



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 **21<sup>st</sup> January, 2015**, when the following business will be submitted:-

**9:00AM**

**Public Question Time**

**COUNCIL MEETING**

1.	APOLOGIES .....	3
2.	DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST .....	3
3.	VISITORS ATTENDING MEETING.....	3
4.	CONFIRMATION OF MINUTES.....	3
5.1	FINANCE – ACCOUNTS .....	3
5.2	DOCUMENTS FOR SIGNING AND SEALING .....	7
5.3	TENDER POLICY AND PROCEDURES.....	8
5.4	SOCIAL MEDIA POLICY.....	14
5.5	DEVELOPMENT APPLICATION 59/15/DA/DM CHANGE OF USE – MOTOR SHOWROOM TO FUNERAL CHAPEL.....	22
5.6	BERRIGAN SHIRE LOCAL HERITAGE FUND 2014/15.....	30
5.7	FOOD BOWL INLAND RAIL ALLIANCE – CONTRIBUTION REQUESTED.....	33
5.8	DELIVERY PROGRAM PROGRESS REPORT.....	35
5.9	CAREERS EXPO .....	37
5.10	FINANCIAL REVIEW .....	40
6.1	LGNSW STATE ELECTION PRIORITIES .....	48
6.2	NSW ELECTORAL COMMISSION – CONTRACT FOR CONDUCT OF 2016 COUNCIL ELECTION. ....	52
6.3	FIT FOR THE FUTURE WORKSHOPS .....	53
6.4	FIT FOR THE FUTURE.....	55
6.5	LIBRARY QUARTERLY REPORT .....	56
6.6	GENERAL MANAGER’S HALF YEARLY PERFORMANCE REVIEW .....	59
6.7	REDUCING INCIDENCE OF VANDALISM: BERRIGAN SKATE PARK .....	60
6.8	RATES COLLECTIONS AND OUTSTANDING DEBTORS – HALF YEARLY REPORT 2014/2015 .....	61
6.9	DEVELOPMENT DETERMINATIONS FOR MONTH OF DECEMBER 2014 .....	64
8.	MAYOR’S REPORT .....	68

9.	DELEGATES REPORT .....	69
10.	GENERAL BUSINESS .....	70
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, 21<sup>st</sup> January, 2015

### **BUSINESS PAPER**

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

10.00 am Representatives of the Tocumwal Food and Fibre Festival Committee

12.30 pm Kerry Penton, Institute Director, TAFENSW Riverina Institute

- 4. CONFIRMATION OF MINUTES**  
**RECOMMENDATION – that the Minutes of the meeting held in the Council Chambers on Wednesday 17<sup>th</sup> December, 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 31 December 2014, be received and that the accounts paid as per Warrant No. 12/14 totalling \$1,563,559.66 be confirmed.**

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#### **REPORT**

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 December 2014 is certified by the Finance Manager.

Items requiring Council Resolution

- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 31 December 2014.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 December 2014, totalling \$1,563,559.66 and will be submitted for confirmation of payment as per Warrant No. 12/14
- 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 gazetted 11 January 2011, clause 212 of the Local Government (General) Regulations 2005 and Third Party Investment requirements of the Office of Local Government Circular 06-70.
- e) December has shown an increase in total funds held at the end of November. This increase is due to receipt of funds from November instalments and receipt of RMS grant monies.
- The same period last December saw a decrease due to three payroll periods and staff bonuses all falling into the month of December. Overall however the cash flow is comparable with the same period last year and represents the general pattern in cash holdings over the year. Total funds held are expected to increase in the January period, including the receipt of the \$1.6M LIRS funding.
- f) 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.

Changes in Investment Portfolio for December 2014

Previous Investment			New Investment		
Prior Financial Institution	Amount	Interest Rate	Current Financial Institution	Amount	Interest Rate
Bendigo Bank	\$2,000,000.	3.55%	Bendigo Bank	\$2,000,000	3.45%
Goulburn Murray C/U	\$1,000,000	3.55%	Goulburn Murray C/U	\$1,000,000	3.50%
Central Murray C/U	\$2,000,000	4.00%	Central Murray C/U	\$2,000,000	3.75%

# Berrigan Shire Council Business Paper, 21<sup>st</sup> January, 2015

## Items requiring Council Resolution

### Statement of Bank Balances as at 31 December 2014

#### **Bank Account Reconciliation**

Cash book balance as at 1 December 2014	\$ 1,692,746.22
Receipts for December 2014	\$ 1,513,445.56
Transfers from NAB at Call Account/Term Deposits Credited Back	\$ -
	<b><u>\$ 3,206,191.78</u></b>

#### *Less Payments Statement No 12/14*

Cheque Payments V075426-V075444	\$ 23,404.30
Electronic Funds Transfer (EFT) payroll	\$ 825,695.90
Electronic Funds Transfer (EFT) Creditors E019878-E020088	\$ 700,386.35
Transfers to NAB At Call Account/Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 14,073.11
Total Payments for December 2014	<u>\$ 1,563,559.66</u>
<b>Cash Book Balance as at 31 December 2014</b>	<b><u>\$ 1,642,632.12</u></b>

#### *Bank Statements as at 31 December 2014*

	\$ 1,644,488.04
Plus Outstanding Deposits	
Less Outstanding Cheques	\$ 1,855.92
<b>Reconciliation Balance as at 31 December 2014</b>	<b><u>\$ 1,642,632.12</u></b>

#### **INVESTMENT REGISTER**

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL
National Australia Bank	01/09	At Call	2.60%		\$ 517,113.34
AMP	99/13	270	3.50%	12/06/2015	\$ 1,000,000.00
Central Murray Credit Union	104/14	90	3.75%	14/03/2015	\$ 2,000,000.00
Bendigo Bank	85/11	180	3.45%	9/06/2015	\$ 2,000,000.00
BOQ	107/14	150	3.45%	10/02/2015	\$ 1,000,000.00
Defence Bank Limited	102/14	210	3.55%	29/03/2015	\$ 1,000,000.00
Defence Bank Limited	106/14	210	3.55%	9/04/2015	\$ 1,000,000.00
Hume	91/12	120	3.40%	12/01/2015	\$ 1,000,000.00
Hume	87/11	180	3.70%	27/01/2015	\$ 1,000,000.00
IMB	105/14	90	3.40%	12/01/2015	\$ 2,000,000.00
Goulburn Murray Credit Union	101/14	270	3.65%	13/05/2015	\$ 1,000,000.00
Goulburn Murray Credit Union	103/14	270	3.50%	13/09/2015	\$ 1,000,000.00
NAB	108/14	180	3.55%	12/05/2015	\$ 1,000,000.00
NAB	109/14	90	3.50%	26/02/2015	\$ 1,000,000.00
					<b><u>\$ 16,517,113.34</u></b>

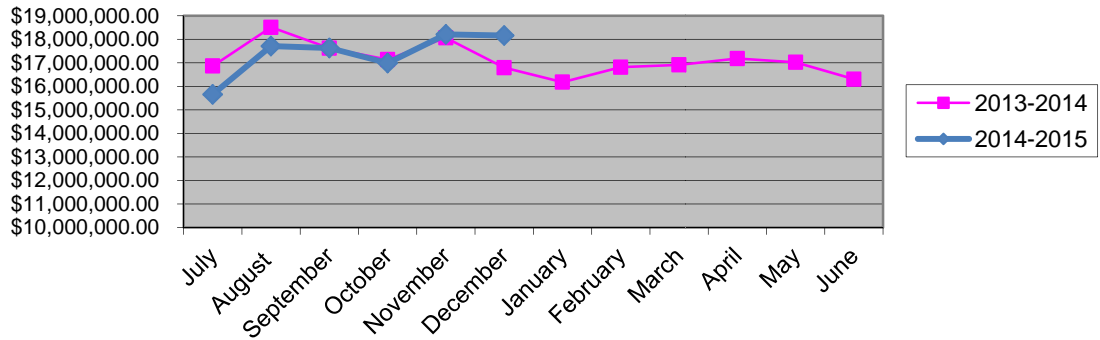
#### **Total Funds Held at 31 December 2014**

**\$18,159,745.46**

RESOLUTION

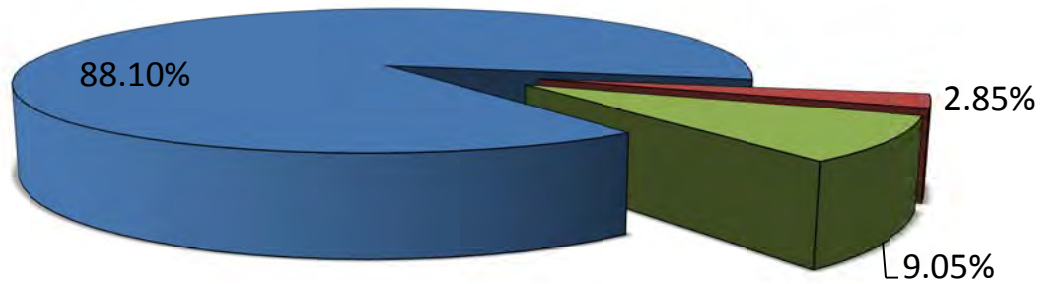
Items requiring Council Resolution

Total Funds

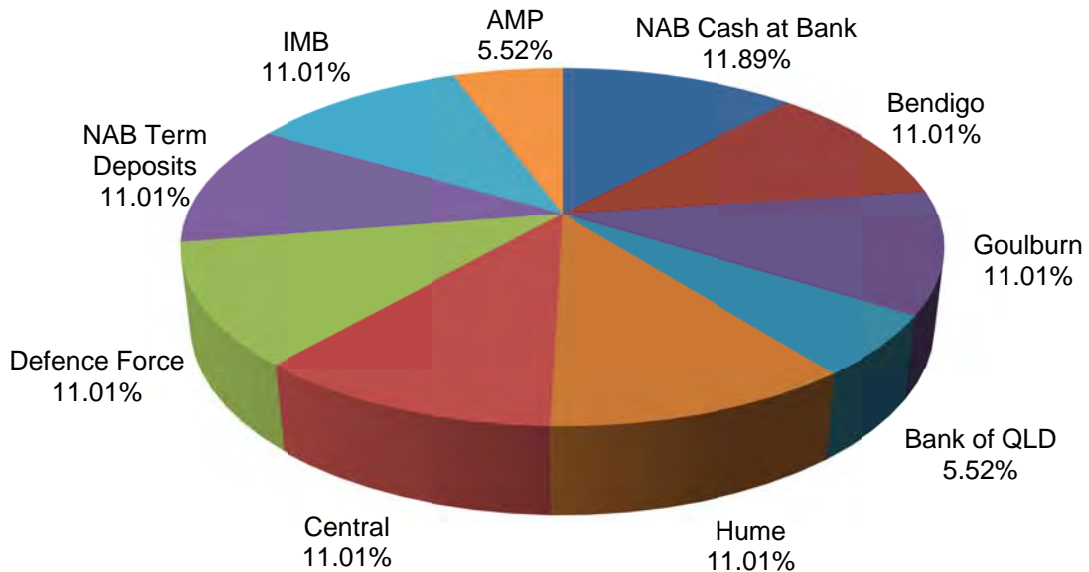


Funds Held By Council

■ Term Deposits ■ At Call ■ Cash at Bank



Funds held with each Institution



RESOLUTION

Items requiring Council Resolution

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**5.2 DOCUMENTS FOR SIGNING AND SEALING**

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Diverse and resilient business

**STRATEGIC OBJECTIVE:** 4.2 Strengthen and diversify the local economy

**FILE NO:** 21.101.5

**RECOMMENDATION:** - that the Council sign and seal the lease of the Berrigan Caravan Park situated at lot 32 DP 1189220.

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**REPORT:**

Negotiations regarding the lease of the Berrigan Caravan Park have now concluded with the proposed lessee of the Park and the Council can now sign and seal the lease.

The lease reflects the Council's previously agreed position and broadly is for a 20 year term based on renewals after 2 years, 3 years and then 3 x 5 years.

A copy of the lease is circulated with this agenda as appendix "A".

It should be noted that while the Council and lessee have agreed to the lease terms the consent of the Crown is still required before the lease can be finally executed.

Items requiring Council Resolution

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**5.3 TENDER POLICY AND PROCEDURES**

**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:

- Revoke Policy 47 Tender Evaluation Policy; and
- Adopt the following policy on Tenders

**1. POLICY STATEMENT**

Where required by legislation or otherwise appropriate, the Council will seek to obtain goods and services by means of a competitive tender process. It is important that this process is ethical, transparent, accountable and effective.

This policy forms part of the Council's Procurement and Disposal Framework and should be read in conjunction with the Council's Procurement and Disposal Policy and the other policies that form that framework.

