



56 DEVELOPMENT ASSESSMENT AND CONTROL COMMUNITY CONSULTATION POLICY

1. INTRODUCTION

1.1 Name of Policy

This policy is called the **DEVELOPMENT ASSESSMENT AND CONTROL COMMUNITY CONSULTATION POLICY**.

1.2 Land to which this Policy applies

This Policy applies to all land in the Shire of Berrigan to the Berrigan Local Environmental Plan 1992 applies.

1.3 Relationship to other Plans

Where there is an inconsistency between this Policy and any environmental planning instrument applying to the same land, the provisions of the environmental planning instrument shall prevail. An environmental planning instrument includes a State Environmental Planning Policy (SEPP), a Regional Environmental Plan (REP), a Local Environmental Plan (LEP) and a deemed Environmental Planning Instrument.

Where there is an inconsistency between this Policy and any other Development Control Plan in force, the provisions of the later Development Control Plan shall prevail.

2. AIMS AND OBJECTIVES

This document outlines Council's policy for community consultation in the assessment of development applications. This document also outlines the necessary procedures involved in carrying out such consultation.

The objectives of this policy are to:

- Establish a comprehensive and consistent process for community consultation;
- Ensure that where relevant the community is consulted during the decision-making process regarding development applications and that submissions received are taken into consideration by Council;
- Ensure that decision-making and policy formulation is undertaken in a wider and more informed context, especially having regard to the environmental, social and economic impacts associated with development.



- Ensure public participation is invited in accordance with the provisions of the EP&A Act 1979 for defined designated development, State Significant Development, and other advertised development proposals.
- Protect the public interest
- Prevent unnecessary delays in the assessment process of straight forward development applications, where in the opinion of the Council or its delegates, there is unlikely to be any adverse impact on the locality or affect upon adjoining owners.

3. COMMUNITY CONSULTATION – DEVELOPMENT APPLICATIONS

3.1 Statutory Situation

Council has certain obligations under the Local Government Act, 1993 and the Environmental Planning and Assessment Act 1979, (EPA Act) to notify owners of land whose enjoyment of that land may be effected by proposed development.

Certain categories of development (i.e. Designated Development, State Significant Development, Integrated Development and Advertised Development) are required to be exhibited in accordance with the procedures for notification prescribed by Section 79 of the EPA Act and Divisions 5, 6 & 7 of Part 6 of the Regulations. Notice of the public exhibition of an Environmental Impact Statement prepared under Part 5 of the EPA Act in respect of an 'activity' for which development consent is not required, must be given in accordance with Division 3 of Part 8 of the Regulations. *This policy must be read in addition to those requirements.*

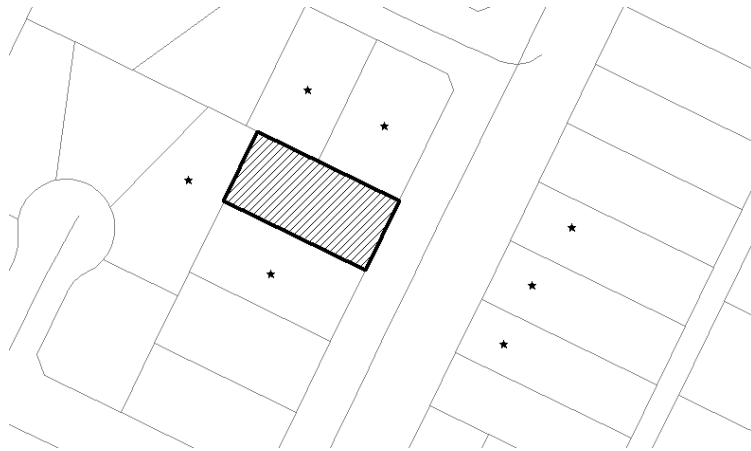
3.2 Public Notification

All adjoining and adjacent property owners, who in the opinion of Council, may be effected by a development proposal shall be notified in writing.

In this regard certain activities are generally considered to be minor and unlikely to adversely affect adjoining owners, or are identified exempt or complying development. These may be exempt from notification (refer section 3.12). Other development is required to be formally advertised in a local newspaper by an environmental planning instrument.

The following person(s) may be formally notified in writing:

- These persons who own land either adjoining to the side and rear boundaries, directly opposite, or adjacent to the subject land. (See Diagram)



★ Properties to be notified
property

▨ Development

- An association for a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act, 1989 or a body corporate for a parcel within the meaning of the Strata Titles Act 1973 or the Strata Titles (Leasehold) Act 1986.
- If, in the opinion of Council or its delegated officers, the enjoyment of any other land may be affected by the proposed development:
 - The owners of such other land;
 - The owners of land separated only by a pathway, driveway or similar thoroughfare from the proposed development.

3.3 Notification in Local Newspaper – Advertised Development

Berrigan Local Environment Plan 1992 requires certain development proposals to be advertised for a period not less than 14 days in order to invite public participation in the assessment process.

In addition to prescribed “advertised” development proposal, the Council may consider that community interest in a development proposal may be wider than the immediate vicinity of the development site. In such instances, the Council may also require such proposal to be notified in a locally circulating newspaper.

NB: Where a development proposal is required to be advertised the Council will require payment of an advertising fee as set by Council in the annual management plan.



Formal notification will be given in a local newspaper such as the Southern Riverina News or Cobram Courier on at least one (1) occasion for the following development:

- Boarding Houses
- Brothels
- Commercial Development (excluding change of use and minor alterations and additions)
- Demolition of a building or work that is a heritage item or is within a conservation area.
- Dual Occupancies
- Extractive Industries
- Heritage Items
- Hotels / Motels
- Intensive Livestock Keeping
- Industries within the rural zones
- Junkyards, liquid fuel depots, sawmills, stock and saleyards
- Residential flat buildings
- Subdivisions within land Zoned 1(c) – Small Rural Holdings
- Villa units

3.3A Public Display of Advertised Development Applications

Where “advertised” development applications are notified in a local newspaper, the Council will exhibit the plans and relevant publicly available documents at the most local library branch to the proposed development site, as well as at the Shire Administration Office.

Note: While components of the proposal will be publicly displayed at the local library branch, any additional enquiries for information or clarification must be directed to appropriate Environmental Services Staff at the Shire Office in Berrigan.

3.4 Criteria for Neighbour Notification

The extent of neighbour notification will be determined having regard to the following:

- The siting of the building and its proximity to boundaries;
- The design of the building, and in particular its height, bulk and scale and its relationship to the character of existing development in the vicinity and the streetscape;
- The use of proposed rooms and the possible effect on adjoining land due to overlooking and loss of privacy;



- The views to and from adjoining land;
- Any overshadowing of adjoining land;
- Natural drainage of the site, and possible changes in response to the proposed works and the impacts that this may have on adjoining properties;
- The likelihood of the adjoining land being detrimentally affected by noise;
- Any relevant matter for consideration under section 79C of the EPA Act.

