



Policy Register

29 WASTE MANAGEMENT

Aim: To plan and provide for an environmentally acceptable and cost effective waste disposal system.

Objectives:

- To restrict access to and fully supervise/maintain all waste disposal centres.
- To charge a fee at a rate determined by the Council for disposal of waste received through the gate whether or not disposed via landfill.
- To implement an effective kerbside collection service for waste and recyclable products.
- To educate the community in methods of managing waste (eg. REDUCE, REUSE and RECYCLE)
- To ensure that the community is made aware of the costs associated with waste disposal and the need for waste generators to contribute to final disposal in accordance with "user pays" principles.
- To comply with the requirements of the Waste Minimisation and Management Act 1995 and relevant government authorities.

Methods:

1. Hours of Operation

Day	BERRIGAN	TOCUMWAL
	Proposed Times	Proposed Times
Monday	Closed	Closed
Tuesday	1:30 - 4:00pm	Closed
Wednesday	Closed	1:30 - 4:00pm
Thursday	1:30 - 4:00pm	Closed
Friday	Closed	1:30 - 4:00pm
Saturday	Closed	Closed
Sunday	12:30 - 4:00pm	1:30 - 4:00pm



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Both centres are closed on Christmas Day, Good Friday and Anzac Day.

The centres will continue to be supervised during those hours and users will be requested to separate their rubbish in an endeavour to encourage recycling. Designated areas are established for recyclables, green waste, building rubble and the like.

FINLEY RECYCLING CENTRE

Sunday Open 1:00 - 5:00pm for receipt of green waste and recyclables. Recyclables may be deposited at this centre 24 hours per day, 7 days per week.

All centres are closed on Christmas Day, Good Friday and Anzac Day.

RURAL WASTE AND RECYCLING COLLECTION SERVICE

Rural Waste Collection and Recycling who are Council's recyclers also operate a private collection service for waste and recyclables in rural areas. Ph. Rick Howard on 58833014 or 018 542622.

COMMERCIAL RECYCLING SERVICE

Rural Waste Collection and Recycling also offer a Commercial Recycling Service throughout the Shire. Ph. Rick Howard on 58833014 or 018 542622.

(Fees and charges are now adopted annually as part of Management Plan)



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14 ACCESS TO COUNCIL'S REFUSE DEPOT - SPECIAL EVENTS

- (a) Adopt as policy for "special events" where tip access outside normal opening hours is required, that the following arrangements apply:-
- (i) Authorised representative of "special event" committee to collect key from Council offices on last working day before "special event" and to sign a form agreeing to pay for a new registered security key locking system to be installed at the tip in the event of the key being lost.
 - (ii) At the time of collecting the key, a tipping fee based on amount of rubbish deposited after the previous year's event to be paid, this to be reviewed each year and committee to be advised where rubbish is to be deposited.
 - (iii) Key to be returned to Council on the first working day after the "special event".
- (b) Define "special events" to include the Picola and Murray League Grand Final (if held in the Shire) Berrigan and Finley Shows, Berrigan Cup and Berrigan Blitz.

(Adopted by Council 16/1/1996)



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33 NEW KERBSIDE GARBAGE COLLECTION SERVICES

Objective

To ensure kerbside garbage and recycling collections outside the village boundaries are cost effective.

Actions

1. Following receipt of a request for service, the resident is advised to see how many residents in the street want the service.
2. If less than ten (10), the contractor has the option of collection or not.
3. If ten (10) or more collections, the contractor will commence the service.
4. Wherever there is a garbage collection service, the resident will also receive a recycling collection service.
5. If the service is commenced, all built on properties within the street must pay the garbage charge in the case of rural residents.
6. That when such a service is provided, it only be guaranteed for that time which the Council has a contract with Kendall Foott Waste.

(Adopted by Council 17th February, 1999)

Restart NSW Funding Deed

Formal Instrument

Parties **The Treasurer as the Minister administering section 8(a) of the Restart NSW Fund Act 2011 (NSW) acting for and on behalf of the Crown in right of the State of New South Wales**

Treasurer of NSW

The party named as the Recipient in the Agreement Particulars

Recipient

Background

- A. The Recipient's application for Restart NSW funding has been successful and the Treasurer, as the Minister administering section 8(a) of the Restart NSW Fund Act 2011 (the **Act**), has given his approval under that section for the funding to be paid out of the Restart NSW Fund established under section 5 of the Act (the **Restart NSW Fund**).
- B. This Agreement sets out the terms on which the funding will be provided.

Operative Provision

The parties promise to carry out their respective obligations under this Deed, which comprises:

1. this Formal Instrument;
2. the Agreement Particulars;
3. the General Conditions; and
4. the Attachments.

Signed as a deed.

<p>Signed sealed and delivered by the Treasurer as the Minister administering s.8(a) of the Restart NSW Fund Act 2011 (NSW) for and on behalf of the Crown in right of New South Wales</p> <p>in the presence of:</p> <p>_____</p> <p>(Signature of witness)</p> <p>_____</p> <p>(Name of witness in full)</p>	<p>_____</p> <p>(Signature of Minister)</p> <p>The Hon. Andrew Constance, MP, Treasurer of NSW</p> <p>_____</p> <p>(Date)</p>
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<p><i>(Alternate: Use if the Recipient is a local council and execution is under seal – delete the other execution blocks for Recipients)</i></p> <p>THE COMMON SEAL of [insert name of Council] was affixed on _____</p> <p>Pursuant to a resolution passed by the Council on _____</p> <p><i>(Note: Must be signed in accordance with Council resolution by Mayor/Councillor and GM or Mayor and Councillor or two Councillors)</i></p>	<p>_____</p> <p>(Signature)</p> <p>_____</p> <p>(Name of signatory)</p> <p>_____</p> <p>(Signature)</p> <p>_____</p> <p>(Name of signatory)</p>
<p><i>(Alternate: Use if the Recipient is a local council and the council has by resolution delegated execution of this Deed to the General Manager)</i></p> <p>SIGNED SEALED AND DELIVERED for and on behalf of [insert name of Council] by its delegate in the presence of :</p> <p>_____</p> <p>(Signature of Witness)</p> <p>_____</p> <p>(Name of Witness)</p>	<p>_____</p> <p>(Signature of delegate)</p> <p>_____</p> <p>(Name of delegate)</p> <p>General Manager (Position of delegate)</p>

Agreement Particulars

Name of Recipient	Recipient
ABN of Recipient	
Address of Recipient	
Grant number	RNSW xxx
Project title	Project Title
Project description	
Funding Amount
(Clause 2.1(a))
Progress Payments or Milestone Payments	Monthly Progress Payments
(Clause 2.1(b))	
Recipient's Representative
(Clause 3.1)
Reporting	Frequency of Progress Reports: Monthly
(Clause 3.5 and clause 5.3)	Timing of Final Report: Within 20 Business Days after completion of construction of the Project.
Applicable NSW Government Policies	<ul style="list-style-type: none"> • NSW Government Code of Practice for Procurement and Implementation Guidelines to the New South Wales Code of Practice for Procurement: Building and Construction; • Workplace Health and Safety Management Systems Guidelines; • Environmental Management Systems Guidelines
(Clause 3.7)	
Other Recipient obligations
(Clause 3.12)

	<i>(Specify whether any of these obligations are performance obligations for the purposes of clause 2.2(b) i.e. a condition precedent for payment.)</i>
Insurances	<ul style="list-style-type: none"> • Public Liability Insurance and Insurance of Works • Workers' Compensation: and • where appropriate, Professional Indemnity Insurance.
(Clause 4.1)	

Notices to the Treasurer (Clause 7.2)	Address: email: For the attention of:
Notices to Recipient (Clause 7.2)	Address: [Insert address] Fax: [Insert fax] Email: [Insert email] For the attention of: [Insert addressee]
Attachments (including Project Plans)	<ol style="list-style-type: none"> 1. Project Scope/ Outline; 2. Project Schedule/ Timeline; 3. Asset Procurement Plan; 4. Risk Management Plan; 5. Cost Control Plan & Project Cash Flow; and 6. Signage Guidelines

General Conditions

1. Defined terms

Unless the context indicates otherwise, capitalised terms are as defined in the Agreement Particulars or the Background.

2. Funding

2.1 Provision of funding

- (a) The Treasurer will provide the Funding Amount to the Recipient in accordance with and subject to the terms of this Deed; and
- (b) the Funding Amount will be paid by way of Progress Payments or Milestone Payments (as specified in the Agreement Particulars).

2.2 Conditions precedent to payment

The payment of the Funding Amount or any part of the Funding Amount under this Deed is conditional on, as at the time for payment set out in clause 2.6(b):

- (a) there being sufficient funds available in the Restart NSW Fund;
- (b) the Recipient complying with the requirements of clauses 2.3, 2.4, 2.6, 3.2, 3.5, 3.6, 3.7, 3.8, 3.9, 3.11, 4.1 and any other obligations for the Recipient for the purposes of clause 3.12 set out in the Agreement Particulars which are specified to be performance obligations for the purposes of this clause 2.2(b); and
- (c) the Recipient having not abandoned the Project.

For the purposes of this Deed including without limitation this clause 2.2 and clause 3.10, the Recipient will have abandoned the Project if there has been a cessation of works for any reason for a continuous period of 6 months (or such longer period as the Treasurer may agree to in writing).

2.3 Funding to be used for Project only

The Recipient must use the Funding Amount for the purposes of the Project, and must not use the Funding Amount for any other purpose.

2.4 Use it or lose it

- (a) The Treasurer is not obliged to pay any further Progress Payments or Milestone Payments if:
 - (i) at any time, the Progress Payments earned by the Recipient are less than 50% of the Progress Payments which the Recipient was expected to have earned at that time; or
 - (ii) a Milestone is not achieved by the relevant Milestone Sunset Date.
- (b) The Treasurer may, at his discretion, agree to continue paying Progress Payments or Milestone Payments (as applicable) even if clause 2.4(a) applies.

2.5 Progress Payments

- (a) Subject to clause 2.5(b), if the Funding Amount is payable by way of Progress Payments, the amount of each Progress Payment will be:
 - (i) the value of the works completed; less
 - (ii) the Progress Payments already paid to the Recipient.
- (b) The Progress Payments can never exceed the Funding Amount.

2.6 Payment claims

- (a) The Recipient must give the Treasurer and the Treasurer's Representative a claim for payment:
 - (i) if the Funding Amount is payable by way of Progress Payments:
 - A. within 7 days after the end of each month; and
 - B. which includes the evidence reasonably required by the Treasurer of the Project costs incurred by the Recipient;
 - (ii) if the Funding Amount is payable by way of Milestone Payments, upon completion of each Milestone; and
 - (iii) in the format the Treasurer reasonably requires.
- (b) Within 30 days of receiving a payment claim under clause 2.6(a), the Treasurer must pay the amount claimed (or such lesser amount as the Treasurer determines is then payable).

2.7 GST

- (a) In this clause 2.7:
 - (i) except where the context suggests otherwise, words and phrases used in this clause 2.7 that are defined in the GST Act have the same meaning as in that Act;
 - (ii) unless otherwise expressly stated, all consideration to be provided under any other provision of this Deed is exclusive of GST; and
 - (iii) any part of a supply that is treated as a separate supply for GST purposes (including attributing GST payable to tax periods) will be treated as a separate supply for the purposes of this clause 2.7.
- (b) Any payment or reimbursement required to be made under this Deed that is calculated by reference to an amount paid or incurred will be limited to the total amount less any input tax credit to which an entity is entitled for an acquisition to which the amount relates.
- (c) If GST is payable in relation to a supply made under or in connection with this Agreement, then the party (**Recipient**) that is required to provide consideration to another party (**Supplier**) for that supply must pay an additional amount to the Supplier equal to the amount of that GST (**GST Amount**) at the same time as any

other consideration is to be first provided for that supply, or if later, within 7 days of the Supplier providing a valid tax invoice to the Recipient.

- (d) If the GST Amount recovered by the Supplier from the Recipient under paragraph (c) for a supply differs for any reason from the amount of GST paid or payable by the Supplier on that supply, then the Recipient must pay to the Supplier on demand (or the Supplier credit the Recipient with) the amount of that difference. If any adjustment event occurs in relation to a supply, the Supplier must give the Recipient an adjustment note within 7 days after the date of the adjustment event.
- (e) In this clause 2.7:
 - (i) **GST** includes amounts defined as "GST" under the GST law and:
 - A. amounts payable on account of a notional liability under Division 177 of the GST Act; and
 - B. "GST equivalents" payments under the Intergovernmental Agreement Implementation (GST) Act 2000 (NSW) (or similar payments under corresponding legislation of any other State or Territory).
 - (ii) **GST Act** means the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
 - (iii) **GST law** has the same meaning as in the GST Act.

2.8 No rights to assets

The Treasurer has no rights with respect to the assets purchased with the Funding Amount, other than those set out in this Deed.

2.9 No other funding or support

The Treasurer has no obligation to provide the Recipient with:

- (a) subject to clause 2.2, any funding in addition to the Funding Amount; or
- (b) any other support or services of any kind.

3. Recipient's Obligations

3.1 Recipient's Representative

- (a) The Recipient's Representative is responsible for managing the Recipient's obligations under this Deed and must:
 - (i) be available at all reasonable times for communications with the Treasurer or the Treasurer's Representative referred to in clause 3.2; and
 - (ii) be capable to act with the Recipient's full authority in matters relating to this Deed.
- (b) The Recipient must notify the Treasurer and the Treasurer's Representative immediately of any change to the Recipient's Representative.

3.2 Treasurer's representative

- (a) The Treasurer may, from time to time, nominate in writing a representative (**Treasurer's Representative**) to act on the Treasurer's behalf to validate the Recipient's reporting in accordance with the Recipient's Project Plans, and payment claims.
- (b) The Recipient must co-operate with the Treasurer's Representative.
- (c) The Treasurer's Representative has no authority to amend or waive the requirements of this Agreement.

3.3 Acknowledgement and publicity

- (a) The Recipient will use the Restart NSW logo in accordance with the Signage Guidelines (contained in Attachment 6) and any other government signage in accordance with any signage guidelines relating to that signage provided to the Recipient or, in the event that there are no relevant signage guidelines, in accordance with the reasonable directions of the Treasurer or the Treasurer's Representative.
- (b) The Recipient may acknowledge the receipt of Restart NSW funding in all publications and media releases in relation to the Project.
- (c) The Recipient must use its best endeavours to:
 - (i) give the Treasurer and the Treasurer's Representative reasonable prior notice of any public announcements, launches and events relating to the Project; and
 - (ii) allow a representative of the Treasurer, the Treasurer's Representative or the State of New South Wales to participate in such public announcements, launches and events.

3.4 Use of materials and documents

- (a) The Recipient grants to the Crown in right of the State of NSW including without limitation all Ministers, NSW Government agencies, statutory bodies representing the Crown and/or any other body that has the status, privileges and immunities of the Crown (the **Crown**) a licence to use any intellectual property rights subsisting in any material or documents provided to the Treasurer or the Treasurer's Representative by the Recipient, including the right for the Crown to publish such material or documents, with the exception of material that is Confidential.
- (b) The Treasurer may publish the terms of this Deed and any material or documents provided to the Treasurer or the Treasurer's Representative by the Recipient, with the exception of material that is Confidential.
- (c) For the purposes of this clause 3.4, "Confidential" means any information that discloses:
 - (i) the Recipient's financing arrangements;
 - (ii) the Recipient's cost structure or profit margins;
 - (iii) the Recipient's full base case financial model; or

- (iv) any matter the disclosure of which would place the Recipient at a substantial commercial disadvantage in relation to its competitors and/or suppliers, whether at present or in the future.

3.5 Reporting

The Recipient must provide the following reports to Treasurer or, if directed, the Treasurer's Representative, at the frequency or time stated in the Agreement Particulars:

- (a) Progress Reports, which must include:
 - (i) the status of delivery against schedule;
 - (ii) any delay in the delivery of the Project;
 - (iii) details of the Project costs incurred to date;
 - (iv) Project risks/ issues;
 - (v) key achievements in the reporting period;
 - (vi) copies of published reports and materials in relation to the Project;
 - (vii) photographs documenting the progress of the Project; and
 - (viii) such other information reasonably requested by the Treasurer; and
- (b) a Final Report, outlining the achievements of the Project, including Project acquittal.

3.6 Access and audit rights

- (a) The Treasurer reserves the right to audit the Recipient's compliance with this Deed.
- (b) Provided that reasonable prior notice is given to the Recipient, the Recipient must provide the Treasurer or the Treasurer's Representative with access to:
 - (i) all sites on which the Project is being conducted; and
 - (ii) all Project material or information reasonably requested by the Treasurer or the Treasurer's Representative.

3.7 Compliance with law and policies

- (a) The Recipient must, in carrying out the Project, comply with, and ensure that any contractors engaged on the Project comply with, all applicable laws and obtain all necessary statutory approvals.
- (b) The Recipient must comply with, and ensure that any contractors engaged on the Project comply with, all applicable NSW Government Policies set out in the Agreement Particulars.

3.8 Changes to the Project

- (a) The Recipient must immediately notify the Treasurer and the Treasurer's Representative if the Recipient proposes to make a significant change to the Project.

- (b) The Recipient acknowledges and agrees that the Treasurer is not obliged to pay any further Progress Payments or Milestone Payments if there has been a significant change to the Project which has not been approved by the Treasurer.

3.9 Project Plans

- (a) The Recipient must use its best endeavours to deliver the Project in accordance with the project plans referred to in the Agreement Details as Attachments (**Project Plans**).
- (b) The Recipient must update the Project Plans:
- (i) whenever necessary to address a significant change to the Project; and
 - (ii) in any event, annually,
- unless the parties agree otherwise.
- (c) The Recipient's obligations under this clause 3.9 are material obligations for the purposes of clause 5.2.

3.10 No abandonment

The Recipient must not abandon the Project without first providing the Treasurer and the Treasurer's representative with one month's notice of its intention to do so.

3.11 Project not to be brought into disrepute

The Recipient must not act in a way that may bring the Project into disrepute.

3.12 Other Recipient obligations

The Recipient must comply with any other obligations for the Recipient set out in the Agreement Particulars.

4. Risk

4.1 Insurance

The Recipient must effect and maintain any insurances that are set out in the Agreement Particulars and if requested, the Recipient must produce satisfactory evidence to the Treasurer and the Treasurer's Representative that these insurance policies have been effected and maintained.

4.2 Third party claims

- (a) The Recipient indemnifies the Treasurer against liability to or claims by any third party arising out of or in connection with the Project or this Deed.
- (b) The Recipient's responsibility to indemnify the Treasurer under clause 4.2(a) is reduced to the extent that an act or omission of the Treasurer has caused or contributed to the liability.

5. Termination

5.1 Rectification of a breach by the Recipient

If the Recipient is in breach of any of its obligations under this Deed, or is otherwise not undertaking or is unable to carry out the Project, then the Treasurer may:

- (a) request a rectification plan from the Recipient;
- (b) reject or approve the rectification plan; and
- (c) suspend any further Progress Payments and Milestone Payments until the breach has been rectified.

5.2 Termination for breach

- (a) The Treasurer may immediately terminate this Deed if:
 - (i) the Recipient fails to remedy any material breach of this Deed within a reasonable period after receiving notice from the Treasurer directing it to do so;
 - (ii) the Recipient fails to prevent the recurrence of a breach of any obligation which it has breached on 2 or more previous occasions, after receiving notice from the Treasurer directing it to do so;
 - (iii) the Treasurer is the victim of any fraud or dishonest conduct by the Recipient in connection with this Deed or the Project; or
 - (iv) an Insolvency Event occurs in respect of the Recipient.
- (b) Subject to clause 5.2(c), if this Deed is terminated in accordance with clause 5.2(a), the Recipient is not obliged to repay any Progress Payments or Milestone Payments which were paid to the Recipient prior to termination.
- (c) If the Deed is terminated due to clause 5.2(a)(iii), then the Recipient must repay to the Treasurer all Progress Payments or Milestone Payments paid to the Recipient prior to termination.
- (d) For the purposes of this clause 5.2, Insolvency Event means:
 - (i) a controller (as defined in section 9 of the Corporations Act), administrator or similar officer is appointed in respect of the Recipient or any asset of the Recipient;
 - (ii) a liquidator or provisional liquidator is appointed in respect of the Recipient;
 - (iii) any application (not withdrawn or dismissed within 7 days) is made to a court for an order, an order is made, a meeting is convened or a resolution is passed, for the purpose of:
 - A. appointing a person referred to in paragraph (i) or (ii) of this clause 5.2(d);
 - B. winding up or deregistering the Recipient; or

- C. proposing or implementing a scheme of arrangement, other than with the prior approval of the Facility Agent under a solvent scheme of arrangement pursuant to Part 5.1 of the Corporations Act;
- (iv) any application (not withdrawn or dismissed within 7 days) is made to a court for an order, a meeting is convened, a resolution is passed or any negotiations are commenced, for the purpose of implementing or agreeing:
 - A. a moratorium of any debts of the Recipient;
 - B. any other assignment, composition or arrangement (formal or informal) with the Recipient's creditors; or
 - C. any similar proceeding or arrangement by which the assets of the Recipient are subjected conditionally or unconditionally to the control of that person's creditors or a trustee,
 or any agreement or other arrangement of the type referred to in this paragraph (iv) is ordered, declared or agreed to;
- (v) as a result of the operation of section 459F(1) of the Corporations Act, the Recipient is taken to have failed to comply with a statutory demand (as defined in the Corporations Act);
- (vi) any writ of execution, garnishee order, mareva injunction or similar order, attachment or other process is made, levied or issued against or in relation to any asset of the Recipient;
- (vii) anything analogous to anything referred to in paragraphs (i) to (vi) inclusive of this clause 5.2(d), or which has a substantially similar effect, occurs with respect to the Recipient under any law; or
- (viii) the Recipient is, or admits in writing that it is, or is declared to be, or is taken under any applicable law to be (for any purpose), insolvent or unable to pay its debts.

5.3 Expiry

Unless terminated earlier, this Deed will expire 20 Business Days after the date on which the Recipient submits the Final Report in accordance with clause 3.5(b).

5.4 Survival

Clauses 3.3, 3.6, 5.2(c), 6 and 7 of this Deed, and any other clause which by its nature should survive termination or expiry of this Deed, survive the termination or expiry of this Deed on any basis.

6. Dispute resolution

- (a) If a dispute or difference (called collectively a "dispute" in this clause 6) arises between the Treasurer and the Recipient, both parties agree to deal with the dispute in the following way:
 - (i) the party who claims that a dispute exists will give the other party a notice setting out the nature of the dispute; and

- (ii) the parties will then try to resolve the dispute by negotiation, within 10 Business Days from when the notice is given, and for that purpose may authorise persons to act for them.
- (b) If the dispute is not resolved within 10 Business Days from when the notice is given, a party may commence legal proceedings in relation to the dispute.
- (c) A party does not need to follow the dispute resolution procedures set out in clause 6(a) or (b) if they are seeking urgent interlocutory relief from a court.

7. Other legal matters

7.1 Interpretation

In this Deed, unless the context indicates a contrary intention:

- (a) a reference to a party includes that parties executors, administrators, successors and permitted assigns, including persons taking by way of novation;
- (b) where there occurs a reference to the doing of anything by the Treasurer including giving any notice, consent, direction or waiver, this may be done by any duly authorised officer of the Treasurer;
- (c) a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements;
- (d) a reference to a document (including this Deed) is to that document as varied, novated, ratified or replaced from time to time;
- (e) "includes" in any form is not a word of limitation;
- (f) a reference to "\$" is to Australian currency;
- (g) a reference to "Business Day" is, in relation to the doing of any action in a place, any day other than a Saturday, Sunday or a public holiday in that place; and
- (h) no rule of construction operates to the detriment of a party only because that party was responsible for the preparation of this Deed or any part of it.

7.2 Notices

- (a) All notices in relation to this Deed must be in writing and must be signed by the party's representative.
- (b) A notice will be taken to be received:
 - (i) if it is delivered in person - when it is delivered to the relevant party's address specified in the Agreement Particulars or such other address as is notified by that party from time to time;
 - (ii) if it is sent by mail - 3 Business Days after the day it was posted to the relevant party's address specified in the Agreement Particulars or such other address as is notified by that party from time to time; and
 - (iii) if it is sent by fax - at the time shown on the transmission report confirming that the entire fax was sent to the relevant party's fax number

specified in the Agreement Particulars or such other fax number as is notified by that party from time to time.

However, if a notice is received after 5pm or on a day that is not a Business Day, it will be taken to be received at 9am on the next Business Day.

7.3 Entire agreement

To the extent permitted by law, this Deed sets out the entire understanding between the parties, includes all of the terms agreed between the parties, and supersedes any prior agreement between the parties.

7.4 Governing law

This Deed is governed by the law of New South Wales.

7.5 Jurisdiction

Each party irrevocably:

- (a) submits to the exclusive jurisdiction of the courts of New South Wales and the courts competent to determine appeals from those courts, with respect to any proceedings that may be brought at any time relating to this Deed; and
- (b) waives any objection it may now or in the future have to proceedings being brought in those courts for any reason.

7.6 No assignment

The Recipient must not assign or otherwise transfer its rights or obligations under this Deed without the Treasurer's prior written consent which may be given or withheld in the Treasurer's absolute discretion and if given may be given subject to conditions.

7.7 No agency or partnership

- (a) This Deed does not constitute a relationship of partners, employer and employee or principal and agent.
- (b) The Recipient must not, and must procure that its contractor does not, represent itself as being a partner, employee or agent of the Treasurer, the State of New South Wales including without limitation any other NSW Government agencies, statutory body representing the Crown and/or any other body that has the status, privileges and immunities of the Crown.

7.8 No waiver

- (a) If the Treasurer delays, partially exercises, or chooses not to exercise any right under this Deed or law, the Treasurer is not prevented from exercising that or any other right in the future.
- (b) No waiver of a breach of this Deed operates as a waiver of another breach of this Deed.
- (c) A waiver or consent given by the Treasurer under the Agreement is only effective and binding if it is given or confirmed in writing.

7.9 Variation of this Deed

This Deed may only be varied in writing, signed by both parties.

7.10 Severability

If any part of this Deed is prohibited, void, voidable, illegal or unenforceable, then that part is severed from this Deed but without affecting the continued operation of the remainder of the Deed.

7.11 Counterparts

This Deed may be executed by counterparts by the respective parties, which together will constitute one agreement.

TEMPLATE

Attachment 1 - Project Scope/ Outline

The Project is to be managed in accordance with the project scope to achieve the project objectives.

RNSW XXX – Project Title

Project Description:

Insert brief description of project

Project Scope:

- Insert dot points for project scope items
- Xxx
- xxx

Attachment:

- (if applicable) Document title, date, Pages

Attachment 2 - Project Schedule/ Timeline

The Project is to be managed in accordance with the project program to achieve the project objectives.

Project Start: Month, Year

Project Completion: Month, Year

Attachment:

- o Attach Gantt Chart - Document title, date, Pages

Attachment 3 - Asset Procurement Plan

The Project is to be managed in accordance with a procurement plan to achieve the project objectives.

Reference document only (not attached):

- o Document title, date, Pages

TEMPLATE

Attachment 4 - Risk Management Plan

Project risk is to be managed in accordance with a risk management plan to achieve the project objectives.

Reference document only (not attached):

- o Document title, date, Pages

TEMPLATE

Attachment 5 - Cost Control Plan and Project Cash Flow

The Project is to be managed & delivered in accordance with the project cost plan to achieve the project objectives.

Funding Source details: (list all applicable funding sources for this project, if none enter zero)

▪ Restart NSW Fund Contribution:	\$xxx
▪ Federal Govt Funding:	\$xxx
▪ Council funding contribution:	\$xxx
▪ Other contribution:	\$xxx
▪ Total project:	\$xxx

Cost Estimate Breakdown:

Project Cost Plan:

- Insert Project Cost Plan for all project elements and identify contingency sum

Cash Flow (exclusive of contingency):

Note:

- A monthly project cash flow exclusive of contingency is to be provided for Restart Funding and for Co-contributor Funding.

Attachment:

- Attach Cash flow plan - Document title, date, Pages

Attachment 6 – Signage Guidelines

The attached graphics are to be used for the project.

Reference document & attachment:

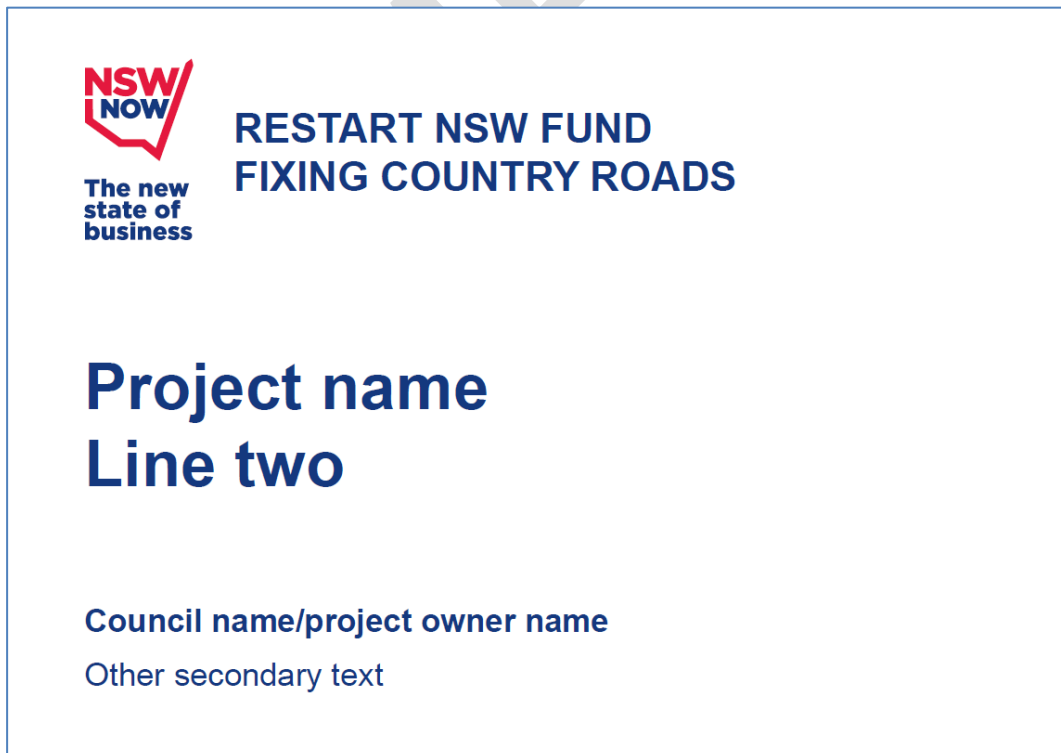
Attached zip folders for:

- FIXING COUNTRY ROADS PROGRAM

Each folder has a guide (.pdf file) and a template (InDesign .IDML file), for portrait, landscape and square signs.



Landscape sign version:



Portrait sign version:



The image shows a portrait-oriented sign template. At the top left is the NSW NOW logo with the tagline 'The new state of business'. To its right, the text 'RESTART NSW FUND' and 'FIXING COUNTRY ROADS' is displayed in a bold, blue font. Below this, there are two lines of text: 'Project name' and 'Line two', both in a large, bold, blue font. At the bottom left, there are three lines of smaller text: 'Council name', '/project owner name', and 'Other secondary text'. A large, light grey 'DRAFT' watermark is oriented diagonally across the right side of the sign.

**NSW
NOW**
The new
state of
business

**RESTART NSW FUND
FIXING COUNTRY ROADS**

**Project name
Line two**

Council name
/project owner name
Other secondary text

Square sign version:



The image shows a square-oriented sign template. It features the same NSW NOW logo and 'RESTART NSW FUND FIXING COUNTRY ROADS' text as the portrait version. Below this, the text 'Project name' and 'Line two' is displayed in a large, bold, blue font. At the bottom left, there are two lines of smaller text: 'Council name/project owner name' and 'Other secondary text'. A large, light grey 'DRAFT' watermark is oriented diagonally across the right side of the sign.

**NSW
NOW**
The new
state of
business

**RESTART NSW FUND
FIXING COUNTRY ROADS**

**Project name
Line two**

Council name/project owner name
Other secondary text



**EARLY
CHILDHOOD
INTERVENTION
SERVICE**

**Appendix "C"
Procedure Manual**

Section 1.0 Introduction

ECIS Procedure Manual



1.0 Introduction

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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Early Childhood Intervention Services (ECIS) support children with a disability or developmental delay, and their families, from birth to eight years.

ECIS provides service planning and co-ordination, assistance and support to access services such as Pre-School, childcare, therapy and counselling.

Services are tailored to meet the individual needs of the child and focused on supporting the child in their natural environments and in their everyday experiences and activities.

The overall aim of these services is to provide parents and families with the knowledge, skills and support to meet the needs of their child and to optimize the child's development and ability to participate in family and community life.

The Berrigan Shire Council ECIS operates from the Finley Library building on the Newell Highway, Finley. The service is managed by the ECIS Service Coordinator and is open from Monday to Friday.

This Policy Manual is provided to support the management of the ECIS under the auspices of the Berrigan Shire Council. Whilst the policies included in this manual are not the entire suite of policies of the Council, they are relevant to the operations of the ECIS.

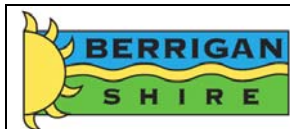


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Mission Statement

“Provide a specialized service and support through family centred practice to families with young children who have developmental delays or disabilities.”

Goals

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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- Promote each child’s optimal growth and development.
- Enable and empower families.
- Promote the acceptance and support of the children and their families and so enrich the total community.
- To provide an intervention service that supports and educates families of children with additional needs so that they develop the skills, knowledge, and confidence to assist their child.
- To resource the family to become the primary intervention worker for the child with additional needs.
- To provide a service which is responsive to the differing needs of families.
- To assess children aged from birth to 8 years across all areas of development and to then provide where possible specialist educational and therapeutic programs to meet their needs.
- To provide guidance and advice about equipment and other generic and specialist services.
- To encourage use of community services and resources.
- To promote the rights of the child with additional needs and their families within their community.

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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Philosophy of Service

- We believe that each child has the potential for growth and to work with families on the strengths of each child.
- We believe in acknowledging the right of families to determine priorities and be recognised as the long term key workers for their own child.
- We value and respect the family as the child's main intervention worker.
- We recognise and respect each family's right to make decisions.
- We recognise and respect diversity of families.
- We believe in providing education/therapeutic support and knowledge for families of children with development delays/disabilities in the ages range of 0-8 years in the Berrigan, Jerilderie and Urana shires .
- We believe in an interagency approach towards service delivery.
- We believe in fostering a teamwork environment and valuing equally the contribution of families and staff.
- We believe in offering information and guidance for families in their choice of preschool and primary schooling for the child and will support the families in their decision.
- We believe in the rights of children to participate fully in their community.
- We believe that all children learn through developmentally appropriate play experiences within a nurturing environment



Target Group

The target groups families with children with special needs including global development delay in the 0 to 8 years of age.

Incorporated into the planning process will be

- Education and learning skills
- Community and social inclusion support and interaction
- Transition to school support
- Emotional, cultural and spiritual support and guidance

The service will maintain contact with all service providers within the Berrigan, Jerilderie and Urana Shires that directly relate to the specified age range of 0-8 years.



**EARLY
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Standard 1 Rights

ECIS Procedure Manual



Human rights access

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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Each person receives a service that promotes and respects their legal and human rights and enables them to exercise choice like everyone else in the community

International Procedure

United Nations states

Recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world (The Universal Declaration of Human Rights)

Unicef – rights of the child

<http://www.unicef.org/crc/>

Local Procedure

All policies will adhere to the international and national code of rights for children ages 0-8 years

- Berrigan Shire council - Mission statement for ECIS
- Berrigan Shire Council Child protection policy 2000
- Berrigan Shire Council - Family rights and responsibilities
- Berrigan shire Council - ECIO rights and responsibilities
- Right to education and supported play and creativity in learning environments of choice
- Right to access medical and Therapy support
- Right to a safe place of care and support
- Right to access to legal services – Hume Riverina Community Legal Aide Advice service 1800 918 377 in Finley on a monthly basis at the Intereach Hub , Shop 1 central arcade, Murray Street Finley 2713 (linking the community with the law)
- Right to access DIAS - www.dias.org.au advocacy services every 2nd month at Intereach Hub , Shop 1 central arcade, Murray Street Finley 2713 (linking disability advocacy services to the community)

ECIA Policy – website www.earlychildhoodaustralia

National Policies

ECIA Mission Statement:

Early Childhood Australia will advocate to ensure quality, social justice and equity in all issues relating to the education and care of children from birth to eight years.

- The rights of children
- Leadership
- Excellence
- Respect
- Courage
- Honesty
- Openness
- Collaboration
- Diversity
- Justice
- Social inclusion of children within the community in which they live
- ECIA National Quality standards

<http://www.earlychildhoodaustralia.org.au/nqsplp/>

- ECIA Position statements for inclusion
http://www.earlychildhoodaustralia.org.au/position_statements.html

- ECIA Code of Ethics
http://www.earlychildhoodaustralia.org.au/code_of_ethics.html

Inclusion support plan

http://www.earlychildhoodaustralia.org.au/position_statements/inclusion-of-children-with-a-disability-in-early-childhood-education-and-care.html

ECIA Conciliation with cultural people

National Quality Standards

National Disability Scheme (NDS)

Early Years Learning Framework

1.1 Introduction

ECIS are committed to upholding and promoting the legal and human rights of each person, and ensuring that each person is aware of their rights.

1.2 Responsibilities

The Berrigan Shire Council is responsible for ensuring that a service is provided that adheres to the National Disability Standards.

The ECIS Manager is responsible for ensuring that the service is managed in a way that meets the following requirements:

- Each person has access to information and support to understand and exercise their legal and human rights;
- Each person receives a service that maximizes their choices for social participation and cultural inclusion;
- Each person receives a service in an environment free from discrimination, abuse, neglect and exploitation;
- Each person receives a service that reflects their right to privacy with their personal records and details about their lives dealt with in an ethical and confidential manner in line with relevant legislation;
- Each person can expect Service Providers to support and encourage self-protective strategies and behaviors that take into account their individual and cultural needs.
- Each person can expect Service Providers to uphold their right to make decisions, including medical treatments and interventions, and when this is not possible, assisted or substituted (alternative) decision making is in line with the person's expressed wishes, if known and if not, with their best interests;
- Each child with a disability has the same rights and freedoms as all other children and Service Providers will take each child's best interests into account when providing services;
- Services are provided in an environment free from discrimination, financial, sexual, physical and emotional abuse, neglect and exploitation;
- Service Providers encourage and support access to advocacy services by people with a disability to promote their rights, interests and wellbeing;
- Service Providers gain consent from each person with a disability or person responsible or legal representative for medical treatments and interventions;

- Service Providers provide opportunities for people with a disability to participate in the development and review of organizational policy and processes that promote strategies for equality and upholding human rights;
- Service Providers takes into account individual choice and the rights of each person and act in their best interests in relation to nutritional and behavior management practices in line with relevant legislation, convention, policies and practices;
- Service Providers have knowledge and skills to implement reporting processes on incidents of alleged or known discrimination, abuse, neglect or exploitation and know how to notify the relevant external authorities;
- Service Providers offer appropriate support to the person and their family or carer when they raise or pursue allegations of discrimination, abuse, neglect or exploitation.

1.3 Procedures

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

1a. Access to Service Procedure

Aim: To ensure that all those who have an interest in early childhood intervention have an opportunity to apply for Association Membership and take part in its activities.

Philosophy: The Association believes that it is fundamental to its objectives that all people who work in, study or are interested in early childhood intervention and all families with young children with disabilities/delays have access to membership and the support / resources of the Association.

Procedure

Membership

- The Association has developed written entry and exit policies and procedures which are set out in the Constitution under Sections 5 and 6.
- Membership of the Association is regarded as active if fees are up to date (within 60 days of the due date for payment).
- A person ceases to be a member of the Association if they die, resign, are expelled or fail to pay membership fees.
- All members of the Association have access to its services and resources.
- Anyone who is a member of the Association has access to its resources and services regardless of disability.

Accessibility

- The Association implements its written entry and exit policies and procedures.
- Membership of the Association is decided on a non-discriminatory basis.
- The Association targets its information activities to be accessible by all identifiable groups within the target population.
- All members are encouraged to circulate to all interested parties, all information about the Association as part of their general information procedures.
- All new members are provided with a copy of the Association's policies and procedures and continuing members are kept informed of them via the Members' magazine, e-mail contact and/or the website.

Review

- The Association's entry and exit policies are stated in the Constitution which the membership has the opportunity to raise and review at each Annual General Meeting or Special General Meeting.
- All members are notified of the Annual General Meeting by e-mail or letter.
- This policy will be reviewed annually, generally at the AGM.

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All clients will be given the opportunity to access community services in their region.

- ASPECT – Autism advisors and links
- Audiologist/Deaf Society
- Autism Spectrum Australia
- Berrigan Shire Library serves and time schedules
- Carers Support Flyer
- Centacare Finley office
- Centre Against Sexual Assault
- Commonwealth respite care
- Day Care
- Dental
- Department of Human Services
- Diabetic Educator
- DIAS
- Dietician
- Doctors
- Early Childhood Intervention Service
- ECIS Berrigan, Jerilderie and Urana Shire
- Education Department
- Family Support
- Foodshare Cobram
- Home Care
- Hospitals
- Intereach Commiunicare 5000
- Intereach Hub
- Maternal & Child Health
- Mental Health
- Mirabel
- Occupational Therapist
- Optometrist/Vision Australia
- Other Support
- Paediatrician
- Parent Line
- Parenting Programs
- Physiotherapist
- Playgroup
- Preschool
- Private and School Councilors
- Psychologist/Psychiatrists
- Respite Services
- Services and Community flyers
- Social Worker
- Sound Therapy



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- Speech and OT specialist/therapist
- Speech Pathologist
- Toy Library

1b. Advocacy Procedure

The ECIS will advocate for the client in all areas of care and inclusion into the community with no bias to or against culture, religion or personal choice and will promote the rights to be engaged in all areas of lifestyle choices. No discrimination abuse or neglect will be tolerated.

DISCRIMINATION, WORKPLACE BULLYING AND HARASSMENT PROCEDURE

File Reference No: 22.112.1

Strategic Outcome: Good government

Date of Adoption: 21/05/2014

Date for Review: 20/05/2017

Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

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

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

2. PURPOSE

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

3. SCOPE

This policy applies:

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

4. OBJECTIVE

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

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

5. DEFINITIONS

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

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

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

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

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

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

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

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

6. POLICY IMPLEMENTATION

6.1 Responsibilities

Workers

All workers have a responsibility to:

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

Managers

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

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

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

6.2 Reporting inappropriate behaviour Policy

Informal reporting

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

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

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

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

Formal reporting

The formal process is used where:

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

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

- o The nature of the complaint;
- o Reference to dates, times and places (if applicable) in relation to a specific incident(s);
- o The names of any witness(es) to the incident(s) should also be included.

6.3 Acknowledgement of complaint

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

6.4 Investigating complaints

All formal reports of inappropriate behaviour will be investigated.