**2. PURPOSE**

The purpose of this policy is to define the key tender principles adopted by Council and to ensure that Council officers are aware of their responsibilities and the applicable conditions and procedures regarding tenders

The policy will provide consistent advice about the competitive tendering of and for Council services, describes Council requirements in relation to ethical behaviour in relation to tendering and will maintain competitiveness and ensure best value of goods and services provided to the Council

**3. SCOPE**

This policy applies to:

- Councillors
- Council officers
- Suppliers awarded contracts via the tendering process



## Items requiring Council Resolution

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- Prospective suppliers supplying tenders to the Council.

The policy covers:

- all purchases by the Council over the tender threshold, and
- the entire process of inviting and assessing tenders for goods and services by the Council

#### 4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.3:

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

#### 5. DEFINITIONS

**Best value:** As defined in the Council's Procurement and Disposal Policy, best value represents the best return and performance for the money spent on procurement of goods and services.

Best value is not simply the best price. In determining what best value is, Council officers must consider:

- price
- "whole of life" and other ongoing costs
- fitness for purpose
- suitability
- availability and timeliness
- prior performance
- statutory compliance and work health and safety

**Council officer:** Any person who has authority to purchase goods and services on behalf of the Council. This includes, but is not limited to, Council employees, contractors, volunteers and other agents of the Council.

**Public tender:** Method by which tenders for the proposed contract are invited by public advertisement per Clause 166(a) of the *Local Government (General) Regulation) 2005*

**Prescribed organisation:** An organisation listed in Clause 163(1A) of the *Local Government (General) Regulation 2005*. The Council is permitted to use contracts prepared by these organisations to obtain goods and services without having to seek tenders.

## Items requiring Council Resolution

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**Tender threshold:** An amount in dollars as determined and published by the NSW Division of Local Government. This amount is shown in Clause 163(2) of the *Local Government (General) Regulation 2005*

### 6. POLICY IMPLEMENTATION

#### 6.1 General principles

In conducting a request for tender, the Council will

- comply with its statutory obligations;
- act in an ethical, transparent and accountable manner;
- act fairly and even-handedly;
- maintain commercial confidentiality in line with legislation and Council policy
- seek “best value” outcomes.

At all times, Council officers must be aware of their responsibilities to act in the best interests of the Council and the community when handling public funds.

#### 6.2 Roles and Responsibilities

The General Manager will appoint Council officers to the following responsibilities:

- Council officers responsible for opening submitted tenders
- Tender Evaluation Panel
- Tender Evaluation Panel Chairperson

The Tender Evaluation Panel Chairperson will be responsible for the overall conduct of the tender process, including ensuring compliance with relevant legislation, regulations, Office of Local Government guidelines and Council policies.

#### 6.3 Methods of tendering

All requests for tenders invited by the Council will be public tenders, unless in exceptional circumstances and expressly approved by the General Manager.

##### 6.3.1 E-Tendering

**Where the Council chooses to conduct its own tender, the tender will be conducted through an electronic, online tender system.**

## Items requiring Council Resolution

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The E-Tendering system will operate within an appropriate policy and security management framework that incorporates threat and risk assessment, regular review and audit.

In addition to electronic tender submissions, the Council may, at the discretion of the General Manager, choose to allow submission of tenders in hard copy form at the Tender Box, located at the Council Administration Office.

### 6.3.2 Use of Prescribed Organisations

With the express approval of the General Manager, the Council may avail itself of the option under section 55(3)(a) of the *Local Government Act 1993* to use a contract from a proscribed organisation in lieu of requesting a tender in its own right.

Council officers using a prescribed organisation should still ensure that Council is receiving best value.

Where a prescribed organisation has been used for a purchase greater than the tender threshold amount, an information report outlining the successful bid and the evaluation of the quotations must be presented to the next meeting of the Council.

### 6.4 Record maintenance

The Tender Evaluation Panel Chairperson is responsible for ensuring that all relevant documents relating to a request for tender are kept and secured, in line with the Tendering Guidelines for NSW Local Government.

The Tender Evaluation Panel Chairperson is also responsible for controlling access to all documents relating to a request for tender.

### 6.5 Assessment

Tenders will be assessed under formal evaluation criteria and weightings. These criteria and weightings will be included in the tender documentation.

### 6.6 Risk Management

Risk Management is the systematic positive identification of threats and the identification of opportunities for the best use of resources.

Throughout the tender process, the Council will ensure that risks associated with the process are identified and are treated in accordance with the Council's Risk Management Policy and Framework.

Items requiring Council Resolution

**7. RELATED POLICES AND STRATEGIES**

**7.1 Legislation**

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *State Records Act 1988*
- *Government Information (Public Access) Act 2009.*
- *Privacy and Personal Information Protection Act 1998.*
- *Public Finance and Audit Act 1983*

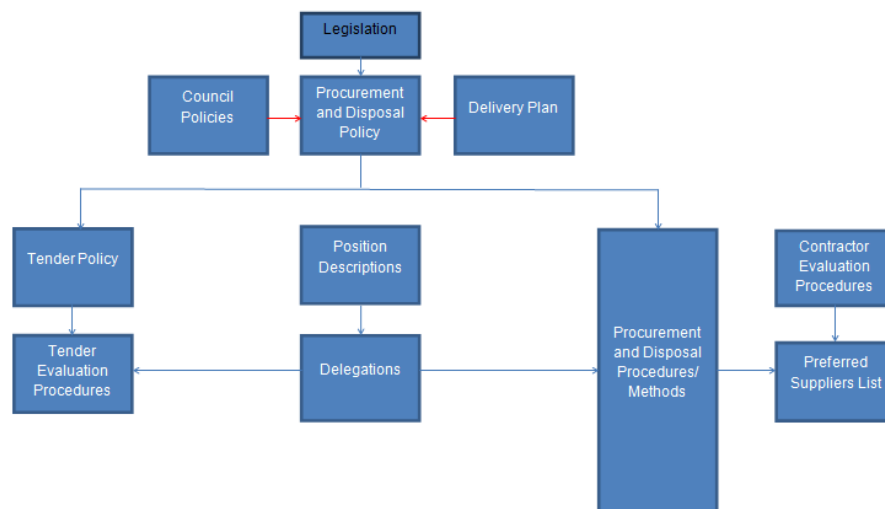
**7.2 Other plans, policies and strategies**

- Tendering Guidelines for NSW Local Government
- Berrigan Shire Council Risk Management Framework
- Berrigan Shire Council Code of Conduct
- Berrigan Shire Council Statement of Business Ethics
- Procurement and Disposal Policy

**REPORT:**

Over the past twelve months, Council staff have been putting into place a new framework for procurement and disposal of goods and services for the Council.

The framework developed is shown below



## Items requiring Council Resolution

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Having previously adopted a new procurement and disposal policy, the next step is the adoption of a revised Tender Policy.

The existing Tender Evaluation Policy combines policy directives from the Council with a set of procedures for staff to use. The new framework splits these components into:

1. A Tender Policy, for adoption by the Council
2. A set of procedures for calling for, and evaluating tenders.

The procedures are set at staff level but are attached for Council information as Appendix "B".

The revised Tender Policy sets direction to staff on the following topics

1. Appointment of tender panels
2. Use of prequalified contracts (i.e. LG Procurement etc.)
3. Assessment of tenders
4. Record keeping
5. Risk management.

The revised procedures provide specific instructions on how the tender process will operate.

The Council should note that where the Council uses a prequalified contract from a prescribed organisation such as LG Procurement, the Council is not required to formally resolve to accept the tender. As such, where the prequalified tender is used, a report on the tender will be sent to the Council, but for noting only.

Items requiring Council Resolution

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**5.4 SOCIAL MEDIA POLICY**

**AUTHOR:** Director Corporate Services

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 2.103.1

**RECOMMENDATION:** - that the Council adopt the following Policy for Social Media

**1. POLICY STATEMENT**

Council recognises the benefits of using social media as a means for engaging our communities, marketing, promotion and disseminating time-sensitive information to the widest possible audience.

It is acknowledged that certain risks are associated with social media tools and that these risks are not limited to reputation and the legitimate interests of Council. Moreover, it is based on the notion that under law, online content is permanent and should never be considered private.

Therefore, this policy has been developed to assist staff use social media in a productive and responsible manner.

**2. PURPOSE**

The purpose of this policy is to:

- Guide and support Council officials responsible and productive use of social media
- Extend reach of Council messages online by strengthening its relationships with relevant audiences
- Seek feedback and suggestions from engaged residents, ratepayers, business and visitors
- Monitor social media activity as it relates to Berrigan Shire Council

**3. SCOPE**

This policy covers:

## Items requiring Council Resolution

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- The establishment and content management of Berrigan Shire Council social media accounts
- The use of social media by Council officials on matters concerning the Council or likely to be viewed as concerning Council; and
- Describes appropriate use of social media by Council Officials in a private or work capacity

### 4. OBJECTIVE

This policy is developed to assist the Council with the following Delivery Plan Objectives:

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

*2.2.3 Participate in networks that promote regional and cross-border collaboration, planning and service delivery*

*3.2.2 Provide opportunities for lifelong learning, cultural expression and recreation*

*4.2.3 Engage local business through regular meetings, electronic newsletter, Council bulletin and media publications*

### 5. DEFINITIONS

**Social Media** – Software tools that allow groups to generate content and engage in peer-to-peer conversations and exchange of content.

Examples include:

- Social networking sites – for example. Facebook, MySpace, Bebo, Friendster
- Video and photo sharing websites – for example. Flickr, YouTube
- Micro-blogging sites – for example. Twitter
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
- Online encyclopaedias such as Wikipedia
- Any other web sites that allow individual users or companies to use simple publishing tools.

**Council Official** – as defined in the Council Code of Conduct. It includes Councillors, Council employees and Council volunteers.

**Council Social Media Accounts:** – are only those social media accounts created with the express permission of the General Manager

**Post** – broadcast information in a public forum

Items requiring Council Resolution

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**6. POLICY IMPLEMENTATION**

**6.1. Use of Council accounts**

6.1.1. General principles

Social media is a public forum and Council officials will act accordingly. Posting on social media is the equivalent of a letter in the newspaper or a public address. Council officials are bound by the Berrigan Shire Council Code of Conduct and this policy applies to postings and use of Council social media accounts. This policy also applies to postings made by Council Officials on non-Council social media on matters concerning the Council or likely to be viewed as concerning Council.

When using Council social media, Council officials will

- Act in accordance with the Council's Code of Conduct and not bring the Council into disrepute
- Take responsibility for their online activity
- Only use these services in accordance with this policy and Council's Communication Devices and the Internet Policy
- Not share or re-post publicly available information that may foreseeably harm or damage the reputation of Council, other entities or persons
- Post or cause the posting on social media Confidential and Personal information held by the Council.

6.1.2. Establishment and posting of Council accounts

In general, Council's activity on social media services will be via social media accounts established specifically for this purpose. Council social media accounts will only be established with the express permission of the General Manager.

Only Council officials expressly authorised by the General Manager will be permitted to add content to, and/or moderate a Council social media account and/or site. The principles of the Council's Media Policy apply to all use of Council's social media accounts. Therefore, all content posted online must be appropriately authorised.

6.1.3. Monitoring

The Council will take reasonable steps to monitor and/or moderate content posted on its social media platforms by third parties.



## Items requiring Council Resolution

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People making requests of the Council via social media accounts will be referred back to the Council's standard customer request procedures. The Council will not otherwise respond to requests on social media platforms other than the provision of straightforward publicly available information, i.e. opening hours etc.

The following inappropriate content posted on its social media platforms will be edited and/or removed:

- Personal attacks or defamatory statements or comments
- Profane or sexual language or content, or links to sexual content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Content that violates a legal ownership interest of any other party.
- Other material as determined by the Council's General Manager.

### 6.1.4. Owner's Rights and Records Management

The Council will respect the legal and moral rights of content owners when publishing third-party content on its social media accounts. This includes ensuring that the Council has consent to use the material and that appropriate credit is given to the creator.

Online Council statements can be held to the same legal standard as traditional media communications. The Council will establish a process to ensure that the Council meets its statutory and regulatory record keeping obligations when using its social media accounts.

Council officials responsible for maintaining social media accounts will ensure that relevant procedures regarding copyright and consent and records management are followed.

### 6.1.5. Council services and committees.

Where appropriate, the General Manager may authorise a service-specific social media platform; for example Library, Home and Community Care, Economic Development etc. This policy equally applies to these dedicated accounts.

Volunteer committees of the Council may establish dedicated social media accounts and/or sites. The committees must advise the Council of the existence of these accounts so the Council can monitor their content.

## Items requiring Council Resolution

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These accounts remain bound by this policy and the volunteers responsible for the accounts remain bound by the Council's Code of Conduct.

Social media accounts operated by volunteer committees must include a disclaimer clearly stating that the views expressed are not necessarily the views or the position of the Council.