3.5 Form of Notice

A written notice shall contain the following information:

- The property description or address of the site affected by the application;
- A description of the specific development for which approval is being sought;
- The name of the applicant;
- An invitation to inspect the application;
- Details of where the application can be inspected;
- A statement that any person may make a submission in writing;
- The time within which written submissions will be received.
- Advice that:
 - The substance of written submissions may be included in a report to Council;
 - Council is subject to Freedom of Information legislation and that copies of written submissions may be made available to any persons entitled to lodge an application under this legislation.

3.6 Signs

A sign may be erected to identify those sites, the subject of a development application, if the Development Manager or his / her delegate considers such a sign to be appropriate having regard to the nature of the application or the location of the site.

3.7 Plans to Accompany Notice



Notice of a development application must be accompanied by plans of the proposed building / structure, in an approved form, showing the height and external configuration of the building / structure in relation to the site on which it is proposed to be erected. Such plans must:

- Be clearly drawn to scale of 1:100 (min) or to the satisfaction of Council;
- Include all elevations sufficient to delineate the height and external configuration of the proposed building;
- Include a site plan showing the relationship of the proposed building to the boundaries of the allotment;
- Identify any new buildings or additions to existing buildings by means of cross hatching or colour;
- Be clearly dimensioned to indicate size, height, and position of building;
- Indicate the levels of floors, ceilings and ridges in relation to the levels of the site and accurate ground levels adjacent to the elevations of the building being shown;
- Include any other information Council, or its delegated officer, considers appropriate.

Should the form of plan and details defined and described be inappropriate to the circumstances of the case of the proposal, the plan shall be in a form approved by the Development Manager or his / her delegate.

To facilitate the distribution of plans of the proposal to those owners or persons required to be notified, the applicant shall submit two (2) A4 copies of the plan in the approved form or such further copies as may be required in the circumstances of the case.

3.8 Exhibition Period

An application shall be available for inspection from the date of notice of the application for a minimum period of seven (7) working days or such additional period as determined by the Development Manager or his / her delegate.

During the exhibition period, any person may inspect, free of charge, during the ordinary office hours of Council, an application which has been notified whether or not that person has been, or is entitled to be, given notice under the provisions of this policy.



Extracts of a development application relating to the erection of a building will be made available, upon request, to interested persons free of charge. This information shall include:

- Details of the applicant and the land to which the application relates; and
- A plan of the building that indicates its height and external configuration, as erected, in relation to the site on which it is to be erected.

Copies of Environmental Impact Statements, which accompany designated developments, are available for purchase from Council or the applicant.

3.9 Submissions

Submissions in respect of an application must be received by Council within seven (7) working days of the date appearing on the notice of the application or alternatively, within such additional period as may be determined by the Development Manager or his / her delegate.

A submission may be made by any person whether or not that person has been, or is entitled to be, given notice under the provision of this Policy.

Submissions must be made in writing and if by way of objection, must state the reasons for objection. All submissions must be addressed to the General Manager.

All submissions will be acknowledged, and it may be possible to address Council through Open Forum at the Ordinary Meeting of Council.

3.10 Council must consider all submissions

In determining applications, Council and / or delegated officers of Council, must consider all submissions received within the period allowed for making submissions under the provisions of this policy, before the application is determined.

Nothing in this policy prevents Council or its delegated officers from considering submissions that are received outside of the seven (7) day period, provided the application has not already been determined.

3.11 Notification of Determination of Application – Persons making Submissions

Any person who makes a submission in relation to an application must be notified, in writing, of Council's decision.

3.12 Exemptions from notification procedure

If, in the opinion of Council, a development is minor and persons will not be detrimentally affected by a proposed building after its erection, then Council



may not follow the notification procedure. Other circumstances that may give rise to Council not following the notification procedure include:

- The proposal is identified as exempt development under Council's Local Environmental Plan and therefore, does not require Council approval for the work to be carried out;
- The proposal is identified as being complying development under Council's Local Environmental Plan, and therefore complies with predetermined and accepted development standards;
- Single storey dwellings and associated outbuildings to be located on land within established residential precincts or on land within a rural zone where a dwelling is permissible under Berrigan Local Environmental Plan 1992, and which comply with the standards set by the Council and the Building Code of Australia.
- The occupation of retail, commercial or industrial premises (other than those considered to have a significant effect on the surrounding owners or the community);

Note: In some circumstances, the change in use of a premise does not require development consent eg. Change of retail use to another retail use;

- Applications for the erection of an advertising sign located on a site in the Commercial area, upon which the business is located;
- Subdivision applications involving minor boundary adjustments or strata subdivisions;
- Minor commercial and industrial additions that are considered to be in keeping with surrounding developments and the local environment;
- Amendments made in response to objections received;
- Amendments which are the result of conditions imposed on an application previously notified.

4. PUBLIC MEETINGS

4.1 Resident Briefing Meetings

Where Council has received numerous objections to a development proposal a Resident Briefing Meeting may be organised immediately following an exhibition period.



The aim of a Resident Briefing Meeting is to provide a forum within which concerned residents, the applicant, Councillors and Council staff can meet to discuss a proposal, review concerns and examine possible solutions.

A Resident Briefing Meeting involves only those residents who have objected / raised concerns regarding a proposal and the applicant. It is not necessarily a public meeting. In this regard, only those persons who have made submissions will be notified of the meeting, in addition to the applicant.

4.2 Public Meetings

Where it is considered a development proposal will generate significant community interest, Council may arrange a public meeting so that:

- Details of the proposal can be more fully explained;
- Community concerns can be discussed; and
- Conflicts can be identified and possibly resolved

Councillors, Council staff, the applicant and interested parties, attend public meetings.

Public Meetings must be publicly notified in a local newspaper at least five (5) days prior to the meeting. Any local community forum or precinct committee will also be advised in writing of the public meeting.

5. THE FORMULATION OF DEVELOPMENT GUIDELINES

5.1 Development Control Plans

Development Control Plans (DCPs) are prepared under section 72 of the EPA Act, 1979, and clause 17 of the Regulations. The following consultation provisions apply for the preparation of a draft DCP. Council must:

- Give public notice in a local newspaper of the places, dates and times for inspection of the draft DCP;
- Publicly exhibit at the places, on the dates and during the times set out in the notice:
 - A copy of the draft DCP;
 - A copy of the relevant local environmental plan or deemed environmental planning instrument;



- Must specify in the notice the period during which submissions about the draft DCP may be made to Council. Such must include the period during which the plan is publicly exhibited;
- A draft DCP must be publicly exhibited for a minimum period of 28 days.

