



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 **20<sup>th</sup> April, 2015**, when the following business will be submitted:-

**9.00AM**

**Public Question Time**

**COUNCIL MEETING**

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11.	CLOSE OF MEETING	

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

ROWAN PERKINS  
GENERAL MANAGER



**Council Meeting**

Wednesday, 20<sup>th</sup> April, 2016

**BUSINESS PAPER**

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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, 16<sup>th</sup> March, 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 31 March 2016, be received and that the accounts paid as per Warrant No. 0316 totalling \$2,026,132.13 be confirmed.**

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**REPORT**

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 March 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 31 March 2016.

Items requiring Council Resolution

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- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 March 2016, totalling \$2,026,132.13 and will be submitted for confirmation of payment as per Warrant No. 03/16
- 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) Cash and investments held by the Council have decreased \$1m in March 2016, as compared to February, however the general trend is in line with the same period last year. Overall total funds held are expected to decrease further in April with the payment of large construction contracts for which income was received in advance (LIRS).

# Berrigan Shire Council Business Paper, 20<sup>th</sup> April, 2016

## Items requiring Council Resolution

### Statement of Bank Balances as at 31 March 2016

#### **Bank Account Reconciliation**

Cash book balance as at 1 March 2016	\$ 3,942,330.15
Receipts for March 2016	\$ 991,039.60
Term Deposits Credited Back	\$ 1,000,000.00
	<u>\$ 5,933,369.75</u>

#### *Less Payments Statement No 03/16*

Cheque Payments V075629 - V075637	\$ 5,264.94
Electronic Funds Transfer (EFT) payroll	\$ 472,923.77
Electronic Funds Transfer (EFT) Creditors E023281 - E023500	\$ 1,516,540.56
Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 31,402.86
Total Payments for March 2016	<u>\$ 2,026,132.13</u>
<b>Cash Book Balance as at 31 March 2016</b>	<u><b>\$ 3,907,237.62</b></u>

Bank Statements as at 31 March 2016	\$ 3,908,144.39
Plus Outstanding Deposits	
Less Outstanding Cheques	\$ 906.77
<b>Reconciliation Balance as at 31 March 2016</b>	<u><b>\$ 3,907,237.62</b></u>

#### **INVESTMENT REGISTER**

INSTITUTION	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL
AMP	117/15	182	3.00%	25/08/2016	\$ 2,000,000.00
AMP	115/15	180	2.90%	12/07/2016	\$ 2,000,000.00
Central Murray Credit Union	104/14	90	2.80%	14/06/2016	\$ 2,000,000.00
Defence Bank Limited	106/14	180	3.00%	31/08/2016	\$ 1,000,000.00
Defence Bank Limited	102/14	180	3.00%	2/07/2016	\$ 1,000,000.00
Bank of Queensland	119/15	180	3.05%	10/09/2016	\$ 2,000,000.00
Bank of Queensland	120/15	182	2.90%	7/06/2016	\$ 1,000,000.00
ME Bank	114/15	183	2.85%	9/08/2016	\$ 2,000,000.00
ME Bank	118/15	182	2.90%	25/05/2016	\$ 2,000,000.00
My State Bank	121/16	123	3.00%	7/06/2016	\$ 2,000,000.00
NAB	108/14	180	2.85%	6/08/2016	\$ 1,000,000.00
NAB	109/14	180	2.95%	26/08/2016	\$ 1,000,000.00
NAB (LIRS LOAN)	110/15	180	3.05%	3/10/2016	\$ 1,630,000.00
					<u><b>\$ 20,630,000.00</b></u>

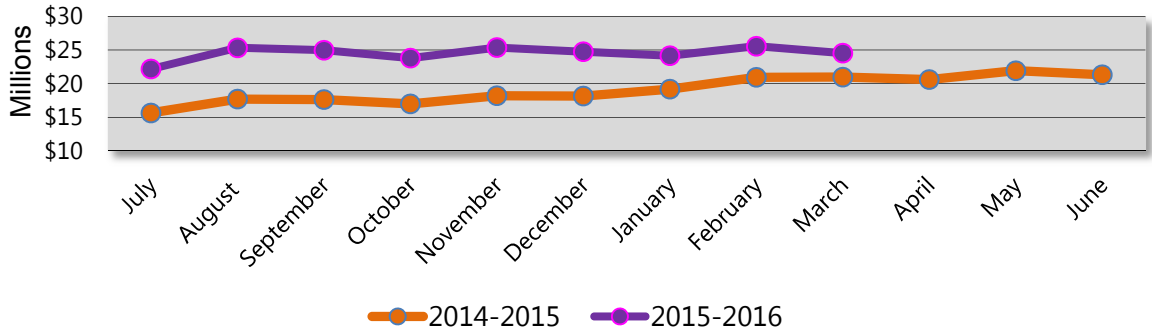
<b>Total Funds Held at 31 March 2016</b>	<u><b>\$24,537,237.62</b></u>
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Carla von Brockhusen - Finance Manager

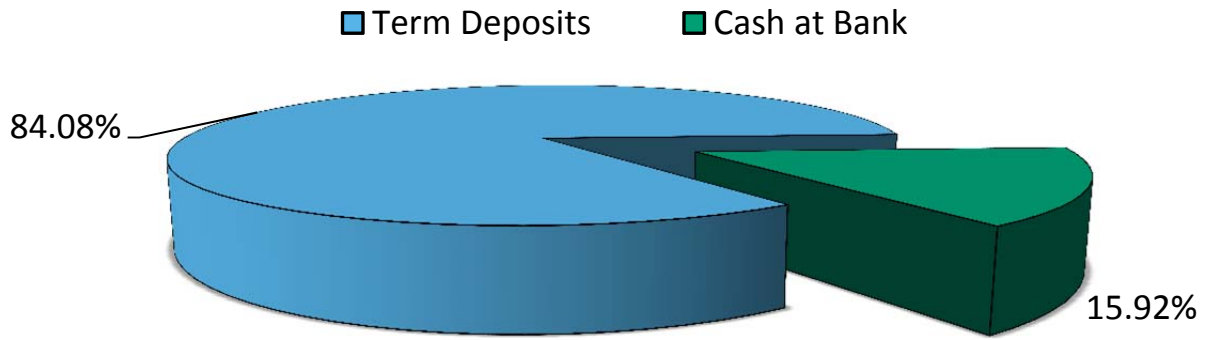
RESOLUTION

Items requiring Council Resolution

Total Funds Held



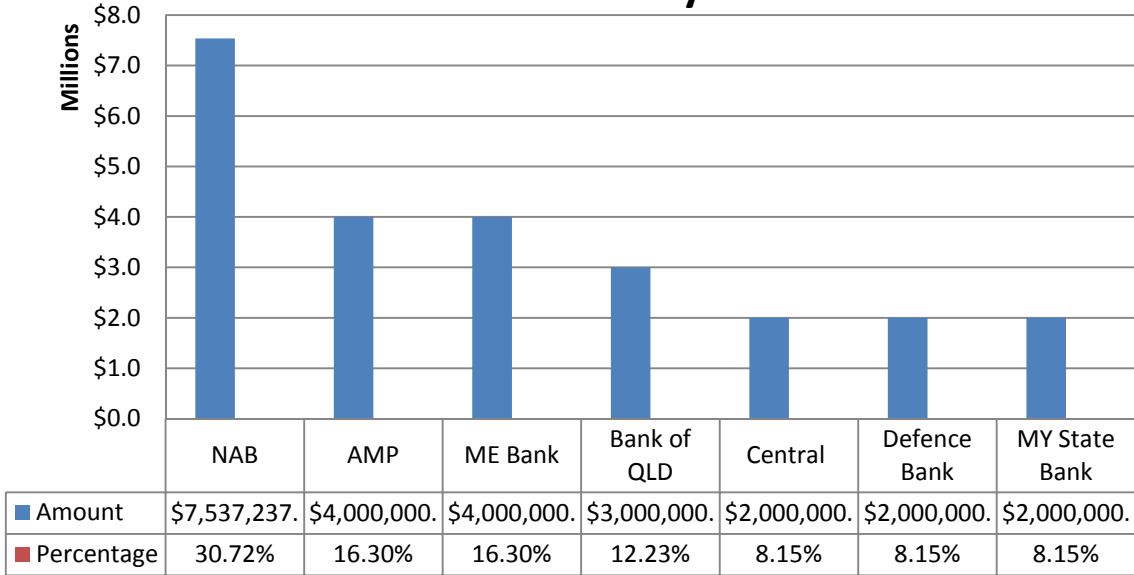
Funds Held By Type



RESOLUTION

Items requiring Council Resolution

**Funds Held by Institution**



**Changes in Investment Portfolio for March 2016**

Previous Investment			New Investment		
Prior Financial Institution	Amount	Interest Rate	Current Financial Institution	Amount	Interest Rate
Hume Building Society	\$1,000,000	2.75%		Recalled	
Bank of QLD	\$2,000,000	2.80%	Bank of QLD	\$2,000,000	3.05%
Central Murray	\$2,000,000	3.25%	Central Murray	\$2,000,000	2.80%

RESOLUTION

Items requiring Council Resolution

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## 5.2 COUNCILLORS AND OFFICERS LIABILITY INSURANCE

**AUTHOR:** Enterprise Risk Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 27.034.1

**RECOMMENDATION:** - that the Councillors individually answer the following questions:

1. Has there been or is there now pending against any Councillor or officer of the council or its Subsidiary Companies or against any outside director a Claim against them in their capacity as such?  
Yes No  
If 'Yes', provide full details:
2. Is any Councillor or officer after enquiry, aware of any circumstances which might give rise to a Claim, including but not limited to any act, error, omission, misrepresentation, breach of duty or misconduct? Yes No  
If 'Yes', provide full details:
3. Is any Councillor or officer after enquiry, aware of any circumstances which might give rise give rise to a prosecution proceeding, under any Work Health & Safety Act, any Environmental Protection Legislation, or any other similar Act or Legislation? Yes No  
If 'Yes', provide full details:
4. Is any Councillor or officer after enquiry, aware of any facts or circumstances which might affect the ability of the Council or its Subsidiary Companies to meet its debts as and when they fall due? Yes No  
If 'Yes', provide full details:

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**REPORT:**



**Items requiring Council Resolution**

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The Council's *Councillors and Officers Liability Policy* will expire on 30 June 2016

The administrators of Statewide Mutual, Jardine Lloyd Thompson, has asked Council to answer several questions that will help them in negotiating terms with insurers for the renewal of this Policy.

The questions asked in the recommendation specifically require answers from individual Councillors and are selected from a larger group of questions which require detailed answers from the Council.

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**Items requiring Council Resolution**

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**5.3 BAROOGA WALKING TRACKS BROCHURE****AUTHOR:** Economic Development Officer**STRATEGIC OUTCOME:** Diverse and resilient business**STRATEGIC OBJECTIVE:** 4.3 Diversify and promote local tourism**FILE NO:****RECOMMENDATION:** - that Council does not fund the Barooga Walking Tracks brochure.

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**REPORT:**

The Barooga Advancement Group developed a brochure to promote bike and walking tracks close to Barooga. The brochure is full colour, A3 folded to DL and 3000 have been produced in the initial print run. The initial print run was done at the end of January 2016.

Side one of the brochure is a map showing the trails around Barooga and the Murray Valley Regional Park. Side two of the brochure maps the track through the Botanical Gardens, has contact details for information centres in Barooga and Cobram and also carries advertising.

The brochure has been distributed around the local accommodation houses in Barooga and Cobram and the local Visitor Information Centres including Tocumwal.

Council has received a request from the Barooga Advancement Group for some financial support towards the total cost of design and production of the brochure. The cost is \$1012.00 and the group currently has a contribution of \$400.00 towards the total figure. The letter does not request a specific amount.

Council has not supplied funding for the design and production of any other tourism brochures for the LGA.

A PDF of the brochure is appendix "A".

