Account	
Loan repayments, bank charges, etc	\$ 14,703.79
Total Payments for April 2014	<u>\$ 886,279.30</u>
Cash Book Balance as at 30 April 2014	<u>\$1,675,362.17</u>
Bank Statements as at 30 April 2014	\$ 1,680,427.77
Plus Outstanding Deposits	
Less Outstanding Cheques	\$ 5,065.60
Reconciliation Balance as at 30 April 2014	<u>\$1,675,362.17</u>

INVESTMENT REGISTER

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL
National Australia Bank	01/09	At Call	2.60%		\$ 507,726.09
Central Murray Credit Union	94/13	180	4.15%	10/05/2014	\$ 1,000,000.00
Central Murray Credit Union	95/13	90	4.00%	14/06/2014	\$ 1,000,000.00
Central Murray Credit Union	100/14	90	4.00%	20/06/2014	\$ 1,000,000.00
Bendigo Bank	85/11	90	3.50%	12/06/2014	\$ 2,000,000.00
WAW Credit Union	83/11	180	3.85%	27/10/2014	\$ 2,000,000.00
Commonwealth Bank Australia	98/13	180	3.90%	26/05/2014	\$ 1,000,000.00
Hume	91/12	270	3.80%	9/09/2014	\$ 1,000,000.00
Hume	87/11	180	3.70%	27/07/2014	\$ 1,000,000.00
Hume	97/13	180	3.70%	3/06/2014	\$ 1,000,000.00
Bank Of Queensland	90/12	270	3.80%	11/07/2014	\$ 2,000,000.00
AMP	99/13	270	3.90%	12/09/2014	\$ 1,000,000.00
Goulburn Murray Credit Union	76/09	180	3.75%	26/05/2014	\$ 1,000,000.00
					<u>\$ 15,507,726.09</u>

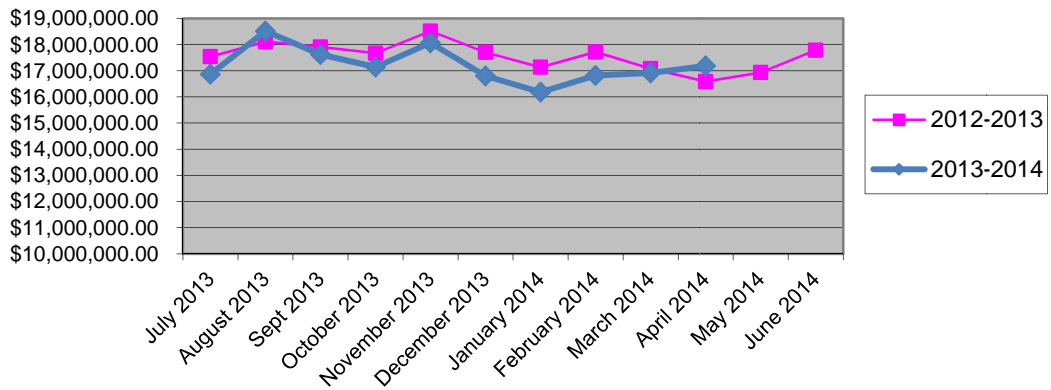
Total Funds Held at 30 April 2014

\$17,183,088.26

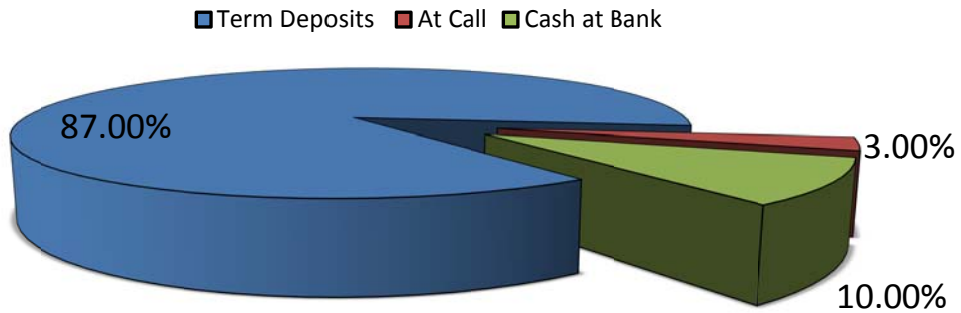
Carla von Brockhusen - Finance Manager

Items requiring Council Resolution

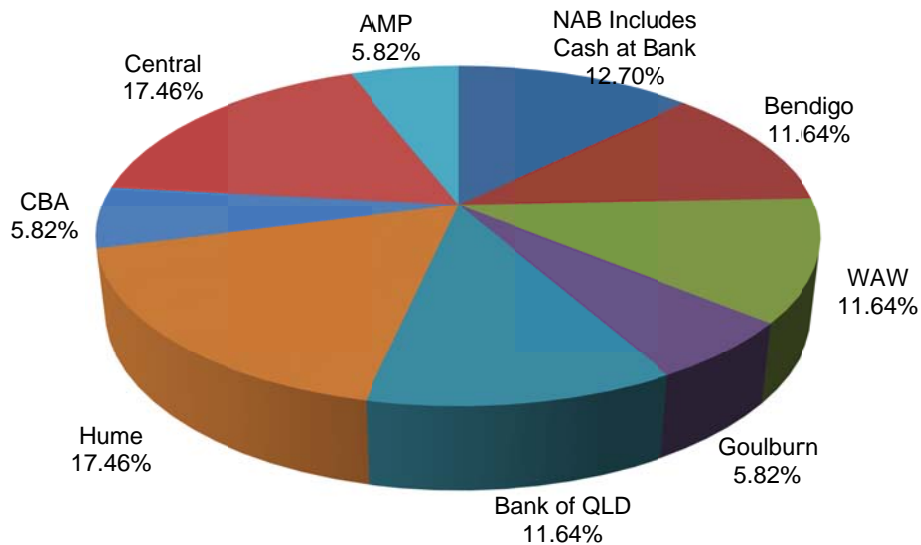
Total Cash and Investments Held at Month End



Funds held by type at Month End



Funds held by Institution at Month End



RESOLUTION

Items requiring Council Resolution

5.2 FINANCIAL REVIEW

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO:

RECOMMENDATION: - that the Council:

- Note the third quarterly review of the 2013/14 budget and vote the funds contained therein as shown in Appendix "A".
- Note the Quarterly Budget Review Statement attached also as "Appendix "B".

REPORT:

Circulated with the Agenda as Appendix "A" is the Quarterly Financial Review for the period 1 January 2014 to 31 March 2014. This report takes into account all known factors and work variations until 31 March 2014 and later where possible, including budget allocations for the 2013/14 financial year.

The summarised results are as follows:

	\$
Revised budget deficit as at 31/12/13	(125,088)
Reduced expenditure as per this report	579,533
Additional revenue as per this report	14,892
Revised budget surplus as at 31/03/14	469,337

Major changes proposed in this review include:

Favourable

An indefinite hold has been placed on the purchase of land in Endeavour St, Finley and the \$100,000 set aside for this has been returned for reallocation for other purposes in the 2014/15 budget.

RESOLUTION

Items requiring Council Resolution

Unfavourable

An additional \$290,000 has been set aside for drainage works in Finley – the remodelling of Loco Dam and the retention pond on the Riverina Highway. This has been partially funded from the Council's risk management budget (Loco Dam) and from deferral of other drainage and road works.

Works at the Aerodrome totalling \$85,000 removed in error at a previous review have been re-included.

Significant variations contained in the attached quarterly review document 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).

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

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1001-0342	CONSTITUTIONAL RECOGNITION OF LG - CONTRIB TO LGSA	11,650 F	REFUND RECEIVED FROM LGNSW
1001-0345	SUBSCRIPTION SHIRE ASSOCIATION	21,800 F	SUBSCRIPTION WAS PREPAID
1010-0103	ADMIN SALARIES - HUMAN RESOURC	10,000 F	USED TO PART FUND ADDITIONAL CUSTOMER SERVICE SALARIES
1010-0105	ADMIN SALARIES - CUSTOMER SERV	16,000 U	USE OF CASUAL TO ADDRESS BACKLOGS AND STAFF LEAVE
1010-0199	ADMIN RISK MANAGEMENT	74,600 F	USED TO PART FUND WORKS ON LOCO DAM 1417-0540
1010-0202	ADMIN LEGAL EXPEN - DEBT/COLL	31,000 F	SAVINGS REALISED – NOTE: BALANCED BY LOSS OF COLLECTION COSTS RECOVERED
1200-1870	LEGAL COSTS RECOVERED	23,000 U	LOWER LEGAL COSTS INCURRED TO BE RECOVERED – SEE 1010-0202
1011-0160	DEPOT OPERATIONAL EXPENSES	10,000 U	ADDITIONAL COSTS INCURRED
1011-0505	EQUIP/FURN - TECH. SERVICES >=	24,500 F	SAVINGS ON PURCHASE OF PLOTTER REALISED
1011-0535	LAND & BUILD DEPOT - FINLEY	15,000 U	ADDITIONAL COSTS INCURRED

