



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 **14th December, 2016**, when the following business will be submitted:-

9.00AM

Public Question Time

COUNCIL MEETING

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Items requiring Council Resolution

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Note: Code of Conduct training will follow this 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

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Council Meeting

Wednesday, 14th December, 2016

BUSINESS PAPER

- 1. APOLOGIES**
- 2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST**
- 3. VISITORS ATTENDING MEETING**
- 4. CONFIRMATION OF MINUTES**
RECOMMENDATION – that the Minutes of the meeting held in the Council Chambers on Wednesday 16th November, 2016 be confirmed.

5.1 FINANCE – ACCOUNTS

AUTHOR: Finance Manager

STRATEGIC OUTCOME: Good government

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

RECOMMENDATION – that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 30 November 2016, be received and that the accounts paid as per Warrant No. 11/16 totalling \$1,409,519.78 be confirmed.

REPORT

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 30 November 2016 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 30 November 2016.

Items requiring Council Resolution

- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 30 November 2016, totalling \$1,409,519.78 and will be submitted for confirmation of payment as per Warrant No. 11/16
- d) The Finance Manager certifies that all Investments have been placed in accordance with:
- i. Council's Investment Policy,
 - ii. Section 625 of the Local Government Act 1993 (as amended),
 - iii. the Minister's Amended Investment Order gazetted 11 January 2011,
 - iv. clause 212 of the Local Government (General) Regulations 2005, and
 - v. Third Party Investment requirements of the Office of Local Government Circular 06-70.
- e) The Council's cash and investments increased in November. This is comparable with the same period last year in line with general cash holding patterns, although the overall cash position is still around \$2M higher than last year.

Total funds held are expected to decline in December as Council continues its large scale capital works projects and purchases of heavy plant. Investment returns continue to remain low although interest rates have improved very slightly.

.

RESOLUTION

Berrigan Shire Council Business Paper, 14th December, 2016

Items requiring Council Resolution

Statement of Bank Balances as at 30 November 2016

Bank Account Reconciliation

Cash book balance as at 1 November 2016	\$ 2,290,237.29
Receipts for November 2016	\$ 2,759,295.10
Term Deposits Credited Back	\$ 2,000,000.00
	\$ 7,049,532.39

Less Payments Statement No 11/16

Cheque Payments V075697 - V075707	\$ 19,737.94
Electronic Funds Transfer (EFT) payroll	\$ 705,385.33
Electronic Funds Transfer (EFT) Creditors E025113 - E025261	\$ 651,653.38
Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 32,743.13
Total Payments for November 2016	\$ 1,409,519.78
Cash Book Balance as at 30 November 2016	\$ 5,640,012.61

Bank Statements as at 30 November 2016

Plus Outstanding Deposits	\$ 5,640,268.61
Less Outstanding Cheques/Payments	\$ 256.00
Reconciliation Balance as at 30 November 2016	\$ 5,640,012.61

INVESTMENT REGISTER

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL
AMP	117/15	210	3.00%	22/03/2017	\$ 2,000,000.00
AMP	125/16	209	2.95%	7/03/2017	\$ 2,000,000.00
Goulburn Murray Credit Union	124/16	270	2.95%	13/04/2017	\$ 2,000,000.00
Bank of Queensland	119/15	180	3.05%	11/03/2017	\$ 2,000,000.00
Bendigo Bank	122/16	365	3.00%	26/05/2017	\$ 2,000,000.00
Central Murray Credit Union	104/14	90	2.80%	15/12/2016	\$ 2,000,000.00
Central Murray Credit Union	126/16	365	3.05%	30/08/2017	\$ 2,000,000.00
Defence Bank Limited	102/14	270	2.95%	4/04/2017	\$ 2,000,000.00
Defence Bank Limited	106/14	178	2.35%	29/03/2017	\$ 1,000,000.00
ME Bank	127/16	90	2.65%	1/12/2016	\$ 2,000,000.00
T-CORP HOURGLASS AT CALL		AT CALL			\$ 2,500,000.00
					\$ 21,500,000.00

Total Funds Held at 30 November 2016

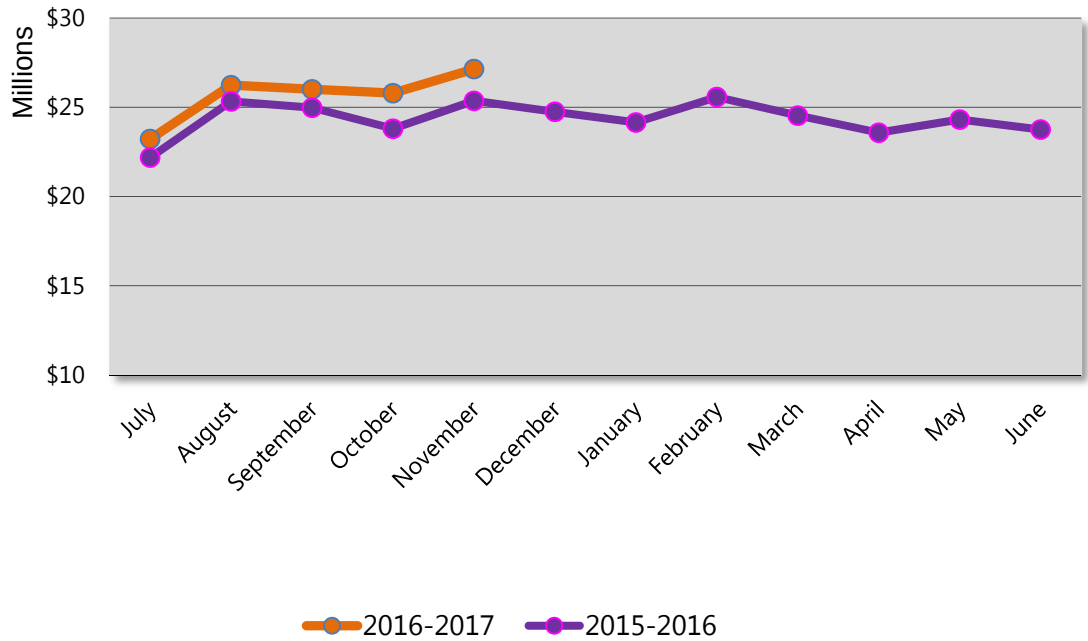
\$27,140,012.61

Carla von Brockhusen - Finance Manager

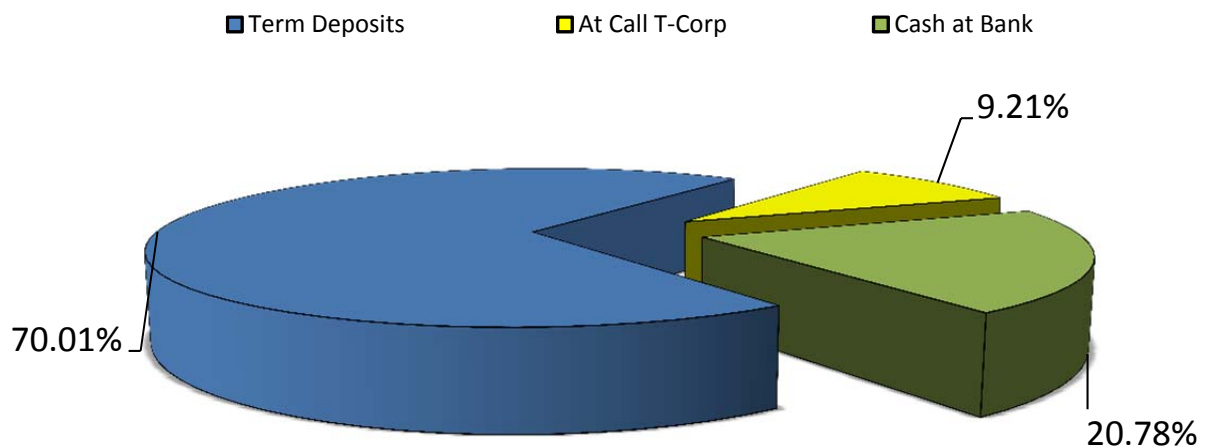
RESOLUTION

Items requiring Council Resolution

Total Funds Held

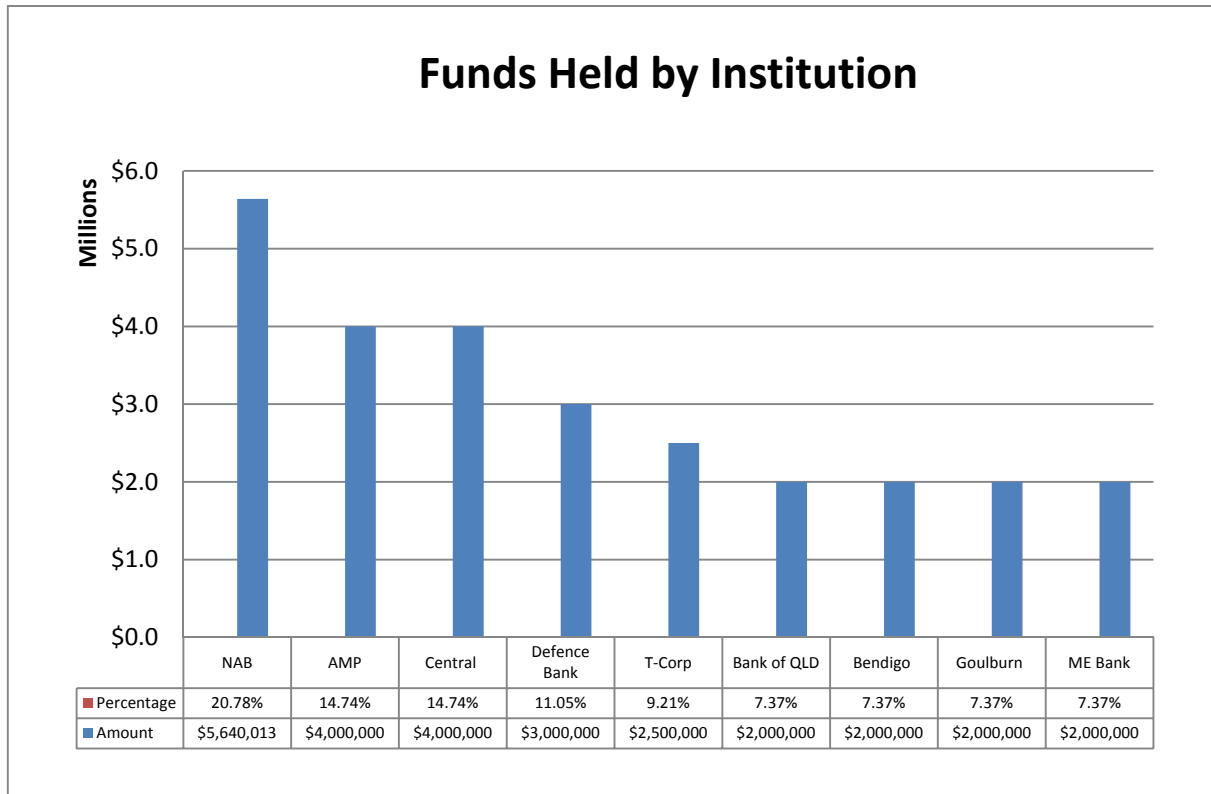


Funds Held By Type



RESOLUTION

Items requiring Council Resolution



Changes in Investment Portfolio for November 2016

Previous Investment			New Investment		
Prior Financial Institution	Amount	Interest Rate	Current Financial Institution	Amount	Interest Rate
BOQ	\$2,000,000.00	2.98%			

RESOLUTION

Items requiring Council Resolution

**5.2 FINLEY COMMUNITY HELP GROUP
COMMITTEE OF MANAGEMENT**

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 03.159.1

RECOMMENDATION: - that the Council:

- A) Revoke existing members of the Finley Community Help Group Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the FINLEY COMMUNITY HELP GROUP Committee of Management:

President	Barry Dawe
Secretary	Penelope (Nella) McNamara
Treasurer	Louis Kochel
Committee	Gwen James, Joyce Thomas, Marj Kable, Joyce Lewis, Brian Anderson, Jenny Douglas, Peter Larsen, Kaylene Dawe, Margaret Lacy, James Elliott, Errol Cicolini, Ken Gardiner, Barbara Wilson, Julie Hannan, Di Crawford, Julie Loughman, Denise Thomas, Des Thomas

REPORT:

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

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Items requiring Council Resolution

**5.3 TOCUMWAL RECREATION RESERVE
COMMITTEE OF MANAGEMENT****AUTHOR:** General Manager**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by
Council of Council operations and
reporting**FILE NO:** 03.159.1**RECOMMENDATION:** - that the Council:

A) Revoke existing members of the Tocumwal Recreation Reserve Committee of Management.

B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the TOCUMWAL RECREATION RESERVE Committee of Management:

President	Alan Jones
Secretary	Barbara Cullen
Treasurer	Alan Jones
Committee	Jim Cullen, Bill Fuller, Mark Barker, David Baldwin, Paul McCallum, Carl Cummins, Malcolm Haynes, Liz Lang

REPORT:

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

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Items requiring Council Resolution

5.4 REVOCATION OF COUNCIL POLICIES

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 the following Council policies:

- 49 – Tocumwal Aerodrome Runway 04-22
- 06 – Hire of Plant for Council Works

REPORT:

At its ordinary meeting on 21 September 2016, the Council resolved the following:

RESOLVED *Crs: Morris and Bodey that the General Manager place before the Council over the next 10 months the following for review:*

1. *Delegations to the General Manager and other organisations, Committees etc.*
2. *Code of Conduct*
3. *Code of Meeting Practice*
4. *Community Strategic Plan and supporting plans*
5. *Strategic and business plans*
6. *Organizational structure*
7. *Council Policies*
8. *Payment of Expenses and provision of Facilities Policy*

As part of that review, Council staff have identified policies that have outlived their useful life. As such, these policies could be revoked, should the Council choose to do so.