Posting on volunteer committee accounts does not fall under the banner of the Council's Media Policy and specific authorisation is not required for each individual item posted on those platforms. However, the Council reserves the right to direct a volunteer committee to remove inappropriate content or in the case of continual breach of this policy, require that it close and delete the account.

It is impractical for the Council to continually monitor activity on social media sites operated by its volunteer committees. When the Council is informed about inappropriate, offensive or otherwise objectionable material posted on these sites, it will take timely and appropriate action to rectify the issue.

### **6.2. Use of personal accounts**

#### 6.2.1. General principles

All Council officials are bound by the Berrigan Shire Council Code of Conduct. This includes their interactions on personal social media services.

When using personal social media accounts, Council officials will

- Take responsibility for their online activity. Social media is a public forum and Council officials must act accordingly. Council officials are bound by the Berrigan Shire Council Code of Conduct and this policy applies to postings to and uses of social media accounts.
- Only use these services in accordance with this policy and Council's Communication Devices and the Internet Policy. Use of social media from Council devices and/or Council internet connections is not considered private.
- Not use a personal social media account for Council purposes without the express permission of the General Manager
- Not share or re-post publicly available information that may foreseeably harm or damage the reputation of Council, other entities or persons
- Not create or establish fictitious names or identities with the intent to avoid compliance with this policy or Council's Code of Conduct
- Ensure that their postings on social media are clearly separated from their role as a Council official.

## Items requiring Council Resolution

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- Not present personal views in a manner to suggest that those views are endorsed or supported by the Council.
- Council officers must not use corporate email addresses, for example. “<name>@berriganshire.nsw.gov.au” to create personal accounts in sites unrelated to the Council.

### 6.2.2. Councillors

As members of the community, Councillors are entitled to use social media services to enter into public debate in their private capacity and make comment on Council affairs provided they clearly state that such public comment reflects their personal opinion and not that of the Council or a committee of Council.

### 6.2.3. Employees

Employees will ensure that their personal use of social media services does not undermine their productiveness and effectiveness at work. Employees will give their attention to the business of Council when on duty.

Employees must not use social media to communicate with other employees about Council business without express permission.

## 7. RELATED POLICIES OR STRATEGIES

### 7.1. Legislation

- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *State Records Act 1998*
- *Privacy and Personal Information Protection Act 1998*
- *Government Information (Public Access) Act 2009*
- NSW Government Social Media Policy and Guidelines.

### 7.2. Council policies and guidelines

- Berrigan Shire Council Code of Conduct
- Berrigan Shire 2023 (Community Strategic Plan)
- Communication Devices and the Internet Policy
- Equal Employment Opportunity, Workplace Bullying and Harassment policy
- Media Policy

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**REPORT:**

## Items requiring Council Resolution

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At its meeting in March 2014, the Council adopted a draft Social Media policy in order to allow a trial of the use of social media across the Council.

Since then, the Council has established accounts for three social media platforms (linked below):

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)

The Council also created a second Facebook account to promote [Tocumwal Residential Airpark](#).

The Facebook accounts have been highly successful, attracting a wide readership and engagement levels. The Twitter account has not been used as much and mainly mirrors the content placed on Facebook while the Instagram account has been mainly dormant.

The past six months has also seen an expansion in Council volunteer committees establishing Facebook accounts, including:

- [Berrigan War Memorial Swimming Pool](#)
- [Tocumwal Swimming Pool](#)
- [Finley Swimming Pool](#)
- [Barooga Advancement Group](#)
- [Barooga Community Botanic Gardens](#)

With this growth in the use of social media by the Council and its agents, it is important that the Council has a policy for managing its use.

The policy provides direction for Councillors, Council staff and volunteers on:

- Compliance with the Council's Code of Conduct
- Inappropriate content
- Use of personal accounts by staff and volunteers
- Use by Councillors

The policy recognises that social media is an important tool for many of its volunteer committees and an overly restrictive approach to their use would be counter-productive.

However, the policy does require volunteer committees to advise the Council that they are establishing a social media account – to allow it to be monitored by the Council. It also requires the committee to remove or edit content as directed by the Council.

**Items requiring Council Resolution**

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Social media is about sharing and informality and as such there will likely be some hiccups along the way but this policy should give the Council some confidence that any issues will be addressed promptly.

RESOLUTION

Items requiring Council Resolution

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**5.5 DEVELOPMENT APPLICATION 59/15/DA/DM  
CHANGE OF USE – MOTOR SHOWROOM TO  
FUNERAL CHAPEL**

**AUTHOR: TOWN PLANNER**

**STRATEGIC OUTCOME: Diverse and resilient business**

**STRATEGIC OBJECTIVE: 4.1 Invest in local job creation, retention and innovation**

**FILE NO: 59/15/DA/DM**

**RECOMMENDATION: that Development Application 59/15/DA/DM for the change of use of a Motor Showroom to a Funeral Chapel be approved subject to the following conditions:**

**1. Approved Plans**

The development shall be implemented in accordance with the details set out on the plans North East Survey Design (Project No M2089 Version 3 Sheet 1) and on the application form and on any supporting information received with the application except as amended by the conditions specified hereunder.

**2. Asbestos**

Should any asbestos products be identified on site any removal must be undertaken in accordance with the provisions of the NSW Work Health and Safety Regulations 2011 and Council's Asbestos Policy as follows:

(a) Written notice must be provided to Council five (5) working days (excluding public holidays) prior to commencement of any works.

Written notice is to include the following details:

- Date the demolition will commence;
- Name, address, contact details (including after hours) and licence number of the demolisher and asbestos removalist (if different).
- Work must not commence prior to the nominated demolition date.

(b) The developer is to provide written notification to owners and occupiers of premises in the immediate vicinity of the

### Items requiring Council Resolution

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development site on asbestos removal work, five (5) working days prior to demolition.

(c) A WorkCover licensed Class B contractor must undertake removal of more than 10m<sup>2</sup> of bonded asbestos. Removal of friable asbestos material must only be undertaken by a contractor that holds a current friable asbestos removal Class A licence.

(d) The licensed asbestos removalist must ensure that:

- Signs alerting persons to the presence of asbestos are placed to indicate
  - where the asbestos removal work is being carried out, and
  - barricades are erected to delineate the asbestos removal area.

(e) All asbestos waste must be stored, transported and disposed of in compliance with the Protection of the Environment Operations (Waste) Regulations 2005. All receipts detailing method and location of disposal must be submitted to Council as evidence of correct disposal.

(f) Where friable asbestos has been removed, an independent licensed asbestos assessor must conduct a clearance inspection and issue a Clearance Certificate. Where more than 10m<sup>2</sup> of bonded asbestos has been removed, a clearance inspection must be conducted by an independent competent person and a Clearance Certificate issued. A copy of the Clearance Certificate must be provided to Council before the area can be re-occupied for demolition or other work.

### 3. Building work

The owner of the premises must ensure that prior to any structural works being completed on any of the buildings, detailed plans of the proposed works must be submitted to council for approval.

**Division:**

**In Favour:**

**Against:**

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### REPORT:

#### Site

The former Riverina Ford site is located on the south-western corner of Townsend & Murray Streets in Finley, which is also identified as Lot 133 DP 752283 being 277-283 Murray Street, Finley and is 4,501m<sup>2</sup> in size. The

### Items requiring Council Resolution

property is also approximately 800 metres from the Central Business District of Finley.

It is located within Zone RU5 – Village under the provisions of the Berrigan Local Environmental Plan 2013. Whilst being also located in an older, established residential area of town; the site is also surrounded by a few other different land uses, including being opposite to a Rail line reserve where there are existing storage sheds and silos.

The site is currently vacant but was formerly used by Riverina Ford as a cars sale yard, which also contained a showroom, office area, a large steel shed which was used for vehicle servicing and storage, as well as kitchen, toilets and office facilities.



Figure 1 – Aerial Photo showing subject site, objector's property & existing mortuary

#### Proposal

The proposal submitted is for the change of land use and development of a vacant site which was formerly used for car sales and servicing into a Funeral Chapel. The land, existing buildings and infrastructure will be redeveloped generally in accordance with the concept development plan prepared (see Appendix "C"). The proposal includes;

- Developing the existing masonry building into a chapel with capacity for up to 160 patrons. The existing external covered area to the west of the proposed chapel will provide an overflow area;



## Items requiring Council Resolution

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- Providing patron parking (approximately 40 spaces including 2 disabled) on the gravel paved area fronting Murray Street;
- Providing overflow parking on the existing gravel paved area on the western part of the site for approximately 48 vehicles;
- Upgrading the existing offices, reception area, toilets and kitchen within the large steel shed. The remaining shed area is likely to be used for secure hearse parking and additional storage,
- Provision of disabled parking and access and an area for hearse parking and loading/unloading will be provided on the northern side of the existing building accessible from Townsend Street.

This proposal submitted is only the first stage of the site development, which is the change of use of the motor showroom building to a Funeral Chapel. It is expected that an application to develop the remainder of the site to accommodate for mortuary and/or fully equipped funeral home facility will be submitted at a later point in time.

### Report

There are a number of potential impacts related to a proposal of this type which must be addressed if development approval is to be granted.

- Relevant State Environmental Planning Policy provisions  
There are no State Environmental Planning Policies which need to be taken into account in the assessment of this application.
- Relevant Berrigan Local Environmental Plan 2013 provisions

### **Permissibility**

The Berrigan LEP RU5 – Village Zone allows for a wide range of permissible uses which are permitted with Development Consent. This development falls into the definition of *funeral home*, given that the premises that are used to arrange, conduct and cater for funerals and memorial services, whether or not the premises include facilities for the short-term storage, dressing and viewing of bodies of deceased persons. The BLEP 2013 dictionary categorises that Funeral homes are a type of *business premises*, which is subsequently further categorised as a type of *commercial premises*. The RU5 – Village Zone allows for commercial premises to be developed with Development Consent.

### Compatibility

One of the main objectives of the RU5 – Village Zone is to ensure there are opportunities for economic development. The site is currently vacant, and is no longer generating the income as compared to when the site was being actively operated by Riverina Ford. This proposal will continue the commercial nature of the site as well as provide a valuable service/facility

## Items requiring Council Resolution

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for the community. Whilst some of the immediate land uses are predominately Residential Houses, the redevelopment of the currently vacant site is compatible with the surrounding residential houses given the proposed development will not involve a significant change to the existing buildings and infrastructure on the site or increase the density of the activity on the site compared to the previous car sales and servicing facility. Thus, the character of the area will not be adversely impacted through the redevelopment of this site.

### **Relevant Development Control Plan(s) provisions**

Chapter 4 of the Berrigan Development Control 2014 relates to Commercial development, which this development is classified. The proposal is consistent with the objectives of the Council, especially which encourages orderly and economic development within the Shire having regard to its commercial and retail needs.

### **Location**

One of the objectives of the DCP within Section 4.1 is the discouragement of isolated commercial development within the council. The controls state the preferred location for shops which are to be situated on Murray Street to be between Woolamai Street to the north and Osborne Street to the south. Despite the site being located outside this preferred locality by a small distance, this proposal make use of the existing land and buildings previously established and used for commercial enterprise, and does not fall truly under the classification of a 'shop'. The location is therefore suitable for a development of this nature.

### **Appearance and design**

Section 4.2 of the DCP encourages commercial developments to make a positive contribution to the existing character and streetscape of the town centres. The development supports this objective given that the existing masonry building on the site will be retained and remodelled internally for use as a chapel. Additionally, this remodelling will further enhance the masonry building's character. Furthermore, the large existing glass windows are consistent with the controls and the external appearance of the buildings and development on the site will not be significantly changed.

### **Car parking**

The Berrigan Development Control Plan 2014 places high importance on commercial developments meeting the demand of car parking likely to be generated by customers and employees. This proposal has taken into account the increase of car parking needed to accommodate the largely event related demand for individuals wishing to attend the services to be held in the chapel. A total of 88 spaces are proposed to be provided on the site, with accommodation for necessary disabled car spots. Whilst the DCP does not specially state the requirements for Funeral Chapels, it is

## Items requiring Council Resolution

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anticipated that the 88 spots will be largely sufficient for the majority of funeral events. In the event of a large funeral, the overspill of funeral-goers having to park their cars on the surrounding streets is likely to cause a minor impact on the residents of the neighbouring houses for short periods only. Overall, the proposal also allows for new landscaping to be provided where possible and the facility will only operate primarily during daylight/business hours.

### Other Relevant Assessment

#### Traffic

During times which the premises is used for a funeral service, local traffic conditions will be impacted due to increased traffic movement. However, this impact will only be minor in nature, given that Murray Street (Newell Highway) is extremely wide and access to the site is relatively easy given the restricted 50km/hr speed limit. Furthermore, the increase in vehicles in proximity of the site before and after services is expected to be very sporadic and few in frequency on an annual basis.