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1300-1502	OHS INCENTIVE PAYMENT	17,300 F	INCENITVE RECEIVED LARGER THAN EXPECTED
1011-0545	PUBLIC WORKS PLANT PURCHASE	75,000 F	REALLOCATION TO 1011-0546
1011-0546	PUBLIC WORKS UTILITY PURCHASE	75,000 U	REALLOCATION TO 1011-0545
1320-2026	PLANT SERVICES TRANSFER TO RESERVE	41,250 F	TRANSFERS FROM RESERVE
1320-1926	PLANT REPLACE TRANSFER FROM RESERVE	33,250 U	TRANSFERS TO RESERVE
1114-0150	TOCUMWAL VRA/SES - REPLACE ROOF	42,000 F	WORKS HAVE BEEN DEFERRED PENDING RESULTS OF RECENT MAINTENANCE
3310-2026	HACC TRANSFER TO RESERVE	36,364 U	UNSPENT GRANT FUNDS TRANSFERRED TO RESERVE
3340-1950	HACC - DOHA TRANSITION FUNDING	36,364 F	GRANT FUNDING RECEIVED
1411-0110	ENV. SERV SALARIES & ALLOWANCE	50,000 U	PARTIALLY COVERED BY TRANSFER FROM 1411-0146
1411-0146	ENV. SERV CONSULTANCY	20,000 F	NOT BEING SPENT TRANSFER TO 141-0110
3600-1816	DEVELOPMENT APPLICATION FEES - APPLI	15,000 U	LOWER THAN EXPECTED DA FEES RECEIVED
1412-0140	COLLECTION EXPENSES - CONTRACT	20,000 U	REALLOCATION FROM 1412-0150
1412-0150	TIP OPERATION EXPENSES - TOC	20,000 F	REALLOCATION TO 1412-0140
1412-0160	RECYCLE CENTRE OPERATIONS EXPE	20,000 U	REALLOCATION FROM 1412-0162
1412-0162	RECYCLABLES COLLECTION EXPENSE	20,000 F	REALLOCATION TO 1412-0160
1416-0110	STORM WATER DRAINAGE MTCE	15,000 U	ADDITIONAL WORKS REQUIRED
1417-0540	REMODEL LOCO DAM	80,000 U	SCOPE OF WORK EXPANDED
1417-0546	RETENTION POND - RIV HWY FIN	210,000 U	SCOPE OF WORK EXPANDED, CONTRACT COSTS, PUMP COSTS HIGHER THAN EXPECTED
1417-0549	ENDEAVOUR ST CONSTRUCT PUMP ST	10,000 F	WORKS DEFERRED PENDING RMS FUNDING
1417-0551	CONSTRUCT PUMP STATION TOC GOLF	25,000 U	TRANSFER FROM 1417-823
1417-0552	HARRIS ST - FLYNN ST HAYES ST	25,000 F	DEFERRED TO FUND

RESOLUTION

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
			HIGHER PRIORITY DRAINAGE WORKS
1417-0553	LANE 961 -BRUTON ST BAROOGA NTH	22,000 F	DEFERRED TO FUND HIGHER PRIORITY DRAINAGE WORKS
1417-0555	CRAWFORD SUBDIV DRAIN TO TOC SEWER	20,000 F	COSTS ALLOCATED TO DRAINAGE MAINTENANCE
1417-0816	CORCORAN STREET DRAINAGE RETARDATION BASIN	15,000 U	ADDITIONAL WORKS ON PUMP OUTFALL
1417-0820	DENISON ST - WOLLAMAI TO WARMATTA	35,000 U	ADDITIONAL WORKS TO EXTEND ALONG WOLLAMAI ST
1417-0822	MURRAY ST - HEADFORD TO OSBORNE (TP)	39,000 F	DEFERRED PENDING RMS FUNDING
1417-0823	TOC GOLFCOURSE LEVY PUMP STATION	35,000 F	EXPECTED SAVING ON WORKS
3800-1953	NATIONAL DISASTER RELIEF ASSISTANCE GRANT	48,000 F	TORNADO AND FLOOD FUNDING WORKS FINALISED
1510-0529	RAW LOW LIFT PUMPS MECH & ELEC	10,500 U	WORK EXPECTED TO BE CARRIED OUT – TRANSFER FROM SAVINGS 1417-0823
1510-0561	BGA - REPAINT INTERIOR WTP	100,000 F	INSPECTION INDICATED WORK COULD BE DEFERRED
1510-0565	MAINS RETIC - BGN	20,000 F	REALLOCATED TO FUND ADDITIONAL WORKS IN FINLEY - 1510-0570
1510-0570	MAINS RETIC - FIN	20,000 U	WORK ON TUPPAL STREET GREATER THAN EXPECTED
1510-0660	TOC - REFURBISH #1 FLOCK TANK	15,000U	ADDITIONAL WORK TO REPLACE SAND AND NOZZLES
1510-0663	FIN - UPGRADE SEDIMENT POND WTP	10,000 F	BUDGET SAVINGS TRANFERRED TO 1512-0660
1511-0180	WATER TREATMENT - OP EXP - FIN	20,000 F	REALLOCATED TO FUND HIGHER THAN BUDGETED ELECTRICITY COSTS IN FINLEY - 1511-0183
1511-0183	WATER TREATMENT-FIN ELECTRICIT	20,000 U	ELECTRICITY COSTS HIGHER THAN ALLOWED FOR IN INITIAL BUDGET
1512-0153	INSPECT, ASSESS & INSTALL RPZ	15,700 F	BUDGET SAVINGS TRANFERRED TO 1512-1514
1512-0154	REVIEW SERVICING PLAN W & S	11,750 U	REALLOCATION FROM 1512-0153
4110-2026	WATER SUPPLIES TRANSFER TO	80,000 F	CONSOLIDATION OF

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
	RESERVE		RESERVE TRANSFER
4110-1926	WATER TRANSFER FROM RESERVE	187,250 U	TRANSFER OF SAVINGS TO RESERVE - \$100,000 SAVINGS - \$80,000 – REVENUE SEE 4110-2026
1610-0600	TOC SEWER MAIN UPGRADES	20,000 F	WORKS DEFEERED
1610-0655	BGN UPGRADE PUMP STATIONS	20,000 F	WORKS DEFERRED AND POSSIBLE SAVING
1610-0657	DIGESTER VALVES	44,000 F	REALLOCATION TO 1610-0708
1610-0662	OH & S SIGNAGE-SEWER	10,000 F	EXPECTED SAVINGS PENDING REPORTS
1610-0708	TOC-REFURBISH CONCRETE WORK	25,000 U	ADDITIONAL SAFETY WORKS UNDERTAKEN
1610-0743	UPGRADE SEWER TELEMETRY	18,000 F	EXPECTED SAVINGS – LOWER PROJECT COSTS
1611-0342	TOCUMWAL CCTV	10,100 F	EXPECTED SAVINGS – STAFF UNAVAILABLE FOR PROJECT
5110-2026	SEWER SERVICES TRANSFER TO RESERVE	85,804 F	FUNDS FROM RESERVE USED TO FUND WORKS
1420-0000	PUBLIC CONVENIENCE CLEANING	30,000 U	TRANSFERRED FROM OTHER PROGRAMS BELOW THRESHOLD
1420-0001	PUBLIC CONVENIENCES BLDG MTCE	30,000 U	TRANSFERRED FROM OTHER PROGRAMS BELOW THRESHOLD
1714-0167	BGN CWA HALL BLDG MTCE	10,000 F	WORKS COMPLETED UNDERBUDGET
1718-0212	FORESHORE RESTORATION WORKS	10,000 F	UNKNOWN ALLOCATION - UN-NEEDED
6600-1959	NSW MARITIME GRANT-TOCUMWAL FORESHORE RESTORATION	17,438 U	ALREADY RECEIVED IN 2012/13
6600-1960	FORESHORE COMMITTEE-TOCUMWAL FORESHORE RESTORATION	17,438 U	ALREADY RECEIVED IN 2012/13
1910-0288	FINLEY ST - MURRAY TO END	17,500 F	RESEALS ADJUSTED ON PRIORITY
1910-0289	MORRIS ST -DENILQUIN TO ADAMS	12,500 U	RESEALS ADJUSTED ON PRIORITY
1910-0357	R/S MCALISTER ST 216-679	10,973 F	RESEALS ADJUSTED ON PRIORITY
1910-0363	R/S MORRIS ST 143-430	12,054 F	RESEALS ADJUSTED ON PRIORITY

RESOLUTION

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1910-0553	LANE 961-BRUTON ST- BAROOGA NTH	17,000 F	DEFERRED
1910-0822	MURRAY ST - HEADFORD TO OSBORNE (TP)	29,000 F	DEFERRED PENDING RMS FUNDING
1911-0156	RESEAL VARIOUS INTERSECTIONS A	12,753 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0215	RESEAL BACK BGA RD 550M TO 694M NTH	10,411 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0228	R/S LARKINS RD 0-1780	35,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0262	BACK BGA RD - MR550 + 890M	19,460 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0287	FULLERS - HWY TO 2920 EAST	45,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0288	RESEAL THE ROCKS RD - 3274- 4084	14,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0300	PLUMPTONS ROAD	12,780 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0560	COLDWELLS ROAD	14,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0565	BROUGHANS RD -SH17 TO DALES RD	35,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0566	TUPPAL RD - CURVES	21,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0572	THE ROCKS RD - WEST OF PATCH	80,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0573	THE ROCKS RD - EAST OF PATCH	40,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0575	OLD ADCOCKS RD - BROWNS TO THE ROCKS	40,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0577	THORBUNRS RD - MR550 TO MAIRON DR	15,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0579	WOOLSHED RD - 125M STH FULLERS TO 1018M STH	23,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0580	SOUTH COREE RD - DUNCANS RD TO 1700 STH	33,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1911-0582	WOOLSHED RD - GODDENS TO MELROSE	16,000 U	FINAL SEALS ADJUSTED ON PRIORITIES
1912-0177	R/S ADCOCKS RD -S BROWNS RD	72,000 F	FINAL SEALS ADJUSTED ON PRIORITIES
1912-0230	HOGANS ROAD	58,464 F	GRAVEL RESHEET PREVIOUSLY COMPLETED
1912-0235	NOLANS ROAD	56,756 F	GRAVEL RESHEET PREVIOUSLY COMPLETED
1912-0240	R/S ROCKLIFFS RD 0-6520	88,772 F	PART COMPLETE – BALANCE WITH OTHER