The policies are as follows:

Items requiring Council Resolution

- 49 – **Tocumwal Aerodrome Runway 04-22.** This runway no longer physically exists and is partly covered by the residential airpark development.
- 06 – **Hire of Plant for Council Works.** The requirements of this policy are covered elsewhere in the Council's Integrated Management System.

Copies of these policies are attached as Appendix "A".

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Items requiring Council Resolution

5.5 RELATED PARTY DISCLOSURE POLICY

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 12.019.1

RECOMMENDATION: - that the Council adopt the following Policy for Related Party Disclosure:

File Reference No: 12.019.1 02.103.1

Strategic Outcome: Good government

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

2. PURPOSE

The policy is designed to ensure that Council's financial statements comply with the disclosure requirements under the Australian Accounting Standard AASB 124 Related Party Disclosures.

Under AASB 124 the Council is obliged to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements

These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances with such parties.

3. SCOPE

This policy applies to the implementation of AASB 124: Related Party Disclosures when preparing and auditing the Council's Financial Statements.

This policy is to be applied across all Council functions and activities and may impact on all Councillors, Council officers, Council volunteers and other agents of the Council.

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Items requiring Council Resolution

4. OBJECTIVE

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

2.2.1 Meet legislative requirements for Council elections, local government and integrated planning and reporting

2.2.2 Council operations support ethical, transparent and accountable corporate governance

5. DEFINITIONS

Close family members of a person shall mean those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council.

Control shall mean the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

Ordinary Citizen Transactions (OCT) shall mean transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at 'arm's length

Key Management Personnel (KMP) shall mean those persons having authority and responsibility for planning, directing and controlling the activities of Council or Council entities, directly or indirectly.

"Possible (Possibly) Close members of the family of a person" - are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

1. that person's brothers' and sisters';
2. aunts', uncles', and cousins' of that person's spouse or domestic partner;
3. dependants of those persons' or that person's spouse or domestic partner as stated in (2); and
4. that person's or that person's spouse or domestic partners', parents' and grandparents'.

Related Party Transaction shall mean the transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

6. POLICY IMPLEMENTATION

6.1. Identifying Related Parties

A person or entity is a related party of Council if any of the following apply:

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Items requiring Council Resolution

1. They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
2. They are an associate or belong to a joint venture of which Council is part of.
3. They and Council are joint ventures of the same third party.
4. They are part of a joint venture of a third party and council is an associate of the third party.
5. They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
6. They are controlled or jointly controlled by Close members of the family of a person.
7. They are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council.
8. They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council include the following:

1. Entities related to Council;
2. Key Management Personnel (KMP) of Council
3. Close family members of KMP;
4. Possible close family members of KMP's; and
5. Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members

6.2. Key Management Personnel

The following positions are considered to be Key Management Personnel

- Councillors
- General Manager
- Director Technical Services
- Director Corporate Services
- Finance Manager
- Development Manager
- Works Manager
- Executive Engineer

The list above is not exhaustive. Other positions within Council may also be considered Key Management Personnel depending on their role and/or responsibilities.

6.2.1. Obligations of Key Management Personnel

Items requiring Council Resolution

To assist the Council to identify potential related party transactions, KMPs and other persons occupying or acting in the positions disclosed are required to complete a related party declaration to assist Council in compliance with its statutory obligations.

Declarations from KMPs are requested at the following times:

- When initially appointed as a KMP
- By 30 September every financial year following – in line with the Councillors and Designated Persons Return
- Where their circumstances materially change.

KMPs are also obliged to inform the Council if they become aware of any transactions or potential transactions (other than Ordinary Citizen Transactions) that may potentially be a related party transaction.

6.3. Ordinary Citizen Transactions

Transactions with related parties of the Council which are of a nature that any ordinary citizen would undertake will not be captured and reported.

If an OCT occurs on terms and conditions that are different to those offered to the general public, the transaction will be captured and if required reported in the financial statements.

6.4. Transaction Capture

Management is to implement a system and processes for capture of related party transactions and record keeping requirements.

This process will outline how transactions are identified and captured, including

- the identification of transactions that do not pass through Council's accounting system, and
- the capture of associated terms and conditions of related party transactions.

6.5. Disclosure

Transactions between the Council and related parties, whether monetary or not, are required to be identified. Disclosure of these transactions within the annual financial statements will be determined in accordance with materiality by assessment against nature and size when considered individually and collectively.

Items requiring Council Resolution

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the AASB 124 and other relevant standards, as required.

The Council will be cognisant of privacy and right to information requirements when dealing with the identification, retention and disclosure of related party transactions.

7. RELATED POLICIES OR STRATEGIES

7.1. Legislation

- *Local Government Act 1993*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*
- Australian Accounting Standard AASB 124: Related Party Disclosures
- Office of Local Government Code of Accounting Practice and Financial Reporting

7.2. Council policies and guidelines

- Berrigan Shire Council Code of Conduct
- Procurement and Disposal Policy

REPORT:

Australian Accounting Standard AASB 124: Related Party Disclosures came into effect for Berrigan Shire Council on 1 July 2016. As Councillors are aware, this was foreshadowed in Note 1 to the 2015/16 General Purpose Finance Statements adopted in October 2016. A copy of the standard can be found at http://www.aasb.gov.au/admin/file/content105/c9/AASB124_07-15.pdf

As stated in the standard itself, the objective of AASB 124 is

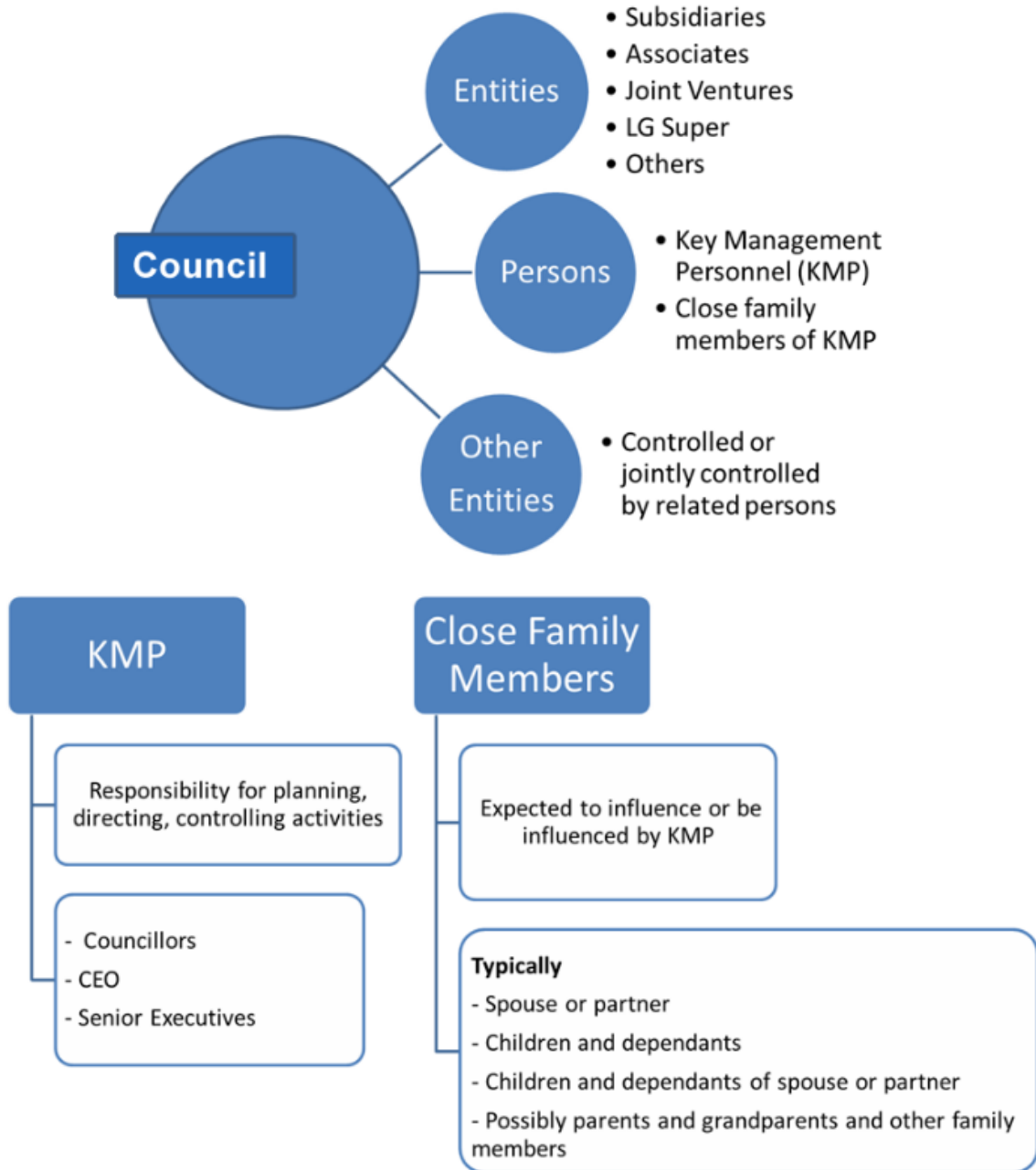
The objective of this Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

AASB 124 requires the Council to disclose any transactions with related parties in its financial statements. These transactions may be in the form of cash or they may be non-cash transactions.

The Queensland Department of Local Government provided this chart to demonstrate what is meant by the term "related party" in AASB 124

Items requiring Council Resolution

The following diagram gives an overview of common related parties that a council will have:



Attached as Appendix "B" is further information from the Queensland Department of Local Government on AASB 124 and what it means for Councils.

The definitions of "related party" and "transaction" in AASB 124 are very wide definition and on the face of it would include items such as the cousins of Councillors using Council pools, parks and even roads. In order to make the

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Items requiring Council Resolution

disclosures more meaningful and the process more orderly, the Council needs to put into place a framework to identify related parties and determine which transactions are relevant and material in the context of the Council's financial reports.

The proposed Related Party Disclosure Policy is the first building block of this framework. The policy provides Councillors and Council staff with some guidance on the following matters:

1. Identifying related parties – including Key Management Personnel (KMPs)
2. The disclosure obligations of KMPs, including an annual reporting framework
3. Identifying non-material Ordinary Citizen Transactions (OCTs) – transactions that will not need to be disclosed.
4. Requirement to implement a system allowing related party transactions to be captured in the Council's financial reporting
5. The methods and thresholds for disclosure of relevant transactions

For Councillors, the related party disclosure requirements are the fourth independent disclosure regime that they are expected to follow. It joins:

1. The Disclosures by Councillors and Designated Persons Return under the Local Government (General) Regulations
2. The annual disclosures regarding political donations and election expenditure required under the *Election Funding, Expenditure and Disclosures Act 1981*
3. The disclosures regarding donations and gifts required under the *Environmental Planning and Assessment Act 1979*

For Council staff, the policy is only the first plank in the related parties disclosure framework. The Council will need to work with its auditors (not yet appointed for 2016/17) to determine their requirements for auditing Council's disclosures. It will need to work with its management software supplier to make necessary changes to capture and report on related party transactions.

Most importantly, the Council will need to put in place suitable procedures and documentation to meet its AASB 124 requirements.

Items requiring Council Resolution

5.6 POLICY FOR USE OF THE COUNCIL CHAMBERS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO: 05.101.2

RECOMMENDATION: - that the Council:

- Revoke its Policy for Use of the Council Chambers; and
- Adopt the Policy for Use of the Council Chambers set out below.

File Reference No: 05.101.2

Strategic Outcome: Good government

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

The Berrigan Shire Council Chambers is a venue suitable for use by a range of groups for meetings. The Council has an interest in ensuring that the space is made available to these groups.

However, the Council has interests that it needs to ensure are protected as part of this use. These include:

- Security of the Council Administration Office as a whole
- Workplace Health and Safety issues relating to the Council Administration Office's status as a workplace
- The perception of others of Council endorsement of the views of other groups using the Chambers.

It is important that these competing aims are assessed when allowing use of the Council Chambers by groups other than the Council.

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Items requiring Council Resolution

2. PURPOSE

This policy aims to regulate the use of the Council Chambers by organisations other than Berrigan Shire Council.

3. SCOPE

This policy applies to:

- Community groups and other organisations wishing to use the Council Chambers as a meeting venue.
- Council staff responsible for managing the use of Council facilities.

4. OBJECTIVE

This policy is developed to assist the Council with Operational Plan Objective 2.2.2.

Council operations support ethical, transparent and accountable corporate governance.

5. DEFINITIONS

The “Council Chambers” is defined as the room in the Council Administration Office building where the Council meetings are held as well as the adjoining Mayoral office, kitchen and associated toilets.

The “Council Chambers” does not include other rooms and spaces in the Council Administration Office building.

6. POLICY IMPLEMENTATION

6.1. Use by the Council

The primary use of the Council Chambers is for meetings of the Council and its committees and this use takes priority over all others.

Other internal uses should be made booked the Council's usual booking procedures.

The Council Chambers may also be used for other Civic and Mayoral receptions convened by the Council or other meetings deemed by the General Manager, the Mayor or the Council as a whole to be directly associated with the Council's activities.