In addition to the legislative requirements for public exhibition and notification, the following consultation procedures may be undertaken where appropriate;

- Where a draft DCP refers to development guidelines (eg. Car parking guidelines), a copy of the draft DCP may be referred to those who may have an interest in the particular development guidelines including:
 - Development industry representatives such as architects, designers, builders, surveyors, real estate institute, planning consultants and engineers;
 - Resident groups and precinct committees;
 - Chamber of Commerce and Industry, or the like;
 - Tourist attractions.
- Where a draft DCP relates to a specific geographical area, owners of land within, and immediately adjoining, the area affected by the draft DCP will be notified.

5.2 Council Policies

Where Council has resolved to prepare Development Guidelines or Policies, these must be exhibited for a minimum period of twenty eight (28) days. Public Notice must be given in a local newspaper(s). The notice must:

- Detail the places, dated and times for inspection of the draft guidelines / policy;
- Specify the period during which submissions may be made.

5.3 Workshops

If substantial interest is generated from the public exhibition of a draft development control plan, or draft policy, Council may hold a workshop.

The reason for a workshop is to provide:

- An opportunity to explain draft guidelines;



- Community concerns can be discussed;
- Conflicts can be identified and possibly resolved.

The following procedure will be followed when organising a workshop:

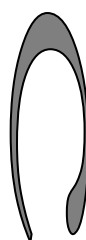
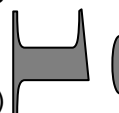
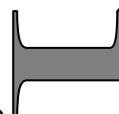
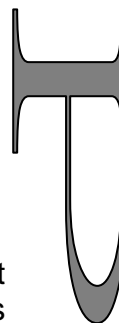
- Workshops are attended by Councillors, staff and interested parties;
- Workshops are required to be publicly notified in a local newspaper at least five (5) days prior to the meeting. Persons who make submissions in regard to a policy will be individually invited by letter to attend the workshop.

The need for a workshop must be identified early in the process. The following matters should be considered:

- Interest in Guidelines (are guidelines used by wider community?);
- History of concerns by community over issues addressed in guidelines;
- Level of interest shown during exhibition process.

The results of the exhibition and workshops must be reported to Council. The nature of submissions received and proposed actions will be outlined in the report.

(Adopted by Council 17/3/10)





Local Government Remuneration Tribunal

Ref: A3484434

To Mayors/General Managers

28 November 2016

Dear Mayors/General Managers

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2017 annual determination.

Pursuant to s. 241 of the *Local Government Act 1993* (LG Act), the Tribunal is required to make an annual determination, by no later than 1 May 2017, on the fees payable to Councillors and Mayors to take effect from 1 July 2017.

The Tribunal notes that the NSW Government has published proclamations under the LG Act to amalgamate a number of council areas and constitute a total of 20 new councils commencing from the date of publication on the NSW legislation website. The Tribunal's 2017 determination will place each of these 20 new councils into a new or existing category. The Tribunal notes that the 20 new councils are currently being run by an Administrator and an interim General Manager until council elections are held in September 2017.

A number of other merger proposals are on hold as a consequence of legal action taken by councils covered by these proposals. The Tribunal may also need to consider the categorisation of further new councils following the conclusion of legal action. Whether any further councils can be considered during the 2017 annual review will depend on the timing and outcomes of the legal process.

The Tribunal notes that the NSW Electoral Commissioner has advised that for any councils created after the end of November 2016, the earliest an election may be held is March 2018. If there is insufficient time for the Tribunal to consider the categorisation of further new councils for 2017, the Minister for Local Government may direct the Tribunal to make a special determination to address these matters prior to the making of the 2018 determination.

Categorisation

The Tribunal has examined the list of existing and new councils and intends to revise the existing categorisation model for the purposes of determining fees.

The proposed model provides for metropolitan and non-metropolitan councils to be categorised into different groups as follows:

- **Metropolitan**

Five metropolitan categories are proposed. The existing *Principal City* category is proposed to be retained for Sydney City Council and renamed Principal CBD. *Major City* is proposed to be abolished and a new category created for Parramatta City Council. The Tribunal's preliminary thinking is that this category will be titled Major CBD. The existing *Metropolitan Major*, *Metropolitan Centre* and *Metropolitan* categories will be retained for the new and remaining existing councils.

Category	Council	Criteria for inclusion
Principal CBD	Sydney	<i>To be defined</i>
Major CBD	Parramatta	<i>To be defined</i>
Metropolitan Major	<i>To be determined</i>	<i>To be defined</i>
Metropolitan Centre	<i>To be determined</i>	<i>To be defined</i>
Metropolitan	<i>To be determined</i>	<i>To be defined</i>

- **Non Metropolitan**

Four non metropolitan categories are proposed. A new *Regional City* category will be created for Newcastle and Wollongong City Councils. A new *Regional Strategic Centre* category will be created for Central Coast and Lake Macquarie Councils. The existing *Regional Rural* and *Rural* categories will be retained for other new and remaining councils.

Category	Council	Criteria for inclusion
Regional City	Newcastle Wollongong	<i>To be defined</i>
Regional Strategic Centre	Central Coast Lake Macquarie	<i>To be defined</i>
Regional Rural	<i>To be determined</i>	<i>To be defined</i>
Rural	<i>To be determined</i>	<i>To be defined</i>

- **County Councils**

The Tribunal does not intend to make any change to the categorisation of county councils and will retain the existing categories of Water and Other.

Criteria for Categorisation

The Tribunal is yet to finalise the criteria for classifying councils into the proposed metropolitan and non-metropolitan categories.

The Tribunal's 2009 annual determination outlines the characteristics for the existing categories. At this stage the Tribunal intends to adopt a similar approach and will determine descriptors for the proposed categories for the purposes of classifying councils into the categories. Population is likely to remain a determining factor for differentiating categories of councils. The Tribunal will also have regard to the matters prescribed in section 240 of the LG Act.

The Tribunal would welcome submissions from councils on the proposed classification model and the criteria to which the Tribunal should have regard to when determining the categories.

Submissions may also address the proposed titles of each of the categories and suggest alternative titles if appropriate.

The Tribunal would also welcome submissions from councils on the appropriate classification for their individual council.

Fees

The Tribunal will also determine the minimum and maximum fee levels for each category in the categorisation structure.

In accordance with s. 242A of the LG Act the Tribunal is required to apply the Government's public sector wages policy to the determination of ranges of fees for Councillors and Mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

Section 242A of the LG Act was amended on 30 August 2016 to insert sub-sections (3) and (4), to clarify the intent of the impact of the wages policy on a determination which may change the category of a council. Those amendments make clear that the minimum and maximum fees applicable to the existing categories cannot be increased by more than 2.5 per cent. The Tribunal is however able to determine that a council can be placed in another category with a higher range of remuneration without breaching the government's wage policy. These changes provided the Tribunal with greater flexibility in reviewing fees for existing and new councils.

Any submission you wish to make in regard to the range of fees payable to each category should be made having regard to the Tribunal's obligations under section 242A of the LG Act.