RESOLUTION

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
			HIGHER PRIORITIES
1916-0821	MURRAY ST - K&G, TREE PLANTING, CARPARKING	10,000 F	COMPLETED, SAVING REALISED
1917-0105	FOOTPATH MTCE & REPAIRS	10,000 U	REPLACEMENT WORKS COSTED TO MAINTENANCE JOBS BUDGET REALLOCATED TO MATCH – 1917-0541
1917-0541	NEW FOOTPATHS - VARIOUS LOCATIONS	10,000 F	REPLACEMENT WORKS COSTED TO MAINTENANCE JOBS BUDGET REALLOCATED TO MATCH – 1917-0105
1917-0554	FOOTPATH PROVISION OF PRAM CROSSINGS	20,000 F	ALLOCATION DISTRIBUTED TO VARIOUS SPECIFIC JOBS
7100-1550	ROADS SUNDRY INCOME	63,730 F	TOCUMWAL ROUNDABOUT FUNDING
7100-1951	R2R ROADS TO RECOVERY GRANT	90,000 F	FUNDING RECEIVED EARLIER THAN BUDGETED – NO NET GAIN OVERALL
7100-1953	RFS HAZARD REDUCTION GRANT	10,000 U	WORKS NOT UNDERTAKEN
7100-1954	RMS DISASTER RECOVERY FUNDING - FLOOD DAMAGE	38,900 U	TORNADO AND FLOOD FUNDING WORKS FINALISED
7100-1955	LGSA GRANT - ROADSIDE VEGETATION	19,270 U	NO LONGER EXPECTED TO BE RECEIVED
7300-1663	K&G BUCHANANS RD - GUNNAMARA - WIRUNA	19,000 F	WORKS DEFERRED
FOOTPATH SCAPINC	FOOTPATHS CAPITAL INCOME	40,500 F	FUNDS ALLOCATED ACROSS VARIOUS CAPITAL JOBS
1920-0181	TOC AERO-APRON AREA HEAVY PATC	20,000 U	REMOVED IN ERROR AT SEPT BUDGET REVIEW
1920-0182	TOC-AERO REMARK LINES-RUNWAYS	10,000 U	REMOVED IN ERROR AT SEPT BUDGET REVIEW
1920-0183	TOC-AERO RUNWAY 9-27 BITUMEN	10,000 U	REMOVED IN ERROR AT SEPT BUDGET REVIEW
1920-0184	TOC AERO RUNWAY 18-36 HEAVY PA	30,000 U	REMOVED IN ERROR AT SEPT BUDGET REVIEW
1920-0190	AERODROME SUBDIVISION WORKS	15,000 U	REMOVED IN ERROR AT SEPT BUDGET REVIEW
1924-0500	ENDEAVOUR ST CARPARK LAND PURCHASE	100,000 F	PURCHASE INDEFINITELY DEFERRED
0015-0356	MR356 BERRIGAN - OAKLANDS RD	90,000 U	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS

RESOLUTION

Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
0015-0363	MR363 BERRIGAN - BAROOGA RD	35,500 U	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS
0015-0550	MR550 TOCUMWAL - MULWALA RD	48,900 U	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS
0015-0564	MR564 BERRIGAN - JERILDERIE RD	14,900 U	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS
0015-0999	RTA MR BLOCK GRANT BUDGET ONLY	135,945 F	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS
0015-1356	MR356 CAPITAL PROJECTS	35,000 F	ALLOCATION OF RMS FUNDING TO SPECIFIC JOBS
2012-0196	SUN COUNTRY ON THE MURRAY - CONTRIBUTION TO	14,100 F	UNSPENT - REALLOCATED ELSEWHERE
2012-0198	TOURISM INITIATIVES	10,000 F	UNSPENT - REALLOCATED ELSEWHERE
2012-0200	TOURISM EVENTS GRANTS	10,500 U	GRANTS ISSUED
8300-2026	TOURISM EVENTS TRANSFER TO RESERVE	10,000 F	FUNDS PROVIDED FOR GRANTS ISSUED
8720-3800	RILEY CRT BLOCK SALE (INGO RENNER)	25,000 U	OVERALLOCATION FOR SALE OF BLOCK
2020-0000	S/DR TECH SERV (BUDGET)	56,000 U	ADDITIONAL PRIVATE WORKS FOR RMS ON RIVERINA HIGHWAY AT FINLEY
8900-1501	PRIVATE WORKS TECH SERVICES INCOME	56,000 F	ADDITIONAL REVENUE FROM PRIVATE WORKS FOR RMS ON RIVERINA HIGHWAY AT FINLEY
9400-1840	INTEREST - AT CALL ACCOUNT	40,000 U	REALLOCATION BETWEEN INTEREST ACCOUNTS
9400-1842	INTEREST - TERM DEPOSITS	75,000 F	REALLOCATION BETWEEN INTEREST ACCOUNTS
9400-1843	INTEREST - OTHER	35,000 U	REALLOCATION BETWEEN INTEREST ACCOUNTS

The Quarterly Budget Review Statement (QBRS) for the period 1 January 2014 to 31 March 2014 is attached as Appendix "B".

The QBRS consists of six statements:

1. **Report by Responsible Accounting Officer** – The Responsible Accounting Officer is satisfied that the Council's financial position at 31 March 2014 is satisfactory.

Items requiring Council Resolution

2. **Income & Expenses Budget Review Statement** – This statement projects the Council's annual operating statement for the financial year based on the budget position on 31 March 2014.

The Council's budgeted net operating result was projected to improve by \$188,000 during the March quarter.

The main drivers of this change were additional operating and capital grants.

The budgeted net operating result at the end of the March quarter is a \$1.2m surplus, becoming a deficit of \$0.7m after deducting \$1.9m of capital grants and contributions.

Note that this deficit is entirely the result of being paid 50% of the Council's 2012/13 Financial Assistance Grant in June 2012. Without this advance payment, the Council would be projecting to make a surplus of around \$1.3m.

3. **Capital Budget Review Statement** – This statement tracks the Council's capital expenditure and the sources of funding used to pay for the capital works.

The Council reduced its capital works program by \$412,000 mainly in roads, water and sewer.

4. **Cash and Investments Budget Review Statement** – This statement indicates what the Council's expected end-of-year cash position is likely to be taking into account all known budget changes until the end of the quarter.

The statement indicates that the Council's projected cash position improved overall by \$594,000 over the March quarter.

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 have 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

Items requiring Council Resolution

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

Items requiring Council Resolution

5.3 INTEGRATED PLANS FOR PUBLIC EXHIBITION**AUTHOR:** Strategic & Social Planning Coordinator**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.1 Berrigan Shire 2023 objective and strategies inform Council planning and community led projects**FILE NO:** 04.121.4**RECOMMENDATION:** - that the Council:

1. Adopt in accordance with Section 333 of the Local Government Act 1993 Council's Organisation Structure as at 21 May 2014 included in the Council's review of its *Workforce Management Strategy and Plan 2013 – 2017* a sub plan of the Council's Resourcing Strategy – Appendix "C"
2. Endorse for public exhibition and comment Council's review of the Berrigan Shire Council *Resourcing Strategy 2013 – 2023* and its associated plans, namely the:
 - *Long Term Financial Strategy and Plan 2013 - 2023*
 - *Asset Management Strategy and Plan 2013 – 2023*
 - *Workforce Management Strategy and Plan 2013 – 2017 - Appendix "C"*
3. Endorse for public exhibition and comment Berrigan Shire Council's review of the *Delivery Program 2013 – 2017*
4. Endorse for public exhibition and comment Berrigan Shire Council Rating and Revenue Policy 2014 – 2015 adopted by resolution at the Ordinary Council Meeting 16 April 2014
5. Receive and consider at its meeting to be held 18 June 2014 any public submissions received in relation to its:
 - Review of the *Resourcing Strategy 2013- 2023 -Appendix "C"*.
 - Review of the *Delivery Program 2013 – 2017 - Appendix "D"*.
 - The draft *Rating and Revenue Policy 2014 – 2015 - Appendix "E"*.
 - The draft *Annual Operational Plan 2014 – 2015 -Appendix "F"*

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Items requiring Council Resolution

REPORT:

Council Officers have reviewed and prepared for public exhibition Council's suite of integrated plans with the knowledge that any change to revenue from Commonwealth Financial Assistance Grants (FAG) and the Local Roads component (RLR) will have a material impact on Council's adopted draft Capital Works Program, draft Annual Operational Plan, and reviewed 4-year Delivery Program, and reviewed 10-year Resourcing Strategy.

At the time of writing this report the Federal Government 13 May 2014 has flagged, in its 2014/15 Budget Statement, its intention to pause the indexation of FAG inclusive of the RLR component. The likely effect of this on Council's budget and forecast revenue from this source over a four year period is likely to be in excess of **one million dollars**.