### Items requiring Council Resolution

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#### 5 4                    REQUEST TO USE THE FINLEY WAR MEMORIAL HALL FOR TOWN AND COUNTRY BALL

**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:**                    05.101.3

**RECOMMENDATION:** - that the Council permits the Finley Football Netball Club Inc. to use the Finley War Memorial Hall for the period 20 to 27 July 2016 subject to:

1. Payment of all applicable fees and charges for the use of the venue, including bonds, to the Finley War Memorial Hall Committee of Management
2. Evidence of suitable public liability insurance noting the Council's interest provided to the Council
3. A Risk Management Plan for the event- including the setting-up and cleaning up - noting the identified defects in the Hall. This should including parking, disabled and frail aged access to the building and toilets.
4. Compliance with all other statutory and regulatory obligations that may apply, including but not limited to liquor licencing, food handling regulations and noise abatement.

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**REPORT:**

The Finley Football Netball Club Inc. (FFNC) have requested permission to book the Finley War Memorial Hall for their annual Town and Country Ball on 23 July 2016. FFNC would like use of the hall from the Wednesday prior to decorate and for a few days following the event to clean up.

A copy of their request is attached as Appendix "B".

The event is a black-tie evening with a three course meal, including bar. Entertainment is a live band and dancing. FFNC expect 250-300 to attend.

**Background**

RESOLUTION

### Items requiring Council Resolution

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In November 2015, Council staff conducted a risk assessment of the use of the Finley War Memorial Hall. While the risk assessment was based on the use of the hall for basketball, it did identify some concerns with the venue – including the floor and the seating.

As a result of the risk assessment, the Council directed the Finley War Memorial Hall and School of Arts Committee of Management to refer any requests to use the Finley War Memorial Hall to the Council to determine. This was to ensure that Council staff could assess the use of the hall against its identified risks.

Bookings for the Finley School of Arts remain the responsibility of the volunteer Committee of Management.

#### Comment

The risk assessment of the Finley War Memorial Hall was specifically based around its use for basketball. The findings of that report are not generally applicable to other, less active uses of the venue. Other than the dancing and live music, the event is largely a passive use of the venue.

FFNC will need to note in their risk assessment the steps they propose to take to address any risks associated with the identified defects in the hall, especially with activities such as dancing and live music..

FFNC will also need to address any risks associated with the consumption of alcohol on the site.

#### Recommendations

While the risk associated with the proposed event is low, if the Council agrees to permit the use of the hall it would be prudent for the Council to attach some conditions to mitigate any risk exposure from the Council.

These conditions should include:

1. Evidence of suitable public liability insurance noting the Council's interest
2. Risk Management Plans for the events, noting the identified defects in the hall This should including parking, disabled and frail aged access to the building and toilets
3. Compliance with all other statutory and regulatory obligations that may apply, including but not limited to liquor licencing, food handling regulations and noise abatement.

The Council is under no obligation to permit the use of the War Memorial Hall for this event.

## Items requiring Council Resolution

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**5 5                      REQUEST TO USE THE FINLEY WAR  
MEMORIAL HALL FOR FARMERS MARKETS****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:**                      05.101.3**RECOMMENDATION:** - that the Council permits the Finley Farmers  
Markets Inc. to use the Finley War Memorial Hall for four Farmers  
Markets to be held on:

1. Saturday 7 May 2016
2. Saturday 4 June 2016
3. Saturday 2 July 2016
4. Saturday 6 August 2016

**subject to:**

5. Payment of all applicable fees and charges for the use of the venue, including any required bonds, to the Finley War Memorial Hall Committee of Management
6. Evidence of suitable public liability insurance noting the Council's interest provided to the Council
7. A Risk Management Plan for the event – including the setting-up and cleaning up – noting the identified defects in the Hall. This should including parking, loading and unloading stalls and disabled and frail aged access to the building and toilets.
8. Compliance with all other statutory and regulatory obligations that may apply.

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**REPORT:**

The Finley Farmers Market Inc. (FFM) have requested permission to book the Finley War Memorial Hall for their three Farmer's Markets held over the winter months as well as a tentative booking for their May market – depending on the weather.

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### Items requiring Council Resolution

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The Farmers Markets run for around 5 hours on the first Saturday of each month. Each market generally has between 10-20 stall holders and around 200 potential visitors.

#### **Background**

In November 2015, Council staff conducted a risk assessment of the use of the Finley War Memorial Hall. While the risk assessment was based on the use of the hall for basketball, it did identify some concerns with the venue – including the floor and the seating.

As a result of the risk assessment, the Council directed the Finley War Memorial Hall and School of Arts Committee of Management to refer any requests to use the Finley War Memorial Hall to the Council to determine. This was to ensure that Council staff could assess the use of the hall against its identified risks.

Bookings for the Finley School of Arts remain the responsibility of the volunteer Committee of Management.

#### **Comment**

The risk assessment of the Finley War Memorial Hall was specifically based around its use for basketball. The findings of that report are not generally applicable to other, less active uses of the venue.

Other than stallholders setting up and packing up, the event is largely a passive use of the venue. FFM will need to note in their risk assessment the steps they propose to take to address any risks associated with the identified defects in the hall, especially with setting up and packing up the stalls.

FFM will also need to address any risks around active children's activities at the event – i.e. running etc.

#### **Recommendations**

While the risk associated with the proposed event is low, if the Council agrees to permit the use of the hall it would be prudent for the Council to attach some conditions to mitigate any risk exposure from the Council.

These conditions should include:

4. Evidence of suitable public liability insurance noting the Council's interest

**Items requiring Council Resolution**

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5. Risk Management Plans for the events, noting the identified defects in the hall This should including parking and disabled and frail aged access to the building and toilets
6. Compliance with all other statutory and regulatory obligations that may apply.

The Council is under no obligation to permit the use of the War Memorial Hall for this event.

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**Items requiring Council Resolution**

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**5.6 REQUEST TO WAIVE TIPPING FEES****AUTHOR:** General Manager**STRATEGIC OUTCOME:** Sustainable natural and built landscapes**STRATEGIC OBJECTIVE:** 1.1 Support sustainable use of our natural resources and built landscapes**FILE NO:****RECOMMENDATION:** - that the Council advise Berrigan Red Cross that it will not waive tipping fees for the Red Cross Shop for the next twelve months.

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**REPORT:**

The Council has a request from the Berrigan Red Cross for free tipping fees for the next twelve months.

The letter explains that while the shop uses existing garbage and recycling services however this is not always adequate.

The Council has historically refused similar requests primarily because of the precedent this would create and difficulty in defining the scope of any such concession.

While the recommendation reflects the status quo it is not intended as a reflection on the Berrigan Red Cross.

If the Council prefers to support the Red Cross Shop it could do so by way of a donation.



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**Items requiring Council Resolution**

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**5.7 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 fund to a maximum of \$1,500 a radio campaign and a Country News advertisement to promote the Finley Show Society Three Day Sheep Dog Trials.

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**REPORT:**

Finley Show Society has held Sheep Dog Trials at the Finley Show in September, for many years. However, the competition has outgrown the Show and now needs to be run as a separate event over 3 days. In choosing to run this event the Finley Show Society is playing to the strengths of those who will be organizing the event. The trials will be run in conjunction with Rexpo which is a one day, community, dog appreciation event being held for the second time. The two events are obviously compatible and will attract patrons with similar interests. The Sheep Dog trials will attract people from out of town whereas Rexpo will appeal to the local community.

Under the current event funding criteria this event satisfies the following:

1. Low Season Event (even though it is a long weekend)
2. Overnight stay for the competitors. They will most likely camp however they will purchase food and fuel. Judges will need accommodation
3. A new event when people will be around.

I believe that the attendance figures have possibly been underestimated as the competitor numbers alone would suggest a starting crowd in excess of 100. The Event Impact Summary has been calculated on 200 people attending.

I would recommend that this event utilizes radio advertising in a 10 day window prior to the event rather than using the SRN. The Country News is a good place to advertise the event.

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## Items requiring Council Resolution

## Event Impact Summary

Berrigan Shire - Finley Three Day Sheep Dog trial - Modelling the effect of \$33,165 from a Sports and Recreation Activities event with Region significance

	Output (\$)	Value-added (\$)	Wages & salaries (\$)	Employment (annual FTE)	Resident Jobs (annual FTE)
Direct impact	28,509	13,838	8,904	0	
Industrial impact	3,961	1,505	1,033	0	
Consumption impact	25,015	11,444	7,953	0	
<b>Total impact on Berrigan Shire economy</b>	<b>57,485</b>	<b>26,787</b>	<b>17,890</b>	<b>0</b>	<b>0.4</b>

Source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2015.

Compiled and presented in economy.id by [.id](#), the population experts.

Note: All \$ values are expressed in 2012-13 base year dollar terms.



## Items requiring Council Resolution

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### 5.8 FINANCIAL REVIEW

**AUTHOR:** Director Corporate Services

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:**

**RECOMMENDATION:** - that the Council:

- Note the third quarterly review of the 2015/16 budget and vote the funds contained therein as shown in Appendix “C”
- Note the Quarterly Budget Review Statement attached also as “Appendix “D”

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**REPORT:**

Circulated with the Agenda as Appendix “C” is the Quarterly Financial Review for the period 1 January 2016 to 31 March 2016. This report takes into account all known factors and work variations until 31 March 2016 and later where possible, including budget allocations for the 2015/16 financial year.

The summarised results are as follows:

	\$
Revised budget surplus as at 31/12/16	18,033
Reduced expenditure as per this report	187,225
Additional revenue as per this report	(168,977)
Revised budget surplus as at 31/03/16	36,331

Note that the Council is currently in a “merger proposal period” and as such must abide by the s23 guidelines released in January 2016, i.e.:

- Councils should only spend monies in accordance with their adopted budget.
- Any expenditure outside that adopted budget requires “clear and compelling” grounds. It is to be approved by the Council at a meeting open to the public and the resolution should state why the expenditure is required and warranted.

RESOLUTION

### Items requiring Council Resolution

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- New expenditure equal to or greater than \$250,000 will require the Council to advertise its intention and seek public comment

Significant changes proposed in this review include:

#### **Favourable**

Again this quarter, there has been a general increase in revenue from fees and charges across the board, despite most fees only increasing by 2.5%. This includes building and development fees, tip fees and water connection fees. All these point to an upswing in development in Berrigan Shire.

The Council has recognised additional revenue from the temporary transfer of high security water; this has been returned to the Water Fund reserve.

Savings from the installation of the solar power system at the Council administration office have been realised - \$32,000 this financial year.

#### **Unfavourable**

This budget recognises additional staff costs relating to the cessation of the service provided to the Home and Community Care for home maintenance and modification. Staff time has been reallocated to asset maintenance and these costs (around \$48,000) need to be recognised.

Additional and unbudgeted repairs costing \$25,000 to the office air-conditioning system in the main administration office have had to be recognised in this budget.

Road maintenance requirements have increased over the course of the financial year, leading to additional cost. Funds and staff resources for this work must necessarily come from lower-priority capital works projects.

Costs for cleaning public toilets and emptying bins have increased by \$32,000 for the financial year. The additional cost has come from parks and gardens maintenance as town staff have allocated more time to toilets and bins and less time towards parks. There is no net additional cost to the Council.

Again this quarter, there have been some adjustments made for expected community contributions to projects. As previously mentioned, there needs to be an improved process - from the Council down – to ensure these contributions are noted, committed, recorded, budgeted for, and followed up.

Significant variations contained in the attached quarterly review document are detailed below. Variances which are unfavourable to the Council's result are

### Items requiring Council Resolution

shown with a (u) next to them and variances which are favourable are denoted with a (f).