#### Site, surrounds and planning context

Upon completion of the proposal redevelopment, the Funeral Chapel will achieve a good planning outcome for the site and its surrounds. Given the unlikelihood of detrimental impact to surrounding views, privacy and overshadowing, the proposed modern facility will essentially lead to an extra service for the Township of Finley and surrounding areas. The streetscape is also likely to benefit from the re-development, additional landscaping and improvement to the frontage.

#### Provision for Further Development of the Site

As previously stated, this application is only the first stage of the site's development. Whilst not directly related to this particular application, consideration of the likely further development is warranted and does play an important part of the assessment of this development. Once established, it is likely that the business owners would see it fitting to also apply for mortuary to encompass the receiving and storing of bodies of deceased persons pending their interment or cremation.

Such future application is likely to cause an immediate impact to residents who live in the surrounding neighbourhood. However, it is unlikely that the future development will cause a significant adverse impact to the neighbouring residents given that at this present point in time, there is already an existing mortuary and funeral home located within the neighbouring residential area within very close proximity to the subject site. There is also planning merit in the site being used as both a **mortuary** and **funeral chapel** to decrease unnecessary further movements of the deceased bodies.

## Items requiring Council Resolution

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### Public Interest

This development is within the public interest, especially given that the Funeral Chapel will provide a service to the town. Additionally, there are many economic benefits for the township given that the site is currently vacant and not income generating. Funeral services held outside of traditional religious places of worship are increasing in popularity. However, given the size of the Township of Finley, it is unlikely that the Chapel will be used regularly on a weekly basis.

### Summary of Submissions

Upon the issue of letters notifying the immediate residents of the neighbouring properties, Council has received one formal submission (via two emails) and one informal submission (phone conversation) relating to the development. The formal submission objected to the entirety of the development, with the informal submission mostly not having a problem with the development at large, but rather wished to raise concern about the subsequent effect on local car parking outside their property which the development would create.

Within the formal submission correspondence to Council, the objection from the resident comprised of six major points. These are detailed below:

1. Increase in Traffic – the resident expressed that traffic produced by the business has potential to be disruptive to our current routine and residential lifestyle;
2. Car parking – the resident expressed that the vehicles of the mourners attending the services may be disruptive to street parking;
3. Noise – the resident had concerns about noise levels, and expressed that the level from average family dwellings surrounding the premises may not be compatible with the proposed business.
4. Proximity to death and mourning – the resident stated that they have serious concerns about the psychological and emotional wellbeing of the people in the dwellings surrounding the proposed business given their belief that a Funeral Chapel will be a “constant reminder of mortality”.
5. Impact on Real Estate Prices – the resident felt that average commerce and industry doesn't offer a constant reminder of mortality to nearby residents, which is of course a detractor to the desirability of a property.
6. Impact on professional services accessing property – In a follow up email to Council, the resident also wanted to advise that they have children which suffer from disabilities, who need constant attention and regular professions such as Occupational therapists and speech pathologists to visit their household. It is their belief that funeral services may impede on the professions visiting because of the impact on car parking in the immediate surrounding area.

## Items requiring Council Resolution

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### Response to Submissions

1. Increase in Traffic – As referred to before, the proposed development will impact local traffic movement. However, given the sporadic and infrequent use of the proposed Chapel, traffic will only increase when services are held for a relatively small amount of time during the given particular day.
2. Car parking – The proposal has accommodated for 88 spaces of car parking on site. In the event of a large funeral, the overspill of funeral goers having to park their cars on the surrounding streets is likely to cause a minor impact on the residents of the neighbouring houses for short periods only given the wide streets and the number of different streets available for parking. Generally, drivers of the vehicles will be respectful of the neighbouring houses and will not park in front of driveways or laneways.
3. Noise – It is highly unlikely that the noise generated from funeral goers will cause and adversely impact to the neighbouring residents because of the nature of Funeral Services.
4. Proximity to death and mourning – The proposal allows for landscaping and some screening to allow for privacy of mourners and respect to those involved. Views from neighbouring properties would therefore be protected from clear, direct views of the Funeral Services.
5. Impact on Real Estate Prices – This impact is difficult to measure, especially given that the previous use of the site was also for commercial purposes. Throughout the Township of Finley, there are numerous other properties within close proximity to places of worship including major churches which are also subject to Funeral Services. These residents acknowledge that Funeral Services are a necessary part of community living.
6. Impact on professional services accessing property – As discussed in addressing both the increase of traffic and car parking, the impact on the neighbouring residents' accessibility is only minor, given the infrequent annual use of a Funeral Chapel. The decrease in available on street car parks will require the professionals to use the driveways of the properties in concern. This will only be for limited times on limited days.

### Conclusion / Legislation

The assessment of this development application has been undertaken to especially consider the relevant parts of Section 79C of the *Environmental Planning and Assessment Act 1979*. Upon taking into account these considerations, the proposal for a Funeral Chapel is a welcomed income generating business for the Township, whilst also addressing the increase in need for Funeral Services to be held in buildings other than traditional places of worship.

Items requiring Council Resolution

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**5.6 BERRIGAN SHIRE LOCAL HERITAGE FUND  
2014/15**

**AUTHOR:** Development Manager

**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

**RECOMMENDATION:** that a grant of:

1. \$1,199 be offered for painting the exterior of the Berrigan Hotel, 2-4 Chanter Street, Berrigan.
2. \$2,400 be offered for painting the first floor exterior of Avalook Antiques, 51 Chanter Street, Berrigan.
3. \$1,452 be offered for the renewal of storm water drainage piping at the Berrigan RSL, 60-70 Jerilderie Street, Berrigan.
4. \$2,416 be offered for roof repairs to the Presbytery, 47 Hennessy Street, Tocumwal.
5. \$2,533 be offered for roof gutter replacement at the Federal Hotel, 80-96 Chanter Street, Berrigan.

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**REPORT:**

Subsequent to advertising for applications for funding under the Local Heritage Fund 2014/15 a total of six applications were received by Council. Upon assessment under the provisions of the NSW Office of Environment and Heritage guidelines it is recommended that five financial grants be issued.

The applications received are summarized below:

1. Exterior painting of front of ground floor of building, Berrigan Hotel, 2-4 Chanter Street, Berrigan.

Cost: \$7436

Grant sought: \$3718

Comment: Application consisted of three separate components and included quotes for each. The Berrigan Hotel is a prominent heritage listed building that was the recipient of funding in 2013/14 for exterior painting of the upper storey. As the Fund is of only \$10,000 and there are other worthy recipients it is considered that the quote for the exterior painting of the lower level should only be considered at this time (cost of \$2398) and which would complement the work already completed. A grant of \$1199 is recommended.

**Items requiring Council Resolution**

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2. Painting of upper section of shop, Avalook Antiques, 51 Chanter Street, Berrigan.

Cost: \$4900

Grant Sought: \$2400

Comment: Application for painting a recently repaired upper section of the shop. The building is not listed as a heritage item however is located in the Berrigan Conservation Area and is situated in a highly visible location. A grant of \$2400 is recommended.

3. Renewal of storm water drainage line. Berrigan RSL, 60-70 Jerilderie Street, Berrigan.

Cost: \$2904

Grant sought: \$1452

Comment: The Berrigan RSL building is a heritage item and is located in the Berrigan Conservation Area. Due to aged storm water drains the building is deteriorating in some areas. Improvements to the storm water drainage system will prevent further damage to the fabric of the building and allow the members to keep up with other maintenance activities. A grant of \$1452 is recommended.

4. Roof repairs of Presbytery, 47 Hennessy Street, Tocumwal.

Cost: \$4832.30

Grant sought: \$2416.15

Comment: Application involved restoration and repair of a tiled roof of a heritage item to prevent further interior and exterior water damage to the building. Grant of \$2416 recommended.

5. Roof gutter replacement of Federal Hotel, 80-96 Chanter Street, Berrigan.

Cost: \$12997

Grant sought: \$5000

Comment: Application involved replacement of guttering to improve storm water drainage and prevent water damage of a heritage listed building within the Berrigan Conservation Area. As this fund is for only \$10000 in total and there are other worthy applicants a grant of \$2533 is recommended.

6. Remove existing porch and erect larger verandah, 25 Murray Street, Tocumwal.

Cost: \$14720

Grant sought: \$5000

**Items requiring Council Resolution**

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Comment: Application reviewed however upon further research it was discovered that the Tocumwal Conservation Study 1990 noted that there was no evidence that a verandah was ever constructed on the building and it was recommended that the existing small verandah be removed. It is considered that further research by an appropriately qualified heritage expert be carried out to determine whether the construction of a verandah would contribute to the heritage conservation of the building. No funding recommended.

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**Items requiring Council Resolution**

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**5.7 FOOD BOWL INLAND RAIL ALLIANCE – CONTRIBUTION REQUESTED****AUTHOR:** General Manager**STRATEGIC OUTCOME:** Diverse and resilient business**STRATEGIC OBJECTIVE:** 4.4 Connect local, regional and national road, rail, and aviation infrastructure**FILE NO:** 30.160.2

**RECOMMENDATION:** - that the Council contribute \$3,000 to the Food Bowl Inland Rail Alliance to assist with the production of a report detailing the economic value of Food Bowl route proposed as a part of the inland rail project, with such funds to be provided from the budget provided for the Tocumwal Intermodal project.

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**REPORT:**

The Council, along with nine other regional Councils is a member of the Food Bowl Inland Rail Alliance. The aim of the Alliance is to secure an inland rail route through Shepparton – Narrandera region as a part of the proposed Melbourne to Queensland rail project.

The current proposed route in this region is via Albury and Wagga Wagga.

The Chair of the Inland Rail Implementation Group, John Anderson, has deferred announcement of the route in the region to allow the Alliance to put its case for the Food Bowl route.

In initially putting forward its case and in response to an initial report prepared by Aecom, Mr Anderson has requested a second submission providing hard data and supporting information.

Aecom has advised that the requested report will cost \$29,758 (ex GST) possibly plus travel costs of \$1,500.

The Alliance has requested a Council contribution towards the project.

Based on an Alliance membership of 10 Councils a contribution of approx. \$3,000 would be appropriate if the Council chooses to support the submission.

**Items requiring Council Resolution**

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Whilst not specifically provided for the contribution could be provided from the budget allocation for the Tocumwal Intermodal project without significantly impacting upon it.

The Council has been an active member of the Alliance and the regional economy would benefit from the rail route being located in this area.

A copy of the initial submission is circulated with this agenda as appendix "D" and outlines the project and its benefits.

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Items requiring Council Resolution

**5.8 DELIVERY PROGRAM PROGRESS REPORT**

**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 note the December 2014 Delivery Program Progress Report of the Annual Operational Plan 2014/15 circulated as Appendix “E”.






**REPORT:**

Circulated with this Agenda as Appendix “E” is the December 2014 Delivery Program review and progress report of the Council’s *Annual Operational Plan 2014/15*.

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

- Council actions that support and promote *Berrigan Shire 2023* 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 appended reporting and monitoring Review and Progress Report includes:

RESOLUTION

### Items requiring Council Resolution

1. A percentage target for each *Delivery Program, Annual Operational Plan* objective and or *Operational Plan* action – usually 100% though in some instances where it is reasonable to assume a degree of ‘slippage’: (i.e.: seasonality; carryover from previous years and or carry forward as is the case for ongoing capital works) the full year performance target may be lower
2. A Year to Date (YTD) assessment by the responsible Council Officer of progress toward completion and or the achievement of the set target
3. Comments from the Responsible Council Officer highlighting service achievements and or the challenges relevant to the Council operation being reported and its status.

Council should also note that not all Annual Operational Plan Actions or objectives have targets and are reported qualitatively by the responsible officer.

The following is a summary by strategic outcome of the status of Council’s Annual Operational Plan actions.

	Completed	On target	Not on target	Past Due	Deferred / Not due to start	Total
Sustainable natural and built landscapes	3	11	0	1	n/a	15
Good government	0	12	0	0	n/a	12
Supported and engaged communities	1	17	0	0	n/a	18
Diverse and resilient business	0	19	0	0	1	20
<b>Total Actions</b>	<b>4</b>	<b>59</b>		<b>1</b>	<b>1</b>	<b>65</b>

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**Items requiring Council Resolution**

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**5.9 CAREERS EXPO****AUTHOR:** Economic Development Officer**STRATEGIC OUTCOME:** Diverse and resilient business**STRATEGIC OBJECTIVE:** 4.1 Invest in local job creation, retention and innovation**FILE NO:** 08.129.2**RECOMMENDATION:** - that the Council alters the purpose of the Finley High School Careers Expo to focus on supporting skill development in the Shires young people to assist in the transition from secondary school to living, training and earning regionally.

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**REPORT:**

The Council has supported the Finley High School Careers Expo for a number of years. The Expo is a full day out of school event that caters to students in years 10, 11 and 12.