In relation to Council's adopted Capital Works Program 2014/15, adopted draft budget 2014/15 and adopted draft Annual Operational Plan 2014/15 this will effectively reduce by \$100,000 FAG and RLR grant revenue.

In coming months Council Officer's will, in conjunction with Council, review the program of capital works and associated forecasts based on actual income received from the FAG and RLR grant scheme.

Notwithstanding the above, in accordance with *Local Government Act 1993* and the NSW Division of Local Government Integrated Planning and Reporting requirements Council must review exhibit for at least 28 days and adopt by June 30, 2014 its:

- Reviewed ten year *Resourcing Strategy 2013 - 2023*
- Reviewed four year *Delivery Program 2013 – 2017*; and
- *Annual Operational Plan 2014 – 2015*

The general requirements of Council are that its *Resourcing Strategy* make provision for the resources required to 'implement the strategies established by the Community Strategic Plan that Council is responsible for' (*Integrated Planning and Reporting Manual for Local Government in NSW March 2013*).

The reviewed *Resourcing Strategy 2013 – 2023* (appendix "C") meets the requirements of the *Local Government Act 1993* in that it makes 'provision for long-term financial planning, workforce management planning and asset management planning' (*Integrated Planning and Reporting Manual for Local Government in NSW March 2013*).

The reviewed *Resourcing Strategy 2013 – 2023* includes:

- a) Berrigan Shire Council's *Long Term Financial Management Plan 2013 – 2023* inclusive of the Berrigan Shire Council's *Financial Management*

Items requiring Council Resolution

Strategy 2012 adopted item 4.2 at the Ordinary Council Meeting 15 February 2012;

- b) *Berrigan Shire Council Asset Management Strategy 2013 – 2023*; and
- c) *Berrigan Shire Council Workforce Management Plan 2013 – 2017*.

Council's review of its *Resourcing Strategy 2013 – 2023* addressed the *Long Term Financial Management Plan 2013 – 2023* and Council's *Workforce Management Plan 2013 – 2017*. Substantive review of the *Asset Management Strategy* was not undertaken as Council's *Roads, Bridges, Footpaths, Kerb and Guttering Asset Management Plan 2014* will when adopted trigger a substantive review of the *Asset Management Strategy 2013 – 2023*.

Changes to the *Long Term Financial Management Plan 2013 – 2023* include rolling forward by one year Council's 10-year base case financial forecasts. Namely

- Income Statement 2014 – 2024;
- Balance Sheet 2014 – 2024; and
- Cashflow Statement 2014 - 2024

These changes are prompted by the inclusion of new budget items and new loans to complete drainage works in Finley and were identified in Council's Draft *Annual Operational Plan 2014 – 2015* adopted by Council 16 April 2014.

The only change proposed to Council's *Workforce Management Plan 2013 – 2017* will be Council adopting in accordance with Section 333 of the *Local Government Act 1993* Council's Organisation Structure as at 21 May 2014. A copy of the reviewed organizational structure proposed for adoption is included in the *Workforce Management Plan 2013 – 2017* attached as appendix "C".

Council's review of its *Delivery Program 2013 – 2017* appendix "D" and the changes made reflect year one of the updated budget and capital works program adopted by Council 16 April 2014 as part of its Draft Annual Operational Plan 2014 – 2015.

The reviewed *Delivery Program 2013 – 2017* meets the essential elements of the *Integrated Planning and Reporting Manual for Local Government in NSW* March 2013 in that it:

- Directly addresses the objectives and strategies of the Community Strategic Plan: *Berrigan Shire 2023*
- Identifies action that Council will take in response to *Berrigan Shire 2023* objectives and strategies
- Addresses the full range of Council operations

Items requiring Council Resolution

Council at its Ordinary Council Meeting 16 April 2014 adopted the Draft **Rating and Revenue Policy 2014 – 2015** attached as appendix “E”. Further, it also adopted the draft Annual Operational Plan 2014 – 2015 with amendments and endorsed this plan for public exhibition.

The draft *Annual Operational Plan 2014 – 2015* appended includes:

- Updated budget, budget commentary and summary of actions. The updated budget, budget commentary and summary actions reflect the allocation of additional funds for Swimming Pool Committees of Management, the proposed installation of solar panels for the Council’s Administration Office in addition to carry forward funds Council’s Revenue and Charging Policies adopted Council Meeting 16 April 2014
- Maps and information describing Council Rating Categories
- Council’s 2014/15 Fees and Charges adopted Council Meeting 16 April 2014
- Forecast 4-year Income and Revenue Statements, Balance Sheet and Cashflows
- Council’s Annual Budget; and
- Annual Capital Works Program adopted Council Meeting 16 April 2014

The draft *Annual Operational Plan 2014 – 2015* appendix “F” meets the general requirements of the *Local Government Act 1993* in that it is a 1-year plan outlining the activities Council will undertake in the upcoming year, as part of its *Delivery Program*.

The draft *Annual Operational Plan 2014 – 2015* also meets the essential elements of the *Integrated Planning and Reporting Manual for Local Government in NSW* March 2013 in that it:

- Includes a detailed budget and Statement of Council’s Revenue Policy;
- Is a sub-plan of the *Delivery Program*; and it
- Addresses and assigns responsibility for the actions described in the *Delivery Program* and the activities that Council will undertake in the next 12 months.

Items requiring Council Resolution

5.4 GRANT OFFER – FINLEY SHOWGROUNDS**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Supported and engaged communities**STRATEGIC OBJECTIVE:** 3.2 Support community engagement through life-long learning, culture and recreation**FILE NO:** 21.101.8**RECOMMENDATION:** - that the Council, on behalf of the Berrigan Council Crown Reserves Reserve Trust accept the offer of a grant of \$32,472 under the 2013-14 Public Reserves Management Fund Program as a contribution to the refurbishment and upgrade of the toilet block at Finley Showgrounds, and

1. Use the grant for the purpose described in the Trust's application and specified in the letter of offer from the Deputy Premier
2. Submit a project report within two months of project completion, including an acquittal of expenditure, and
3. Acknowledge this funding in the Trust's annual report and in the financial statements submitted online to the Crown Reserve Reporting System.

REPORT:

The Finley Showgrounds and Sporting Complex Committee of Management have been successful in their application for funding assistance through the Public Reserves Management Fund Program.

The funding will be used to refurbish and upgrade the toilet block at the showgrounds, including allowing for disabled access.

The Council, as the Berrigan Council Crown Reserves Reserve Trust, is the body responsible for administering the funds on behalf of the committee. The Council is required to formally accept the grant and the conditions attached.

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Items requiring Council Resolution

5.5 REQUEST FOR ASSISTANCE – SOUTHERN SPORTS ACADEMY

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO: 02.163.1

RECOMMENDATION: - That the Council advise the Southern Sports Academy that it will not provide financial assistance as requested.

REPORT:

The Council has received a request for financial assistance from the Southern Sports Academy on behalf of two netballers from Berrigan Shire.

The request is for \$200 per athlete – i.e. \$400 in total

A copy of the request is attached as Appendix “G”.

The Southern Sports Academy is an “incorporated, autonomous community based organisation established in 1992 to identify and prepare talented sports people in the Southern NSW region to reach their maximum potential, on and off the field.”

Their website states that:

The Southern Sports Academy develops the sporting and personal skills of elite and talented Southern NSW athletes and coaches so that they have the opportunity to achieve at the highest level in their sport. There is an emphasis on ensuring that athletes that graduate from the Academy do so as well rounded individuals possessing the necessary life skills and sporting skills to excel in the next stage of their sporting or personal endeavours.

Southern Sports Academy athletes come together at least once a month to receive the best and most professional coaching available in the area. Our coaching staff are the highest qualified and most experienced coaches available in Southern NSW. They are passionate about working with and developing talented young athletes from the

Items requiring Council Resolution

area and continue to produce outstanding athletes, some of which have progressed to the highest level in their chosen sport.

We also compliment the skill and technique based coaching with Sports Medicine workshops covering issues such as Nutrition and Hydration for Elite Athletes, Recovery Strategies including Massage (Self), Yoga and Meditation as well as Sports Psychology and Exercise Physiology principles. We also provide athletes with appropriate strength and conditioning advice and individually tailored conditioning programs.

The Southern Sports Academy also understands that there is great deal more to being an outstanding athlete than what happens solely on the sporting field. To this end, the Academy provides professional tuition for its athletes on issues such as Leadership Skills, Goal Setting, Career Education, Expectations and Obligations of the Professional Athlete, Media Skills, Attracting and Keeping Sponsors, Time Management and Effective Study Skills.

All this adds up to the Southern Sports Academy leading the way in the development of junior athletes in NSW.

The request does not meet the specific criteria set down for funding junior athletes as per the Council's policy on Requests for Donations and Financial Assistance, adopted in July 2013.

In recognition of the distances and expense of travelling to state or national competitions, the Council provides assistance to individuals selected to represent the region, the state or the nation.

The Council shall reimburse up to \$100 towards the cost attending a sporting or other event provided that:

- 1. The individual is 18 years of age or under, and*
- 2. The individual is a resident of Berrigan Shire, and*
- 3. The individual has been selected to represent the region, the state or Australia in a State, National or International championship.*

Applications for assistance under this scheme will be assessed by the Director Corporate Services.

The Council can however support this request, if it so chooses.

Items requiring Council Resolution

5.6 TOCUMWAL FOOTBALL NETBALL CLUB - LEASE

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO: 21.101.13

RECOMMENDATION: - that the Council sign and seal the lease of the Tocumwal Football Netball Club Rooms to Tocumwal Football Netball Club commencing from 1 July 2014 for a period of 10 years with a 10 year option.