Items requiring Council Resolution

6.2. Use by community groups and other government agencies

Meetings for community purposes or by other government agencies will be permitted in the Council Chambers with the authorisation of the General Manager, or the Council by resolution.

The group wishing to hold the meeting will appoint a designated person to be responsible for the security of the Council's building and property during and following the meeting.

The designated person will also be responsible for the safety of the persons attending the meeting and ensure that all attendees follow the Council's workplace health and safety policies and procedures.

No fee shall be payable for use of the Council Chambers by authorised groups.

Unless specifically requested, groups using the Council Chambers will **not** be required to provide evidence of public liability insurance coverage.

6.3. Prohibited use

Meetings supporting political parties or candidates shall not be held in the Council Chambers.

6.4. Bookings

To ensure that double-bookings are avoided, all use of the Council chambers by external organisations is to be booked through the Council's formal booking procedure via the Council's customer service team. On booking, the user body will be provided with a copy of this policy.

External organisations using the Council chambers are to supply their own refreshments such as tea, coffee, milk and the like.

Groups wishing to use the overhead projector or the Council's wi-fi must contact the Council's Information Technology team in advance.

7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Work Health and Safety Act 2011*
- *Berrigan Shire Council Code of Conduct*
- *Policy 37 - Payment of Expenses and Provision of Facilities to Councillors*
- *Policy 124 – Work Health and Safety Policy*

Items requiring Council Resolution

REPORT:

The Council's policy Use of the Council Chambers is due for review.

From the point of view of Council staff, the policy is still largely applicable. The proposed changes to the policy reflect current practice:

1. Making explicit that the Council does not provide tea, coffee and milk to users of the Council Chambers.
2. Requiring users of the Council Chambers to contact the Council's Information Technology staff if they require the use of the Council's IT system (i.e. projector, wi-fi etc.)
3. Giving the Council the option to request a certificate of currency for public liability insurance if required.
4. Other cosmetic changes

The Council may adopt, amend or reject this proposed policy as it chooses.

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Items requiring Council Resolution

5.7 POLICY FOR NAMING OF COMMUNITY FACILITIES AND PUBLIC PLACES

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO:

RECOMMENDATION: - that the Council:

- Revoke its Policy for Naming of Community Facilities and Open Space; and
- Adopt the Policy for Naming of Community Facilities and Public Places set out below.

File Reference No:

Strategic Outcome: Supported and engaged communities

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

It is often appropriate to name Council-controlled community facilities and public places to recognise and honour the history and culture of Berrigan Shire and its community.

When naming these facilities, it is important that the names chosen are appropriate and that the views of relevant stakeholders are given consideration and weight. It is also important that a consistent process is used to determine the names chosen for a facility.

This policy provides a consistent and open process to determine appropriate and relevant names that reflect the history and culture of Berrigan Shire and its community.

2. PURPOSE

The purpose of this policy is to ensure:

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Items requiring Council Resolution

- A consistent process is followed when naming Council controlled community facilities and public places
- Names chosen for Council-controlled community facilities and public places are appropriate and enjoy community support
- All parties involved in naming relevant facilities understand the Council's process.
- Recognition of places and people with historic, scenic and/or cultural significance.
- The names of relevant facilities and the rationales behind the naming are recorded and stored for future reference.

3. SCOPE

This policy applies to the naming of Council-controlled facilities and public places, including and not limited to buildings and structures, fixed equipment, parks and sporting fields.

The policy applies to facilities and public places owned directly by the Council as well as Crown Land where the Council is trustee. The policy also applies where the Council has delegated care, control and management of the facilities to a volunteer committee of the Council.

The policy does not apply to the naming of Council roads and streets, which are covered by the Council's Street Naming and Addressing Policy. The policy does not apply to the naming of geographical or topographical features which are covered by the Geographic Names Board.

4. OBJECTIVE

This policy is developed to assist the Council with Operational Plan Objective 3.2.1.2.3

Lead strategic management of recreation and open space facilities.

5. DEFINITIONS

Committee of Management – A committee established under s355 of the Local Government Act 1993 to exercise a function of the Council. In this case, the volunteer committees of the Council delegated care, control and management of Council's community facilities.

Facility – A park, piece of open space, building, oval, garden, court or other public place owned by the Council and managed directly or through a Committee of Management. This may be on land owned by the Council or Crown Land for which the Council is trustee.

User body – A group that makes use of a Council-provided community facility

Items requiring Council Resolution

6. POLICY IMPLEMENTATION

6.1 General principles

It is intended that facilities would be named after individuals only in exceptional circumstances and that such naming would:

- Commemorate and recognise individuals, institutions or events that contributed significantly to the betterment of the Berrigan Shire community.
- Demonstrated achievement at a high level
- Portray the appropriate physical, historical or cultural character of the area/place concerned
- Be consistent with the overall interest, values and expectation of the Berrigan Shire community
- Be consistent with the relevant legislation and Geographical Names Board Guidelines where applicable.

6.2 Process

Names for Council-controlled community facilities and public places may be proposed by:

- Councillors
- Council staff
- The responsible volunteer Committee of Management
- User bodies using the facility
- Other community groups and government organisations
- The general public

Requests for naming or renaming a facility must be submitted to the Council in writing and include sufficient information on the name and its link to the facility to allow the Council to make a decision.

Council officers will consult with relevant parties in a discreet fashion about the proposed name and prepare a report for the Council.

If the facility is proposed to be named after a living person, the Council will require that person's express approval.

Before a deceased person's name is proposed for naming, the deceased person's next of kin or appropriate relative will be consulted where practicable,

While there is no obligation to undergo a public consultation process, the Council may seek public comment should it feel it to be appropriate.

As a result of the consultation process, the Council will not promise and cannot guarantee confidentiality regarding any naming proposal put forward.

Approval of the proposed name will then be determined by the Council by means of a Council resolution based on the report provided and the judgement of the Council.

Items requiring Council Resolution

6.3 Appropriate names

The Council will not approve naming facilities after sponsors; however individual rooms and features may be informally named as such by user bodies on a temporary basis.

As a general rule, facilities will not be named for members of Council staff, Councillors or those formally associated with Council, as long as that formal relationship exists. An exception may be made where the naming is specifically to honour the Councillor's or staff member's service outside their formal Council role.

6.4 Miscellaneous

The Council will ensure the origin of the name will be clearly stated and recorded.

Once approved, the installation and type of signage will be coordinated by the Council with the cost being borne by the applicant of the request. Only in extraordinary circumstances will the Council cover the cost of purchasing and installing signage.

If a facility that has been named is removed or replaced for any reason, or the nature of the facility changes, Council is not obliged to retain the name.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Geographical Naming Board of New South Wales Guidelines for the Determination of Place Names

7.2 Council policies

- Berrigan Shire Council Code of Conduct
- *Berrigan Shire 2023* (Community Strategic Plan)
- Street Naming and Addressing Policy

REPORT:

The Council's policy for Naming of Community Facilities and Open Space is due for review.

From the point of view of Council staff, the policy is still largely applicable. However, this is an opportunity to consolidate all of the Council's non-road naming policy positions into the one document. On that basis this policy was reviewed simultaneously with the Councils Street and Public Place Naming Policy.

This policy applies to the naming of Council-controlled facilities and public places, including and not limited to buildings and structures, fixed equipment,

Items requiring Council Resolution

parks and sporting fields but not apply to the naming of Council roads and streets – which is to be covered by a proposed Street Naming and Addressing Policy to be considered by Council separately.

The policy's intention is that community facilities and would be named after individuals only in exceptional circumstances and that such naming would:

- Commemorate and recognise individuals, institutions or events that contributed significantly to the betterment of the Berrigan Shire community.
- Demonstrated achievement at a high level
- Portray the appropriate physical, historical or cultural character of the area/place concerned
- Be consistent with the overall interest, values and expectation of the Berrigan Shire community
- Be consistent with the relevant legislation and Geographical Names Board Guidelines where applicable.

It also puts in place a process of consultation regarding proposed names.

The Council may adopt, amend or reject this proposed policy as it chooses.

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Items requiring Council Resolution

5.8 POLICY FOR STREET NAMING AND ADDRESSING

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO:

RECOMMENDATION: - that the Council:

- Revoke its Policy for Street and Public Place Naming; and
- Adopt the Policy for Street Naming and Addressing set out below.

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

As the Roads Authority, the Council has responsibility for managing and approving the naming and renaming of public and private roads, and allocating street addresses, within the Berrigan Shire Local Government Area.

In fulfilling this function, the Council is obliged to follow the processes and principles set down in relevant legislation and other guidelines issued by the NSW government and its agencies.

The Council receives numerous street naming, renaming and addressing requests every year from members of the public. These requests range from formalising long used unofficial street names, the naming of unnamed roads and streets (including roads identified only by an engineering road number), as well as requests to change existing road and street names. Subdivisions and other developments often lead to requests for street addresses from the public

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Items requiring Council Resolution

Street naming or renaming requests are also generated internally either as a result of Council's own road construction activity or as anomalies in road naming or addressing are identified.

2. PURPOSE

The purpose of this policy is to ensure that:

1. The Council meets its statutory and regulatory obligations when naming and renaming roads and providing road addresses
2. Emergency services are able to identify and access all properties in a timely manner
3. Utility services, including electricity, gas, water, telecommunications and postal services, are able to uniquely and accurately identify the properties that they serve.
4. Inconvenience to residents and ratepayers is minimised, as far as possible
5. The names of roads and streets, and the rationales behind their naming, are recorded and stored for future reference.

3. SCOPE

This policy applies to all requests made to Council, or requirements of Council, to name or rename public and private roads and streets, and allocate or amend street addresses

4. OBJECTIVE

This policy is developed to assist the Council with Operational Plan Objective 1.3.1.5

Exercise delegated functions under the Roads Act 1983

5. DEFINITIONS

GNB: Geographical Names Board of New South Wales

Non-continuous road: A road or street with a barrier that does not allow vehicular access from at least one direction. This may be a natural barrier, such as a creek, or a constructed barrier.

RMS: Roads and Maritime Services

Road naming: The naming of an unnamed road or street, and includes roads only referenced by an engineering road number

Road renaming: The naming of a road or street that already has a name

Items requiring Council Resolution

6. POLICY IMPLEMENTATION

6.1 General principles

When naming or renaming roads and streets, the Council will take into account the following principles:

- Portray the appropriate physical, historical or cultural character of the area/place concerned
- Roads and streets should not be named after living people
- Roads and streets with the same name should be continuous
- Consistency with the overall interest, values and expectation of the Berrigan Shire community
- Consistency with the relevant legislation and GNB principles

Note that the above principles do not oblige the Council to rename or re-address any existing streets or streets addresses until such time as a request – internal or external – is made. (See section 6.4 below)

6.2 GNB principles

Road name requests will be assessed against the Principles of Road Naming contained in the GNB's NSW Addressing User Manual. These principles are as follows:

- Principle 1 – Ensuring Public Safety and Service Delivery
- Principle 2 – Language
- Principle 3 – Roads to be named
- Principle 4 – Uniqueness, Duplication
- Principle 5 – Acceptable Road Names
- Principle 6 – Commemorative Road Names
- Principle 7 – Road Extents
- Principle 8 – Suffixes, Prefixes and Directional Indicators
- Principle 9 – Amending Road Names
- Principle 10 – Road Types
- Principle 11 – Cross-Jurisdictional Naming or Renaming

6.3 Process

When naming, renaming or addressing, the Council will follow all legislation, regulation, policy and guidelines set down by GMB and other appropriate authorities.

The Council will follow up GMB and other agencies to ensure that the new street names and addresses are being accurately and timely disseminated to the relevant authorities.

Items requiring Council Resolution

6.4 Retrospective naming and addressing

6.4.1 When the Council will rename roads and streets

The Council acknowledges that many of its existing road and street names and addresses do not meet current GNB naming policies and guidelines. This may be the result of:

- Non-continuous roads and streets sharing a name
- Duplicate street names with the local government area
- The use of suffixes, prefixes and directional indicators (i.e. Old Cobram Road, Barooga St Nth)
- The use of “ranged” street numbers (i.e. 223-229 Murray St Finley)

Despite this non-compliance, the Council is not obliged to correct these existing naming issues until such time as it feels it is appropriate.

When considering whether to rename and/or re-address existing streets and properties, the Council will consider:

- The potential risk to life and property resulting from delayed response from emergency services caused by inconsistent or ambiguous street names and address
- The temporary inconvenience to residents and business owners resulting from a change in address.

The Council will not move to rename and re-address these roads and streets without consulting with affected residents and businesses, emergency services, utility providers and the general public.

6.4.2 How the Council will rename and re-address roads and streets

When renaming an existing non-continuous road or street the Council will, where possible and feasible, work to minimise the number of properties that will require a change of street address.

This will usually mean the section of the non-continuous road or street where the street numbering begins will retain the existing name and the section of the road or street where the street numbering finishes will be given the new name.

This prevents all residents and businesses on the affected road or street having to change their address.

Example:

Items requiring Council Resolution

Renaming Smith Street, which is not continuous from 21 Smith Street onwards.

- 1-20 Smith Street – addresses are unchanged
- 21-60 Smith Street – readdressed as 1-40 Jones St

6.4.3 What assistance the Council will provide when renaming roads and streets

Where the Council is renaming and/or readdressing to bring its names and addresses into compliance with GNB addressing policies and guidelines, the Council will provide assistance to affected residents including:

- Direct notification of utility providers (electricity, telephone, post, gas) and other services
- Templates to use to advise other organisations of the new address
- Notification of the local Chamber of Commerce or equivalent
- Supply of other material such as fridge magnets and address conversion tables to assist in reducing the risk of a delay in an emergency during the changeover period.