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

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

In-house Investigation

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

The investigation will involve:

- o Interviewing the complainant, the accused and any witnesses, all of whom have the right to be accompanied by a support person;
- o A record of the interview will be made, and interviewees will be asked to agree and sign the statements made to confirm it is a true record of the interview;

- o In instances where there is a risk to the health and safety of workers or the security of the organisation, it may be necessary to suspend the respondent, with pay.

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

6.4 Investigation Outcomes

Following the investigation, potential outcomes will involve the following:

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

6.5 Follow Up

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

6.6 Confidentiality

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

6.7 Further Action

Workers involved in a complaint of inappropriate behaviour including the complainant and the accused are entitled to pursue further courses of action if they believe the process employed by the Council has been unjust. Options available for further action include contacting the following organisations:

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

6.8 Support

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

7. RELATED POLICIES OR STRATEGIES

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011 Policy

Fair Work Act 2009

NSW Anti-Discrimination Act 1977

Disability Discrimination Act 1992

Sex Discrimination Act 1984

Local Government (State) Award 2010

Berrigan Shire Council Code of Conduct

Berrigan Shire Council Privacy Management Plan

Berrigan Shire Council Equal Employment Opportunity Management Plan

Equal Employment Opportunity Policy

Work Health and Safety Policy

Employee Assistance Program Policy

Internal Reporting Policy

Social Media Policy

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Discrimination%20Workplace%20Bullying%20Harassment%202013.pdf>

1c. Behavioural Management Procedure

Behavioural Management will be discussed on an individual basis, with parent, child and other agencies as required

Plans will be based on the professional development manual for preventing and reducing challenging behaviour in young children using functional assessment, social and communication supports.

Check lists, summary forms, scatter plans and supportive documentation will be utilised within the process.

- Applied Behavioural Analysis (ABA) trained therapist level
- All behaviour is discussed openly and strategies documented in the care plan
- Review of behaviours and care plans devised on a quarterly basis at the team meeting or as required (weekly , monthly)

Responsibilities

Preschools will use the Behaviour Support Policy for Early Childhood Services to further develop site behaviour codes. Site behaviour codes describe a positive and proactive approach to supporting children's development of appropriate behaviours and the site's behavioural expectations and consequences. Site behaviour codes are developed in partnership with governing councils and management committees, families and relevant members of the local community. The governing council approves the site behaviour code.

Departmental directors and District Directors support the implementation of the policy across departmental sites, while preschool directors/school principals and educators are accountable for the implementation of the policy on their sites. Family Day Care Coordination Unit personnel are responsible for supporting the implementation of the adapted Guiding Children's Behaviour Policy by Family Day Care care providers, whose conditions of approval require them to implement this policy.

The primary responsibility of educators is a duty of care to children whenever the relationship of child/educator applies.

Duty of care includes:

- supervision of children in the range of education and care contexts provided by
- early childhood settings designing and implementing programs and procedures to promote safe environments
- warning children about dangerous situations or practices
- ensuring that premises and equipment are safe. Duty of care varies according to factors

Supporting and managing children's behaviour including the child's age, maturity, experience and the nature of the activity. Generally, the duty of care is greater the younger the child, the more complex the learning, the health and care needs of the



child and the more hazardous the situation. A breach of duty of care occurs where there has been a failure to exercise the level of care required in any particular situation. In order for a liability in negligence to be established, it must be proved that:

- a duty of care was owed in the circumstances
- the duty of care was breached, because of an act or omission on the part of the person owing the duty
- a loss or injury is suffered as a result of the breach
- the type of loss or injury suffered was a reasonably foreseeable consequence of the act or omission. If such a liability is established, a parent or student may make a claim for 'damages' as financial compensation for all foreseeable loss (both economic and non-economic) arising from the negligence.

In the event that injuries result from an educator's negligence in the course of his/her employment, the Minister for Education and Children's Services is vicariously liable and is required to indemnify the educator for any liability incurred, unless the action constitutes serious or wilful misconduct

http://www.decd.sa.gov.au/speced/files/links/33099_Children_s_Behaviour.pdf

1d. Carers Procedure

All carers should have the same rights, choices and opportunities as other Australians, regardless of age, race, sex, disability, sexuality, religious or political beliefs, Aboriginal or Torres Strait Islander heritage, cultural or linguistic differences, socioeconomic status or locality.

1 Short title

This Act may be cited as the *Carer Recognition Act 2010*.

2 Commencement

This Act commences on the day this Act receives the Royal Assent.

3 Object of Act

The object of this Act is to increase recognition and awareness of carers and to acknowledge the valuable contribution they make to society.

4 Definitions

(1) In this Act:

agent includes a contractor.

annual report, in relation to a public service care agency, means an annual report relating to the activities of the agency that is required by a provision of the *Public Service Act 1999*, or by a provision of another Act that establishes the agency.

associated provider has the meaning given by subsection (2).

carer: see section 5.

care supports means policies, programs or services directed to carers or the persons for whom they care.

public service agency means an Agency within the meaning of the *Public Service Act 1999*.

public service care agency means a public service agency that is responsible for the development, implementation, provision or evaluation of care supports.

reporting period, in relation to a public service care agency, means a period of 12 months to which an annual report of the agency relates.

Statement for Australia's Carers: see section 6.

(2) If a public service care agency enters into a contract or funding arrangement with another person or body (the *first entity*) for the first entity to develop, implement, provide or evaluate care supports (the *funded activities*):

(a) the first entity is an *associated provider* in relation to the funded activities; and

(b) if the first entity enters into a contract or funding arrangement with another person or body (the *second entity*) for the second entity to undertake all or part of the funded activities—the second entity is an *associated provider* in relation to the funded activities or the part of the funded activities (as the case requires).

(3) Subsection (2) does not apply to a contract or funding arrangement that a public service care agency, or another person or body, enters into with a State or Territory.

5 Meaning of *carer*

(1) For the purpose of this Act, a *carer* is an individual who provides personal care, support and assistance to another individual who needs it because that other individual:



- (a) has a disability; or
 - (b) has a medical condition (including a terminal or chronic illness); or
 - (c) has a mental illness; or
 - (d) is frail and aged.
- (2) An individual is not a *carer* in respect of care, support and assistance he or she provides:
- (a) under a contract of service or a contract for the provision of services;
- or
- (b) in the course of doing voluntary work for a charitable, welfare or community organisation; or
 - (c) as part of the requirements of a course of education or training.
- (3) To avoid doubt, an individual is not a *carer* merely because he or she:
- (a) is the spouse, de facto partner, parent, child or other relative of an individual, or is the guardian of an individual; or
 - (b) lives with an individual who requires care.

www.comlaw.gov.au/Details/C2010A00123

1e. Child Protection and Mandatory Reporting Procedure

Early Childhood Intervention has made every reasonable attempt to provide a safe, caring and nurturing environment for the children of the service. Accordingly they will be protected from all forms of abuse, including sexual, physical, psychological abuse and neglect.

The service has a mandate to report abuse, neglect of all children 0-8 years and may also make a report based on knowledge stated to the service by a community member

Definitions in context of this Policy and Procedures:

“Child” – someone under the age of sixteen years.

“Child at risk”

A child at risk of harm is one whose

- Basic physical or psychological needs are not being met
- Necessary medical care has not been arranged
- The child has been, or is at risk of being, physically or sexually abused or ill-treated
- The child is living in environment of domestic violence and is at risk of serious physical or psychological harm
- Someone has behaved in such a way toward the child that the child has suffered or is at risk of suffering serious psychological harm.

“Child Related Employment”

Employment that primarily involves direct contact with children where that contact is not directly supervised and/or meets the specifications outlined in Section 1 of the Prohibited Employment Act 1998 (see attachment No. 4)

“Prohibited person” – someone who has been convicted of a serious sec offence as defined under the Child Protection (Prohibited Employment) Act, 1998.

“Vexatious Complaints” – allegations of child abuse against staff members (by colleagues or members of the public) that are unfounded.

“Young Person” – someone over the age of sixteen years but under the age of eighteen.

“Child-related Services” – all areas of service which children are likely to access.

“Direct Supervision” - where a worker has contact with children in the presence of a staff supervisor.



“Unsupervised contact” – where an employee has contact with a child and/or children where no other staff member is present.

1. INTRODUCTION

The goal of the Berrigan Shire Council is to:

- Protect children and young people by providing a safe, caring and nurturing environment for children and young people using Council services.
- Comply with all obligations under the New South Wales Child Protection Legal Framework.
- The process being fair and just for all staff at all stages of the employment relationship.

The Community of the Berrigan Shire has a right to expect that when using any of the services of the Berrigan Shire Council that Council has made every reasonable attempt to provide a safe, caring and nurturing environment for their children and that these children will not be placed at risk of harm. Accordingly they will be protected from all forms of abuse, including sexual, physical, psychological abuse and neglect.

It also expects that the Council will take all possible precautions to ensure that persons employed in any capacity associated with the care of children have undergone appropriate probity checks and are not Prohibited Persons as described in the *Child Protection (Prohibited Employment) Act, 1998*.

Section 3 of the *Children and Young Person (Care and Protection) Act 1998* defines a Child, for the purposes of the Act, to mean a person who's under 16 years of age and a Young Person as a person aged less than 18 years of age.

2. SCOPE

- All Council employees, casuals, management committees, volunteers, work experience students undertaking vocational related training.
- Council buildings and facilities used by children and young persons.
- Council employed contractors working in known child related services.
- Refer to individual sections of the procedure for more details.

3. RELEVANT LEGISLATION

3.1 The Children and Young Persons (Care and Protection) Act 1998. This Act addresses a wide range of issues designed to ensure institutional services, responsible for the delivery of services to protect children, provide an environment which is not only free of violence and abuse but fosters an approach that recognises health, developmental needs, self-respect and dignity. For the local government councils the important issues from this legislation are:

- The reporting of child or young person at risk of harm;
 - Change to mandatory reporting requirements. Council staff employed in childcare services are covered by the mandatory reporting requirements.
- 3.2 Commission for Children and Young People Act 1998

In order to coordinate the effort to protect children, the government has established a Commission with this responsibility. This Act sets out the role and responsibilities as well as the guiding principles to govern the work of the Commission. For local government councils, two major issues are employment screening and notification to the Commission of certain types of disciplinary proceedings involving staff.

This statute provides for the functions of this Commission – namely to provide for employment screening for child-related employment.

3.3 Child Protection (Prohibited Employment) Act 1998

This statute introduces employment screening for certain categories of persons who are involved in child related employment. Failure to comply with screening or to make a false disclosure is an offence. The statute also makes it an offence to employ a prohibited person and also for a prohibited person to remain in child-related employment.

3.4 Ombudsman Amendment (Child Protection and Community) (1998)

Under the statute the Ombudsman has wide powers for review systems and internal investigations. This statute deals with notification to the Ombudsman of allegations of complaints of child abuse, and investigation of such complaints.

Council staffs are potentially affected by this statute.

Other relevant legislation includes: The Crimes Act 1900; Freedom of Information Act 1989; Protected Disclosures Act 1994; and the Privacy and Personal Information Protection Act 1998.

4. RELATED BERRIGAN SHIRE COUNCIL POLICIES

- Code of Conduct for Councillors, Staff and Delegates
- Equal Employment Opportunity Policy
- Grievance Policy included in Salary Policy
- Privacy Management Plan

5. TARGET GROUPS

The target groups are children, young people and Council staff. The Council promotes a combined and co-ordinated approach between agencies having responsibility for the safety, welfare and wellbeing of the target groups.

Irrelevant aspects of culture, age, disability, language, religion and sexuality will not impinge on the decision making process.

6. EVALUATION/REVIEW

The Council's Director of Corporate Services will be responsible for the annual review of this Policy and its associated Procedures. Specific legislative changes will be effected within 30 days of notification where possible.

7. ROLES AND RESPONSIBILITIES OF THE BERRIGAN SHIRE

The General Manager is responsible for ensuring appropriate Policies, procedures and staff training are implemented and monitored.

7.1 Children and Young Persons (Care and Protection) Act 1998

Staff who have direct contact with and who are trained to assess the welfare of children must assess children at risk of harm and are then obliged to report to the Department of Community Services under the mandatory reporting requirements.

7.2 Commission for Children and Young People Act 1998

Managers responsible for child-related positions must follow employment screening and probity procedures with regard to employment of new staff and advise the Commission with regard to disciplinary proceedings and rejection of employment.

Director Corporate Services is to provide advice and support.

7.3 Child Protection (Prohibited Employment) Act 1998

Managers must nominate positions that have direct supervision/contact with children.

Staff must declare their status when requested.

Managers must implement redeployment or termination procedures, if required.

7.4 Ombudsman amendment (Child Protection and Community Services) Act 1998

Director Corporate Services must receive, investigate and report to the Ombudsman any complaints against staff with regard to children.

Director Corporate Services will ensure staff are provided with training and development for staff in recognition and reporting of suspected risk of harm from child abuse and neglect.

Director Corporate Services will be prepared for managing vexatious complaints against staff.

Director Corporate Services will conduct employment screenings.

Director Corporate Services to provide advice and support.

8. AS INTERAGENCY PARTNERS

- Working with other agencies within agreed, coordinated procedures, to plan and provide services for the care and protection of children and to strengthen and support the family.
- Responding to requests for assistance from the Department of Community Services.
- Exchanging relevant information to progress investigations, assessments and case management as permitted by law.

9. DOCUMENTATION

Where required, there will be a separate confidential file created that is kept in a secure location which will be the responsibility of the Director of Corporate Services

10. RIGHTS OF PARTIES

When an allegation is made it will be dealt with as follows:

- In a confidential manner
- Fairly, without bias or delay
- Outline the rights of each party

11. WELFARE NEEDS OF ALL PARTIES

During any investigation, the Council will offer support to all parties involved throughout the whole process.

12. PREVENTION AND EDUCATION

12.1 Prevention

Council will take a preventative approach to ensure that all appropriate staff understand the policy and procedures and are aware of their responsibilities.

12.2 Council Awareness

The Council will actively promote a safe, caring and nurturing environment for children and young people, in partnership with relevant government and community agencies.

12.3 Work Experience Students

Secondary school students who are undertaking work experience in a child related area at Council will not be left unsupervised with children and young persons at any time.

ADMINISTRATIVE PROCEDURES FOR GAINING A DECLARATION FOR EXISTING STAFF FOR COMPLYING WITH THE COMMISSION FOR CHILDREN AND YOUNG PEOPLE ACT 1998 AND CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

Under the Acts, steps for gaining a declaration from existing staff:

1. Advise Consultative Committee and receive endorsement of the process and timeline.
2. Advise the General Manager and receive endorsement of the process and timeline.
3. A brief with a Professional Councillor.
4. The Corporate Support Officer will process the declarations when they are returned by designated staff.
5. The Corporate Support Officer will advise all staff in the designated child related employment positions of the legislation and the requirement for a disclosure within a specified timeframe. This would be at an information session conducted by the Child Protection Working Party. The Counsellor will be present. A list of organisations and contact names that staff could contact for further information will be provided as well as the Councillor's contact details. The three month transitional arrangement from the 1st July will also be explained.
6. Provide a memo to each staff member in designated child related employment positions explaining the process, implications and the declaration asking that the declaration be signed and returned within one month.
7. Staffs who are on leave will receive further advice that unless the declaration is signed they cannot return to paid duty.
8. Staff who declare they are not prohibited will continue in their role and the declaration will be placed on the confidential file kept in a secure location.
9. For any staff member who declares they are prohibited, the declaration will be placed on the confidential file kept in a secure location.
10. Under the Acts, any staff member who does not return the declaration within one month period will be advised that they are no longer able to remain in child related employment. They will be given the option of taking any accrued leave until the declaration is received. At the end of any accrued leave they will be terminated with the Award provisions of relevant notice and any remaining leave entitlements.

11. The Director and Corporate Support Officer will interview a declared prohibited person. A risk assessment will be undertaken as per the employment screening procedures.

Discussion with the employee will include the ramifications of a redeployment arrangement into a non-child related position or termination. If the risk to children of continuing employment in Council is considered too great, a recommendation to the General Manager will be to terminate their employment with the Award provisions of relevant notice and leave entitlements. This would not be a redundancy situation, as the position is still required by the Council. The risk assessment may include advice from relevant external agencies including the Commission for Children and Young People, the Ombudsman and confidential legal advice.

If the risk to children is considered to be at a low level, a recommendation to the General Manager may attempt redeployment if a suitable position in a non-child related position is available. A skill assessment will be undertaken by the Council's Corporate Support Officer. If a suitable position can be found within one month the person will be redeployed to the new position and trained in the new position. If a suitable position is not available within one month, the person will be terminated with the Award provisions of relevant notice and any leave entitlements.

12. Should any person declare they are a prohibited person the Council is to ensure that this person does not have unsupervised contact with children.

A suitable redeployment arrangement may be provide during that period or the person may be stood down from duty on full pay for that period. Before the end of the three month transitional period, the options and process outlined in Point 12 apply.

13. Employees to be advised that if they are a prohibited person they can apply to the Industrial Relations Commission or the Administrative Decisions Tribunal for an exemption in order to remain in child related employment. An application can be made to stay the operation of the Act while the IRC or ADT considers the application. During this stay the person cannot work unsupervised with children. They cannot be exempt from making a declaration.

14. If an employee resigns without completing the declaration, a note explaining this will be put on their Personal file.

15. It is an offence for a person to fail to disclose within one month of receiving notice.

16. It is an offence to make a false disclosure.

17. Council must notify the Commission for Children and Young People of the name and identifying particulars of any employee against whom relevant disciplinary proceeding have been completed by the Council.

Where there are completed disciplinary proceedings the employee will have access to documents relating to those proceedings as a result of their entitlements under the current Freedom of Information legislation.

18. Employees must notify the General Manager if at some future stage they are charged or convicted and become a “prohibited person”. This is to be a written notification.

CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT, 1998

DECLARATION AS TO STATUS

It is an offence to apply for child related employment if you are a “prohibited person”. Under the Child Protection (Prohibited Employment) Act 1998. Persons making this declaration are advised to carefully read the definition of “prohibited person” on the bottom of this form and seek advice if in doubt as to their status.

I understand that it is an offence for me to seek or remain in child related employment if I have been convicted of a “serious sex offence” within the meaning of the Child Protection (Prohibited Employment) Act, 1998 (other than where there is an order in force declaring that the Act is not to apply to me in respect of the offence.).

I hereby declare **that I am not a person** prohibited by the Act from seeking, or remaining in child related employment.

Full Name Signature

Date

Or

I hereby declare **that I am a person** prohibited by the Act from seeking, or remaining in child related employment.

Full Name Signature

Date

Extract from Child Protection (Prohibited Employment) Act 1998

Section 5

1. For the purpose of this Act a prohibited person means a person convicted of a serious sex offence, whether before or after the commencement of this subsection.
2. For the purposes of this Act, a person is not a prohibited person in respect of an offence if an order in force under section 9 declares that this Act is not to apply to the person in respect of the offence.
3. In this section a serious sex offence means (subsections (4) and (5):
 - (a) An offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, or
 - (b) An offence, involving sexual activity or acts of indecency,

that was committed elsewhere and that would have been an offence

punishable by penal servitude or imprisonment for twelve months or more if it had been committed in NSW, or

(c) An offence under section 91D-91G of the Crimes Act 1900 (other than if committed by a child prostitute) or a similar offence under a law other than a law of NSW, or

(d) An offence under section 578B or 578 (2A) of the Crimes Act 1900 or a similar offence referred to in the preceding paragraphs, or

(e) Any other offence, whether under the law of NSW or elsewhere, prescribed by the regulations.

4. An offence that was a serious sex offence at the time of its commission is not a serious sex offence for the purposes of this Act if the conduct constituting the offence has ceased to be an offence in NSW.

5. An offence involving sexual activity or an act of indecency is not a serious sex offence for the purposes of this Act if the conduct constituting the offence:

(a) Occurred in a public place, and

(b) Would not have constituted an offence in NSW if the place were not a public place.

RECEIVING REQUESTS FOR PROBITY INFORMATION FROM OTHER EMPLOYERS

The relevant manager of Council is to answer the questions from the employer in the first instance, and then they will refer the employer to Council's Corporate Support Officer to provide any further information which may be available on Council's confidential Child Protection files.

FOR FURTHER INFORMATION AND CLARIFICATION REFER TO NSW 2000 DRAFT INTERAGENCY GUIDELINES FOR CHILD PROTECTION INTERVENTION

This draft document was compiled with information from the following references:
DOCS – Proposed CHILDREN AND YOUNG PERSONS CARE AND PROTECTION REGULATION 2000

NSW 2000 DRAFT INTERAGENCY GUIDELINES FOR CHILD PROTECTION INTERVENTION

NSW DEPARTMENT HEALTH – PROCEDURES FOR FRONT LINE HEALTH PROFESSIONALS

ALBURY CITY COUNCIL DRAFT POLICY

NSW COMMISSION FOR CHILDREN AND YOUNG PEOPLE



POSITIONS WITH BERRIGAN SHIRE COUNCIL IDENTIFIED AS CHILD RELATED EMPLOYMENT INVOLVING DIRECT CONTACT WITH CHILDREN WHERE THAT CONTACT IS NOT DIRECTLY SUPERVISED

The relevant questions are:

Is this a child related industry?

If yes, is there involvement or contact with children in carrying out the tasks or duties?

If yes, is the involvement or contact of a direct nature?

If yes, is there direct supervision of the person during the time of the direct contact with the children?

If no, then the position is covered by this Policy

The employment can include employees, casuals, volunteers, student placements for people who are undertaking a vocational course and contractors. Although in the case of contractors, the working party is considering that the procedure may be that Council asks the contractors as part of the tender process to specify how they will comply with the child protection legal framework.



BERRIGAN SHIRE COUNCIL ACTION PLAN FOR IMPLEMENTATION OF THE CHILD PROTECTION POLICY

ISSUE TO ADDRESS

ACTION REQUIRED

PERSON

RESPONSIBLE PERSONS/S APPOINTED

DATE OF COMMENCEMENT

DUE

Organisation and implementation of Action Plan

Appoint Designated Officer/s

Early Intervention Officer

Appoint Child Protection Working Party

Early Intervention Officer, Corporate Support Officer, Director Corporate Services, Library Manager, Payroll Officer

Draft Action Plan and Present Action Plan to Council

Early Intervention Officer

Screening of Staff

Implementation of screening procedure

Corporate Support Officer

Screening of relevant existing employees

Screening of newly appointed staff prior to employment

Corporate Support Officer

Ongoing

Staff Education

Education of relevant staff

Early Intervention Officer and working party

Intensive education of relevant staff

Ongoing

Education of new staff

Corporate Support Officer

Ongoing

Distribution of Policy

To all staff

Corporate Support Officer

To all contractors, volunteers, lessees

Policy accountability

Review and update as required bi-annually

Corporate Support Officer and Early Intervention Officer

Bi-annually

Clarification of roles of Councillors

Accountable for own actions and ensuring policy is adopted

Councillors

Ongoing

General Management

That policy is complied with

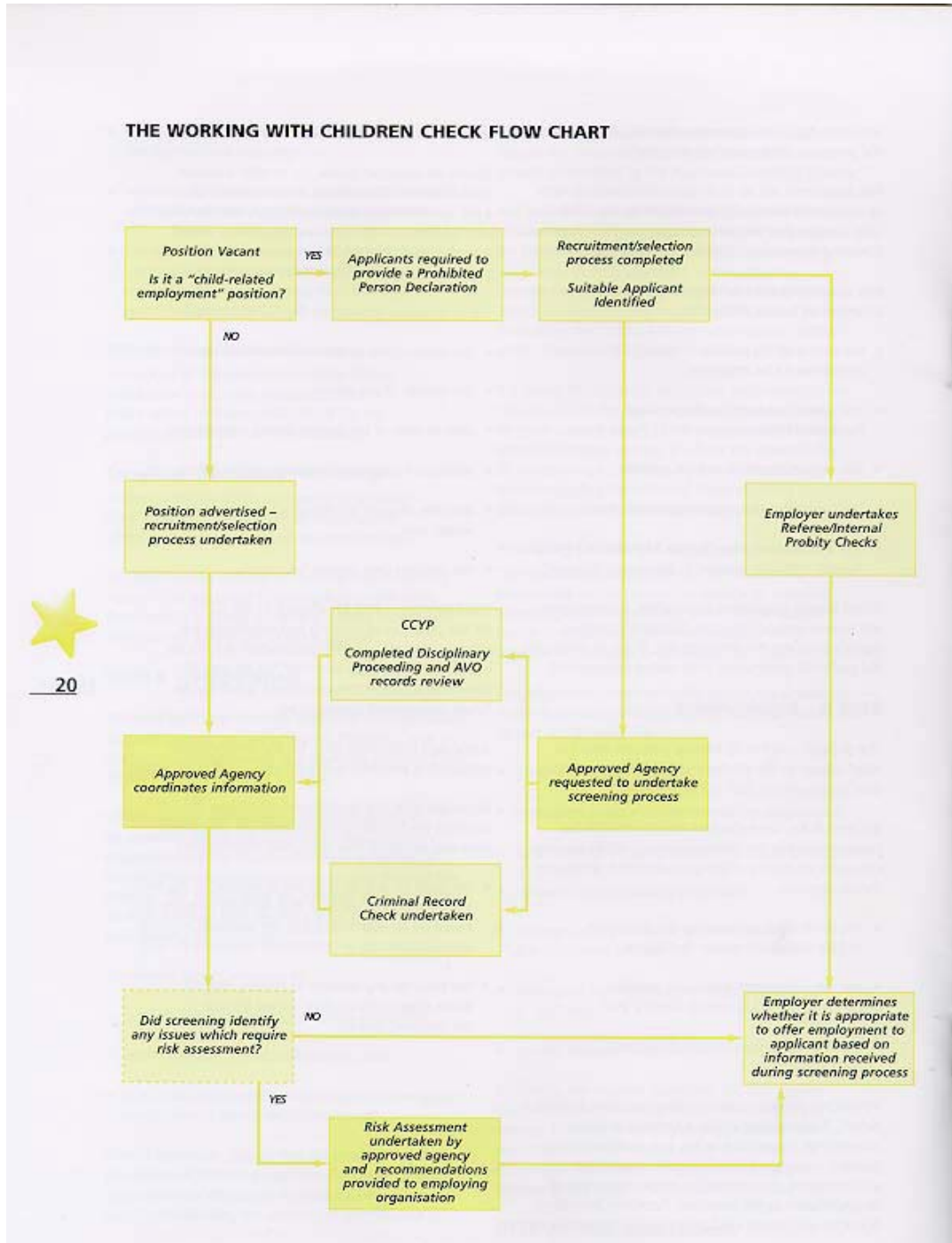


**EARLY
CHILDHOOD
INTERVENTION
SERVICE**

Appendix "C"
Procedure Manual

Director Corporate Services Investigations and supervision of Policy
Ensure all investigations are carried out
General Manager
Ongoing
Promptly and professionally without prejudice
Obligations to Ombudsman Amended Act are carried out
That policy is complied with
Adhering to Policy
Accountable for own actions and those of their workgroup. Notify any allegations to General Manager. Comply with Policy and education sessions
Managers and all employees
Ongoing
Rights of all parties' employees and families using shire services and any staff investigated
To be educated and updated.
To be treated without fear or favour, with confidentiality and support to staff, child or children, and the families involved
General Manager Supervisors, Councillors, working party, Early Intervention Officer
Ongoing

THE WORKING WITH CHILDREN CHECK FLOW CHART



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20



FORM FOR NOTIFICATION OF SUSPECTED CHILD ABUSE OR NEGLECT

CONFIDENTIAL

Name of childDate of Birth
Home Address
Home Phone No.

Parent's/Carer's Surname Mother Father
Notification made to the Department of Community Services or to the Police Station
at.....(place, date and time) to.....
.....(full name and position)

Notification date: / / 20....

Grounds for concern (including alleged perpetrator/s)
.....
.....
.....
.....

Aboriginal() Torres Strait Islander () NESB () Deaf/Mute () Language
Do you consider the child's safety or wellbeing is at immediate risk? Why?

Where is the child at the time of notification?
.....

Other relevant information including any known previous notifications and action – is
an interpreter required and if so, in which language/or sign language.
.....

Notifying Shire Manager's Name/delegated Officer

Signature

Name of notifying Shire Department Contact Person
Phone

School or Preschool attended by child.....
Phone Fax.....

Hours when child is available (if known)
Name and Position Signature and Date.....



EARLY
CHILDHOOD
INTERVENTION
SERVICE

Response To A Written Authorised Request For Information On The Safety And Well Being Of A Child Or Young Person Who Is The Subject Of A Child Protection Notification (From DCS Or Police Department)
Confidential

Name of child or young person DOB.....

Child's Address.....

.....

Relevant Information.....

.....

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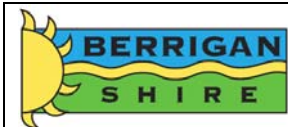
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**EARLY
CHILDHOOD
INTERVENTION
SERVICE**

Appendix "C"
Procedure Manual

If Shire is registering a report document who the report was registered with on the Notification Form of Suspected Abuse

TELEPHONE CONTACT LIST DEPARTMENT OF COMMUNITY SERVICES (DOCS)

Business Hours:

Name
Title
Tel No. Fax

After hours

Name
Title
Tel No Fax

NSW HEALTH STAFF FOR CHILD SEXUAL ASSAULT

Business Hours:

Name
Title
Tel No. Fax

After hours

Name
Title
Tel No Fax

NSW POLICE SERVICE

Business Hours:

Name
Title
Tel No. Fax

After hours

Name
Title
Tel No Fax

NSW HEALTH STAFF CONTACT FOR PHYSICAL & EMOTIONAL ABUSE & NEGLECT

Business Hours:

Name
Title
Tel No. Fax

After hours

Name
Title
Tel No Fax

Business Hours:

Name

After hours

Name



SEEKING ASSISTANCE

If you suspect a child may be involved in some form of abuse which appears to involve one or more children or young persons, don't attempt to explore the circumstances; report the matter immediately.

Where you are concerned about risk of harm to a child or young person and suspect that a work colleague may be involved, after reporting it to the Department of Community Services, report it to the senior management of the Shire and follow Shire procedures.

A child or young person with a disability has the same needs as any other child or young person for care and protection. However, some may be more vulnerable because of mobility constraints, dependence on others for personal care or physical care or communication and limitations in their ability to stop abuse or communicating what had happened. Workers should be alert to these circumstances when considering whether to make a report. Assist children, main stream children and those with a disability, by offering appropriate support. Workers can play an important role in advocating for the main stream child and children with a disability.

Developmental disability does not necessarily impede parenting.

LISTENING AND CLARIFYING

Be prepared to listen and to assist a child or young person when he or she tells you about an event or behaviours that indicate risk of harm. Offer support to the child and be honest about your responsibility for taking action to protect them and what is likely to happen.

The person reporting should seek to provide clear information but should not draw conclusions or engage others in discussion, for example, by asking probing questions, accusing parents or discussing the circumstances of the report with them.

Where appropriate, the family should be informed about the decision to report and the reason for making a report to the Department of Community Services. Openly communicating your concerns to the family may increase their willingness to accept services offered to protect the child or young person. In the case of a young person, the decision to make a report should be discussed with them. In cases of suspected sexual abuse, it is inappropriate to discuss with the family the nature of your concerns, particularly if it is suspected that a member of the household may be involved in the abuse. If other colleagues have also been involved with the child or young person, consult them and agree on what information will be shared with the family.

A guide to Indicators of Abuse and Neglect can be found on page 59 of the NSW 2000 Draft Interagency Guidelines for Child Protection Intervention booklet.

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/child%20protection.pdf>

1f. Complaints and Disputes Procedure

Families have the right to complain within the practice of the service and can use the Shire Council procedure.

Aim: To ensure that members, those using the services of the Association, and its staff are free to raise and have resolved any complaints or disputes they may have regarding the operation of the Association.

Philosophy: The Association believes that all consumers and staff have the right both to raise any complaints or disputes they may have and to have them resolved in a confidential and timely manner.

Policy:

- The Association:
 - Has written information, outlined below, on the procedures for complaints and disputes.
 - Distributes this to individual members in a variety of ways, including through its information pack to new members, the Association website, e-mail contact and/or publication in the Magazine.
 - Provides information on complaints handling policies and procedures to committee members and staff.
- Complaints and disputes about Association decisions/actions - Procedures

Complaints and disputes:

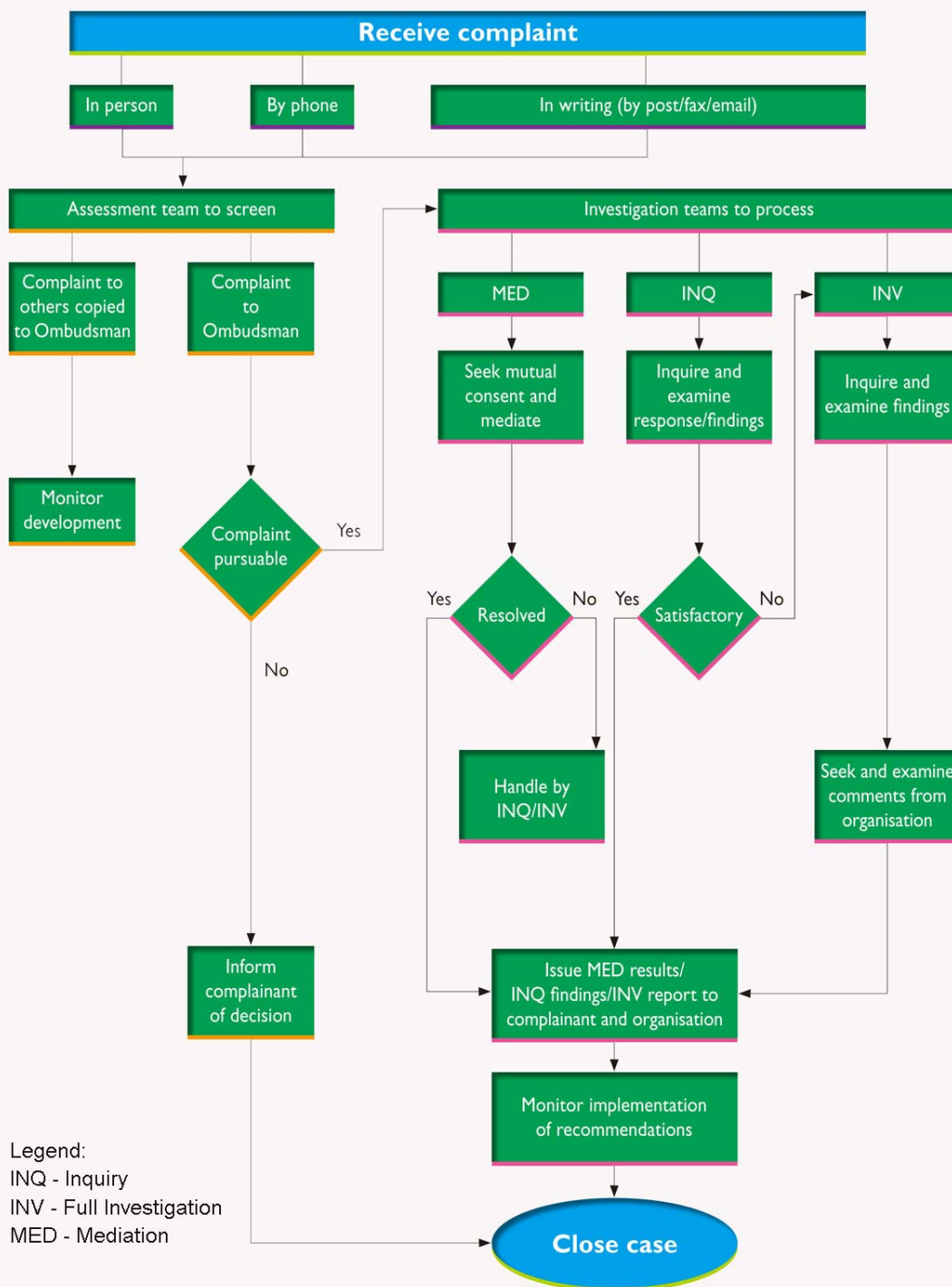
- Can be presented by a consumer/advocate/staff member either orally or in writing, at any time, to any member(s) of the committee/sub-committee(s), without fear of retribution.
- Are responded to by that person respectfully and promptly (i.e. within 14 days).
- Are directed to the Central Committee if they cannot be resolved to the satisfaction of the consumer at the initial level. The committee undertakes to deal with the complaint as quickly as possible and where appropriate, a special committee meeting is convened (within 21 days). The proposed process for conflict resolution is negotiated with the complainant/s and the process is duly implemented.
- Not resolved to the full satisfaction of the complainant may be the subject of an appeal. Such appeals can be heard at a further meeting of the committee, a Special General Meeting or Annual General Meeting. Alternatively the complainant may request the services of an independent mediator.
- Not able to be resolved by the Association and which involve a breach of the Disability Services Act can be taken to the National Association and/or Community Services Commission.



- Not able to be resolved by the Association and which involve a breach of funding agreements can be taken to the National Association and/or the Department of Ageing, Disability & Home Care or Community Services Appeals Tribunal.
- Are recorded in the register of complaints kept in a locked file in a locked cabinet in the Association's Office. Each file is to be kept for a period of seven years. After such time the file is to be destroyed.
- Complaints involving Committee/Staff - Procedures
 - A grievance must initially be dealt with as close to its source as possible. Therefore, ideally, the aggrieved person presents their grievance to the aggrieved.
 - If there is no resolution, the aggrieved person notifies the President as to the substance of the grievance, either in writing or otherwise, requesting a meeting with the President for bilateral discussions and to state the remedy sought.
 - After the meeting a response to the grievance must be made by the President promptly (i.e. within 14 days). If the matter is not resolved, reasons for not implementing any proposed remedy should also be included.
 - The matter is referred to the Central Committee if it is not resolved to the satisfaction of the aggrieved person by the above. The Committee undertakes to deal with the complaint as quickly as possible and where appropriate, a special committee meeting is convened (within 21 days). The proposed process for conflict resolution is negotiated with the complainant/s and the process is duly implemented.
 - If the matter still cannot be resolved the services of an independent mediator can be used.
 - It should be noted that employee Grievances and Disputes Resolution Procedures are covered in their appropriate awards and provision is made for them to be represented by an industrial organisation of employees.
- Complaints and disputes related to expulsion from the Association are addressed by Clause 6.3 of the Constitution.
- This policy will be reviewed annually, generally at the AGM.

<http://www.berriganshire.nsw.gov.au/Residents/CustomerRequests.aspx>

Flow Chart on Handling of a Complaint





CONTACT LIST

ECI
(Early Childhood Intervention Manager)
Margaret Graham
PH: (03) 5888 5188

Berrigan Shire Council
Director Corporate Services Manager
Matthew Hansen
56 Chanter Street
BERRIGAN NSW 2714
PH: (03) 5888 5100
mail@berriganshire.nsw.gov.au

NSW Ombudsman
Level 24, 580 George Street
SYDNEY NSW 2000
PH: (02) 9286 1000
Toll Free: 1800 451 524
Fax: (02) 9552 2568
nswombudsman@nswombudsman.nsw.gov.au



1g. Confidentiality and Privacy Procedure

All families and clients are to be protected by privacy and confidentiality.

Aim: To ensure every member is treated with dignity and his/her personal information is accorded privacy and confidentiality.

Philosophy: The Association believes that all members have the right to be treated with dignity, privacy and confidentiality.

Procedure:

- Each member or other stakeholder will be treated with dignity, privacy and respect in all direct personal contacts.
- The Association will collect only that information about members which is directly relevant to membership activities. Membership applications are processed by the committee with the assistance of the Administrative Officer.
- Current membership information is held in confidential files at the Association's office to be accessed by Committee members, Executive Officer and Administrative Officer on a "need to know" basis.
- Membership information will not be released to other services. Rather, if another organisation wishes to distribute information to members, the Association may forward this material on their behalf. Alternatively, individual members will be informed by the Association if another agency wishes to contact them and members may then choose whether or not to return the contact.
- This Procedure will be reviewed annually, generally at the AGM.
- All files are locked at all times when not in the office.
- Back up files are kept on flash drive and external hard drive for security purposes
- Room is locked at all times when not in the building. The room may also need to be locked during sessions.
- All reports sent to the team use the first name only
- HACC and Disability System (HADS) reports use coded information on files. The Minimum Data Set (MDS) is the reporting tool for the hours spent with clients and the CSTDA which is the Commonwealth/State and Territory Disability Agreement is the key body by which we report.
- All files that are contained within the service to maintain confidentiality
Periodically the numbers of clients serviced in the region are shared with council
- Files are not stored at any other building



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- Volunteer workers do not have access to client data or files
- No discussion is held with other services unless consent is given from parents/Carers
- Clients may share details between themselves as desired

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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Confidentiality Policy: Children's Services

This policy applies all staff across children's services – Early Intervention Centre – Berrigan Shire Council

Background

We hold all personal information under strict legal and ethical obligations of confidentiality in accordance with State and Federal Acts.

Service-users have the right to access their personal files, including paper and electronic files.

1. Introduction

Service-users have a right to expect that our services will hold information about them in confidence. Confidentiality is central to trust between service-users and the service providers. Our handling of confidential personal information must:

- promote, support and protect the privacy, dignity and rights of our service-users
- command the support of service-users, staff, volunteers and partner services
- comply with best practice
- conform with the law
- promote the care and welfare of service-users and the effective operation of the service.

2. Legal and professional basis

- If you have fully informed the person about the range of uses you may make of information they give you, you do not need to seek their specific consent each time you pass on information for a particular purpose.

If someone states that they do not want to have their personal information shared, you must respect their wish unless there are exceptional circumstances. You must make sure that you explain fully the consequences of withholding information for care or planning.

3. General principles

- In all cases, you must restrict the amount and type of information to what is necessary in the particular circumstances.
- You must not use information supplied for one purpose for another purpose.
- You must consider whether the information can be shared in anonymised form.

4. Consent by the service-user

- You must explain to the service-user that a refusal to give information or allow it to be shared may make it more difficult, and sometimes impossible, to provide appropriate advice or services.
- At the beginning of any period of contact, including for assessment or service, you should obtain the service-user's consent to share information within **Normal Limits (see below)**. You must explain the nature and likelihood of the normal limits to the service-user and any other person giving information.
- You are asking the service-user to give ongoing consent to information sharing, so that you do not have to seek consent on every occasion that information sharing is necessary.
- The service-user can change the terms of their consent or withdraw it completely at any time. You must discuss the implications of any change or withdrawal with them.

5. Information from children

- Children and young people of all ages have the same rights to confidentiality as adults.
- Even where the child may not have capacity to consent to or refuse disclosure (see below), they have the right to talk **in confidence** with any other person.
- If the child is not considered capable of understanding the consequences, then their parents or guardians must consent to disclosure, or request access.

6. Normal limits of information sharing/disclosure

To carry out assessments and to provide effective services, you will usually have to seek information from, and share information with, other agencies or individuals who hold relevant information. This may include:

- staff, including students, directly involved in the service-user's case and care
- senior staff who have supervisory/case management functions or when investigating and handling of complaints
- Contact is made with other Health Professionals as discussed with Family.
- Consent is gained for volunteers as employed by Service.
- other agencies and professional staff such as health, education and housing to enable the right provision to be made

- other agencies or carers undertaking work with the same service-users in partnership or on behalf of local authorities - this would include foster carers and residential staff, for example.