REPORT:

A contract for the lease of the change rooms/social rooms at Tocumwal Recreation Reserve to Tocumwal Football Netball Club (TFNC) has been prepared and is ready for execution under seal.

The process leading to getting a signed contract between the Council and TFNC has been long and torturous but is now all but complete.

Key terms of the lease include:

- Term – 10 years from 1 July 2014, with a further 10 year renewal option
- Initial rent - \$451 plus GST per annum (minimum allowed by Crown Lands), reviewed every three years

TFNC are responsible for all outgoings (services, maintenance etc.) and are required insure the building for loss and damage.

The lease will provide TFNC with security of tenure and formalise the arrangement for care, control and management of the facility between the Council, Tocumwal Recreation Reserve Committee of Management and TFNC.

To complete the lease, the Council needs to resolve to sign and seal the lease document.

As this is a Crown Land lease, the lease documents will still need the Minister's endorsement after it has been executed by both parties.

Items requiring Council Resolution

History

As this process has taken some time to bring to fruition, it may be useful to provide some background on the history of this building and the proposed lease.

In 2004, TFNC put together a proposal to construct new change rooms at the Tocumwal Recreation Reserve. The funding package included \$500,000 from the Federal Government under the then Regional Partnerships program, \$200,000 from Sport and Recreation NSW and \$100,000 from the Council. The balance of the funds was raised by TFNC directly.

Unlike later Recreation Reserve upgrade projects, this project was conceived and project managed by TFNC, rather than the Council and the Recreation Reserve Committee of Management.

A failure of communication between the Federal and State governments regarding their respective funding commitments saw work delayed by 12 months. In the intervening period, some of the key TFNC stakeholders responsible for delivery of the project left the project and the cost of some of the key inputs increased significantly.

As a result, the project ran into some difficulties and the Council was required to provide some assistance with the management of the project and an additional \$120,000 in funds, half of this in the form of a subsidised loan.

Despite these difficulties, the project was a success overall and TFNC took occupancy of the building in 2009.

The Council initiated a lease over the site to both provide the Club with some security of tenure and to clarify, legally, which parties were responsible for activities and areas.

In an effort to save time and expense, the Council did not formally subdivide the area to be leased. Instead, the leased area was described in the lease as the building and curtilage. This definition had been deemed suitable for other leases in the past. The Council and TFNC executed the lease in September 2010 and sent it to the Minister for Lands for endorsement.

The Minister declined to endorse the lease on the grounds that the description of the leased area was inadequate and advised the Council that the land in question needed to be formally subdivided and a new lease prepared.

The Council arranged for a survey and the drawing up of subdivision plans and the land was formally subdivided in late 2012.

A completely new Crown Lands lease as the standard Crown Lands lease document had changed significantly over the intervening period. A draft

Items requiring Council Resolution

version of the lease was sent to Crown Lands in August 2013 for comment. In February 2014, Crown Lands provided approval in principal, subject to some minor amendments and statutory advertising of a Notice of Intention to enter into the lease.

The Notice of Intention was published in the Southern Riverina News on 5 March 2014. No objections to the proposed lease were received.

As mentioned above, the Council is now in a position to sign and seal the lease in its capacity as trustee of the Tocumwal Recreation Reserve. Once the executed lease has been endorsed by the Minister for Lands, the process will be complete.

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Items requiring Council Resolution

5.7 AUDITOR LETTER OF ENGAGEMENT**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 12.019.1**RECOMMENDATION:** - that the Council accept the Audit Letter of Engagement attached and delegate the General Manager to sign the letter on behalf of the Council.

REPORT:

RSD Chartered Accountants, the Council's external auditors, have provided the Council with their Letter of Engagement for the audit year ended 30 June 2013. The Letter of Engagement is attached as Appendix "H".

The letter sets out:

- The responsibilities of the auditors
- The scope of the audit
- The role of the audit with regard to other documents prepared by the Council
- The role of the auditor with regards to detection of error, fraud and non-compliance with laws and regulations
- Management representation letters
- Management reporting
- Other audit related services
- Quality of service
- Fees and expenses (\$20,000 plus GST)
- Applicable law

The Council should resolve to accept the Letter of Engagement and have the General Manager sign the letter on behalf of the Council.

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Items requiring Council Resolution

5.8 ANNUAL REPORTING OF CONTRACT CONDITIONS FOR SENIOR STAFF**AUTHOR: General Manager****STRATEGIC OUTCOME: Good government****STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting****FILE NO: 22.155.1****RECOMMENDATION: - - that the Council note the report pursuant to S339 of the Local government Act regarding the contract conditions of senior staff.**

REPORT:

The General Manager is required by S339 of the Local Government Act to report annually to the Council on the contractual conditions of senior staff.

The General Manager is the only senior staff member employed by the Council.

Attached with this agenda as Appendix "I" is the General Manager's current Contract of Employment which is in the form approved by the Director General of the Department of Local Government. The Contract has been varied at February, 2014 to reflect the 2.5 % increase in the Total Remuneration Package as determined by The Statutory and Other Offices Remuneration Tribunal.

Items requiring Council Resolution

5.9 MAYORAL AND COUNCILLORS ALLOWANCES

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.045.1

RECOMMENDATION: - that the Council adopt the following Mayoral and Councillor allowances effective from September, 2014:

Mayoral allowance	\$23,440
Councillor allowance	\$10,740

REPORT:

The Local Government Remuneration Tribunal has reviewed allowances paid to Councillors and the additional allowance paid to the Mayor. Following this review, the Tribunal has determined fees effective from 1st July, 2014 which reflect a 2.5% increase.

Set out below is a summary of the existing and proposed fees:

	Existing	Proposed		Budget
		Min	Max	
Mayor	\$22,870	\$8,640	\$23,440	\$23,700
Councillor	\$10,480	\$8,130	\$10,740	\$86,100

The maximum increase would produce a budget saving of approx. \$440 if the maximum allowable fees are adopted from 1st July, 2014.

If the maximum fees were applied from September, 2014 as is the Council's usual practice, a budget saving of approx. \$888 will accrue.

The Council has traditionally applied the new allowances from September following the election of Councillors and the Mayor.

RESOLUTION

Items requiring Council Resolution

5.10 MOBILE PHONE COVERAGE PROGRAM

AUTHOR: General Manager

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 10.094.5

RECOMMENDATION: - the direction of the Council is sought.

REPORT:

The Federal Government has been progressing a program to improve mobile phone coverage through the provision of a \$100m funding program.

As an initial step, MP's were asked, after consultation, to nominate problem areas for possible inclusion in the program.

The Council nominated three issues for consideration being:

- Lack of any coverage in the Savernake area;
- Significant and frequent overloading at Tocumwal; and
- Overloading at Barooga (Cobram) during peak periods.

Since those nominations Telstra has agreed to upgrade Tocumwal to 4G and to sectorize the existing 3G network after almost complete failure over the last Christmas New Year period. This will broadly see a new 4G network provided to cover data transmission with the 3G network to continue to provide voice coverage. This project is outside the \$100m program.

In relation to the \$100m program there are two components.

The first \$80m will be available to existing mobile phone network providers with the remaining \$20m available to both the existing providers and a range of other parties including state and local governments and commercial entities.

Funding will be allocated from the entire fund on a competitive basis.

Whilst an initial database of over 2,000 sites has been established through the original consultation process this is now being refined to gather relevant

Items requiring Council Resolution

information regarding specific locations and whether other parties such as Councils wish to make a cash or in kind contribution to the nominated projects.

When the database is completed it will be provided to service providers so that that can specify the location that they would progress and what contribution they would make to the project.

The issue for the Council to consider is whether the Council is prepared to contribute cash or in kind support to the remaining nominated projects at Barooga and Savernake.

Whilst a cash contribution is not recommended, the types of in kind support that could be offered, in a general sense, might include:

- Use of facilities where towers or antennae could be erected;
- Assistance with site access works;
- Nominal rental charges; or
- Access to an existing power source.

While the Council could assist with the above in its township area this may not be possible for the remaining nominated sites as:

- The Barooga service is provided from Cobram;
- Cobram has been upgraded to 4G and it is not clear whether congestion remains an issue; and
- The site of any tower at Savernake could be located in either Corowa or Berrigan Shire – but most likely in Corowa Shire.

The federal Government is seeking advice from Councils by 30th June 2014 regarding any assistance, the implication being that if Councils want to enhance the potential progress of any of their nominations under a competitive process any assistance will help with that.

Items for Noting

RECOMMENDATION – that Items for Noting numbered 6.1 to 6.7 Inclusive be received and noted.

6.1 TOCUMWAL VISITOR INFORMATION CENTRE – QUARTERLY REPORT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.160.3

REPORT:

Attached as Appendix “J” please find a copy of the report of the Tocumwal Visitor Information Centre (VIC) for the quarter ending 31 March 2014.

This report is provided to the Council as per the Memorandum of Understanding between the Council and the Tocumwal Chamber of Commerce and Tourism.

The report includes:

- Visitor numbers
- Profit and Loss statement
- Balance sheet

5568 people passed through the VIC for the quarter, an average of around 73 people a day.

The VIC has made a small operating surplus of just under \$6,000 for the year to date.

The Council provides \$50,000 per year in funding for the operation of the VIC (\$12,750 per quarter).