Where a street has been renamed, a temporary street sign showing the former name (i.e. “Formerly “X” Street) will be in place for at least a two year period.

6.5 Miscellaneous

The Council will ensure the origin of the name will be clearly stated and recorded.

Clearly visible street signs are to be erected at a standard incorporating Berrigan Shire Council logo with black on white luminous background.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Roads Act 1983*
- *Roads Regulation 2008*

7.2 Other guidelines

- GNB Address Policy
- GNB Retrospective Address Policy
- GNB Addressing User Manual
- GNB Guidelines for the Determination of Place Names

Items requiring Council Resolution

7.3 Council policies

- Berrigan Shire Council Code of Conduct
- *Berrigan Shire 2023* (Community Strategic Plan)

REPORT:

The Council's policy for Street and Public Place Naming was adopted in October 1996 and is overdue for review.

The revised policy set out above is a significant change from the existing policy and is informed by the learnings from the first stage of the Council's program to rename roads and streets that are either non-continuous or have potentially ambiguous names.

The policy is heavily based on the guidelines for road and street naming and addressing issued by the Geographical Names Board of New South Wales (GNB) – in particular the eleven Road Naming principles contained in the GNB's NSW Addressing User Manual – attached as Appendix "C".

The proposed policy notes that many of the Council's existing street names and addresses do not meet current GNB naming policies and guidelines and acknowledges that compliance may take some time. For example, strict compliance with Road Naming Principle 4 would require the renaming of streets such as Denison St, Jerilderie St, Barooga St and Nangunia St as these are duplicated in the Berrigan Shire Local Government Area.

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Items requiring Council Resolution

5.9 POLICY FOR STREET BANNERS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO: 28.167.6

RECOMMENDATION: - that the Council:

- Revoke its Policy for Street Banners; and
- Adopt the Policy for Street Banners set out below.

File Reference No: 28.167.6

Strategic Outcome: Good government

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council will assist with economic development in the Shire and promotion of community or celebratory events by allowing year round use of promotional display banners in each of the Shire's towns.

2. PURPOSE

The purpose of this policy is to provide a framework for the display of promotional banners in the main streets of the towns of Berrigan Shire while maintaining community safety and town amenity

3. SCOPE

This policy applies to promotional banners displayed on public streets in Barooga, Berrigan, Finley and Tocumwal.

This policy does not apply other advertising devices displayed from private premises which are regulated by other Council policy and legislation.

Items requiring Council Resolution

4. OBJECTIVE

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

- Delivery Plan Objective 1.1.2
Enhance the visual amenity, heritage and liveability of our communities
- Delivery Plan Objective 3.1.3
Strengthen the inclusiveness and accessibility of our community
- Delivery Plan Objective 4.2.2
Support local enterprise through economic development initiatives

5. DEFINITIONS

A **promotional banner** for the purpose of this policy is a banner hoisted on a pole on a road reserve (typically in the main street) for promotional purposes.

6. POLICY IMPLEMENTATION

6.1. Conditions of display

The Council supports the display of promotional banners on the following basis:

- Banners must only promote:
 - the town itself, or
 - community events controlled by and for the benefit of a community organisation, or
 - Community wide celebratory events such as Christmas and Easter.
- Promotion of commercial operations will not be permitted without the express consent of the Council.
- Banners that are likely to be offensive or divisive must not be displayed.
- Banners should not be political in nature

6.2. Responsible bodies

Administration of the display of the banners is the responsibility of

- in Finley – Finley Chamber of Commerce, Industry and Agriculture
- in Tocumwal – Tocumwal Chamber of Commerce and Tourism
- in Berrigan – Berrigan and District Development Association, and
- in Barooga – Barooga Advancement Group

6.3. Risk management and compliance

Items requiring Council Resolution

Those bodies listed above shall be responsible for all actions necessary to legally display the banners including compliance with Work Health and Safety legislation.

Street banners placed on poles in addition to the health and safety risks involved in erecting them, present several risks and those erecting them must comply with the following:

- Roads and Maritime Service (RMS) rules and regulations – banners must not interfere with oncoming traffic (particularly trucks) by creating a vision hazard. In some instances, particularly in relation to RMS controlled roads, the authority must be notified and approval sought;
- Essential Energy must be notified if changes to the poles are required, as the poles are the property of the energy company, and approval must be sought;

Volunteers erecting banners must understand and abide by the requirements of working beneath powerlines.

6.4. Appearance

In order to not detract from the appearance of the town, banners must be maintained in a reasonable condition. Torn, damaged or otherwise unsightly banners must be removed as soon as possible.

The Council reserves the right to order the removal of a banner that, in its opinion, is not of an acceptable standard for display.

6.5. Funding

As a general rule, funding for the purchase and display of banners will **not** be provided by the Council.

Requests for funding support for this purpose should be made in writing to be considered by the Council on a case-by-case basis.

7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- Local Environmental Plan
- Economic Development Strategy
- Town Community Plans
- Events Policy
- Requests for Financial Assistance Policy

Items requiring Council Resolution

REPORT:

The Council's policy for Street Banners is due for review.

From the point of view of Council staff, the policy is still largely applicable. The only proposed changes to the policy are cosmetic.

The Council may adopt, amend or reject this proposed policy as it chooses.

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Items requiring Council Resolution

5.10 POLICY FOR COUNCIL-OPERATED ENTERPRISES

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO: 28.167.7

RECOMMENDATION: - that the Council:

- Revoke its Policy for Council-Operated Enterprises; and
- Adopt the Policy for Council-Operated Enterprises set out below.

File Reference No: 28.167.7

Strategic Outcome: Good government

Date of Adoption: 14/12/2016

Date for Review: 16/12/2020

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

The Council is sometimes confronted with the opportunity to be involved in commercial enterprise outside its existing operations.

This may require the Council to commit its resources - labour, equipment or cash. It is important that the Council does not spread its resources too thin at the expense of its core activities. At the same time, however the Council should not close its doors to opportunities which may benefit its community.

This policy attempts to ensure that all appropriate issues are addressed when the Council is weighing up whether or not to be involved in a new or existing enterprise, either financially or in some other way.

The policy may also be useful when weighing up continuing with an existing commercial service.

2. PURPOSE

The purpose of this Policy is to:

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Items requiring Council Resolution

1. Improve the Council's decision making in relation to involvement in new or existing enterprises.
2. Ensure the Council's resources are put to the best possible use for the community.
3. Ensure Councillors are aware of the risks and likely benefits, both community and financial of any involvement or investment decision.
4. Enable the Council to distinguish between core business enterprises and non-core business enterprises.
5. Ensure that the Council receives an adequate financial return for its investment.

3. SCOPE

This policy applies to Councillors, Council staff and organizations operated by or in conjunction with the Council.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.1.1.

Council operations, partnerships and coordination of resources contribute toward Implementation of Berrigan Shire 2023.

5. DEFINITIONS

A “**commercial enterprise**” is an enterprise or activity operated on a systematic basis that primarily involves the provision of goods and services to the public for a fee or charge. The activity may be either a profit-making or a not-for-profit activity. The fee or charge may be paid directly by the user or by a third party.

Examples of commercial enterprises currently provided by the Council include:

- Town water supply
- Waste management facilities
- Tocumwal Aerodrome

A “**core activity**” of the Council is an activity that has been traditionally undertaken by the Council and in the main funded by a Council rate or charge, or an untied grant.

Examples of core activities currently undertaken by the Council include:

Items requiring Council Resolution

- Roads and footpaths
- Stormwater drainage
- Libraries

6. POLICY IMPLEMENTATION

Where the Council is invited to be part of a new enterprise or sees an opportunity to be involved it should consider the following questions:

1. Does involvement in the enterprise align with the Council's strategic direction
2. Do the benefits of involvement outweigh the costs?
3. Is involvement in the enterprise likely to impact on core activities?
4. Will there be an impact on private operators?
5. What are the risks to the Council of involvement in the enterprise?

It should also consider the above when considering its continued involvement in existing enterprises.

6.1. Strategic direction

In consultation with the community, Berrigan Shire Council has set out its preferred strategic direction in *Berrigan Shire 2023*, its Community Strategic Plan.

Berrigan Shire 2023 was developed to provide a common lens or framework to be used by other agencies, the local community and the Council when committing to actions now and during the next ten years.

Any decisions made in respect to Council involvement in an enterprise should be considered against the strategic outcomes identified in *Berrigan Shire 2023*. The Council should only support participation in an enterprise where it can be demonstrated that it will aid in meeting its strategic outcomes.

6.2. Costs and benefits

As a general rule, the Council should only be involved in activities where the benefit to the community outweighs the costs of undertaking the activity. Thus, before entering into a commercial enterprise the Council will consider the related benefits and costs to the Council.

Any enterprise in which Council may be considering involvement will have a business plan which clearly shows the strategic direction of the enterprise, its

Items requiring Council Resolution

market, from where income will be derived, expenditure that will be incurred and the likely impact on the community.

A cost benefit analysis should be performed, and included in the business plan, to establish that the benefits accrued will be worth the monetary outlays. Benefits to the community, both objective and subjective should be clearly stated in the report. Initial costs and recurrent costs must be considered.

6.3. Core Activities

Any decision on participation in a commercial enterprise should consider the impact on the Council's core activities.

Involvement in a commercial enterprise may contribute to a core activity of the Council or be an alternate method of delivering a core Council service.

Alternatively, the commercial enterprise may be an activity outside the Council's ordinary responsibilities. In this case, the Council needs to consider the impact of any diversion of resources from its core activity to this new activity.

The Berrigan Shire Council *Financial Strategy* 2016 identified the following core actions relevant to Council participation in commercial enterprises:

1.3: *Resist the pressure to fund services that are the responsibility of other levels of government.*

1.6: *Seek methods of achieving a return (or at least minimise ratepayer subsidy) on business activities such as the Finley Saleyards, Tocumwal Caravan Park and Tocumwal Aerodrome. Subsidies to programs such as the private operation of the Tocumwal Visitor Information Centre should also be reviewed regularly.*

2.2: *Prioritise the renewal of existing assets over the development and delivery of new services.*

As a general rule the Council will not become involved in new enterprises that are not part of its core business.

6.4. Impact on the private sector

The Council will not become involved in new enterprises if the community is being, and will continue to be, well served by private operators. As a general principle the Council is not in the business of competing with the private sector.

Items requiring Council Resolution

Where the Council is running a business it will consider the provisions of the National Competition Policy and specifically in this case the principles of competitive neutrality.

The object of Competitive Neutrality is to remove any net competitive advantages or disadvantages that may be available to business activities conducted by government agencies. It is one of the principles of the National Competition Policy that applies to all levels of Government in Australia.

6.5. Risk

The Council should consider the risks inherent in participation in commercial enterprises. These risks include:

- Financial
- Public Liability
- Work Health and Safety
- Environment
- Professional Indemnity
- Community (Social/Government/Reputation)
- Legal

The Council will prepare a comprehensive risk assessment before agreeing to participate in any commercial enterprise.

When considering financial risk, as a general rule the greater the expected financial return the higher the risk to be borne and Council must be mindful that it is dealing with public funds.

6.6. Other considerations

Where the Council is considering investing money purely on financial grounds investments must comply with requirements of the *Ministerial Investment Order* and the Council's Investment Policy.

The Council should also be cognizant of s358 of the *Local Government Act* which restricts the Council's ability to participate in the formation of, or take a controlling interest, in a corporation.

The Council also needs to be aware of relevant accounting standards that may require any commercial enterprise to be consolidated and/or disclosed in the Council's financial statements

6.7. Summary

With increasingly competing demands on its resources the Council will carefully weight up all the above factors before making a decision about becoming involved in any new enterprises.

Items requiring Council Resolution

All future involvements in enterprises should be considered against all the criteria listed above. If involvement in the enterprise does not meet the requirements of any of the criteria the involvement either should not go ahead or the issue referred to the Council for consideration.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1. Legislation

- *Local Government Act 1993*
- *Application of National Competition Policy to Local Government 1996*
- *Pricing & Costing for Council Businesses: A Guide to Competitive Neutrality 1997*
- *Ministerial Investment Order 2011*

7.2. Council policies and strategies

- Berrigan Shire 2023 (Community Strategic Plan)
- Financial Strategy 2016
- Risk Management Policy and Framework
- Investment Policy
- Related Parties Policy

REPORT:

The Council's policy for Council-Operated Enterprises is due for review.

The policy provides guidance for the Council when considering taking part in a commercial enterprise outside its existing operations. The aim of the policy is to enable the Council to consider the implications on engaging in a new enterprise before making any decision.

From the point of view of Council staff, the policy is still applicable. The only proposed change is to make explicit that the policy can be used to inform decision making about the continuation of current Council-operated enterprises as well as determining whether to start a new enterprise.

The Council may adopt, amend or reject this proposed policy as it chooses.

Items requiring Council Resolution

5.11 POLICY FOR HIRE OF COUNCIL PLANT FOR PRIVATE WORKS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 23.067.2

RECOMMENDATION: - That the Council:

- Revoke its Policy for Hire of Council Plant for Private Works; and
- Adopt the Policy for Hire of Council Plant for Private Works set out below.

File Reference No: 23.067.2

Strategic Outcome: Good government

Date of Adoption: 16/11/2016

Date for Review: 18/11/2020

Responsible Officer: Director Technical Services

1. POLICY STATEMENT

Plant owned by Berrigan Shire Council may be available for use and/or hire by third parties. This provides a useful service for local contractors, community groups and the general public, however it comes with inherent risks.