Initially the goal of the Expo was to expose students to the career opportunities available in the region by visiting a range of businesses that were relevant to their interests and subject choices. Businesses that were included were:

- Engineering,
- Agriculture and horticulture,
- Emergency services,
- Health care,
- Fitness
- Local government.
- Retail
- Health and Beauty

Running the event as a bus tour to each business was difficult logistically and the benefits of the program to either the business or the student were unclear. It became increasingly challenging to get businesses interested in participating and enthusiasm waned with the students as opportunities offered through work experience and TAFE and University open days was giving them access to the information they needed. It is fair to say that it is highly unlikely that any local employment eventuated from these events.

The format of the Expo changed in 2013 when a conference/workshop style event was first held at the Finley Returned Services Club. The Expo program consisted of:

**Items requiring Council Resolution**

- Local employers discussing regional employment opportunities in classroom style presentations
- Interactive sessions on Mind mapping and Career Journeys.
- Lunchtime networking with local business operators

The new format received good feedback and led to a similar program being designed in 2014 where the program consisted of:

- A motivational speaker – Don Elgin
- Interactive sessions on business etiquette, budgeting and interview skills
- Q and A session with young local business owners or managers
- Lunchtime networking with local business operators

The debrief meeting with those involved in the 2014 Expo included an assessment of the student’s feedback forms and concluded that:

- The group was too large and the program should be targeted at year 11
- The networking session with the business operators was not effective
- That the goal of retention, (keeping young people in the region) was an unrealistic one and that we could better assist with an Expo focused on transition skills.
- It is worth continuing to highlight the benefits of regional living, training and earning in a less direct fashion.

With this in mind the following program has been drafted for the 2015 event and the purpose of the event has been altered to reflect the desired outcomes for all involved.

**Youth Futures .....Regional living, studying and working!  
Wednesday 1st of April 2015.**

<b>Purpose</b> (Reason for doing something)	For young people living in the region to be encouraged and stimulated to consider living, training, and earning in the region.
<b>Mission</b> (How we are going to do something)	By gathering students to provide information, motivation, stimulation from vibrant people who have a regional working and or business career story to tell. By exposing the students to real world scenarios that they will face in the near future as they move from secondary school to employment, apprenticeship or further study.
<b>Vision</b>	Outcomes of the project will be for a significant number of students being aware of, and excited by:- <ul style="list-style-type: none"> <li>• employment and business opportunities in Berrigan Shire.</li> <li>• training and being educated in Berrigan Shire.</li> <li>• staying and/or returning to live in a regional community.</li> </ul> capacity of individuals to choose a future path and follow it to success.

RESOLUTION

## Items requiring Council Resolution

The program will be conducted at the Finley Football Club Grounds		Presenters
Auditorium 10:00 – 10:15	Arrival, welcome and outline of the day	Merran Socha
10.15 – 11.00	Key Note address – Why I live and work in the region?  Leaving and coming back.	Jane Harris
11:00 – 11.15	Morning tea – fruit and biscuit	Teachers
11:15 – 12.45 30 minute sessions. Rotating through three different areas with students to move	1. How to buy your first car. (Outside, with examples of vehicles). Role play with a salesman and a student volunteer. The pitfalls, what to look for, what is a sensible car and how can I get a good deal and still look cool. Cost of running a car – insurance, fuel , servicing, NRMA What is the difference between a car loan and any other sort of loan?  Q and A	Mustica Motors- Chris Mustica
	2. Employability – What is acceptable dress, behaviour, language, expectations of the position etc.	Jane Harris and business partner invited
	3. Real Estate - How to become a tenant, your responsibilities and your parents responsibilities, Tenancy timing, shared leasing, setting up house.	Anne Atley – Homes Out West Possibly Jason Herbert as well.
12.45 – 1:00	Thank-you to all presenters	from the students
1:00 – 1:30 Auditorium	Lunch – Box Lunch Presentation - Australian Business Local Apprenticeships	All Paul Burley
1:30 – 2.00 Auditorium	Social media and the workplace: How can what I do now affect me later. Linked In. Face Book etc.	Unknown at this stage, potential presenter to be researched and engaged
2:00 – 2:45	The Price is Right –C'mon Down! A fun session on budgeting – Higher or Lower? How much does it cost to feed me for a week and other perplexing questions?	Susie Escott
2:45 - 3.00	Thank you to afternoon presenters Finish the day with a summary of what has been learned Students to complete the evaluation form	From the students
3:00	Close of the day	Teachers

## Items requiring Council Resolution

**5.10 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 second quarterly review of the 2014/15 budget and vote the funds contained therein as shown in Appendix "F"
- Note the Quarterly Budget Review Statement attached as "Appendix "G"

**REPORT:**

Circulated with the Agenda as Appendix "F" is the Quarterly Financial Review for the period 1 October 2014 to 31 December 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 2014/15 financial year.

The summarised results are as follows:

	<b>\$</b>
Revised budget surplus as at 30/09/14	84,571
Increased expenditure as per this report	(174,290)
Additional revenue as per this report	<u>536,201</u>
Revised budget surplus as at 31/12/14	446,482

Major changes proposed in this review include:

**Favourable**

Some of the drainage works associated with the Local Infrastructure Renewal Scheme (LIRS) have been deferred in 2015/16. Of course, this is not a saving per se but merely a deferral.



### Items requiring Council Resolution

The proceeds of sales of land at the Tocumwal Aerodrome (\$248,636) have been recognised in this review and transferred to reserve.

Roads and Maritime Services have paid the Council its final claim of \$150,729 for flood repairs.

\$95,000 for cabling rebundling has been removed as a result of the Council's savings decisions at the December meeting.

\$20,000 has been included for agreed works at the Berrigan Caravan Park subsequent to a lessee taking possession of the site.

#### Unfavourable

Drainage works in William St have been brought forward from 2015/16 to allow works to start this financial year and complete the works in this area.

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
1001-0349	COMMUNITY REPORT	15,200 U	PROFESSIONAL PRINTING
1010-0195	ADMIN INSUR - OTHER	126,240 U	TRANSFER FROM PUBLIC LIABILITY INSURANCE BUDGET
1010-0194	ADMIN INSUR - PUBLIC LIABILITY	125,330 F	TRANSFER TO OTHER INSURANCE BUDGET
1050-0020	WAGES PERFORMANCE BONUS PAYMENT	13,091 F	SMALLER BONUS PAYMENTS TO STAFF THAN BUDGETED
1070-0145	PAID PARENTAL LEAVE SCHEME	23,000 U	PAYMENTS MADE FROM INCOME RECEIVED
1070-0320	STAFF SUPERANNUATION - LG RET	26,107 U	TRANSFER BETWEEN DIFFERENT SUPERANNUATION FUNDS

## Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1070-0340	STAFF SUPERANNUATION - LG ACC	26,107 F	TRANSFER BETWEEN DIFFERENT SUPERANNUATION FUNDS
1200-1680	WORKCOVER INCENTIVE PAYMENTS	29,354 F	ADDITIONAL WORKCOVER PAYMENTS RECEIVED AS A RESULT OF AUDIT RESULT
1416-2410	LIRS - US/W DRAINAGE INTEREST	14,089 F	LOAN DRAWN DOWN FROM 01/01/15 NOT 01/07/14
1417-0541	RILEY COURT STORMWATER DETENTION	28,500 U	BUDGET NOT CARRIED FORWARD FROM 2013/14
1417-0546	RETENTION POND - RIV HWY FIN	19,000 U	COSTS OF WORKS HAVE EXCEEDED BUDGET
1417-0677	WILLIAM ST - HAMPDEN TO EAST	127,000 U	WORKS BROUGHT FORWARD TO COMPLETE DRAINAGE IN THIS AREA
1417-0822	MURRAY ST - HEADFORD TO OSBORN	428,000 F	DEFERRED TO 2015/16
1417-0832	TUPPAL RD SH 17 to RAILWAY	20,000 U	DRAINAGE WORKS ASSOCIATED WITH RECONSTRUCTION OF KERB AND GUTTER
1417-0828	FINLEY ST DETENTION BASIN	312,312 F	DEFERRED TO 2015/16
3750-1700	LIRS - URBAN S/W LOAN PROCEEDS	650,000 F	DRAWDOWN OF LIRS LOAN ENTIRELY RECOGNISED
3750-1950	MURRAY ST - HEADFORD TO OSBORNE	20,000 U	WORKS DEFERRED TO 2015/16
1500-5105	UNSPENT LOAN PROCEEDS LIRS	980,000 U	RESTRICTION OF LOAN PROCEEDS NOT EXPECTED TO BE SPENT IN 2014/15
3800-1953	NATIONAL DISASTER RELIEF ASSIS	150,729 F	BALANCE OF FUNDS RECEIVED FROM RMS FOR FLOOD WORKS PERFORMED IN PREVIOUS YEAR
1511-0165	WATER TREATMENT - OP EXP - BGN	22,015 F	REFLECTION OF COSTS TO DATE DUE TO ISSUES WITH CONTROL EQUIPMENT

RESOLUTION

## Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1511-0150	WATER TREATMENT - OP EXP - BGA	20,000 U	REALLOCATION TO 1511-0615
1610-0658	SPARE PUMPS FOR LOW PRESS SYS	10,000 U	UNEXPECTED PUMP REPAIRS
1610-0705	FIN UPGRADE PUMP STATIONS	10,000 F	SAVINGS USED TO FUND ADDITIONAL WORKS REQUIRED IN 1610-0658
1610-0892	BGA-MINOR REPAIR/REPLACE	15,000 U	ADDITIONAL EXPENDITURE FOR PUMP REPLACEMENTS
1717-0224	BGA REC RES ADDITION TO TOILET	13,845 F	PROJECT COMPLETED
6500-1965	BGN SPORTS GROUND DEMO & NEW SHED	25,000 F	RECOGNITION OF FUNDING FROM SPORTSGROUND COMMITTEE
1911-0100	RURAL ROADS	30,000 F	REALLOCATE TO SPECIFIC JOBS
1911-0183	TOC-AERO RUNWAY 9-27 BITUMEN	10,000 F	ADJUSTED TO FUND OTHER AERODROME WORKS
1911-0275	HUGHES ST - BUCHANANS TO MR550	150,000 U	ALLOW FOR WORKS TO START IN 2014/15 FINANCIAL YEAR
1911-0299	REPLACEMENT OF BUTT ENDED PIPE	29,707 U	CORRECTION OF ERROR IN EXISTING BUDGET.
1912-0071	RESHEET SULLIVANS RD CRUICKSHA	80,150 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0139	RESHEET WARATAH RD SH20 to PYL	89,895 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0157	RESHEET FEGANS RD SH20 RENOLYD	53,215 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0158	RESHEET RENOLYDSONS RD WARAT	23,035 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0159	RESHEET DONALDSONS RD SH17	194,945 U	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED

## Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
			PRIORITIES
1912-0160	RESHEET THORBURNS RD ROCKS	70,363 U	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0161	RESHEET TWARRA EST RD TO PEPPERTREE	41,587 U	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0232	KENNEDYS ROAD	24,360 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0233	VICTORIA PARK ROAD	17,908 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1912-0240	R/S ROCKLIFFS RD 0-6520	15,275 F	REALLOCATION OF RESHEET ALLOWANCES TO MEET CHANGED PRIORITIES
1914-0563	TUPPAL RD - SH17 TO RAILWAY	21,111. U	TOP UP OF FUNDS RECEIVED FROM RMS FOR CONSTRUCTION
1914-0581	WOODSTOCK RD-DENISON	24,956 F	COMPLETED
1916-0801	KELLY ST - SHORT ST TO EMILY S	33,860 F	COMPLETED
1916-0820	DENISON ST - WOLLAMAI TO TUPPA	33,684 U	COSTS EXCEED BUDGET – SEEKING RMS CONTRIBUTION
1916-0822	MURRAY ST - HEADFORD TO OSBORN	87,000 F	DEFERRED UNTIL 2015/16
1916-0823	TUPPAL RD SH17 TO RAILWAY	-32,000 U	HALF COST SCHEME NOT INCLUDED IN INITIAL BUDGET
1916-0824	KELLY ST- CREEK TO CHARLOTTE ST AND KELLY ST TO COBRAM ST TOC	22,638 U	COMPLETION OF KERB AND GUTTER IN KELLY STREET
1916-0825	KELLY ST NTH MOTTEL TO COBRAM	21,000 U	COMPLETION OF KERB AND GUTTER IN KELLY STREET
1917-0624	HUGHES ST - HAY TO BUCHANANS	14,000 F	COMPLETED