Items for Noting

6.2 MURRAY REGIONAL TOURISM BOARD**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Diverse and resilient business**STRATEGIC OBJECTIVE:** 4.3 Diversify and promote local tourism**FILE NO:** 8.078.1

REPORT:

Attached as Appendix “K” is the Quarterly Update for the period ending March 2014 from Murray Regional Tourism Board (MRTB) for the information of the Council.

The report details the activities of MRTB over the past three months.

Activities include

- Development of the Digital Platform
- Murray River Adventure Trail
- Tourism Awards
- Development of a new “Murray” Brand
- New Murray Touring Map (The Council contributed to this project
- “Golf Getaway” campaign – featuring local courses

Attached as Appendix “L” is a research report prepared by MRTB regarding visitor numbers to the Murray Region for the year ended December 2013.

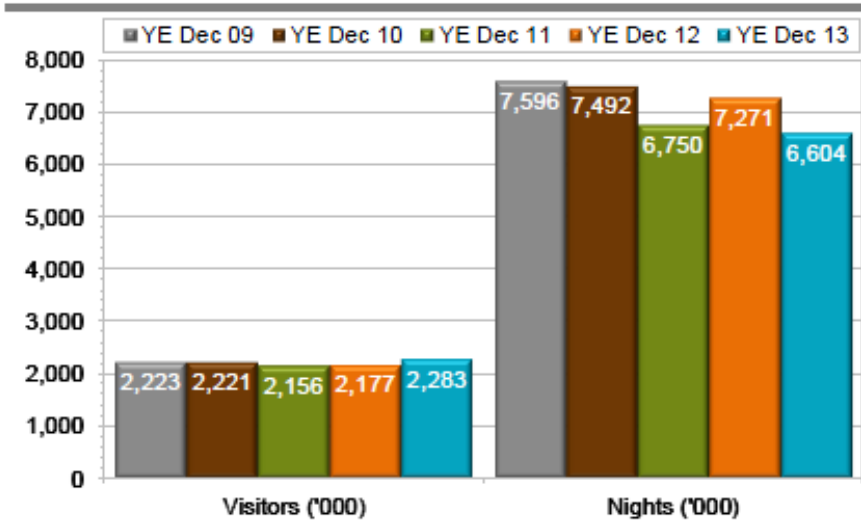
Some figures of interest to the Council include

Domestic Overnight travel

Murray Region as a whole

Items for Noting

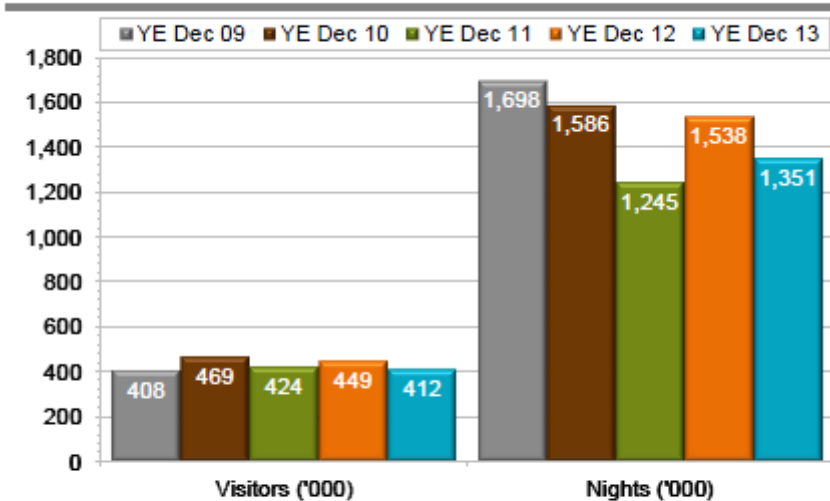
Visitors and nights



The Murray region received nearly 2.3 million domestic overnight visitors - up by 4.9% on YE Dec 12. Visitors spent over 6.6 million nights in the region - down by 9.2% on YE Dec 12.

Sun Country Region

Visitors and nights



Sun Country received 412,000 domestic overnight visitors - down by 8.2% on YE Dec 12. Visitors spent nearly 1.4 million nights in the region - down by 12.2% on YE Dec 12.

Items for Noting

6.3 BERRIGAN SHIRE LOCAL HERITAGE FUND 2013-2014**AUTHOR:** Town Planner**STRATEGIC OUTCOME:** Sustainable natural and built landscapes**STRATEGIC OBJECTIVE:** 1.1 Support sustainable use of our natural resources and built landscapes**FILE NO:** 26.128.2

REPORT:

Further to Council resolution of Wednesday 20th November 2013 to offer grants to a number of applicants under the Local Heritage Fund this report is presented as an item for noting with regards to the implementation of these grants.

To be eligible for funding the proposed works must have been completed by 30th April 2014. A summary of completed projects is provided in Appendix "M".

As can be seen from the before and after photographs included in this summary the Local Heritage Fund continues to act as a valued incentive for the owners of buildings of heritage significance to complete restoration works with wider community benefit from improved townscapes.

Items for Noting

At the time of writing (pre federal budget) there appears to be some speculation regarding the future of the Medicare Local Network and this may pose some risk to the above pilot.

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Items for Noting

6.5 MINUTES OF RAMROC MEETING HELD ON 30TH APRIL 2014**AUTHOR: General Manager****STRATEGIC OUTCOME: Good government****STRATEGIC OBJECTIVE: 2.3 Strengthen strategic relationships and partnerships with community, business and government****FILE NO: 14.099.2**

REPORT:

Circulated with this agenda as appendix "N" are the minutes of the RAMROC meeting held on 30th April 2014.

Items for Noting

6.6 WORK HEALTH AND SAFETY COMMITTEE

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 22.112.1

REPORT:

Minutes of the last two Work Health and Safety Committee meetings held on 10th April and 8th May, 2014 are attached for information as Appendix "O" and "P".

Items for Noting

6.7 DEVELOPMENT DETERMINATIONS FOR MONTH OF APRIL 2014**AUTHOR:** Support Officer**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**REPORT:** APPLICATIONS DETERMINED FOR APRIL

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken		
49/14/DA/D9	10 Lot Subdivision	1-35 HAMILTON STREET, FINLEY NSW 2713 (Lot1165//DP875732)	Christelle Pearse C/- Brian Mitsch & Associates	MRS C PEARSE	Refused 22-04-2014	\$ 0.00	Active 28	Total 59	
54/14/DA/D3	Hard Rock Quarry	123 YARRAWONGA ROAD, BERRIGAN NSW 2712 (Lot15//DP752291)	Simon Steel	NANGUNIA STATION HOLDINGS PTY LIMITED	Approved 22-04-2014	\$ 50000.00	Active 39	Total 51	
64/14/DA/D5	Carport & Residential Storage Shed	3 HAYNES COURT, TOCUMWAL NSW 2714 (Lot90//DP1070311)	Neville Dicker	MR A D GOOD	Approved 03-04-2014	\$ 8800.00	Active 9	Total 9	
65/14/DA/D6	Additions to Dwelling	32 EMILY STREET, TOCUMWAL NSW 2714 (Lot1//DP1078380)	Apollo Patios	MRS EM CHEETHAM	Approved 03-04-2014	\$ 4495.00	Active 4	Total 4	
66/14/DA/DM	Building Additions/Alterations	39-45 DAVIS STREET, BERRIGAN NSW 2712 (Lot130//DP1125223)	BERRIGAN & DISTRICT AGED CARE ASSOC	BERRIGAN AND DISTRICT AGED CARE	Approved 10-04-2014	\$ 140000.00	Active 6	Total 6	
56/14/CD/M6	Additions to Dwelling	28-30 HENNESSY STREET, TOCUMWAL NSW 2714 (Lot6/2//DP758981)	Colin Brown	MR ML HAYNES & MRS JL HAYNES	Approved 24-04-2014	\$ 19750.00	Active 10	Total 10	
57/14/CD/M6	Patio	14/45-47 GOLF COURSE ROAD, BAROOGA NSW 3644 (Lot3//DP285149)	Apollo Patios	MR MS MITCHELSON & MRS GL MITCHELSON	Approved 24-04-2014	\$ 9000.00	Active 8	Total 8	
58/14/CD/M1	Weatherboard Dwelling & Storage Shed	93 MURRAY STREET, TOCUMWAL NSW 2714 (Lot12//DP1148243)	Kathleen Folliard	MR BA FOLLIARD & MRS KA FOLLIARD	Approved 24-04-2014	\$ 100000.00	Active 8	Total 8	
67/14/DA/D1	BV Dwelling & Attached Garage	BAROOGA ROAD, TOCUMWAL NSW & A Crawford 2714 (Lot187//DP752296)		MR S J CRAWFORD AND MRS A M CRAWFORD	Approved 29-04-2014	\$ 485000.00	Active 8	Total 8	
68/14/DA/DM	Commercial fit out of kitchen & Olive Growth Operation	BURMA ROAD, TOCUMWAL NSW 2714 (Lot5//DP802330)	Peter & Jennie Cullen	MS J CULLEN	Approved 29-04-2014	\$ 8000.00	Active 7	Total 7	
59/14/CD/M5	Inground Fibreglass Swimming Pool	89 ADAMS STREET, TOCUMWAL NSW 2714 (Lot32//DP748887)	Poolside Cobram	MR MA BUDGEN	Approved 22-04-2014	\$ 40000.00	Active 3	Total 3	