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

JOB/ITEM	VARIANCE	EXPLANATION
1006-0107 ADMIN SALARIES - GM SUPPORT	77,000 F	REALLOCATION OF STAFF SALARY COSTS TO ENVIRO SERVICES. NO NET ADDITIONAL COST
1010-0190 ADMIN ELECTRICITY	32,000 F	SAVINGS FROM SOLAR INSTALLATION REALISED
1010-0199 ADMIN RISK MANAGEMENT	20,015 F	ALLOCATION TO SPECIFIC RISK JOBS (TREES & SKATEPARK)
1010-0230 ADMIN OFFICE BLDG MTCE	24,755 U	UNEXPECTED COSTS RELATING TO AIR-CONDITIONING REPAIRS
1011-0142 TECH SERVICES EXP - ADVERTISING	13,000 U	ADVERTISING FOR TENDERS
1011-0160 DEPOT OPERATIONAL EXPENSES	10,000 U	LED LIGHTING UPGRADE
1011-0505 EQUIP/FURN - TECH. SERVICES >=	15,400 U	SOFTWARE EXPENSES
1050-0020 WAGES PERFORMANCE BONUS PAYMEN	15,593 F	BONUSES BUDGET GREATER THAN ACTUAL BONUSES PAID
1050-0040 ANNUAL LEAVE - WORKS / WAGES	50,000 F	LEAVE NOT TAKEN
1050-0060 PUBLIC HOLIDAY - WORKS / WAGES	32,900 F	OVER-ESTIMATED IN INITIAL BUDGET
1050-0080 LONG SERVICE LEAVE - WAGES	86,250 U	PAYOUTS ON TERMINATIONS GREATER THAN BUDGETED
1050-0100 SICK LEAVE - WORKS / WAGES	28,900 F	LESS SICK LEAVE TAKEN
1050-0320 WAGES SUPERANNUATION - LG RET	75,020 U	REALLOCATED ACROSS SUPERANNUATION ACCOUNTS
1050-0340 WAGES SUPERANNUATION - LG ACC	80,000 U	REALLOCATED ACROSS SUPERANNUATION ACCOUNTS
1050-0770 WAGES STAFF TRAINING - GENERAL	24,250 U	CIVICA COSTS OF IMPLEMENTING REPORTING TOOL
1050-0790 WORKPLACE INVESTIGATION	18,000 U	UNBUDGETED COST
1070-0320 STAFF SUPERANNUATION - LG RET	67,745 U	REALLOCATED ACROSS SUPERANNUATION ACCOUNTS
STAFFRECOVERY STAFF ONCOST OVERHEAD RECOVERY	93,505 F	BALANCED RECOVERY OF ON-COSTS

RESOLUTION

## Items requiring Council Resolution

JOB/ITEM	VARIANCE	EXPLANATION
WAGESRECOVERY WAGES ONCOST OVERHEAD RECOVERY	143,507 F	BALANCED RECOVERY OF ON-COSTS
1411-0110 ENV. SERV SALARIES & ALLOWANCE	122,245 U	PARTIALLY COVERED BY 1006-0107 – BALANCE NO LONGER COVERED BY HACC
1411-0146 ENV. SERV CONSULTANCY	10,000 F	NOT NEEDED THIS YEAR
1411-0180 BLDG MTCE PROGRAM	18,000 F	REDISTRIBUTE TO SPECIFIC MAINTENANCE PROGRAMS
1411-0187 ELECTRONIC HOUSING PROJECT	15,900 U	COST GREATER THAN GRANT INCOME RECEIVED
3200-1950 DADHC GRANT (INC GST	48,758 F	ADDITIONAL GRANT RECEIVED FOR EXPANDED EARLY INTERVENTION PROJECT
1412-0150 TIP OPERATION EXPENSES - TOC	20,000 U	FIRE EXPENSES, SHED CONTRIBUTION HAZARDOUR WATSER
1412-0155 TIP OPERATIONS EXPENSES - BGN	20,000 U	TIP EXPENDITURE GREATER THAN EXPECTED
1414-0110 RUBBISH COLLECTION BEACH AREAS	17,498 U	LARGE AMOUNTS OF WASTE (NO LONGER COVERED BY NPWS)
3660-1500 DWM TIPPING FEES	50,000 F	HIGHER TIP FEE REVENUE THAN BUDGETED.
3670-2026 DWM TRANSFER TO RESERVE	13,054 U	TRANSFER TO RESERVE
1417-0551 CONSTRUCT PUMP STATION TOC GOLF	25,000 U	REQUIRED TO COMPLETE PROJECT
1417-0554 CHANTER ST RAILWAY TO JERSEY	91,333 U	PROJECT SCOPE INCREASED
1417-0555 CRAWFORD SUBDIV DRAIN TO TOC SEWER	50,249 U	COMPLETION OF EAST TOCUMWAL DRAINAGE PROJECT
1417-0826 LIRS - FLYNN ST AREA	15,000 F	CONSOLIDATE FLYNN ST JOBS
1417-0828 FINLEY ST DETENTION BASIN	266,485 F	BALANCE BUDGET
1417-0829 WILLIAM ST CROSS CONNECTION	68,492 U	COMPLETION OF NORTH EAST FINLEY DRAINAGE PROJECT
1417-0835 MURRAY ST WARMATTA TO WOOLAMAI	22,500 U	FULLY FUNDED BY RMS
1417-0838 MAY LAWSON CROSS CONNECTION	17,500 U	PART FINLEY DETENTION BASIN PROJECT

## Items requiring Council Resolution

JOB/ITEM	VARIANCE		EXPLANATION
1417-0840 CORCORAN ST RISING MAIN	20,000	U	NEW PROJECT
1419-0517 BGA CEMETERY FENCING	19,060	U	CONTRIBUTION \$15K FROM LOCAL COMMITTEE
1420-0000 PUBLIC CONVENIENCE CLEANING	32,000	U	ADDITIONAL COST OF SERVICE LEVEL MAINTENANCE
1510-0565 MAINS RETIC - BGN	15,000	F	REALLOCATE ACROSS PROGRAMS
1510-0105 WATER ADMIN CHARGES – ADMINISTRATION	20,000	U	CORRECTION OF ABC COST ALLOCATION
1510-0106 WATER ADMIN CHARGES - ENGINEER	10,000	U	CORRECTION OF ABC COST ALLOCATION
1510-0570 MAINS RETIC - FIN	15,000	U	MINOR ADJUSTMENTS
1510-0575 MAINS RETIC - TOC	15,000	U	MINOR ADJUSTMENTS
1510-0880 CHEMICAL PUMP REPLACEMENT	10,000	U	MINOR ADJUSTMENTS
1510-0881 HL PUMP MECH & ELEC BGN	10,000	F	MINOR ADJUSTMENTS
1511-0135 PURCHASE OF WATER - BGN	15,000	U	PURCHASES GREATER THAN EXPECTED
1511-0165 WATER TREATMENT - OP EXP - BGN	15,000	F	MINOR ADJUSTMENTS
1511-0183 WATER TREATMENT-FIN ELECTRICIT	15,000	F	MINOR ADJUSTMENTS
1511-0197 WATER TREATMENT-TOC ELECTRICIT	10,000	F	MINOR ADJUSTMENTS
1511-0232 PUMPING STATIONS OP EXP FIN	10,000	U	MINOR ADJUSTMENTS
1511-0285 RETIC & METERS - OP EXP - BGN	10,000	F	MINOR ADJUSTMENTS
1511-0300 RETIC & METERS - OP EXP - FIN	10,000	U	MINOR ADJUSTMENTS
1511-0340 WATER SAMPLING / MONITORING	15,000	U	MINOR ADJUSTMENTS
4110-1502 WATER CONNECTION FEES - GST FREE	10,000	F	HIGHER THAN EXPECTED FEES RECEIVED
4110-1504 SALE OF HIGH SECURITY WATER	75,000	F	ADDITIONAL WATER SOLD – TRANSFERRED TO RESERVE
4110-1512 PRIVATE WORKS INCOME - WATER	10,000	F	ADDITIONAL CONNECTIONS
4110-1926 WATER TRANSFER FROM RESERVE	300,079	U	TO BALANCE WATER / CONSOLIDATE TRANSFERS

RESOLUTION

## Items requiring Council Resolution

JOB/ITEM	VARIANCE	EXPLANATION
4110-2026 WATER SUPPLIES TRANSFER TO RESERVE	260,734 F	TO BALANCE WATER / CONSOLIDATE TRANSFERS
1610-0512 PUMP REPLACEMENT	20,000 U	MINOR ADJUSTMENTS
1610-0705 FIN UPGRADE PUMP STATIONS	20,000 F	MINOR ADJUSTMENTS
1611-0230 PUMPING STATIONS OP EXP BGA	10,000 F	MINOR ADJUSTMENTS
1611-0233 PUMPING STATIONS OP EXP TOC	10,000 U	MINOR ADJUSTMENTS
1611-0250 SEWERAGE CONNECTIONS - SHIRE	10,000 F	MORE THAN EXPECTED – OFFSET BY ADDITIONAL INCOME
5110-1500 SEWER CONNECTION FEES - GST FREE	15,000 F	ADDITIONAL CONNECTIONS
5110-1926 SEWER TRANSFER FROM RESERVE	485,331 U	TO BALANCE SEWER / CONSOLIDATE TRANSFERS
5110-2026 SEWER SERVICES TRANSFER TO RESERVE	466,453 F	TO BALANCE SEWER / CONSOLIDATE TRANSFERS
1716-0114 BERRIGAN POOL LIFEGUARDS PAYS	11,000 F	FEWER HOURS OF OPERATION
1716-0115 BER SWIMMING POOL OPERATE EXP.	21,000 F	FEWER HOURS OF OPERATION
1716-0117 FIN SWIMMING POOL OPERATE EXP.	12,000 F	FEWER HOURS OF OPERATION
1716-0118 FINLEY POOL LIFEGUARDS PAYS	12,000 F	FEWER HOURS OF OPERATION
6400-1828 USER CHARGES - SWIMMING POOLS	30,500 U	FEWER HOURS OF OPERATION SAW REDUCED RECOVERIES
6400-1829 RECOVERIES FOR LIFEGUARDS	25,435 U	FEWER HOURS OF OPERATION REDUCED CHARGES TO RECOVER
1718-0000 PARKS & GARDENS MAINTENANCE	30,000 F	REALLOCATED TO CLEANING OF PUBLIC TOILET
1718-0220 TOCUMWAL SKATE PARK	12,000 U	DEMOLITION COSTS COVERED FROM RISK MANAGEMENT
6500-1965 BGN SPORTS GROUND DEMO & NEW SHED	20,835 U	REVENUE FOR PROJECT UNDER BUDGET
6920-1500 PINE LODGE PIT REVENUE	70,000 F	REINSTATE INCOME TO BE JOURNALLED
0011-0000 RURAL SEALED ROADS - MAINTENANCE	40,532 U	MANINTENANCE COSTS HIGHER THAN BUDGETED. REDISTRIBUTED FROM ROAD CONSTRUCTION



## Items requiring Council Resolution

JOB/ITEM	VARIANCE		EXPLANATION
0021-0000 OTHER URBAN SEALED ROADS - MAINTENANCE	47,000	U	MANINTENANCE COSTS HIGHER THAN BUDGETED. REDISTRIBUTED FROM ROAD CONSTRUCTION
0023-0000 OTHER URBAN UNSEALED ROADS - MAINTENANCE	25,000	F	MANINTENANCE COSTS LOWER THAN BUDGETED. REDISTRIBUTED
1910-0841 RESEAL HEADFORD ST OSBOURNE-TONGS	19,000	F	NOT REQUIRED - REALLOCATED
1911-0062 RESEAL CROSBIES RD - BRIDGE	16,000	U	BALANCE 1914-0596
1911-0127 RESEAL OLD TOC BER RD	17,785	U	REALLOCATION OF PRIORITIES FOR RESEALS
1911-0218 RESEAL WOOLSHED RD 17950-18059	38,000	F	REALLOCATION OF PRIORITIES FOR RESEALS
1911-0223 RESEAL COBRAM RD MR363 TO 497M NTH	10,275	U	REALLOCATION OF PRIORITIES FOR RESEALS
1911-0303 RESEAL TUPPAL ROAD	22,100	U	REALLOCATION OF PRIORITIES FOR RESEALS
1911-0316 RESEAL YARRAWONGA RD 0-2676	50,000	F	REALLOCATION OF PRIORITIES FOR RESEALS
1912-0121 FIRE BREAKS - RURAL UNSEALED R	11,550	U	REALLOCATION OF PRIORITIES FOR RESEALS
1913-0543 BUCHANANS RD - GUNNAMARA WIRUN	14,360	U	REALLOCATION OF PRIORITIES FOR RESEALS
1914-0567 BROUGHANS RD - 1900M-3200M EAST	19,205	U	ADDITIONAL FUNDS REQUIRED TO COMPLETE PROJECT
1914-0587 PLUMPTON RD - HOWE TO HUESTONS	12,445	U	ADDITIONAL FUNDS REQUIRED TO COMPLETE PROJECT
1914-0588 LOWER RIVER RD	15,535	U	ADDITIONAL FUNDS REQUIRED TO COMPLETE PROJECT
1914-0593 CROSBIES RD BRIDGE - 1.4km NTH	14,530	U	ADDITIONAL FUNDS REQUIRED TO COMPLETE PROJECT
1914-0595 BACK BAROOGA RD STH CARRAMAR	10,000	F	SAVINGS ON WORK COMPLETED
1914-0596 CROSBIES RD 6-7.5KM SH20	12,000	F	REALLOCATION OF PRIORITIES
1916-0822 MURRAY ST - HEADFORD TO OSBORNE (TP	14,625	U	REALLOCATION OF PRIORITIES
1916-0837 TUPPAL ST FINLEY	23,245	U	CONTRIBUTION TO KERB & GUTTER – RMS WORKS