RESOLUTION

## Items requiring Council Resolution

JOB/ITEM	TITLE/DESCRIPTION	VARIANCE	EXPLANATION
1917-0627	TUPPAL ST - MURRAY ST TO LAKE	26,878 F	JOB CONSOLIDATED WITH 1917-0656
1917-0649	BGA WALK/CYCLING TRACK	40,000 U	INCLUSION OF WORKS FUNDED BY BAROOGA ADVANCEMENT GROUP. SEE 7500-1855
1917-0656	TUPPAL ST MURRAY TO TOCUMWAL	26,878 U	CONSOLIDATION WITH 1917-0627
1918-0107	INSTALLATION POWER CABLING BUNDLING	94,552 F	SAVINGS IDENTIFIED BY COUNCIL
7500-1823	FOOTPATH DENISON ST - WARMATTA	16,290 U	WORKS DEFERRED
7500-1854	FOOTPATH TAKARI ST NANGUNIA ST	10,000 U	WORKS DEFERRED
7500-1855	WALKING CYCLING TRACK	40,000. F	COMMITTEE FUNDING RECOGNISED
1920-0181	TOC AERO-APRON AREA HEAVY PATC	12,785 U	ADJUSTEMENTS IN AERODROME PRIORITIES
1920-0185	TOC AERO RUNWAY 18- 36 BITUMEN	26,000 F	ADJUSTEMENTS IN AERODROME PRIORITIES
1920-0187	OC AERO PERIMETER AND TAXIWAY	10,000 U	ADJUSTEMENTS IN AERODROME PRIORITIES
1920-0193	AERODROME DRAINAGE IMPROVEMENT	20,000 U	ADJUSTEMENTS IN AERODROME PRIORITIES
7700-1827	AERODROME - SALE OF LAND	248,637 F	RECOGNITION OF SALES OF DEVELOPED LAND AT THE AERODROME
7700-2026	AERODROME TRANSFER TO RESERVE	248,637 U	TRANSFER OF PROCEEDS OF DEVELOPED LAND TO RESERVE
2011-0135	BGN CARAVAN PARK BLDG MTCE	19,500 U	TO IMPROVE CARAVAN PARK AS PER AGREEMENT WITH NEW LESSEE

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

The QBRs consists of six statements:

### Items requiring Council Resolution

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

The Council's budgeted net operating result was projected to improve by \$387,000 during the December quarter.

The main drivers of this change were sales of high security water, recovery of funds spent on flood damage last year and sales of developed land.

The budgeted net operating result at the end of the December quarter is a \$2.2m surplus, becoming a surplus of \$0.3m after deducting \$1.9m of capital grants and contributions.

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 \$364,000, mainly deferral of drainage works. The delay in the drawdown of the LIRS loan also saw deferral of principal payments of around \$195,000

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 for 30 June 2015 improved overall by \$1,430,000 over the December quarter. Much of this is as a result of the restriction of \$980,000 of the LIRS loan, to be spent in 2015/16.

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.

**Items requiring Council Resolution**

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- 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.
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 for Noting

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**RECOMMENDATION** – that Items for Noting numbered 6.1 to 6.9 Inclusive be received and noted.

**6.1 LGNSW STATE ELECTION PRIORITIES**

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 13.055.3

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**REPORT:**

LGNSW has identified the key priorities which it has outlined to parties contesting the upcoming NSW state election.

The priorities identified are:

**GREATER AUTONOMY IN GOVERNANCE**

- Amend the NSW Constitution to strengthen recognition of elected Local Government
- Cease the practice of cost shifting, enact legislation that requires Local Government's agreement in taking on any additional responsibilities and provides funding or a funding mechanism, and ensure assessments of impact of change specifically to address and mitigate impact on rural councils
- Remove the concept of a 'body politic' from the Local Government Act 1993
- Provide legislation or Premier's directive for NSW Government agencies to incorporate local Community Strategic Plans in state planning processes
- Adopt and promote an integrated and holistic approach to the mutual achievement of economic and environmental sustainability and community well-being in decision-making
- Provide funding to LGNSW for a significant long-term women's development program aimed at improving the diversity of councillors (\$600,000 per year for eight years).



## Items for Noting

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### **AUTONOMOUS REVENUE RAISING**

- Abolish rate pegging
- Remove regulations on council fees and charges
- Review and remove unfair and inefficient rate exemptions
- Implement a broad based property levy for funding emergency services
- Work with Local government to develop long-term solutions for funding community infrastructure requirements in both greenfield and infill areas (Section 94 contributions).

### **FAIR FUNDING FOR SHARED RESPONSIBILITIES**

- Government, especially regional roads, timber bridges and higher mass limits (HML) vehicle routes such as the Bridges for the Bush and Fixing Country Roads programs
- Increase funding for public libraries to reach a new recurrent target of \$30 million per annum with this \$30 million indexed each year thereafter
- Guarantee continued funding for council-owned and operated local water and sewerage utilities in regional NSW, including the remote communities water and sewerage program and Aboriginal Communities Water and Sewerage Program
- Increase NSW Government funding allocated to weed management to \$20 million per year, including adequate resourcing of a weed incursion fund
- Provide continued recurrent funding of Local Government ageing and disability workers, extending it to all councils seeking such roles (\$6.5 million per annum)
- Provide funding to support development of Disability Action Plans and associated infrastructure renewal (\$5 million per year for five years)
- Provide new funding and resources to councils to help address and mitigate the significant environmental, economic and social impacts of climate change (\$3 million per annum)
- Create a Local Government arts and cultural development fund, with a key objective being to improve arts infrastructure outside the Sydney CBD (\$5 million per year)
- Provide funding to improve Local Government's capacity to undertake long-term financial planning and asset management to support Community Strategic Planning (\$1 million per year for five years)
- Provide funding to assist in mapping heritage values and development of detailed management plans under the proposed Aboriginal culture and heritage legislation
- Provide funding for cycleway route extensions
- Allocate a share of mining royalties to Local Government through a system that provides funding to all councils, with additional funding for councils impacted by the mining industry.

## Items for Noting

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### **VOLUNTARY STRUCTURAL REFORM**

- Codify a mutually-agreed role for councils under the proposed Aboriginal culture and heritage legislation
- Develop a Memorandum of Understanding (MOU) between Out of School Hours (OOSH) Care Services and School Principals (or another mechanism) to facilitate OOSH access to schools
- Develop mutually-agreed guidelines for Disability Action Planning that are integrated with council plans under the Local Government Act 1993, Chapter 13, Part 2 (Integrated Planning and Reporting)
- Provide support to Local Government across all Department of Family and Community Services (FACS) regions to develop Disability Action Plans
- Ensure Ability Linkers work with councils to plan for inclusive communities and provide feedback to councils on barriers to inclusion that are encountered in mainstream services.

### **IMPROVED ENVIRONMENTAL LEGISLATION AND SETTINGS**

Introduce a Container Deposit System and pursue extended producer responsibility measures for problem household wastes

- Provide scientifically-based sea level rise benchmarks for use in planning in the coastal zone
- Remove the s88 (waste) levy from asbestos disposal, and introduce legislation requiring that asbestos information be provided for all house sales in NSW
- Guarantee that the s88 (waste) levy will not be extended beyond the existing regulated area and undertake a review of councils in the Regional Regulated Area to ensure the councils included in the area are appropriate
- Invest in better coordination of natural resource management (NRM) data across NRM managers including NSW government agencies, Local Government and Local Land Services, to avoid duplication and ensure they use best available data
- Commit to an ongoing role for Local Government in strategic planning for weed management, based on the demonstrated strengths of local weeds authorities.

### **LAND USE PLANNING**

- Ensure refinements to the existing Act or any proposed new Act by:
  - Enshrining community participation at all stages of planning
  - Including the objects covering ecologically sustainable development (ESD) and the polluter pays principle
  - Maximising council status in local and regional planning decisions

### Items for Noting

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- Including the fundamental objective of a central cadastral database and a single document of development controls applying to each land parcel, similar to the title details available on the register
- Recognising the importance of the agricultural sector and provide strategies by which agricultural land can be protected.
- Abolish the “pre-gateway” provisions to Part 3 of the Environmental Planning and Assessment Act 1979
- Tighten the regulation and supervision of Private Certifiers or remove the current structure that promotes the use of private certification in the development process
- Consult with LGNSW and Sydney councils in the design of a Greater Sydney Commission
- Work with Local Government in designing and establishing suitable mechanisms and/or groups through which councillors can have ongoing involvement in planning and decision-making at the regional level
- Ensure Local Government participation in Department of Planning and Environment (DP&E) expert working groups, to develop details and options for addressing reform issues
- Establish consultation processes for the development of materials on reform issues
- Enter into a MOU with LGNSW to specifically deal with partnership in the emerging planning system.

While the above appear to reasonably reflect the aims of local government throughout NSW I don't believe that this Council would support the abolition of the “pre gateway” provisions of the Environmental Planning and Assessment Act.

Items for Noting

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**6.2 NSW ELECTORAL COMMISSION –  
CONTRACT FOR CONDUCT OF 2016  
COUNCIL ELECTION.**

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 13.055.3

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**REPORT:**

As Councillors may be aware the next ordinary election will be held during September 2016.

The conduct of the election is by the General Manager unless the Council resolves at least 18 months prior to the election (10<sup>th</sup> March 2015) to engage the NSW Electoral Commission to conduct the election. If a Council does resolve to engage the NSW Electoral Commission to conduct the election then it must enter into a contract with the NSW Electoral Commission at least 15 months prior to the election (10<sup>th</sup> June 2015).

On the basis of the above the NSW Electoral Commission has forwarded to the Council a copy of the contract that it will required to enter into if indeed it resolves to have the Commission conduct its election.

A copy of the proposed contract is circulated with this agenda as appendix "H".

The contract appears to be straight forward with no issues of undue concern identified by staff.

Regardless of the above comment, if Councillors have any concern with the proposed contract an opportunity no exists to raise those concerns and make appropriate representations to the NSW Electoral commission.

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**Items for Noting**

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**6.3 FIT FOR THE FUTURE WORKSHOPS****AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 13.010.1

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**REPORT:**

LGNSW is offering a range of workshops during February and March 2015 to assist Councils in managing and responding to the Fit for the Future Program.

The workshops are;

**Amalgamations: to merge or not to merge**

Sydney 26<sup>th</sup> & 27<sup>th</sup> February 2015

This workshop is designed to share experience gained in previous mergers.

Workshop cost \$990

**Fit for the Future? Proposal Bootcamps**

Sydney 23<sup>rd</sup> & 24<sup>th</sup> February 2015

Dubbo 16<sup>th</sup> & 17<sup>th</sup> March 2015

Port Macquarie 30<sup>th</sup> & 31<sup>st</sup> March 2015

This workshop is designed for Councils that have chosen to complete template 2 (BSC), which requires the use of a self-assessment tool to review the Council's performance against benchmarks and to inform an improvement plan.

Workshop cost \$990.

**Fit for the Future? Rural Council Bootcamps**

Sydney 12<sup>th</sup> & 13<sup>th</sup> March 2015

This workshop is designed for Councils that have chosen to complete template 3 for a Rural Council

Items for Noting

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Workshop cost \$990.

**Regional Collaboration: What Works?**

Sydney 26<sup>th</sup> & 27<sup>th</sup> March 2015

Investigates common themes about what works and what doesn't work around regional collaboration.

Workshop cost \$990.

Accommodation, sustenance and travel are additional to workshop costs.

Any Councillor wishing to attend should obtain an appropriate resolution from the Council.

**Items for Noting**

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**6.4 FIT FOR THE FUTURE****AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 13.010.1

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**REPORT:**

The United Services Union industrially represents many of the Council's employees and has an obvious interest in the State's Fit for the Future Program.

The Union has forwarded, for the Council's information, copy of a letter that it has sent to the Minister for Local Government. The Union has asked that the contents of the letter be brought to the Council's attention and on this basis a copy is circulated with this agenda as appendix "I".

The Union's letter raises many issues that also of concern to the Council.

Items for Noting

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**6.5 LIBRARY QUARTERLY REPORT**

**AUTHOR:** Library Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 03.095.2

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**REPORT:**

The September to December quarterly report reflects a healthy local library world.

**Programs**

The Berrigan Shire Library Service continues to facilitate and encourage community participation such as hosting special guest speakers for school students, hosting knitting groups, mother's groups, Mah-jong and Scrabble

'The 'IPad Conversation Group' continues to meet weekly with strong support.

The monthly Free Film afternoons at Berrigan will be extended to additional branches in 2015. Library Service is offering two films to be screened at Berrigan and Finley for children and young adults during January.

**Events**

In October 2014, the library staff became involved in Kids Fest activities with a positive result, especially at Barooga, as the special guest Danielle O'Keefe visited each school in the Shire and promoted Kids Fest very well. The children identified with library staff at each park, while the Library Manager attended desk duties within the Branch.