NOTION

Items for Noting

APPLICATIONS PENDING DETERMINATION AS AT 13/05/2014

Application No.	Date Lodged	Description	Property Location
72/14/DA/D1	05-05-2014	BV Dwelling	52 NGAWE ROAD, BAROOGA NSW 3644 (Lot1//DP306291)
73/14/DA/D1	13-05-2014	BV Dwelling & Attached Garage	36 HUTSONS ROAD, TOCUMWAL NSW 2714 (Lot120//DP1070311)

TOTAL APPLICATIONS DETERMINED / ISSUED

	This Month (April)	Year to Date	This Month Value	Year to Date Value
<i>Development Applications Determined</i>	7	71	\$696,295.00	\$14,999,384.00
<i>Construction Certificates Issued</i>	6	54	\$703,295.00	\$8,721,594.00
<i>Complying Development Cert. Issued</i>	4	57	\$168,750.00	\$4,087,528.00
<i>Local Activity Approvals Issued</i>	3	40	0	0

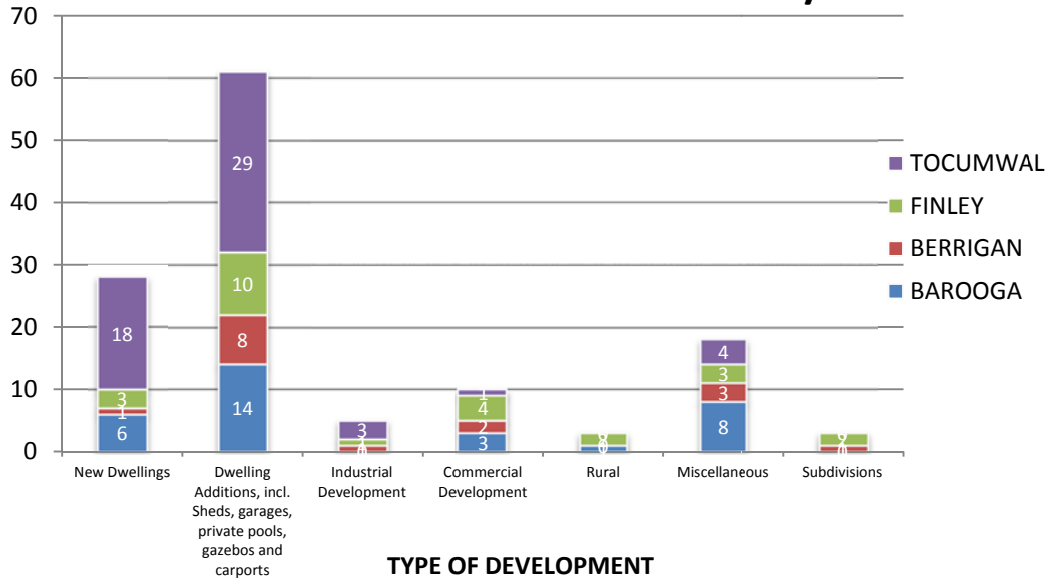
OTHER CERTIFICATES ISSUED FOR APRIL

	149(2) Planning Certificate		149(5) Certificate		735A Certificate Outstanding Notices or Orders under LG Act 1993		121zp Certificate Outstanding Notices or Orders under EP&A Act 1979		149(D) Building Certificate		Swimming Pool Certificate	
	April	Year Total	April	Year Total	April	Year Total	April	Year Total	April	Year Total	April	Year Total
BAROOGA	3	81	0	9	1	8	0	7	0	0	0	1
BERRIGAN	4	51	0	3	0	7	0	1	0	0	0	0
FINLEY	9	103	0	4	0	7	0	0	0	2	0	0
TOCUMWAL	9	138	0	23	1	9	0	4	0	3	1	3
TOTAL	25	373	0	39	2	31	0	12	0	5	1	4

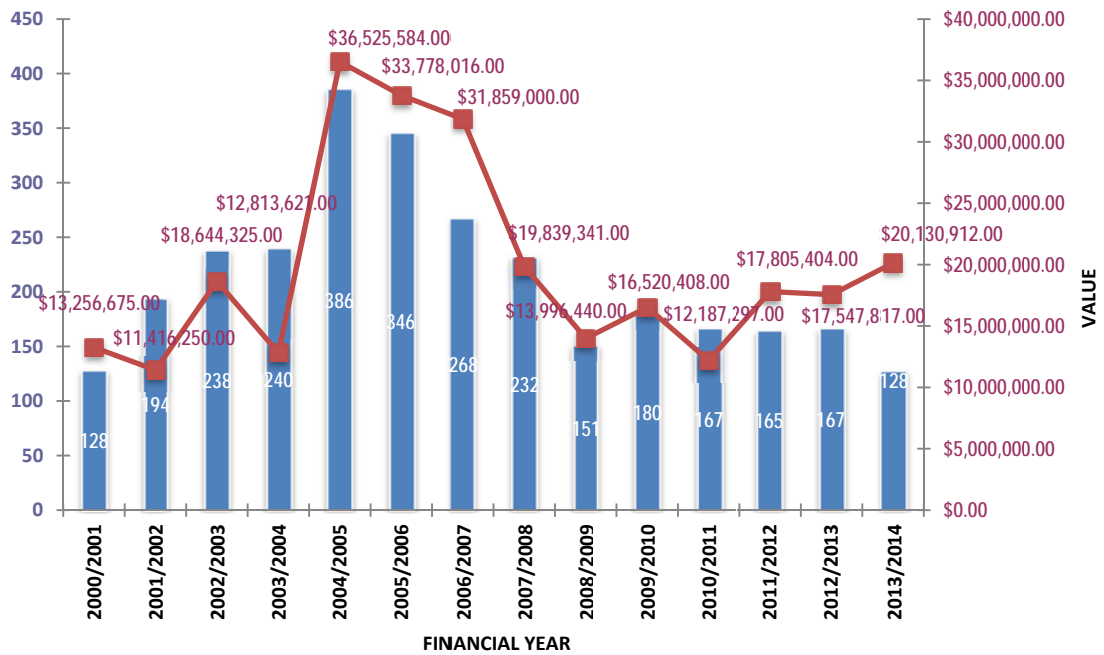
NOTION

Items for Noting

DEVELOPMENT ACTIVITY 2013 / 2014



DEVELOPMENT ACTIVITY



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Committee meeting reports

7.1 MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING HELD ON 7TH MAY, 2014

RECOMMENDATION – that recommendations numbered 1 to 2 inclusive of the Risk Management Committee Meeting held on 7th May, 2014 be adopted.

1. COREE STREET AND DENISON STREET TREES

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes
FILE NO: 27.151.1

RECOMMENDATION NO. 1 - that the Council:

1. carry out the works as outlined in the Coree and Denison Street Trees Risk Treatment Plan.
2. Refer the Plan to a landscape architect for development of treatment options.
3. Bring a more substantive report to a future Council meeting.

2. DISCRIMINATION, WORKPLACE BULLYING AND HARASSMENT POLICY

AUTHOR: Enterprise Risk Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by Council of Council operations and reporting
FILE NO: 27.121.2

RECOMMENDATION NO. 2 - that the Council adopt the amended Discrimination, Workplace Bullying and Harassment Policy as set out below:

122. DISCRIMINATION, WORKPLACE BULLYING AND HARASSMENT POLICY

Policy Reference No:

File Reference No: 22.112.1

Committee meeting reports

Strategic Outcome: Good government
Date of Adoption: 07/05/2014
Date for Review: 07/05/2017
Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Council is committed to providing a safe and healthy workplace environment. This policy, in conjunction with Council's Code of Conduct, Equal Employment Opportunity Management Plan and Policy, and Work Health and Safety Policy, is in response to State and Federal legislation and a reflection of Council's statutory obligations.

Discrimination, harassment, bullying, and workplace violence are unacceptable behaviours and will not be tolerated by the Council.

2. PURPOSE

The purpose of this policy is to provide guidance to all staff on how to identify and report unacceptable behaviours, ensure responses are timely and actions taken demonstrate Council's intolerance to these behaviours. In line with Council's values, this policy is designed to assist in promoting a workplace culture of dignity and respect.

3. SCOPE

This policy applies:

- To all workers of the Berrigan Shire Council including volunteers, contractors and councillors;
- To recruitment;
- To all Council worksites and the extended work environments, including Council social gatherings, work related trips, and social media.

4. OBJECTIVE

This policy is designed to assist the Council to meet the following Delivery Plan objective:

2.2.2 Council operations support ethical, transparent and accountable corporate governance.

5. DEFINITIONS

Committee meeting reports

Bullying is any repeated anti-social behaviour that offends, degrades or humiliates a person, and has the potential to create a risk to health, safety and wellbeing. Bullying refers to coercive, unethical activities that create an environment of fear.

Discrimination is unfair or unjust treatment of or decisions affecting an individual because of their sex, race, age, marital status, transgender status, carer's responsibilities, disability, age, pregnancy, union membership or other personal activities covered by the NSW Anti-Discrimination Act 1977 and Fair Work Act 2009.

Harassment means verbal or physical conduct which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment which may detrimentally affect an individual's employment. Harassment is defined by reference to the nature and consequences of the behaviour, not the intent of the initiator (NSW Anti-Discrimination Act 1977).

Reasonable management action is lawful and is not bullying or harassment. There are times when Council may take reasonable management action to effectively manage their operations. This includes:

- Setting reasonable performance goals, standards and deadlines;
- Allocating work;
- Rostering and allocating reasonable working hours;
- Transferring a worker for operational reasons;
- Failing to promote someone after a proper, documented selection process;
- Informing a worker that their performance is unsatisfactory, after following established performance management guidelines;
- Informing a worker, objectively and confidentially, that their behaviour is inappropriate;
- A restructure.