Submissions

The Tribunal calls for submissions from individual councils in respect to the proposed categorisation structure and fees, as outlined above, and any general matters as part of this annual review.

It is important to note that the Tribunal has a limited period of time to undertake the annual review and the determination is required to be made before 1 May. For that reason any comments the Council may wish to make should be received by no later than 30 January 2017 and should be emailed to catherine.power@psc.nsw.gov.au.

Please note that any material provided to the Tribunal may be made available to any member of the public under the *Government Information (Public Access) Act 2009*.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view on the future direction for local government in NSW.

If you require any further information please email sarah.bradshaw@psc.nsw.gov.au or telephone on 02 9272 6006.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Lang', with a stylized flourish extending from the end.

Dr Robert Lang
Local Government Remuneration Tribunal



30/12/2016

Rowan Perkins
Berrigan Shire Council
56 Chanter Street
Berrigan NSW 2712

BERRIGAN SHIRE COUNCIL	
10 JAN 2017	
FILE	_____
REFER TO	GM
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE V / N	

Hi Rowan,

Re: Water Consumption Assessment Number 08321 – 60 Hampden Street, Finley

After talking to member of the Berrigan Shire Council this morning I am writing to you to try and obtain a water bill reduction for my client.

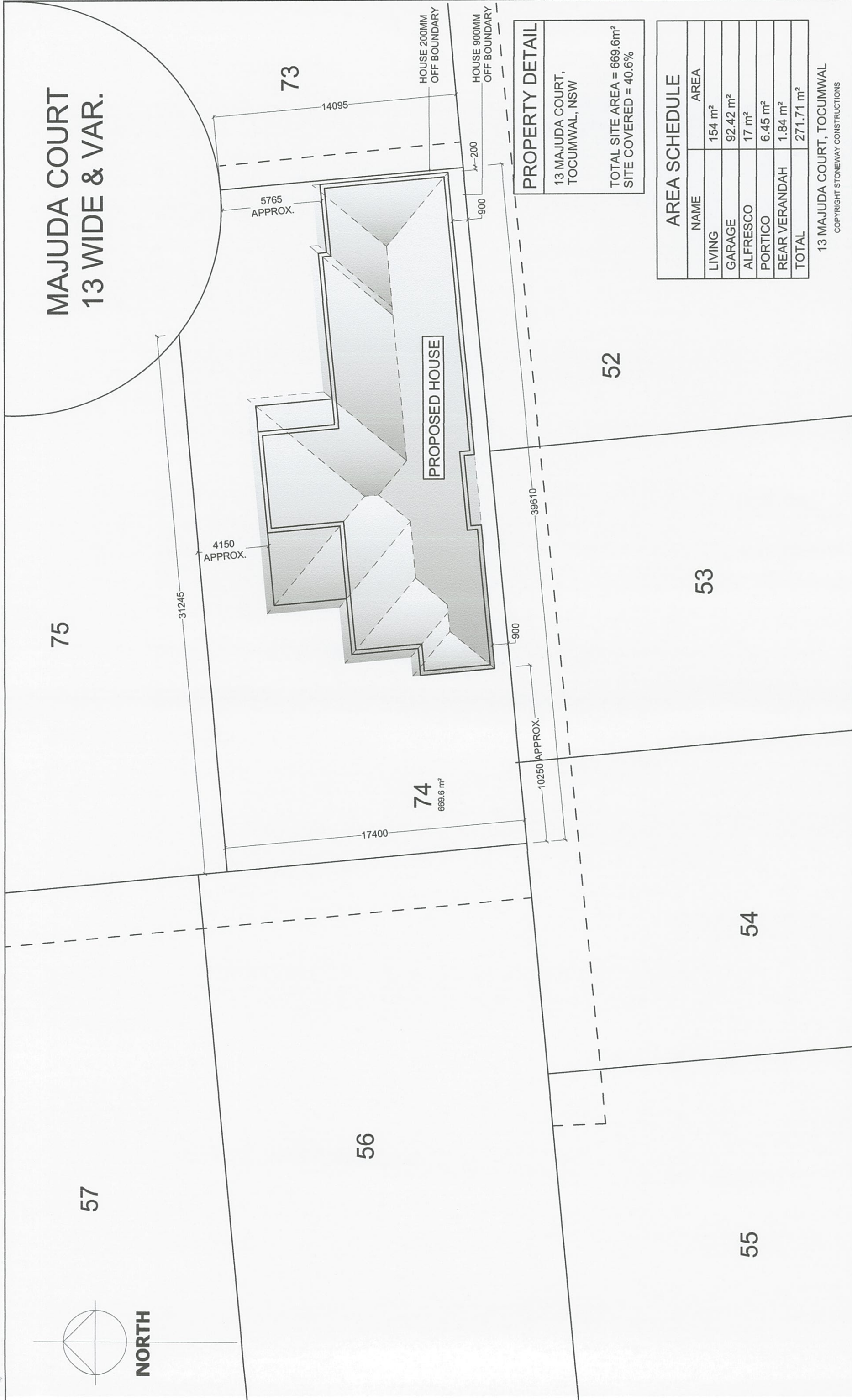
On the 01st September 2016 I purchased Jason Herbert Real Estate Pty Ltd, unfortunately changeover was not smooth and the mail box keys were not presented to me until October so I have only today become aware of this situation. I have received an overdue water notice of \$2579.96. Jason Herbert had informed me of leaks at the property in the last week of August and I immediately contacted a plumber who attended as soon as possible. I was told this morning that Jason was actually made aware of this issue in April but failed to act.

With the previous water bill paid in excess of \$850 and plumber expenses for repairs (pulling up and relaying concrete included) I am asking for any possible reduction you may be able to provide as I don't believe my client should be responsible for Jason Herbert ineptness.

Please do not hesitate to contact me.

Kind Regards,

Rebecca Jones
(Licence Number 2012 9723)
Director
Protem Real Estate Pty Ltd
(ACN 613 585 078 – ABN 31 613 585 078)



MAJUDA COURT
13 WIDE & VAR.