RESOLUTION

## Items requiring Council Resolution

JOB/ITEM	VARIANCE	EXPLANATION
7100-1951 R2R ROADS TO RECOVERY GRANT	119,494 F	ADDITIONAL EXCISE MONIES
0015-0356 MR356 BERRIGAN - OAKLANDS RD	20,400 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
0015-0363 MR363 BERRIGAN - BAROOGA RD	120,000 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
0015-0550 MR550 TOCUMWAL - MULWALA RD	287,000 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
0015-0564 MR564 BERRIGAN - JERILDERIE RD	25,000 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
0015-0999 RTA MR BLOCK GRANT BUDGET ONLY	198,281 F	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
1956-1000 RTA REGIONAL ROAD REPAIR BUDGET	350,000 F	BUDGET APPLIED TO JOBS
1956-1013 MR356 REHAB/WIDEN 30.00-32.51	24,600 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
1956-1014 MR356 REHAB/WIDEN 17781-17361	151,000 U	ALLOCATED FROM RMS BLOCK GRANT/REPAIR
7810-1950 RTA - M&I PROGRAM - BLOCK GRANT	432,000 F	TOTAL GRANT NOW \$963,000
BLOCK GRANT	350,000 U	DISTRIBUTE BUDGET TO JOBS
2015-0105 INDUSTRIAL & ECONOMIC DEVELOPMENT	10,000 U	ADDITIONAL EXPENSES RELATING TO INDUSTRY SUPPORT
2015-0120 MURRAY DARLING CONFERENCE BID	11,700 F	COMPLETE - UNEXPENDED
2020-0000 S/DR TECH SERV	128,250 U	MORE PRIVATE WORKS THAN BUDGET – BALANCED TO INCOME
8900-1501 PRIVATE WORKS TECH SERVICES INCOME	113,655 F	ADDITIONAL PRIVATE WORKS INCOME TO MATCH EXPENDITURE

The Quarterly Budget Review Statement (QBRS for the period 1 January 2016 to 31 March 2016 is attached as Appendix “D”.

The QBRS consists of six statements:

1. **Report by Responsible Accounting Officer** – The Responsible Accounting Officer is satisfied that the Council’s financial position at 31 March 2016 is satisfactory.
2. **Income & Expenses Budget Review Statement** – This statement projects the Council’s annual operating statement for the financial year based on the budget position on 31 March 2016.

## Items requiring Council Resolution

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The Council's budgeted net operating result was projected to improve by \$290,000 during the March quarter, again largely driven by revenue from temporary transfer of high security water and increases in revenue from building and development charges, offset somewhat by the additional employee and material costs – relating in part to the additional maintenance work in roads and Council assets

The budgeted net operating result at the end of the December quarter is a \$6.0m surplus, becoming a surplus of \$3.0 after deducting \$3.0m of capital grants and contributions. The capital grants and contributions amount is largely made up of the \$2.5m for the Silo Road upgrade funded by the *Fixing Country Roads* program.

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

The Council increased its capital works program by \$496,000, again largely through the addition of grant funded roadworks. Some of this work will need to be carried forward to 2016/17.

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

The statement indicates that the Council's projected cash position for 31 March 2016 declined overall by \$384,000 over the March quarter mainly from new planned expenditure in the water and sewer programs.

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

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

- Debt Service Ratio – an indicator of how much of the Council's income is used to service its debt
- Rates & Annual Charges Coverage Ratio – an indicator of how reliant the Council is on its rates revenue

### Items requiring Council Resolution

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- Building and Infrastructure Renewal Ratio – an indicator of the Council's effort in renewing its assets as they deteriorate.

All indicators show that the Council is on target to meet its overall objectives – with the exception of the Rates and Annual Charges Ratio. This has been heavily impacted by the receipt of the \$2.5m *Fixing Country Roads* contribution to the Silo Road upgrade. The more grants Council; gets, the worse this ratio will become.

The Silo Road project, plus the Roads to Recovery projects, has the Council on track to exceed its Building and Infrastructure Renewal Ratio by over 100%

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

Included in this statement this quarter is the contract to design and construct the extension to the culverts and concrete causeway at Dead Dog Crossing, west of Tocumwal.

## Items requiring Council Resolution

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**5.9 DRAFT OPERATIONAL PLAN & REVIEW OF DELIVERY PROGRAM****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 the Council reviews and comments on the draft Operational Plan 2016 – 2017 and review of the Council’s Delivery Program 2012 – 2017.

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**REPORT:**

In accordance with *Local Government Act* 1993 and the NSW Division of Local Government Integrated Planning and Reporting Requirements Council must review and subsequently endorsed for public exhibition for at least 28 days and adopt by June 30, 2016 its:

- *Annual Operational Plan 2016 – 2017; and its*
- *Administrative reviews of its adopted Resourcing Strategy 2016 – 2026 and 4-year Delivery Program 2013 – 2017.*

The administratively reviewed and amended *Delivery Program 2013 – 2017* attached as Appendix “E” meets the general requirements of the *Local Government Act 1993* in that it is a 4-year plan that describes the ‘principal activities [Council] will undertake to achieve the objectives of the Community Strategic Plan, within the resources available [to it] under the *Resourcing Strategy*’ (*Integrated Planning and Reporting Manual for Local Government in NSW* March 2013).

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

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

RESOLUTION

### Items requiring Council Resolution

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The draft *Annual Operational Plan 2016 – 2017* inclusive of the Annual Fees and Charges 2016 – 2017 endorsed by Council at its Committee meeting 13 April 2016 meets the general requirements of the *Local Government Act 1993* in that it is a 1-year plan that outlines the activities Council will undertake in the upcoming year, as part of its *Delivery Program*.

The draft *Annual Operational Plan 2016 – 2017* Appendix “F” for consideration and comment by the Council includes:

- Budget commentary and a summary of the actions to be taken by Council in the next 12 months;
- Council’s Revenue and Charging Policies generally adopted by a separate resolution of the Council;
- Maps and information describing Council Rating Categories;
- Council’s Draft Annual Budget (without the amendments noted by Council at its Committee Meeting 13 April 2016); and a copy of the
- Detail of its Draft Annual Capital Works Program 2016 – 2017

The Draft *Annual Operational Plan 2015 – 2016* including the draft fees and charges, meets the essential elements of the *Integrated Planning and Reporting Manual for Local Government in NSW* March 2013 in that it:

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

Items for Noting

**RECOMMENDATION** – that Items for Noting numbered 6.1 to 6.6 Inclusive be received and noted.

**6.1 RATES COLLECTIONS AND OUTSTANDING DEBTORS – 3<sup>RD</sup> QUARTER REPORT 2015/2016**

**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

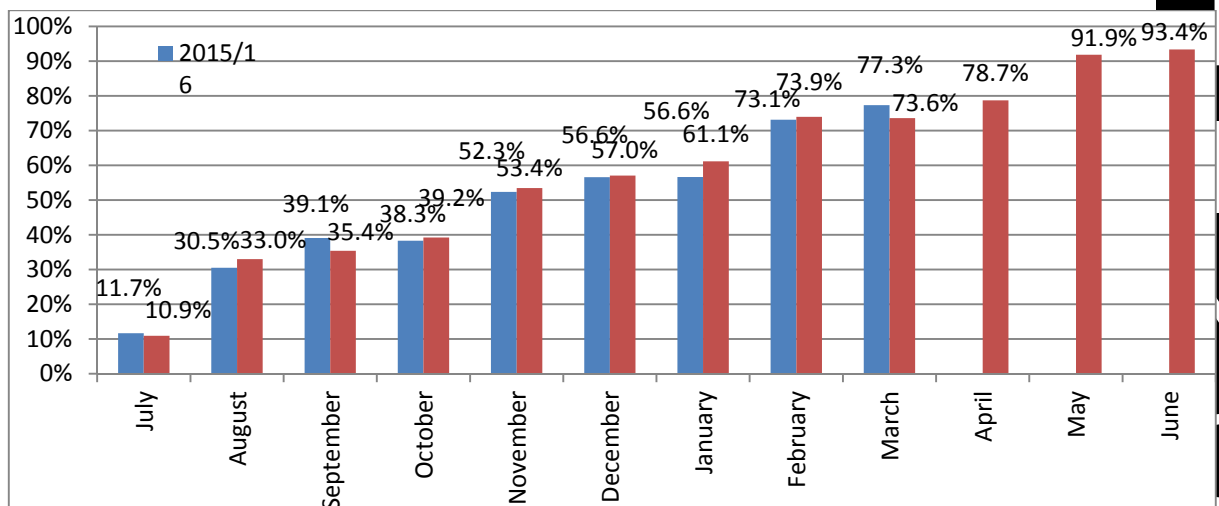
**REPORT:**

**1. Rates & Charges**

Rates collection as at the end of March 2016 is 77.3% of total rates, arrears and water raised in 2015/16, which compares favourably to the 73.6% collected for the same period last year.

Below is a Rates Collection Ratio comparison graph for Councillor’s information.

**RATES COLLECTION COMPARISON GRAPH**



**NOTING**

### Items for Noting

#### Council Hardship Policy

There were currently no recipients of Berrigan Shire Council's hardship relief during this quarter.

#### 2. Debtors

A brief list of outstanding debtors from the end of December 2015, through to the end of March 2016, is as follows:-

<b>DEBTORS</b>	<b>2015/16 END DEC</b>	<b>2015/16 END JAN</b>	<b>2015/16 END FEB</b>	<b>2015/16 END MAR</b>
GENERAL/SUNDRY/OTHER DEBTORS	\$194,285	\$124,746	\$245,464	\$113,804
RATES LEGAL FEE DEBTORS	\$0	\$0	\$0	\$506
FOOD INSPECTIONS	\$0	\$580	\$1,160	\$1,160
HALF COST K&G/FOOTPATH DEBTORS	\$49,681	\$49,501	\$67,141	\$64,876
SEC 355 COMMITTEE LOANS	\$85,726	\$87,358	\$81,276	\$81,276
SWIMMING POOLS	\$30,404	\$51,324	\$54,485	\$57,282
CEMETERY DEBTORS	\$5,643	\$1,610	\$7,448	\$7,016
GOVERNMENT DEPT GRANTS & SUBSIDIES	\$1,000	\$21,353	\$20,000	\$20,000
STAFF DEBTORS	\$628	\$798	\$1,323	\$297.56
STAFF SUPERANNUATION	-\$7,859	-\$2,644	-\$2,272	-\$1,899
HACC SERVICES	\$0	\$0	\$0	\$0
SHIRE LAND SALE DEBTORS	\$0	\$0	\$0	\$0
TOCUMWAL AERODROME	\$0	\$0	\$1,300	\$10,039
<b>TOTAL OUTSTANDING</b>	<b>\$359,507</b>	<b>\$334,625</b>	<b>\$477,326</b>	<b>\$354,358</b>

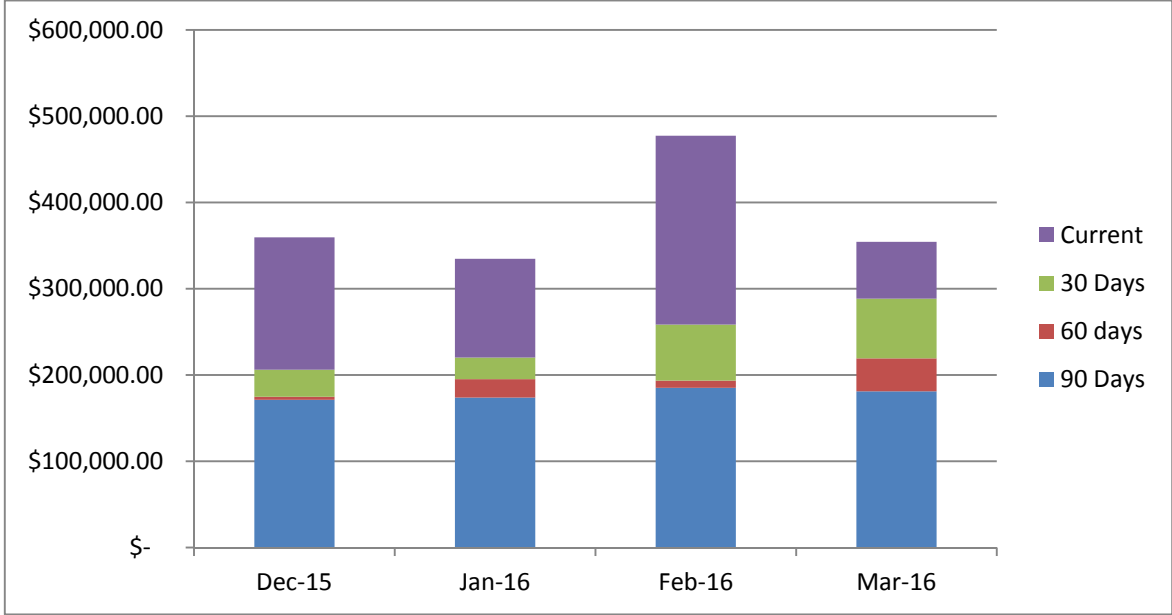
Above is an Outstanding Debtors Balance comparison graph for Councillor's information. This Graph represents the time frame since the last quarterly report on outstanding Rates and Debtors.