There is a legal obligation to provide information in the following circumstances:

- requirement by a court/police.
- DOCS/Mandatory Reporting Agency

9. *Keeping information safe*

- You must make sure that you protect personal information about service-users **(and others, including carers and colleagues)** against improper disclosure at all times.
- All files are kept locked in filing cabinet
- Many improper disclosures are unintentional. You must not discuss identifiable service-users in circumstances that do not come within the normal limits or exceptional circumstances described earlier.
- When discussing service-users, you must ensure that you cannot be overheard by anyone not bound by the same requirements of confidentiality towards that service-user.
- You must not leave material containing personal data, either on paper or on computer screen, where it can be seen by other service-users, unauthorised staff or other visitors to the office or unit.
- You must keep all portable records containing personal data in recognised filing and storage places. This storage should be locked at times when access is not directly controlled or supervised.
- You should switch off computers with access to client information, or put them into a password-protected mode, when you are not working on them or others attend the centre.



1h. Consent Procedure

All families are asked if they consent to referrals and information being shared with other providers and therapist in a team approach.

If there is a need to request further consent for a specific reason the client will then be approached to resign a consent form.

Reasons for a new consent form to be signed are

- The document is out of date e.g. from entry
- A new referral for specific therapy's not previously mentioned

BERRIGAN SHIRE EARLY CHILDHOOD INTERVENTION SERVICE

223-229 Murray Street
PO Box 370
FINLEY NSW 2713



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Phone: 03 5888 5188
Fax: 03 5883 4235
Mobile: 0407 503 902

Child's Name **Female** **Male**

Indigenous Status (A) (TS) (A & TS) (Neither A or TS)

Address

Date of Birth/...../.....

Country **of** **Birth**

Mothers Name

Fathers Name

Address (if different to above)

Phone **Mobile Phone**

Work **Email Address**

Career, Guardian, Advocate or both Yes No

Name

Address

Contact **Details**

Referral Agency

Siblings	Name	Date of Birth
.....
.....
.....



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Child's Medical Condition if any:

.....
.....
.....

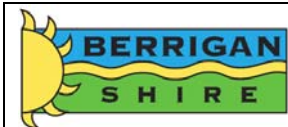
Doctor

Pediatrician

Has the family accessed any of the following services?

- Audiologist/Deaf Society
- Autism Spectrum Australia
- Centre Against Sexual Assault
- Day Care
- Dental
- Department of Human Services
- Diabetic Educator
- Dietitian
- Doctors
- Early Childhood Intervention Service
- Education Department
- Family Support
- Home Care
- Hospitals
- Maternal & Child Health
- Mental Health
- Occupational Therapist
- Optometrist/Vision Australia
- Parenting Programs
- Pediatrician
- Physiotherapist
- Playgroup
- Preschool
- Psychologist/Psychiatrists
- Respite Services
- Social Worker
- Speech Pathologist
- Other
Support.....

If yes by whom and what was the date and results?



Do you have a cultural background?

E.g. Aboriginal Tress Straight Islander, Chinese etc.

Do you have family support in the local region?

Do you have transport available to you?

Do you have access to Carers payment, Carers allowance, isolated travel assistance, disability parking

Are you interested in a Carers support group?

Do you understand the role of the Early Childhood Intervention Service?

Has it been adequately explained to you?

Any other Questions/Queries?

Medical

Medical Diagnosis Yes No
If yes describe

Family Doctor

Pediatrician

Special Medical Yes No



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Services

Hospitalization Yes No

Allergies Yes No
List known allergies

Medication Yes No
Please list

Childhood Illnesses

Immunization Yes No

Hearing Assessment Yes No

Vision Assessment Yes No

Current Health Status

History of family medical problems



AUTHORISATION FOR RELEASE OF INFORMATION:

I hereby authorize the release of information by the
Berrigan Early Childhood Intervention Service to relevant professionals:

- Aged, Disabilities & homecare.(ADHC)
- Councilors
- Daycare
- Occupational Therapist
- Pediatrician/ GP
- Physiotherapist
- Pre-School
- Psychologist
- Schools
- Speech Pathologist
- Other Support

Consent by parents/guardian to use photos by ECIS in newsletters and documentation. Express permission would be asked of the parents for media releases.

- Yes
- No

Print Name:

Signed:

Date:



BERRIGAN SHIRE EARLY CHILDHOOD INTERVENTION SERVICE

REGISTRATION FORM

SERVICE AGREEMENT

I/we consent to the Early Childhood Intervention worker implementing a program, especially designed for my/our child, during home based, individual or group sessions. I understand that this program will be designed in consultation with me/us and other professionals involved with my/our child and that all final decisions are to be made by me/us.

I/we have been given verbal and written information about Early Intervention and advised to read the Berrigan Shire Early Childhood Intervention Client Service Delivery Booklet to fully inform me/us of my/our rights and Early Childhood Intervention practice.

Signed
(Parents/guardian)

Date:

1i. Cultural Inclusion Procedure

The council does not have a lot of families with a cultural background but has and will continue to have an inclusive approach to families of cultural and linguistic backgrounds.

As cultural and social issues are inextricably linked, the term 'cultural and social inclusion' is favoured in this discussion piece. Thus, consistent with this broad view, a school community's success in advancing cultural and social inclusion depends on the extent to which all students have enhanced opportunities to:

- **Develop new kinds of learning and life pathways** that challenge old 'social class' and other constraints on students' educational options, learning outcomes and life chances
- **Be a part of, and help build, inclusive communities, workplaces and organisations**, e.g., in a culturally and socially diverse school community, students may *routinely* learn from this diversity and learn to communicate and collaborate with others using intercultural and cross-class understandings
- **Become global learners and problem solvers**, i.e., acquiring knowledge of the cultures, histories, geographies and languages of other countries, including proficiency in two or more languages, as well as becoming a global citizen with the skills to create cross-cultural ideas and understandings
- **Participate in dialogue and decision making**, thus further empowering all students including those yet to be involved in school and community decision making and leadership.

Implicit in all of this is also an *inclusive view* of exclusion - treating it as a mainstream issue that affects everyone in various ways.

The achievement gap

Students' learning and life opportunities are strongly shaped by social background. For example, in Victoria, students from the most advantaged backgrounds are **up to 16 times more likely** to get into a medical course than those from other backgrounds. The most affluent Australian students are also on average three years of schooling ahead of the least affluent in reading literacy.

This sharp polarisation between the life chances of different groups of young people frustrates students, undermines their aspirations and starves a nation of knowledge, skills and creativity.

A 21st century nation should have a public education system in which the disparities between the performance of students from families of different social backgrounds are reduced in the short term and eliminated in the longer term. This is **the** fundamental challenge facing education policy makers.



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Australia has often imported flawed, even failed, educational models and strategies from the United Kingdom and United States. However, their track record on equity is at least as bad, if not worse, than our own and shows little or no sign of improvement.

With such influences, the gap between the 'haves' and the 'have nots' has continued while other countries are moving in the opposite direction. One such country is Finland, where the degree of inequality we experience would not be tolerated

<http://www.viccsso.org.au/big-ideas/cultural-and-social-inclusion>

1j. Decision Making Procedure

Families are offered choices and the option to make informed decisions about their child's care.

Aim: Each member of the Association has the opportunity to participate as fully as possible in making decisions about the events and activities of the Association.

Philosophy: The Association believes that it can only fully meet the needs of members if they have the opportunity to participate fully in its operation.

Policy:

- * The Association supports, facilitates, advises and encourages its members to participate fully in decision making regarding the activities of the Association.
- * Members are invited to join committees and sub-committees through e-mail contact, other mail-outs, the Members' magazine, special notices and meetings that are open to all members.
- * Election of office bearers is an open process for all members. (See Constitution Sections 7, 8, 9, 10, 11, 15, 16.)
- * The Association's policies and procedures designed to maximise consumer participation in decision-making can be made available to members in appropriate formats e.g. community languages, on request.
- * The Association keeps members informed of other organisations that might meet his or her needs.
- * Each member can involve an advocate, if they wish, to assist in negotiation with the Association in making decisions about the service he or she receives, or in disputes with the Association about the service.
- * This policy will be reviewed annually, generally at the AGM.

1k. Early Intervention Procedure

The program is a family centred service, which means that it tries to meet the needs of the whole family as well as the child.

Families are an integral part of the Early Intervention service and are resourced to become their child's primary intervention worker.

The program focuses on the particular needs of each individual child and family. Assistance, support and advice are offered to families in their endeavours to provide the best personal, medical and educational services for their child.

WHO CAN ACCESS THE SERVICE?

Early Intervention is for families who have a child 0 to 8 years who have a developmental delay and/ or a disability, which may or may not be the result of a disability or a diagnosed condition.

WHAT ARE THE AIMS OF THE SERVICE?

- Early Intervention is fully committed to a family focused approach to provide an intervention service that supports and educates families of children with additional needs so that they develop the skills, knowledge, and confidence to assist their child.
- The service aims to work collaboratively with the whole family and encourage the whole family to be involved in decision making and enable and empower families to use resources from within their own community.
- The service aims to promote the optimal growth and development of young children and support for their families.
- To encourage links with other services in their desire to improve the quality of service provision
- To support the family through the diagnosis process with paediatricians and local GP's
- To promote the rights of the child with additional needs and promote the acceptance and support of the children and their families so that they enrich the total community.
- To support transition to preschool and school
- Address behavioural concerns and assist in the regulation of behaviours
- To include the family and children in community based programs that minimize isolation and support socialization

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- To assess children aged from birth to 8 years across all areas of development and to then provide where possible specialist educational and therapeutic programs to meet their needs.
- To provide guidance and advice about equipment and other generic and specialist services.
-

HOW DO I ACCESS THE SERVICE?

The Early Intervention Manager can be approached personally or by phone. Families can refer themselves.

- A consultation takes place where the service is explained and you can discuss your concerns.
- The service is confidential.
- Parents are under no obligation to access the service.
- Families are free to leave the service at any time
- Parents wishing to access the service complete the registration and service agreement form.
- A file is set up for the child and will include the following documents

Berrigan Shire Council Early Childhood Intervention Service - Enrolment Kit

- Service flyer
- Registration form and consent forms
- Initial visitation Notes
- Family Links/ Community Links -Genealogy profile
- Education links
- Service inclusion model
- Student interest profile – likes and dislikes
- Release of information form
- Sensory checklist
- Early Learner planner

Pamphlets for the intake folder

- Community information flyers – assorted
- BSC toy library
- Finley playgroup
- Family links - Intereach
- Centacare information and flyers
- Sound therapy
- Triple P flyer
- Companion card
- Commonwealth respite – Intereach
- Parentline – magnet and flyer
- Disability advocacy information DIAS visits
- Hume Riverina Community legal services
- Moira Foodshare
- IPTAAS travel assistance forms
- Welcome to Hollland

HOW MUCH DOES IT COST?

The service is a free no fee service but this may change to a user pays service under the National Disability Scheme

TIMING OF SESSIONS:

- Appointment times will vary depending on the needs of the child and family.
- It's been found that session times vary with children depending on their age and ability to concentrate.
- Family support may become part of the sessions when the child may be unable to engage in predetermined play



IS THERE A WAITING TIME?

- Where there is a waiting list for entry to the program, order of admission is determined according to those families with greatest need
- Referrals to other services may be utilized and the family returns after they have been assessed by other therapists or professionals

FREQUENCY OF SESSIONS:

Frequency of sessions will vary. Each family in the service will have a program designed to meet their individual needs.

Factors that could affect the frequency and timing are:

- The family may require more/less support at a particular time due to their own life's circumstances.
- As the child's needs changes so does the need for specific therapy change and the team around the child changes
- When a child is in the Preschool years, Preschool programs are a more appropriate way of providing a service.

Therapy does tend to be more intensive and more individually based in the child's younger years. It becomes more group focused as the child gets older when social interactions and group work becomes more of a focus.

Information requests to be obtained from the service

- Parent/s to have access to their child's file on request e.g. information regarding plan, letters for pediatrician and others
- To obtain access to information parents should give notice in writing to the EIO who will then arrange access to the file; and sign a release of information form prior to information being given to parent or sent to specialist at parent's request.
- Confidential information must be recorded and stored in a manner which maintains privacy, only parents EIO and other professionals should receive and keep case notes (with parental signed permission)

11. Education Procedure

- DVD sessions offered to families and community\
- DVD sessions offered to local teaches aids
- Talks about inclusion support to community groups e.g. Red Cross, Probus, Senior Citizens
- Children Services Networks
- Berrigan Jerilderie Community Network (BJCN)

Family Education and Training

Goal

The goal is to promote various avenues to educate families and grow the links between professionals and families. Parenting programs can be individual or group sessions. Sessions can be conducted with other service providers

Access to facilities

A venue which is suitable for access to families and professionals to join together at a venue which provides

- minimal charge for the venue
- comfortable seating arrangement
- Access to food/drink for lunch and refreshment
- Offer BSC Community Room
- BSC Activity room
-

Guest Speakers

These will be to accommodate various topics of education within the community. This will represent topics that are currently of interest to the community and community based services



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Advertising-

Flyers to advertise coming events

Access to local newspaper for an article

Flyers and emails to professional within the field as well as promotion of their service

Advertising through social media

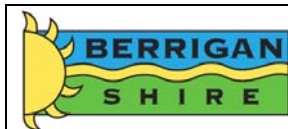
RSVP person and date



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Education				
Service Name		Phone	Fax	Email
Department Of Education	Co-ordinator	358983700	03 5881 5726	www.det.nsw.edu.au
Haley Jefferey - Jerilderie, Urana,	District Guidance Officer for the region	03 5881 1211		Paramjeet.Kaur@det.nsw.edu.au
	Pam Kaur	358983725	358815851	
Regional Support Deniliquin	Vicki Hutton	03 5898 3725	03 5881 5851	
		02 6937 3800	02 6937 3899	
Lyn Bond Barooga, Berrigan	Wayne Parkins – Central			
	Peter Brabin – East			
	Sandra Clifford – North			
	Lyndall	03 5898 3700	5881 5726	
School Councillor Finley & Tocur Cobram & District Childrens Services	Mirelda Wales	03 5898 3725		
		03 5872 2229		cdcs4@bigpond.com
Albury	Pater Smith -South	02 6051 4300	02 6041 3258	nicola.schneller@det.nsw.gov.au
Balranald Catholic School	Judy McGuiness	03 5020 2222	03 5020 2269	balranald-c.school@det.nsw.edu.au
Barham High School	Murray Campbell	03 5453 2322	03 5453 3259	murray.campbell@det.nsw.gov.au
Barham Primary School	Ainsley Fyfe	03 5453 2133	03 5453 2972	ainsley.fyfe@det.nsw.gov.au
BAROOGA PUBLIC	John Francis	03 5873 4242	03 5873 4700	john.francis@det.nsw.edu.au
Barooga TRIKKI KIDZ	Tammy	03 5873 4343	03 5873 4585	.
BERRIGAN CHILDREN'S CENTRE	Amanda	03 5885 2324	03 5885 2985	bcca@bigpond.com
Berrigan Playgroup	Justine Ackerly	03 5885 2495	03 5885 2495	juzz@newsat.com
BERRIGAN PUBLIC	Gayle Andriske	03 5885 2209	03 5885 2661	gayle.andriske@det.nsw.gov.au
Berrigan ST COLUMBAS	IRENE TUBBS	03 5885 2428	03 5885 2761	connellm@catholic.edu.au
BLIGHTY PUBLIC SCHOOL	Nathan Fisher	03 5882 6238	03 5882 6248	nathan.fisher@det.nsw.gov.au
Booligal Primary school	Linda Stewart	02 6993 8107	03 6993 8167	linda.stewart10@det.nsw.gov.au
Bunnaloo Primary School	Darren Devereux	03 5489 7275	03 5489 7228	darren.devereux@det.nsw.gov.au
Carrathool Primary School	Lesa Beven	02 6993 5143	02 6993 5002	lesa.bevan@det.nsw.edu.au
Childcare Access Hotline	Mon-Fri 6am to 10pm	1800 670 305		
CHRIST THE KING COLLEGE		03 5871 1816	03 5871 1113	
Clare Primary School	Megan Baker	03 5020 6896	03 5020 6890	megan.baker15@det.nsw.edu.au
COBRAM AND DISTRICT CHILD CARE CENTRE	KERRY COX	03 5872 2229	03 5871 2463	
Cobram Barooga Cubby Corner COBRAM PRIMARY SCHOOL		03 5871 2700	03 5871 2709	
		03 5872 1374	03 5871 1732	
COBRAM SECONDARY COLLEGE	WENDY FULTON	03 5871 1700	03 5872 2607	
COBRAM SPECIAL SCHOOL		03 5872 1643		specialschoolcobram.sds@edumail.vic.gov.au
Coleambally Catholic School	John McFadyen	02 6954 4131	02 6954 4396	john.mcfadyen@det.nsw.edu.au
Conargo Primary School	Christine Smith	03 5881 6624	03 5884 6736	christine.marion.smith@det.nsw.edu.au
Deniliquin High School	Andrew Collins	03 5881 1211	03 5881 5115	andrew.j.collins@det.nsw.edu.au
Deniliquin High School	Vicki Hutton	03 5898 3725	District Officer	
DENILQUIN NORTH SCHOOL	Chris Hogan	03 5881 1042	03 5881 5086	chris.hogan@det.nsw.gov.au
DENILQUIN SOUTH SCHOOL	Greg Danckert	03 5881 2045	03 5881 5079	
District Guidance Officer for the region		03 5898 3700	03 5881 5851	
Edward Primary School	Joy Soper	03 5881 2612	03 5881 5090	joy.soper1@det.nsw.edu.au
Finley BIRRALEE PRESCHOOL	Kirsty	03 5883 1609	03 5883 1609	finleypreschool@bigpond.com



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FINLEY HIGH SCHOOL	Bernie Roebuck	03 5883 1344	03 5883 2396	sally.bickerton@tafensw.edu.au
FINLEY PUBLIC SCHOOL	Amanda Lyons	03 5883 1135	03 5883 2397	amanda.lyons@det.nsw.edu.au
Finley Toy Library Kate Edwards	Private in Home Daycare	03 5883 9490	Mob: 0409 4699 40	
Griffith		02 6961 8100	02 6964 1386	
Griffith	John Dowling – West			
Griffith	Geoff Pellizzer – Nth West			
Hay Primary School	Carol Oataway	02 6993 1270	02 6993 1779	carol.oataway@det.nsw.edu.au
Hay WMHS	Yvan Chambers	02 6993 1408	02 6993 1223	yvon.chambers@det.nsw.edu.au
JERILDERIE PRESCHOOL	Buddah	03 5886 1770	03 5886 1770	jerpreschool@bigpond.com
JERILDERIE PUBLIC	Nyree Taylor	03 5886 1331	03 5886 1615	jerilderie-p.school@det.nsw.edu.au
Jerilderie ST JOSEPH SCHOOL	ALAN WEDESWEILDER	03 5886 1475	03 5886 1786	awedesweiler@sije.wagga.catholic.edu.au
Jerilderie ST JOSEPH SCHOOL	MARG SHERMER	H03 5886 0384	M0427014 757	
KINDERMUSIK	LIBBY BINKS	03 5883 1053	M 0408 831 053	
Little Tackers Child Care Centre	Debbie	03 5881 4558		
Mathoura Primary School	Julie Szwec	03 5884 3314	03 5884 3504	julie.szwec@det.nsw.edu.au
MAYRUNG PUBLIC SCHOOL	PRINCIPAL: BRIGETTE	03 5882 4243		marung_p.school@det.nsw.edu.au
Moama Primary School	Mark Peterson	03 5482 1564	03 5480 6460	mark.s.peterson@det.nsw.edu.au
MOPS - Mothers of Pre-schoolers	Meet 1st and 3rd Wed each month at Presbyterian Hall Finley	03 5883 1283		
Moulamein Primary School	Catherine Peach	03 5887 5208	03 5887 5102	catherine.peach@det.nsw.edu.au
Mulwala Primary School	Kylie Becker	03 5744 3462	03 5743 1130	kylie.l.johnson@det.nsw.edu.au
OAKLANDS CATHOLIC SCHOOL	Matthew Jacobson	02 6035 4290	02 6035 4382	oaklands-c.school@det.nsw.edu.au
Offices	Pam Kaur	03 5881 5726	03 5881 5726	
Playgroup Association NSW		02 9604 5513		
Playgroup Association VIC		03 9388 159		
PLAYGROUP NSW INC	KYLIE DOSWELL	02 6922 4446	02 6922 4446	kdoswell@playgroupnsw.com.au
Pplaygroup NSW INC	KYLIE DOSWELL	M 0429 651 467		www.playgroupnsw.com.au
RIVERINA INSTITUTE OF TAFE	SALLY BICKERTON	03 5883 9700		
SAVERNAKE PUBLIC SCHOOL	LEONIE ORR	02 6035 9422	02 6035 9437	leonie.orr@det.nsw.edu.au
SOUTHWEST ARTS INC	www.southwestarts.com.au	02 6993 2010	02 6993 3441	info@southwestarts.com.au
ST JOSEPH SCHOOL	HELENE CAHILL	03 5883 1630	03 5883 2393	
TOCUMWAL PRESCHOOL	Jess	03 5874 3241	03 5874 3241	tocpreschool@draget.com.au
TOCUMWAL PUBLIC SCHOOL	DARREN WHITE	03 5874 2128	03 5874 2281	www.det.nsw.edu.au
Tocumwal SACRED HEART SCHOOL	PAT BOAKE	03 5874 2371	03 5874 2934	info@shr.wagga.catholic.education.au
Tooleybuc Catholic School	Melanie Wait	03 5030 5422	03 5030 5408	melanie.wait@det.nsw.edu.au
Urana Catholic School	Dorothy Dore	02 6920 8005	02 6920 8103	dorothy.dore@det.nsw.edu.au
Wagga Wagga	Wayne Parkins – Central			
Wagga Wagga	Peter Brabin – East			
Wagga Wagga	Sandra Clifford – North			
Wakool-Burraboi Primary School	Carly Doyle	03 5887 1126	03 5887 1291	wakool-p.school@det.nsw.edu.au



CHILD'S NAME

SCHOOL OPTIONS /CHOICES

OPTIONS PRIOR TO SCHOOL

SCHOOL READINESS

PROCESS FOR SCHOOL ATTENDANCE

PRESCHOOLS

Early Years Learning Framework— National Code of Practice 2009 Belonging Being Becoming

ALL CHILDREN MUST BE ENROLLED IN SCHOOL IN THE YEAR THEY TURN 6 THIS IS STATE LAW UNLESS EXCEPTIONAL CIRCUMSTANCES APPLY

DAY CARE OPTIONS

Social awareness and independence and sense of identity

PUBLIC SCHOOL

CATHOLIC EDUCATION

FAMILY DAY CARE

Sense of social and emotional well-being

Cobram has a special school for children with disabilities Access for families from NSW

IN HOME DAY CARE – SPECIAL NEEDS CHILDREN

Confidence in learning skills

SPECIAL SCHOOL ACCESS—Albury and Wagga Wagga have satellite classes

Affective communication skills

HOME SCHOOL

Other PRIVATE SCHOOLS

CURRENT THERAPIES / PROFESSIONALS

CONTINUING THERAPIES / PROFESSIONALS

Useful Websites

Technology

- <http://www.spectronicsinoz.com> Spectronics
 - <http://www.spectronicsinoz.com/library.asp?article=14562> Comparison of Boardmaker and Writing with Symbols
 - <http://www.spectronicsinoz.com/product.asp?product=18030> Pics for PECS
 - <http://www.spectronicsinoz.com/browse.asp?cat=2662> Writing With Symbols
 - <http://www.spectronicsinoz.com/browse.asp?cat=3114> Clicker 4
 - <http://www.spectronicsinoz.com/browse.asp?cat=3083> Boardmaker
- <http://www.mayer-johnson.com/>
- <http://www.intellitools.com/>
- <http://www.widgit.com/> Writing with Symbols
- <http://www.symbolworld.org> Symbol World
- <http://www.northcottcats.com.au/index.html>

Images

- <http://www.google.com.au/> click on Images
- <http://www.homeshop.com.au/category.asp> Woolworths Online Shopping - Browse our products
- <http://www.coles.com.au/> Coles Online Shopping – Browse Aisles

Autism

- <http://www.autismnsw.com.au/> Autism Association of NSW
- www.lookingupautism.org International site for Autism news word wide
- www.timeforafuture.com.au Time for the Future Avril Brereton
- Asd_cris@yahoo.com.au Autism Spectrum Education Services – Christina Isaac Autism Victoria: 9885 0533
- www.autismtraining.com.au
- www.autismteachinginstitute.org.au/news for training opportunities : 03 9372 3647

Free Downloads, samples, activities and autism spectrum specific information at

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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- www.edbydesign.com/spec_ed.html some fun games and activities
- www.TheGrayCenter.org Carol Gray's site on social skills
- www.larmac.com.au
- www.dotolearn.com
- www.icontalk.com
- www.autismtoday.com
- For local autism information contact your local Autism Association – www.autismspectrum.org.au

Pictographs and Visual strategies sites

- www.compic.com
- www.setbc.org/res/equip/boardmaker/files.html
- www.mayer-johnson.com
- www.ovec.org/ride/Activities/Boardhints.htm
- www.nlconcepts.com/productsvb.htm

Various Other Sites for All

- newsletter@parentingideas.com.au
- Michael Grose: twitter.com/michaelgrose
- suelarkey@optusnet.com.au – Sue Larkey
- www.teacch.com/structuresuccess.html
- www.teacch.com/toilet.html
- www.seeandspeak.com.au
- www.mayer-johnson.com Trial Version Boardmaker
- www.annatullemans.com
- www.inekards.com Visuals for school
- www.funschool.com
- interactive maths games for young learners.
- www.funbrain.com
- Practice maths and reading.
- http://aba_materials.com/
- A range of visual communication strategies.
- <http://www.mugsy.org/> The National Autistic Society – Surrey UK
- www.beyondblue.org.au
- www.kidshelpline.com.au
- www.centrelink.gov.au
- www.counsellingonline.org.au
- www.crufad.org
- www.depressionnet.com.au
- www.justask.org.au

- www.menslineaus.org.au
- www.farmsafe.org.au
- www.moodgym.anu.edu.au
- www.relationships.com.au
- www.panda.org.au
- www.ybblue.com.au
- www.daff.gov.au

1m. Eligibility Intake and Exit

Early Childhood Intervention Service complies with DADHC policies to ensure each family receives an efficient service that is respectful of their requirements, diversity and privacy both on entry and exit of the service.

ACCESS

ECIS provide specialist support to children prior to school entry, who have a disability or developmental delay, and their families, when a range of coordinated services and a level of support not usually available through universal services are needed. In Victoria, developmental delay and disability is defined within two pieces of legislation, the Intellectually Disabled Persons' Services Act 198610 and the Disability Services Act 199111.

4.1 Target Group

In the Intellectually Disabled Persons' Services Act 1986, developmental delay means a delay in the development of a child which -

- a) is attributable to a mental or physical impairment or a combination of mental and physical impairments; and
- b) is manifested before the child attains the age of 6 years; and
- c) results in substantial functional limitations in one or more of the following areas of major life activity:
 - i. Self care;
 - ii. Receptive and expressive language;
 - iii. Cognitive development;
 - iv. Motor development;
- d) reflects the child's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services, which are of extended duration and are individually planned and co-coordinated.

In the Disability Services Act 1991, disability in respect of a person, means a disability –

- a) which is attributable to an intellectual, psychiatric, sensory or physical impairment or a combination of those impairments; and



- b) which is permanent or likely to be permanent; and
- c) which results in –
 - i. a substantially reduced capacity of the person for communication, learning or mobility; and
 - ii. the need for continuing support services; and
- d) which may or may not be of a chronic episodic nature.

4.2 Intake and Eligibility

Eligibility in most instances should be determined in consultation with the family and other relevant practitioners, that may include a pediatrician, general practitioner, maternal and child health nurse, therapist and early childhood teacher. If existing information or medical records is adequate to determine eligibility, no additional assessment may be necessary. Further, eligibility may be determined by ECIS using informed opinion and judgment when standardized assessment is not appropriate or available. This should be substantiated with direct observation data and rationale to support the need for ECIS.

Entry into ECIS is via direct referral into an integrated intake and referral service where referrals for ECIS are accepted from many sources but must have parent/guardian consent.

Intake commences once a referral is received and either a telephone or face-to face "screening" interview is provided by the intake worker. Consent will need to be obtained from the family to gather information to determine eligibility, identify the most appropriate service(s) to address the child and family's identified needs and determine priority of access to ECIS.

Information from pediatric or medical assessments may be requested for informing eligibility and priority status. The intake process minimizes the duplication of assessments, reduces the number of people involved in undertaking assessments and strengthens service coordination and partnerships between ECIS and universal service providers.

The initial assessment of child and family needs is documented within the Initial Contact Summary (ICS), a report that is written in consultation with the family and includes the following information:

- A developmental history as reported by the parent or primary carer;
- A review of pediatric and/or medical reports;
- Observational assessment (if required);
- Assessment using one or more of the common ECIS screening tools¹²;
- Services to address identified needs.

A copy of this report is given to the family.

ECIS aims to link children and families into local services and support networks. This is important to strengthen a family's capacity to access universal services



and build informal and formal networks of support. It also ensures that services are delivered to those children and families with the greatest need. Consideration needs to be given as to how the agencies across any region can work flexibly to offer a full complement of services to a child and their family. Where complex child and family issues are identified, referral is made to appropriate services in discussion with the family e.g. Child and Adolescent Mental Health Services, Early Parenting Centres, Maternal and Child Health Enhanced Services, Family Support Services and other DHS programs.

4.3 Priority

Priority, or urgency, of access to ECIS is decided at intake as part of the screening assessment process. Factors that may be considered in determining priority of access to ECIS include children and families who have the following: 13

- has high or complex support needs;
- has limited support networks and/or social or geographical isolation;
- are at critical transition points;
- has safety issues (in relation to the child's behavior) affecting the capacity of parents and associated professionals (e.g. kindergarten teachers, child care) to continue to care for the child and to ensure the safety of those around them.

Allocation should involve co-ordination between ECIS providers in a geographical catchment to promote equity of access. It should also identify service gaps to inform service planning and development at a regional and statewide level.

All new referrals are discussed on a regular basis. A new referral is also created when additional needs are identified following the review of a FSSP or within the course of a service module. New referrals are allocated to the appropriate ECIS provider, based on priority of need and the identified capacities to provide services to new families within the agencies.

The team leader and/or intake co-ordinator, will discuss referrals with their teams and allocate the new case to a team member who is then identified as the family's FSC. The FSC assists the family to develop and implement the FSSP and may also provide modules of services as identified.

Unallocated cases remain on a central intake referral list and are managed by the intake team leader. The intake worker who undertakes the assessment of eligibility and completes the ICS will be identified as the FSC, providing a point of contact for the family/Carers whilst they are waiting for services.

www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/intervention/framework2005.pdf

1n. Epilepsy Management Procedure

The service has information and procedures regarding epilepsy and seizure management practices in place for specific individuals who access the service. These are to be in consultation with the family

Children are always seen with the parent and therefore normal procedures would be implemented by the parent or by using the 000 ambulance to assist when needed in any emergency situation.

All clients are to be placed in the left lateral position as per emergency 1st aid techniques that are current.

www.epilepsy.org.au/about-epilepsy/understanding-epilepsy

1o. FAMILY RELATIONSHIPS

Aim: To ensure that the Association supports the development and maintenance of positive family relations through its involvement with families.

Philosophy: Early Childhood Intervention Australia (NSW Chapter) is committed to a family-centred approach. We recognise the primary role of families in their children's development and rights to choice and decision-making in service delivery. We acknowledge that families vary in size, composition, cultural background and values.

Policy:

- In its direct involvement with families, Early Childhood Intervention Australia (NSW Chapter):
 - offers full membership rights to families;
 - provides membership and other fees at a reduced rate to families;
 - offers a wide range of information on early childhood intervention through Members' magazines, e-mail bulletins, its website, conferences, tip sheets, CDs, videos, etc.;
 - promotes family participation on decision-making committees;
 - provides support to enable families to attend Association activities;
 - uses families' expertise to educate professionals and other families through their contribution to magazines, seminars, conferences, family education activities, etc.;
 - provides access to interpreters, as required;
 - conducts its activities in appropriate formats and settings.
- In its involvement with its membership, government and the wider community, Early Childhood Intervention Australia (NSW Chapter):
 - conducts educational activities which endorse and promote a family-centred approach;

- lobbies government regarding the needs and rights of families with young children with disabilities;
- produces resources to assist in the implementation of a family-centred approach;
- promotes awareness of the need to respect differences in family composition, language and culture in providing quality services.
- This policy will be reviewed annually, generally at the AGM.

1p. Health Plans and Medical Access

All clients are entitled to health care services

All options for access must be explained to the client

Emergency procedure is to ring 000 in the event of an accident

New South Wales Health Services Functional Area Supporting Plan (NSW HEALTHPLAN)

NSW Health is the combat agency for all health emergencies within NSW.

NSW HEALTHPLAN identifies the NSW Health emergency management arrangements to coordinate a whole of health response in the event of an emergency through planning, preparation, response and recovery. NSW HEALTHPLAN provides for eight major contributing health services components (Medical Services, Ambulance Services, Mental Health Services, Public Health Services, Health Communications, HealthShare NSW, NSW Health Pathology and The Sydney Children's Hospital Network), which constitutes the whole of health response incorporating an all hazard approach and outlines their agreed roles and functions.

- **Refer to community services directory**
- **Referrals forms kept on file**

DR access and choices supported

DR LISTS offering choice of access in area

- **Community Services Directory *Live Well 2015***
- **Southern Riverina Local Telephone Directory**
- **Cobram and district Local telephone Directory**



- Deniliquin and District Community Services Directory

Hospitals and Health Services

Berrigan	Health Service & Community Health	03 5888 5300
	Hospital	03 5885 2280
Deniliquin	Aboriginal Community Health	03 5852 2913
	Hospital	03) 5882 2800
Finley	Community Health	03 5883 3627
	Hospital	03 5883 1133
Jerilderie	Health Service & Community Health	03 5886 1300
	Hospital	03 5886 1300
Tocumwal	Community Health	03 5874 2166
	Hospital	
Urana	Community Health	02 6920 8101
	Hospital	0 26920 8106

Local GP's –

Berrigan	Alessa Medical Services	03 5885 2201
Cobram	Mivo Park Medical Clinic	03 5872 2166
Cobram	Super Clinic	03 5871 1433
Corowa	Medical Centre	02 6033 1211
Deniliquin	Medical Centre	03 5880 1900
Finley	Medical Centre	03 5883 4916
Finley	Lakeside Medical Clinic	03 5883 1166
Jerilderie	Medical Centre	03 5886 1209
Tocumwal	Rao Medical Clinic	03 5874 2177
Urana	Medical Centre	02 6920 8232

Pediatricians -

Albury	Andrew Rechtman David Christie David Newsom Mark Norden	02 6051 1222
Deniliquin	David Christie David Newson	02 6051 1222
Shepparton	Dr Peter Eastaugh Dr Danny Garrick Dr Ian Skelton	03 5821 1077 03 5831 4566 03 5831 8882
Wangaratta	Terry Stubberfield Peter Dewez	03 5722 2873
Yarrawonga	Terry Stubberfield Peter Dewez	03 5722 2873
Cobram	Peter Dewez	03 5722 2873



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EARLY CHILDHOOD				
Service Name	Co-ordinator	Phone	Fax	Email
ADHC INTAKE		1300134450		Western.iri@facns.nsw.gov.au
Aspect Early Childhood Development Program		(02) 60573714		
Autism Newsletter	Lindy Mason	02 6057 3777		lmason@autismspectrum.org.au
BERRIGAN SHIRE ECI	Margaret Graham	03 58885188	03 5883 4235	bscearlyint@inet.net.au
COBRAM CDCS	Tanya	03 5872 2229		
COORINDA - ALBURY	Sue Pringle	02 6058 4000	02 6058 4050	vickiegoggin@aspiress.com.au
DENILQUIN ECI	Carla	03 5890 5200	03 5881 7369	DIRECT LINE - 58905247
ECIS WODONGA		02 6055 7777		nevr@edumail.vic.gov.au
GRIFFITH ECI	Adri	02 6992 7790	02 6964 8777	info@geis.org.au
KURRAJONG ECI	Susan McCullygiddy	02 6923 8400	02 6923 8444	keis@kurrajongwaratah.org.au
SYDNEY ECI			02 9872 8251	
WOODSTOCK	RACHAEL WEBB	02 6043 1190	02 6043 3900	racheal.webb@aspiress.com.au

Options / choices for Early Learning Centers

In Home Day Care – Intereach coordination for service

Intereach Hub Murray St, Finley – 0358

Supported Play group - Meets every Friday 10am at the Finley show grounds



Procedure

Action Plan

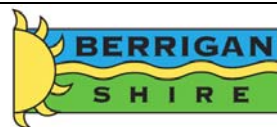
Action required	Who / time frame	Notes	Completed
<p>Feedback from families regarding rights and responsibilities</p> <p>list emergency services</p>	<p>Marg to families</p>	<ul style="list-style-type: none"> • All families are supplied with the rights and responsibilities of the worker and the client • Design a new survey for families regarding rights and responsibilities • Design a flyer for - childrens services access • education access flyer • therapy access flyer • anti bullying policy 	<p>Yes</p> <p>YES included</p>



EARLY CHILDHOOD INTERVENTION SERVICE

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MEDICAL SPECIALISTS				
Service Name	Co-ordinator	Phone	Fax	Email
Albury Circumcision	Dr Tracey Merriman	02 6023 6660		456 Swift Street
Albury ear nose & throat	Dr Von Marburg	02 6021 8922	02 6021 1600	572 Kiewa Street
Albury Ear Nose and Throat	Dr Fogerty	02 6023 1511	02 6023 1525	450 Swift Street Albury
Albury Paediatrician	Dr David Christie	02 6021 6188	02 6041 4032	dchristie@awpg.com.au
Albury Paediatrician	Dr Mark Norden	02 6051 1222	02 6051 1223	432 David Street Albury
Albury Practitioner	John Douglas	02 6051 1222	02 6051 1223	paeds@awpg.com.au
Albury Psychologists	Ellie Briggs	0424 475 457		
Berrigan Medical Clinic	Dr Saad mohammed	03 5885 2201	03 5885 2712	berrigancamp@hotmail.com
Cobram	Local GPs	03 5871 1433	03 5871 1517	Charles Street
Cobram Mivo Park	Local GPs	03 5872 2166	03 5872 2954	18 Hay Ave
Cobram Psychologists	Bonnie Crosthwaite	0438 655 936		
Carlton	Autism Australia	03 9657 1600	03 9639 4955	office@amaze.org.au
Deniliquin Dental Specialist	Dr Ian McAtamney	03 5881 3468	03 5881 4636	Charlotte Street
Earl Links Program Riverina Murray	Amanda Bainbridge	0457 301 046	02 6925 8147	1300 carewest
Echuca Psychologists	Guy Robbins	0418 145 894		Nish Street
Finley Medical Centre	Dr Hambly	03 5883 1166	03 5883 1845	Tongs Street
Finley Medical Centre	Dr Alam	03 5883 4916	03 5883 4920	Dawe Ave
Finley Medical Centre	Dr Mohan	03 5883 4916	03 5883 4920	Dawe Ave
Finley Psychologists	Sonia Bulzomi	0478 639 327		
Jerilderie Medical Centre	Dr Alhejaj Ismaal	03 58861209	03 5886 0326	Mahonga Street
Kew Psychologists	Sally Rigley -Private	0402 081 030	03 9525 7330	sallyr66@hotmail.com
Local Psychologists	Deidre Middlehurst	0438 180 548		
Local Psychologists	Sherry Brook	02 6056 6567		
Melbourne Ear Nose & Throat Mobile	Dr Garry Sherman Tammy Robertson	03 9427 1399 0428 975 096	03 9421 0432 02 6033 0747	5 Erin Street tamshan5096@bigpond.com
Shepparton Clinic GV Health	Dr Jo Edwards	03 5832 2322	03 5821 1648	enquiry@gvhealth.org.au
Shepparton Pediatricians	Dr Ian Skellton	03 5831 8882		
Shepparton Pediatricians	Dr Estaugh	03 5821 1077	03 5883 18550	77 Numurkah Rd,
Shepparton Pediatricians	Dr Garrick - Dan	03 5831 4566	03 5831 5077	86 Orr St, Shepp,
Shepparton Pediatricians	Andrew Lovett	03 5821 1077	03 5831 8550	admin@schg.com.au
Shepparton Psychologists	Nick Bamford	0438 004 074		PO Box 6977, SHEPP, 3632
TOCUMWAL Medical Clinic	DR ALSABTI	03 5874 2177	03 5874 2707	Morris Street
Wangaratta	Dr Stuart Crisp	03 5721 8013	03 5722 2872	
Wangaratta Paediatrician	Dr Terry Stuberfield	03 5721 3873	03 5722 2872	terrysbfb@bigpond.net.au
Wangaratta Paediatrician	Dr Peter Dewez	03 57 22 2873		pdewez@bigpond.net.au
Yarrowonga Cicumcision	Dr Clyde Ronan	03 5744 3155		29 Hume Street