PROPERTY DETAIL
13 MAJUDA COURT,
TOCUMWAL, NSW
TOTAL SITE AREA = 669.6m²
SITE COVERED = 40.6%

AREA SCHEDULE

NAME	AREA
LIVING	154 m ²
GARAGE	92.42 m ²
ALFRESCO	17 m ²
PORTICO	6.45 m ²
REAR VERANDAH	1.84 m ²
TOTAL	271.71 m²

13 MAJUDA COURT, TOCUMWAL
COPYRIGHT STONEWAY CONSTRUCTIONS

DRAWING TITLE:	SITE PLAN
PROJECT NUMBER:	2665
ISSUE PHASE:	CONSTRUCTION
DRAWN BY:	S.B.V.
VERSION:	A
CHECKED BY:	G.H.
PAGE:	2 OF 14
DATE:	19.10.2016
SCALE:	1 : 200 @ A3

CLIENT: CHRIS BLACHFORD
SITE ADDRESS: 13 MAJUDA COURT, TOCUMWAL
PROJECT: PROPOSED RESIDENCE

I/WE ACKNOWLEDGE THAT THESE PLANS ARE AN ACCURATE REFLECTION OF OUR REQUIREMENTS AND AGREE THAT THESE DRAWINGS ARE THE DRAWINGS REFERRED TO IN THE HOME BUILDING CONTRACT BETWEEN STONEWAY CONSTRUCTIONS & MYSELF/OURSELVES:

.....
OWNER(S) SIGNATURE
.....
DATED

.....
WAYNE DUFF
.....
DATED

NOTES:
- MEASUREMENTS TAKE PRECEDENCE OVER SCALE
- ALL WORKS SHALL CONFORM TO RELEVANT TRADE CODES OF AUSTRALIA

T 03 5874 3115
M 0428 786 632
E info@stoneway.com.au
A 38 DENILQUIN ST., TOCUMWAL NSW 2714
P PO BOX 337, TOCUMWAL NSW 2714
BUILDERS LICENSE: 191841C (NSW)
DBU 1389 (VIC)
ABN: 33 684 625 074

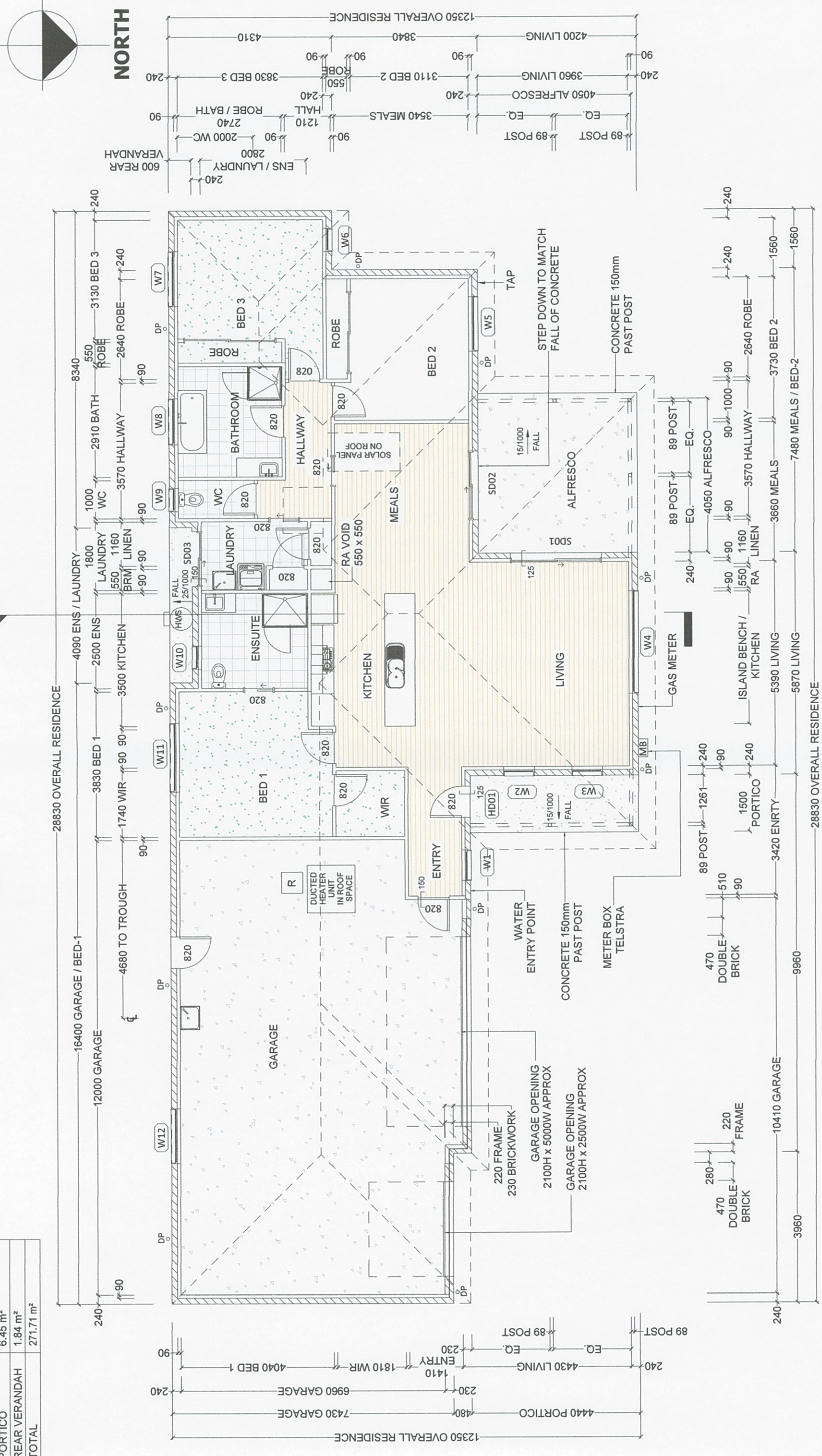
STONEWAY CONSTRUCTIONS

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AREA SCHEDULE	
NAME	AREA
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ALFRESCO	17 m ²
PORTICO	6.45 m ²
REAR VERANDAH	1.84 m ²
TOTAL	271.71 m ²

FLOOR LEGEND	
	VINYL
	FLOOR TILES
	CARPET
	NATURAL CONCRETE

NOTE: RANGEHOOD FLUE (FLEXI) WILL NEED TO BE 2Mtrs. AWAY FROM COOLER & SEWAGE VENT PIPES & 5Mtrs. AWAY FROM COOLER



STONEWAY CONSTRUCTIONS

T 03 5874 3115
M 0428 786 632
E info@stoneway.com.au
A 38 DENILIQUIN ST, TOCUMMAL NSW 2714
P PO BOX 337, TOCUMMAL NSW 2714
BUILDERS LICENSE: 191841C (NSW)
DBU 1389 (VIC)
ABN: 33 684 625 074

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NOTES:

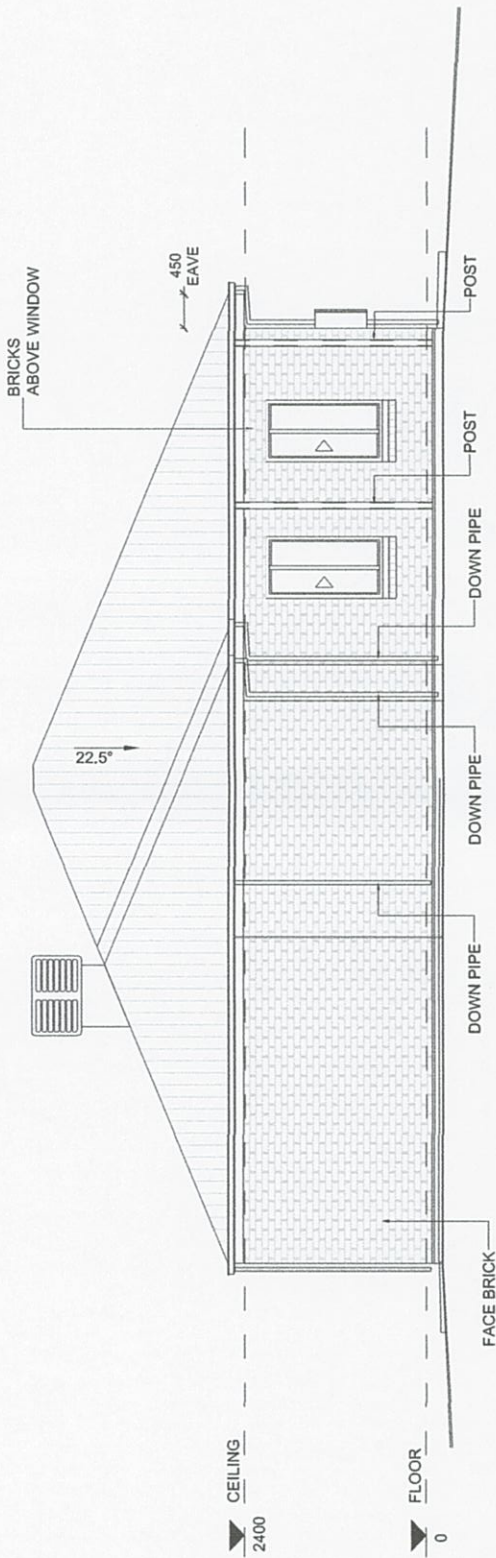
- MEASUREMENTS TAKE PRECEDENCE OVER SCALE
- ALL WORKS SHALL CONFORM TO RELEVANT TRADE CODES OF AUSTRALIA

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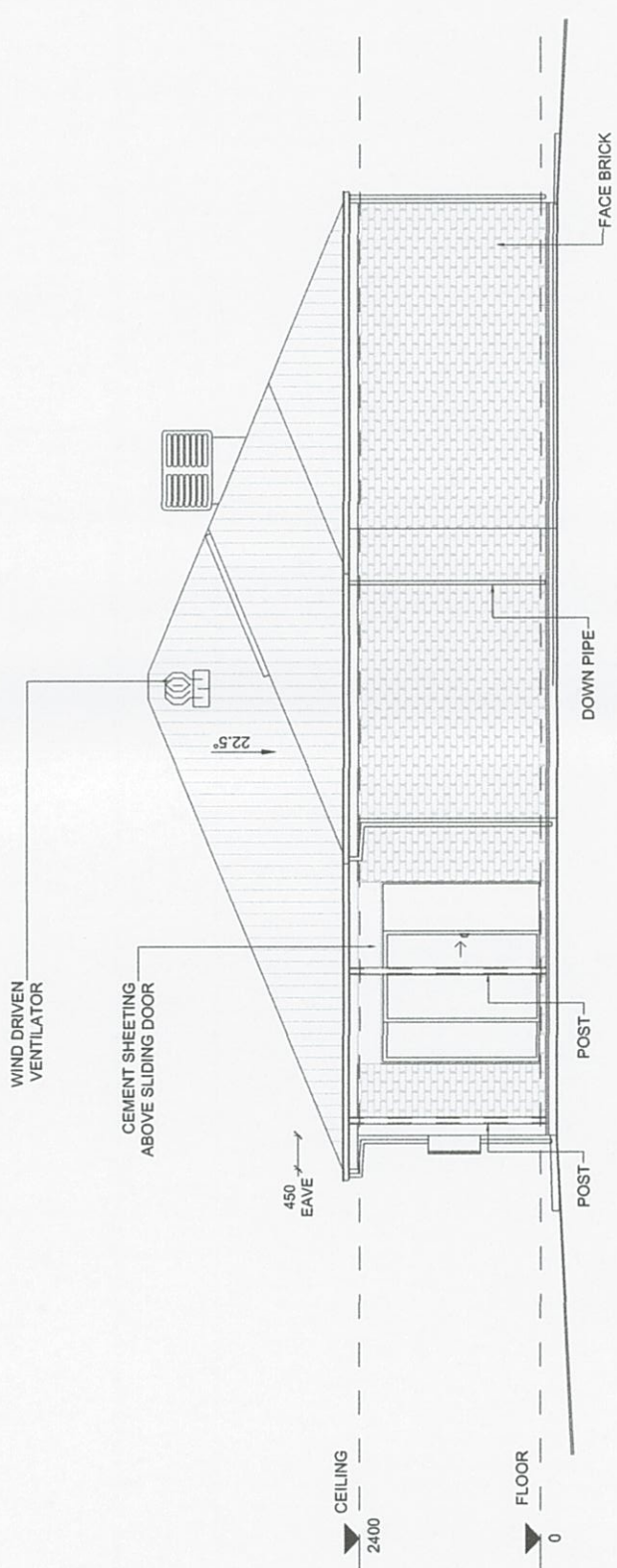
OWNER(S) SIGNATURE
.....
DATED

CLIENT: CHRIS BLACHFORD
SITE ADDRESS: 13 MAJUDA COURT, TOCUMMAL
PROJECT: PROPOSED RESIDENCE

DRAWING TITLE: FLOOR PLAN	
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PAGE:	3 OF 14
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SCALE:	1 : 100 @ A3



EAST ELEVATION
1:100



WEST ELEVATION
1:100

DRAWING TITLE: EAST & WEST ELEVATIONS	
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DRAWN BY: S.B.V.	VERSION: A
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OWNER(S) SIGNATURE: _____ DATED _____
 WAYNE DUFF

NOTES:
 - MEASUREMENTS TAKE PRECEDENCE OVER SCALE
 - ALL WORKS SHALL CONFORM TO RELEVANT TRADE CODES OF AUSTRALIA

T 03 5874 3115
 M 0428 786 632
 E info@stoneway.com.au
 A 38 DENILQUIN ST., TOCUMWAL NSW 2714
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GENERAL MANAGER'S PERFORMANCE REVIEW
YEAR:

Officer	Indicator	Note	Score	Positives	Opportunities for Improvement
	Financial Performance	1			
	Annual Management Plan Delivery	2			
	Achievement of Specific Initiatives	3			
	Strategic Outlook	4			
	Human Resources Management	5			
	Government/Board/E MT Responsiveness	6			
	Service Delivery Focus	7			
	Quality of Work	8			
	Personal Qualities	9			
	TOTAL				