As can be seen from the graph below, the debtors 90 day balance outstanding is steady, these accounts are being monitored closely. The total outstanding debtors as a whole are in a very good position at the present time. Please note that the comparison graph is a comparison of December 2015 to March 2016 and the length of outstanding debtors accounts.



Items for Noting

**DEBTORS COLLECTION COMPARISON GRAPH**



**NOTION**

### Items for Noting

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## 6.2 INTERNATIONAL WOMENS DAY

**AUTHOR:** Library Manager

**STRATEGIC OUTCOME:** Supported and engaged communities

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

**FILE NO:**

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### REPORT:

International Womens' Day Tuesday 8<sup>th</sup> March 2016 was celebrated with a Literary Luncheon at Berrigan Recreation Ground with guest speaker, Karen Viggers.

Ninety guests enjoyed a delicious two course meal served by Prestige Catering of Cobram while, Karen Viggers, author and vet, spoke of her well travelled life, career and the joys of writing.

Karen weaves a fascinating fictional story regarding human relationships into her writing, while incorporating her knowledge of animals and environmental facts to keep the reader enthralled to the very end. Karen was very well prepared as guest speaker and before beginning, she introduced herself to each table of guests individually, getting to know her audience.

Ninety attendees of all ages related to Karen as she reflected parts of her story into the theme of International Women's Day, 'Pledge for Parity' to highlight womens' struggle for equality.

Peter Rentsch owner of Pages of Cobram, was present to sell copies of all Karen's titles to attendees.

Below is a copy of a congratulatory email received from President of the Tocumwal Friends of the Library, Lois Johnson, after the event:

*Anne*

*Just a note of congratulations on your choice of speaker for today's lunch, she was fabulous, you have set yourself a high bar - we will all have very high expectations for next year!*

*Hats off to you and the rest of the Council staff and the Council for such a wonderful event already looking forward to next year.*

Items for Noting

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*Regards*  
*Lois Johnson*

**JOHNSON**

**Items for Noting**

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**6.3 FINLEY HIGH SCHOOL YOUTH FUTURES EXPO – DATE CHANGE.****AUTHOR:** Economic Development Officer**STRATEGIC OUTCOME:** Diverse and resilient business**STRATEGIC OBJECTIVE:** 4.1 Invest in local job creation, retention and innovation**FILE NO:** 22.058.5

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**REPORT:**

The Finley High School Careers Expo – Youth Futures – is usually held in April each year. In 2016 Finley High School is running two educational streams as they return to separating the year 11 and 12 curriculum – the Compressed Curriculum Model and the Traditional Model. This means that multiple set of exams will be run this year and not always concurrently. The education department has embargos in place that don't allow students to be off campus in the lead up to exam periods so it has been difficult to find a date for the Youth Futures Expo in a very cluttered calendar.

The new proposed date for the Youth Futures Expo is Thursday 21<sup>st</sup> of July 2016.

Items for Noting

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**6.4 LETTER OF APPRECIATION**

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Supported and engaged communities

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

**FILE NO:** 02.023.3

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**REPORT:**

Cobram Secondary College has written to thank the Council for its support of the College presentation evening in 2015.

## Items for Noting

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**6.5 NSW LOCAL ROADS CONGRESS 2016****AUTHOR:** Director Technical Services**STRATEGIC OUTCOME:** Good government**STRATEGIC OBJECTIVE:** 2.3 Strengthen strategic relationships and partnerships with community, business and government**FILE NO:** 22.094.3

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**REPORT:**

The NSW Local Roads Congress is to be held in Sydney on the 6<sup>th</sup> June, 2016.

The theme for the Congress is Driving a New Direction.

Councillors can attend the congress for free if they accompany a paying delegate.

In recent years we have not attended the congress as it is a lot of travel for a one day event.

The importance of road funding and regional infrastructure cannot be understated and Council may wish to participate in this congress.

A copy of the program is attached as Appendix "G" and while I am sure it will provide some updated information along with access to state politicians and bureaucrats, most topics have been recently covered in other forums.

## Items for Noting

## 6.6 DEVELOPMENT DETERMINATIONS FOR MONTH OF MARCH 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 MARCH

Application	Description	Property Location	Applicant	Owner	Status	Value	Days Taken	
84/16/DA/D1	Relocated Dwelling	43-47 WILLIAM STREET, BERRIGAN NSW 2712 (Lot10/33/DP3353)	Mrs Katrina Jarvis	MR T J JARVIS & MRS KATRINA M JARVIS	Approved 08-03-2016	\$ 32000.00	Active 19	Total 19
85/16/DA/D1	BV Dwelling, Attached Garage & Residential Storage Shed	35 KEOGH DRIVE, TOCUMWAL NSW 2714 (Lot40//DP1118257)	Davis Sanders Homes Pty Ltd	MR D K MCALLISTER & MRS H F MCALLISTER	Approved 16-03-2016	\$ 561079.00	Active 24	Total 24
87/16/DA/D2	Use of Land for Childcare Centre	239-241 MURRAY STREET, FINLEY NSW 2713 (Lot15//DP260805)	MW & MC McGrath	MR M W & MRS M L MCGRATH	Revoked 30-03-2016	\$ 80000.00	Active 28	
88/16/DA/D1	Dwelling & Attached Garage	3 PINWOOD LANE, TOCUMWAL NSW 2714 (Lot22//DP285573)	Adrian Walsh & Lindsay Williams	MR N A WALSH AND MRS J R WALSH	Approved 08-03-2016	\$ 358351.00	Active 4	
89/16/DA/D5	Carport & Residential Storage Shed	10 CHARLOTTE STREET, TOCUMWAL NSW 2714 (Lot9//DP1068277)	Mr Bob Bourke	MR RE BOURKE AND MRS TL BOURKE	Approved 07-03-2016	\$ 10000.00	Active 8	
91/16/DA/DM	Demolition of Dwelling	37 DEAN STREET, TOCUMWAL NSW 2714 (Lot2//DP321047)	Ms Vanessa Bennett	MR D CHAMPAGNE AND MS V E BENNETT	Approved 01-03-2016	\$ 5000.00	Active 2	
92/16/DA/D9	Subdivision	336 HOGANS ROAD, FINLEY NSW 2713 (Lot125//DP752304)	Mr John Hogan	MR J F HOGAN AND MRS J E HOGAN	Approved 30-03-2016	\$ 0.00	Active 22	
93/16/DA/D5	Residential Storage Shed	3 PUTTER COURT, BAROOGA NSW 3644 (Lot109//DP1133352)	Stephen & Leanne McKay	MR SB MCKAY	Approved 16-03-2016	\$ 19960.00	Active 4	
94/16/DA/D8-M	Modification - Community Shed	BOYD STREET, TOCUMWAL NSW 2714 (Lot1692//DP1180520)	Mr Paul McCallum	DEPARTMENT OF LANDS	Approved 21-03-2016	\$ 12000.00	Active 7	
95/16/DA/DM	Rodeo	BOYD STREET, TOCUMWAL NSW 2714 (Lot1692//DP1180520)	Tocumwal Rodeo Inc	DEPARTMENT OF LANDS	Approved 24-03-2016	\$ 0.00	Active 8	
96/16/DA/D5	Double Garage	75-77 BAROOGA STREET, BERRIGAN NSW 2712 (Lot7/4/DP758097)	Totalspan Cobram	MR S E A LEE AND MRS K LEE	Approved 29-03-2016	\$ 15487.00	Active 10	

NOTIFICATION

## Items for Noting

55/16/CD/M4	Residential Storage Shed	3 PINWOOD LANE, TOCUMWAL NSW 2714 (Lot22//DP285573)	All Sheds	MR N A WALSH AND MRS J R WALSH	Approved 31-03-2016	\$ 13602.00	Active 1	Total 1
56/16/CD/PC	Dwelling & Garage	65 BRUTON STREET, TOCUMWAL NSW 2714 (Lot2//DP1068277)	Ms Cheryl Ryan	MS C RYAN	Approved 21-03-2016	\$ 255390.00	Active 1	Total 1

APPLICATIONS PENDING DETERMINATION AS AT 12/4/2016

Application No.	Date Lodged	Description	Property Location
104/16/DA/DM	12-04-2016	Demolition of Dwelling	44 HENNESSY STREET, TOCUMWAL NSW 2714 (Lot B//DP400310)
59/16/CD/M8	12-04-2016	Pergola	50 CHARLOTTE STREET, TOCUMWAL NSW 2714 (Lot 31//DP258237)
60/16/CD/M5	12-04-2016	Swim Spa	1 MURRAY GROVE, BAROOGA NSW 3644 (Lot 21//DP1092267)
102/16/DA/DM	05-04-2016	Installation of Solar Panels	61-71 JERILDERIE STREET, BERRIGAN NSW 2712 (Lots 3 & 4//Section A//DP2425)