It is important that a framework is in place to ensure that such use and/or hire is properly regulated to mitigate the risks involved.

2. PURPOSE

The policy regulates the hire of Council plant to ensure it is used correctly, work health safety measures are followed and that hire charges are correctly applied and recovered.

3. SCOPE

This policy applies to all use and/or hire of Council plant outside the normal Council works program. This may include:

- Use by private contractors and/or developers
- Use by community groups

Items requiring Council Resolution

- Use by other government organisations (other Councils, NSW Rural Fire Service etc.)

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2

Council operations support ethical, transparent and accountable corporate governance

5. DEFINITIONS

Council plant: large mobile earthmoving and road construction equipment such as graders, bulldozers, excavators, rollers, tankers, tippers, tractors, loaders and the like. It does **not** include small, portable, generally hand held or propelled equipment, such as chainsaws, trimmers, mowers, blowers and like.

Dry hire: Hire where the hirer provides the operator – i.e. a non-Council employee operator

6. POLICY IMPLEMENTATION

6.1. General

In line with the Council's Council-Owned Enterprises Policy, the Council will not hire out its plant on a commercial basis unless it is in the Council's or the community's interest to do so.

The Council's plant may only be hired for use on private works with the explicit approval of the Director Technical Services. Any decision to hire out Council plant will be made taking to account the Council's own work requirements.

Council plant must not be dry hired – only suitably qualified and authorised Council employees will be permitted to operate Council plant.

6.2. Charges

Unless otherwise determined by the Council via resolution, all hire of Council plant is to be charged the appropriate fee as set by the Council via the User Fees and Charges Policy.

Hirers are to comply with the Council's Commercial Credit Policy.

6.3. Use by community organisations

Subject to approval by the Director Technical Services, the Council will allow community organisations to hire Council plant with a volunteer Council employee as operator.

In these cases:

Items requiring Council Resolution

- The volunteer Council employee must be qualified and authorised to operate the item(s) of plant in question, and abide by all Council safe work methods
- The work must take place outside normal Council working hours and in the volunteers own time.
- The relevant hire charge will be adjusted to remove the component to the charge applicable to wages.

With the exception of a Volunteer Committee of Council, the community group must still comply with the Council's Commercial Credit Policy.

6.4. Use in the case of natural disaster

The use of Council plant in the case of natural disaster by NSW Rural Fire Service, Fire & Rescue NSW, NSW State Emergency Service or NSW National Parks and Wildlife will be in line with the established policies and procedures governing their use.

The Council will keep accurate records of their use in these cases for reimbursement through the appropriate channels.

7. RELATED POLICIES OR STRATEGIES

7.1. Legislation

- *Local Government Act 1993*

7.2. Policies and other documents

- Berrigan Shire Council Code of Conduct
- Risk Management Policy and Framework
- Fraud Control Policy and Framework
- Council-Owned Enterprises Policy
- Commercial Credit Policy
- Request for Donations and Financial Assistance Policy
- User Fees and Charges Policy

REPORT:

The Council's policy for Naming of Community Facilities and Open Space was adopted in 1995 and is overdue for review.

The existing policy is shown below

Items requiring Council Resolution

13 HIRE OF COUNCIL PLANT FOR PRIVATE WORKS

- I. The Council's plant may be hired for use on private works at the discretion of the Director of Technical Services.
- II. Any plant hired, as referred to in I. above shall be hired with a Council operator at the appropriate hire rate as determined from time to time.
- III. Council plant hire by charitable organisations is to be paid for by those organisations in accordance with normal hire conditions, subject to the adjustment of wage content should the operator be prepared to donate their time.

(Adopted by Council 12/12/1995)

The proposed policy above reflects this basic intent while also reflecting some of the Council's other policies and procedures around risk management, work health and safety and financial controls.

The Council may adopt, amend or reject this proposed policy as it chooses.

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Items requiring Council Resolution

5.12 MODEL CODE OF MEETING PRACTICE FOR LOCAL GOVERNMENT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.044.1

RECOMMENDATION: - that the direction of the Council is sought

REPORT:

The recent amendments to the *Local Government Act* 1993 (the Act) included a provision to allow for a model code of meeting practice to be prescribed by regulation. This would replace the existing provisions in Part 10 of the Local Government (General) Regulation 2005 (the Regulation) – attached as Appendix “D”.

The Office of Local Government (OLG) has advised the Council that work on developing the model meeting code has started. Attached as Appendix “E” is Council Circular 16-46 discussing the OLGs development process.

In a similar manner to the Model Code of Conduct, once the model code is prescribed by regulation, Councils will be required to adopt a code of meeting practice that:

1. incorporates the mandatory sections of the model code, and
2. does not contain provisions inconsistent with the mandatory sections of the model code.

To assist with the development of the model code, OLG are seeking submissions from Councils on:

- how the current meeting rules prescribed by the Regulation can be improved,
- any areas of meeting practice that are not currently prescribed that should be prescribed, and
- any examples of better practice that may be incorporated in the non-mandatory provisions of the model meeting code.

Submissions close on Friday 20 January 2017.

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From a staff perspective, the current provisions in the Regulation work effectively and do not require significant change.

Further, putting in tighter rules often is ineffective in addressing issues of conflict; it is difficult to legislate for different personalities and world-views. The development of tighter, less flexible rules is often counter-productive in addressing matters of conflict as it leads to the legalistic use of the rules as a tool to punish opponents, as was the case with the early iterations of the Model Code of Conduct in many NSW Councils.

If the Council wishes to make a submission, the direction of the Council is sought as to its content.

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5.13 NSW RURAL FIRE SERVICE – ZONE ARRANGEMENTS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities

FILE NO:

RECOMMENDATION: - that the Council:

1. Endorse the decision of the NSW Rural Fire Service Corowa Berrigan Zone Liaison Committee for Berrigan Shire Council and Federation Council to enter into a new voluntary zoning agreement between Federation and Berrigan Rural Fire Districts.
2. Provide advice to the Zone Liaison Committee about its preferred name for the new Rural Fire Zone.
3. Write to the NSW Rural Fire Services expressing its concern that the new Zone will incorporate an additional eight brigades without the staff resources previously attached to those brigades.

REPORT:

The NSW Rural Fire Service (RFS) Corowa Berrigan Zone Liaison Committee (ZLC) met on Monday 5 December 2016, the first meeting following the amalgamation of Corowa Shire and Urana Shire as Federation Council in May 2016. A copy of the Business Paper is attached as Appendix "F".

The main item on the agenda was the future of the Corowa Berrigan Zone following the Corowa/Urana merger. At present the Zone includes two Rural Fire Districts (RFD) – Berrigan (the entirety of the Berrigan local government area (LGA)) and Corowa (the former Corowa LGA).

Advice from RFS staff was that the Rural Fires Act 1997 prescribes that the change of any Council area with an RFD must reflect the new Council boundary – i.e. a new RFD must be created for Federation Council.

RFS staff consulted with volunteers in the eight brigades in the former Urana RFD; their preference was for the new Federation RFD to form a Zone with Berrigan, in effect adding the former Urana brigades to the existing Corowa Berrigan Zone. This was supported by the Berrigan and Corowa volunteers.

At The ZLC meeting, the Zone delegates agreed to form a new Zone from the Berrigan and Federation Zones. Once this Zone is established and a new

Items requiring Council Resolution

agreement in place, the Zone will form a new teaming arrangement with the Hume Zone (Greater Hume and Albury) to form the Southern Border Team (SBT).

For this fire season, the Corowa Berrigan Zone and SBT are undertaking administration for the former Urana Shire brigades but they remain operationally part of Riverina Zone (based at Wagga Wagga).

There are two issues of interest in relation to the creation of the new Zone for the Council to consider.

1. The Zone name – the proposal from the RFS is to call the new Zone “Federation Zone”. The RFS would prefer a non-double-barrelled name for the new Zone and can’t use an acronym as the new name. Further, Berrigan promotes itself as “the birthplace of Federation”.

On the other hand, the name itself appears to exclude Berrigan from the zone. Other alternatives such as “Southern Border”, “Southern Riverina”, “Mid-Murray”, etc. are used elsewhere by the RFS and may cause confusion.

2. The new Zone has been allocated the eight brigades from the former Urana Shire, however the staffing complement associated with those brigades has been left with Riverina Zone and not transferred to the new Federation-Berrigan Zone.

On the face of it this appears inequitable – the new Zone is being asked to do more with less resources while Riverina Zone retains its existing staffing resource despite losing eight brigades and a large chunk of its land area.

The Council may wish to advise the RFS on its views on both matters above.

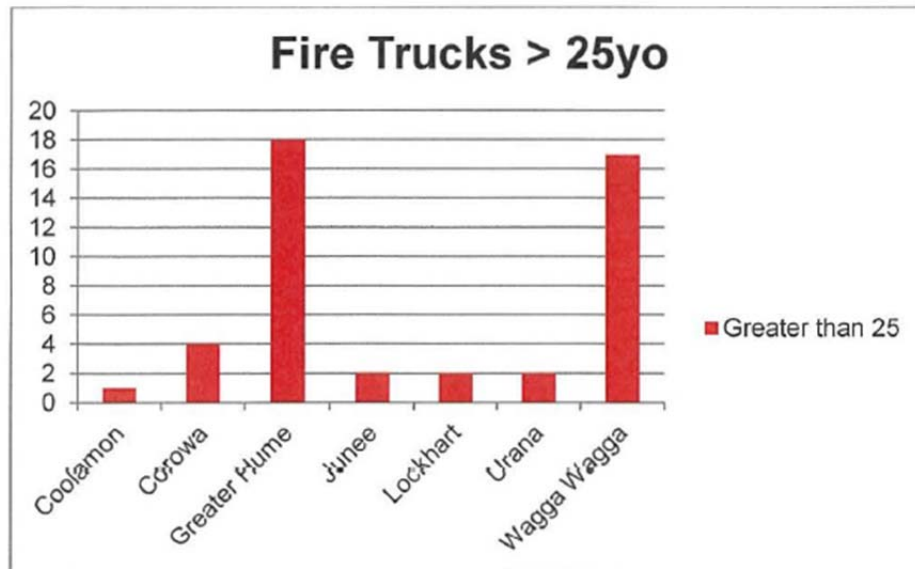
The ZLC meeting also reviewed the 2015/16 budget and performance report. A lack of available staff has seen some of the lower priority items in the action plan fall behind. RFS staff have advised that many of these items have been rectified since the end of the period.

New equipment lists are being drawn up for each RFD. Berrigan brigade will receive a new single cab grasslands tanker and Mount Gwynne will have its appliance replaced.

The chart below shows the age of some of the RFS equipment in use in the local area. Berrigan RFD has no fire trucks over 25 years old reflecting the financial contribution made by this Council to improve and maintain its RFS fleet over the past 20 years.

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Note that local Councils legally own fire plant and equipment and make that equipment available to the RFS to use via a service level agreement.



Graph 1. Comparative assessment across local districts of amount of vehicles over 25 yo.

Items requiring Council Resolution

5.14 AUDIT – FINAL MANAGEMENT LETTER**AUTHOR:** Director Corporate Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting**FILE NO:** 12.019.1**RECOMMENDATION:** - that the Council note the Final Management Letter, including the management response, for the Financial Year ended 30 June 2016.**REPORT:**

RSD Chartered Accountants – the Council's external auditors – have submitted Final Management Letter relating to their audit of the 2015/16 financial statements. This is the final deliverable relating to the 2015/16 external audit.

A copy of the Final Management Letter, including the management response, is attached as Appendix "G".

The purpose of the management letter is for the Auditors to bring to the attention of the Council, the matters arising from the financial audit of Berrigan Shire Council for the financial year ending 30 June 2016.

The table below summaries the issues arising from the audit that the Auditors wish to bring to the attention of the Council.

Current Issues		Rating			
Reference	Description of finding	Critical	High	Medium	Low
2.1	Asset Revaluation Supporting Workpapers			X	
2.2	Treatment of Assets Disposed			X	
Total		-	-	2	-

Management was asked to respond to recommendations from the Auditors to address both issues; their response is included in the management letter.

To summarise,

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- Management accept the Auditors recommendation for Item 2.1 and has already agreed with the Auditors on a preferred solution/template.
- Management consider addressing the Auditors concerns with regard to Item 2.2 requires a more nuanced solution to ensure that its accounting systems and asset management systems accurately capture the transactions and the underlying value of the assets under its control. The Council is currently investigating a new asset management software solution that may address this issue.

Note that the Auditors issued an “unqualified” audit opinion on the Council’s financial statements.

The Council may here note receipt of the Final Management Letter. The Council, may if it wishes, ask its Auditors for further information on either of the matters raised or on any matter relating to the 2015/16 external audit.

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**5.15 BERRIGAN SHIRE LOCAL HERITAGE FUND
2016/2017**

AUTHOR: Town Planner

STRATEGIC OUTCOME: Sustainable natural and built landscapes

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

FILE NO: 26.128.2

RECOMMENDATION: that grants of:

1. \$3,000.00 be offered for the Removal of Bricks & Replacement of Gutter at Bizzy Sizzors, 46 Chanter Street, Berrigan.
2. \$5,000.00 be offered for Exterior Painting of the Momalong Hotel, 53 Chanter Street, Berrigan
3. \$1,815.55 be offered for the Painting of the verandah and posts of the Belmont Building (Gerard McCarthy Solicitors), 78 Jerilderie Street, Berrigan

REPORT:

Following the call for applications for the Local Heritage Fund 2016/2017 involving publication of notices in local papers and extension of application deadline of over a month, three applications were received. Upon assessment in accordance with NSW Office of Environment and Heritage Guidelines it is recommended that these applications for financial grants be issued.