Sexual Harassment means unwelcome sexual advances, requests for sexual contact and verbal or physical conduct of a sexual nature when submission to, or rejection of, such advances, request or conduct is explicitly or implicitly a term or condition affecting employment decisions; and/or when such advances, requests or conduct have a detrimental effect on an individual's work environment (Sex Discrimination Act 1984).

Workplace conflict is generally not considered to be workplace bullying. Not all conflict is negative nor does it always pose a risk to health and safety. When conflict is at a low level and task based, it can generate debate and lead to new ideas and innovative solutions. However, in some cases, conflict that is not properly managed may escalate to the point where it fits the criteria for workplace bullying. A single incident of unreasonable behaviour is

Committee meeting reports

not bullying, although it may have the potential to escalate into bullying. Single incidents can still create a risk to health and safety.

Workplace violence occurs when a person is abused, threatened or assaulted in circumstances relating to their work. Unlike bullying, an action does not need to be repeated to be considered violent. Threats to harm someone, violence and damage to property are criminal matters that should be referred to the Police.

6. POLICY IMPLEMENTATION

6.1 Responsibilities

Workers

All workers have a responsibility to:

- Be aware of the behaviours that could constitute discrimination, harassment or bullying;
- Be aware of the extended work environments where discrimination, harassment or bullying can occur such as social outings, workplace trips and social media.
- Ensure your own conduct does not cause offence or misunderstanding and support the values expected by the Council;
- Be prepared to stand up against discrimination, harassment or bullying at work or to support colleagues who are being subjected to inappropriate behaviours;
- Seek advice and support if necessary.

Managers

All managers have a responsibility for the implementation of this policy and to prevent, stop and take action to deal with inappropriate behaviour without waiting for a complaint from a worker.

Managers are responsible for taking an active role in ensuring proper standards of conduct amongst workers under their control.

Managers must ensure that once they become aware of an issue relating to discrimination, harassment or bullying they have a duty of care to ensure the matter is resolved in a timely manner.

6.2 Reporting inappropriate behaviour

Informal reporting

Committee meeting reports

Wherever possible the informal process should be used. There are a number of informal options available to resolve the matter:

- If you feel you are able to, you could approach the individual concerned, making it clear that their behaviour is unwelcome and that you would like it to stop. You may also consider taking a support person with you when you do this. Taking early and direct action may resolve the matter to your satisfaction without the need to resort to a formal complaint;
- You may wish to discuss the matter with your Manager or the Human Resource Officer to facilitate a meeting between you both or individually.

Whilst the informal process is based on open discussion, any complaint made is treated seriously, and nobody will be victimised as a result of the complaint (refer *Internal Reporting Policy*).

If you feel an informal approach would be inappropriate, or these options have been unsatisfactory, you should proceed to lodge a formal complaint. Prior to this you are encouraged to seek advice from the Human Resource Officer, or pursue advice through alternative channels such as your respective Union, Anti-Discrimination Board, Fair Work Australia or Workcover NSW.

Formal reporting

The formal process is used where:

- A complaint of discrimination, harassment or bullying is not resolved through the informal process;
- The individual feels the informal approach is not appropriate;
- Inappropriate behaviour persists.

Put the complaint in writing to your Manager, or where the complaint is about your Manager, address to the General Manager or contact the Human Resource Officer to assist in addressing the letter to the most appropriate person. The letter should include:

- The nature of the complaint;
- Reference to dates, times and places (if applicable) in relation to a specific incident(s);

Committee meeting reports

- The names of any witness(es) to the incident(s) should also be included.

6.3 Acknowledgement of complaint

Written notification acknowledging receipt of the complaint and impending investigation will be forwarded to the person who has lodged the complaint, within five days of receiving the formal report.

6.4 Investigating complaints

All formal reports of inappropriate behaviour will be investigated.

Where possible all investigations will be handled in-house and co-ordinated by the Director Corporate Services.

Due to the nature of the complaint, or issues arising from an in-house investigation, there may be an identified need to involve external investigators. In this instance the Director Corporate Services will consult with the General Manager with a decision made to continue to handle in-house or to outsource the services of an independent investigator.

In-house Investigation

The purpose of the investigation is to gather all pertinent facts to decide whether allegations of inappropriate behaviour are substantiated.

The investigation will involve:

- Interviewing the complainant, the accused and any witnesses, all of whom have the right to be accompanied by a support person;
- A record of the interview will be made, and interviewees will be asked to agree and sign the statements made to confirm it is a true record of the interview;
- In instances where there is a risk to the health and safety of workers or the security of the organisation, it may be necessary to suspend the respondent, with pay.

The length of time needed to investigate a complaint will vary depending upon the nature of the complaint and the complexity, however, in all cases a response should be made to the complainant within four weeks of the start of the investigation, even if to advise on the progress of the investigation, unless otherwise mutually agreed.

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6.4 Investigation Outcomes

Following the investigation, potential outcomes will involve the following:

- The services of an external independent investigator may be sourced;
- The complaint may not be upheld therefore all records of the matter will be disregarded. The complainant will receive feedback for this decision;
- The Director of Corporate Services (or delegate) may decide that the matter may be resolved through mediation if both parties agree;
- If it has been found that inappropriate behaviour has occurred, the Director of Corporate Services (or delegate) will refer the matter to the General Manager to decide upon disciplinary action;
- If it has been found that the claim is false and has been made with malicious intent and contains no substance, this will be considered inappropriate behaviour and will be referred to the General Manager to decide upon disciplinary action;
- Disciplinary action will be in accordance with the Local Government (State) Award (Award). Each case will be assessed individually following the disciplinary procedures outlined in the Award.

6.5 Follow Up

When a complaint has been resolved informally or through formal procedures, the appropriate Manager should monitor the situation to ensure that the inappropriate behaviour has stopped and there has been no subsequent victimisation.

6.6 Confidentiality

Any complaint received either formally or informally will be treated confidentially and in accordance with the Berrigan Shire Council Privacy Management Plan. All involved in the complaint and any subsequent investigations are expected to maintain strict confidentiality. Any breaches in confidentiality will be contrary to Council's Code of Conduct and may lead to disciplinary action.

6.7 Further Action

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Workers involved in a complaint of inappropriate behaviour including the complainant and the accused are entitled to pursue further courses of action if they believe the process employed by the Council has been unjust.

Options available for further action include contacting the following organisations:

- Fair Work Australia
- Workcover NSW
- Anti-Discrimination Board

6.8 Support

Council has in place the Employee Assistance Program and encourages any employees affected by inappropriate behaviour to contact the providers.

7. RELATED POLICIES OR STRATEGIES

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Fair Work Act 2009

NSW Anti-Discrimination Act 1977

Disability Discrimination Act 1992

Sex Discrimination Act 1984

Local Government (State) Award 2010

Berrigan Shire Council Code of Conduct

Berrigan Shire Council Privacy Management Plan

Berrigan Shire Council Equal Employment Opportunity Management Plan

Equal Employment Opportunity Policy

Work Health and Safety Policy

Employee Assistance Program Policy

Internal Reporting Policy

Social Media Policy

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7.2 **MINUTES OF A TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 7TH MAY, 2014 IN THE COUNCIL CHAMBERS COMMENCING AT 12.55 PM**

RECOMMENDATION – that recommendations numbered 1 to 5 inclusive of the Technical Services Committee meeting held on Wednesday 7th May, 2014 be adopted.

4. **TRANSPORT ASSET MANAGEMENT PLAN & TRANSPORT ADVANCED INFRASTRUCTURE RISK MANAGEMENT PLAN**

AUTHOR: Executive Engineer

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes

FILE NO: 28.121.1

RECOMMENDATION NO. 1 - that Council place on public exhibition the Transport Asset Management Plans & Transport Advanced Infrastructure Risk Management Plan for a period of 21 days from the 28th May, 2014 with any submissions received to be considered at the June Council meeting.

5. **PEDESTRIAN ACCESS AND MOBILITY PLANS; BAROOGA, BERRIGAN, FINLEY AND TOCUMWAL**

AUTHOR: Director Technical Services

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes

FILE NO: 28.121.1

RECOMMENDATION NO. 2 - that the Council place on public exhibition the Barooga Pedestrian Access and Mobility Plan, Berrigan Pedestrian Access and Mobility Plan, Finley Pedestrian Access and Mobility Plan and Tocumwal Pedestrian Access and Mobility Plan (as amended) for a period of 21 days from 28th May, 2014 with any submissions received being considered at the June Council meeting.

GENERAL BUSINESS

Director Corporate Services

Pedestrian Crossing

RECOMMENDATION NO. 3 - that a request for traffic lights at the Finley Pedestrian Crossing be referred to the next Local Traffic Committee meeting.

Committee meeting reports

Director Technical Services

NSW Local Roads Congress

RECOMMENDATION NO. 4 - that the Council not attend the Congress**RECOMMENDATION NO. 5** - that the Council purchase two pages in the 2014 Tocumwal Tourism and Business Guide at a cost of \$1,200.C
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Items requiring Council Resolution

8. MAYOR'S REPORT

RECOMMENDATION – that the Mayor's Report be received.

RESOLUTION

Items requiring Council Resolution

9.

DELEGATES REPORT

RESOLUTION

Items requiring Council Resolution

10.

GENERAL BUSINESS

RESOLUTION