## TOTAL APPLICATIONS DETERMINED / ISSUED

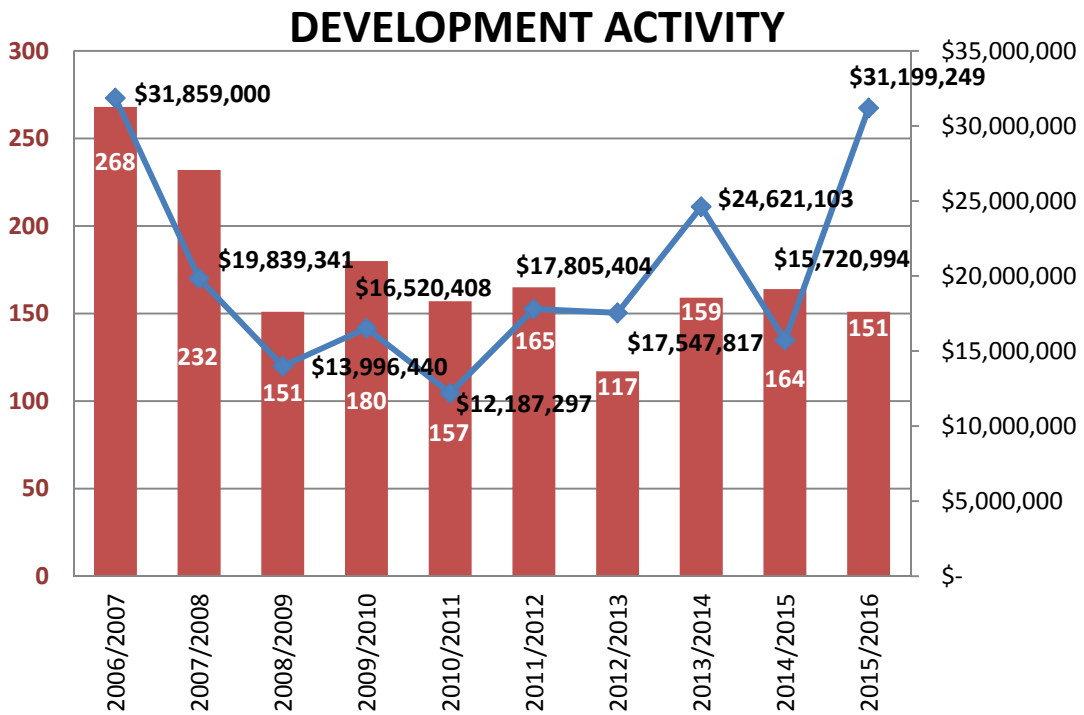
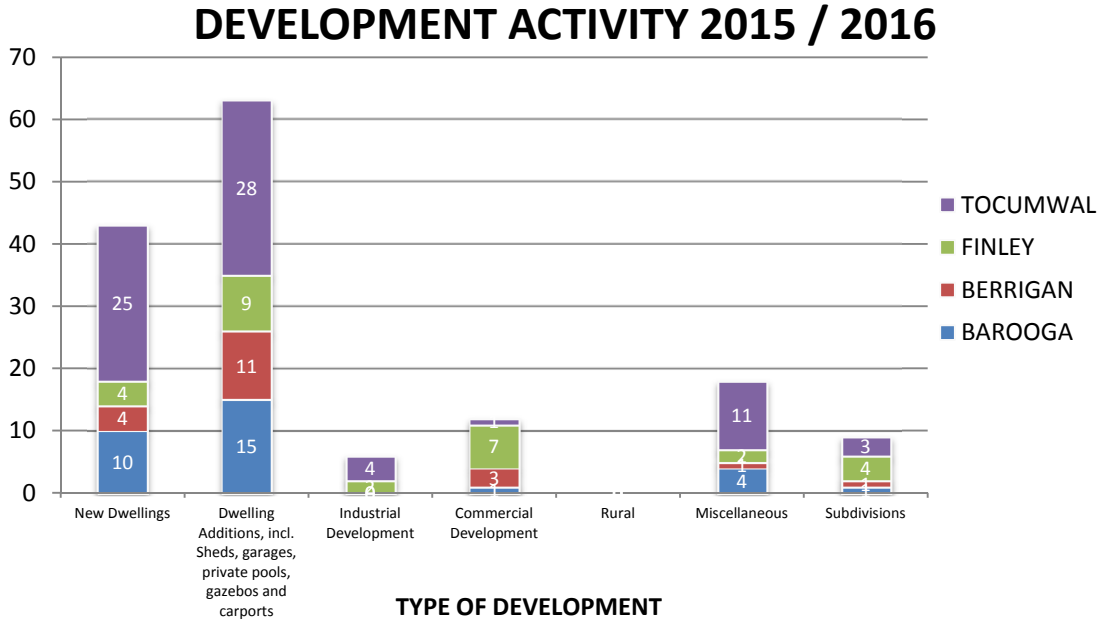
	This Month (March)	Year to Date	This Month's Value	Year to Date Value
<i>Development Applications Determined</i>	11	97	\$1,093,877	\$25,863,422
<i>Construction Certificates Issued</i>	8	66	\$1,615,877	\$12,167,242
<i>Complying Development Cert. Issued</i>	2	56	\$268,992	\$6,707,552
<i>Local Activity Approvals Issued</i>	5	79	0	0

OTHER CERTIFICATES ISSUED FOR MARCH

	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	
	Mar	Year Total	Mar	Year Total	Mar	Year Total	Mar	Year Total	Mar	Year Total	Mar	Year Total
BAROOGA	6	77	1	12	0	8	0	5	0	0	0	2
BERRIGAN	3	44	0	0	1	7	0	1	0	0	0	0
FINLEY	12	85	2	6	3	6	1	2	0	0	0	0
TOCUMWAL	11	96	1	1	0	3	0	0	0	1	0	2
TOTAL	32	302	4	19	4	24	1	8	0	1	0	4



Items for Noting



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## Committee meeting reports

## 7.1 MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING HELD ON 13<sup>TH</sup> APRIL, 2016

**RECOMMENDATION** – that recommendations numbered 1 to 11 inclusive of the Corporate Services Committee Meeting held on 13<sup>th</sup> April, 2016 be adopted.

### 4. INVESTMENT GUIDELINES

**AUTHOR:** Director Corporate Services  
**STRATEGIC OUTCOME:** Good government  
**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting

**FILE NO:** 12.024.2

**RECOMMENDATION NO. 1** - that the Council note the Investment Guidelines attached as Appendix "A".

### 5. DISPOSAL POLICY

**AUTHOR:** Enterprise Risk Manager  
**STRATEGIC OUTCOME:** Good government  
**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting

**FILE NO:** 27.121.2

**RECOMMENDATION NO. 2** - that the Council adopt the Disposal Policy as setout below:

#### 00 DISPOSAL POLICY

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 20/04/2016

Date for Review: [Click here to enter a date.](#)

Responsible Officer: Enterprise and Risk Manager

#### 1. POLICY STATEMENT

## Committee meeting reports

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Berrigan Shire Council, as identified in its Procurement and Disposal Policy adopted in 2013, has a responsibility to ensure that its disposal decisions are made in an ethical, transparent, accountable and effective manner.

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

### 2. PURPOSE

The purpose of this policy is to ensure the Council has in place an open, fair, transparent and accountable process in the disposal of Council's surplus assets, whilst obtaining best value for money and avoiding any conflicts of interest, whether real or perceived.

### 3. SCOPE

This policy covers the disposal of all Council owned assets including but not limited to: plant, equipment, materials and stock items; office equipment and furniture; IT hardware; real estate (surplus land and buildings) and Council infrastructure.

This policy does not apply to the sale of land through subdivisions, or the sale of property for overdue rates.

This policy applies to all Councillors and staff, including volunteers of Berrigan Shire Council.

### 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

**Asset:** An asset for the purpose of this policy is a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to the Council, e.g. surplus land, motor vehicles, plant and equipment, furniture, etc.

**Asset Disposal:** Asset Disposal is the process whereby Council divests itself of any asset in an organised, transparent and authorised manner.

## Committee meeting reports

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**Best Value:** is whereby Council obtains the best possible return for the goods it sells in financial, social, economic and environmental terms.

**Council Officer:** Any person authorised by the Council to purchase goods or services or dispose of goods on behalf of the Council. This includes employees, volunteers, Councillors and other agents acting on behalf of the Council.

**Surplus or Scrap Materials:** This relates to surplus goods, materials or scrap material. This could include sand, gravel, soil, chemicals, paint, turf, hardware items, pavers, pipe, cables, timber (including wood from felled trees), pipe fittings, scrap metals, steel posts, brass, street signs, water meters, tool boxes.

**Write-off Asset:** A write off is a reduction in the recorded amount of an asset. A write off occurs upon the realization of the reduced or zero value of an asset.

## 6. POLICY IMPLEMENTATION

### 6.1. Reasons

A decision to dispose of a Council owned asset may be based on one or more of the following:

- No longer required;
- Unserviceable or beyond economic repair;
- Technologically obsolete and operationally inefficient;
- Non-compliant with occupational health and safety standards;
- Surplus to current or immediately foreseeable needs;
- Optimum time for maximum return;
- Or part of an asset replacement program.

### 6.2. Approval

Approval to commence the disposal process including the method of disposal, must be obtained from the General Manager (or delegate) or Council where appropriate.

### 6.3. Methods

Methods of disposal will be dependent upon the type of asset and the value of the asset.

#### 6.3.1. Public Auction

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:

- i) There is public demand for the items;

### Committee meeting reports

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- ii) Alternative disposal methods are unlikely to realise higher revenue; or
- iii) The costs associated with the auction can be justified in relation to the expected revenue from the sale.

#### 6.3.2. On-line Auctions

On-line auctions are used where there is perceived demand for an item. This is only used in instances where the value of the item exceeds fifty dollars.

#### 6.3.3. Trade-in

Trading-in goods can be an efficient means of disposal, and a convenient way to upgrade equipment such as plant. However, trade-in prices do not always provide the best return. Any decision to trade-in goods must be based on a clear analysis of the benefits of the trade-in as opposed to separate sale/auction of the goods.

#### 6.3.4. Direct sale or transfer of land

Subject to resolution of Council, land may be disposed of via direct sale when no other method is considered appropriate, for example, when only one potentially suitable purchaser is identified.

#### 6.3.5. Disposing of and writing off the value of the goods (recycling or destruction)

An asset may be disposed of and/or destroyed, and the value of an asset may be written off if it is deemed:

- i) To have no value;
- ii) To be unsafe or non-compliant to applicable standards;
- iii) To be unserviceable or beyond economical repair; or
- iv) That the disposal cost is higher than the likely return.

Where a recommendation to dispose of an asset to landfill or write off an asset is made, the relevant Manager will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.

Dumping/recycling or destroying of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal.

#### **6.4 Surplus or Scrap Materials**

As a general guide, employees are to return from the work site surplus goods/materials or scrap materials. These items must be placed in the relevant compound, stock piles, bins or left on vehicles to be used on the next project. However, there are circumstances where it is not cost effective to

## Committee meeting reports

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return the surplus goods/materials or scrap materials back to the depot, then the most appropriate method of disposal of these low value assets, shall be at the discretion of the Director or Manager.

### 6.4.1 Surplus Fill

Fill materials which are surplus following Council activities such as excavation, and/or road construction are utilized elsewhere within Council activities or on Council owned properties, wherever possible. Where this is not possible, surplus fill is returned to stockpile sites or disposed of to landfill due to no value. Surplus fill is not disposed of via private sale arrangements.

### 6.5 Recordkeeping

For accounting and integrity purposes, adequate records of the disposal process must be maintained, including:

- Authority to dispose
- Value of asset
- Method of disposal
- Purchaser – if appropriate
- Proceeds of sale

## 7. RELATED POLICIES OR STRATEGIES

### 7.1. Legislation

- *Local Government Act 1993*
- *Local Government Act 1993*
- *Local Government Regulation 1994*

### Council policies and guidelines

- Berrigan Shire 2023 – Community Strategic Plan
- Berrigan Shire Council Local Environmental Plan
- Berrigan Shire Council Risk Management Policy and Framework
- Berrigan Shire Council Code of Conduct
- Berrigan Shire Council Resourcing Strategy
- Berrigan Shire Procurement and Disposal Policy
- Berrigan Shire Fraud Control Policy

## 6. EMERGENCY SERVICES PROPERTY LEVY

**AUTHOR:** Director Corporate Services

**STRATEGIC OUTCOME:** Good government

### Committee meeting reports

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

**FILE NO:** 09.160.1. 09.160.3, 09.160.4

**RECOMMENDATION NO. 3** - that the Council advise the NSW Treasurer and the NSW Minister for Local Government:

1. it supports in principle the introduction of the Emergency Services Property Levy (ESPL)
2. in the interests of transparency and good government, the Emergency Services Levy should be scrapped with the ESPL increased to cover the shortfall
3. agreement to collect the ESPL is contingent on:
  - a. the Council being fully compensated for all direct and indirect costs relating to raising, collecting and remitting the ESPL,
  - b. the ESPL being a “charge upon the land” with liability attaching to the landholder until the charge is paid to the Council,
  - c. the ESPL being clearly identified on Council rate notices as a NSW Government charge.
  - d. Council rates having priority over the ESPL in debt recovery.

**7. PROPOSED FEES AND CHARGES – 2016/17**

**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 NO. 4** - that the Council adopt the Fees and Charges Register shown in Appendix “B” as a draft and incorporate into the draft 2016/17 Council Operational Plan.

**8. FINANCIAL HARDSHIP – LOOSE FILL ASBESTOS INSULATION**

**AUTHOR:** Director Corporate Services

**STRATEGIC OUTCOME:** Supported and engaged communities

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

**FILE NO:** 25.138.1

**RECOMMENDATION NO. 5** - the Council request staff to investigate the waiver of development charges for privately owned dwellings to be replaced

### Committee meeting reports

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following demolition due to the presence of asbestos insulation and then further consider a proposed Financial Hardship – Loose Fill Insulation Policy.