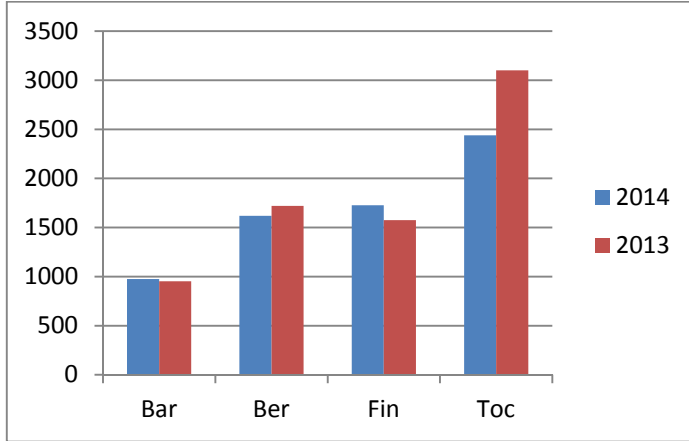
**Statistics**

Statistics for the last quarter, October to December surprisingly show Loans and Door count in Tocumwal slipping compared to the same quarter 2013 with Barooga, Berrigan and Finley pretty steady. Online borrowing is popular at Tocumwal.

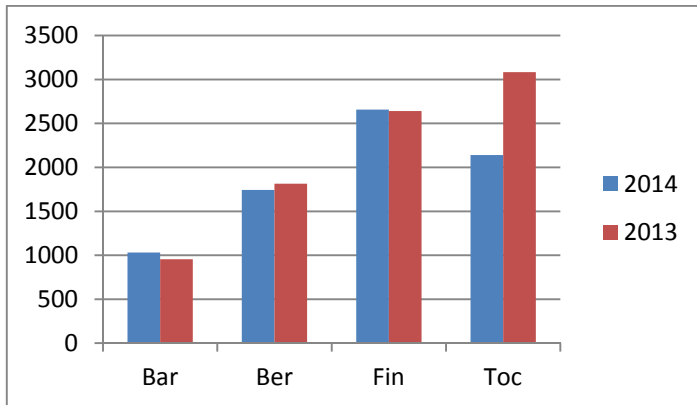


Items for Noting

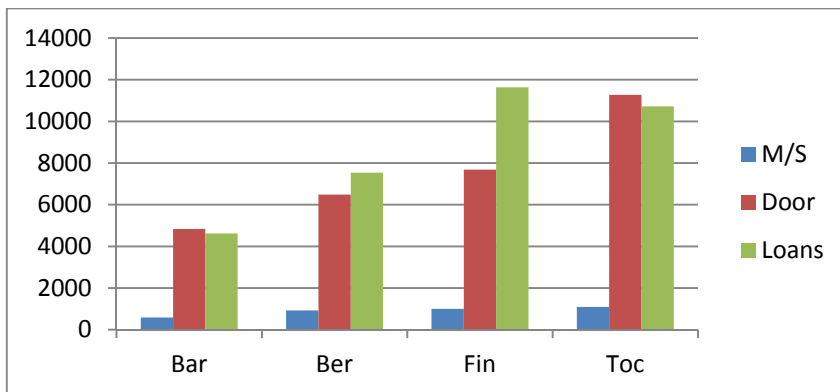
Door Count Oct-Dec 2014 & 2013:



Loans Oct-Dec 2014 & 2013:



Total Membership, Door Count and Loans for the calendar 2014 year:



GN-HON

### Items for Noting

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Bolinda BorrowBox eAudio and eBooks loans:

	<b>Oct –Dec 2014</b>	<b>From July 2013</b>	<b>All time</b>
eAudio	133	616	1,459
eBook	209	997	4,857
<b>TOTAL</b>	<b>342</b>	<b>1,613</b>	<b>6,316</b>

The library service has a total of 122 **BorrowBox** members.

In Oct-Dec 2014, there were 53 loans using the **Zinio** online magazine service.

Items for Noting

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**6.6 GENERAL MANAGER'S HALF YEARLY PERFORMANCE REVIEW**

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** PF

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**REPORT:**

As early advice, the mid year performance review of the General Manager will be conducted at the next Council meeting.

Normally this matter is dealt with as the first item of business at the meeting.

For Councillors information, circulated with this agenda as Appendix "J" is a copy of the agreed performance assessment model.

Items for Noting

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**6.7 REDUCING INCIDENCE OF VANDALISM:  
BERRIGAN SKATE PARK**

**AUTHOR:** Strategic & Social Planning Coordinator

**STRATEGIC OUTCOME:** Supported and engaged communities

**STRATEGIC OBJECTIVE:** 3.1 Create safe, friendly and accessible communities

**FILE NO:** 21.101.4

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**REPORT:**

As part of Youth Week 2014 Council supported the staging of a Street Art Workshop at the Berrigan Skate Park. The installation of this art has led to a significant reduction in the incidence of vandalism at the Berrigan Skate Park.

According to the Council's Surveillance Officer there has been a 'marked improvement' since the installation of street art at the park' which 'has become basically vandalism free for the past nine months or so, with little or no real problems. Prior to the street art's installation 'Council met with a number of maintenance issues these included broken glass, unsafe rails, graffiti and broken park furniture in the surrounding areas': issues which are still prevalent in Finley and Tocumwal.

Items for Noting

**6.8 RATES COLLECTIONS AND OUTSTANDING DEBTORS – HALF YEARLY REPORT 2014/2015**

**AUTHOR:** Revenue Officer

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 25.138.1

**REPORT:**

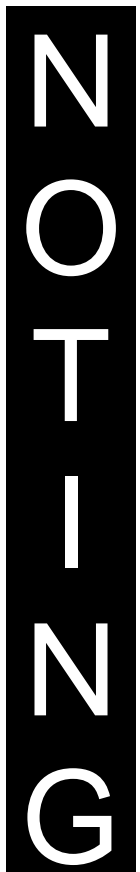
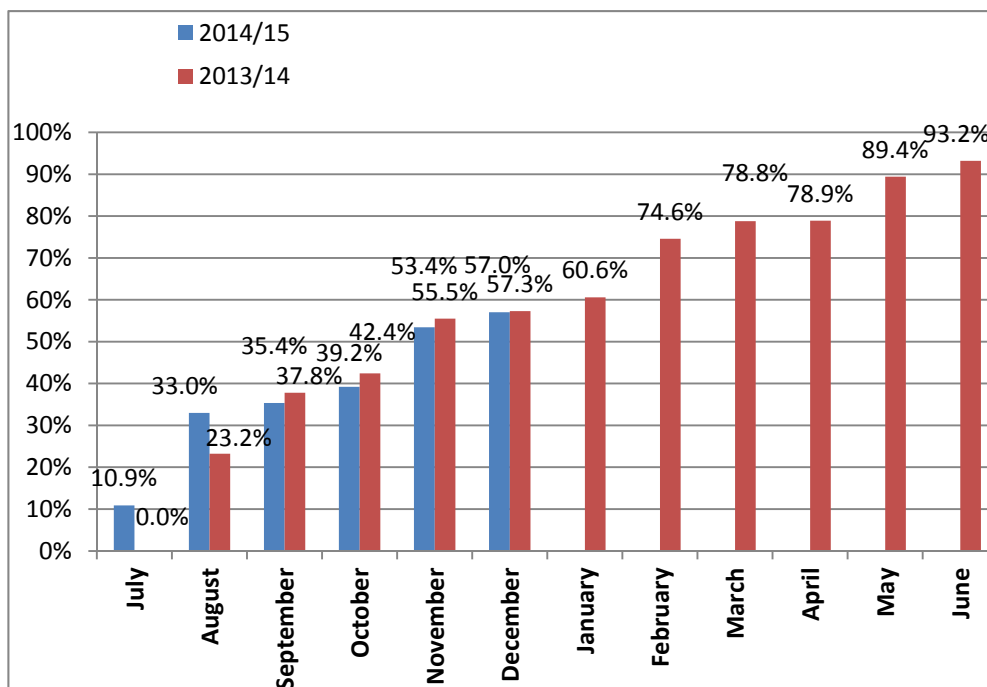
**1. Rates & Charges**

Rates collection as at the end of December 2014 is 57.03% of total rates, arrears and water raised in 2014/15, which compares very similarly to the 57.30% collected for the same period last year.

The collection difference to this point is only slightly different, and I am confident Council is on track to obtain a similar high collection result to last financial years result. Please note there is no July 13/14 result included in the graph as no report was done at this time.

Below is a Rates Collection Ratio comparison graph for Councillors' information.

**RATES COLLECTION COMPARISON GRAPH**



### Items for Noting

#### 2. Debtors

A brief list of outstanding debtors as at the end of December 2014, and for the end of November 2014, is as follows:-

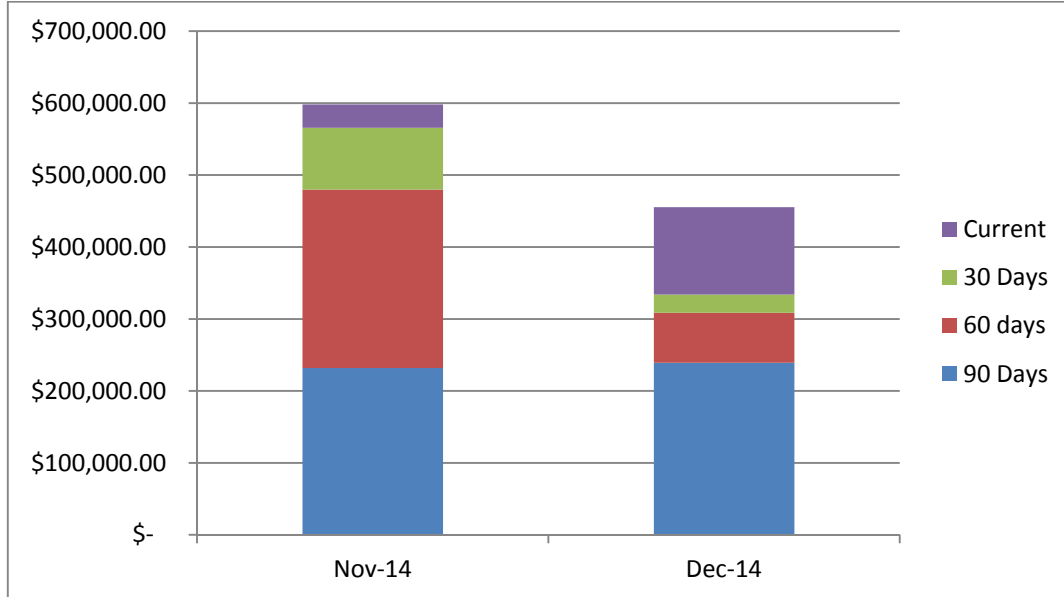
<b>DEBTORS</b>	<b><u>NOVEMBER</u> 2014</b>	<b><u>DECEMBER</u> 2014</b>
GENERAL/SUNDRY/OTHER DEBTORS	\$144,217	\$174,904
RATES LEGAL FEE DEBTORS	\$2,123	\$3,077
FOOD INSPECTIONS	\$9	-\$63
HALF COST K&G/FOOTPATH DEBTORS	\$80,635	\$78,713
SEC 355 COMMITTEE LOANS	\$67,063	\$60,757
SWIMMING POOLS	\$0	\$16,219
CEMETERY DEBTORS	\$8,545	\$8,319
GOVERNMENT DEPT GRANTS & SUBSIDIES	\$234,585	\$2,388
STAFF DEBTORS	\$20	-\$3,142
STAFF SUPERANNUATION	-\$1,550	-\$9,997
HACC SERVICES	\$0	\$0
SHIRE LAND SALE DEBTORS	\$61,000	\$122,400
TOCUMWAL AERODROME	\$1,423	\$1,173
<b>TOTAL</b>	<b>\$598,071</b>	<b>\$454,747</b>

Please note that the comparison graph is a comparison of November 2014 to December 2014 and the length of outstanding debtors accounts, this is a change of format to previous quarterly reports which were a comparison to the previous year's outstanding debtors. The format has been changed to give a better view of outstanding debtors and how collection of these accounts is moving forward. As can be seen from the graph below, the debtors 90 day balance is similar however the 60 day & 30 day balances for December are significantly lower than the same debtors balances in November 2014.

Attached is an Outstanding Debtors Balance comparison graph for Councillors' information.