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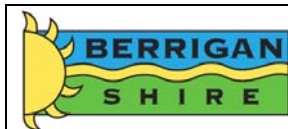
COMMUNITY HEALTH				
Service Name	Co-ordinator	Phone	Fax	Email
AREA HEALTH	SUE MARTIN	Direct line 5882 2923		Direct Line : 5882 2923
AREA HEALTH	KATIE HANSEN	home 035883 0216		
AUDIOLOGIST	SHANE ATKINSON	03 5874 2166		
Audionic Shepparton	GLENN BURGESS	03 5821 2596		
AUSTRALIAN HEARING		02 6041 2044		
Autism ACT	Mrs Gaye Von Ess			asbergerssyndrome@assn.org.au
Autism ACT	Mrs Gaye Von Ess	P 02 6290 1984		autismact@home.com.au
Autism ACT				http://autism.anu.edu.au
Autism ACT				www.assn.org.au
Autistic Association		P 02 8977 8377		www.autismspectrum.org.au
BEHAVIOUR MANAGEMENT	KRISTEN ODDY	02 6025 2081		
BERRIGAN COMMUNITY HEALTH	Pauline Parr	03 5885 2208	03 5885 2505	
CHC FINLEY	MICHELLE WALTON	03 5883 3627		FROM DENI
CHC FINLEY	BRIAN HILL	03 5882 2916		FROM DENI
CHC FINLEY	ROBYN FOWLER	03 5882 2940	03 5882 2945	FROM DENI
CHC FINLEY	MEAGAN LOWRY	03 5882 2900	03 5882 2905	FROM DENI - Direct - 58 839 187
CHC FINLEY	LIBBY QUICK	03 5883 2044	03 5883 4054	HOME MODIFICATION
CHC FINLEY	meagan Lowry		03 5882 2905	meagan.lowry@gsaha.health.nsw.gov.au
CHC FINLEY	PAULINE PARR - 03 58831133 - voicemail	03 5883 3627	03 5883 1133	pauline.parr@gsahs.net
CHC FINLEY	ROBYN FOWLER	03 5880 2100		robyn.fowler@gsah.health.gov.au
CHC FINLEY	VAL HAND	03 5883 3627		
CHC FINLEY	MARGOT JOHNSON	03 5883 3627		
CHC FINLEY	LYNDA CAMPBELL			
CHC FINLEY	PAT ALEXANDER	03 5883 3627		
CHC FINLEY	ENID LUMLEY			
COUNSELLORS		0427 324 033		don.burrowes@dpi.nsw.gov.au
COUNSELLORS	DON BURROWES	03 5881 5766		
COUNSELLORS	Paula and Leanne	02 6993 4130		
COUNSELLORS	Danny Burns			
FINLEY COMMUNITY HEALTH	PAULINE PARR	03 5883 627	035883 1527	
FINLEY COMMUNITY HEALTH	ANNETTE BAIN			
GOOD NEWS COUNSELLING	HEATHER THOMAS	0400 969 999		bonshore@cobram.net.au
GREATER SOUTHERN		Direct line 03 5882 2925	03 5882 2905	katie.hansen@health.nsw.gov.au
GREATER SOUTHERN		03 5882 2900	03 5882 2923	susanmartin2@gsahs.health.nsw.gov.au
GV Audiologist		03 5832 2322		
GV Hearing Clinic		5821 6600		
HACC				bschacc@inet.net.au
HACC	Jenny Bright	03 5881 1855	03 5881 5440	
JERILDERIE COMMUNITY HEALTH	Val Hand	03 5886 1300		
JERILDERIE COMMUNITY HEALTH	Kay Pinnuck	03 5888 5352		Tuesday- Berrigan
Megan	Directline: 03 5882 2927			
Mental Health	Lourene Liedenerg	0428 2810 60		
Murrumbidgee General Practice Network		02 6953 6454		mgpn@murrumbidgee.net.au
Ped Phsio	Kath White C/H	02 6058 1800		
Professor Tong		03 5427 4052		www.timeforafuture.com.au
SOCIAL WORKER	MARY NEWCOMBE	03 5882 2823		
SOCIAL WORKER	MARY NEWCOMBE	Mobile: 0428 223 147		
Speech Pathologist	Katherine Bruce	02 6035 9409		annandale_farm@bigpond.com
TOCUMWAL COMMUNITY HEALTH	MARIA SEAMER	03 5874 2166		
Verney Road Special School	Iona Novac	03 5821 8185		IQ below 70↓ Intelligence
	1800 069 978			contact@autismspectrum.org.au
		P 03 9885 0533		www.autismvictoria.org.au



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SPECIALISED SERVICES				
Service Name		Phone	Fax	Email
DOCS	Co-ordinator	03 5882 2500	03 5881 5291	Veronica
DOCS	MARILYN GITTENS	132111		Judith
DOCS	CINDY TAYLOR			Robert
DOCS	KAREN WITT			
DOCS	KAREN WALSH			
DOCS	LARA	02 6937 9441	02 6937 9419	
DOCS	Western Scan			
Intereach		03 5890 5200	03 5881 5440	d_scoullar@rsdg.com.au
(CHILDREN & FAMILY SERVICES)	DANNIELLE SCOULLAR			
Intereach	IRENE DUFFY	02 6051 7803	02 6023 5177	cathn@intereach.com.au
Intereach	Cath Norris			Mobile: 0434 730 765
Finley Branch - in home day care	Belinda	03 5890 6200		Sharons@intereach.com.au
	Sharon Soule	5890 6205		
DADHC				
DENNIS HARRIS		03 5898 3450	03 5898 3461	
JENNY SHUMACK		03 5881 0900	03 5881 0999	
Tracey		0409 901 950		
Intake Officer 1300 134 450		02 6841 1594	02 6841 1591	western@dadhc.nsw.gov.au
Cheryl King		02 6841 1500		cheryl.king@dadhc.nsw.gov.au
Kasey Hobson		02 6921 7225	02 6921 7175	kasey.hobson@dadhc.nsw.gov.au
Paediatric Physiotherapist	Kath white	02 6058 1800		
Echuca Regional Health		03 5485 5000	03 5485 5832	Childrens Allied Health team
Megan Minaro	Faf Coordinator	02 6841 1500		
Robert Carroll		02 6937 3102		robert.carroll@dadhc.nsw.gov.au
Area Health OT	Sue Martin	03 5882 2923		
ADHC FAF	Megan manaro	02 6841 1302		office: 02 6841 1500
Social Worker	Tammy Robertson	0428 223 147		
	Mary Newcombe			
Centacare	Bernadette Patterson	03 5883 4870		
Child Psychologist	Joel Harris-Albury	02 6056 0711		
Psychologist Deniliquin	Sonia Bulzomi	0478 639 327		Deni Medical Centre
Quality Improvements	Paddianne Lodge	02 6041 7735		Paddianne.Lodge@dadhc.nsw.gov.au
Heather Ford	Deni Intereach	03 5889 6200		Parenting
Quality Improvements		02 6024 8700		genief.cornish@dadhc.nsw.gov.au
Quality Improvements	Genief Cornish	02 6041 1755		Contact DADHC Albury
Quality Improvements	Elizabeth Thomas			



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DADHC	VERA GREEN	02 6921 4255		
Trevor Parker-Lee	Project Officer	6937 3100		trevor.parker-lee@dadhc.nsw.gov.au
	02 6057 0400			
Stephen Lynch		6041 7738		stephen.lynch@dadhc.nsw.gov.au
Kerry Stanton		6041 7735		padianne.lodge@dadhc.nsw.gov.au
Robert Carroll		6937 3102		robert.carroll@dadhc.nsw.gov.au
Sharon Jerrick		6937 3106		sharon.jerrick@dadhc.nsw.gov.au
Albury Office		02 6041 7700		
Deniliquin Office Pieta Smith		03 5898 3450		peata.smith@dadhc.nsw.gov.au
CENTACARE		033 5883 4870	03 5883 4885	rpether@cso.wagga.catholic.edu.au
Secretary - Ingrid	RHONDA PETHER			MONDAYS AND TUESDAYS
Secretary - Ingrid	LORI ENBOM			WED AND ALTERNATE THURS
		02 6923 3888		maryhelen@ccwagga.com.au
CENTACARE	Mary-Helen Martens	0409 394 958		
CENTACARE	Richard Parnell	0427 317 911		
Centacare	Wendy Toole	0427 288 170		
VINNIES RECONNECT	JANE LUDEMAN	03 5881 7411		VISITS FINLEY CHC
VINNIES RECONNECT	JANE LUDEMAN	0429 315 057		WEDNESDAY
				vinniesr@bigpond.net.au
Susie Eastman		0429 963 805		
Local Member of Parliament	John Williams	08 8087 3315		
Member for Farrer	Susan Ley	02 6021 3264		
HOME CARE	CHRISTINE LAWLOR	03 5883 2079	03 5883 2215	
Personal Care & Domestic	SUE BUCKLEY	03 5881 3129		
MANDATORY REPORTING	Risk of Harm Report	133 627	9633 7666	
COMMUNICARE 5000		0434 730 766		brianm@intereach.com.au
Directline		03 5890 5227		
Mensline		1300 789 978		
Interlink	Elizabeth Gill	02 6925 3422		egill@kurrajongwaratah.org.au
Foodbank		58 711 899	58 722 319	warehouse
Mobile; 0439 722 425	Robin Harwood	58 711 799		foodbank@iinet.net.au
Tocumwal	Shop	58 742 024		
Berrigan	John Groutsch	03 5885 2010		
Finley	Father John McGrath	0408 831 911		
Jerilderie	Greg McNamara	0408 831 911		
Citizens Advice Bureau		03 5871 0924	Kaye	0421 823 626
OT	Kaitlyn Bourke	0439 4855 00		PO Box 867 Yarrowonga
				Kait.Bourke@bigpond.com
Behavioural Optometrist	Mr Peachy	02 6024 1177		Albury
Lifeline		131 114		
Sexual Assault	Katie Hansen	03 5883 0213		
Susan Brown				brownschwizz2@bigpond.com



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Area	Name	Contact	Details
Wagga	Kristen Dore Speech Pathologist	77 Best St Wagga Wagga 2650 02 9621 4179	Paediatrics and some adults
	Shelley Brennan Speech Pathologist	22 Peter St Wagga Wagga 0418 284 942	
Griffith	Janice Seaton Speech Pathologist	Shop 4 / 26 Ulong St Griffith 2680	General speech and language. Not Dysphagia (eating and drinking)
Albury	Interact Speech Pathology Services (Vidette Turner)	494 Crisp St Albury 2640 02 6021 4269	
Albury	Helen Darmody Speech Pathologist	687 Sackville St Albury 2640 02 6023 1132	
	Freida van Staden Speech Pathologist	193 Perrymans Lane Table Top 2640 02 6026 2802	
Wagga	Marilyn Davidson – Physiotherapist	7 Best St Wagga Wagga 2650 02 9621 4179 Marilyn.davidson@ dadhc.nsw.gov.au	Practises in Wagga 1 week per month. All physical disability types. 30 years of experience.
Deniliquin	Linda Barclay Physiotherapist	Deniliquin Hospital Consulting Rooms Or “Wallamunga” Deniliquin	0417 204668 / 03 58824240



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Interagency	Date / Time	Location	Contact Name	Details
Griffith Children's Services	1 st Monday of the month	Griffith City Library meeting time 4pm	Peta Dummett Griffith City Council	02 6962 9985 Peta.Dummett@griffith.nsw.gov.au
Deniliquin – Children and Family Network	Every 3 months November 5 th Intereach	Deniliquin Rotational	Danielle Scoullar Intereach Regional Manager	Danielle Scoullar Email: danielles@intereach.com.au 03 58815287
Wagga Wagga Families NSW Network	Tolland 1 st Tuesday of the month 9.30am	Tolland community centre	Robbie-Lee	richards.robby-lee@wagga.nsw.gov.au Wagga Wagga City Council
Albury - Families NSW Network	19 August bi-monthly 14 th October, 9 th December	Albury City Council, Robert Brown Room	Ileana Young Gate Way Community Health	iyoung@gatewaycommunityhealth.org.au 0429 852 500
Corowa / Rutherglen Interagency	2pm – 3pm Bi-Monthly Wednesday 2 nd September 2pm	Corowa council chambers	Wendy Thompson Community Development officer Corowa Shire Council	wendy.thompson@corowa.nsw.gov.au
Dareton / Wentworth Two Rivers Interagency	Meet on the 4 th Thursday of every month 2pm	Dareton community activity centre	Terry Quinn Mallee Family Care	03 5027 7600 Tquinn_nsw@malleefamilycare.com.au
Tumut Families NSW Child and Family Network	Wednesday 9 th September 3pm	Tumut School as Community Centre Franklin Public	Cate Cross	269476961 Cathryn.cross@education.nsw.gov.au Families NSW Child and Family network
Balranald Families NSW Child and Family Network	Fourth Wednesday of every month 1pm	Mallee Family Care	Robyn Johnson Mallee Family Care	03 5020 2702 rjohnson@malleefamilycare.com.au
Greater Hume Interagency/ Network	Quarterly second Tuesday of the month November 10 th 1.30pm	Culcairn	Joy Franklin Intereach	0429 000 237 joyf@intereach.com.au



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MEDIA				
Service Name		Phone	Fax	Email
SOUTHERN RIVERINA NEWS	Co-ordinator	03 5883 1033	03 5883 1922	finedit@mcmedia.com.au srn@mcmedia.com.au
Anne freestone	SRN Finley			ann.freestone@bigpond.com
Ann Jones	SRN Tocumwal			johnanne44@bigpond.com
JERILDERIE JOURNAL	ROGER AND KATE HOWARD	03 5886 0153		rk.howard@bigpond.com
TOCUMWAL NEWSPAPER				info@tocpark.com.au
BERRIGAN COMMUNITY FLYER	Lucinda Morrison	03 5885 1414		Phoenixrisingws@bigpond.com.au

1q. HADS Reporting Procedure

HADS reporting Procedure

The service must do mandatory reporting of all hours for clients at the end of 3 months in the months of January, April, June and September
Client hours are recorded each day the client is seen

Data Reporting to ADHC services

The Funding Agreement requires service providers to comply with program or departmental data collection requirements in accordance with specified timelines and in forms set by ADHC.

This may be through established regular data reporting arrangements such as the Minimum Data Set (MDS). MDS reporting is an established model under Commonwealth/State Agreements.

The data set consists of an electronic quarterly collection of service delivery and client data from services funded and operated by ADHC. There are two MDS data collections; HACC (Home and Community Care) MDS and Disability Services MDS. ADHC may also require service providers to participate in one-off or on-going data collections from time-to-time such as those related to evaluating the outcomes of person-centred planning.

The collection of data, whether through MDS or other adhc arrangements, provides benefits for ADHC, service providers and clients. For example it allows state wide information to be compared nationally and assists in cross jurisdictional negotiations. For service users and their families, it means better information about service accessibility, appropriateness, efficiency and effectiveness. For service providers, it means better data for review and service delivery planning and for improving internal management. For program managers, it provides a tool for policy development, strategic planning and performance monitoring against output/outcome criteria.

Final: Version 1.0 May 2012 4 Final: Version 1.0 May 2012 5

Further information regarding data reporting requirements is located at

http://www.adhc.nsw.gov.au/sp/minimum_data_set

1r. Home Based Visits Procedure

Objective

The objective of the Home Based Visits is to:

- improve the health, development, learning and wellbeing of babies and children from birth to 8 years of age
- strengthen, support and improve parenting capacity for parents and their families
- promote social connections and links with community and community services.

The objectives of the Home Based Visits are to:

- promote parents as primary educators of their children
- assist families to provide enhanced home-learning environments
- increase parental understanding of children's learning
- develop parental strategies that assist learning
- complement children's learning at kindergarten
- increase school readiness of children.

Description

The In Home Support Initiative builds on the service delivery strengths implemented through Early Childhood Intervention Service as children move through infancy up to 8 years of age. The program provides an opportunity to take an integrated approach to optimizing outcomes for all children, mothers and young children, building on a universal platform, but delivering additional supports where they are most needed and most likely to be effective.

Home Based Visits is a home-visiting program that assists families to provide an enhanced home learning environment for babies and children up to 8 years.

The service incorporates these elements:

- intensive parenting support,
- enhancing social connections
- linking families with community.
- home-visiting
- case management
- liaison and referral
- health observation and promotion
- parent/family and child education, coaching and mentoring
- provision of information and resources.

PROCEDURES DURING HOME BASED VISITS:

In working in the consumer's home, or other venues, workers will observe:

- Their own safety and those of the families.
- Consumers and their families will be treated in a non discriminatory and respectful manner;
- Respect the family's privacy and maintain confidentiality.
- Give necessary physical assistance to children (which could include help with personal hygiene, in therapy sessions, or at mealtimes) in a manner that will meet guidelines for protection of the child's privacy and personal dignity.
- Maintain confidentiality regarding any discussions with the family.
- The service will take active steps to prevent all children on the program from sexual, physical and emotional abuse. The worker is a mandatory reporter and must be familiar with the Legislation of the Child Protection Act, her responsibilities in regards to the Child Protection Policy and Keep them safe programs

Information to be obtained from the parent by the Early Intervention Manager.

- According to a set format.



- Parent/s to have access to their child's file on request;
- To obtain access to information parents should give notice in writing to the EIM who will then arrange access to the file; and sign a release of information form prior to information being given to parent or sent to specialist at parents request.
- Confidential information must be recorded and stored in a manner which maintains privacy, only parents EIM and other professionals should receive and keep case notes (with parental signed permission)

The Berrigan Shire WH&S policy should apply at all times.

Berrigan shire Policy

<http://www.berriganhire.nsw.gov.au/Portals/0/Policies/WORK%20HEALTH%20AND%20SAFETY%20POLICY%202012.pdf>

Safety with Home Visits

Where the ECIO perceives that there is a risk to her safety the following procedure is to be followed:

1. Notification of this situation and discussion about it with a supervisor (Director of corporate services)
2. Advise family of inability to provide home visits
3. Offer an alternative community venue for sessions
4. If the worker is in any doubt a second caseworker a person familiar with the case should accompany the worker (if there is one). They should carry a mobile phone and leave the address and number of the client, expected time of arrival and departure, the mobile phone number, with the Shire. (This information is a of a confidential nature).
5. Inform the supervisor of arrangements, prior to visit and contact again immediately after to confirm safety. Prior to initial visit the worker should enquire about dogs. If the person has a dog that could pose as a hazard the client should be requested to secure the dog prior to home visits.
6. Where a worker has concerns about violence the workers first duty is for their safety. Exit the property as soon as possible and notify police.



7. The worker must comply with mandatory notifications to DHS where there is concern or risk of harm to the child or one or other parent.
8. Where staff have difficulty coping with the strength of the family's emotions. Involve an experienced staff member in initial contacts. Ensure that the staff have information about grief counselling service and how these can be accessed and or anger management.

EQUIPMENT

- Toys and equipment are to be carried in 1 or 2 plastic basket type container with handles when going on home visits
- Toys are to maintained in a safe environment and to be assessed for damage and removal from the service center if there is any risk of harm

WORKERS HEALTH –

- On days where worker is suffering from an infectious illness but not too ill for work, the worker is excluded from contact with families and children and office work is conducted if the worker feels well enough to work
- Many children have a compromised immune system and care must be taken to not infect children or expose them to unnecessary infections

Family directed anger at the Early Intervention Manager.

- Recognize anger as a natural response to grief. However, do not interpret all anger as part of grief.
- Listen for ways in which professionals can better meet family needs.
- Create support systems with other agencies for staff.
- Leave the door open for the family to return to the agency, or refer to another agency as needed.



1s. Human Rights and Freedom from Abuse Procedure

Aim: To ensure that all members have access to information concerning appropriate procedures to ensure that children are safe, secure and protected from physical, emotional and/or sexual abuse or neglect.

Philosophy: The Association believes that it is imperative that all children with a disability are safe, secure and protected from physical, emotional and/or sexual abuse and/or neglect.

Policy:

- * The Association encourages its members to undertake training relating to the prevention of, reporting about, and responding to physical, emotional and/or sexual abuse or neglect.
- * The Association informs members of appropriate agencies that can support children and families in relation to abuse.
- * The Association periodically provides either direct training opportunities or information regarding other agencies' courses/workshops on this subject.
- * The Association disseminates relevant information such as changes to government policy in a variety of ways including publication in the e-mail bulletin and/or Members' magazine.
- * The Association lobbies for the protection of the rights of children with disabilities and their families.
- * This policy will be reviewed annually, generally at the AGM.



1T. INCLUSION SUPPORT PROCEDURE

Its purpose is to create a vision for high quality inclusive practices in early childhood education and care. It will assist everyone in ECEC services as well as support professionals to fully include children with a disability and to achieve high quality outcomes for all children

EARLY CHILDHOOD AUSTRALIA AND EARLY CHILDHOOD INTERVENTION AUSTRALIA

Position Statement on the Inclusion of Children with a Disability in Early Childhood Education and Care. This joint position statement by Early Childhood Australia (ECA) and Early Childhood Intervention Australia (ECIA) sets out our shared commitment to inclusion in early childhood education and care (ECEC).

Its purpose is to create a vision for high quality inclusive practices in early childhood education and care. It will assist everyone in ECEC services as well as support professionals to fully include children with a disability and to achieve high quality outcomes for all children. It will also provide a framework for the development and implementation of policy and programs designed for all young children. The inclusive practices promoted by the position statement are characterised by the strong collaborative partnerships between children, families, early childhood educators and support professionals that are widely recognised as a cornerstone of high quality inclusive practice in ECEC programs.

The position statement reflects the broad evidence base and the collective values and wisdom of our organisations on the inclusion of children with a disability, and was informed by input from consultations with members of both organisations.

It is part of broader policy work by both organisations. For ECA this work will focus on inclusion for all children in ECEC settings and for ECIA the work will focus on the inclusion of children with a disability in all aspects of community life.

POSITION ON THE INCLUSION OF CHILDREN WITH A DISABILITY IN EARLY CHILDHOOD EDUCATION AND CARE

Our position is that children with a disability have the same rights as all children and additional rights because of their disability. They share with all children the right to be valued as individuals and as contributing members of families, communities and society.

Every child is entitled to access and participate in ECEC programs which recognise them as active agents in their own lives and learning, respond to them as individuals, respect their families as partners and engage with their diverse backgrounds and cultures.



This means that ECEC services and support professionals must be resourced and supported to the level required to fully include children with a disability and to achieve high quality outcomes for all children.

RIGHTS OF CHILDREN

Our position is based on the rights of children with a disability, and these rights provide the foundations for inclusion.

Children with a disability share universal rights with all people, and share the additional rights of all children as identified in the UN Convention on the Rights of the Child.

The specific rights of children with a disability are expressed in the UN Convention on the Rights of Persons with Disabilities. Amongst other international statements, the UNESCO Salamanca Statement (1994) on inclusive education recognises the importance of inclusion of children with a disability in mainstream education.

Australia has its own legislation, at both national and at State and Territory levels, which supports the inclusion of children with a disability (Human Right and Equal Opportunity Commission).

Detailed information about the consultations is available at www.disabilityinclusionstatement.org.au

<http://www.ecia-nsw.org.au/documents/item/355>

1u. Individual Needs Procedure

Aim: Each member receives the services of the Association in the least restrictive manner according to his/her individual needs and goals.

Philosophy: The Association recognises that members have differing needs and believes its role is to endeavour to respond appropriately.

Policy:

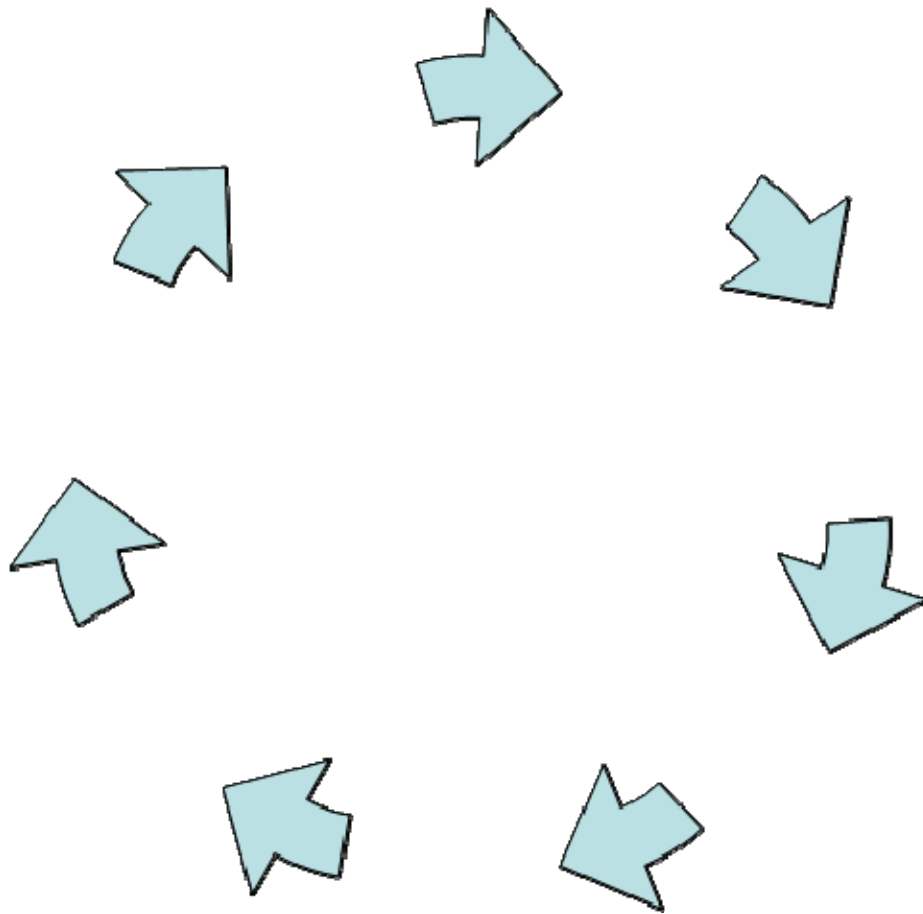
- Members have access to Association resources and information in the most appropriate and least restrictive manner according to their needs and goals, e.g. tapes, community languages, within resource constraints.
- If the resources and information they require are not available, the Association assists them to gain these through appropriate referrals.
- Members are able to contact Early Childhood Intervention Australia (NSW Chapter)'s office at any time during its stated opening hours.
- Members of the Committee are available to answer specific queries from individual Association members. They may be contacted via the ECIA NSW Chapter office.
- The Members' magazine, other mail outs and regular e-mail bulletins are used as a forum to identify changing needs of the membership.
- The Annual General Meeting is another forum for reviewing membership needs.
- The Association provides an Annual Conference, information on a wide variety of education & training opportunities, an informative magazine and e-mail bulletins to maximise each member's knowledge base and assist them to reach personal learning goals.
- The Association's services and resources are provided in a manner sensitive to the cultural, linguistic and religious background of each member.
- This policy will be reviewed annually, generally at the AGM.



1v. Lifestyle and Leisure Procedure

- Social planner – community access
- Community directory
- Proof of participation
- Families to sign social plan
- HADS hours for child's visit
- New format to address inclusion changes
- Team meetings (team around child) participants to sign attendance
- Parent goal settings in the plans for the child and discussed with the team
- Template for professional contacts to families (name, email, phone, contacts)
- Community directory inclusion in entry kit
- Staff training re inclusion support and around NDS policies and plans

Community Social Links



ACTIONS REQUIRED

- 1.1.1: Council to implement a process that clearly shows the link between staff/corporate manager and council members in relation to the HACCC funded services. Information should be provided to council on a regular basis.
- 1.1.3: Policy review schedule to be developed and implemented
- 1.1.4: Policy and procedure to be developed for the acquisition, maintenance and disposal of DADHC funded assets
- 1.2.1: DADHC and organisation to ensure that service provision is truly reflective of SDS
- 1.2.3: Risk management framework to include HACCC and Disability funded programs
- 1.2.4: Develop a Client complaint Brochure and handbook for parents and carers to be updated to include external body contact details eg NSW Ombudsman.
- 1.3.2: Each position to have an up to date job description on file
- 2.1.1: Relevant brochures to be developed that reflect services and the target group HACCC "Frail Aged, younger persons with a disability and their carers".
Develop and /or update a Priority of Access Policy
- Develop a Entry, Exit and re entry Policy for Early Intervention Program
- 2.1.2: Clients files to reflect the clients advocate and their necessary contact details
- 2.2.1: HACCC - Individual Plans to reflect the clients choice of services/ frequency and review. Plans to reflect that the client has agreed to the service plan e.g. by client signature
- 2.3.1.: To implement process to manage relevant risks related to isolated worker safety practises
To implement strategies that ensures that all appropriate checks are completed on all volunteers e.g those club volunteers that deliver meals.



Program evaluation

Activity

Date

Time

Location

Number in attendance

Aids required:

Reaction by the children

Positives:

Negatives :

Planning

Timing :

Staffing:

Group size :

Planning:

Transport:

Achievable tasks:

Levels of support needed:

Fun:

Evaluation:

Signed

Designation

Dated

Early Learning Support team Meeting

Purpose:



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Name

DOB.....

Date

Venue

.....

Time

Attendance:

.....

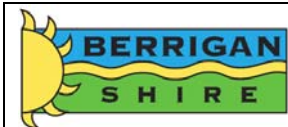
.....

Strengths

-
-
-
-

Goals / Learning Priorities	Strategies	Responsibility / who	Outcomes
1.			
2.			
3.			

Notes / Comments and discussions



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Next meeting date :

We support the learning priorities / goals recommended at this meeting

Parent - signature :

Case manager - signature

Team meeting

Attendance sheet

Name

contact details

1w. National Disability Insurance Scheme Principles

4 General principles guiding actions under this Act

- (1) People with disability have the same right as other members of Australian society to realise their potential for physical, social, emotional and intellectual development.
- (2) People with disability should be supported to participate in and contribute to social and economic life to the extent of their ability.
- (3) People with disability and their families and Carers should have certainty that people with disability will receive the care and support they need over their lifetime.
- (4) People with disability should be supported to exercise choice, including in relation to taking reasonable risks, in the pursuit of their goals and the planning and delivery of their supports.
- (5) People with disability should be supported to receive reasonable and necessary supports, including early intervention supports.
- (6) People with disability have the same right as other members of Australian society to respect for their worth and dignity and to live free from abuse, neglect and exploitation.
- (7) People with disability have the same right as other members of Australian society to pursue any grievance.
- (8) People with disability have the same right as other members of Australian society to be able to determine their own best interests, including the right to exercise choice and control, and to engage as equal partners in decisions that will affect their lives, to the full extent of their capacity.
- (9) People with disability should be supported in all their dealings and communications with the Agency so that their capacity to exercise choice and control is maximised in a way that is appropriate to their circumstances and cultural needs.
- (10) People with disability should have their privacy and dignity respected.
- (11) Reasonable and necessary supports for people with disability should:
 - (a) support people with disability to pursue their goals and maximise their independence; and
 - (b) support people with disability to live independently and to be included in the community as fully participating citizens; and

(c) develop and support the capacity of people with disability to undertake activities that enable them to participate in the mainstream community and in employment.

(12) The role of families, Carers and other significant persons in the lives of people with disability is to be acknowledged and respected.

(13) The role of advocacy in representing the interests of people with disability is to be acknowledged and respected, recognising that advocacy supports people with disability by:

(a) promoting their independence and social and economic participation; and

(b) promoting choice and control in the pursuit of their goals and the planning and delivery of their supports; and

(c) maximising independent lifestyles of people with disability and their full inclusion in the mainstream community.

(14) People with disability should be supported to receive supports outside the National Disability Insurance Scheme, and be assisted to coordinate these supports with the supports provided under the National Disability Insurance Scheme.

(15) Innovation, quality, continuous improvement, contemporary best practice and effectiveness in the provision of supports to people with disability are to be promoted.

(16) Positive personal and social development of people with disability, including children and young people, is to be promoted.

(17) It is the intention of the Parliament that the Ministerial Council, the Minister, the Board, the CEO and any other person or body is to perform functions and exercise powers under this Act in accordance with these principles, having regard to:

(a) the progressive implementation of the National Disability Insurance Scheme; and

(b) the need to ensure the financial sustainability of the National Disability Insurance Scheme.

5 General principles guiding actions of people who may do acts or things on behalf of others

It is the intention of the Parliament that, if this Act requires or permits an act or thing to be done by or in relation to a person with disability by another person, the act or thing is to be done, so far as practicable, in accordance with both the

general principles set out in section 4 and the following principles:

- (a) people with disability should be involved in decision making processes that affect them, and where possible make decisions for themselves;
- (b) people with disability should be encouraged to engage in the life of the community;
- (c) the judgment's and decisions that people with disability would have made for themselves should be taken into account;
- (d) the cultural and linguistic circumstances, and the gender, of people with disability should be taken into account;
- (e) the supportive relationships, friendships and connections with others of people with disability should be recognised;
- (f) if the person with disability is a child—the best interests of the child are paramount, and full consideration should be given to the need to:
 - (i) protect the child from harm; and
 - (ii) promote the child's development; and
 - (iii) strengthen, preserve and promote positive relationships between the child and the child's parents, family members and other people who are significant in the life of the child.

Source:

National Disability Insurance Scheme Act 2013

<http://www.disabilitycareaustralia.gov.au/document/151>



1x. Participation Procedure

Aim: That the Association be recognised as a peak early childhood organisation and gain full representation on relevant advisory and decision-making bodies.

Philosophy: The Association believes that it has an important role in representing the rights and needs of young children with disabilities/delays and their families in the general community.

Policy:

- * The Association actively seeks representation on key advisory and decision-making committees at the local, state and national levels.
- * The Association supports members representing it to take part in such committees (for example by subsidising the cost of travel, accommodation, etc.).
- * The Association works to build positive relationships with mainstream early childhood organisations (for example by exploring shared education & training opportunities, conferences, exchange of newsletters, etc.).
- * The Association informs its membership regarding other relevant organisations and their activities (for example community health, mainstream early childhood organisations, specialist disability groups).
- * The Association seeks inclusion in directories of services.
- * The Association develops educational materials to inform the broader community regarding early childhood intervention (for example "Does This Child Need Help?" training package).
- * The Association lobbies for the inclusion of children with disabilities/delays and their families in community life.
- * This policy will be reviewed annually, generally at the AGM.



1y. Protection Procedure

If you think a child or young person is at risk of harm from abuse or neglect, contact Child Protection Helpline on 132 111 (TTY 1 800 212 936).

The interactive online Mandatory Reporter Guide has been developed to assist front-line mandatory reporters such as police officers, teachers, nurses, social workers, and NGO staff to determine whether a case meets the new risk of significant harm threshold for reporting children and young people at risk in NSW. A PDF version of the Guide is also available for those without internet access.

The Mandatory Reporter Guide is based on research findings (customised for use in NSW) from the Structured Decision Making model developed by the Childrens Research Center, a US-based non-profit social research organisation. While Structured Decision Making tools have been implemented across the US, Canada, and Australia (South Australia and Queensland), the Mandatory Reporter Guide is the first Structured Decision Making tool to be developed for use across a wide range of non-statutory agencies who deliver services to children, young people, and families.

The Mandatory Reporter Guide was developed after extensive consultation, as well as detailed user acceptance testing.

The Child Protection Helpline is a 24 hours a day, 7 days a week, statewide call centre staffed by professionally qualified caseworkers to receive and screen all reports

www.keepthemsafe.nsw.gov.au/

www.legislation.nsw.gov.au/fullhtml/inforce/act+157+1998+FIRST+0+N

1z. Referral Procedure

All families are asked if they consent to referrals and information being shared with other providers and therapists in a team approach

To whom it may concern

Regarding

Name :

DOB :

Entry to ECIS :

I have been seeing since entry on the

The family have described the following history:

There has been, improvements in the following areas :

The following needs have been observed :

Referral have been made to the following services

I have attached the following reports

We are currently working on the following goals :

Your input would be appreciated and I look forward to your reply

Margaret Graham
Early Childhood Intervention Officer
Berrigan Shire Council

PO BOX 370 Finley
0358885188
0358834235
0407 503902
bscearlyint@inet.net.au

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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Section 2.0 Code of Conduct

ECIS Procedure Manual



<p>Authorised by: ECIS - BSC</p>	<p>Date: 27/1/15</p>	<p>Review Date: 2015</p>	<p>Issue No: 1</p>	<p>Page 117 of 329</p>
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2.0 Code of Conduct

The following document is the Berrigan Shire Council Code of Conduct as adopted by Council on the 20th of February, 2013. The ECIS and staff operate in accordance with the requirements as set out in the Code of Conduct.

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PART 1 INTRODUCTION

This Model Code of Conduct for Local Councils in NSW (“the Model Code of Conduct”) is made for the purposes of section 440 of the *Local Government Act*



1993 ("the Act"). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council's code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with council's code of conduct may give rise to disciplinary action.

A better conduct guide has also been developed to assist councils to review and enhance their codes of conduct. This guide supports this code and provides further information on the provisions in this code.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
- b) is detrimental to the pursuit of the charter of a council
- c) is improper or unethical
- d) is an abuse of power or otherwise amounts to misconduct
- e) causes, comprises or involves intimidation, harassment or verbal abuse
- f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
- g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)

3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)

3.3 You must treat others with respect at all times.

Fairness and equity

3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each

case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Development decisions

3.7 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.

3.8 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding caucus votes

3.9 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.10 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.11 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.12 Clause 3.9 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.
- 4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you

are dealing with as soon as practicable.

What are non-pecuniary interests?

4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.

4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply

- 4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
 - b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.
- 4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented

from participating in a decision to delegate council's decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.
- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- a) the matter is a proposal relating to
 - i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
 - b) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.



Other business or employment

4.30 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. (*section 353*)

4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:

- a) conflict with your official duties
- b) involve using confidential information or council resources obtained through your work with the council
- c) require you to work while on council duty
- d) discredit or disadvantage the council.

Personal dealings with council

4.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

5.3 Generally speaking, token gifts and benefits include:

- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
- b) invitations to and attendance at local social, cultural or sporting events
- c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- e) prizes of token value.

Gifts and benefits of value

5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

5.5 You must not:

- a) seek or accept a bribe or other improper inducement

- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift or benefit of more than token value
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

5.8 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.

5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.

6.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
- c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.

6.4 Members of staff of council must:

- a) give their attention to the business of council while on duty
- b) ensure that their work is carried out efficiently, economically and effectively
- c) carry out lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.

6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

6.7 You must not engage in any of the following inappropriate interactions:

- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
- b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
- c) Council staff refusing to give information that is available to other councillors to a particular councillor.
- d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
- e) Councillors and administrators being overbearing or threatening to council staff.
- f) Councillors and administrators making personal attacks on council staff in a public forum.
- g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
- h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
- j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
- only access council information needed for council business
 - not use that council information for private purposes
 - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council

- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

se and security of confidential information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of council information, you must:

- a) protect confidential information
- b) only release confidential information if you have authority to do so
- c) only use confidential information for the purpose it is intended to be used
- d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

7.11 When dealing with personal information you must comply with:

- a) *the Privacy and Personal Information Protection Act 1998*
- b) *the Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any



other person or body.

- 7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

- 7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

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8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.

8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:

- a) injury, damage or loss
- b) intimidation or harassment
- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.



Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Division of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Division of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

PART 9 DEFINITIONS

In the Model Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Division of Local Government, Department of Premier and Cabinet
committee	a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
“council committee member”	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the



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information or opinion

the Regulation

the Local Government (General) Regulation 2005

The term "you" used in the Model Code of Conduct refers to council officials. The

phrase "this code" used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the Local Government (General) Regulation 2005.

01 COMMUNICATION DEVICES AND THE INTERNET

Strategic Outcome: Good government

Date of Adoption: 17/07/2013

Date for Review: 01/10/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council staff and Councillors must be efficient, economical and ethical in their use and management of public resources. Communication devices and services, such as telephones and e-mail, are public resources provided for business purposes and all users have a responsibility to ensure their proper use.

2. PURPOSE

The policy provides direction to Councillors and Council staff on appropriate use of Council-provided communication devices and the internet

3. SCOPE

All Councillors, Council staff and volunteers with access to Council-provided communication devices and Council-provided internet access

4. OBJECTIVE

Ensure effective governance by Council of Council operations and reporting

5. DEFINITIONS

A communication device includes:

- Telephones
- Facsimiles
- Mobile telephones
- Computers (including but not limited to desktop personal computers, notebook or laptop computers, tablet computers and servers)
- Two-way radio devices
- Other peripheral devices such as scanners, printers, photocopiers, speakers etc.



Policy

The principles contained in this policy, however, are equally applicable to any other communication device provided by Berrigan Shire Council for business use.

The internet includes:

- Electronic Mail (E-mail),
- the World Wide Web,
- online mobile applications, and
- "peer-to-peer" networking sites

Again, the principles contained in this policy are equally applicable to any other service or platform provided via the internet.

Access to the internet may be via

- A fixed line connection
- a data connection through a mobile telephone or other device
- a satellite connection

6. POLICY IMPLEMENTATION

Economic Use

Staff and Councillors are encouraged to use electronic means of communication where appropriate.

Computers and other electronic communication equipment should be used in as efficient a manner as possible.

Electronic Mail

Electronic mail (e-mail) is a business communication and sending it is classed as a business transaction. All e-mails sent or received via the Berrigan Shire e-mail address are the property of Berrigan Shire Council and are subject to regular monitoring and screening.

Sending an e-mail from your network account is similar to sending a letter on the council's letterhead. E-mail transactions should be handled with the normal courtesy, discretion and formality of all council communications.

Using Council's e-mail facilities for communicating with family and friends is a limited privilege which should be negligible and not interfere with work responsibilities or business productivity. Use of Council's e-mail system for the benefit of a charity, sports, religious, trade, or industry groups is subject to the authorisation of the General Manager.

In the event that private material is received or sent from council communication devices, privacy of this material is not guaranteed. Personal e-mails that contain

inappropriate material and are excessive in size or frequency may be blocked and the sender blocked from sending further e-mails to Council.

Viruses should be reported to the Technology and Innovation Officer immediately, and care needs to be taken to prevent unauthorized use of copyright material.

It is acknowledged that a user may at times receive unsolicited material which is in breach of this policy. In this event it is the duty of the user to immediately delete the offending material.

Internet use and restrictions

Using Council's internet facilities for personal use is a limited privilege which should be negligible and not interfere with work responsibilities or business productivity.

The Council has the means to monitor use of the internet on the Council's equipment and to restrict access to particular applications and/or sites, either on a Council-wide or a user-by-user basis.

Access to websites and/or applications will be blocked if:

- The site contains material that is racist, discriminatory, derogatory or obscene or otherwise offensive.
- Use of the site is not consistent with maintaining staff productivity. This includes, but is not limited to, online games, social networking sites, online auction sites, instant messaging applications etc.
- Use of the site or application may compromise network security or performance.

Other sites may be blocked as determined by the Director Corporate Services on a case by case basis.

Allowing access to a blocked site or application will only be made if it can be demonstrated to the satisfaction of the Director Corporate Services that the site is:

- Related to the performance of the duties as per their job description or general responsibilities, or
- Will not affect workplace productivity or be otherwise inappropriate for a work environment.

The blocking and unblocking of websites and/or applications must only occur on the advice of the Director Corporate Services or the Finance Manager.

With the express permission of the General Manager, use of social networking sites such as Facebook and Twitter may be approved for the purposes of informing the public about Council matters. Such use will be in line with the Council's policies on the provision of information to the public.

Record Keeping

Business communications sent electronically (e.g. e-mail messages) become official records, subject to statutory record keeping requirements. Electronic records are subject to the same standards of record keeping that apply to paper records and should be filed in the relevant property and/or subject file in council's central filing system.

Some electronic records cannot be maintained in hard copy form without loss of content or meaning and are best maintained in electronic form. Such messages must be maintained in an electronic form with appropriate back-up measures instituted. Care should be taken before deleting any electronic business communication.

Security

Staff and Councillors should be alert to the possibility that any messages conveyed through communication devices can be intercepted, traced or recorded. Such practices are normally illegal, but there can be no expectation of privacy. Password or



personal identity number protection should be used on all mobile devices (eg. mobile telephones, laptop computers, pagers) that are vulnerable to theft.

Information regarding access to council's computer and communication system shall be considered as confidential and should not be divulged without authorisation.

New devices or software should only be installed with the express permission of the Council's Technology and Innovation Officer and the misuse of user privileges will not be tolerated.

Unlawful Use

The use of any telecommunications system to make or send fraudulent, unlawful, or abusive information, calls or messages is prohibited. Persons receiving any threatening, intimidating or harassing telephone calls or electronic messages should immediately report the incident to their immediate supervisor who will report the incident to their Director (or in the absence of their Director the General Manager). Persons who initiate fraudulent, unlawful or abusive calls or messages may be subject to disciplinary action and possible criminal prosecution.

The use of a hand held mobile telephone while driving is an offence under the *Road Rules* 2008 and Berrigan Shire Council will not be responsible for the payment of any fines incurred.

All Councillors and employees should be aware that it is illegal to record telephone conversations unless authorised under relevant legislation to do so.

Personal Use

The Council acknowledges that family and community responsibilities impact on Council business. It therefore accepts that its communication devices may need to be used for personal reasons.

Such use should be infrequent and brief, and should not involve activities that might be questionable, controversial, offensive, or could cause embarrassment to the council. This includes gambling, online auction sites, accessing chat lines, pornography, transmitting inappropriate jokes, sending junk programs or mail that could be considered racist, discriminatory, derogatory or obscene.