#### 9. TOWN BEACH TOILETS

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Diverse and resilient business

**STRATEGIC OBJECTIVE:** 4.3 Diversify and promote local tourism

**FILE NO:**

**RECOMMENDATION NO. 6** - that the Council note the report in relation to the Tocumwal Town Beach toilets.

#### 10. 2016 CORPORATE WORKSHOP

**AUTHOR:** General Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:**

**RECOMMENDATION NO. 7** - that the Council adopt the actions included in the results of the 2016 Corporate workshop shown below.

Action List	
Action	Responsible Officer(s)
<b>Review of Delivery Program and Council Improvement Plan</b>	
Reinstate Tocumwal Foreshore investment in Delivery Program	SSCP
Include in Delivery program the development of volunteer training program around subject areas of : <ul style="list-style-type: none"> <li>• Good governance; and</li> <li>• Financial systems and controls</li> </ul>	SSCP
Include in Council Improvement Plan: <ul style="list-style-type: none"> <li>• Energy audit program;</li> <li>• Investigation of solar farm; and</li> <li>• Expansion of electronic systems for invoicing and payments etc.</li> </ul>	SSCP



## Committee meeting reports

<b>Tocumwal Foreshore Improvement Plan</b> Develop costings and stages for all plan components with the splash park being a high priority	DTS
Do not allocate funding during 2016/2017 but develop funding plan when costs and staging are known including recognition of \$200k contribution from the Committee of Management.	DCS
<b>Review of Event Funding Policy</b> In future event funding applications be called in specifics periods and amend existing policy to reflect this.	EDO
Do not establish a funding pool for community events	N/A
Funding criteria needs to be stricter and clearer and amend existing policy to reflect this.	EDO
3 year funding is still relevant	N/A
Council to develop and provide marketing and budgeting workshops to improve quality of event funding applications lodged.	EDO
Need to develop Council collateral for display at events ie banners etc	EDO
<b>Community Infrastructure Priorities</b> Priority community infrastructure projects for the future are: <ul style="list-style-type: none"> <li>• Investigation of indoor sports facility at Finley;</li> <li>• Railway Park Toilets; and</li> <li>• Finalization and implementation of the Tocumwal Foreshore Master Plan.</li> </ul>	GM
<b>Disability Action Plan</b>	For information only
<b>Finley School of Arts and War Memorial Hall engagement</b> Engagement strategy to include: <ul style="list-style-type: none"> <li>• Street stalls;</li> <li>• And information leaflets to be letter boxed with tear off</li> </ul>	DCS & SSCP

## Committee meeting reports

<p>response strip;</p> <ul style="list-style-type: none"> <li>• Establishment of dedicated response email address;</li> <li>• Conduct an online survey;</li> <li>• A meeting with the Committee of Management prior to commencement; and</li> <li>• Development of indicative cost of an alternative indoor sporting facility.</li> </ul>	
<b>Review of Levee Banks</b>	For information only
<b>Social Media – where to from here</b>	For information only
<b>General Business</b>	
Barooga walking track brochure.	No agreed position
Committee meetings deferred until 13/4/2016.	All
Investigate need for shade structures at playgrounds at: <ul style="list-style-type: none"> <li>• Rotary Park, Finley;</li> <li>• Tocumwal Recreation Reserve</li> <li>• Berrigan Sportsground.</li> </ul>	ERM

## Committee meeting reports

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### 11 **EVENT MANAGEMENT DOCUMENTATION**

**AUTHOR:** Enterprise Risk Manager  
**STRATEGIC OUTCOME:** Good government  
**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting

**FILE NO:** 27.121.2

**RECOMMENDATION NO. 8** - that the Council:

1. Revoke the existing Event Management Policy;
2. Adopt the amended Event Management Policy as outlined below;
3. Revoke the existing Event Management Guide;
4. Adopt the amended Event Management Guide as attached in Appendix "D"

### 121 **EVENT MANAGEMENT POLICY**

File Reference No:

Strategic Outcome: Good government

Date of Adoption: [Click here to enter a date.](#)

Date for Review: [Click here to enter a date.](#)

Responsible Officer: Enterprise and Risk Manager

#### 8. **POLICY STATEMENT**

Berrigan Shire Council recognises that events form an integral part in strengthening communities, and also have the potential to generate significant economic development within the region.

Whilst there are many different types of events, the degree of Council's involvement, management and responsibility varies in accordance with the type and size of the event, the location, and the organising body.

Whilst Council aims to support and promote events, in all instances the safety of the public, participants, and workers is a priority. The adoption of risk management practices is a requirement for all event organisers to ensure steps are taken to eliminate risks, or where this is not possible, risk minimisation strategies are implemented.

## Committee meeting reports

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### 9. PURPOSE

The purpose of this policy is to recognise the significant social, economic and community capacity building benefits that events provide to the community; clarify Council's role in supporting the management of events; and ensure that all events whereby Berrigan Shire Council has a direct or indirect liability are managed with a view to minimising risk.

### 10. SCOPE

This policy applies to all Councillors and staff, including volunteers of Berrigan Shire Council.

This policy applies to all events held on Council controlled land.

This policy applies to all organisations accessing Council support for their events.

### 11. OBJECTIVE

This policy is developed to assist the Council with Strategic Objectives:

*2.2 Ensure effective governance by Council of Council operations and reporting;*

*3.1 Create safe, friendly and accessible communities;*

*3.2 Support community engagement through life-long learning, culture and recreation;*

*4.2 Strengthen and diversify the local economy;*

*4.3 Diversify and promote local tourism*

### 12. DEFINITIONS

**Event:** An organized gathering, a planned public or social occasion.

**Workers:** Defined in accordance with the *Work Health and Safety Act 2011*, a worker includes paid employees, contractors and volunteers working on behalf of the Person Conducting a Business or Undertaking (PCBU).

### 13. POLICY IMPLEMENTATION

#### 6.1 Council Support of Events

## Committee meeting reports

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Council support is based upon assessing written requests for assistance. Written requests may be in the form of a letter where support is for in-kind support or for financial support where applicants must use the Event Funding Application Form.

### 6.1.1 In-kind Support

In-kind support may include site preparation, waste collection or traffic management. Managers will be responsible for identifying if this support is available taking into consideration Council resources, and the costs associated with providing the service.

### 6.1.2 Financial Support

Financial Support for events is made through the Event Funding Pool. Event organisers must complete the Event Funding Application Form and lodge with Council for assessment during advertised funding rounds.

Council will consider various aspects of the application to determine the event's eligibility for funding. This includes:

- The type of organisation applying for funding;
- The amount of funding requested;
- Predicted visitation to the area;
- Predicted visitor length of stay;
- Assessment of Economic Impact;
- Sustainability of the event;
- Correctly completed application forms including previous event evaluations and acquittals.

Council's support will be focused on providing funding for:

- Marketing
- Appointment of an Event Co-ordinator
- Speaker's fee
- Costs associated with risk management

## 6.2 Council's Role in Managing Events

Council has a role to play in all events where they are held on Council controlled land. The extent of Council's involvement however is dictated by the extent of Council's involvement in the event itself.

To determine Council's liability and responsibility in managing events, an event can be categorized into three areas:

### 6.2.1 Events initiated and managed by and only involving Council

These type events are a Council event and Council holds complete responsibility.

## Committee meeting reports

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Where the organizing group is a Section 355 Committee of Council, the Council also has a direct responsibility to ensure risk assessments have been conducted and adequate risk control measures are in place. S355 Committees are obliged to notify Council of the event, and whilst the Council may not be directly involved in the running of the event, they are responsible for ensuring the Committee meets the minimum risk management requirements, as determined by Council's insurers.

### **6.2.2 Events where Council is a participant and not the main organizer**

Council has the same responsibilities as if the event was initiated and managed by Council but only for its own area and level of participation. This must be clearly stated and agreed upon with the main event organizer.

### **6.2.3 Events where Council is the main organizer and invites other organisations to take part**

Council holds the overall responsibility and liability and therefore has the authority to determine the terms and conditions of participation of the other organisations including ensuring they are adequately insured and carry out a risk assessment for their area and activity.

### **6.2.4 Events held on Council controlled land**

Where the organizing group does not have a direct relationship with Council, but is holding their event on Council owned or controlled land, the organisation has a responsibility to advise Council of their event and obtain the required approvals. In addition, advice will be given regarding insurance and any additional risk management requirements.

User groups who utilize Council facilities on an ongoing regular basis such as football, netball, cricket, tennis clubs, etc., are considered under individual hiring arrangements, and are therefore not covered by this policy.

## **6.3 Council Approvals for Events**

The Council has legislated authority and discretion to impose appropriate conditions upon applications for development consent or approval to undertake an activity in order to limit environmental impact, protect assets and public safety. Events requiring Council approval will include:

- Any event involving road use or road enclosure;
- Any event involving the sale of alcohol;
- Events that require the erection of temporary structures, amusement devices or food stalls;
- Any mass gathering event requiring the use of loud speakers or amplifying equipment on public or private land.

Committee meeting reports

**14. RELATED POLICIES OR STRATEGIES**

**14.1. Legislation**

- *Civil Liability Act 202*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *Environmental Planning and Assessment Act 1979*
- *Roads Act 1993*
- *AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines*

**Council policies and guidelines**

- Berrigan Shire Council Event Management Guide
- Berrigan Shire 2023 – Community Strategic Plan
- Berrigan Shire Council Local Environmental Plan
- Berrigan Shire Council Risk Management Policy and Framework

**12 REQUESTS FROM COMMITTEES OF MANAGEMENT FOR INCLUSION IN FOUR YEAR DELIVERY PROGRAM**

**AUTHOR:** General Manager  
**STRATEGIC OUTCOME:** Supported and engaged communities  
**STRATEGIC OBJECTIVE:** 3.2 Support community engagement through life-long learning, culture and recreation

**FILE NO:**

**RECOMMENDATION NO. 9** - that the Council include the following in the Four Year Delivery Program:

Committee	Project	Estimated Costs	Comment
Berrigan Conservation Group and Tidy Towns Committee of Management	Footpath along Cobram Street Berrigan to meet with the walking track.	\$39,000	These works are identified in the capital works program. Half cost provisions may apply.

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## Committee meeting reports

Committee	Project	Estimated Costs	Comment
	Walking track along Racecourse Road Berrigan to link existing walking tracks and to provide a safe environment for exercise.	\$20,000	These works are included in the capital works program for 2017/2018.
Berrigan War Memorial Pool Committee of Management	Provide safe entry ramp to shallow end of main pool to allow use by the aged and disabled.	Unknown – the Committee is looking for Council assistance to develop the concept.	The Council can work with the Committee over the next twelve months to clarify what actually is required and the cost of same.
	Shade structure at eastern end of main pool.	\$3,200 plus Council supervision.	This could be supported and funded from the Council's Risk Management budget.
	Automatic sprinkler system	Unknown	This could be supported however the project required design and costing to be further considered. Council to work with the Committee
	Replacement of grounds and gardening equipment	Unknown	The Committee is looking for the Council to recycle ride on mowers blowers, edgers etc through the Committee.  This can be accommodated as and when available.
	Provision of garden shed to store equipment	\$1,700	Supported however no specific allowance has been provided in existing budgets.
Finley War Memorial School of Arts and War Memorial Hall Committee of Management	Replacement of kitchen floor and upgrade of kitchen	Floor \$10,000 Kitchen unknown	A budget for the floor replacement has been included in the 2015/2016 budget.  The kitchen upgrade cost and contributions from other parties is currently being investigated
Finley Showgrounds and Sporting Complex Committee of Management	Disabled access ramp and handrail at Bob Close Pavilion and disabled signage	\$740 for materials. Committee to install	Could be supported through Risk Management Budget. Requires review to determine compliance.
	Outdoor seating – 4 at Lion's Bar and	\$900	Could be supported however budget allocation



## Committee meeting reports

Committee	Project	Estimated Costs	Comment
	2 at Mickle shed		required

The meeting adjourned at 10.30 am and reconvened at 10.45 am.