<p>0 – CONSIDERABLE IMPROVEMENT REQUIRED</p>	<p>2.5 – AVERAGE PERFORMANCE Meets expectations in relation to more than 50% of the specified requirements and exceeds expectations in more than about 25% of them.</p>	<p>5 – GOOD PERFORMANCE Consistently meets expectations in relation to more than 75% of the specified requirements and exceeds expectations in more than about 25% of them</p>	<p>7.5 – VERY GOOD PERFORMANCE Consistently meets expectations in relation to all of the specified requirements but exceeds expectations in more than about 30% of them.</p>	<p>10 – OUTSTANDING PERFORMANCE Consistently exceeds expectations in relation to every respect of all of the specified requirements</p>
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GENERAL MANAGER'S PERFORMANCE REVIEW

EXPLANATORY NOTES

NOTE 1 – FINANCIAL PERFORMANCE

- **The approved budget and related programs are delivered.**
- A high level of understanding in relation to budgetary and financial matters is demonstrated.
- All significant and potential variances to approved budgets are identified and addressed promptly in accordance with Policy.
- The Executive Management Team and Council are adequately advised on financial strategies and creative approaches are applied to addressing these.
- Budgets are developed in accordance with the prescribed principles.
- Financial reporting is accurate, timely and easily understood.
- A pro-active approach to effective financial management and planning is evident.
- A corporate approach to the financial management of the council is demonstrated.

NOTE 2 – ANNUAL MANAGEMENT PLAN DELIVERY

- A strong commitment to the Annual Management Planning process is evident.
- The approved Annual Management Plan objectives are delivered as programmed.
- Approved plans are implemented in accordance with established timeframes and budgets.
- Organisational arrangements are in place that foster a strong commitment by staff to the achievement of the Annual Management Plan objectives.
- Unit business plans and staff personal development plans are aligned to the Annual Management Plan.
- A pro-active approach to the development of the Annual Management Plan is evident.

- All significant and potential variances to approved Annual Management Plan objectives are identified and addressed promptly in accordance with Policy.

NOTE 3 – ACHIEVEMENT OF SPECIFIC INITIATIVES

- Specific initiatives, included in the Council's Corporate Plan objectives, and which provide special benefit to the Council, are developed and delivered.

NOTE 4 – STRATEGIC OUTLOOK

- Demonstrated capacity to forecast and plan for the future.
- Annual, medium and long term plans and objectives are developed.
- Modifications to existing plans and policies are recommended to take full advantage of and/or accommodate changing circumstances.
- Capacity is displayed in responding to changing circumstances with innovative, practical ideas and actions.
- Goal and action orientation is evident when addressing issues.
- An understanding and application of new technologies in management is demonstrated.
- Potential risks, significant community trends, threats and opportunities for the Council in relation to financial, environmental, legal, political, technological and social factors, are identified and these are incorporated into the decision-making process.
- Commitment to the Council's environmental objectives is displayed.
- The appropriate emergency and contingency plans are in place.
- Organisational arrangements are regularly reviewed to reflect changing conditions.
- The council is promoted at all opportunities in an effective and positive manner.

NOTE 5 – HUMAN RESOURCES MANAGEMENT

- Regular reviews of management performance are conducted and action is taken to improve performance where necessary.
- The level of management competence is sufficient to ensure the effective provision and/or implementation of policy/programs, and the day to day delivery of service.
- Succession planning and adequate arrangements are evident to ensure continuity of organisational performance in the absence of key management personnel.
- The Council's goals, strategies and decisions are clearly and concisely communicated to staff and stakeholders.
- Best practice human resource management is pursued.
- An open-door accessibility policy is maintained.
- Effective staff (industrial) relations are established and maintained.

NOTE 6 – GOVERNMENT/COUNCIL RESPONSIVENESS

- Contributions to meetings are constructive and add value to decision making.
- Reports and briefing notes are well considered, objective, succinct and timely.
- All ceremonial and protocol situations are adequately provided for.
- Decisions of the council are implemented in accordance with Council directions.
- All contracts and other commitments binding the Council are properly documented, adhered to and are in accordance with statutory and common law requirements.
- A high level of commitment to the objectives, policies and direction of the Council is evident.
- Both the Council and the Executive Management Team are fully and properly informed on issues.
- Working relationships with appropriate State and Federal Government representatives are established and maintained.
- Working relations with appropriate sector associations are established and maintained.
- All approved delegations and administrative authorities are implemented within policy and resource constraints.

NOTE 7 – SERVICE DELIVERY FOCUS

- All stakeholder concerns are dealt with honestly, fairly, impartially and promptly.
- Organisational arrangements are policy and administrative procedures are established and maintained to:
 1. Resolve stakeholder concerns and queries quickly and satisfactorily; and
 2. Enable stakeholders to contact the relevant Director or Manager, as required
- A customer service culture is developed and maintained (ie an administration which is responsive to problems and concerns of individuals).
- Prompt responses (either written or oral) are provided to enquiries/complaints.
- Enhancement of internal and external service delivery, measured through independent survey, is evident.

NOTE 8 – QUALITY OF WORK

- Written and verbal communications are effective in dealing with stakeholders
- A focus on sustainable continuous improvement is evident.
- Enhancement of organisational performance, measured through an appropriate self-assessment process, is evident.
- Enhancement of the Council's Safety First culture (i.e. an improvement in OH &S performance as measured independently) is evident.

NOTE 9 – PERSONAL QUALITIES

- Technical/professional competence required of the position is demonstrated.
- Demonstrates capacity to lead by example.
- Decisive – makes decisions and carried them out promptly.
- Exhibits enthusiasm being responsive and inspiring.
- Demonstrates security and confidence, not needing to depend on others constantly.

- Maintains high principles, has strong ethical principles, dependable, trustworthy.
- Demonstrates teamwork and participates in corporate programs/functions.
- Holds to the philosophy that “the organisation is bigger than the individual”.
- Demonstrates the capacity to be a ‘healer’ – bringing people together.
- A rational decision forming process for the examination of issues is applied.
- Demonstrates flexibility – open to change, can compromise, seeks consensus.

**MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 21st
OCTOBER, 2016 IN THE BERRIGAN SHIRE COUNCIL CHAMBERS, CHANTER STREET,
BERRIGAN COMMENCING AT 10AM**

Meeting was chaired by – Fred Exton LEMO – Berrigan Shire

Present

Justin Greatorex	NSW SES Berrigan Local Controller
Ct. Adam White	NSW Police
Sup. Paul Condon	NSW Police
Des Bradley	Team Leader (Red Cross)
Myles Humphries	D/LEMO (Berrigan Shire Council)
Scott Fullerton	REMO (NSW Police)
Daryl Manson	NSW Fire and Rescue
Ins. Craig Warwick	NSW RFS
Greydn Davis	NSW RFS

Invitees

Cam O’Kane	BSC Town Planner
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1. Apologies

Kris Weiss	Tocumwal Search and Rescue Squad President
Jinette Graham	NSW SES Berrigan D/Controller
Josephine Cusack	D/Team Leader (Red Cross)
Craig McIntyre	NSW SES D/Regcon
Sgt John Aichinger	NSW Police
Sgt Paul Jones	LEOCON - NSW Police (Tocumwal)
Tina Hooper	NSW Ambulance (Berrigan)
Marg Wehner	RFS-Southern Border
Patrick Westwood	NSW RFS
Allyson Bailey	Red Cross
Steve Hoare	Local Land Services (Deni)
John Hand	NSW Fire & Rescue (Finley)

Moved: Adam White

Seconded: Paul Condon

2. CONFIRMATION OF MINUTES of last meeting held on 3 June 2016

Moved: Justin Greatorex

Seconded: Des Bradley

3. BUSINESS ARISING FROM THE MINUTES

- **Discussion of DRAFT Berrigan Shire Flood Plan**
No further update from NSW SES in relation to the Draft flood plan revision by State H/Q planning team.
- **Progress of DRAFT EM Plan (LEMO)** – Plan adopted at REMC, Part 3 was the completion of the consequence management guides. Progress has been halted and planning is underway to provide a draft copy of Part 3 to the 3rd March 2017 meeting
- **Transfer of Primary Rescue (VRA to SES)** – Justin Greatorex advised the meeting of an RCR audit conducted on 29th September 2016 and tabled a report outlining the capability of the Tocumwal Unit of the NSW SES. The report will be tabled at an extra-ordinary meeting of the State Rescue Board (SRB) for final approval.

4. STRAWBERRY FIELDS EVENT ARRANGEMENTS

Council's town planner Cam O'Kane entered the meeting @10.05am

Mr O'Kane spoke to a new DA for the event based on a revised location, closer to Tocumwal with access from Lower River Road for this year's event to be held from 17th November to 20th November on Lower River Road, Tocumwal.

Paul Condon again express concern related to public safety based on drug and alcohol consumption by patrons. Access and egress was also a major concern in the event of an emergency evacuation due to bushfire based on expectations of up to a maximum of 6,000 patrons.

Craig Warwick advised that current "wetter" conditions are unlikely to present a significant fire danger at the proposed site and RFS were considering the 1st December as the start of the summer fire danger period, being later than the planned event date in November. However historical data revealed an average fire danger rating of 38 (high) in the area for the event. RFS agreed that the alternate location would be suitable if slashing was undertake to reduce vegetation levels in open area to 50mm

The following plans have been submitted with the DA: Alcohol Management Plan, Event Plan and Security Plan. It was also noted that if Police were required on-site in a security capacity, that a user-pays arrangement would be in place. Police will undertake extensive drug detection activities around the event.

Motion: That Berrigan Shire Council be requested to include a condition on the DA, if it is to be issued, to widen access gates to accommodate two way vehicle movement (>6m) and all weather access suitable for Cat 1 RFS tanker (8T) be provided

Motion: That Berrigan Shire Council be advised that the LEMC does not support future Strawberry Fields Events being held within the designated Bush Fire Danger Period, being normally 1st November to 31st March. Organisers should be advised to consider rescheduling future events to fall outside this period or look for alternative sites that can be better protected in case of fire.

Moved: Paul Condon Seconded: Craig Warwick

Mr O'Kane left the meeting at 10:40am

5. AGENCY REPORTS

- **SES** – (JG) Storm Callouts – 37, Flood Callouts -24 with 5 required Flood Rescue Boat (FRB) deployments Bushlands and Lower River Road, currently working through VRA to SES transition for road crash rescue accreditation. SRB audit completed on 29th September. It was expected that the transition would be complete prior to the next meeting in March 2017.
- **Fire and Rescue** – (DM) Cat 2 Appliance located at Tocumwal?. Community First Responder (CFR) training to be held in Wagga on 31st October. Finley Fire Captain is retiring from active duty with NSW Fire and Rescue.
- **Ambulance-** () NTR
- **Rural Fire Service-** (CW) 12 assists for SES at Tocumwal. Fire Danger Declaration is planned to start 1st December 2016. Incident Control Centre exercise in Albury 28th/29th October, LEMC to provide staff to attend and based on a campfire to section 44 event escalations on Lower River Road at Tocumwal. Other activity details provided with a written report.
- **Police** – (PC) Concern expressed related to trees falling into the river hazard. LEMO suggested to speak with National Parks. LEMO/RFS to invite Police to next Bush Fire Management Committee meeting (Invite emailed). LEOCON requested sitreps from any IMTs or EOC's being activated as per SOP's
- **VRA** – (JG) Nil Callouts :Assist NSW SES and VicSES,
- **Red Cross** – (DB) Provided a comprehensive report related to attendance at full day shift supervisors course conducted by Red Cross in Albury. The purpose was to ready shift supervisors role in the absence of a team leader. A comprehensive outline of Red Crosses role in the SA storm/whole state blackout was also outlined. Red Cross has not been required to assist with current Murray/Murrumbidgee flooding events, however they were activated to the Forbes evacuation centre during recent major flooding events.
- **Berrigan Shire Council**

LEVEE UPGRADE GRANT FUNDING APPLICATION-TOCUMWAL

The LEMO outlined an application for grant funding from the Club Grants NSW funding program for Levee Upgrade works at Tocumwal and sort committee endorsement for the proposed works.

Motion: That Berrigan LEMC write to Berrigan Shire Council supporting Council's proposal to upgrade the Tocumwal Levee at the foreshore area by installing a concrete core and raising the freeboard level.

Moved: Greydon Davis Seconded: Paul Condon

FLOOD EVENT – SPRING 2016

Council will lodge a Natural Disaster Declaration Application to NSW treasury for flood damage to Lower River Road and Taylors Road Tocumwal.

LEMO expressed frustration with road closure communications between NSW and Victoria in relation to the proposed closure of the Stan Collie Causeway

The contact list was circulated and amended by members.

9. GENERAL BUSINESS

- The adopted draft EM plan still require the completion of numerous consequence management guides (CMG) prior to proposed adoption at the next LEMC meeting in March. The D/LEMO will liaise with the REMO and agencies to progress these guides.
- EOC readiness – Members express agreement that the current facility can operate successfully as an EOC. The LEMO undertook to provide the committee with DRAFT Standard Operating Procedures (SOP's) to be adopted at the March 2017 meeting.
- DISPLAN for Berrigan - AMAROO Retirement Village/Vulnerable Clients – LEMC members agreed that RED CROSS is an agency that can assist AMAROO with these plans and left liaison to Team Leader Des Bradley.

10. NEXT MEETING – 3rd March 2017, 10am, Berrigan Shire Council Chambers, incorporating the Rescue Sub Committee.

The Rescue Sub Committee acknowledged receipt of the GLR Capability Inspection of the NSW SES Tocumwal Unit in relation to gaining RCR accreditation.

There being no further business the LEMC meeting closed at 11:55pm.