Personal use does not extend to the sending of non-business related written material to any political organisation.

The use of Council communication devices in the operation of any business activity other than legitimate Berrigan Shire Council business is prohibited.

Personal use of Council-provided communication devices is not considered private, and staff and Councillors using such devices do not have the same personal rights as they would have when using private or public communication devices.

Persons reasonably suspected of abusing personal use of Council-provided communication devices may be asked to explain such use (which may be monitored as part of the council's responsibility to implement appropriate control mechanisms). Persons who continue to disregard Council's communication devices policy will be subject to disciplinary process applicable to them.

The guidelines for personal use as outlined in this policy relate equally to travel-related use of Council-provided communication devices.

While Councillors provided with mobile telephones and tablet computers are permitted to personalize those devices to suit their individual needs, use of the devices must remain consistent with the Council's Policy on the payment of expenses and provision of facilities to Councillors and Mayors.

Industrial Awards and Enterprise Agreements

Nothing in this policy over-rides the rights of accredited union delegates to use council's communication devices in accordance with the conditions contained in properly constituted industrial instruments or other legislation.

Monitoring

All staff and Councillors should be aware that their use of communication devices may be randomly monitored to ensure adherence to the policy.

7. RELATED POLICIES OR STRATEGIES

Legislation

- *Local Government Act 1993*
- *Workplace Surveillance Act 2005*
- *Road Rules 2008*

Other documents

- Local Government (State) Award 2010
- Division of Local Government Circular 8/24 – Misuse of Council Resources

Council plans, policies and strategies

- *Berrigan Shire 2023* (Community Strategic Plan)
- Berrigan Shire Council Code of Conduct
- Berrigan Shire Council Guidelines for the payment of expenses and the provision of facilities to staff members
- Berrigan Shire Council Information and Communication Technology Strategic Plan
- Policy 37 – Payment of expenses and the provision of facilities for Mayors and Councillors
- Policy 81 – Public Information Policy
- Policy 121 – Equal Employment Opportunity, Workplace Bullying and Harassment Policy



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02 STREET STALL POLICY

File Reference No: 28.167.7

Strategic Outcome: Good government

Date of Adoption: 17/07/2013

Date for Review: 01/10/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

In order to ensure the orderly and equitable operation of street stalls in each of the towns in Berrigan Shire, the Council allocates available times and dates to various community groups.

The Council has a role in regulating street stalls to ensure:

- Access for pedestrians is not unduly impeded
- Local traders are not unduly inconvenienced
- All groups wishing to hold a street stall are given an opportunity

2. PURPOSE

The policy regulates and equitably shares the space made available for local community groups to operate street stalls in each of the towns in Berrigan Shire.

3. SCOPE

Organisations holding street stalls on Council-controlled land

4. OBJECTIVE

Supported and Engaged Communities

5. DEFINITIONS

A street stall is a temporary stall or stand operating in the open, generally selling a range of small items and/or raffle tickets. They are generally run for the purpose of



raising funds for community activities and other charitable reasons.

6. POLICY IMPLEMENTATION

Eligibility

Only organisations operating for charitable or community purposes will be allocated a street stall date.

The Council will not provide street stall dates to individuals or to private businesses.

No organisation will be allocated more than 3 street stall dates per calendar year.

Applications

The Council will seek applications for street stall dates annually.

The Council will place a notice in the Council's Bulletin Page in the Cobram Courier and the Southern Riverina News when accepting applications for the coming year. A similar notice will appear on the Council website.

Applications for street stall dates will close on 31 January. This allows time for the Council to prepare and distribute advice of approved dates.

Applications received should contain the following information

- Name of the organisation
- Contact name and daytime contact details
- Preferred dates (please provide a range of dates, in order of preference)
- Rough outline of activity planned – e.g. "wood raffle and cake stall"

Allocation

The Council will allocate dates to eligible organisations on a "first come, first served" basis.

An alternative date will be allocated to any organisation subsequently requesting a date already booked. The Council will attempt to take into account any preferences listed in the application.

Locations

The preferred locations for street stalls are as follows: Barooga Outside the former IGA on Vermont Street.

Berrigan	Outside the Newsagency on Chanter Street.
Finley	Outside the Newsagency on Murray Street.
Tocumwal	Outside either of the two supermarkets on Deniliquin Street or outside 5 Deniliquin Street

The organisation must meet the requirements of the Council’s Outdoor Dining and Footpath Trading Policy. The Council may, at its discretion, impose further requirements over and above that policy if deemed necessary.

Street stall operators should consider their legal responsibilities to their volunteers and the public while operating their stall.

No more than two street stalls will be allocated for each town per week.

Switching or swapping of dates with other organisations is permitted subject to

- concurrence of both organisations, and
- sufficient notice being given to the Council



7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Roads Act 1993*
- *Food Act 2003*
- *Environmental Planning and Assessment Act 1979*
- Berrigan Shire Council Code of Conduct
- Policy 94 – Risk Management Policy and Framework
- Policy 114 – Outdoor Dining and Footpath Trading Policy



03 RECOGNITION OF SERVICE

File Reference No: 22.017.1

Strategic Outcome: Good government

Date of Adoption: 17/07/2013

Date for Review: 01/10/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

This policy provides a consistent framework to allow for suitable and appropriate recognition of Councillors and long term staff

2. PURPOSE

Berrigan Shire Council, as a responsible employer, wishes to publicly recognise the loyal and dedicated service of its employees. It also wishes to honour and acknowledge the service of its Councillors.

3. SCOPE

Councillors and employees with the equivalent of 5+ years full time service

4. OBJECTIVE

Transparent and accountable corporate governance

5. DEFINITIONS

Service is defined as continuous employment or service with Berrigan Shire Council. Part-time employment is counted equally as full-time service. Parental leave and leave without pay is not counted in calculating years of service.

6. POLICY IMPLEMENTATION

The Council will acknowledge the contribution made by long serving Councillors and employees in the following manner

Service

Acknowledgement

5 years

Certificate of Service

10, 15, 20 years

Certificate of Service, gift to the value of \$100

25, 30 years etc.

Certificate of Service, gift to the value of \$300

Presentation of service acknowledgements will be made at an annual function held by the Council. All Councillors, employees, their spouses and their partners will be invited to attend

Farewell presentations

Long serving Councillors and employees who have left the Council will be recognised as follows:

Employees

Employees with over 25 years of service to the Council will be presented with a suitable gift to the value of \$500

25-29 years – The Council will present the gift at a Council meeting

30 years or more – The Council will present the gift at a retirement function arranged by the Council. Councillors, relevant members of staff, their spouses and partners will be invited to attend.

Councillors

Where a person ceases to hold the office of Councillor, either through retirement or the result of an election, an appropriate ceremony will be held in their honour, including presentation of a suitable gift.

7. RELATED POLICIES OR STRATEGIES

Relevant Legislation, Documents and Policies

- Local Government Act 1993
- Fringe Benefits Tax Assessment Act 1986 (C'wealth)
- Local Government (State) Award 2010

	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p style="text-align: right;">Appendix "C" Procedure Manual</p>
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- Berrigan Shire Council Code of Conduct
- Berrigan Shire Council Policy 37 – Payment of expenses and the provision of facilities for Mayors and Councillors
- Berrigan Shire 2023 (Community Strategic Plan)
- Berrigan Shire Council Workforce Development Plan 2013
- Berrigan Shire Council Guidelines of the payment of expenses and provision of facilities to employees

<p>Authorised by: ECIS - BSC</p>	<p>Date: 27/1/15</p>	<p>Review Date: 2015</p>	<p>Issue No: 1</p>	<p>Page 151 of 329</p>
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07 MEDIA POLICY

File Reference No: 28.167.7

Strategic Outcome: Good government

Date of Adoption: 21/08/2013

Date for Review: 01/11/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

The Council has an important relationship with the media. This relationship provides an opportunity to:

- Keep the community informed about Council activities, services and programs,
- Involve the community in dialogue about the provision of services and planning for the future, and,
- Involve the community in activities which support the aims and objectives of the Council and the wider community as detailed in the Community Strategic Plan – *Berrigan Shire 2023*.

Berrigan Shire Council has a responsibility to the community to ensure that when it provides public information – in particular to the media – that then information is accurate and accurately reflects the Council's position in relation to activities and issues.

It is unreasonable to expect that the Community can readily differentiate either inaccurate information or personal views or opinions.

Where inaccurate information or personal views or opinions are provided it portrays the Council as unprofessional at best and incompetent or secretive at worse.

2. PURPOSE

The purpose of this Policy is to:

- Provide for effective communication of Council affairs to the public through the media

- Promote positive coverage of Council affairs that is fair, accurate and reliable
- Establish a process that clarifies which person or persons provides public information in relation to Council activities or issues.
- Clarify if information provided is the official Council position or a personal expression of opinion.

3. SCOPE

This policy applies to Council officials as defined in Council’s Code of Conduct (see Definition section below).

This policy applies to situations where Council officials:

- Communicate with the media about Council affairs and related matters,
- Attend public speaking engagements, or,
- Make comments on Council affairs where it is reasonably foreseeable that their comments will be published in the media.

This policy acknowledges the rights and responsibilities of Councillors as elected representatives as outlined in the *Local Government Act 1993*

4. OBJECTIVE

Council operations support ethical, transparent and accountable corporate governance

5. DEFINITIONS

Council affairs: includes matters before the Council or other Council affairs and business, Council policy, interpretation of policy, management of Council business, management of Council staff or actions or matters that may commit the Council’s resources to any purpose.

Council officials: as defined in Council’s Code of Conduct, Council officials includes councillors, members of staff of Council and delegates of Council including volunteers.

Council staff: means Council officials who are not Councillors. This includes consultants, contractors and other delegates of Council, including volunteers.

Media: includes print media such as national or local newspapers, magazines, newsletters, brochures and other documents and the broadcast media including radio and television broadcasters and internet publishers.

Public comment: includes interviews with the media (including comments to or interviews with the press, radio or television), public speaking engagements, expressing views in letters to the press, in books, notices, articles, social media or in any medium where it is reasonably foreseeable that the publication or circulation will enter the public domain.

Publication: the distribution of information via print or electronic media including but not being limited to newspapers, radio and television broadcasting and the internet.

6. POLICY IMPLEMENTATION

6.1 General spokespersons

The Mayor and General Manager are the official spokespersons regarding Council affairs and it is expected that in most cases this will remain the most appropriate situation.

The Director Technical Services and Director Corporate Services are delegated authority to speak to the Media on areas under their jurisdiction. The General Manager must be informed either before, or directly after, the comments made.

The Strategic and Social Planning Coordinator is delegated authority to speak to the Media to provide information on Council affairs as per the Council's Community Engagement Framework.

6.2 Specific spokespersons

In some cases it would be more appropriate to designate specific Councillors or staff to act the Council spokesperson on specific issues.

The Council will from time to time designate a Councillor or staff member to be its official spokesperson in relation to specific issues or activities. Such designation will be by Council resolution.

If this designation is to occur it should be at the inception of an issue or activity as this will create certainty and consistency.

Where no such designation exists, the Mayor and General Manager will continue to be the Council's official spokespersons. The Mayor and General Manager may also express the Council's position in relation to activities or issues even if there is a designation.

The General Manager may nominate specialist members of staff to respond to technical questions on operational matters only. The Mayor and/or the General

Manager must approve of other information before it is issued or distributed to the media

6.3 Unauthorised comment

Where Council officials are asked to respond to media or public enquires regarding activities of the Council, they should:

- clarify that they are not the best person to speak to, and
- refer the enquiry to the Mayor, General Manager or other 4uthorized delegate

Council officials should support Council decisions and should refrain from using the media to make negative personal reflections on each other or comments that could be interpreted as such and which are reasonably likely to undermine public confidence in the Council or local government generally.

Council staff must not make political or controversial statements in or to the media relating to Council affairs, decisions and/or events, or about Council officials which are likely to generate negative publicity for Council.

Breaches of this policy will be dealt with in accordance with the Code of Conduct i.e. staff will be disciplined while allegations against Councillors, the Mayor or General Manager will be referred to the Conduct Committee.

6.4 Councillors and public debate

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

6.5 Media releases

All media releases must be approved by the General Manager or Mayor prior to release.

6.6 Incorrect information

In the event of incorrect information or information that has a personal or corporate reputational risk being published, the Director Corporate Services will investigate and report to the General Manager on how the information came to be published.

If necessary, the General Manager will issue or will 4uthorize a media release to be issued clarifying the incorrect information.



7. RELATED POLICIES OR STRATEGIES

1.1. Legislation

- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Defamation Act 2005*

1.2. Council policies and guidelines

- Berrigan Shire 2023 (Community Strategic Plan)
- Code of Conduct
- Community Engagement Framework
- Privacy Management Plan
- Internal Reporting Policy
- Access to Information Policy
- Policy for volunteering in Berrigan Shire



08 PRE-EMPLOYMENT MEDICAL POLICY

File Reference No: 28.167.7
Strategic Outcome: Good government
Date of Adoption: 21/08/2013
Date for Review: 01/10/2016
Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Prospective employees may be asked to undertake a pre-employment medical examination, including a drug screen.
As a caring employer, Council has obligations under s344 of the *Local Government Act 1993* and the *Workplace Health and Safety Act 2010* with respect to employees' safety and risk.

2. PURPOSE

A proper medical examination will afford Council accurate guidance as to the physical capability of a prospective employee to perform the job for which they have applied

3. SCOPE

This policy applies to:

- Prospective employees
- Council Human Resources staff
- Council management

4. OBJECTIVE

Manage human resource and work-force development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2013 - 2017

5. POLICY IMPLEMENTATION

Scope

All persons selected for temporary, casual and permanent appointment to Council's service will be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Such examination will be conducted by a medical practitioner approved by Council and will be at Council's expense on the understanding that the examination forms a further part of the selection process.



In each instance pre-employment medical examination are to be carried out appropriate to the employment duties.

Assessment

The Council will provide the approved doctor with a position description and a breakdown of tasks (and their range).

The doctor is to assess an applicant's capacity to undertake the tasks required in the relevant position. The applicant is also required to accurately represent his/her physical condition and special requirements.

Information from the employer and applicant will then ensure that the doctor is fully informed and in a position to assess an applicant's suitability for tasks within a given job. The range of assessments for the doctor to apply will not necessarily preclude applicants from employment if they are not totally fit medically.

The doctor is to report and assess within a range of classifications and to comment on special requirements.

The classifications are:

1. Suitable for employment.
2. Suitable for employment but with a minor problem which will not affect his/her work but which may need protection, or modification of task or workplace
3. Suitable for employment in position proposed, may be unsuitable for other positions.
4. Not suitable for employment in the position or a substantial workers compensation insurance risk. Would place themselves or others at risk if required to perform tasks stated.

The Council will provide a standard form for the assessing doctor to complete and return to the Council.

Drug screening

Berrigan Shire Council is a drug and alcohol free workplace. As part of its obligation to ensure a safe environment for other employees and the general public, use of drugs of abuse by Council staff is not acceptable.



All persons selected for permanent appointment to Council's service will be required to undergo a pre-employment drug screen in line with AS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

The screen will form part of the pre-employment medical.

The results of the screen may lead to the Council not proceeding with an offer of employment.

Outcomes

Previous injuries or current impairments do not jeopardise prospective employment unless:

1. an applicant would be unable to do the job
2. if doing the job constitutes a substantial risk to themselves or others
3. if the special requirements of the applicant cannot reasonably or practicably be met.

Medical information collected by the Council under this policy will only be used for the purposes of assessing suitability for employment as per the *Privacy and Personal Information Act 1998* and *Health Records and Information Privacy Act 2002*

6. RELATED POLICIES OR STRATEGIES

6.1. Legislation

- *Local Government Act 1993*
- *Workplace Health and Safety Act 2010*
- *Anti-Discrimination Act 1977*
- *Privacy and Personal Information Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Local Government (State) Award 2010*



- AS/NZS 4308:2008 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*

6.2. Council policies and guidelines

- Berrigan Shire Council *Code of Conduct*
- Berrigan Shire Council Policy 115 – *Drug and Alcohol Free Workplace Policy*
- Berrigan Shire Council Policy 121 – *Equal Employment Opportunity, Workplace Bullying and Harassment Policy*



10 INTERNAL REPORTING POLICY

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 21/08/2013

Date for Review: 01/11/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

The Berrigan Shire Council through resourcing the development, implementation, annual review and endorsement by Council of this policy is committed to creating and maintaining an open working environment in which Councillors, employees, (whether they are full-time, part-time or casual), contractors and consultants are able to raise with confidence concerns regarding actual or suspected unethical, unlawful or undesirable conduct and wrongdoing.

2. PURPOSE

The purpose of this Policy in accordance with the provisions of the *Public Interest Disclosures Act (1994) (PID Act)* and the *NSW Ombudsman Model Internal Reporting Policy: Local Government* is to:

- Encourage Councillors, employees, contractors and consultants to report an issue if they genuinely believe a person or persons have breached Council's *Code of Conduct*, Council policies or the law.
- Describe Council's commitment to a fair workplace and outline the process for managing public interest disclosures.
- Protect individuals who in good faith, report wrong doing which they reasonably believe to be corrupt, illegal or unethical on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.
- Assist in ensuring that matters of Misconduct and/or unethical behaviour are identified and dealt with in accordance with this policy

3. SCOPE

This Policy applies to:

- Councillors,
- Employees (whether they are full-time, part-time or casual),

Contractors

- Consultants
- Volunteers

It applies to all activities undertaken by the Council.

4. OBJECTIVE

Council operations support ethical, transparent and accountable corporate governance.

5. POLICY IMPLEMENTATION

5.1. Roles and responsibilities

In accordance with the *NSW Ombudsman Model Internal Reporting Policy: Local Government* all persons covered by the scope of this policy are responsible for acting in accordance with the following procedures about

- What should be reported
- When a report will be protected
- How to make a report, anonymity
- Confidentiality
- Internal and external reporting options
- Role and responsibilities – General Manager, the Mayor and Disclosure Coordinator and Disclosure Officers

- Feedback and support to individuals that report wrong doing
- Protection against reprisals
- Support for the subject of a report
- False and misleading disclosures

5.2. What should be reported

You should report any suspected wrongdoing you see within Berrigan Shire Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

5.2.1. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a Council official using their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman’s guideline on what can be reported.

5.2.2. Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful

- refusing to grant an approval for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on what can be reported.

5.2.3. Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the Council.

For example, this could include:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on what can be reported.

5.2.4. Government information contravention

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on what can be reported.

5.2.5. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns,

lodge written declarations and disclose pecuniary interests at council and council committee meetings.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior Council staff member recommending a family member for a council contract and not declaring the relationship
- a General Manager holding an undisclosed shareholding in a company competing for a Council contract

For more information about local government pecuniary interest contravention, see the NSW Ombudsman’s guideline on what can be reported.

5.2.6. Other wrongdoing

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with Berrigan Shire Council’s policies.

The Council’s policies covering these areas include:

- Equal Employment Opportunity and Workplace Bullying and Harrassment Policy
- Work Health and Safety Policy

Even if these reports are not dealt with as public interest disclosures, Berrigan Shire Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5.3. When will a report be protected?

Berrigan Shire Council will support any person that reports wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to a position nominated in this policy (see section 5.7) or an investigating authority (see section 5.8).

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of the policy of the governing body of the Council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

5.4. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The individual making the report should keep a copy of this record.

5.5. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Berrigan Shire Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If the relevant Council officers do not know who made the report, it is very difficult for them to prevent any reprisal action.

5.6. Maintaining confidentiality

Berrigan Shire Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.

The Council is committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However there may be situations where this may not be possible or appropriate. The relevant Council officers will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, the Council will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the Council's code of conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, it is important that you only discuss your report with the staff of Berrigan Shire Council responsible to deal with it. This will include the Disclosures Coordinator and the General Manager. In the case of a report about the General Manager, you should only discuss your report with the Disclosures Coordinator and the Mayor.

Where your complaint is made under the Council's code of conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

5.7. Who can receive a report within Berrigan Shire Council?

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that for a report to be a public interest disclosure, it must be made to a public official in accordance with the Council's disclosure procedures – this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the individual making the report to one of the positions listed below. The broader responsibilities of these positions will be outlined in the *procedures* supporting this policy.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within Berrigan Shire Council who can receive a public interest disclosure.

5.7.1. General Manager **Policy** Page 7

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure.
- determining what needs to be done next, including referring it to other authorities.
- deciding what needs to be done to correct the problem that has been identified.

- ensuring there are systems in place in to support and protect people who report wrongdoing.
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.
- referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Contact details for the Council's General Manager are:

Rowan Perkins

Berrigan Shire Council Administration Office

56 Chanter St Berrigan NSW 2712

Work: 03 5888 5100 Mobile 0407 344 848 AH 03 5874 2376

Email: rowanp@berriganshire.nsw.gov.au

5.7.2. Mayor

If you are making a report about the general manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures

The Mayor must make sure there are systems in place in Berrigan Shire Council to support and protect people who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Contact details for the Council's Mayor are:

Cr Bernard Curtin

Mobile 0429 852 068



Email: bernardc@berriganshire.nsw.gov.au

5.7.3. Disclosures Coordinator

The Disclosures Coordinator has a central role in dealing with reports made by staff and councillors. They receive them, assess them, and refer them to the people within or contracted by the Council to be dealt with appropriately.

Contact details for the Council's Disclosure Coordinator are:

Matthew Hansen – Director Corporate Services

Berrigan Shire Council Administration Office

56 Chanter St Berrigan NSW 2712

Work: 03 5888 5100 Mobile 0427 635 396 AH 03 5885 1200

Email: matthewh@berriganshire.nsw.gov.au

5.7.4. Disclosures officers

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

Given its size, Berrigan Shire Council has chosen not to appoint any disclosure officers to assist the Disclosures Coordinator.

5.8. Who can receive a report outside of Berrigan Shire Council

Staff and councillors are encouraged to report wrongdoing within Berrigan Shire Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about both the General Manager and the Mayor, you may wish to consider making the report to an investigating authority.
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

5.8.1 Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct

- the Ombudsman — for maladministration
- the Director-General of the Division of Local Government, Department of Premier and Cabinet — for disclosures about local government agencies
- the Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with Berrigan Shire Council. The Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. The Council will also provide appropriate support and assistance to individuals who report wrongdoing to an investigating authority.

5.8.2. Members of Parliament or journalists

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, Berrigan Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Berrigan Shire Council, contact the Disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5.9. Feedback to the individual who reported wrongdoing

The individual who reported wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. The Council will attempt to get this information to you within five working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within *Berrigan Shire Council* to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to council's code of conduct. A breach of the code of conduct could result in disciplinary action.

5.10. Protection against reprisals

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure. It may also be a breach of the council's code of conduct.

Berrigan Shire Council will not tolerate any reprisal action against a person who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

5.10.1. Responding to reprisals

Berrigan Shire Council will act to protect those who report wrongdoing from reprisals.



When a report is received, The Council will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff or councillor who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the general manager immediately, or in the case of an allegation of reprisal action by the General Manager, the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the general manager, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

If the Disclosures Coordinator becomes aware of or reasonably suspects that reprisal action is or has been taken against a person who has made a disclosure, they will ensure that the matter is reported under the Council's code of conduct and dealt with in accordance with the Council's code of conduct procedures.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the individual who made the disclosure
- relocating the member of staff who made the disclosure or an officer the subject of the allegations within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegations to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The Disclosures Coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman, the ICAC, or the Chief Executive of the Division of Local Government – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

5.10.2. Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

5.11. Support for those reporting wrongdoing

Berrigan Shire Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

The Council also has staff that will provide support for those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

Contact details for support staff:

Karen Hanna

Payroll Officer

Phone 03 5888 5100

Email karenh@berriganshire.nsw.gov.au

Michelle Koopman

Enterprise Risk Manager

Phone 03 5888 5100 Mobile 0418 466 720

Email michellek@berriganshire.nsw.gov.au

Berrigan Shire Council has also established an Employee Assistance Program available to all staff on in accordance with the Council's Employee Assistance Program Policy.

The Employee Assistance Program provides Council supported access to qualified professionals offering short term solution-focused counselling. Its processes are directed at clarifying the problem, identifying options and developing practical plans to approach difficult issues. This is done under the strictest confidence with the main aim of protecting the individual's privacy.

Contact details for the Employee Assistance Program are:

Insight Health

Phone 1800 850 325 (free call)

All supervisors must notify the Disclosures Coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

5.13. Sanctions for making false or misleading disclosures

It is important that all staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of the council's code of conduct and may result in disciplinary action.

In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

5.14. Support for the subject of a report

Berrigan Shire Council is committed to ensuring people who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

5.15. Review

This policy will be reviewed by Council every two years. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

5.16. More information

More information around public interest disclosures is available from the Council's Disclosure Coordinator and the Council's Payroll Officer.

Staff and councillors can also access advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

5.17. Resources



The contact details for external investigating authorities that staff can make a protected disclosure to or seek advice from are listed below. **For disclosures about corrupt conduct:**

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office

Phone: 02 9275 7100

Facsimile: 02 9275 7200

Email: mail@audit.nsw.gov.au

For disclosures about maladministration:

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste in local government agencies:

Division of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

6. RELATED POLICIES OR STRATEGIES

6.1. Relevant Legislation

- *Local Government Act 1993*
- *Government Information (Public Access) Act 2009*
- *Independent Commission Against Corruption Act (ICAC Act) 1988 No. 35*
- *Work Health and Safety Act 2011*
- *Ombudsman Act 1974*
- *Public Interest Disclosures Act 1994*
- *Public Interest Disclosures Regulations*

6.2. Relevant References

- NSW Ombudsman Protected Disclosure Guidelines 6th Edition



- NSW Ombudsman Model for Internal Reporting Policy for Council

6.3. Berrigan Shire Council's Policy and Procedures

- Code of Conduct
- Workforce Management Strategy
- Staff Expenses and Facilities Policy
- Work Health and Safety Policy and associated procedures
- Statement of Business Ethics
- Equal Employment Opportunity, Workplace Bullying and Harrassment Policy
- Employee Assistance Program Policy
- Fraud Policy
- Policy for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors
- Staff Expenses and Facilities

12. REFERENCES POLICY

File Reference No: 16.140.3
Strategic Outcome: Good government
Date of Adoption: 18/09/2013
Date for Review: 18/09/2016
Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

It is important that the Council and Council officers provide clear and factual information when providing references or acting as referees for current and former employees of Berrigan Shire Council.

It is also important that the privacy of personal information regarding current and former employees is protected in line with legislation, the Privacy Code of Practice for Local Government and the Council's Privacy Management Plan.

2. PURPOSE

This policy provides guidance to Council officers when providing references for current and former Council employees.

3. SCOPE

This policy applies to all Councillors, Council staff and other Council officials.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.7: *Coordinate the delivery and management of Shire records and communications*

5. DEFINITIONS

For the purposes of this policy, a **reference** is a statement: **Policy**

- a) by the Council, or a Council officer,
- b) to a potential employer of a person who is a current or former employee of the Council,
- c) that relates to the employment of that person at the Council.

A reference may be written or verbal.

6. POLICY IMPLEMENTATION

6.1 References from the Council

6.1.1 Written references

The Council may provide a written reference for a current or former employee, on the request of that employee.



Written references provided by the Council will be produced by authorised officers on Council letterhead stationery and signed by the General Manager. At a minimum, the reference will indicate the employee's length of service and position(s) held in the organisation. Further information about the employee may be included in the reference with the express consent of the employee.

6.1.2 Verbal references

Where the Council is requested by a potential employer, it may verify that a current or former employee works or has worked for the Council, the duration of that work, and the position occupied during that time.

Council officers providing a verbal reference will not give an opinion as to the suitability of a current or former employee for a particular position with any potential employer without the express and specific consent of that employee.

Council officers should ensure verbal responses made as a referee on behalf of the Council are succinct, businesslike and relevant to the position in question.

6.2 References from an individual Council officer

Staff may request a reference from an individual Council officer.

These references will:

1. not be provided on Council letterhead stationery.
2. clearly indicate that content of the reference contains the Council Officer's personal opinions and comments and not that of the organisation.

7. RELATED POLICIES OR STRATEGIES

7.1 Legislation

- Local Government Act 1993*
- Privacy and Personal Information Protection Act 1998*
- Defamation Act 2005*
- Privacy Code of Practice for Local Government

7.2 Council policies and guidelines

- Code of Conduct
- Privacy Management Plan

15 CLOTHING AND PROTECTIVE EQUIPMENT POLICY

Policy Reference No:

File Reference No: 22.112.1

Strategic Outcome: Good government

Date of Adoption: 20/11/2013

Date for Review: 01/10/2016

Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Council is committed to providing a safe working environment for its workers, in addition to promoting a professional image. This policy outlines the provision and use of Council uniforms, protective clothing and equipment.

2. PURPOSE

The purpose of this policy is to:

- Outline how clothing and protective equipment will be made available to Council workers;
- Advise on worker responsibility in relation to the wearing, use and maintenance of clothing and protective equipment.

3. SCOPE

This policy applies to workers of the Berrigan Shire Council, specifically permanent and casual staff, and volunteers.

4. OBJECTIVE

Council operations support ethical, transparent and accountable corporate governance.

Specifically:

- To ensure appropriate clothing and protective equipment is available for all workers;
- To ensure workers wear clothing and protective equipment appropriate to the work activity being undertaken and the environment;
- To ensure workers present themselves for work to a standard that is professional and a positive reflection on the Council;

4. DEFINITIONS

5.

Operational Staff refers to personnel required to regularly work outdoors and includes water operators, sewer operators, roads construction and maintenance, parks and gardens personnel, and town maintenance.



Non-operational Staff refers to personnel who regularly work indoors and includes office staff, technical staff, library staff, early intervention and HACCC.

Volunteers under this policy, specifically relates to unpaid personnel of Council's S355 Committees.

Personal Protective Equipment (PPE) means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

Environmental Liaison and Enforcement Officer and appropriate relief staff are those personnel responsible for enforcing Council's obligations under state legislation and local policy.

6. POLICY IMPLEMENTATION

6.1 Provision of Clothing and Protective Equipment for Operational Staff

On commencement of permanent employment, all operational staff are provided with:

- o 1 x sunhat (bucket or legionnaire style)
- o 2 x high visibility jackets
- o 1 x pair of safety work boots
- o 1 x pair of safety rubber boots
- o 1 x set of wet weather gear
- o 3 x pairs of trousers
- o 3 x long sleeve shirts
- o 2 x pairs of overalls (if required)
- o 1 x pair of safety sunglasses
- o 1 x bluey jacket
- o 1 x jumper
- o 1 x safety helmet (if required)

The Storeman shall order protective clothing on an as needs basis, and shall keep in stock adequate supplies of various sizes. Every effort will be made to ensure correct sizes are provided. Clothing will be stored in the Store and will be issued by the Storeman who will monitor the quantity issued.

All clothing for operational staff will include the Berrigan Shire Council logo.

6.2 Provision of Clothing for Non-operational Staff

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Council employees not entitled to a uniform issue through the Store will have access to a subsidy to purchase uniforms approved by the Council from its preferred uniform supplier.

The Council will allocate an overall subsidy in its annual operating budget. This subsidy will then be shared across all eligible staff on the following basis:

- o Permanent staff working more than 0.75 EFT – one full share
- o Permanent staff working less than 0.75 EFT – one half share
- o Casual staff - \$100

New staff members will be provided with their appropriate allocation amount on commencement.

Unspent uniform allocations cannot be carried forward into the next financial year.

6.3 Provision of Clothing for Environmental Liaison and Enforcement Staff

All Environmental Liaison and Enforcement staff including relief staff are issued with the same clothing and protective equipment as operational staff, however all shirts and jumpers must have the identifying "Ranger" emblem embroidered on the shoulder.

6.4 Provision of Protective Equipment for Volunteers

Volunteers are provided with personal protective equipment relevant to their work activity. A register of issue is maintained by the Enterprise Risk Manager.

6.5 Additional Personal Protective Equipment

Council will provide all workers with access to sunscreen and insect repellent with an expectation that these will be used.

Additional personal protective equipment will be provided as needs are identified. This may be through a variety of methods including consultation, workplace inspections, worker requests, changes in legislation, etc.

6.6 Replacement of Clothing and Protective Equipment

All clothing (except bluey jacket) and protective equipment for operational staff will be replaced on a needs basis, as determined by the Overseers. The worn or damaged items may be requested to be returned to the Storeman.

Department Managers will ensure that the level of issues to operational, non-operational and volunteers is such that the condition of the clothing (where provided) and protective equipment does not deteriorate to the stage where the worker's health and safety, and the image of the Council is jeopardised.

6.7 Compulsory Requirements for Clothing and Protective Equipment

All workers are required to wear high visibility jackets whenever it is a requirement of their work activity.

Other personal protective equipment (e.g. hard hats, ear muffs, safety glasses, etc.) shall be worn in areas designated by signage, safe work method statements, as directed at tool box meetings or through other means.

In accordance with Work Health and Safety legislation, a worker must while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under the *Work Health and Safety Act* and *Work Health and Safety Regulations*. This requires workers to comply with any personal protective equipment and clothing requirements.

If an employee presents at work without the appropriate clothing or personal protective equipment, or whilst in an identified PPE designated area, fails to wear, removes or alters the equipment or clothing, they will be requested to leave the worksite and return only when they are properly attired. Any time lost will be without pay. Further



failures will result in disciplinary action in accordance with the *Local Government (State) Award 2010*.

Where non-operational staff are required to work outdoors in addition to their normal duties indoors, they are required to recognise the same personal protective requirements. Where long sleeved shirts have not been issued, staff are to ensure they apply sunscreen at regular intervals whilst outdoors.

6.8 Clothing and Personal Protective Equipment Maintenance

All workers are responsible for the cleanliness of their clothing and the maintenance of their personal protective equipment.

Any personal protective equipment that cannot be used for the purpose of which it is designed either due to damage or wear and tear must be immediately replaced.

6.9 Acknowledgment

It is acknowledged by Council that this Policy will not be able to be utilised by all workers due to irregular fittings, etc. and therefore those workers will be accommodated within this policy at the General Manager's discretion.

7. RELATED POLICIES OR STRATEGIES

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

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Local Government (State) Award 2010*
- Code of Conduct
- Staff Expenses and Facilities Policy



17 RISK MANAGEMENT POLICY AND FRAMEWORK

Policy Reference No:
File Reference No: 27.121.2
Strategic Outcome: Good government
Date of Adoption: 20/11/2013
Date for Review: 01/10/2016
Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Berrigan Shire Council is committed to, and places a high priority on managing its risks strategically and systematically in order to benefit the community and manage the adverse effects to Council.

Risk management is everyone's responsibility. It is an activity that begins at the highest level and is applied consistently through all levels of Council's operations. All workers are required to integrate risk management procedures and practices into their daily activities, and must be competent and accountable for adequately managing risk within their area of responsibility.

2. PURPOSE

The purpose of this policy is to:

- Outline the way in which Council's risk management functions are integrated into the activities and processes of the Council;
- Emphasise Council's commitment to identify, evaluate and control risks;
- Outline the responsibilities of key stakeholders;
- Provide a statement clarifying Council's risk appetite

3. SCOPE

This policy applies to all workers of the Berrigan Shire Council.

4. OBJECTIVE

Council operations support ethical, transparent and accountable corporate governance.

Specifically:

- Utilise risk management to create and protect value by achieving objectives and improving performance in areas such as work health and safety, security,

Policy

legal and regulatory compliance, public acceptance, environmental protection, quality, project management, efficiency in operations, governance and reputation.

- Ensure risk management is part of the responsibilities of management and an integral part of all organisational processes, including planning.
- Include risk management as part of decision making.
- Use risk management to take account of uncertainty, identify the nature of that uncertainty and establish processes to address it.
- Establish a systematic, structured and timely approach to risk management to ensure results are consistent, comparable and reliable.
- Ensure information used in managing risk is based on the best information available including sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement.
- Ensure risk management is aligned with the organisation's external and internal context and risk profile with consideration of existing resource constraints.
- Recognise the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder the achievement of the organisation's objectives.
- Ensure risk management is transparent and inclusive by involving stakeholders and ensuring their views are considered in determining risk criteria.
- Identify and respond to external and internal changes and review the risk management process concurrently.
- Develop and implement strategies to continually improve the management of risk.

5. DEFINITIONS

Consequence – *the nature and type of impact which could occur assuming that a particular event, situation or circumstance has occurred.*

Likelihood – *chance of something happening*

Risk - *the effect of uncertainty on objectives* **Policy**

Risk appetite – *the amount and type of risk Council is willing to pursue, retain or tolerate in the achievement of goals and objectives.*

Risk assessment – the overall process of a) finding, recognising and describing risks, b) analysing the nature and level of risk, and c) evaluating the risk by comparing results with risk criteria to determine whether the risk is acceptable or tolerable.

Risk management - coordinated activities to direct and control an organisation with regard to risk

6. POLICY IMPLEMENTATION

6.1 Integrating Risk Management into Council Activities

Risk management forms the basis of the Council's planning processes and is to be integrated into the daily activities of the Council. The executive and all program areas within the Council will adopt and implement the risk management guidelines contained within the standard and specified in Council's Risk Management Framework.

With risk management being the responsibility of every individual within the organisation, training (in line with responsibilities) in the knowledge and skills required to successfully undertake risk assessment and risk management practices will be provided by the Council.

6.2 Identification and Treatment of Risks

The resources available for specific risk management activities will be specified in the Council's Annual Budget. It must be recognised that the risk management responsibilities of Council are extremely diverse and must be coordinated within the constraints of the available budget. Further it is neither possible nor viable to treat all identified risks, and guidance on what may be regarded as acceptable risk can be determined through the Risk Management Framework or provided by the Risk Management Committee.

In order to facilitate the systematic application of risk management principles, risks assessed as unacceptable will be incorporated into relevant business plans. In addition, Council's Risk Management Budget will be coordinated by the Enterprise Risk Manager who will play an active role in integrating Council's risk activities and allocating the available resources. Progress in the management of treatments will be monitored continually by the Risk Management Committee and Manex.

Where necessary, recommendations provided by internal audit procedures, advice from risk management specialists and relevant external stakeholders (including Council's insurer) will be utilised to direct Council's risk management **Policy**

activities. These processes will enable sound judgements and the cost effective use of resources throughout the organisation.

6.3 Risk Management Responsibilities

Council and staff have an obligation in develop a "risk aware" culture within the organisation.

Council

The Council is accountable for overseeing risk management processes and ensuring appropriate resources are allocated in order to carry out risk management activities.

General Manager

The General Manager has overall responsibility for the implementation of risk management across the Council including:

- o Ensuring appropriate resources are allocated to meet Council's risk management obligations;
- o Establishing and maintaining a climate of risk awareness and intelligence;
- o Ensuring Directors, Managers and staff receive support and training to fulfil their responsibilities.

Enterprise Risk Manager

The Enterprise Risk Manager is responsible for the coordination of Council's risk management processes including:

- o Facilitating the development and continual improvement of appropriate systems;
- o Developing and maintaining governance mechanisms that effectively monitor risks and their management;
- o Integrating risk management activities from the various sections of the Council and coordinating the risk management budget;
- o Setting the requirements for risk management based on AS/NZS 31000:2009 and ensuring that they are consistent with Council's business, ethical and professional standards.

Risk Management Committee

The Risk Management Committee provides a forum for determining through consultation the future directions of Council's risk management activities. The Committee will:

- o Provide guidance on what is considered to be an acceptable risk;
- o Assist with the prioritisation of risk management priorities;
- o Review and monitor the implementation of Council's risk management program.

Directors, Managers and Supervisors **Policy**

Directors, Managers and Supervisors are accountable for the implementation and maintenance of sound risk management within their areas of responsibility in conformity with this policy. They must also:

- o Integrate risk management into all aspects of their business;
- o Create an environment where managing risk is accepted as the personal responsibility of each employee;
- o Systematically identify, analyse, evaluate and treat any risk that might impact on their objectives. Where necessary guidance may be sought from the Enterprise Risk Manager or the Risk Management Committee;
- o Ensure that risk management practices and treatments are:
 - Consistent with Council requirements;
 - Monitored to ensure that management strategies remain effective;
 - Commensurate with the level of risk exposure.

- o Maintain appropriate records recording identified risks and treatment methods. Where treatments have not occurred this must also be documented specifying the reasons why.
- o Provide the Risk Management Committee with an update of the risks identified and treated within their area of responsibility. Any serious risks that have the potential to have serious consequences or will impact on more than one area of the Council's operations should be reported to the Enterprise Risk Manager or General Manager as a matter of urgency.

Workers

All workers of the Council will be actively involved in Council's risk management activities including:

- o Maintaining an awareness of risks (current and potential) that relate to their area of responsibility;
- o Advising their managers of risk issues they believe require attention;
- o Being actively involved in the identification, assessment and management of risk to the best of their ability.

6.4 Risk Management Framework

Berrigan Shire Council recognises and is committed to the International Standard, AS/NZS ISO 31000:2009 as the basis for establishing and implementing its risk management activities. Council has developed a framework that emphasises the integral role risk management plays in the management process and includes procedures and practices designed to support Council's risk management policy. Adherence to the framework will integrate risk management practices into all business activities and systems of the Council and help develop a "risk aware" culture amongst staff members.

The overarching purpose of the framework is to assist in the effective management of risk. The framework ensures that information about risk derived from the risk management process is adequately reported and used as a basis for decision making and accountability at all levels.

Observing the framework will enable the Council to fulfil its stewardship responsibilities including:

- o Protecting resources from loss or misuse;
- o Ensuring the safety of Council, staff and the public; and
- o Generally encouraging excellence in management, including innovation that may involve responsible risk taking.

6.4.1 Risk Management Practice

The AS/NZS ISO 31000:2009 provides a template that enables a consistent and comprehensive approach to risk management across the Council.

The risk management process outlined in the Standard requires the following procedures to be undertaken:

1. Establishing context and culture (i.e. the scope, risk criteria).
2. Risk Identification.
3. Risk Analysis.
4. Risk Evaluation.
5. Risk Treatment.
6. Monitoring and review.
7. Communication and consultation.

This process will be systematically applied by all levels of the Council in managing and determining risk management activities.

6.4.2 Risk Environment

Council's risk environment is diverse and incorporates a wide range of issues including:

- Public liability
- Civil liability
- Records Management
- WH&S
- Business continuity
- Fraud
- Workers compensation
- Emergency response
- Contracts

- Ethics & probity
- Child protection
- Copyright
- Asset management
- Succession planning
- Volunteers
- Gathering Information
- Disaster preparedness
- Environment

This creates a range of competing interests that need to be prioritised against the available resources (both time and financial). The resources available for Berrigan Shire Council's risk management activities will be specified in the Council's Annual Budget and the identification, analysis, and management of risks on which this budget will be spent will be undertaken in a transparent, efficient and effective manner.

In carrying out risk management activities the Council aims to be objective, open and accountable in its decision making processes. Risk management is the responsibility of everyone within the organisation and active participation in risk identification and treatment will be sought from both employees and the wider community.

In general qualitative analysis of risks will be undertaken using the risk rating matrix outlined in this framework. While this will cater for most of the risks faced by the Council it must be recognised that risk assessment is fundamentally subjective, and it may be beneficial to carry out activities that receive a lower rating. These decisions will be overseen by the Enterprise Risk Manager, the General Manager and the Council's Risk Management Committee, who have the primary responsibility for developing, implementing and monitoring Council's risk management activities.