Committee	Project	Estimated Costs	Comment
Tocumwal Recreation Reserve Committee of Management	Renovation of public toilets adjacent to netball and tennis courts.	\$26,225 of which \$17,046 is sought	<p>Could be supported. The existing toilets are about 50 years old and service both the public and netball and tennis spectators.</p> <p>One toilets block has previously been demolished at the Reserve and another is proposed to be removed shortly. Council support through 1/3; 1/3; 1/3 funding program</p>
Murray Border Flying Club (as occupier of the Tocumwal Aerodrome Terminal building)	Renovate terminal building kitchen and servery.	\$8,333	<p>The Club is pursuing a 1/3, 1/3, 1/3 arrange with the Council whereby it would fund 1/3 of the project, borrow 1/3 from the Council and the Council would fund the remainder.</p> <p>The aim is to have the project completed prior to the National Aerobatic Championships to be held in November 2016.</p> <p>The proposal is interesting in that while the terminal building is an asset of the Council, the Council's 1/3, 1/3, 1/3 policy related to its own Committees</p> <p>The proposal would see a good improvement to the terminal building however the proposal ,obviously requires some discussion.</p>
Barooga Advancement Group	Table and Chairs near hall	\$5,000	supported

## Committee meeting reports

**13. GUIDE TO OPERATIONS – SECTION 355 COMMITTEES**

**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 NO. 10** - that the Council adopt the following minimum governance rules for its s355 Committees of Management:

1. An Annual General Meeting, advertised by public notice
2. Meetings held at a public venue and open to the public
3. Minutes of all meetings and financial reports be forwarded to the Council
4. Quarterly financial reports presented to the Council
5. A handover check list be provided to each new Committee

**14. PROPOSED OPERATIONAL BUDGET – 2016/17 TO 2019/20**

**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 NO. 11** - that the Council adopt the draft budget as shown in Appendix “G” for inclusion in the Council’s 2016/2017 Integrated Plan with the inclusion of \$69,000 for Takari Street footpath works (nett) and allowance for the Committee grants works of approx. \$25,000 as shown in Item 12.

## Committee meeting reports

**7.2 MINUTES OF THE TECHNICAL SERVICES COMMITTEE MEETING HELD ON 13<sup>TH</sup> APRIL, 2016**

**RECOMMENDATION** – that recommendations numbered 1 to 2 inclusive of the Technical Services Committee Meeting held on 13<sup>th</sup> April, 2016 be adopted.

**5. DEDICATION OF PRIVATE ROADS AS PUBLIC ROADS**

**AUTHOR:** Director Technical Services  
**STRATEGIC OUTCOME:** Sustainable natural and built landscapes  
**STRATEGIC OBJECTIVE:** 1.3 Connect and protect our communities  
**FILE NO:** 28.120.1

**RECOMMENDATION NO. 1** - that the Council agree 'in principle' to private roads being dedicated as public roads under the control of Council subject to:

- a) each request being assessed on its merits with a report to be presented to Council concerning the physical characteristics of the road and its suitability to be a public road;
- b) any costs for required improvements, subdivision plan preparation, lodgement fees and associated legal services to be met by the existing owners.

**6. TAKARI STREET, BAROOGA**

**AUTHOR:** Director Technical Services  
**STRATEGIC OUTCOME:** Sustainable natural and built landscapes  
**STRATEGIC OBJECTIVE:** 1.3 Connect and protect our communities  
**FILE NO:** 28.051.4 & 28.128.6

**RECOMMENDATION NO. 2:**

1. That Council confirm it proposes to construct a footpath on the southern side of Takari Street, Barooga as planned in the Barooga Pedestrian Access and Mobility Plan, make provision in the 2016/17 draft budget of \$94,000 for these works and recommence the process for a half cost footpath scheme for the works.
2. That the construction of concrete footpaths from Russell Court and Beatrice Court to Nangunia Street be completed in conjunction with the construction of the footpath in Nangunia Street from the Botanical Gardens to Takari Street (Currently programmed for 2018/19).

### Committee meeting reports

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## 7.3 MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING HELD ON 13<sup>TH</sup> APRIL, 2016

**RECOMMENDATION** – that recommendation number 1 of the Risk Management Committee Meeting held on 13<sup>th</sup> April, 2016 be adopted.

#### 4. WORKPLACE REHABILITATION POLICY

**AUTHOR:** Enterprise Risk Manager

**STRATEGIC OUTCOME:** Good government

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

**FILE NO:** 27.121.2

**RECOMMENDATION NO. 1** - that the Council adopt the Workplace Rehabilitation Policy as outlined below.

#### 00 WORKPLACE REHABILITATION POLICY

File Reference No:

Strategic Outcome: Good government

Date of Adoption: [Click here to enter a date.](#)

Date for Review: [Click here to enter a date.](#)

Responsible Officer: Enterprise and Risk Manager

#### 15. POLICY STATEMENT

Council is committed to the prevention of illness and injury by providing a safe and healthy working environment. Where a work related injury or illness occurs, Council will ensure procedures and resources are in place to provide an early and safe return to work.

Council's workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs to facilitate the injured/ill worker's earliest possible return to, and recovery at, work.

#### 16. PURPOSE

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The purpose of this policy is to outline the rehabilitation and return to work process that Council has in place and that will apply where an employee sustains an injury or suffers an illness whilst performing work for the Berrigan Shire Council, and the options available to staff returning to work after an injury/illness resulting from circumstances outside of the workplace.

### 17. SCOPE

This Policy applies to all Council staff.

This Policy has been developed through a collaborative consultation process between management, Council's Return to Work Co-ordinator, Workplace Health and Safety Representatives, and Union Delegates.

### 18. OBJECTIVE

This policy is developed to assist the Council with Community Strategic Plan Objective 2.2

*Ensure effective governance by Council of Council operations and reporting*

Specific objectives are to:

1. Facilitate return to work for employees who are injured or ill at work, as soon as possible and to provide information to assist an injured and/or ill employee to return to work;
2. Provide voluntary recovery at work programs for employees who are injured or ill due to circumstances outside of the workplace;
3. Determine the needs of injured and/or ill employee by liaising with the employee, nominated treating doctor, Council's workers compensation insurance provider, and other relevant stakeholders;
4. Provide early access to rehabilitation services such as accredited workplace rehabilitation providers where required;
5. Develop and implement the injured and/or ill employee's return to work plan in conjunction with the employee, Council's workers compensation insurance provider, the nominated treating doctor, and the workplace rehabilitation provider;
6. Provide suitable duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process;

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7. Consult with employees and where applicable any employee representatives, to allow the rehabilitation and return to work process to operate effectively;
8. Provide employees with information about workers compensation claims including choice of nominated treating doctor, and accredited workplace rehabilitation provider;
9. Maintain records of workplace incidents and return to work data to continually improve Council's work health and safety management system, and injury management system;
10. Advise injured and/or ill employees that participation in rehabilitation and return to work plans is voluntary, however non-participation may result in reduced weekly benefits.

#### 19. DEFINITIONS

**Job Demand Analysis (JDA)** is a systematic procedure to quantify and evaluate the physical and environmental demands of a job.

**Lost Time Injury/Illness (LTI)** is an injury or illness that results in time away from the workplace.

**Nominated Treating Doctor (NTD)** is the doctor chosen by the injured worker to treat their injury/illness.

**Non-work Related Injuries/Illness** are injuries/illnesses that are not caused by employment and are not claimable through worker's compensation legislation.

**Return to Work Co-ordinator (RTWC).** Council is required by legislation to appoint a RTWC.

The role of the RTWC is to:

- Determine the injured worker's needs;
- Identify suitable duties for the injured worker;
- Co-ordinate and monitor return to work plans;
- Liaise with all parties including the rehabilitation provider where appropriate;
- Provide information and support to the injured worker; and
- Maintain confidentiality

**Return to Work Plans (RWP)** When an injured worker has (according to medical judgement) the capacity to return to work, an individual return to

## Committee meeting reports

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work plan will be developed by the return to work coordinator, outlining the duties to be performed.

**Workplace Rehabilitation Provider (WRP).** Workplace Rehabilitation providers are available to assist when required in the return to work of employees who suffer a workplace injury or illness. When the Return to Work Plan is complex and requires specialist rehabilitation expertise. Berrigan Shire Council has engaged the services of a WRP, however injured employees have the right to nominate an accredited WRP of their own choice.

## 20. POLICY IMPLEMENTATION

### 20.1. Responsibilities

#### 20.1.1. Workplace Managers/Supervisors

Workplace Managers and/or Supervisors are responsible for:

- Ensuring that appropriate first aid and/or medical treatment is provided for work related injuries and/or illnesses;
- The ongoing workplace management of an injured and/or ill employee;
- Ensuring that incident report forms and/or workers' compensation claim forms are completed for all work related incidents and/or injuries;
- Assisting the Return to Work Coordinator and Workplace Rehabilitation Provider in the development of Return to Work Plans;
- Providing suitable alternative duties when required to enable the development and implementation of Return to Work Plans.

#### 20.1.2. Employees

Employees are responsible for:

- Taking care to prevent work related injuries and/or illnesses to themselves and others in the workplace;
- Notifying Council of any work related incidents/injury or illness as soon as possible;
- Undertaking the rehabilitation program provided by Council;
- Cooperating with the RTWC and WRP;
- Providing accurate information about any aspect of their claim;
- Notifying Council of any change in circumstances, for example, changes to the medical condition, changes to home circumstance which might impact on the injury or changes to financial circumstances;
- Attending scheduled medical and rehabilitation assessments, as required;
- Cooperation with workplace changes that will assist other injured employees.

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### 20.2. Injury Notification

When a work related injury or illness occurs, the employee must notify their Workplace Manager as soon as possible.

The Manager will notify the Return to Work Co-ordinator (RTWC) who will in turn notify Council's workers compensation insurer within 48 hours. The RTWC will also liaise with relevant staff to initiate an incident investigation.

Where the injury or illness results in a Lost Time Injury/Illness (LTI), the employee must provide Council with a suitable NSW Workers Compensation Certificate of Capacity from their Nominated Treating Doctor (NTD). The RTWC will notify Council's insurers immediately upon receipt of the documentation.

### 20.3. Injury/Illness Follow Up

When an employee sustains a significant injury/illness at work, the RTWC will arrange for a representative from Council's Workplace Rehabilitation Provider (WRP) to contact the employee to provide advice and assistance with:

- Completing workers compensation forms;
- Explaining the employee's rights, obligations, benefits, rehabilitation and return to work procedures;
- Arranging a Return to Work Plan (RWP) on the advice of the NTD.

The RTWC will consult with Council's insurers, the injured employee and the NTD in developing and implementing a RWP.

The RWP will include alternative or suitable duties and/or a graduated return to work. The RWP will be approved by the WRP in consultation with the NTD.

Some serious injuries/illnesses may require extended injury management. Berrigan Shire Council will assist employees who are not fit to return to their pre-injury duties by investigating alternative work arrangements within the Council.

### 20.4. Suitable Alternative Duties

Suitable alternative duties are work duties agreed between the RTWC and an injured employee, in consultation with the Manager/Supervisor, which facilitates the injured employee's rehabilitation and recovery at work.

Suitable alternative duties will be determined by referencing the Job Demand Analysis (JDA) to determine tasks that are achievable and which comply with a NSW Workers Compensation medical certificate issued by the employee's NTD.



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Suitable alternative duties may include:

- Parts of the job the employee was performing before the injury
- Duties at the same or different worksite
- Different hours and/or modified duties
- Different duties altogether
- Full time or part time duties
- Training opportunities

These duties will be identified after consultation with relevant parties and will be specified in writing.

### **20.5. 6.5 Non-Work Related Injury and Illness**

Where an employee is unable to work due to circumstances outside of the workplace, Council will consult with the employee where clarification of a diagnosis/prognosis is necessary or further information is required. In the case of a non-work related injury/illness, a RWP may be developed, however this is a voluntary arrangement co-ordinated by the RTWC between Council, the employee, and where required in consultation with the treating doctor.

Each case will be assessed individually.

## **21. RELATED POLICIES OR STRATEGIES**

Additional publications to be read in conjunction with this policy include:

- *Workers Compensation Act 1987*
- *Workplace Injury Management and Workers Compensation Act 1998*
- *Workers Compensation Regulation 2010*
- *Work Health and Safety Act 2011*
- *Privacy and Personal Information Protection Act 1998*
- Local Government (State) Award 2014
- Work Health and Safety Policy
- Code of Conduct
- Privacy Management Plan

Items requiring Council Resolution

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**8. MAYOR'S REPORT**

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

Items requiring Council Resolution

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9. DELEGATES REPORT

RESOLUTION

Items requiring Council Resolution

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10.

**GENERAL BUSINESS**

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There being no further business the meeting closed at .....