The guidelines incorporate consideration of a number of factors including whether the property is heritage listed or located in a conservation area, project scope and whether there is a long term plan in place, access to funding in previous years, the quality of the application and the heritage conservation value of the proposed works.

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The applications are summarised below:

1. Removal of Bricks & Replacement of Gutter

Address: 46 Chanter Street, Berrigan
 Proposed Works: Removal of Bricks & Replacement of existing Box Gutter along full length of building which is currently leaking into shop area and seeping into the footings of the internal chimney.
 Costs: \$6,000.00
 Grant Sought: \$3,000.00
 Comment: Council has already received and approved a development application for this work. The removal of unsafe bricks will ensure the future safety of neighbouring residents and their property. The Elimination of Mould and Moisture inside the building will enhance and continue the full use of the Hairdressing Business. The building is not heritage listed but highly visible within a heritage conservation area

2. Exterior Painting of the Momalong Hotel, Berrigan

Address: 53 Chanter Street, Berrigan
 Proposed Works: Painting of Hotel's Exterior to enhance appearance
 Costs: \$12,450.00
 Grant Sought: \$5,000.00
 Comment: This application is for repainting of the existing painted surfaces of the Momalong Hotel, which is heritage listed in Schedule 5 of the *Berrigan Local Environmental Plan 2013*. Verbal correspondence with the applicant was revealed that the pink coloured exterior surfaces will be painted with a beige / wheat colour, which is more fitting for a Heritage Building and will match other buildings in the Berrigan Heritage Conservation Area. Overall, this application is timely, as the building is in a prominent position within the town and is currently in need of some maintenance. Finally, the repainting will contribute to the Heritage Value of the Building.

3. Painting of the verandah and posts of the Belmont Building, Berrigan

Address: 78 Jerilderie Street, Berrigan to restore building to its previous splendor
 Costs: \$3,631.10
 Grant Sought: \$1,815.55

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Comment: This application involves the external painting of the bullnose verandah and posts at Gerard McCarthy Solicitors office. The re-painting of the building will allow Gerard McCarthy's Solicitor clients, Berrigan Shire Residents and tourists alike to easily identify the building. The building is not heritage listed but highly visible within a heritage conservation area, especially as it is on the main intersection of the two major roads which run through Berrigan.

Having assessed this application in accordance with NSW Office of Environment and Heritage guidelines it is recommended that grants of:

1. \$3,000.00 be offered for the Removal of Bricks & Replacement of Gutter at Bizzy Sizzors, 46 Chanter Street, Berrigan.
2. \$5,000.00 be offered for Exterior Painting of the Momalong Hotel, 53 Chanter Street, Berrigan
3. \$1,815.55 be offered for Painting of the verandah and posts of the Belmont Building (Gerard McCarthy Solicitors), 78 Jerilderie Street, Berrigan.

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5.16 PGA SOUTHERN DIVISION TRAINEE CHAMPIONSHIPS AND JUNIOR GOLF EXPERIENCE

AUTHOR: Economic Development Officer

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.063.3

RECOMMENDATION: - that the Council allocate \$7000 to funding the PGA Southern Division Trainee Championships and Junior Golf Experience in May 2017.

REPORT:

The Professional Golfers Association of Australia conducts hundreds of golf events across Australia each year. The PGA Southern Division (Tasmania, Victoria and South Australia) has hosted the Trainee Championships at Tocumwal for the past 14 years delivering an estimated economic benefit to the region of \$2.4 million.

Under Councils Event Funding criteria this event satisfies the following key indicators

- Extended length of stay
- Addresses a traditional low season for accommodation houses
- The event is designed as an attractor and is not catering to visitors that are already here.
- As a sporting event this event is relevant to the Berrigan Shire Tourism Strategy and would satisfy as a tier two event.

The recommendation to allocate funding to this event is based on:

1. the proven ability of the event to have a very favorable economic impact on the Berrigan Shire accommodation houses and,
2. the proposal to have a comprehensive schools program to encourage local children into the game – a long term strategic position to sustain golf and the Clubs in the Shire.
3. The professional nature of the management of the event.

The PGA Southern Division Trainee Championships will be held over 5 days during in May 2017. The Councils *Event Impact Calculator* provides the following assessment of the financial impact the event would have on the local

Items requiring Council Resolution

community and is in line with the assumptions that is made by the PGA in the application.

Event Impact Summary

Berrigan Shire - PGA Southern Division Trainee Championships - Modelling the effect of \$170,000 from a Sports and Recreation Activities event with State significance

	Output (\$)	Value-added (\$)	Employment (annual FTE)	Resident Jobs (annual FTE)
Direct impact	136,000	77,038	1.7	
Industrial impact	38,946	18,099	0.2	
Consumption impact	17,296	9,155	0.1	
Total impact on Berrigan Shire economy	192,241	104,292	2.0	1.7

The funding application is Appendix "H".

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5.17 EVENT FUNDING APPLICATION

AUTHOR: Economic Development Officer

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.063.3

RECOMMENDATION: - that the Council not allocate funding to the 2017 Riverina Health and Wellbeing Festival.

REPORT:

The Heart of the Riverina Health and Wellbeing Festival is to be held at the Health and Wellbeing Retreat in Berrigan on the 18th and 19th of February. The aim of the event is to raise awareness of the importance of good health and well being.

Council supported an advertising program for this event in 2016 valued at \$1,700.00. The 2016 event was held in the CWA Hall in Berrigan and attracted 150 people over 2 days. In the debrief of the event (and indicated closing of the committee) the committee came to Council with a cheque for \$2,500 and asked that the funds be used to support a community event. The funds were allocated to the Tocumwal Skate Park Event.

The Marketing and promotion plan as detailed in the funding application is not supported by quotes and is unlikely to be accurate or successful in reaching its target market.

The funding application does not demonstrate why the committee predicts that the event will attract over double its previous attendance and no change in approach in promotion is indicated.

The economic impact assessment indicates this is a community event rather than event likely to create any economic benefit.

Under the Event Funding Guidelines, Council can support fledging events for 3 consecutive years. As Council funded this event for the first time in 2016 it could be a reason for supporting the 2017 event.

The funding application is Appendix "I".

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Event Impact Summary

Berrigan Shire - Heart of Riverina health and wellbeing festival - Modelling the effect of \$3,000 from a Arts and Heritage event with Local significance

	Output (\$)	Value- added (\$)	Employment (annual FTE)	Resident Jobs (annual FTE)
Direct impact	2,580	1,669	0.0	
Industrial impact	573	254	0.0	
Consumption impact	289	143	0.0	
Total impact on Berrigan Shire economy	3,003	1,611	0.0	0.0

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5.18 BUILDING BETTER REGIONS FUND

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 15.128.32

RECOMMENDATION: that the Council prepare an application under the Building Better Regions Program for funding for the Tocumwal Foreshore Redevelopment project.

REPORT:

Background

In November, the Federal Government announced a new funding program to support the development of infrastructure in regional areas of Australia – Building Better Regions. The program will run over four years from 2016-17 to 2019-20. A copy of the program guidelines are attached as Appendix “J”.

The Federal Government state that the program has been designed to achieve the following outcomes in regional and remote communities:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and sense of identity.

The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra. Local governments, charities and not-for-profit organisations are eligible to apply.

The minimum grant amount is \$20,000 and the maximum grant amount is \$10 million. Applications open on 18 January 2017. No closing date has been given

For projects in “inner regional” areas such as Berrigan Shire, the applicant must provide 50% “co-funding”.

Items requiring Council Resolution

Successful projects must be ready to start work within 12 weeks of signing a funding agreement (i.e. shovels in the dirt, any tenders must be run and awarded in that timeframe). There is a preference for the project to have gone through any required approval process at the time of application. Projects should have the support of the local Regional Development Australia board.

Building Better Regions has four merit criteria

1. Economic benefit
2. Social benefit
3. Value-for-money
4. Project delivery

Applications must include the following:

1. Evidence of any co-funding
2. Project Management Plan
3. Business Case
4. Asset Management Plan (for ongoing maintenance and operation of the facility)
5. Risk Management Plan
6. Cost-Benefit Analysis
7. Procurement Plan

Options

The funding program is obviously an opportunity to secure funding for a non-roads related infrastructure project. Funding programs from these types of projects are rare and the Council should attempt to maximize its chances of success.

When considering its options, the Council should consider

1. The scope of any application – what is a realistic project that can meet the timeframes above
2. How much funding can the Council (and/or the community) realistically contribute to any project.
3. What support documents – with supporting evidence, detailed plans etc. can the Council complete and submit in the application timeframe
4. What projects can the Council obtain any required approvals, permits and consents prior to submitting an application

There are two non-road related projects for which the Council has prepared concept plans that would allow for the preparation of an application under Building Better Regions.

1. Tocumwal Foreshore Redevelopment
2. Finley School of Arts precinct

Items requiring Council Resolution

Of these two projects, the Tocumwal Foreshore Redevelopment is a better fit for the merit criteria listed above, especially the economic development criteria. The Tocumwal Foreshore Development project has the ability to drive jobs and economic growth in Tocumwal and the broader Berrigan Shire.

In addition, the amount of funding available is a good fit for the Tocumwal Foreshore Development. Without grant funding, the scale of the project will require it to be staged over many years – diluting some of its impact.

That said, the co-funding arrangement may still require the Council to find upwards of \$1m as its share of the project cost. This may include funds from the Tocumwal Foreshore Committee of Management and other local community groups but the Council will need to make a substantial financial contribution to the project. A more detailed funding proposal will be submitted to the January Council meeting for inclusion in any application.

The Federal Government is running information sessions in Wodonga on 31 January 2017 and Wagga Wagga on 2 February 2017, one of which will be attended by Council staff.

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**5.19 EARLY CHILDHOOD INTERVENTION
SERVICE – FUTURE OPERATION UNDER
NDIS**

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 03.160.3

RECOMMENDATION: - That the Council:

1. Continue to seek an arrangement with NDIA to maintain block funding for the Early Childhood Intervention Service.
2. Prepare an Expression of Interest document for the transition of the service and the remaining block funding to another service provider.
3. Delegate to the General Manager the authority to issue the Expression of Interest should the Council's effort to maintain block funding be not successful.

REPORT:

Background

The Early Childhood Intervention Service (under the auspice of the Berrigan Shire Council) provides a specialised support service through family centred practice to families with young children who have developmental delays or disabilities (0-8 years) and has recently received additional funding to address regional gaps in service delivery to children aged up to 17 years of age.

The service model includes and is currently funded for:

- Information,
- Referrals,
- Support Services, and
- Individual and/or group programming for specific needs.

It is also regional service provider – not LGA specific – servicing the towns of Berrigan, Barooga, Tocumwal, Finley, Jerilderie, Urana, Oaklands and Rand.

The incremental expansion of the service and Council's auspice of what is effectively a regional service outside LGA boundaries demonstrates that

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alternative ECIS providers have not and do not have an appropriate service model for these communities.

A service model that can, even with the relative security provided by block funding and the potential to capitalise and realise the potential of the NDIS model, offer services in the transport disadvantaged communities now being covered by the Council's ECIS

Regionally the Council also understands that its Service is one of the first ECIS services in the region to be fully accredited under the NSW Disability Service Standards and as such is NDIS ready with a recent 3rd party Verification of the Service noting:

It is highly evident that the Early Childhood Intervention Service is a family centred service that meets the needs of the whole family as well as the child. Families are an integral part of the Early Intervention Service and are resourced to become their child's primary intervention worker

It is a service model that capitalises on established networks – for information and referral services. In particular the preparedness of rural communities to 'include their own' and support the maintenance of informal support arrangements.

It is also a service model that has never seen 'borders' or boundaries as an issue. Transitioning and supporting children to access allied therapy and paediatric services and schools in NSW and Victoria.

NDIS and its risks

The Berrigan Shire's Early Intervention and Support Service currently receives block funding from the NSW State Government and it understands that the transition to the NDIS funding model will require that the Council (as a non-disability specialist service) will need to subsidise from its rate base the administrative costs associated with being an NDIS funded service provider.

Considered from a regional perspective the Council has grave concerns, given the paucity in the past of potential providers and the proposed NDIS funding model about whether the NDIS and in particular the funding model proposed that the children and families supported by the Berrigan Shire ECIS will be any closer to achieving or experiencing NDIS outcomes:

- Access mainstream services and supports
- Access community services and supports
- Maintain informal support arrangements
- Receive reasonable and necessary funded supports

Items requiring Council Resolution

The Council also understands that during the transition to the NDIS potential providers or auspice bodies for the services offered by the Council's ECIS are directing attention to developing a service model that will enhance a regional centre-based ECIS services' capacity to provide access to mainstream services and support, community services and supports, and maintenance of informal support arrangements for the children and families that live in or can readily access the regional centres of Albury, Wagga Wagga, Griffith and to a lesser extent Deniliquin; regional centres where it is also possible for service providers to generate economies of scale and capacity and in doing so ensure that children and families receive reasonable and necessary funded supports.