The management of risks will be integrated into the Council's existing planning and operational processes on the basis of the evaluation of the level of risk and Council's exposure. More broadly the Council's Risk Management Strategic Plan will set the parameters for the Council's risk management activities. The Best Practice Manuals provided by Statewide Mutual and StateCover (Council's insurers), self-audits and continuous improvement plans will also be used to guide the Council's risk program.

Regular reporting and monitoring activities are essential in ensuring the strategic and systematic application of risk management processes. These processes will be overseen by the Risk Management Committee and monitored through internal and self-auditing processes. Where possible, accountability for the management of risk at

both a management and employee level should be reflected in performance plans, job descriptions and key performance indicators.

6.4.3 Governance Framework

As is highlighted in the Council’s Risk Management Policy, council and staff have an obligation in developing a “RISK AWARE” culture within the organisation. This means that everyone within the organisation has responsibility for risk management (to the best of their ability), and that risk management and awareness activities will be integrated into the daily business of the Council.

The key stakeholders involved in managing risks include:

- The Council
- General Manager
- Enterprise Risk Manager
- Risk Management Committee
- Directors, Managers and Supervisors
- All workers.

Individual stakeholder responsibilities are clearly outlined in the Council’s Risk Management Policy.

6.4.4 Risk Identification

Risk identification is the responsibility of all workers. Current and potential risks should be reported, with managers and supervisors accountable for the implementation and maintenance of sound risk management within their areas of responsibility. In general risks should be recorded so that risk patterns can be identified and treatment methods documented.

6.4.5 Risk Analysis

Once risks have been identified it is necessary to analyse the risk in terms of the **likelihood** and **consequences** of an event occurring. These two parameters can be used to produce a level of risk which will help set treatment priorities and options.

In general Berrigan Shire Council will use a qualitative process to measure risks. This process uses descriptive information about the nature of the consequences and likelihood rather than a strict numerical analysis.



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In analysing risks the most pertinent information sources should be used and any assumptions made in the analysis of risks should be recorded. Some relevant sources of information could include:

- Past records
- Practice and relevant experience
- Relevant published literature
- Specialist and expert judgements

Incident Rating Matrix

The incident rating matrix compares the level of likelihood (A-E) to the level of severity (1-5) to produce a risk rating (Low, Medium, High, Very High). **Consequence**

Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

On occasions it is also necessary to prioritise activities with the same risk rating. This can be done using the following table, where risk ratings of a lower numerical value correspond to a lower level of priority (i.e. items with a risk rating of "1" are given the lowest priority and "25" indicates items with the highest priority). **Consequence**

Likelihood	1	2	3	4	5
A	Medium (11)	High (16)	High (20)	Very High (23)	Very High (25)
B	Medium (7)	Medium (12)	High (17)	High (21)	Very High (24)
C	Low (4)	Medium (8)	High (14)	High (18)	High (22)
D	Low (2)	Low (5)	Medium (9)	Medium (13)	High (19)
E	Low (1)	Low (3)	Medium (6)	Medium (10)	High (15)

Response Requirements

Response requirements have been linked to risk ratings in the following manner: Response		Action
Very High	Senior management attention required. Action plan required.	Immediate response Specify management responsibility
High	Senior management attention Action plan required	Response required within 7 working days Specify management responsibility
Medium	Implement specific	Heightened action

	monitoring or response procedures	Specify management responsibility
Low	Manage by routine procedures. Unlikely to require a specific application of resources	Business as usual Response may not be necessary

6.4.6 Risk Evaluation & Treatment

The purpose of a risk evaluation is to make decisions, based on the outcomes of the risk analysis, about which risks need treatment and treatment priorities.

In carrying out a risk evaluation it may be useful to ask the following questions:

- What current systems may prevent, detect or lower the consequences or likelihoods of undesirable risks or events?
- What are the consequences or range of consequences of the risks if they do occur?
- What is the likelihood or range of likelihoods of the risks happening?
- What factors might increase or decrease the likelihoods or the consequences?
- What additional factors may need to be considered?
- What are the limitations of the analysis and assumptions made?
- How confident are you in your judgement or research specifically in relation to the high consequence and low likelihood risks?
- Is the logic behind the analysis sound?
- What current systems may enhance or increase the consequences or likelihoods of opportunities or beneficial events?



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Answers to these questions should be detailed as part of a risk assessment. In general the severity of the risk will determine the level of detail required in the assessment. While detailed documentation may not be required for very low risks, a record should be kept of the rationale behind undertaking an initial screening of these risks.

When evaluating risks it may be appropriate to identify and analyse both “problems” and “catastrophes” as separate risks. For example a frequent but low-impact (or chronic) problem may have large cumulative or long-term effects that are at least as important as those of a rare but high-consequence (or acute) event. In addition, the treatment actions for dealing with these two distinct kinds of risks are often quite different so it is sensible to distinguish between them and to record them both.

As has been noted previously the risk evaluation stage is critical in determining which risks will be treated and the priority assigned to an activity. With Council having limited resources for risk management activities it will usually not be cost-effective or even desirable to implement all possible risk treatments. It is however necessary to choose, prioritise and implement the most appropriate combination of risk treatments. Treatment options, or more usually combinations of options, are selected by considering factors such as costs and benefits, effectiveness, Council’s risk appetite and other criteria of relevance to the Council. It is therefore important to consider individual risks and treatment programs in the broader context of Council’s risk management strategy and the overall objectives of the Council. Assistance with this task can be provided by Council’s Enterprise Risk Manager and the Risk Management Committee as required.

It should be noted that there are risk treatment activities that will be carried out as part of scheduled maintenance or recurrent expenditure programs. On these occasions prioritising work will be the duty of the responsible manager. However, it would be worthwhile for the manager to note that an activity has been undertaken for risk management purposes and briefly document the analysis and evaluation process employed.

6.4.7 Risk Appetite

Under this policy, risk appetite refers to:

1. The risks that the Council is prepared to take to achieve its strategic objectives;
2. The risks that it is prepared to endure in response to a decision not to implement treatments;
3. The acceptance of the residual risk following the implementation of risk treatments.

Under most risk scenarios, Council generally has a conservative risk appetite but accepts there are risks associated with many of Council’s activities. Where there is scope for discretion, Council is usually willing to accept a higher level of risk to achieve

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its strategic objectives, however all risk scenarios will be considered on a case by case basis.

6.4.8 Risk Treatment

Council will use the ALARP (“*As Low as Reasonably Practicable*”) technique in determining which risks will be treated through an evaluation of “tolerable risk”. ALARP enlists the concept of what is **Policy**

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“reasonably practicable” by evaluating if something can be done against the costs and benefits of action or inaction. These two aspects need to be balanced carefully if the risk being treated is related to an expressed or implied duty of care.

ALARP divides risks into three bands:

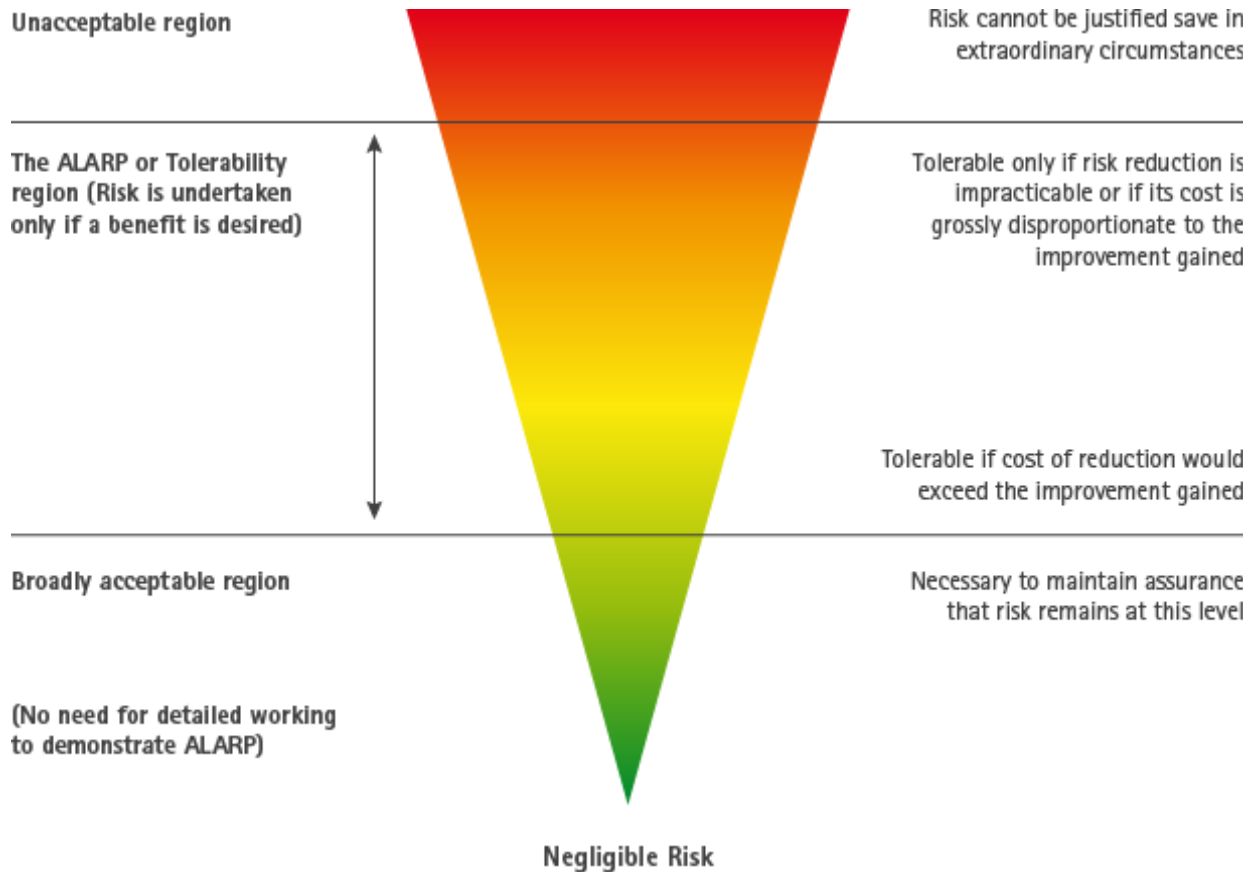
1. An upper band where adverse risks are **intolerable (red area)** whatever benefits the activity may bring, and risk reduction measures are essential whatever their cost.
2. A middle band, or **orange/yellow area**, where costs and benefits are taken into account and opportunities balanced against potential adverse consequences.
3. A lower band where positive or negative risks are **negligible (green area)**, or so small that no risk treatment measures are needed.

In applying this principle it is expected that, when the risk is close to the intolerable level, the risk will be reduced unless the cost of reducing the risk is grossly disproportionate to the benefits gained. Similarly when the risks are close to the negligible level the action may only be undertaken to reduce the risk where the benefits exceed the costs of reduction.

The ALARP Principle

6.4.9 Monitoring and Review

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Ongoing review of risk management activities is essential in ensuring that management plans remain relevant. Factors that may affect the likelihood and consequence of an outcome may change, as might the factors that affect the suitability or cost of the treatment options. It is therefore necessary to repeat the risk management cycle regularly.

Berrigan Shire Council's risk management activities will be monitored in a number of ways:

- Performance in the annual self-audits coordinated by Council's insurer;
- Performance against planned objectives;
- Review and reporting against Council's Risk Management Strategic Plan; and
- Internal auditing procedures.

Progress in the management of treatments will be monitored continually by the Risk Management Committee and the Enterprise Risk Manager. Where possible, accountability for the management of risk at both management and employee level

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should also be reflected in performance plans, job descriptions and key performance indicators

6.4.10 Documentation

Documenting each step of the risk management process is important for a number of reasons:

- Demonstrate to stakeholders that the process has been conducted properly.
- Provide evidence of a systematic approach to risk identification and analysis.
- Enable the review of decisions or processes.
- Provide a record of risks.
- Develop Council's knowledge database.
- Provide the Risk Management Committee with guidance on what items should be included in the Risk Management Strategic Plan.
- Provide an accountability mechanism and tool.
- Facilitate continued monitoring and review.
- Provide an audit trail.
- Share and communicate information.

Appropriate documentation need not impose another layer of paperwork. Subject to legislative requirements, decisions and processes involving risk management should be documented to the extent appropriate to the circumstances. Processes of low consequence may be documented through a diary note, note to file or note on the Practical Finance System. Comprehensive risk assessments or items of significant cost should be documented in a lot more detail with a copy being placed in the central filing system. In some circumstances, an appropriate level and standard of documentation may be needed to satisfy an independent audit.

Irrespective of the level of detail required all assessments should at minimum include:

- The objectives;
- All major assumptions made in the process;
- Who was involved;
- The decisions that were agreed;

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- The information sources on which the outcomes were based.

6.4.11 Risk Management Knowledge and Skills Development

The knowledge and skills development component of the Council's Risk Management Framework is aimed at increasing the understanding and skills of staff for the application of their risk management accountabilities and responsibilities. A number of initiatives are included in the framework. As the approach to risk management matures, other learning related activities will be provided.

The objectives of the initial learning strategy are:

- Increased awareness of risk management for all staff of the Council commensurate with their responsibilities.*

Awareness raising will be provided to all management and staff. As the implementation of the risk management framework matures, the awareness raising will be provided through induction activities.

- Consistent application of risk management framework across the Council.*

Training will be provided on an "as required" basis to management and staff with functional responsibilities for risk management within the Council. Training will focus on policies, procedures and the use of risk management templates.

- Leadership and commitment through the application of risk management.*

The Council will host forums that enable senior management to share their experiences and knowledge required to achieve their outputs through the successful management of current and emerging risks.

7 RELATED POLICIES OR STRATEGIES

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

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- Work Health and Safety Act 2011*
- Work Health and Safety Regulations 2011*
- ISO 31000 2009 Risk Management - Principles and guidelines
- Work Health and Safety Policy
- Liability Management Policy
- Fraud Control Policy
- Signs as Remote Supervision Policy
- Playground Management Policy
- Risk Management Strategic Plan

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20 PROCUREMENT AND DISPOSAL

Policy Reference No:

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 18/12/2013

Date for Review: 18/12/2018

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council administers public funds. It has a responsibility to ensure that its purchasing and disposal decisions are made in an ethical, transparent, accountable and effective manner.

2. PURPOSE

The purpose of this Policy is to:

- Establish a framework to guide Council employees, volunteers and agents involved in procurement and disposal activities to meet legislative requirements; manage risk and achieve a best value result.


- Create an environment where the Council's purchasing and disposal activities are – and are seen to be - ethical, accountable, transparent and effective.

- Assist the Council in achieving the best value result when purchasing goods and services and disposing of goods

- Ensure the Council at all times complies with relevant legislation when purchasing goods and services and disposing of goods.

3. SCOPE

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This policy covers all procurement of goods and services and disposal of goods by Berrigan Shire Council, including but not limited to:

- The Council through resolution and by individual Councillors
- All Berrigan Shire Council employees;
- Berrigan Shire Council volunteers and volunteer committees
- Other agents of the Council.

This policy does not apply to the procurement of goods and services:

- in an emergency;
- by contractors or subcontractors of 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

Procurement: The process involving all activities following the decision that a good or service is required. It involves the acquisition of goods and services and the disposal of goods.

Purchasing: The actual buying process, whether placing or transmitting an order orally, in hard copy, electronically via e-commerce, or buying across the counter.


Disposal: The process of removing goods from Council's service and the recovery of market value for the goods.

Quotation: A quotation is the estimated or actual market price of the supply of a work, good or service supplied to Council by a supplier after a verbal or written request from a Council Officer.

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.

Tender Threshold: An amount in dollars as determined and published by the NSW Division of Local Government.

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6. POLICY IMPLEMENTATION

6.1. General principles

In purchasing goods and services and disposing of goods, the Council will

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

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

6.2. Specific principles

6.2.1. Best Value

Best value represents the best return and performance for the money spent on procurement of goods and services.

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

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

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6.2.2. Confidentiality

The Council will treat all information provided to it by suppliers in line with its adopted Privacy Management Plan.

Any confidential information will be treated as such and will not be revealed to persons other than those with a genuine need to know.

Commercial-in-confidence or proprietary information contained within tenders, quotations, expressions of interest, proposals, heads of agreements and the like will never be given to competing interests nor unauthorised persons.

6.2.3. Fair and honest dealing

The Council will ensure potential suppliers are given equal access to information and opportunities to submit bids. The Council will act – and be seen to act – impartially when purchasing goods and services and disposing of goods.

6.2.4. Local preference

The Council has a legislative and ethical responsibility to be fair and even-handed in its treatment of suppliers and potential suppliers. However there are circumstances where it may be appropriate to prefer the use of local supplies.

Preference to local suppliers will only be considered where it is consistent with furthering the objectives of the Council's Community Strategic Plan, i.e.

- Sustainable natural and built landscapes
- Good Government
- Supported and engaged communities
- Diverse and resilient business.

If the Council chooses to provide preferential treatment to local suppliers it will develop an appropriate policy to govern this process and ensure it is transparent and accountable. Any such policy will be consistent with this policy, the aims and objectives of the Council's Delivery Program, and all statutory requirements.

6.2.5. Code of conduct

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All Council Officers are bound by the Council's Code of Conduct. When purchasing goods and services and disposing of goods on behalf of the Council, Council officers will ensure their actions comply with the letter and the spirit of the Code.

Specific attention should be given to matters such as:

- Acting fairly and equitably
- Dealing with conflicts of interest
- Accepting and/or declaring any gifts or benefits received
- Use of Council resources

6.2.6. Authorisation

Only Council Officers with appropriate authorisation and/or delegation will purchase goods and services or dispose of goods on behalf of the Council.

Position descriptions for Council employees will specifically state the purchasing authority for each position and the Council will maintain a purchase authorisation register.

The Council will not provide purchasing approval **after** the Council has acquired goods and services.

6.2.7. Risk Management


Risk Management is the systematic positive identification of threats and the identification of opportunities for the best use of resources. Throughout the procurement and disposal process, the Council will ensure that risks associated with any transaction are identified and are treated in accordance with the Council's Risk Management Policy and Framework.

6.3. Methods of purchasing and disposal

The Council will use a range of procurement methods with the appropriate method determined by considering statutory requirements, best value considerations, transparency and efficiency.

6.3.1. Tender

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Where the total value of goods and services sought exceeds the tender threshold, the Council will follow a statutory tender process.

The Council will adopt a specific policy and set of procedures to deal with tenders. This Tender Policy will be consistent with this general policy and statutory requirements.

The Council will not engage in order splitting to avoid exceeding the tender threshold.

6.3.2. Quotations

Where possible and practicable, the Council will seek quotations when procuring goods and services. The number of quotations sought will be dependent on the nature and value of the goods and services to be supplied.

Details of the quotation thresholds will be clearly set out in the Council's procurement procedures. The Council will not engage in order splitting to avoid exceeding these thresholds.

6.3.3. Purchase orders

Except for items specifically excluded in other policies and procedures, all Council purchases of goods and services will require a valid purchase order to be generated.


6.3.4. Corporate cards

The Council may permit the use of corporate credit or debit cards to purchase goods and services on behalf of the Council. Such use will be subject to a specific policy. The Corporate Card Policy will be consistent with this general policy and statutory requirements.

6.3.5. Petty cash

The use of petty cash for minor purchases (i.e. less than \$100) is encouraged. While quotations may not be required, Council Officers will still follow the principle of best value.

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6.3.6. Reimbursement

Other than in exceptional circumstances, the Council will not permit Council officers to purchase goods and services for the Council from their own funds in the expectation of being reimbursed at a later date,

Council officers have a responsibility to take all reasonable steps to ensure that purchases on behalf of the Council are made through authorised Council procedures and avoid having to use personal funds and seek reimbursement.

Reimbursement of training and relocation expenses will be permitted in circumstances covered by specific policies.

6.3.7. Disposal

Disposing of goods on behalf of the Council is subject to the same principles as purchasing. The Council may adopt a specific policy and set of procedures to deal with disposals. Any such policy will be consistent with this policy and statutory requirements, transparent and accountable

6.4. Receipt and payment

Council Officers responsible for purchasing goods and services will ensure that delivery notes or invoices are checked against the original order, including quantity, quality, general condition and price.


Supplier payments will be made by Accounts Payable after the responsible officer has checked and confirmed the supply has been made in accordance with the Council's requirements. Payment will be made in line with the Council's standard payment terms unless prior arrangements have been made.

7. RELATED POLICIES OR STRATEGIES

7.1. Legislation

- Local Government Act 1993*
- Local Government Regulation 1994*
- Public Finance and Audit Act 1993*
- Work Health and Safety Act 2011*
- Work Health and Safety Regulations 2011*
- Privacy and Personal Information Protection Act 1998*

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- Government Information (Public Access) Act 2009*
- Australian Accounting Standards

7.2. Council policies and guidelines

- Risk Management Policy and Framework
- Berrigan Shire Council Code of Conduct
- Berrigan Shire 2023 (Community Strategic Plan)
- Resourcing Strategy
- Privacy Management Plan
- Fraud Policy
- Delegations Policy
- Tender Policy
- Reimbursement of Relocation Expenses Policy
- Payment of Expenses and Provision of Facilities for Mayors and Councillors Policy
- Guidelines for the Payment of Expenses and Provision of Facilities for Staff Members

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21 STAFF REMUNERATION PACKAGE REVIEW POLICY

File Reference No: 12.019.1

Strategic Outcome: Good government

Date of Adoption: 15/01/2014

Date for Review: 07/01/2018

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's General Manager and Directors is as per their contracts and properly authorised.

2. PURPOSE

In line with the *Local Government Act* 1993, the General Manager is generally responsible for the efficient and effective operation of the council's organization. This includes overall responsibility for the Council's payroll function.

The General Manager's responsibility for overseeing the payment of his or her remuneration package carries some risk. This risk is somewhat mitigated by the delegation of the payroll function to another staff member. However, further mitigation of this risk is possible through seeking a third party review of the payments made to the General Manager.

In the interests of completeness, this review also includes the Council's director-level staff.

3. SCOPE

This policy applies to the remuneration packages of the Council's General Manager, Director Technical Services and Director Corporate Services

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4. OBJECTIVE

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

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

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5. POLICY IMPLEMENTATION

The risks associated with remuneration have been assessed in accordance with Council's Risk Management Framework and are documented in Council's Fraud Risk Assessments, with identified control measures included in Council's Fraud Control Plan.

In accordance with one of the control measures identified in the Fraud Control Plan, the Responsible Accounting Officer will commission an annual (1 July to 30 June) review of the payments made under the respective remuneration packages of the following staff:

- General Manager
- Director Technical Services
- Director Corporate Services

The review is to be conducted by the Council's external auditors as part of their regular audit process. The Director Corporate Services is responsible for ensuring the review is included in the scope of works of the external audit.

The external auditors will provide a report to the Council on their findings. The report will include, at a minimum, an opinion on the correctness and accuracy of the payments made under the contracts.

The Responsible Accounting Officer will present the report to the Council as soon as possible after receipt – but no later than the November ordinary meeting of Council.

Additional control measures outlined in the Fraud Control Plan and implemented to monitor fraud risks associated with remuneration also include:

- The establishment and distribution of the Code of Conduct

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- Code of Conduct training for all staff
- Fraud Detection Programs
- Internal Reporting and Protected Disclosures

6. RELATED POLICIES OR STRATEGIES

- Local Government Act 1993*
- Local Government (General) Regulation 2005*
- Local Government Code of Accounting Practice and Financial Reporting*
- Local Government (State) Award 2010
- Code of Conduct
- Risk Management Policy and Framework
- Salary Policy
- Fraud Control Policy
- Fraud Control Plan
- Internal Reporting Policy

24. LEGISLATIVE COMPLIANCE POLICY

File Reference No: 27.121.2


Strategic Outcome: Good government

Date of Adoption: 19/02/2014

Date for Review: 20/02/2018

Responsible Officer: Enterprise and Risk Manager

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1. POLICY STATEMENT

The activities of Local Government are affected by more than 100 state acts, the main two being the Local Government Act (NSW) 1993 – administered by the Department of Local Government, and the Environmental Planning and Assessment Act (NSW) 1979 – overseen by the Department of Planning and Infrastructure, and subsequent amendments thereto. In an environment of continuous legislative change, creating a risk of non-compliance, it is important for the Council to develop strategies to ensure conformity with applicable laws.

2. PURPOSE

This policy demonstrates a clear commitment by the Council to ensuring compliance with all applicable legislation. To facilitate this, the policy provides guidance on:

- The obligations of staff members in ensuring legislative compliance,
- The consequences of non-compliance,
- The application of legal requirements,
- Moral and ethical objections, and
- Strategies for ensuring compliance.

3. SCOPE

This policy applies to all staff of the Berrigan Shire Council including volunteers and contractors.


4. OBJECTIVE

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

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

5. DEFINITIONS

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Legislation – Laws that are made by Parliament, or under the authority of Parliament are called legislation, or statutes. “Acts” are primary legislation. Acts may authorize the making of Regulations, Orders and Notices and these are referred to as subordinate legislation.

Legislation compels or directs the action of individuals, industry and other groups in specified circumstances and also outlines actions that are not to be taken, in order to achieve certain policy objectives.

Delegation Register – Councils have certain duties which they must perform, and certain powers which they must exercise, pursuant to the Local Government Act, as well as a number of other Acts. Under the Local Government Act, Council is able to delegate those duties to staff and Committees of Council.

The Delegation Register is a listing of those functions which Council has delegated to appropriate staff and Committees of Council.

6. POLICY IMPLEMENTATION

6.1 Obligations of Staff Members

All Council staff members have a responsibility to help ensure legislative compliance within the organisation is achieved. These responsibilities however differ across the organisation, based on the position requirements of the individual and their direct involvement in statutory functions.

General Responsibilities

While the Council does not expect staff to be fully conversant with every State and Federal law, all staff members are expected to be aware of the common areas of legislation that affect their day to day work.


In addition, staff members are expected to be aware of a range of employment related laws (for example legislation relating to work, health and safety, equal opportunity, bullying and harassment), and are expected to be aware that certain actions may be subject to the criminal code (such as theft, assault etc.).

Staff members should also be aware of any Council policies, codes, Australian Standards or statements that are relevant to their areas of responsibility.

Additional Responsibilities

Staff members with delegated authority for carrying out statutory requirements (in accordance with the Delegation Register) are expected to develop a clear understanding of the relevant provisions as they relate to their responsibilities, and

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Policy make themselves aware of changes to the legislation and its impact on Council activities.

Senior Staff

Senior staff members are those staff who have workers under their responsibility. They are responsible for ensuring that risk due to non-compliance is minimized, and staff members under their responsibility are kept fully informed, briefed and/or trained about the key legal requirements relevant to their work.

They are also required to ensure that information relating to legislative changes is disseminated to appropriate staff members, and that recordkeeping systems and practices that capture evidence of compliance are in place.

6.2 Consequences of non-compliance

Staff should be aware that any failure to comply with the law could be a criminal act, or result in a breach of the law or a breach of discipline.

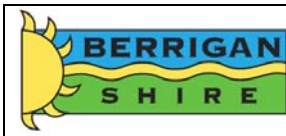
Failure to comply with legal requirements could result in such things as:

- Disciplinary proceedings;
- A hearing by the Pecuniary Interest Tribunal into complaints concerning alleged failures by Councillors, staff, delegates and advisors to disclose pecuniary interests;
- Dismissal of the Mayor and Councillors and the appointment of an Administrator;
- Removal of a Council's planning powers and the appointment of an Administrator;
- The appointment of an Environmental Administrator (under relevant environmental legislation);

Legal proceedings against the Council for orders to remedy or restrain breaches of certain Acts, or for other legal challenges relating to such things as acting beyond the scope of authority or power, or failing to provide natural justice, possibly resulting in costly litigation and awards of damages;

- Complaints about the conduct of the Council or staff members being referred to the Ombudsman, ICAC, Audit Office, Division of Local Government, Administrative Decisions Tribunal or other relevant bodies;

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- Criminal proceedings;

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- Disruption to management, staff morale problems and bad publicity resulting from any of the above.

6.3 Application of legal requirements

The obligation to comply with legal requirements does not relieve the Council or individual staff members of the moral or ethical obligation to mitigate the effects of rigid adherence to the letter of the law where that results in, or would result in, unintended or manifestly inequitable or unreasonable treatment of an individual or organisation. For example:

- If the law gives the Council discretion, it should be exercised in a fair and reasonable way;
- If the law does not give the Council discretion, fairness may involve adopting a broad interpretation in certain circumstances, rather than a rigid adherence to legality;
- Other options may be available to the Council to mitigate any unreasonable or inequitable effects of compliance with the law. These could include, for example, waiving debts, refunding fees or charges, offering an expression of regret or an apology, deferring regulatory action to allow for an authorization to be obtained, fast tracking an assessment and determination of an application, and the like.

In a similar manner, policies, codes, standards, etc. should not be applied inflexibly, but on the basis of merit, with proper consideration being given to the particular circumstances of each individual case.

Staff members should have regard to circulars, practice notes, codes, guidelines, etc. issued by government or relevant central agencies. They should comply with their terms unless there are justifiable grounds for taking another course of action within the scope of the discretion available to the decision-maker.

6.4 Dealing with moral or ethical objections



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There can be limited occasions where a staff member believes, on moral or ethical grounds, that he or she cannot give effect to a lawful policy.

Where such objection is based on a *bona fide* moral belief that is honestly and strongly held (as opposed to a mere personal or political preference), the staff member concerned should be relieved of responsibility for the implementation or enforcement of that policy. As well as recognising moral objections, such an approach helps to ensure the actual and perceived impartiality and fairness of the Council. **Policy**

6.5 Strategies for ensuring compliance

Due to the number of Acts affecting council's operations, it is not possible to be fully aware of every State and Federal law and the changes that are being made. There is however a range of methods that the Council will employ to ensure compliance with key legislative changes. These include:

- Subscription and distribution of the NSW Parliamentary Counsel's Office weekly email service notifying of the making of statutory instruments, NSW Government Gazette and Bill information;

- Regard to circulars, practice notes, codes, guidelines, etc. issued by government or relevant central agencies;

- Subscription to Standards Australia receiving alert updates to amendments of the Standards Council has purchased;

- Attendance, where possible, at seminars, conferences and training sessions that relate to legislative changes.

In addition, staff members will implement recordkeeping systems and practices that capture evidence of compliance and non-compliance. These systems could include:

- Reference to relevant legislation, codes and policies in written reports;

- Appropriate filing of circulars and notices advising of legislative changes;

- Notes to file on changes that have been made and their impact, or otherwise, on Council activities.

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Compliance to this policy will be assessed through an internal audit function, where periodic examinations are conducted into key operational areas.

6.6 Legislative functions under the Local Government Act 1993

The Local Government Act 1993 confers or imposes a number of different functions on a council including, but not limited to:

a) Service Functions:

- Providing community health, recreation, education and information services;*
- Water supply, sewerage and stormwater drainage*

- Environmental protection;*
- Waste removal and disposal;*
- Land and property, industry and tourism development and assistance.*

b) Regulatory Functions:

- Approvals;*
- Orders;*
- Building Certificates.*

c) Ancillary Functions:

- Resumption of land;*
- Powers of entry and inspection.*

d) Revenue Functions:

- Rates;*
- Charges;*
- Fees;*
- Borrowings;*

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Investments.

e) Administrative Functions:

Employment of staff;

Management Plans;

Financial Reporting;

Annual Reports.

f) Enforcement Functions:

Proceedings for beaches of the Act;

Prosecution of offences;

Recovery of rates and charges.

Whilst the main functions of councils are provided for under the Local Government Act 1993, councils also have functions under other Acts. Whilst the following list is not exhaustive, it does include some major legislation (including amendments) that Council must abide by:

GST

A New Tax System (Goods and Services Tax) Act 1999

Carer's (Recognition) Act 2010

Carer's Charter recognizing the role and contribution of carers to our community

Planning functions as consent authority

Community Land Development Act 1989

Companion animal registration and

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Companion Animals Act 1998

control

Placing covenants on council land

Conveyancing Act 1919

Disability Services Act 1993

Disability provision for HACC and Early Intervention services

Environmental planning

Environmental Planning and Assessment Act

1979

Fair Work Act 2009

Workplace responsibilities

Fire Brigades Act 1989

Payment of contributions to fire brigade costs and furnishing of returns.

Fluoridation of Public Water Supplies Act 1957

Fluoridation of water supply by council

Food Act 2003

Inspection of food and food premises

Fringe Benefit Assessment Act 1986

Fringe benefits

Government Information (Public Access) Act 2009

Public access to Council records

Impounding Act 1993

Impounding of animals and articles

Statutory corporations

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Interpretation Act 1987 (part. Section 50)

Library services

Library Act 1939

Local Planning Amendment (Planning & Reporting) Act 2009

Pollution control

Protection of the Environment Operations Act 1997

Inspection of systems for purposes of microbial control

Public Health Act 2010

Restricting use of recreation vehicles

Recreation Vehicles Act 1983

Roads

Roads Act 1993

Issue of permits to light fires during bush fire danger periods.
Requiring the furnishing of information to the Rural Fire Service Advisory Council and its Coordinating Committee.

Rural Fires Act 1997

Recommending appointment of local controller.

State Emergency Service Act 1989

Approval of strata plans

Strata Schemes (Freehold Development) Act 1973

Approval of leasehold strata plans

Strata Schemes (Leasehold Development) Act 1986

Ensuring restriction of access to swimming pools.

Swimming Pools Act 1992


Water Act 1912

Workplace health and safety

Work Health and Safety Act 2011

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27 EQUAL EMPLOYMENT OPPORTUNITY

File Reference No: 27.121.2
 Strategic Outcome: Good government
 Date of Adoption: 16/04/2014
 Date for Review: 16/04/2016
 Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Berrigan Shire Council has a statutory obligation and is committed to the principles of Equal Employment Opportunity (EEO) and ensuring employment practices and workplace decisions are fair and free from discrimination. This policy is developed in line with legislation, and Council's Social Justice Framework.

2. PURPOSE

The purpose of this policy is to outline the Berrigan Shire Council's commitment to EEO, ensuring Council's procedures and processes are fair and do not disadvantage people because they belong to marginalised groups (EEO target groups).

3. SCOPE

This policy applies to all Berrigan Shire Council workers including volunteers, work experience students, contractors and prospective job applicants. Equal Employment Opportunity applies to:

- Access to employment
- Conditions of employment
- Workplace decisions
- Performance evaluation
- Training and career development opportunities


4. OBJECTIVE

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

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

5. DEFINITIONS

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Direct Discrimination is when an employer takes “adverse action” against an employee because of such things as their race, colour, sex or age. For example, an **Policy**

employee tells her employer that she is pregnant and will be soon taking her entitled parental leave; and her employer terminates her employment because she is pregnant.

Equal Employment Opportunity refers to the principle which ensures that all employees and potential employees of Council are treated equitably and fairly, regardless of their race, sex or disability. Everyone has an equal chance when applying for jobs or promotions, training opportunities and in their working conditions.

EEO Target Groups are those people belonging to groups identified as Aboriginal and Torres Strait Islanders; people who have migrated to Australia and whose first language is a language other than English, and the children of those people; people who have or have had a disability; and women.

Indirect Discrimination is less obvious than direct discrimination. It is when a work requirement, condition or practice seems the same for all staff, but actually disadvantages certain people because of such things as a disability, their race, colour, sex, age. To be discrimination, the work requirement must also be unreasonable. For example, to pass probation for an office job, all new employees must pass an eye test, even though first rate vision is not needed for the role. An employee has vision impairment and fails the probation because he can't pass this test.

Social justice is about inclusivity and fairness. It is based on four interrelated principles of equity, rights, access and participation. In the workplace, it is based on the idea that all people should be able to compete for employment or opportunity on the basis of their ability to do the job. In particular, it is about being more inclusive and focusing on those groups most likely to be marginalised or in vulnerable situations such as Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with disabilities, older people, women and young people.

Systemic Discrimination is widespread and long-term. It happens to a group of people because of a shared characteristic such as disability, race or sex. It is often part of a workplace policy, practice or culture. For example, it is workplace policy that anybody who wishes to be promoted must attend training in the evenings and on the weekends. This is likely to disadvantage people with family or carer's responsibilities.

6. POLICY IMPLEMENTATION

6.1 Council Responsibilities

Council is responsible for ensuring:

- o All staff selection and appointments are based on merit;

Policy

- o Workplace conditions and career opportunities are fair and equitable;

- o All employees are given assistance to achieve their full potential with respect to their positions;

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- o That the workplace is free from unlawful discrimination;
- o Equity of access to training and career development.

Staff

Whilst staff have rights they also have responsibilities to ensure:

- o They work to the best of their ability and in line with Council's Values and Code of Conduct;
- o The skills and talent of other staff members are recognised, and actions are taken to prevent discrimination of others in the workplace;
- o The differences amongst fellow workers and customers such as cultural and social diversity are respected;
- o All people are treated fairly.

Managers and Supervisors

Whilst Managers and Supervisors are afforded the same rights as all staff members, they have additional responsibilities to ensure:

- o That all work practices and behaviours are fair;
- o The work environment is free from all forms of unlawful discrimination;
- o Employees are consulted on decisions that affect them;
- o All employees are provided with equal opportunity to be considered for available jobs, higher grade duties, job rotation schemes and flexible working arrangements;
- o Selection processes are transparent and the methods used are consistent.
- o All employees are provided with equal access to fair, prompt and confidential processes to deal with complaints and grievances;
- o All employees are given equal access to relevant training and development opportunities;

Policy

- o That the training and development needs of EEO Target Groups are identified, and assistance is provided to help them gain access to training and development opportunities;
- o Participate in learning opportunities and seek feedback to help manage staff effectively;
- o Address actions in the EEO Management Plan to achieve specific EEO outcomes;

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6.2 EEO Management Plan

The requirement for EEO Management Plans is set out in the *NSW Local Government Act 1993*.

The EEO Management Plan outlines Council's objectives in achieving legislative compliance and to eliminate discrimination in the workplace. It is a dynamic program of action to achieve EEO outcomes which will be reviewed and reported on annually.

6.3 Breaches of Policy

It is Council's responsibility to ensure that EEO practices are adhered to and any incidents of discrimination are addressed. Reports of incidents relating to discrimination will be handled in accordance with the Berrigan Shire Council's Discrimination, Workplace Bullying and Harassment Policy.

7. RELATED POLICIES OR STRATEGIES

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Fair Work Act (Cwealth) 2009

NSW Anti-Discrimination Act 1977

Sex Discrimination Act 1984

Disability Discrimination Act 1992

Local Government (State) Award 2010

Berrigan Shire Council Code of Conduct

Berrigan Shire Council Social Justice Framework

Berrigan Shire Council Workforce Development Plan

Berrigan Shire Council Privacy Management Plan

Berrigan Shire Council Equal Employment Opportunity Management Plan

Discrimination, Workplace Bullying and Harassment

Work Health and Safety Policy

Employee Assistance Program Policy **Policy**

Internal Reporting Policy

Social Media Policy

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89 POLICY FOR VOLUNTEERING IN BERRIGAN SHIRE

About Berrigan Shire

Berrigan Shire's vision for its community includes:

→ **MISSION STATEMENT**

To provide leadership and excellence in service to the community to enable an enhanced quality of life to be achieved.

→ **GUIDING PRINCIPLES**

Community Leadership

The Council will, through consultative processes, fulfil a leadership and co-ordination role on issues that affect our community.

Continuous improvement is essential to our success

We must strive for excellence in everything we do, in all of our output, in the safety and demonstrated value of our services, our human relationships and our efficiency and effectiveness.

The Community of the Berrigan Shire is the focus of everything we do

Our work must be done with the users in mind, providing the necessary services and capital works that are required at the most affordable value while achieving the highest level of safety and quality required by the community.

We will seek and encourage the community to be involved in what we do.

Our way of operation is based on Teamwork and Trust

The Council and its employees operate as a team and will interact with trust and respect and together we will work towards our common goals.

Integrity is never compromised

The conduct of the Council must be pursued in a manner that is respected for its integrity

Introduction

Volunteers are a cornerstone of the Berrigan Shire community, participating in social, recreational, sporting, cultural, environmental, community support and civic activities and programs.

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This input contributes to the quality of life enjoyed by Berrigan Shire residents and improves access to facilities and services. Volunteers also bring to the organisation them specialist advice and skills, and provide additional human resources to particular programs.

The contribution of volunteers remains vital to Berrigan Shire and Council recognises and values the reciprocal nature of the relationship between organisation and individual. As with many organisations, Berrigan Shire relies on volunteers to assist with the provision of services and facilities for the community.

Berrigan Shire supports the “Universal Declaration on Volunteering” as proclaimed by The International Association for Volunteer Effort at it's 16th World Volunteer Conference, Amsterdam, The Netherlands, January 2001, and supported by Volunteering NSW.

The Universal Declaration on Volunteering

Volunteering is a fundamental building block of civil society. It brings to life the noblest aspirations of humankind - the pursuit of peace, freedom, opportunity, safety, and justice for all people.

In this era of globalisation and continuous change, the world is becoming smaller, more interdependent, and more complex. Volunteering - either through individual or group action - is a way in which:

- human values of community, caring, and serving can be sustained and strengthened;
- individuals can exercise their rights and responsibilities as members of communities, while learning and growing throughout their lives, realising their full human potential; and
- connections can be made across differences that push us apart so that we can live together in healthy, sustainable communities, working together to provide innovative solutions to our shared challenges and to shape our collective destinies.

At the dawn of the new millennium, volunteering is an essential element of all societies. It turns into practical, effective action the declaration of the United Nations that "We, the Peoples" have the power to change the world.

This Declaration supports the right of every woman, man and child to associate freely and to volunteer regardless of their cultural and ethnic origin, religion, age, gender, and physical, social or economic condition. All people in the world should have the right to freely offer their time, talent, and energy to others and to their communities through individual and collective action, without expectation of financial reward.

We seek the development of volunteering that:

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- elicits the involvement of the entire community in identifying and addressing its problems;
- provides a voice for those who cannot speak for themselves;
- enables others to participate as volunteers;
- complements but does not substitute for responsible action by other sectors and the efforts of paid workers;

volunteer 2003.doc

- enables people to acquire new knowledge and skills and to fully develop their personal potential, self-reliance and creativity;
- promotes family, community, national and global solidarity.

We believe that volunteers and the organisations and communities that they serve have a shared responsibility to:

- create environments in which volunteers have meaningful work that helps to achieve agreed upon results;
- define the criteria for volunteer participation, including the conditions under which the organisation and the volunteer may end their commitment, and develop policies to guide volunteer activity;
- provide appropriate protection against risks for volunteers and those they serve;
- provide volunteers with appropriate training, regular evaluation, and recognition;
- ensure access for all by removing physical, economic, social, and cultural barriers to their participation.

STATEMENT OF INTENT

This document provides a frame of reference for Berrigan Shire in its interaction with its many volunteers.

Berrigan Shire aims to facilitate partnerships with individuals and groups and encourage participation in a broad range of community activities to increase the level of satisfaction for those contributing.

Berrigan Shire aims to promote the value and recognition of volunteering to encourage increased participation from individuals in activities that benefit the community.

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Berrigan Shire aims to define clear guidelines for participation by volunteers to allow individuals to have a clear understanding of the nature and commitment of their involvement in Council activities.