Items for Noting

**DEBTORS COLLECTION COMPARISON GRAPH**



**G N - H O N**

## Items for Noting

## 6.9 DEVELOPMENT DETERMINATIONS FOR MONTH OF DECEMBER 2014

**AUTHOR:** Executive Support Officer

**STRATEGIC OUTCOME:** Good government

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

### REPORT: APPLICATIONS DETERMINED FOR DECEMBER

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken		
3/15/DA/D1	Dwelling & Attached Garage	157 TUPPAL ROAD, TOCUMWAL NSW 2714 (Lot11//DP1131195)	Michael & Louise Yates	MS LA YATES	Modified 24-12-2014	\$ 0.00	Active	Total	9 9
22/15/DA/DM	Demolition of Church Buildings and Erection of Assembly Building	13-19 DENISON STREET, FINLEY NSW 2713 (Lot1/2//DP758412)	Finley Presbyterian Church	THE PRESBYTERIAN CHURCH (OF NSW)	Approved 04-12-2014	\$ 665000.00	Active	Total	1 80
41/15/DA/D3	Storage Units	119-121 HOWE STREET, FINLEY NSW 2713 (Lot7//DP251191)	RM & ML Baldwin Superfund	MR RM BALDWIN AND MRS M BALDWIN	Approved 11-12-2014	\$ 75000.00	Active	Total	40 40
47/15/DA/DM	Storage Shed	'The Riverfront' BUSHLANDS ROAD, TOCUMWAL NSW 2714 (Lot1//DP286078)	Mr Stuart Roe	MR SD ROE & MS KM FARRELL	Approved 12-12-2014	\$ 15000.00	Active	Total	35 35
50/15/DA/D4	Drainage/Recycle System	CARAMAR ROAD, BAROOGA NSW 3644 (Lot1//DP206634)	Carly Brooks	HASADE PTY LTD	Approved 05-12-2014	\$ 300000.00	Active	Total	22 22
53/15/DA/D2	Skillion Shed	11-25 CHANTER STREET, BERRIGAN NSW 2712 (Lot52//DP877191)	Mr Luke Trembath	DAWMAC INDUSTRIES PTY LTD	Approved 12-12-2014	\$ 8000.00	Active	Total	14 14
54/15/DA/D5	Residential Storage Shed	4 LA BELLE COURT, TOCUMWAL NSW 2714 (Lot4//DP1194758)	Mr Ashley Crawford	MR AJ CRAWFORD & MS SJ WRIGHT	Approved 16-12-2014	\$ 10000.00	Active	Total	16 16
55/15/DA/D5	Residential Storage Shed	100 COREE STREET, FINLEY NSW 2713 (Lot1//DP628949)	Ms Debbie Shumack	MR G A SHUMACK AND MRS D L SHUMACK	Approved 11-12-2014	\$ 14197.00	Active	Total	12 12
56/15/DA/DM	Deck and Boundary Fence	1 GOLF LINKS DRIVE, TOCUMWAL NSW 2714 (Lot255//DP44490)	Mr Philip Nunn	MR P H NUNN	Approved 17-12-2014	\$ 10000.00	Active	Total	11 11
57/15/DA/D5	Carpport	32 NANGUNIA STREET, BAROOGA NSW 3644 (Lot18//DP42493)	Mr Brian Baldwin	MR B P BALDWIN AND MRS L M BALDWIN	Approved 18-12-2014	\$ 1350.00	Active	Total	12 12



## Items for Noting

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken
58/15/DA/D2	Application to change liquor licence conditions	8-14 DENILIQVIN STREET, TOCUMWAL NSW 2714 (Lot6//SP33658)	Mr Ashley Good	TOCUMWAL FOODWORKS LTD	Approved PTY 05-12-2014	\$ 0.00	<i>Active</i> 3 <i>Total</i> 3
36/15/CD/M5	Inground Concrete Swimming Pool	6 HAYNES COURT, TOCUMWAL NSW 2714 (Lot88//DP1070311)	Mr Ian Taylor	MR IW TAYLOR & MRS JM TAYLOR	Approved 03-12-2014	\$ 24900.00	<i>Active</i> 1 <i>Total</i> 1
37/15/CD/M5	Inground Fibreglass Swimming Pool	1 BABS COURT, TOCUMWAL NSW 2714 (Lot13//DP738067)	Poolside Cobram	MR S J & MRS L L CAMPBELL	Approved 08-12-2014	\$ 35690.00	<i>Active</i> 4 <i>Total</i> 4
60/15/DA/D6	Additions to Dwelling - Verandah	22 WIRUNA STREET, BAROOGA NSW 3644 (Lot16//DP236533)	Mr Kevin Sidebottom - GV Carports	MR P A AUST AND MRS D L AUST	Approved 23-12-2014	\$ 12430.00	<i>Active</i> 9 <i>Total</i> 9
39/15/CD/M5	Inground Fibreglass Swimming Pool	10-12 BAROOGA STREET, TOCUMWAL NSW 2714 (Lot3/27//DP758981)	Poolside Cobram	MR GC MCKINNON & MS DK HEIZER	Approved 15-12-2014	\$ 35200.00	<i>Active</i> 1 <i>Total</i> 1
63/15/DA/DM	Tree removal	71-81 MCALLISTER STREET, FINLEY NSW 2713 (Lot3//DP200743)	Mr Rod Close	MR R CLOSE	Approved 23-12-2014	\$ 2000.00	<i>Active</i> 4 <i>Total</i> 4
40/15/CD/M5	Swimming Pool Residential	125-127 JERILDERIE STREET, BERRIGAN NSW 2712 (Lot5//DP3041)	Ms Lisa Mohr	MS L MOHR	Approved 22-12-2014	\$ 2063.00	<i>Active</i> 1 <i>Total</i> 1

APPLICATIONS PENDING DETERMINATION AS AT 08/01/2015

Application No.	Date Lodged	Description	Property Location
30/15/DA/DD	12-09-2014	Upgrade of Skate Park	82-96 DENISON STREET, FINLEY NSW 2713 (Lot1/18//DP758412)
59/15/DA/DM	10-12-2014	Change of Use - Motor Showroom to Funeral Chapel	277-283 MURRAY STREET, FINLEY NSW 2713 (Lot133//DP752283)
61/15/DA/D1	11-12-2014	BV Dwelling & Attached Garage	15 MAJUDA COURT, TOCUMWAL NSW 2714 (Lot76//DP1131677)
62/15/DA/D3	15-12-2014	Fire Protection Water Storage Supply	30-34 JERSEY STREET, TOCUMWAL NSW 2714 (Lot301//DP722009)
64/15/DA/D5	24-12-2014	Residential Storage Shed	36 HUTSONS ROAD, TOCUMWAL NSW 2714 (Lot120//DP1070311)
65/15/DA/D1	24-12-2014	BV Dwelling & Residential Storage Shed	6-8 BAROOGA STREET, TOCUMWAL NSW 2714 (LotA//DP389293)
66/15/DA/D5	07-01-2015	Residential Storage Shed	121 DENISON STREET, FINLEY NSW 2713 (Lot4//DP215132)
67/15/DA/D5	07-01-2015	Residential Storage Shed	BAROOGA-TOCUMWAL ROAD, BAROOGA NSW 3644 (Lot7//DP1138900)

Items for Noting

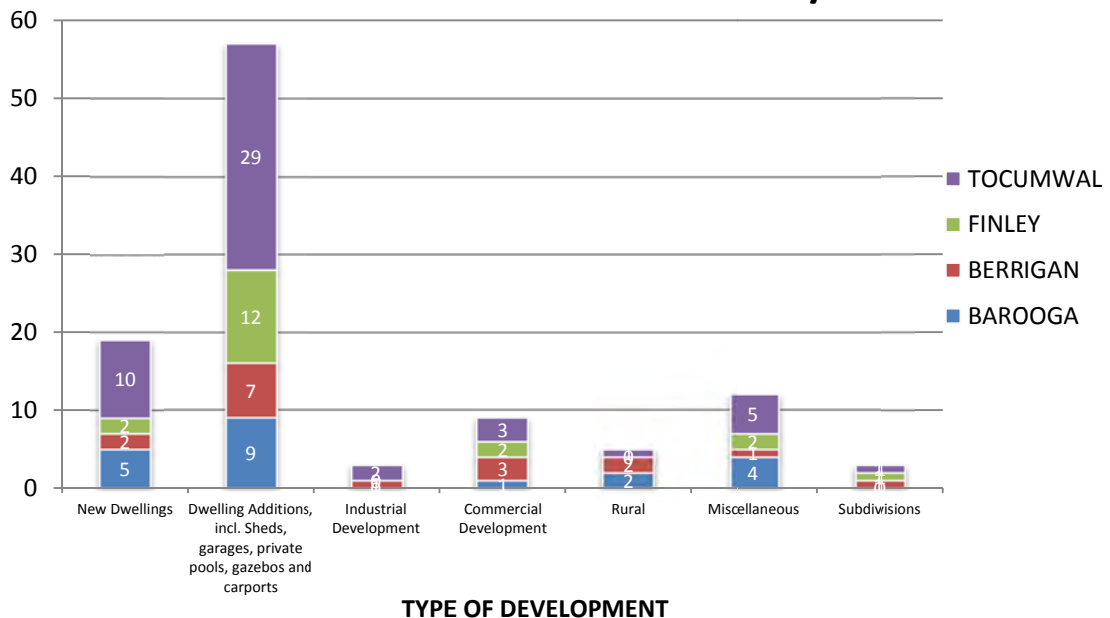
**TOTAL APPLICATIONS DETERMINED / ISSUED**

	This Month (December)	Year to Date	This Month Value	Year to Date Value
<i>Development Applications Determined</i>	13	68	\$1,112,977.00	\$8,323,797.00
<i>Construction Certificates Issued</i>	10	45	\$834,772.00	\$4,610,721.00
<i>Complying Development Cert. Issued</i>	4	40	\$97,853.00	\$2,424,576.00
<i>Local Activity Approvals Issued</i>	2	31	0	0

**OTHER CERTIFICATES ISSUED FOR DECEMBER**

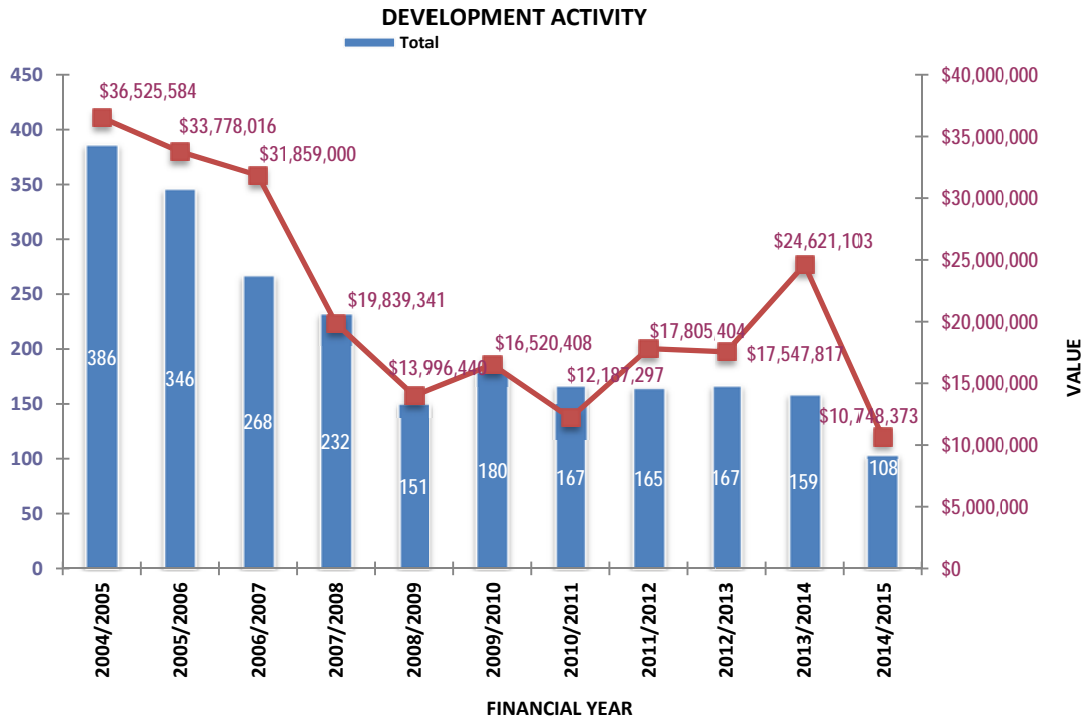
	149(2) Planning Certificate		149(5) Certificate		735A Certificate Outstanding Notices or Orders under LG Act 1993		121zp Certificate Outstanding Notices or Orders under EP&A Act 1979		149(D) Building Certificate		Swimming Pool Certificate	
	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total	Dec	Year Total
BAROOGA	10	455	0	1	0	0	0	0	1	1	0	1
BERRIGAN	2	23	0	1	0	6	0	1	0	2	0	0
FINLEY	4	48	0	3	0	0	0	0	0	0	0	1
TOCUMWAL	8	66	0	0	0	0	0	0	0	2	0	0
<b>TOTAL</b>	<b>24</b>	<b>182</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>2</b>

**DEVELOPMENT ACTIVITY 2014 / 2015**



NOTION  
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Items for Noting



Items requiring Council Resolution

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8. **MAYOR'S REPORT**

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**RECOMMENDATION** – that the Mayor's Report be received.

Items requiring Council Resolution

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9. DELEGATES REPORT

RESOLUTION

Items requiring Council Resolution

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10. GENERAL BUSINESS

RESOLUTION