The service is an invaluable resource that potentially will be lost with the NDIS funding model centralising information and referral funding to regional centres. The transition to the NDIS model in the region will create the structural conditions that contribute to the fragmentation in the far West of NSW. This fragmentation is due in part to fly-in and drive-in services by providers with no local knowledge or local connections. The connections needed to support inclusion and the maintenance of informal support arrangements. A role played by the Council's ECIS as the primary convenor of the Berrigan and Jerilderie Community Services Network

Retention of block funding

The Council believes that there is a unique opportunity for rural communities Australia wide with the maturity of its ECIS service and its NDIS ready status to 'pilot' in regional rural communities its integrated, outreach and whole of child and family centred service model.

The Council requires 'block funding' of \$ 220,000 per annum to continue the delivery of its service model. Should this funding be made available the Council would partner with the NDIA and or a Tertiary Institution or similar body on the development of research project / evaluation framework that could be used to 'test' outcomes for families and children.

The Council is seeking a meeting with key stakeholders in NDIA to determine the feasibility of such a proposal.

Transition

If the Council is not able to retain block funding for the project it will need to consider its future delivering the service. Continuing to operate the service in the commercial NDIS marketplace will necessarily expose the Council to commercial risk – a risk that in the main the Council has not been willing to bear in the past.

In anticipation, Council staff met with Ageing Disability and Home Care NSW (ADHC) staff – the current funding providers – to discuss a potential transition to another funder should the Council resolve to cease providing ECIS. An

Items requiring Council Resolution

orderly transition is in the interests of the Council, ECIS employees, any successor provider and most obviously, the clients.

Council and ADHC staff agreed that it would be preferable for any transition to be as seamless as possible from the clients' point of view. Ideally, the service would be delivered in the same manner, from the same location and by the same staff – with the only changes happening in the back-office functions currently undertaken by the Council. Any transition to a new provider would be best done as soon as possible – to allow for the new provider to establish themselves before NDIS is fully introduced in June 2018 and to provide certainty for staff and clients. ADHC have stipulated that no transition could take place any earlier than March 2017.

While AHDC as the funding body would have the final decision, they would allow the Council to run an Expression of Interest (EOI) program to find an appropriate transition partner. When seeking a partner, the Council would look for a provider that:

1. Met ADHC requirements for service delivery – i.e. qualified and registered as a provider
2. Was willing to deliver the service from Finley rather than outreach from a regional centre
3. Was willing to retain the existing ECIS staff
4. Shared a common “key worker” and “team-around-the-child” service delivery philosophy and ethos.

Council staff are currently preparing an EOI document while awaiting any decision around the Council's request to retain block funding.

From here

Council staff are still pursuing avenues to retain the existing block funding of the service but this is unlikely to be successful. The Council needs to plan for the likelihood of losing its block funding for the service from 1 July 2018 and its slow decline between now and then.

The Council may, if it wishes, continue to provide ECIS under the NDIS mode. There is a huge risk that service provision to this area will reduce significantly post-NDIS as providers seek to outreach from regional centres.

However, continuation would expose the Council to commercial risk. If block funding can't be secured, to best protect local clients and Council staff, the Council should move to transition the service as soon as possible to a new provider while it still has some control over service delivery and funding.

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5.20 REVIEW OF COMMUNITY STRATEGIC PLAN

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:

RECOMMENDATION: - that

1. The Council endorse that there is no change to the Vision, Strategic Outcomes and Objectives of the Community Strategic Plan and that the Community Strategic Plan is rolled forward by four years to 2027.
2. Council Officers undertaking reviews of Asset Management Plans ensure that service levels identified in Nexus Survey 2015 are maintained.
3. Council Officers investigate options for truck parking as part of Town Entry Projects.
4. The development of a whole of Shire Walking and Cycling Track Strategy is included in the Delivery Program
5. The Central Murray County Council, as the agency, responsible for weed management be approached to give consideration to urban weed management and or community education program.
6. The assistance required by older residents with nature strips be investigated as part the 2017-2018 Review of the Ageing and Liveability Strategy.
7. Council's Delivery Program include actions that educate and inform ratepayers on Council's sources of income and the implications of the general rate cap and the competitiveness of grant environment.
8. Shire roads are maintained to the same standard as today.
9. Council staff provide information to residents on road expenditure and permissible sources of revenue for road expenditure.
10. The Council continue its support of Volunteer and community management of Council owned recreation and cultural facilities.
11. The Council investigate further charges associated with use of its Facilities and reserves as 37% of survey respondents supported charging more for the use of facilities and reserves to fund improvements.
12. The Council continue its practice of supporting community fundraising for improvements to recreation reserves, walking trails as 32% of survey respondents favoured this method of funding improvements to recreation and cultural facilities

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Items requiring Council Resolution

13. The Council review survey responses for Economic development and discuss its priorities at the Corporate Workshop for inclusion or any change to its current Delivery Program.
 14. The Council note the preference of survey respondents that Council invest in technologies to achieve productivity gains.
 15. The Council review survey responses for Council Operations and highlight issues for further discussion at the Corporate Workshop – February 2017.
-

REPORT:

Berrigan Shire 2023 was developed and endorsed by the previous Council after extensive engagement with our communities.

Pursuant to Section 402 of the *Local Government Act 1993* Council must review by June 30 in the year following an election its *Community Strategic Plan* so that it remains at least a 10-year plan from the date of its endorsement.

The appended Community Engagement Report Berrigan Shire 2027 Appendix “K”.

The identifies

- a) The extent of Community Engagement undertaken
- b) Key Messages
- c) Community Engagement and Community Strategic Plan Review activities
- d) Survey data and feedback from our communities

This report has been prepared to provide the Council with an overview of community feedback sought in relation to the Community Strategic Plan and Council services. Supported recommendations will be incorporated into Council and Council Officers review of the Council’s suite of Integrated Planning and Reporting documents.

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Items for Noting

RECOMMENDATION – that Items for Noting numbered 6.1 to 6.5 inclusive be received and noted.

6.1 IPART DETERMINATION OF RATE PEG FOR 2017/18

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:

The Independent Pricing and Regulatory Tribunal (IPART) have released their determination of the Variation of General Income for Local Government for 2017/18 – the “Rate Peg”. IPART has set the rate peg as **1.5%**.

This rate peg is the maximum percentage that the Council can increase its overall General Rate income for the 2017/18 financial year (this Rate Peg percentage does not apply to Council’s service charges), other than an increase derived from growth in assessable properties.

The rate peg does not apply to individual ratepayers’ rates. The rate peg applies to the Council’s General Rate in total. The Council has significant discretion to determine how to allocate this increase between different ratepayer categories.

Individual rates are also affected by other factors, such as individual land valuations. Note that all properties in Berrigan Shire will be revalued for rating purposes in 2017/18.

The rate peg has been calculated as follows

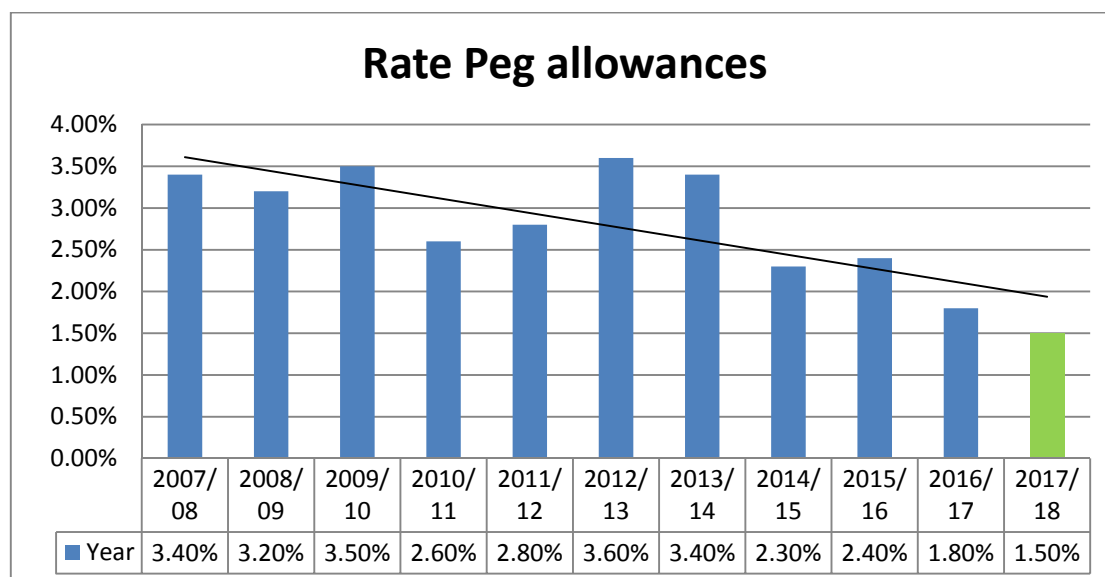
- A base amount of 1.4.7% derived from the increase in the Local Government Cost Index (LGCI) in the year to the September quarter 2016.
- A deduction of a 0.001% “productivity factor”

This resulted in a rate peg of 1.47% which was rounded to 1.5% for 2017/18.

NOTING

Items for Noting

This year's increase is the lowest percentage increase in the previous 10 years. This can be seen in the chart below:



Council's Long Term Financial Plan (LTFP) was based on an assumed 2.5% increase in permissible rates income. The actual IPART determination of a 1.5% increase will see the Council's ordinary rate income decline by approximately \$47,000 in 2017/18 when compared to the current estimate.

The lower than expected rate peg determination will require the Council to revise its LTFP. Revising down estimates over the 10 year LTFP to a 2% increase in permissible income. Even assuming this level of increase, which would have been seen as extremely cautious 3 years ago, is now potentially over-optimistic.

In a similar manner to the FAG indexation "pause" the impact of revising down future rate peg increases to 2% is cumulative, leading to a fiscal hole of at least \$1.4m over the life of the 10 year financial plan. A further revision down to 1.5% leaves a fiscal hole of \$2.4m. There is no guarantee that the rate peg won't fall below this historically low level in the future, leaving an even greater hole.

The table below demonstrates the annual and cumulative impact on the Council's financial position against its adopted LTFP over the next ten years, given assumed future rate peg determinations.

YEAR	ASSUMED RATE PEG DETERMINATION
------	--------------------------------

Items for Noting

	2%	1.5%
2017/18	\$(47,100)	\$(47,100)
2018/19	\$(72,300)	\$(96,200)
2019/20	\$(98,600)	\$(147,400)
2020/21	\$(126,000)	\$(200,500)
2021/22	\$(154,700)	\$(255,800)
2022/23	\$(184,600)	\$(313,300)
2023/24	\$(215,800)	\$(373,000)
2024/25	\$(248,300)	\$(435,000)
2025/26	\$(282,200)	\$(499,400)
TOTAL	\$(1,429,600)	\$(2,367,700)

This will need to be funded either by:

1. Cutting back on expenditure – i.e. doing less
2. Raising rates via a Special Rate Variation

An IPART fact sheet on the rate pegging system and the 2017/18 determination is attached as Appendix “L”.

NOTING

Items for Noting

6.2 VALUATIONS – 1 JULY 2016

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:

The Valuer-General has provided the Council with the 1 July 2016 valuation list as per the *Valuation of Land Act* 1916. The property values in this list are to be used when levying rates from 2017/18.

The list contains 5,056 entries and a total property value of \$567,737,750. This may be subject to change as Valuation Services NSW continue to carry out quality assurance measures.

The Council will use these values to assist with modelling the 2017/18 rate levy – bearing in mind the overall 1.5% rate peg in place for that year.

Valuation notices will be issued to the public by Valuations Services NSW directly in January/February 2017.

Items for Noting

**6.3 RIVERINA AND MURRAY REGIONAL
ORGANISATION OF COUNCILS (RAMROC)**

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 14.099.2

REPORT:

Minutes of the last meeting held on 2nd November, 2016 are attached as
Appendix "M" for Councillors information.

NOTING

Items for Noting

6.4 MURRAY DARLING ASSOCIATION

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 11.106.2

REPORT:

The Murray Darling Association has forward its 2015-16 Annual Report and is also available at <http://www.mda.asn.au>

The Association also thanked the Council's delegates for their support of the National Conference held in Dubbo.