DEFINITION OF VOLUNTEERING

Volunteering is an activity that takes place through a not-for-profit organisation or project and is:

- Of benefit to the community and the volunteer;
- Undertaken of the volunteer's own free will and without coercion;
- For no financial payment;
- In a position not designated as paid; and
- Underpinned by the Volunteer Australia 'Principles of Volunteering'

General principles

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed generally in the not for profit sector.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

PHILOSOPHY

Berrigan Shire values the contribution made by volunteers and seeks to recognise that by:

- Acknowledging that the relationship between volunteers and Berrigan Shire is a reciprocal one;

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- Acknowledging that volunteers exercise free choice in committing to Berrigan Shire;
- Acknowledging that volunteers are of equal status and deserve the same treatment and respect as paid employees, and that Berrigan Shire can expect the same standards of its volunteers as it expects of its paid employees;
- Ensuring volunteers are not used to replace paid staff positions and only carry out work that they have agreed to;
- Stating and acknowledging the contribution of volunteers in Berrigan Shire documentation and recording hours worked;
- Providing an opportunity for the development of skills and experience;
- Providing support in the form of clear policy guidelines, training, recognition and support, and the provision of references if required.

RECRUITMENT OF VOLUNTEERS

Volunteers often have clear expectations of the 'value' of the volunteer experience and are equally clear about the type of work they wish to undertake. In placing a volunteer it is important to recognise these different expectations and how each might contribute to meeting the needs of the organisation as well as the individual.


The recruitment policy is driven by Berrigan Shire's purpose which is to fulfil the needs of our organisation and the expectations of our volunteers.

Berrigan Shire applies the principles of equal opportunity to its recruitment processes and will not withhold a volunteer job on the basis of race, age, gender or religion.volunteer 2003.doc

See Berrigan Shire Council's Equal Employment Opportunity Policy Statement.

The area of work and level of involvement will be arranged on an individual basis at time of interview with the manager/supervisor of the area in which the volunteer has expressed interest.

Prospective volunteers are matched for their suitability to existing position descriptions. The selection criteria for each position depends upon the particular skills needed to fulfil the duties of that position.

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POSITION DESCRIPTION

A Volunteer position description should be completed before a volunteer can be allocated to an area of Council. This description must include:

- The responsible staff member's department;
- Their role as a Volunteer;
- Background information pertaining to the relevance and need of the volunteer's position;
- A list of basic tasks involved;
- Desirable skills required to carry out the position;
- Duration of position and time commitment;
- Name of supervisor.

Registration

All new volunteers are encouraged to meet with the manager/supervisor of the area in which they are to volunteer, to discuss their interest in volunteering, and to fill out a registration form. The purpose of this meeting is to:

- Determine what brought them to Berrigan Shire;
- Discuss any particular expectations regarding volunteering;
- Get to know them ie: their background, what they are doing now;
- Determine their availability;
- Talk about the areas in which volunteers can work and the type of work they can do;
- Talk about expected commitment from volunteers;
- Ask about any special needs or limitations Berrigan Shire ought to be aware of;
- Discuss their suitability for Berrigan Shire and Berrigan Shire's suitability for them;

All Section 355 Committees are to notify the Council of new Volunteers prior to them starting work.

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INDEPENDENT VOLUNTEER GROUPS (IVG)

From time to time, Council will work with Independent Volunteer Groups (IVG), such as Lions, Rotary, Red Cross etc. These are groups who are organised, and undertake volunteer activities and/or work with Council to provide a service.

If Council decides to enlist the services of an IVG then Council has an obligation to ensure the group has the capacity to deliver the services in a manner which is safe to the volunteer.

Council is to ensure that the IVG has a commitment and capacity to comply with the *OHS Act 2000 (NSW)* and the *OHS Regulation 2001 (NSW)*. The general duty of the IVG is to demonstrate that the volunteers have the capacity to undertake their activities in a safe work location, have undertaken a hazard identification, completed risk assessment, consulted with volunteers, are utilising appropriate plant in a same manner, using substances safely, and employing systems of work which are safe.

This checklist will be completed by IVG and Council prior to Council working with an IVG to provide services.

Induction

Once a volunteer has been placed to the volunteer's and the supervisor's mutual satisfaction, the volunteer's rights and responsibilities (see below) will be discussed with them.

They should be given a copy of their job description and this policy.

Volunteers are to then be given a tour of the place (or base) of the volunteer activities and introduced to all available members of staff. Staff to be informed as to the volunteer's duties and who they will be working with. The tour to include:

- Tea room and tea/coffee making facilities etc.
- Toilets
- Other office activities/equipment, and
- Emergency exits
- Notification to volunteer of any hazards identified in the risk assessment carried out by Council staff

All voluntary appointments are to be appraised regularly.

If either the volunteer or the supervisor feel that the appointment is not working, either a new position may be found or the volunteer may be asked to wait until a suitable new position comes available.

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TRAINING

Supervisors are expected to provide adequate training to enable their volunteers to carry out their proscribed duties. The supervisors are responsible for their volunteers while they are learning to use Berrigan Shire equipment and must make themselves available to help when needed.

Volunteers are to be encouraged to develop and expand their personal skills to maintain and enhance Berrigan Shire's effectiveness. Specific training for volunteers will be provided where appropriate and financially possible.

Rights of volunteers

BERRIGAN SHIRE VOLUNTEERS HAVE A RIGHT TO:

- Receive adequate information and a clear job description of what is expected and to understand why they are doing a task and how it fits into the broader program,
- Be assigned a suitable project, task or job and to say no to tasks they are unable to do, or would rather not do and to ask for a new job,
- Where appropriate, to have on-the-job supervision provided by a designated staff member,
- Receive respect and support from their co-workers as well as recognition and feedback from their supervisor for their work,
- Be reimbursed for out of pocket expenses, providing prior approval is obtained with the supervisor,
- Be briefed on the broader aspects of Berrigan Shire and discuss with their supervisor whether Berrigan Shire is suited to them or whether they are suited to Berrigan Shire,
- Request a reference from their supervisor when applying for a job, providing the volunteer has worked at Berrigan Shire for a minimum period of three months,
- Provide feedback, suggestions and recommendations regarding their job or the wider program,
- Have access to dispute resolution procedures and to be supported through such a process,
- Have their personal details kept in a confidential manner,
- Work in a safe and healthy environment, and
- Be provided with a place to work and suitable tools and materials.

Responsibilities of volunteers

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We ask that our volunteers agree to:

- Be reliable and commit, where possible, to regular day/s and time of work so tasks can be planned accordingly;
- Keep Berrigan Shire informed of changes of address and phone number;
- Be responsible to and consult with their supervisor;
- To ask for support when needed;
- Agree to do job training necessary to carry out duties as stated in their position description;
- Abide by any Berrigan Shire policies regarding their work;
- Appreciate and respect the confidential nature of information that may be acquired during course of duties;
- Discuss any grievances or problems with their manager/supervisor.
- Not to spend money or order goods on behalf of the Berrigan Shire without prior approval;
- Notify their manager/supervisor if they are no longer able to work with Berrigan Shire;
- Agree to work in a safe and healthy way and not jeopardise the health and safety of others;
- Inform Berrigan Shire of any pre-existing medical conditions or special needs that Berrigan Shire should be aware of that might effect the volunteer's ability to undertake certain tasks;
- Report any injury immediately to their supervisor;
- Not smoke in any Berrigan Shire building or vehicle.

Berrigan Shire's commitment to volunteers


Berrigan Shire recognises that volunteers contribute a vast wealth of skills, knowledge and support towards the running of Berrigan Shire. All Berrigan Shire staff in return are to treat volunteers with respect and support.

Confidentiality

All volunteers' personal information will be treated:

- with confidentiality, and
- within legislative boundaries which seek to protect privacy and personal information.

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Working with children

People wanting to volunteer to work with children and young people have to satisfy some legislative requirements.

All people looking after children and young people have a responsibility to provide a safe environment for them.

In July 2000, new legislation that affects all people working with children and young people was introduced.

- Commission for Children and Young People Act 1998
- Child Protection (Prohibited Employment) Act 1998

These laws make up the Working with Children Check. Their goal is to create workplaces where our children are safe and protected.

Employers are required to ask all volunteers and employees who work primarily with children if they are a "prohibited person" as defined under the legislation, and all employees, paid and unpaid must tell their employer if they are. volunteer 2003.doc

A prohibited person is a person convicted of a serious sexual offence, or registrable offence under the *Child Protection (Offenders Registration) Act 2000*.

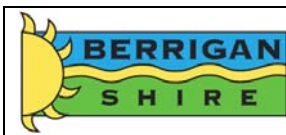
Potential volunteers may also be asked to undergo employment screening, although this is only mandatory for persons in paid child-related employment, foster carers, ministers of religion and members of religious organisations. Child related employment includes those working in child care centres, school and pre-schools, detention centres, hospitals, refuges, commercial child minding agencies, clubs, and associations with significant child membership and religious organisations.

If volunteers become a "prohibited person" they must immediately notify Berrigan Shire and cease their role in a child-related.

It is the responsibility of those people seeking employment/volunteer work that primarily involves direct contact with children, where that contact is not directly supervised, to:

- agree to allow the employer to undertake all aspects of the employment screening process (Attachment 3)
- complete a declaration saying whether or not they are a prohibited person when applying for child-related employment (Attachment 4)

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Relevant criminal history, apprehended violence orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended proposed volunteers.

Action required by volunteers:

- return the prohibited employment declaration to their supervisor within one month of being asked to provide the declaration
- agree to allow Berrigan Shire to undertake all aspects of the employment screening process.

REIMBURSEMENT

General expenses

Managers/supervisors should advise their volunteers of their budget limitations and must approve any purchases before they are made. Volunteers will then be reimbursed for approved purchases out of supervisor's budget.

Receipts must be obtained and the manager/supervisor is to fill out petty cash claim on the volunteer's behalf.

TRAVEL EXPENSES

With prior approval by the relevant manager/supervisor, all travel expenses incurred reasonably by a volunteer in the course of her/his duties shall be fully reimbursed by Berrigan Shire upon presentation of appropriate documentation.

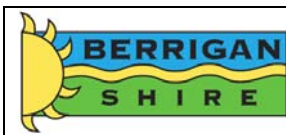
Where a volunteer is required to use her or his own vehicle for Berrigan Shire's business, the volunteer shall be paid a vehicle allowance, out of the Manager/supervisor's budget, in accordance with going rate paid to staff as stated in Berrigan Shire's Salary Policy and the relevant Local Government (State Award) 2001.

OCCUPATIONAL HEALTH AND SAFETY

Berrigan Shire is committed to providing a safe work place for all staff and volunteers and in return ask that volunteers accept their responsibility to work safely. This means working intelligently, with common sense and foresight.

Occupational health and safety procedures have been developed to provide a safe working environment for all staff and volunteers, and to comply with the Occupational Health and Safety Act 2000 and its regulation:

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- Each activity will need to carry out a risk assessment and identify any operating procedures that will require detailed process documentation to comply with Council policies.
- Procedures for use of equipment should be detailed.
- Personal protective equipment and clothing requirements identified and adequate budget allocated.

All volunteers are asked to notify their manager/supervisor on arrival at Berrigan Shire office/depot, and of their departure each day to indicate their presence in the building. This is especially important in case of evacuation.

Smoking is not permitted in any Berrigan Shire building or vehicle.

Volunteers are to report any injury immediately to their manager/supervisor, who should then follow documented Berrigan Shire injury notification procedures (see Berrigan Shire Council Occupational Health and Safety Manual).

DRUG AND ALCOHOL FREE WORKPLACE

Berrigan Shire has a drug and alcohol free workplace policy. This policy is applicable to volunteers who undertake activities on behalf of Council.

Insurance cover

When engaged in Council activities, volunteers are covered by Council's insurance against injury or accident and public liability, if they are a registered volunteer with Council.

Section 355 Committees must notify the Council of all current members annually and must notify the Council immediately of any new members. This is to ensure that Volunteers are covered by the Council insurance while performing their duties.

Volunteers must be promptly added to the volunteer register kept by Berrigan Shire and its insurers. Managers/supervisors should notify the insurance officer of new volunteers so they may be added to the register.volunteer 2003.doc

Departing volunteers should also be removed from the register.


Equal opportunity and harassment

EQUAL OPPORTUNITY

Principles

Berrigan Shire is committed to equal opportunity and its effective implementation.

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Berrigan Shire is opposed to discrimination on the basis of sex, race, age, physical or mental disability, religious beliefs, marital status, parental status, career status, sexual preference, political affiliation, industrial activity, pregnancy, victimisation, physical features or social and cultural backgrounds.

POLICY

Applicants will be considered for voluntary positions at Berrigan Shire solely on the basis of skill, aptitude and relevant qualifications.

Berrigan Shire is committed to the equal participation of women and men in the organisation.

HARASSMENT

In general, harassment is any form of behaviour that:

- you do not want
- offends, humiliates or intimidates you
- targets you because of your sex, pregnancy, race, marital status, disability, age, carers' responsibilities, homosexuality or transgender

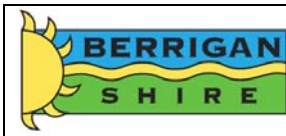
Berrigan Shire will not tolerate harassment of any kind to staff or volunteers. Any harassment claims should be discussed with the manager/supervisor as soon as possible. All claims will be treated with confidentiality.

SEXUAL HARASSMENT

In general, sexual harassment is any form of sexually related behaviour that:

- you do not want
- offends, humiliates or intimidates you
- in the circumstances, a reasonable person should have expected would offend, humiliate or intimidate you.

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Berrigan Shire will not tolerate sexual harassment of any kind to staff or volunteers. Claims of sexual harassment will be handled promptly, confidentially and in a manner that is fair to all involved in the complaint.

Sexual harassment is unacceptable and unlawful.

Whether the person intended to sexually harass his/her victim is irrelevant. It is how the victim feels that is important.

Any harassment claims should be promptly brought to the attention of the manager/supervisor.

DISPUTE RESOLUTION PROCEDURE

It is hoped that all disputes can be solved through discussion with concerned parties. It is advisable that all disputes are dealt with in a timely fashion.

Where a staff member has a dispute with a volunteer

If a staff member has a dispute with a volunteer they should try to resolve it directly by talking with the volunteer. If this does not resolve the problem or if the staff member is not able to discuss it with the volunteer, they should notify their manager/supervisor. If the dispute is of a serious nature it should also be put in writing and a copy given to the manager/supervisor. The manager/supervisor's role is to talk with both parties to determine a solution. Where appropriate, the manager/supervisor should mediate a meeting between the volunteer and the staff member to discuss the problem openly. If the dispute is of a serious enough nature, disciplinary action may be taken.

Where a volunteer has a dispute with a staff member

If a volunteer has a dispute with a staff member, they should advise their manager/supervisor as soon as possible to discuss the dispute.

The manager/supervisor may ask the volunteer to put the dispute in writing. If the dispute continues or is of a serious enough nature, disciplinary action may be taken.

CONDUCT

Certain rules of conduct and behaviour apply to ensure a harmonious work environment for all concerned.

This is set out in Berrigan Shire's Code of Conduct.



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RESIGNATION

Volunteers are an invaluable resource to Berrigan Shire but it is recognised that due to changing circumstances the volunteer may need to resign from their voluntary position. Berrigan Shire asks all volunteers to give as much notice, preferably in writing, as possible to their manager/supervisor prior to leaving Berrigan Shire.

All volunteers are asked to return any books, materials or files (electronic or otherwise) belonging to Berrigan Shire before they leave.

Berrigan Shire is committed to constantly improving its volunteer program and all feedback regarding the volunteer's experience at Berrigan Shire would be appreciated.

EMERGENCY EVACUATION

In the event of a fire or discovery of smoke, volunteers are to notify the nearest staff member immediately. No volunteer should risk personal safety by trying to put out fire.volunteer 2003.doc

Should the alarms go off, all volunteers should follow staff to the nearest exit and evacuate the building immediately. Emergency exits are posted on noticeboards at Berrigan Shire offices and depots.

No attempt should be made to finish current tasks or to find personal belongings. All volunteers should then wait with staff outside the building at the nominated meeting place until they have been accounted for. No-one should leave the vicinity until that time.

EVALUATION

The Volunteer Policy will be regularly reviewed and updated as required.


(Adopted by Council 18/6/0

119 BERRIGAN SHIRE COUNCIL SOCIAL JUSTICE FRAMEWORK

Background

The vision of the Berrigan Shire Council is to create a sustainable, healthy and vibrant community that takes advantage of economic opportunities, promotes innovation and diversification, realises the potential of existing businesses and welcomes compatible strategic investment in the Shire.

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The Council aims to achieve its vision by ensuring that the following principles, values, and ethics guide Council operations.

- Integrity
- Leadership
- Selflessness
- Objectivity
- Accountability
- Openness
- Respect
- Trust and teamwork
- Advocacy
- Partnership

PURPOSE


The purpose of this framework is to broadly define the Berrigan Shire Council's social justice obligations and the application of the *New South Wales Social Justice Strategy* principles of:

- Equity
- Access
- Participation; and
- Rights

SCOPE

This framework applies to Councillors, Council employees, and contractors engaged on behalf of the Berrigan Shire Council, and who are during the course of their role are engaged in, and have responsibility for, the planning and delivery of Berrigan Shire Council activities.

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PRINCIPLES

- Equity – there is fairness in decision-making, prioritising and allocation of resources. Moreover, the planning processes that guide decision-making are inclusive and protect the interests of current and future generations.
- Access – residents and visitors to the Berrigan Shire have access, within Shire Council resources, to the services and opportunities that improve their quality of life.
- Participation – the people who live, work and study-in the Shire are supported to become involved in Council and community decision-making.
- Rights – Within the exercise of its responsibilities and activities the Berrigan Shire Council supports:

a) The right to be respected as an individual and a member of the community without distinction or discrimination

b) The right to a standard of living which protects the health, safety and dignity of individuals, children, and families

c) The right to work and earn an income

d) The right to learning throughout life

e) The right to participate in the public and cultural life of the community

f) The right to access adequate food, clothing , housing, social support and health services

g) The right to access recreation and leisure facilities and services

LEGISLATIVE REQUIREMENTS

1. Section 8 of the *Local Government Act 1993* requires councils to provide directly or on behalf of other governments adequate, equitable, appropriate, efficient and effective services, and facilities, after consultation.

2. Section 402 (3) b of the *Local Government Act 1993* ‘council must ensure that the community strategic plan is based on social justice principles of equity, access, participation and rights’.

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IMPLEMENTATION

This framework and its decision-making principles are embedded in the Berrigan Shire Council's approach to the planning and delivery of Council services and activities which are described, but not limited, to the following:

1. Berrigan Shire *Councillor Code of Conduct* 2009
2. Berrigan Shire Council *Annual Report and Financial Statements*
3. Berrigan Shire Council *Management Plan* 2010 – 2013
4. Berrigan Shire Council *Strategic Business Plans – Road Assets, Water & Sewer*
5. Berrigan Shire Council *Asset Management Plans*
6. Berrigan Shire Council *Social and Community Plan* 2008 – 2011
7. Berrigan Shire Council *Cultural Plan* 2008 – 2011
8. State of the Environment Report
9. Local Environment Plan
10. State and Commonwealth Government Funding and Service Agreements

RELATED POLICIES AND STRATEGIES

Community Engagement Framework

Guarantee of Service

Statement of Business Ethics

Occupational Health and Safety Policy

Ecologically Sustainable Development

Revenue Policy (Rates and Charges)

Water and Sewer Supply Services Policy

(Adopted by Council 19/1/11)

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122. DISCRIMINATION, WORKPLACE BULLYING AND HARASSMENT POLICY

File Reference No: 22.112.1

Strategic Outcome: Good government

Date of Adoption: 21/05/2014

Date for Review: 20/05/2017

Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

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

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

2. PURPOSE

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

3. SCOPE

This policy applies:

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

4. OBJECTIVE

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

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

5. DEFINITIONS

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

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

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

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

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



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

Workplace conflict is generally not considered to be workplace bullying. Not all conflict is negative nor does it always pose a risk to health and safety. When conflict is at a low level and task based, it can generate debate and lead to new Policy

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ideas and innovative solutions. However, in some cases, conflict that is not properly managed may escalate to the point where it fits the criteria for workplace bullying. A single incident of unreasonable behaviour is not bullying, although it may have the potential to escalate into bullying. Single incidents can still create a risk to health and safety.

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

6. POLICY IMPLEMENTATION

6.1 Responsibilities

Workers

All workers have a responsibility to:

o Be aware of the behaviours that could constitute discrimination, harassment or bullying;

o Be aware of the extended work environments where discrimination, harassment or bullying can occur such as social outings, workplace trips and social media.

o Ensure your own conduct does not cause offence or misunderstanding and support the values expected by the Council;

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o Be prepared to stand up against discrimination, harassment or bullying at work or to support colleagues who are being subjected to inappropriate behaviours;

o Seek advice and support if necessary.

Managers

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

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

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

Informal reporting

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

o If you feel you are able to, you could approach the individual concerned, making it clear that their behaviour is unwelcome and that you would like it to stop. You may also consider taking a support person with you when you do this. Taking early and direct action may resolve the matter to your satisfaction without the need to resort to a formal complaint;

o You may wish to discuss the matter with your Manager or the Human Resource Officer to facilitate a meeting between you both or individually.

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

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

Formal reporting

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The formal process is used where:

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

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

- o The nature of the complaint;
- o Reference to dates, times and places (if applicable) in relation to a specific incident(s);
- o The names of any witness(es) to the incident(s) should also be included.

6.3 Acknowledgement of complaint

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

6.4 Investigating complaints

All formal reports of inappropriate behaviour will be investigated.

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

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

In-house Investigation

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

The investigation will involve:

- o Interviewing the complainant, the accused and any witnesses, all of whom have the right to be accompanied by a support person;
- o A record of the interview will be made, and interviewees will be asked to agree and sign the statements made to confirm it is a true record of the interview;

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o In instances where there is a risk to the health and safety of workers or the security of the organisation, it may be necessary to suspend the respondent, with pay.

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

6.4 Investigation Outcomes

Following the investigation, potential outcomes will involve the following:

- o The services of an external independent investigator may be sourced;
- o The complaint may not be upheld therefore all records of the matter will be disregarded. The complainant will receive feedback for this decision;

The Director of Corporate Services (or delegate) may decide that the matter may be resolved through mediation if both parties agree;

- o If it has been found that inappropriate behaviour has occurred, the Director of Corporate Services (or delegate) will refer the matter to the General Manager to decide upon disciplinary action;
- o If it has been found that the claim is false and has been made with malicious intent and contains no substance, this will be considered inappropriate behaviour and will be referred to the General Manager to decide upon disciplinary action;
- o Disciplinary action will be in accordance with the Local Government (State) Award (Award). Each case will be assessed individually following the disciplinary procedures outlined in the Award.

6.5 Follow Up

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

6.6 Confidentiality

Any complaint received either formally or informally will be treated confidentially and in accordance with the Berrigan Shire Council Privacy Management Plan. All involved in the complaint and any subsequent investigations are expected to maintain strict

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confidentiality. Any breaches in confidentiality will be contrary to Council's Code of Conduct and may lead to disciplinary action.

6.7 Further Action

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

Options available for further action include contacting the following organisations:

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

6.8 Support

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

7. RELATED POLICIES OR STRATEGIES

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011 Policy

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Fair Work Act 2009

NSW Anti-Discrimination Act 1977

Disability Discrimination Act 1992

Sex Discrimination Act 1984

Local Government (State) Award 2010

Berrigan Shire Council Code of Conduct

Berrigan Shire Council Privacy Management Plan

Berrigan Shire Council Equal Employment Opportunity Management Plan

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Equal Employment Opportunity Policy

Work Health and Safety Policy

Employee Assistance Program Policy

Internal Reporting Policy

Social Media Policy

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124 WORK HEALTH AND SAFETY POLICY

The Berrigan Shire Council is committed to providing a healthy and safe workplace for all its employees, volunteers, contractors and the public. The Council recognises its obligations under the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 and associated legislation, and so far as is reasonably practicable will:

- a) Provide a safe and healthy work environment for all our employees, contractors and other persons;

- b) Provide safe and healthy methods of work;

- c) Provide programs of health and safety activities and procedures which are continually updated and effectively carried out;

- d) Identify and eliminate or reduce hazards and risks to health and safety;

- e) Continually monitor and improve work health and safety;

- f) Provide advice and information, education and training resources;

- g) Comply with all relevant legislation;

- h) Provide for fair and effective workplace representation, consultation, co-operation and issue resolution to work health and safety;

- i) Co-ordinate effective management of injured workers and return to work programs.

RESPONSIBILITIES

- a) Officers

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Officers are defined as those who make, or participate in making decisions that affect the whole or a substantial part of the business operations, and who have the capacity to significantly affect the financial standing of the business.

Under the guidance of Work Health and Safety legislation, Officers are identified as:

General Manager

Director Technical Services

Director Corporate Services

Enterprise Risk Manager

Officers have the responsibility for exercising due diligence including taking reasonable steps to:

i) Acquire and keep up-to-date knowledge of work health and safety matters;

ii) Gain an understanding of Council operations and the hazards and risks associated with those operations;

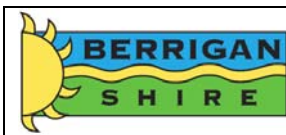
iii) Ensuring that the Council, within resource capability and availability, provides appropriate resources and processes to eliminate or minimize risks to health and safety from work carried out as part of Council's operations;

iv) Ensuring the Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and

v) Ensuring the Council has, and implements, processes for complying with duties and obligations under Work Health and Safety legislation.

b) Management

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Management is defined as those with decision making responsibilities, and who are responsible for workers, in accordance with the definition of workers. This includes Department Managers, Supervisors and those who are responsible for employing contractors and utilising the services of volunteers.

Each manager is required to ensure that this policy and the OHS system is developed and effectively implemented in their areas of control, to support workers and hold them accountable for their specific responsibilities.

MANAGEMENT MUST ENSURE THAT:

Workers are supervised and trained to meet their job requirements;

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Workers are consulted on issues which affect their health and safety;

Hazardous situations are identified and measures adopted to eliminate risk, or manage it in accordance with the hierarchy of control.

c) Workers

A worker is defined as a person who carries out work in any capacity for Council and includes, employees, contractors, sub-contractors, work experience students and volunteers.

Whilst at work, a worker must:

Take reasonable care for his/her own health and safety;

Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;

Comply, so far as the worker is reasonably able, with any reasonable instructions;

Abide by this policy, and procedures that relate to health and safety at the workplace.

d) Other Persons

This applies to those people who visit the workplace and also extends to elected members of Council.

Whilst at a Council workplace, a person must:

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Take reasonable care for his/her own health and safety

Take reasonable care that his /her acts or omissions do not adversely affect the health and safety of other persons, and

Comply so far as the person is reasonably able, with any reasonable instructions.

(Adopted by Council 18/7/12)



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DRUG AND ALCOHOL FREE WORKPLACE POLICY

APPLICABILITY

This policy applies to all employees and has been created in consultation with the workforce.

POLICY

Council is committed to providing a drug and alcohol free workplace in order to protect the interests of employees and the public.

All employees share responsibility for maintaining a safe alcohol and drug free work environment. Any employee who has reason to believe that a fellow employee, a contractor, a contractors employee or a visitor to the work site is in a state of intoxication or under the influence of drugs shall immediately notify his or her manager/supervisor. Employees should also notify their manager/supervisor if they are aware of the unauthorised possession or consumption of alcohol or any illegal drugs on the work site.

Possession, consumption or being under the influence of any illegal drugs will not be permitted in the workplace, including Council premises, parks, reserves, vehicles, plant or any Council building or physical asset.

Possession, consumption or being under the influence of alcohol at the workplace will not be permitted during working hours, this includes overtime and while on actual call out.

The consumption of alcohol or any illegal drugs whilst wearing or displaying any item of clothing that identifies the person as a Council employee during the span of working hours (including lunch breaks) is not permitted.

Employees are not to use a Council vehicle for the purpose of purchasing alcohol unless they have entered into a private use agreement. Employees may be given verbal authorization to purchase alcohol for authorized Council civic functions. The use of a Council vehicle for the purpose of purchasing illegal drugs will not be permitted.

Council will not tolerate any employee:

Consuming alcohol during paid working hours.

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Being in possession of or consuming illegal drugs on Council premises or work sites at any time;

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- Presenting for duty in an unfit state;
- Being affected by illegal drugs or alcohol during working hours.

Employees found to be in breach of any of the above requirements will be subject to disciplinary action in accordance with the procedures laid down in the Local Government (State) Award.

Police may be informed of instances involving suspected illegal drugs. Staff found to be in possession of illegal drugs or substances will face disciplinary action which may lead to dismissal.

Council is opposed to the use of alcohol or other intoxicating substances directly before or during the workday, including lunch or other breaks. Consumption of such substances could present a safety hazard, inhibit the operations of Council, or affect Council's public image.

Neither the managers/supervisors nor union representatives have the qualifications to diagnose an alcohol or other drug problem. Therefore, referral for diagnosis and treatment will be based on job performance only.

Managers/supervisors will, as a matter of course, offer assistance to obtain professional help to any employees whom they are counselling about work performance problems, not just those cases that are suspected of being alcohol and drug related.

Referral of an employee with work performance problems could be initiated by the manager/supervisor, Human Resources or self-referral by the employee.

Persons participating in an assistance program will be expected, within a reasonable period, to re-attain satisfactory job performance levels and adhere to established work rules. Where performance is repeatedly affected Council may initiate disciplinary action.

VARIATION

Council reserves the right to vary or revoke this policy after consultation with the Consultative Committee.

PRACTICE

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Manager/Supervisor and Employee Obligations

It is the responsibility of all managers/supervisors and employees to ensure that no employee commences or continues duty if, the employee appears to be affected by alcohol, illegal drugs, medication or other substances which may G:\Management Plans\POLICY\DRUG AND ALCOHOL FREE WORKPLACE POLICY OCT 2009.docx 15-Jul-11

reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position.

Employee Obligation to Present for Duty in a Fit State

Employees are obliged to present for work in a fit state so that in carrying out normal work activities they do not:

1. expose themselves, their co-workers or the public to unnecessary risks to health and safety or
2. inhibit their ability to fulfil the requirements of the position or
3. present a poor public image of Council.

The employee is responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

If a manager/supervisor has justifiable cause to doubt an employee's fitness for duty, Council reserves the right to remove the employee from the work site and where appropriate offer a medical examination and/or blood test at Council's expense to determine fitness for duty. The disciplinary provisions of the Local Government (State) Award will be followed.

Prescribed Drugs or Medication

Where an employee is on a course of prescribed or over the counter medication that may induce drowsiness or impaired performance they must notify the manager/supervisor prior to commencement of duty. The employee should find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

Approved Functions

In special circumstances the Council may permit the consumption of alcohol at functions provided that alternative drinks, i.e. low alcohol and soft drinks etc and food are provided. Where such events are permitted by the Council, service of alcohol shall be by a 'responsible service of alcohol' qualified person or persons. G:\Management Plans\POLICY\DRUG AND ALCOHOL FREE WORKPLACE POLICY OCT 2009.docx 15-Jul-11

Employee Assistance

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Council recognises that alcohol and drug dependency is a treatable condition and encourages employees with personal or other problems to seek counselling or treatment. Participation by an employee in a treatment program will be regarded as confidential.

PROCEDURE

a) Employees Under The Influence

Should the manager/supervisor consider that an employee is affected by alcohol or drugs to the extent that safety, operational and/or public image problems may arise they should follow the steps outlined below.

1. Speak to the employee, away from the hearing of others, and advise them that from their actions their work performance would be or is being noticeably affected. Advise the employee that they may request union representation at any time throughout the process.
2. Seek clarification/explanation from the employee for the purpose of identifying the reason for the behaviour.
3. If the manager/supervisor is of the opinion that the employee is affected by alcohol or other substance, then the employee should be advised that they are not to engage in any further work and where the employee is located on a work site, they should be taken to a safe area (preferably a Council facility).
4. The relevant manager/supervisor should then be contacted to meet with the employee and manager/supervisor to discuss and evaluate the situation, in order to meet Council's obligation under the O. H. & S. Act and Council's work standards and practices. The employee may have a union representative present at this meeting on request. At this stage the Manager should initiate any reasonable action that is necessary.

Each case is to be treated on merit and where appropriate action may include: G:\Management Plans\POLICY\DRUG AND ALCOHOL FREE WORKPLACE POLICY OCT 2009.docx 15-Jul-11

- a) Advise the employee that on the next day or as soon as possible after the event the incident will be discussed with themselves, the relevant manager/supervisors and the union representative if requested.
- b) Take possession of any Council vehicle or plant.
- c) Offer alternative transport and advise the employee to go home and/or offer a blood test and/or medical to arbitrate the situation. (Payment for time lost will be at the discretion of the Manager and will be dependent on the merits of each individual case).



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d) As appropriate to the situation, disciplinary action may be taken in accordance with the Local Government (State) Award.

5. If it is known that an employee is affected by prescription or over the counter medication they should be either allocated duties that will not place themselves or others at risk or, if such duties are not available, be asked to return home on sick leave and obtain a certificate from a medical practitioner declaring fitness for duty.

b) In Possession or Consuming

Where an employee is found to be consuming alcohol or in possession of or consuming illegal substances the manager/supervisor should:

1. Inform the employee/s they are in breach of Council Policy.
2. Stop the employee/s from working and arrange a meeting with the relevant Manager immediately.
3. If the incident involves suspected illegal drugs, the relevant senior manager may report the matter to the police.
4. As appropriate to the situation, disciplinary action may be taken in accordance with the Local Government (State) Award.

c) Decline In General Performance Due To Alcohol Or Drug Dependence

Where employees suffer a decline in general performance due to alcohol or drug dependence they will be assessed and counselled as set out below in accordance with Clause 25. C. of the Local Government (State) Award 1997.

At any of the following stages the employee may request union representation.

Procedural fairness must be observed at each stage.

Stage 1 - Direct Supervisor

- Discuss the performance related reasons for the interview and give the employee the opportunity to respond.
- State what standards of performance are required or expected.
- Offer assistance by referring the employee to an appropriate agency or encourage the employee to seek professional assistance. (Remember it is the employees decision whether or not to see a counsellor).
- Set a time frame for a review of performance. Inform the employee of expected changes, ongoing monitoring and the possible consequences if there is no significant improvement.



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- Prepare a summary of the interview and give two copies to the employee. The employee should sign one of the copies and return it to the manager/supervisor together with any notations regarding the content of such record. The copy should be placed under confidential cover on file.

REVIEW

- If all aspects of work performance and related matters have met standards and expectations acknowledge this.
- If no noticeable improvement advise the employee that the matter will be referred to the second stage.
- If there is some improvement in identified areas and no declines in other performance standards set a further remedial time frame for review.
- Action and distribute a summary of the interview as above.


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Stage 2 – Direct Supervisor and Manager

- Provide details of unsatisfactory work performance and the steps that were taken to address the issues. Give the employee the opportunity to respond to the issues raised.
- Restate the performance standards required or expected.
- Repeat any previous offer of assistance.
- Set a time frame for review. Inform the employee of expected changes ongoing monitoring and possible consequences if no significant improvement and that this represents a final warning.
- Action and distribute a summary of the interview to all parties present.

Review

- If all aspects of work performance and related matters have met standards and expectations acknowledge this.
- If no noticeable improvement advise the employee that the matter will be referred to the final disciplinary stage. Confirm this advice in writing.
- If there is some improvement in identified areas, no decline in other performance standards, and no identification of new areas of performance deficiency set a further remedial time frame for review.

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- Action and distribute a summary of the interview as above.

Stage 3

- Restate details of unsatisfactory work performance and the steps that were taken to address the issues. Give the employee the opportunity to respond to the issues raised.
- Restate the performance standards required or expected.
- Repeat any previous offer of assistance.
- Issue a final warning in writing giving notice of disciplinary penalties should unsatisfactory work performance or conduct not cease immediately.

(Adopted by Council 21/10/09)

FRAUD CONTROL POLICY

PURPOSE

Berrigan Shire Council is entrusted by the community with the responsibility of managing assets and funds on behalf of the Berrigan Shire community. The Council has an obligation to establish and maintain systems that identify and deal effectively with risks relating to the fraudulent use of assets and funds controlled by the Council.

The Council will address fraud as both an ethical issue and as an organisational problem which impedes performance. Fraud wastes scarce funds and resources. It causes embarrassment to the Council and can damage its reputation and competitiveness.


Fraud prevention and control is the responsibility of the entire Council and not just selected people or units within the Council. The Council will ensure that Councillors, Council staff, delegates, volunteers, contractors and customers are aware that fraudulent acts are unacceptable, may constitute a criminal offence and will be prosecuted.

The Council believes that an emphasis on prevention is the best method of dealing with fraud. This will be achieved through an ethical culture, credible threats of detection and internal control systems that use a risk management approach.

This policy is designed to meet Delivery Plan Objective 2.2.2 as identified in *Berrigan Shire 2022*.

Council operations support ethical, transparent and accountable corporate governance.

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SCOPE

This policy is applicable to all Councillors, Council staff, delegates, volunteers, contractors and customers. The intent of the policy is to protect the Council's assets and funds, maintain the integrity of the Council and its staff and prevent fraud.

CONTENT

DEFINITION

The NSW Independent Commission against Corruption defines fraud as:

"Any practice which involves the use of deceit to confer some form of financial benefit upon the perpetrator (either directly or indirectly) AND which results in some form of material loss to the entity defrauded".

Basic tests for establishing if fraudulent activity has occurred include:

1. Was deceit employed?
2. Was the action unlawful?
3. Did it result in benefits being received to which a person is not entitled?

Examples

Fraudulent acts may involve theft, the making of false statements, evasions, the manufacturing of information or acts of omission. This may include but is not limited to:

- Misstating Council transactions for personal benefit
- Claiming non-worked payroll or non-applicable leave entitlements
- Collusive bidding and other corrupt tendering practice
- Theft and/or unauthorised use of money, goods, property or information
- Transacting on behalf of the Council in order to obtain a personal benefit
- Obtaining benefits by use of false identity or qualifications
- Not enforcing the Council's agreements, contracts and regulations in return for a personal benefit.

Risks

Key risk areas identified by the Council include

1. Procurement, tendering and contracting

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2. Planning and regulatory functions
3. Misuse and theft of Council resources
4. Cash handling and payment systems

The Council will take a risk management approach to control its exposure to risk relating to fraudulent activity – in line with its corporate risk management policies and procedures.

This will include undertaking a fraud risk assessment.

Controls

Following the risk assessment, the Council will develop and implement a Fraud Control Plan.

The Fraud Control Plan will identify suitable control measures around three major elements

1. Structural elements

- o A sound ethical culture
- o Senior management commitment
- o Periodic assessment of fraud and corruption risk
- o Management and staff awareness
- o Stakeholder awareness

2. Operational elements

- o Internal controls
- o Fraud detection program
- o Reporting mechanism
- o Investigation process
- o Accountability
- o Audit

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o Pre-employment screening

3. Maintenance elements

o Effectiveness reviews

o Monitoring of culture

o Review and update of Fraud Control Plan

Reporting

The Council will ensure that adequate means for reporting suspicious or known, illegal or unethical conduct are available to all Councillors, delegates, staff, volunteers, contractors or customers.

Internal reporting

Berrigan Shire Council has an Internal Reporting Policy that complies with the Council's obligations under the *Public Interest Disclosures Act (1994)*.

Under this policy, staff members and volunteers are encouraged to report wrongdoing to their supervisor. If this is not possible or desirable, then a protected disclosure under the provisions of the *Public Interest Disclosures Act (1994)* may be made.

The positions to which protected disclosures can be made are:

- The Disclosure Coordinator – (Director Corporate Services)
- The General Manager
- The Mayor (if the disclosure concerns or involves the General Manager or a Councillor)

External reporting

Reports regarding suspected or known fraud can also be made to external agencies including

- NSW Police Force
- The Chief Executive, Division of Local Government
- The NSW Independent Commission against Corruption

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- The NSW Ombudsman

Related material

- NSW *Public Interest Disclosures Act 1994*
- NSW *Local Government Act 1993*
- NSW *Local Government – Amendment (Discipline) Act 2004*
- NSW *Crimes Act 1900*
- Australian Standard *AS 8001-2003 – Fraud and Corruption Control*
- Berrigan Shire Council – *Code of Conduct*
- Berrigan Shire Council – *Internal Reporting Policy*
- Berrigan Shire Council – *Risk Management Framework*
- Berrigan Shire Council – *Integrated Management Plan*

REVIEW

This policy is to be reviewed no later than 2 years after adoption.

Strategic Outcome	Responsible Officer	Time Limited/ Ongoing	Adopted	Expiry / Review Date
Good government	Director Corporate Services	Time Limited	17/10/2012	17/10/

Respect and Ethics Procedure

Staff will adhere to the council policy in being respectful to each other and to members of the community and service providers as well as families and their children within the ECIS service

<http://berriganshire.nsw.gov.au/Council/Documents/CouncilPolicies.aspx>

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23.1 Mandatory Reporting Procedure

1. Term – Risk of harm means that there is possible reason to be concerned that an individual may have complex issues and may lead in a variety of instances to risk to the said individual.

2. Types of Risk of Harm include a variety of issues including neglect, physical and Psychological harm and sexual abuse.

3. Under these headings there are multiple signs and symptoms associated with the various types. These include:-

Physical: - Bruising, cuts, breaks, burns, withdrawal and tiredness not usual to the person.

Psychological: - Reclusiveness and withdrawal, anger, refusal to talk, low self esteem, reduced academic or work participation.

Sexual: - Fear, changes in behavioral pattern, bruising to the body, reduced involvement in social activities, claims of abuse to others.


Neglect:- Deterioration in general appearance, weight loss, poor oral care and hygiene, lack of food at meal times, clothing unclean and ragged.

4. It is important to look for more than 1 indicator as one is not a true indicator of harm e.g. Poverty does not = Risk Of Harm.

It is important to look at a holist approach and look at family, children, social support networks and whether there have been sudden changes from the situation.

Research states Not 1 single factor is responsible there are usually multiple areas of concern including the Environment and any past history of difficulties also.

5. The indicators are that most children are abused by a range of Adults generally known to the child, adolescents, relatives, neighbours and friends who have ready access to the child and are generally not suspected by others close to them. They generally abuse the knowledge of the family to threaten those they abuse.

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6. Reasons why people do not report instances of Risk Of Harm
 - I. Fear of Reprisal or ongoing involvement
 - II. Not knowing who to report to and when there is identified Risk Of Harm (Definition)
 - III. Don't want to get involved
 - IV. Fear of self (safety issues)

7. Why is it important to Report concerns Re children's safety?
 - I. Children Do Not deserve to be harmed
 - II. That Adults see this as a crime and that they have a responsibility to advocate for children/youth in our communities
 - III. So that risk may be investigated by DOCS and Police to ensure the individuals can access support to end abuse or even possible abuse situations.

8. Why Record Events

This is a true record of times, dates, observations. Prior to and even following suspected events.

These areas of documentation can be used in a court of Law/Federal and State Acts assist us identify and Report Risk Of Harm. E.g. Children and young people (Care and Protection Act 1998, NSW Section 27.)

Despite that in NSW it is not mandatory for a worker to report harm or risk of harm to a young person unless identified in 5 Categories which include:

- Failure to meet physical or psychological needs
- Failure to provide medical care
- Risk of serious harm through exposure to Domestic Violence
- Risk of Psychological harm
- The Birth mother does not eliminate or minimize risk of harm

This may include also

- Suspicion of harm
- Current concerns about safety

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9. What does making a report mean?