NOTING

Items for Noting

6.5 DEVELOPMENT DETERMINATIONS FOR MONTH OF NOVEMBER 2016

AUTHOR: Support Officer

STRATEGIC OUTCOME: Good government

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

REPORT: APPLICATIONS DETERMINED FOR NOVEMBER

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken	
44/17/DA/D1	Flexible Design Home	63 WOLLAMAI STREET, FINLEY NSW 2713 (Lot1//DP501475)	Mr Ian Bennett	TEACHER HOUSING AUTHORITY NSW	Approved 16-11-2016	\$ 500000.00	Active 25	Total 33
46/17/DA/DM	Strawberry Fields Festival 2016 alternate location	705 TUPPAL ROAD, TOCUMWAL NSW 2714 (Lot109//DP752304)	Strawberry Music Group Pty Ltd	MR R M BALDWIN AND MRS M L BALDWIN	Refused 02-11-2016	\$ 0.00	Active 18	Total 18
50/17/DA/DM	Change of Use Dwelling to Backpackers Accommodation	708 RACECOURSE ROAD, TOCUMWAL NSW 2714 (Lot2//DP228451)	Mr Edward J Hatty	EJ & FM HATTY PTY LTD	Approved 07-11-2016	\$ 0.00	Active 18	Total 18
51/17/DA/D5	Residential Storage Shed	14-16 BRIDGE STREET, TOCUMWAL NSW 2714 (Lot6/36/DP758981)	Mr John Stringer	MS Z A CASPAR	Approved 02-11-2016	\$ 39000.00	Active 11	Total 11
52/17/DA/D5	Storage Shed	30-32 RIVERINA HIGHWAY, FINLEY NSW 2713 (Lot2//DP817156)	Mr Ashley Webster	MR A S WEBSTER & MRS T M WEBSTER	Approved 10-11-2016	\$ 25000.00	Active 13	Total 15
53/17/DA/D5	Residential Storage Shed	77-83 VERMONT STREET, BAROOGA NSW 3644 (Lot11//DP825249)	Mr Ron Schultz	MR R SCHULTZ	Approved 01-11-2016	\$ 3000.00	Active 5	Total 5
54/17/DA/D5	Residential Storage Shed	91 BRUTON STREET, TOCUMWAL NSW 2714 (Lot27//DP1089280)	Mr Zachary Hayes	MR Z D HAYES	Approved 10-11-2016	\$ 4500.00	Active 10	Total 10
19/17/CD/M5	Inground Fibreglass Swimming Pool	89-93 SNELL ROAD, BAROOGA NSW 3644 (Lot13//DP1138900)	Poolside Cobram	MR DS WALKER & MR ML SULLIVAN	Approved 01-11-2016	\$ 41560.00	Active 3	Total 3
20/17/CD/M5	Inground Fibreglass Swimming Pool	45-47 BRUCE BIRRELL DRIVE, TOCUMWAL NSW 2714 (Lot18//DP1091884)	Poolside Cobram	MR MP EAST & MRS CL EAST	Approved 03-11-2016	\$ 55495.00	Active 3	Total 3
55/17/DA/DM	Change of Use Hangar to Aircraft Maintenance Business	15 FLIGHT PLACE, TOCUMWAL NSW 2714 (Lot16//DP1077717)	Border Aviation P/L	MR L GORDON-BROWN	Approved 18-11-2016	\$ 0.00	Active 12	Total 12
56/17/DA/D2	Extension of Existing Freight Transport Facility - Grain Bunkers	92 STRATHVALE ROAD, BERRIGAN NSW 2712 (Lot1//DP1222893)	Blueprint Planning	MCNAUGHTS GRAIN & FERTILIZERS PTY	Approved 10-11-2016	\$ 80000.00	Active 6	Total 6
57/17/DA/D5	Garage	77 WOLLAMAI STREET, FINLEY NSW 2713 (Lot1//DP515620)	Mr Paul Olsen	MR PK OLSEN AND MRS AE OLSEN	Approved 16-11-2016	\$ 9000.00	Active 9	Total 9
21/17/CD/M6	Additions to Dwelling	1184 LOWER RIVER ROAD, TOCUMWAL NSW 2714 (Lot11//DP773350)	Mr Colin McNamara	MR IS AND CM WILLIAMS	Approved 08-11-2016	\$ 421000.00	Active 3	Total 3

Items for Noting

22/17/CD/M5	Inground Fibreglass Swimming Pool	15 COUNTRY COURT, BAROOGA NSW 3644 (Lot4//DP286044)	Poolside Cobram	MR PJ QUINANE AND MRS KJ QUINANE	Approved 14-11-2016	\$ 48745.00	Active 4	Total 4
58/17/DA/D5	Residential Storage Shed	2 LA BELLE COURT, TOCUMWAL NSW 2714 (Lot2//DP1194758)	Mr Glyn Matters	MR G R MATTERS	Approved 24-11-2016	\$ 5000.00	Active 12	Total 12
60/17/DA/D2	Aircraft Hangar	41 LIBERATOR PLACE, TOCUMWAL NSW 2714 (Lot25//DP1190776)	Mr Bracey Cooke	MR BP COOKE & MS MY CLOSE	Approved 18-11-2016	\$ 130000.00	Active 6	Total 6
62/17/DA/D3	Storage Shed	CORCORAN STREET, BERRIGAN NSW 2712 (Lot17/C/DP2425)	Mr I J Vickers	MR I J VICKERS	Approved 28-11-2016	\$ 50000.00	Active 9	Total 9
64/17/DA/D5	Residential Storage Shed	23 MOORE STREET, TOCUMWAL NSW 2714 (Lot7/3/DP6464)	Ms Erin McKinnar & Mr Karl Nash	MS EJ MCKINNAR	Approved 29-11-2016	\$ 7240.00	Active 9	Total 9
66/17/DA/D1	BV Dwelling & Attached Garage	3 AVA COURT, TOCUMWAL NSW 2714 (Lot28//DP270154)	Alex & Tanya Saraikin	MR A SARAकिन & MRS T J SARAकिन	Approved 24-11-2016	\$ 390000.00	Active 2	Total 2
69/17/DA/D1	BV Dwelling & Attached Garage	1-7 TAKARI STREET, BAROOGA NSW 3644 (Lot1//DP1133714)	Metricon Homes	MR G S HAWKE & MRS K L HAWKE	Approved 29-11-2016	\$ 243633.00	Active 2	Total 2
31/17/CD/M3	Extension to Gas Cylinder Loading Dock	94-104 DENILQUIN ROAD, TOCUMWAL NSW 2714 (Lot117//DP752296)	Mr David Walsh	MR D E WALSH	Approved 29-11-2016	\$ 6000.00	Active 2	Total 2

APPLICATIONS PENDING DETERMINATION AS AT 6/12/2016

Application No.	Date Lodged	Description	Property Location
32/17/DA/DE	15-09-2016	Piggery Expansion - Additional 12x Eco Sheds	349 CRUICKSHANKS ROAD, BERRIGAN NSW 2712 (Lot117//DP752275)
67/17/DA/D2	23-11-2016	6 Independent Aged Care Living Units	HAMILTON STREET, FINLEY NSW 2713 (Lot 154//DP752299)
70/17/DA/DM-M	01-12-2016	Modification to 31/17/DA/DM Removal of Bricks & Replacement of Gutter	46 CHANTER STREET, BERRIGAN NSW 2712 (Lot A//DP318610)
33/17/CD/M4	05-12-2016	Residential Storage Shed	3 CHOMLEY CLOSE, BAROOGA NSW 3644 (Lot 5//DP1110970)
71/17/DA/D5	05-12-2016	Residential Storage Shed	16 ANTHONY AVENUE, TOCUMWAL NSW 2714 (Lot 62//DP1131677)
72/17/DA/D6	06-12-2016	Additions – Rumpus Room	5 KEAMY COURT, BAROOGA NSW 3644 (Lot 26//DP803483)

TOTAL APPLICATIONS DETERMINED / ISSUED (including modifications)

	This Month (Nov)	Year to Date	This Month's Value	Year to Date Value
Development Applications	16	72	\$1,486,373	\$6,280,825
Construction Certificates	15	47	\$1,749,907	\$5,358,482
Complying Development Certificates	5	25	\$572,800	\$1,690,559
Local Activity	7	29	0	0

NOTING

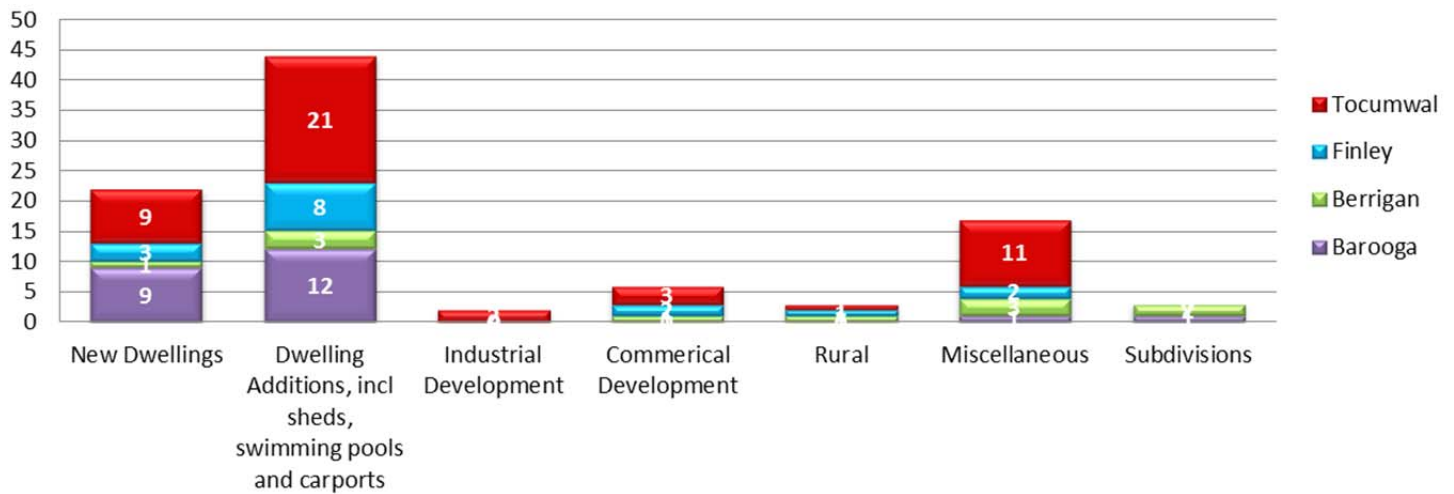
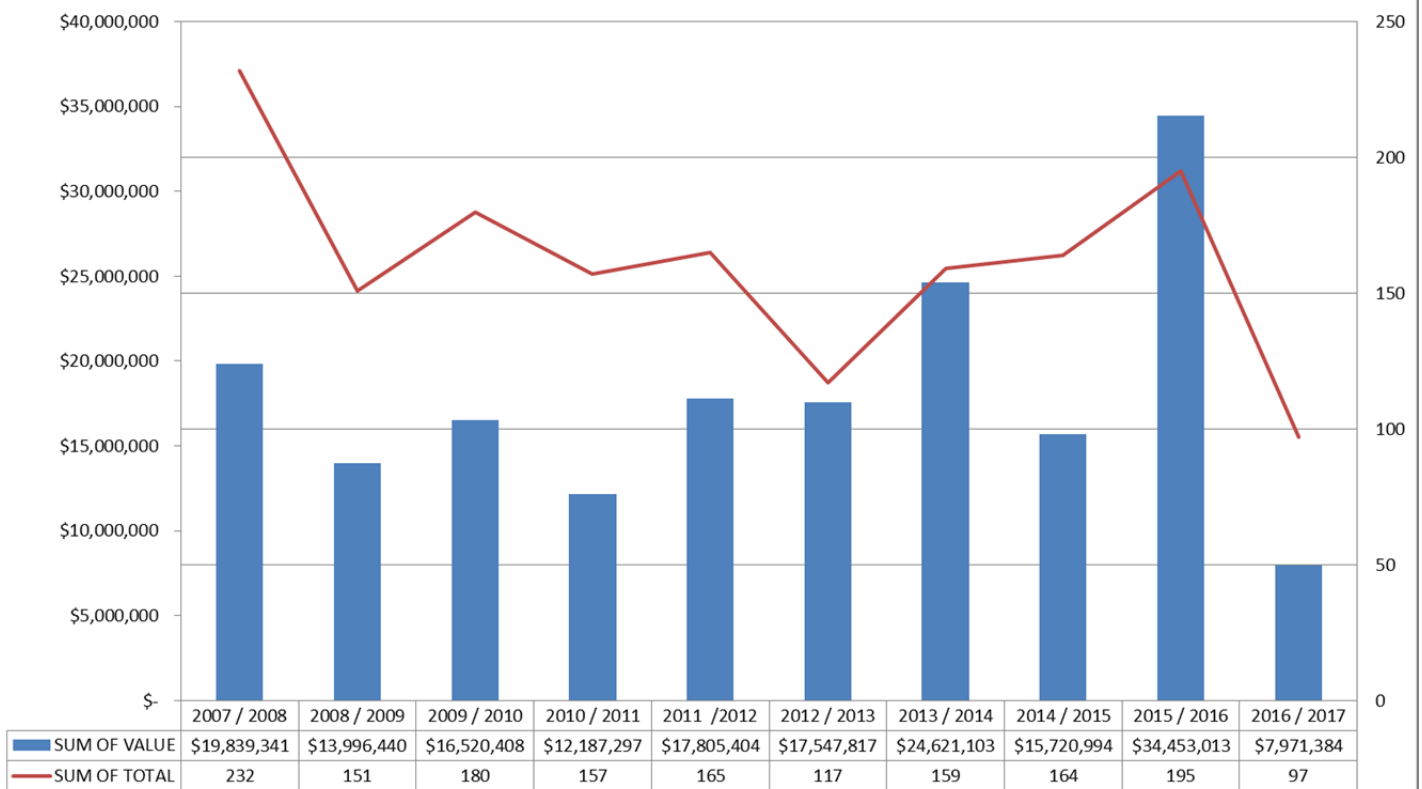
Items for Noting

OTHER CERTIFICATES ISSUED FOR NOVEMBER

	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	
	Nov	Year Total	Nov	Year Total	Nov	Year Total	Nov	Year Total	Nov	Year Total	Nov	Year Total
BAROOGA	13	45	0	2	0	1					3	7
BERRIGAN	4	18	1	1	1	4	1	2			0	1
FINLEY	15	60	4	6	1	4	1	2			0	1
TOCUMWAL	9	53	0	3	0	3	0	1			3	5
TOTAL	41	176	5	12	2	12	2	5	0	0	6	14

NOTING

Items for Noting

DEVELOPMENT ACTIVITY 2016 / 2017 as at 30 November, 2016**DEVELOPMENT ACTIVITY as at 30 November, 2016**

Items requiring Council Resolution

7. MAYOR'S REPORT

RECOMMENDATION – that the Mayor's Report be received.

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Items requiring Council Resolution

8. DELEGATES REPORT

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Items requiring Council Resolution

9. GENERAL BUSINESS

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