This includes ringing the Sydney Hotline 133 627 or Fax 9633 7666. At the time of reporting's it is the hotline that makes the decision to act and investigate the case not the reporting worker. The report is then pursued by DOCS and they may access the school to interview the child

10. Mandatory Reporter – Is someone employed in the following services who care for children in their work capacity or position of authority. E.g. Health, Welfare, Education, Childrens Services, Residential Care or Law enforcement (Police).

11. Reasonable Grounds – This relates specifically to the time at work in your role where you suspect there are risks of harm or that there is doubt as to the child's safety.

12. "Interagency Approach" – This can be used as a team approach to specific clients children in care of various professionals who are currently working with the family and are at liberty to discuss in a case management austspice e.g. General concerns of multiple workers. This may include DOCS, NSW Police, NSW Health, Dept Education, Dept Sport and Recreation, DADHC, and others if required

13. DOCS 24 Hour Helpline number: 132 111

Mandatory Reporter Phone number: 133 627

Fax: 02 9633 7666

<http://www.legislation.nsw.gov.au/fullhtml/inforce/act+157+1998+FIRST+0+N>

Chapter 2 Objects, principles and responsibilities

Part 1 Objects and principles

7 What is the role of the objects and principles of this Act?

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The provisions of this Chapter are intended to give guidance and direction in the administration of this Act. They do not create, or confer on any person, any right or entitlement enforceable at law.

8 What are the objects of this Act?

The objects of this Act are to provide:

(a) that children and young persons receive such care and protection as is necessary for their safety, welfare and well-being, having regard to the capacity of their parents or other persons responsible for them, and

(a1) recognition that the primary means of providing for the safety, welfare and well-being of children and young persons is by providing them with long-term, safe, nurturing, stable and secure environments through permanent placement in accordance with the permanent placement principles, and

(b) that all institutions, services and facilities responsible for the care and protection of children and young persons provide an environment for them that is free of violence and exploitation and provide services that foster their health, developmental needs, spirituality, self-respect and dignity, and

(c) that appropriate assistance is rendered to parents and other persons responsible for children and young persons in the performance of their child-rearing responsibilities in order to promote a safe and nurturing environment.

9 Principles for administration of Act

(1) This Act is to be administered under the principle that, in any action or decision concerning a particular child or young person, the safety, welfare and well-being of the child or young person are paramount.

(2) Subject to subsection (1), the other principles to be applied in the administration of this Act are as follows:

(a) Wherever a child or young person is able to form his or her own views on a matter concerning his or her safety, welfare and well-being, he or she must be given an opportunity to express those views freely and those views are to be given due weight in accordance with the developmental capacity of the child or young person and the circumstances.

(b) In all actions and decisions made under this Act (whether by legal or administrative process) that significantly affect a child or young person, account must be taken of the culture, disability, language, religion and sexuality of the child or young person and, if relevant, those with parental responsibility for the child or young person.



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(c) In deciding what action it is necessary to take (whether by legal or administrative process) in order to protect a child or young person from harm, the course to be followed must be the least intrusive intervention in the life of the child or young person and his or her family that is consistent with the paramount concern to protect the child or young person from harm and promote the child's or young person's development.

(d) If a child or young person is temporarily or permanently deprived of his or her family environment, or cannot be allowed to remain in that environment in his or her own best interests, the child or young person is entitled to special protection and assistance from the State, and his or her name, identity, language, cultural and religious ties should, as far as possible, be preserved.

(e) If a child or young person is placed in out-of-home care, arrangements should be made, in a timely manner, to ensure the provision of a safe, nurturing, stable and secure environment, recognising the child's or young person's circumstances and that, the younger the age of the child, the greater the need for early decisions to be made in relation to a permanent placement.

(f) If a child or young person is placed in out-of-home care, the child or young person is entitled to a safe, nurturing, stable and secure environment. Unless it is contrary to his or her best interests, and taking into account the wishes of the child or young person, this will include the retention by the child or young person of relationships with people significant to the child or young person, including birth or adoptive parents, siblings, extended family, peers, family friends and community.

(g) If a child or young person is placed in out-of-home care, the permanent placement principles are to guide all actions and decisions made under this Act (whether by legal or administrative process) regarding permanent placement of the child or young person.

10 The principle of participation

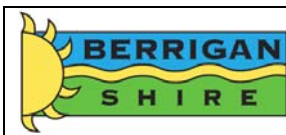
(1) To ensure that a child or young person is able to participate in decisions made under or pursuant to this Act that have a significant impact on his or her life, the Director-General is responsible for providing the child or young person with the following:

(a) adequate information, in a manner and language that he or she can understand, concerning the decisions to be made, the reasons for the Department's intervention, the ways in which the child or young person can participate in decision-making and any relevant complaint mechanisms,

(b) the opportunity to express his or her views freely, according to his or her abilities,

(c) any assistance that is necessary for the child or young person to express those views,

(d) information as to how his or her views will be recorded and taken into account,



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- (e) information about the outcome of any decision concerning the child or young person and a full explanation of the reasons for the decision,
- (f) an opportunity to respond to a decision made under this Act concerning the child or young person.
- (2) In the application of this principle, due regard must be had to the age and developmental capacity of the child or young person.
- (3) Decisions that are likely to have a significant impact on the life of a child or young person include, but are not limited to, the following:
 - (a) plans for emergency or ongoing care, including placement,
 - (b) the development of care plans concerning the child or young person,
 - (c) Children's Court applications concerning the child or young person,
 - (d) reviews of care plans concerning the child or young person,
 - (e) provision of counselling or treatment services,
 - (f) contact with family or others connected with the child or young person.

10A Permanent placement principles

(1) In this Act:

permanent placement means a long-term placement following the removal of a child or young person from the care of a parent or parents pursuant to this Act that provides a safe, nurturing, stable and secure environment for the child or young person.

- (2) Subject to the objects in section 8 and the principles in section 9, a child or young person who needs permanent placement is to be placed in accordance with the permanent placement principles.
- (3) The permanent placement principles are as follows:
 - (a) if it is practicable and in the best interests of a child or young person, the first preference for permanent placement of the child or young person is for the child or young person to be restored to the care of his or her parent (within the meaning of section 83) or parents so as to preserve the family relationship,
 - (b) if it is not practicable or in the best interests of the child or young person to be placed in accordance with paragraph (a), the second preference for permanent placement of the child or young person is guardianship of a relative, kin or other suitable person,

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(c) if it is not practicable or in the best interests of the child or young person to be placed in accordance with paragraph (a) or (b), the next preference is (except in the case of an Aboriginal or Torres Strait Islander child or young person) for the child or young person to be adopted,

(d) if it is not practicable or in the best interests of the child or young person to be placed in accordance with paragraph (a), (b) or (c), the last preference is for the child or young person to be placed under the parental responsibility of the Minister under this Act or any other law,

(e) if it is not practicable or in the best interests of an Aboriginal or Torres Strait Islander child or young person to be placed in accordance with paragraph (a), (b) or (d), the last preference is for the child or young person to be adopted.

Part 2 Aboriginal and Torres Strait Islander principles

11 Aboriginal and Torres Strait Islander self-determination

(1) It is a principle to be applied in the administration of this Act that Aboriginal and Torres Strait Islander people are to participate in the care and protection of their children and young persons with as much self-determination as is possible.


(2) To assist in the implementation of the principle in subsection (1), the Minister may negotiate and agree with Aboriginal and Torres Strait Islander people to the implementation of programs and strategies that promote self-determination.

12 Aboriginal and Torres Strait Islander participation in decision-making

Aboriginal and Torres Strait Islander families, kinship groups, representative organisations and communities are to be given the opportunity, by means approved by the Minister, to participate in decisions made concerning the placement of their children and young persons and in other significant decisions made under this Act that concern their children and young persons.

13 Aboriginal and Torres Strait Islander Child and Young Person Placement Principles

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(1) The general order for placement

Subject to the objects in section 8 and the principles in section 9, an Aboriginal or Torres Strait Islander child or young person who needs to be placed in statutory out-of-home care is to be placed with:

- (a) a member of the child's or young person's extended family or kinship group, as recognised by the Aboriginal or Torres Strait Islander community to which the child or young person belongs, or
- (b) if it is not practicable for the child or young person to be placed in accordance with paragraph (a) or it would not be in the best interests of the child or young person to be so placed—a member of the Aboriginal or Torres Strait Islander community to which the child or young person belongs, or
- (c) if it is not practicable for the child or young person to be placed in accordance with paragraph (a) or (b) or it would not be in the best interests of the child or young person to be so placed—a member of some other Aboriginal or Torres Strait Islander family residing in the vicinity of the child's or young person's usual place of residence, or
- (d) if it is not practicable for the child or young person to be placed in accordance with paragraph (a), (b) or (c) or it would be detrimental to the safety, welfare and well-being of the child or young person to be so placed—a suitable person approved by the Director-General after consultation with:
 - (i) members of the child's or young person's extended family or kinship group, as recognised by the Aboriginal or Torres Strait Islander community to which the child or young person belongs, and
 - (ii) such Aboriginal or Torres Strait Islander organisations as are appropriate to the child or young person.

Note. The placement principles set out in this section also apply to the making of guardianship orders in relation to Aboriginal and Torres Strait Islander children and young persons (see section 79A (3) (c)).

(2) Relevance of self-identification and expressed wishes of child or young person

In determining where a child or young person is to be placed, account is to be taken of whether the child or young person identifies as an Aboriginal or Torres Strait Islander and the expressed wishes of the child or young person.

(3) Child or young person with parents from different Aboriginal or Torres Strait Islander communities

If a child or young person has parents from different Aboriginal or Torres Strait Islander communities, the order for placement established by paragraphs (a), (b), (c) and (d) of subsection (1) applies, but the choice of a member or person referred to in those paragraphs is to be made so that the best interests of the child or young person will be served having regard to the principles of this Act.

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(4) Child or young person with one Aboriginal or Torres Strait Islander parent and one non-Aboriginal and Torres Strait Islander parent

If a child or young person has one Aboriginal or Torres Strait Islander parent and one non-Aboriginal and Torres Strait Islander parent, the child or young person may be placed with the person with whom the best interests of the child or young person will be served having regard to the principles of this Act.

(5) If a child or young person to whom subsection (4) applies:

(a) is placed with a person who is not within an Aboriginal or Torres Strait Islander family or community, arrangements must be made to ensure that the child or young person has the opportunity for continuing contact with his or her Aboriginal or Torres Strait Islander family, community and culture, or

(b) is placed with a person who is within an Aboriginal or Torres Strait Islander family or community, arrangements must be made to ensure that the child or young person has the opportunity for continuing contact with his or her non-Aboriginal and Torres Strait Islander family, community and culture.

(6) Placement of child or young person in care of person who is not an Aboriginal or Torres Strait Islander

The following principles are to determine the choice of a carer if an Aboriginal or Torres Strait Islander child or young person is placed with a carer who is not an Aboriginal or Torres Strait Islander:

(a) Subject to the best interests of the child or young person, a fundamental objective is to be the reunion of the child or young person with his or her family or Aboriginal or Torres Strait Islander community.

(b) Continuing contact must be ensured between the child or young person and his or her Aboriginal or Torres Strait Islander family, community and culture.

These principles are subject to subsection (2).

(7) Exceptions: emergency placements and placements of short duration

Subsection (1) does not apply to:

(a) an emergency placement made to protect a child or young person from serious risk of immediate harm, or

(b) a placement for a duration of less than 2 weeks.

(8) Where an emergency placement is made to protect an Aboriginal or Torres Strait Islander child or young person from serious risk of immediate harm, the Director-General must consult with the appropriate Aboriginal or Torres Strait Islander



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community as soon as practicable after the safety of the child or young person has been secured.

Note. In the course of any consultation under this Part, the Director-General must have regard to the right of Aboriginal or Torres Strait Islander children and young persons and their families to confidentiality.

14 Records relating to Aboriginals and Torres Strait Islanders

(1) All records made within the Department relating to the placement in statutory or supported out-of-home care of Aboriginal and Torres Strait Islander children and young persons are to be kept permanently.

(2) If an Aboriginal or Torres Strait Islander child or young person has been placed in statutory or supported out-of-home care:

(a) the child or young person, and

(b) a birth or adoptive parent of the child or young person, and

(c) a person authorised in writing by the child, young person or parent,

is entitled to have access, in accordance with the regulations, to all records kept by the Department that relate to the placement.

(3) (Repealed)


(4) Subsection (2) does not confer a right or entitlement to information that is subject to Chapter 8 of the Adoption Act 2000.

(5) The regulations may make provision for or with respect to the keeping of and access to records to which this section applies.

3.17 No. 119 - Social Justice Framework

The vision of the Berrigan Shire Council is to create a sustainable, healthy

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and vibrant community that takes advantage of economic opportunities, promotes innovation and diversification, realises the potential of existing businesses and welcomes compatible strategic investment in the Shire.

The Council aims to achieve its vision by ensuring that the following principles, values, and ethics guide Council operations.


- Integrity
- Leadership
- Selflessness
- Objectivity
- Accountability
- Openness
- Respect
- Trust and teamwork
- Advocacy
- Partnership

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/SOCIAL%20JUSTICE%20FRAMEWORK%202011.pdf>

Volunteers policy

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/volunteer%202003.pdf>

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Council responsibilities to the Carers Act 2010

Council workers

- to familiarize themselves with the Carers Act 2010
- resources are available on the website via carersnsw
- **Carers and Advocacy**

https://www.adhc.nsw.gov.au/.../nsw_carers_recognition_act_2010 NSW Carers (Recognition) Act 2010

See more at:

http://www.adhc.nsw.gov.au/search_results?q=carers%20act#sthash.m3SizAfr.dpuf

Emergency Actions Procedure

Fire – follow evacuation procedures

First Aid and medical emergencies – access 000 if needed

Access to the medical kits that are placed in the kitchen and Activity Room

Staff to have current first Aid Certificate

Evacuation plan

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Section 2.0 Participation and Inclusion

ECIS Procedure




2.0 Standard 2

Each person is encouraged and supported to contribute to Social and Civic life in their communities in the way they choose.

2.1 INTRODUCTION

Inclusion is defined as meaningful participation of children with developmental delays and disabilities' in the same range of home early childhood and community

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environments and experiences as other children. Inclusion extends to families of those children.

2.2 CLIENT RESPONSIBILITIES

- That the service provider be treated with respect
- That consent forms are signed
- To inform the ECIO of any current health issues
- To notify the ECIO via phone if they are unable to attend a session or scheduled appointment with specialists.
- To notify the ECIO if you are planning to be away for an extended period of time, so that your scheduled appointments may be offered to other clients
- Family appointments will not be arranged through the school holidays unless there is a specific need, as this time is used for programming, planning and documentation.
- To have a representative of the family present at all sessions
- To assist with and carrying out various activities/programs that may be useful to their child/children progress

2.3 POLICIES

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

2a. Decision Making Procedure

Families are offered choices and the option to make informed decisions about their child's care.

Decision Making and Consent Policy and Procedures (July 2008, amended September 2010,

Making decisions about services and interventions

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2.1.1

Case managers and support workers are to actively encourage and support clients, where possible, to develop their decision making skills or to access external services that assist with this, such as self advocacy.

2.1.2

Staff will encourage and assist clients to participate in all decisions that affect them by providing clients with the information they need to make decisions in a form and language they understand.

2.1.3

When a client has capacity to make decisions, and wants the family or other support person to be involved, staff will encourage the family to take a central role in supporting the client to make decisions. With the client's permission, staff will regularly discuss with the family decisions that are being faced by the client, and share information that is relevant to these decisions.

2.1.4

Where a client has difficulty making decisions, the emphasis will be on the client, or where one has been appointed with the specific function, the guardian, to make decisions on specific issues.

2.1.5

The family's involvement around decision making issues is at the Individual Planning or Intervention meetings as applicable, or through regular informal consultation.

2.1.6

A client who has the capacity to make critical decisions may resist or object to a proposed major service, such as a residential placement. The case

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manager or support worker will refer the matter to the manager for resolution with the client. In the event that agreement cannot be reached with the client the placement will not proceed.

2.1.7

If the manager believes that the client's best interests are not being met as a result of the client's refusal to accept the placement, staff must fully discuss the issues with the client. The manager must be able to provide documentary evidence that staff have addressed the client's concerns, consulted the client's family where appropriate and undertaken a risk assessment.

2.1.8

If the client is unable to make critical decisions, and does not have a legally appointed guardian with the specific decision making function, staff will encourage the family or other support person to make a decision that is in the best interests of the client. In the case of a dispute about what is in the best interests of the client, staff should contact the Guardianship Tribunal for advice about the need to appoint a guardian.

2.1.9

Sometimes there are disputes between families, legally appointed guardians and service providers in relation to what is in the best interests of clients who lack the capacity to make decisions. If these cannot be resolved through discussion, and a decision is required, it will be made by the legally appointed guardian with the specific function.

2.1.10

All major decisions affecting the client will be documented. Documentation of decisions and the decision-making process will vary according to the actual issue and the service provided. For instance, household routines,

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day placement programs and recreational activities, may be documented on a general file, or in the minutes of client meetings. Individual Planning goals and specific program interventions, such as therapy services, must be documented on the client's individual file.

https://www.adhc.nsw.gov.au/_data/assets/file/0006/228084/Decision_Making_and_Consent_Policy_and_Procedures_Apr_2012.pdf

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2b. Cultural Inclusion Procedure


Refer to section 1.3 Procedure part 1i.

2c. Inclusion Support Procedure

Refer to section 1.3 Procedure part 1t.

2d. Volunteering and Work placement Procedure

Refer to section 2 Code of Conduct

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2e. Training and support for staff and volunteers

KPI4

Strategies procedures and programs

Individual plans

Community directory

Staff training

Feedback from clients participating in community

Eg satisfaction chart / ratings of participation

Participation in meaningful activities

Respecting interests and choice


Leisure plan

Barriers that exist in the community

Documentation on file for each client

- Social planner – community access
- Community directory
- Proof of participation
- Families to sign social plan
- HADS hours for child's visits
- New format to address inclusion changes
- Team meetings (team around the child) participants to sign attendance
- Parent goal settings in the plans for the child and discussed with the team
- Template for professional contacts to families (name email phone contacts)
- Community directory inclusion in entry kit
- Staff training re inclusion support and around NDS policies and plans

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Actions required

Action required	Who / time frame	Notes	Completed
Family surveys	Marg during term 2,3,4 in 2014	<p>Surveys have not been used on a regular basis</p> <p>Surveys have been used when leaving the service for feedback</p> <ul style="list-style-type: none"> • Responses are not consistent <p>March 2014</p> <ul style="list-style-type: none"> • Trialled the questionnaire from ECIS national pilot for inclusion 	<p>Yes with 4 families in the service for feedback</p>
National Quality Standards Early Years Learning Framework		Acknowledgement of the national Quality standards and the National Early Years Learning Framework	Include in policy

Provision of safe environment / practices and support

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- Social justice policy BSC
- Mandatory reporting or child protection helpline 132111
- Lifeline 131114
- Parentline–1300 130052 132055
- Alcohol and drug information services 1800 422 599
- 24 hour mental health line 1800 011 511
- Beyond blue 1300 224 636
- Carers NSW 1800 242 636
- Dads in distress 1300 853 437
- Mensline 1300 789 978
- Domestic violence and sexual assault helpline 1800 200 526
- Kids helpline 1800 551 800
- NSW health care interpreter service 1800 674 994
- SANE Australia 1800 187 263
- The Butterfly Foundation helping those with eating disorders 1800 334 673
- Commonwealth care link respite services 1800 059 059
- NSW family referral service 1300 307 897
- In an emergency call 000

Berrigan Shire Council Early Childhood Intervention Service
acknowledges the National Codes as follows

- National Quality Standards for children's services
- Early Years Learning Framework – **Belonging Being Becoming**

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Section 3.0 Individual Outcomes

ECIS Procedure Manual



3.0 Standard 3

Each person is supported to exercise choice and control over the design of the delivery of their support and services.

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3.1 INTRODUCTION

The Berrigan Shire Council in cooperation with Early Childhood Intervention will support the delivery and choice of every individual. The purpose is to gain a positive and productive outcome for the client and their family.

3.2 RESPONSIBILITIES

Individual outcomes deals with the way in which the service provider promotes and deliveries persons centered practice supports and services. The outcomes are in accordance with the wishes of the family, carer and advocates to be involved in the decision making process.


- The service will build on goals, strengths, needs and expectations of the family within cultural and community participation to benefit the client and family.
- The service will provide opportunities for goals to be made and planning to encourage the involvement of families, friends and advocates to achieve there pacific goals.

3.3 POLICIES

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

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3a. Behavioural Management Procedure

Refer to Section 1.3 Procedures part 1c.

3b. Carers Policy

Council responsibilities to the Carers Act 2010

<http://www.comlaw.gov.au/Details/C2010A00123>

3c. Decision Making Policy

Refer to section 1.3 Procedure part 1j.

https://www.adhc.nsw.gov.au/_data/assets/file/0006/228084/Decision_Making_and_Consent_Policy_and_Procedures_Apr_2012.pdf

3d. Early Intervention Assessment Policy

Refer to section 1.3 Procedure part 1k.

http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0014/115025/M2011-2_Prevention_and_Early_Intervention_Framework_Attachment.pdf

3e. Eligibility Intake and Exit Procedure

Refer to section 1.3 Procedure part 1m.

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3f. Transition Procedure

All families are included in all processes of decision making and their inclusion into the Shire Council Early Childhood Intervention Service

Transition to school prepares students for the transition into educational environments that are not autism-specific. These environments include mainstream schools and support classes, or special schools in NSW Department of Education and Communities, Catholic and independent schools.

Aspect schools provide support to students, their families and the receiving school to help with a successful transition into the new environment. Every year around 150 Aspect students transit successfully from autism-specific schools or classes. We continue to survey our students after they leave an Aspect class, and on average 95% of students remain in their new setting two years later.

The decision for a student to transition to a more general education setting is made as part of the student's individual education plan.

"Early childhood is a crucial period of life when delays in development can have long lasting and cumulative effects, not only on the child but also on the interactions among the child, the family and the community. Disruptions to family interaction as a result of a child's delay or disability are serious as the family is the most critical source of learning, of emotional support and of developmental encouragement of the child."
(NSW Early Childhood Intervention Coordination Project Policy Statement).

The first eight years, particularly the first two years of life, are absolutely critical for providing the foundations for learning for the rest of the person's life..

Therefore if a child has a disability or a delay in development, early intervention to provide the necessary therapy and education in the child's first five years is essential.

You can minimize the difficulties of the child and maximize the child's potential through the family participation in an early intervention program.

Research has clearly demonstrated that early intervention programs affect "the achievement orientation of the entire family, giving the child confidence in his/her own self efficiency". "Dunst et al (1991) found that interventions that are family centred are more likely to have broad based positive influences on a number of aspects of child, parent and family functioning".

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The family unit is the most crucial source of learning, of emotional support and of developmental encouragement available to the child.

HOW DO I EXIT THE SERVICE?

Parents should notify the Early Intervention Manager (preferably in writing) if the service is no longer required. Information on other options if required will be made available.

If you have any further questions do not hesitate to contact the service. The coordinator welcomes all inquiries.

WHAT'S THE EXIT PROCEDURE?

When the times comes to leave, consumers leave the service,

- Voluntarily at any time if the service is no longer appropriate or required
- When the child reaches six years of age
- When the child enters school (there is provision for a transition program.)
- If you leave the district.

Upon exit referrals to other agencies will be arranged if necessary and a copy of records will be given to the parents if requested. The original file is retained indefinitely.

ASSESSMENT


The Early Intervention Officer's assessment processes will vary, the age and developmental level of the child will be taken into account.

Parents will be included in setting priorities and identifying needs.

An individual program will be implemented with the family to address their concerns and plan for the needs of the child.

Where appropriate, information will be supplied and referrals made to assist the child

- Assessment documents
- o Sensory profile

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- o Brigance developmental profile
- o Does this child need help assessment

- Referral forms
- Speech Pathologist,
- Occupational Therapist
- Heads Up – mental health services
- Preschool intake forms

Current Practices and Documentation for each client

- Social Planner –community access
- Community directory
- Proof of participation
- Families to sign social plan
- HADS hours for child’s visits
- New format to address inclusion changes
- Team meetings (team around the child) participates to sign attendance
- Parent goal settings in the plans for the child and discussed with the team
- Template for professional contacts to families (name email phone contacts)
- Community directory inclusion in entry kit
- Staff training re inclusion support and around NDS policies and plans

Actions required

Support meaningful Participation 0-8 years

- Coordinate and assist in linking services for families
- Provide information regarding choices
- Support networks or groups optional for siblings in the family

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- Community links with sporting groups or Childrens activities
- Support for families or a parent with a disability

WHAT IS AN IFSP INDIVIDUAL FAMILY SERVICE PLAN?

A program designed for you and your child. Short and long term goals are developed to best enhance the child's development and are assessed and reviewed to monitor the child's progress.

Individual programs may be implemented in the following ways.

- Home based program – An Early Intervention worker visits the child's home to provide an individual program.
- Early Childhood Integration and inclusion – An Early Intervention worker works with a team of people around the child's needs in play groups, day care services, preschools and schools and provides information and consultative support to implement an individual program for the child.
- Early Intervention Centre based – The child is brought into a central location weekly/fortnightly for the implementation of the Individual Development Program.
- Group Intervention – The child, parent and siblings are invited to attend group sessions with other families which may include a BBQ, movie, or theme days for Christmas, Easter or activities of interests.
- Inclusion support into the community - Families are encouraged to join community activities and the ECIS will collaborate with community activities and support families to attend these functions
- Team around the child meetings - All intervention is carried out in close collaboration with other professionals (when possible and available), Doctors, Speech Pathologists, Occupational Therapists, Physiotherapists, Social Workers, Pre-school staff and always with families. Where meetings are held, choices will be given about the style of meetings, who is to be present and where and when they will be held, and what is to be discussed.

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The Early Intervention Manager will continually provide relevant information to the family so that they can make informed decisions about their child's program, welfare and service delivery.

In all interactions, the families' beliefs, lifestyles and wishes will be respected, as will choices and decisions made by them in relation to their child's program and life.

Insert Brigance


Sensory

Understanding early childhood development

Early intervention services for young children aged 0-8 years.

Effective early intervention programs are an important first step for children on the autism spectrum and those with other developmental concerns. Early diagnosis followed by individualised early intervention can provide the best opportunities for achieving their potential.

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At Aspect, we deliver a flexible range of best practice early intervention services for children aged up to eight years of age. We are always continuing to develop early childhood intervention through our early intervention service (Aspect Building Blocks) and our comprehensive approach to intervention.

Our early intervention services include:

- [Aspect Building Blocks](#)
- [Building Blocks - Centre Based Program](#)
- [Building Blocks - Individualised Program \(Making the Connection, Building the Foundations, Transition to school\)](#)
- [Individual Therapy Services \(Psychology, Speech & Language Pathology, Occupational Therapy\)](#)
- [Parent workshops](#)

Other Programs:

- [Early Childhood Development Program \(ECDP\)](#)
- [Early Intervention Readiness Program \(EIRP\)](#)
- [South Coast Outreach](#)

Our early intervention services are delivered by a team of education and allied health professionals using our evidence based, multidisciplinary framework. Our [staff](#) use key elements including behaviour, developmental and social learning, therapy based and family based interventions to meet the individual needs of children and their families.

Early intervention services vary by region. To check service availability click [here](#).

Can't find what you are looking for? Please contact [Aspect customer service](#) on:

1800 277 328 or (02) 8977 8377

or email us at:

customerservice@autismspectrum.org.au

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Section 4.0 Feedback and Complaints

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4.0 Standard 4

When a person wants to make a complaint the service provider will make sure the persons views are respected and that they are informed as the complaint is dealt with and have the opportunity to be involved in the resolution process.

4.1 INTRODUCTION

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Feedback and complaints deals with the way in which the service provider manages complaints, including the service learning from complaints and maintain quality and improvement.

4.2 RESPONSIBILITIES

The service provision is clear to the families on how to make a complaint, how to be involved in the process and the outcomes.

- The service has an accessible complaints mechanism and record keeping system in place to deal with complaints in a timely and effective manner.
- Our responsibility is to forward all complaints through the Director of Cooperate Services.

4.3 POLICIES

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

4a. Complaints Policy

Refer to section 1.3 Procedure part 1f.

<http://www.berriganshire.nsw.gov.au/Residents/CustomerRequests.aspx>

4b. Cultural Inclusion Policy

Refer to Section 1.3 Procedure - 1f.

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<http://www.viccsso.org.au/big-ideas/cultural-and-social-inclusion>

4c. Feedback Policy

Within the NDS all families are given opportunity to respond about the service by the use of questionnaires and within session's times.


<http://www.lifestart.org.au/>

Complaints Procedure Flyer

If you are not satisfied with the service you have received or have a suggestion for improving our services:

Please write the details in the space provided and send to one of the contacts listed in the contact list.

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If this is not possible or successful

- A written complaint should be handed to the EIM.
- An oral complaint made to the EIM.
- Or to the Manager of Corporate Services, Berrigan Shire Council.

Who will –

discuss the issue with the complainant to identify key issues and desired outcomes.

Arrange for the complaint to be set out in writing, for the complainant to sign the document, and for a copy to be given to the worker involved;

Supply a written response within 7 working days

Oversee the conciliation process, meeting with the parties together or separately.

The process should be completed within 12 days. Where the complaint has not been resolved through conciliation the service representative will make a decision after considering all information and relevant policies.

Should this not be possible or if the decision is unacceptable to either of the involved parties, an appeal may be lodged within 14 days of receiving a copy of the decision, and an outside arbitrator, agreed on by both parties, may be appointed.

Note where the complainant is the EIM the complaint should be lodged in writing with the Manager of Corporate Services

If you are not satisfied with the service you have received or have a suggestion for improving our services, please contact one of the contacts listed in the contact list.

Please note that while your confidentiality will be respected at all times, you should provide your name and address as well as a contact number if you would like contact about your concerns or suggestions.


Contact List

EIO (Early Intervention Officer)

Margaret Graham

(03) 5883 3747

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Berrigan Shire Council

Corporate Services Manager

Matthew Hansen

(03) 5888 5100

Early Childhood Intervention Australia

ECIA in accordance with the National Constitution

NSW Representative

Trish Hanna or Susan Macgillycuddy

Email: admin@ecia-nsw.org.au

NSW Ombudsman

Level 24 580 George Street

SYDNEY NSW 2000

Toll free: 1800 451 524

Fax: (02) 9552 2568

Email: nswombudsman@nswombudsman.nsw.gov.au

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Section 5.0 Service Access

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5.0 STANDARD

Each person is assisted to access the supports and services they need to live the life they chose.

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5.1 INTRODUCTION

Service provider assist clients to access community supports and services which will meet their own need and allow choice of service.

5.2 RESPONSIBILITIES

The service provider ensures that information about their own service and other public or community services are clearly defined as to purpose and contact details.

- The service is responsible for maintaining links and contacts in the local community or if a service is not available locally then to be able to refer to wider services.

5.3 POLICIES

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

5a. Access to Service Procedure

Refer to section 1.3 Procedure part 1a.


5b. Education Procedure

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Refer to section 1.3 Procedure part 1a.

5c. Eligibility Intake and Exit Procedure

Refer to Section 1.3 Procedure part 1m..

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5d. Staff Employment BERRIGAN SHIRE COUNCIL - POSITION DISCRPTION

Berrigan Shire Early Childhood Intervention Service

EARLY CHILDHOOD INTERVENTION MANAGER: *Mrs Margaret Graham*

EARLY CHILDHOOD INTERVENTION SUPPORT OFFICER: *Mrs. Diane Lennox*

MAIN PURPOSE OF THE ROLE:

Implementation of Individual Family Service Plan for children ages 0-8 with additional needs or developmental delays.

KEY RESPONSIBILITIES:

- Follow recommended practices in family-centred early intervention.
- Development & Implementation of a family focused program (home based, individual session or group sessions.)
- Act as a Family Advocate when requested.
- Act as a Consultant to Interagencies and Families.
- Liaison with funding bodies.
- Liaison with target group e.g. playgroups, pre-schools, daycares
- Program evaluation.
- Assist families to access relevant community services.
- Assist with school/preschool entry for supported children.
- Identification of families in need of support services.
- Ability to refer to other professional services
- Provision of intervention services to appropriate families on request.
- To project a professional image of Council to the public.

REQUIRED BACKGROUND FOR THE POSITION:

Essential: Relevant Educational Qualifications to meet standards within Early Childhood

services.

Management skills

Computer documentation skills

Excellent interpersonal and communication skills.


Ability to work independently and be self motivated.

Desirable: Family support work experience.

Experience with disability services.

Willingness to up-skill in areas of specific training. Eg Autism skills and

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1.1 BERRIGAN SHIRE EARLY CHILDHOOD INTERVENTION SERVICE EARLY CHILDHOOD INTERVENTION OFFICER (ECIO) RIGHTS AND RESPONSIBILITIES

Your rights as a ECIO

You are entitled:

- To be valued, respect, treated with dignity and confidentiality by internal & external customers.

Your responsibility as a ECIO

The service and service provider is responsible for:

- The provision of a safe environment
- Providing standards, policies and procedures, and Code of Ethics of Early Childhood Intervention Australia and National Laws and Acts as requested.
- Families being informed that the service is voluntary.
- To support your child/children to participate fully in their community.
- Maintaining records that are accessible by the family as they are required
- To supply a copy of any reports or records if required by the family
- Informing the clients of appointment scheduling and upcoming events that may interest them.
- You have a right to know what other allied health professionals are involved with the child and their professional status and to include them in the team around the child if needed.
- To provide an interpreter service if the client needs help with language and communication and respect cultural aspects of the family eg religion, cultural practices, spiritual beliefs .
- Informing clients if ECIO is not fit for duty and reschedule appointment times.
- Offering interventions and activities based on the individual needs of the child/children that may be carried out by the family at home and at the centre or with other professionals in the team
- Informing families of services within the district
- Advocating on behalf of children according to their abilities and strengths and irrespective of diagnosis and or prognosis
- Using clear communication so that the families fully understand what is happening. Explain the following aspects
 - The service delivery through a copy of service pamphlet.
 - To Explain the Individual Family Service Plan (IFSP) and appropriate assessments
 - Support the family in providing choices, options, assessments, and referrals as necessary
 - Offering opportunities to discuss any concerns that a family may have with their child
 - Supporting the family and their child/children with ongoing transition processes to enable them to enter the school education system.

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6. Notify families of the changing environment into NDS (National Disability service)

1a. Responsibilities

The Berrigan Shire Council is responsible for ensuring that a service is provided that adheres to the National Disability Standards.

The ECIS Manager is responsible for ensuring that the service is managed in a way that meets the following requirements:


- Each person has access to information and support to understand and exercise their legal and human rights;
- Each person receives a service that maximizes their choices for social participation and cultural inclusion;
- Each person receives a service in an environment free from discrimination, abuse, neglect and exploitation;
- Each person receives a service that reflects their right to privacy with their personal records and details about their lives dealt with in an ethical and confidential manner in line with relevant legislation;
- Each person can expect Service Providers to support and encourage self-protective strategies and behaviors that take into account their individual and cultural needs.
- Each person can expect Service Providers to uphold their right to make decisions, including medical treatments and interventions, and when this is not possible, assisted or substituted (alternative) decision making is in line with the person's expressed wishes, if known and if not, with their best interests;
- Each child with a disability has the same rights and freedoms as all other children and Service Providers will take each child's best interests into account when providing services;
- Services are provided in an environment free from discrimination, financial, sexual, physical and emotional abuse, neglect and exploitation;

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- Service Providers encourage and support access to advocacy services by people with a disability to promote their rights, interests and wellbeing;
- Service Providers gain consent from each person with a disability or person responsible or legal representative for medical treatments and interventions;
- Service Providers provide opportunities for people with a disability to participate in the development and review of organizational policy and processes that promote strategies for equality and upholding human rights;
- Service Providers takes into account individual choice and the rights of each person and act in their best interests in relation to nutritional and behavior management practices in line with relevant legislation, convention, policies and practices;
- Service Providers have knowledge and skills to implement reporting processes on incidents of alleged or known discrimination, abuse, neglect or exploitation and know how to notify the relevant external authorities;
- Service Providers offer appropriate support to the person and their family or carer when they raise or pursue allegations of discrimination, abuse, neglect or exploitation.

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1.2 BERRIGAN SHIRE EARLY CHILDHOOD INTERVENTION SERVICE Family Rights and Responsibilities


Rights

- To be valued, respected, cared for, maintain dignity, privacy, and confidentiality as per the standards, policies and procedures, and Code of Ethics of Early Childhood Intervention Australia and National Laws and Acts
- Exit the service at any time
- To be supported within choices of professionals and community participation
- To have access to records and reports as required
- To be fully informed of the professional status of the Early Childhood Intervention Officer (ECIO)
- To be offered opportunity to discuss any concerns as they arise with ECIO
- To offer linguistic assistance for families as required
- The right to a full explanation of the service and Individual Family Service Plan (IFSP) and appropriate assessments
- To offer opportunity to consent to community volunteering
- To inform families of interagency services within the district

Responsibilities

- That the service provider be treated with respect
- That consent forms are signed
- To inform the ECIO of any current health issues
- To notify the ECIO via phone if they are unable to attend a session or scheduled appointment with specialists.
- To notify the ECIO if you are planning to be away for an extended period of time, so that your scheduled appointments may be offered to other clients
- Family appointments will not be arranged through the school holidays unless there is a specific need, as this time is used for programming, planning and documentation.
- To have a representative of the family present at all sessions
- To assist with and carrying out various activities/programs that may be useful to their child/children progress

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1.10 SERVICE MANAGEMENT

Aim: To adopt sound management practices which maximise outcomes for members and other consumers.

Philosophy: The Association views effective management systems as essential to the achievement of its aims and objectives.


Policy:

* The Association:

– has and adheres to a constitution which outlines:

- 1.0 Name
- 2.0 Objects
- 3.0 Definitions
- 4.0 Powers
 - 4.1 Powers of the Association
 - 4.2 Powers of the Executive Committee
 - 4.3 Power to Co-opt
- 5.0 Membership
 - 5.1 Eligibility
 - 5.2 Rights and Privileges of Members
 - 5.3 Election of Members
 - 5.4 Annual Subscriptions
 - 5.5 Register of Members
 - 5.6 Cessation of Membership
 - 5.7 Membership Entitlements not transferable
 - 5.8 Liability of Members
- 6.0 Resignation and Expulsion
 - 6.1 Resignation
 - 6.2 Expulsion
 - 6.3 Appeal
- 7.0 Committee of Management: Responsibilities and Functions
 - 7.1 & 7.2 Responsibilities and Functions
 - 7.3 Composition and Size
- 8.0 Election of Officers
- 9.0 Removal of a Member of the Committee of Management
- 10.0 Proceedings of the Committee of Management
- 11.0 Duties of Office Bearers
 - 11.1 The President
 - 11.2 The Secretary
 - 11.3 The Membership Secretary
 - 11.4 The Treasurer
- 12.0 Seal
- 13.0 Finance

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- 14.0 Auditor
- 15.0 Meetings
 - 15.1 Annual General Meeting
 - 15.2 Special General Meeting
 - 15.3 General Procedure
- 16.0 Advisory Panels, Committees and Sub-committees
- 17.0 By-Laws
- 18.0 Alteration to the Constitution
- 19.0 Interpretation of Constitution and By-laws
- 20.0 Service of Notices
- 21.0 Dissolution
- 22.0 Custody of Records and Availability for Inspection
- 23.0 Funds
- 24.0 Indemnity
- 25.0 Circumstances not provided for
- 26.0 Revocation and Saving
- 27.0 Incorporation
- 28.0 Disputes and Complaints

- conducts its activities with appropriate regard for the legal and human rights of its members, other consumers and staff.
- develops an annual strategic plan in consultation with its members.
- provides support for committee members so they can fulfil their roles and responsibilities.
- has an administration and financial sub-committee responsible for everyday Association management systems.
- maintains significant links with peak early childhood, disability, advocacy, information and consumer organisations.

* The Association's staff:

- has working environments which comply with the provisions of the NSW Occupational Health and Safety Act 2000.
- is employed according to EEO principles.
- has a clear duty statement.
- receives appropriate induction, training, supervision and appraisal.
- has a clear grievance procedure.
- provides a regular report of their activities to the Central Committee.

* This policy will be reviewed annually, generally at the AGM.

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5e. Valued Status Procedure

Aim: To enhance the status of early childhood intervention by providing members with opportunities to maintain and extend their competencies.

Philosophy: The Association believes that:

- * children with disabilities/delays have equal value and rights as their peers within the community.
- * active participation in the Association will assist members to become knowledgeable about recommended practice in early childhood intervention and enhance their status and that of early childhood intervention in general.

Policy:

- In providing members with the opportunity to maintain and extend their competencies, the Association will:
 - encourage their active participation on its committee and sub-committees;
 - conduct conferences and other activities of relevance to the field of early childhood intervention;
 - publish a high quality magazine;
 - publish materials such as occasional papers, information resources and teaching packages;
 - encourage members to contribute to relevant journals and newsletters and present at its conferences;
 - make information and resources freely available to members.
- * In working to advance the rights and valued status of young children with disabilities/delays and of early childhood intervention in general, the Association will:
 - collect and make available such resources, within its financial constraints, as will be of use to it and its members in furthering their aims;
 - lobby for the inclusion of young children with disabilities/delays in all facets of community life;
 - endeavour to raise community and government understanding of early childhood intervention and the needs of young children with disabilities/delays and their families (through lobbying, conferences, publications, etc.).
- * This policy will be reviewed annually, generally at the AGM.

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Section 6.0 Service Management

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6.0 Standard 6

Service providers are well managed and have strong and effective governance to deliver positive outcomes for the people they support.

6.1 INTRODUCTION

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The service is supported and auspices of the Berrigan Shire Council. The service has been an ADHC funded service and will move into the NDIS accreditation and service management systems.

6.2 RESPONSIBILITIES

The service has a responsibility to provide an accredited service within accredited system and governance as deemed by state and federal funding.

- Ensure that appropriate services are delivered for the improvement of the client and families.

6.3 POLICIES

The following outlines the policies relevant to the achievement of Standard 1 of NSW National Disability Standards.

These policies include Council adopted policies and external organizational policy that will be utilized for the provision of the ECIS into the National Disability Scheme (NDS)

6a. Community Engagement Policy

The goal of the service is to engage families and their children into the community.


- Within the Early Childhood Intervention Service there has been evidence to show families that find it difficult to engage in community events and organisations are supported to engage or to be included in organisations of their choice e.g. sport.

Community engagement looks different in different places. We need to remember that effective community engagement depends on the nature of the community with which we are working. What matters most is that our approach is genuine. As the examples in this newsletter demonstrate, community engagement needs to grow from and respond to each context.

Because of this, community engagement will not look the same in every service. While, for example, many services successfully participate in local festivals or events as a means of community engagement, this is by no means the only way to do so. Smaller connections can be just as important. The children who know the postman by name and run to fence each day to collect the mail are participating in the local community too. And from a child's point of view such day-to-day connections may be more important than the service's once-a-year participation in the local fete.

The NQS reminds us that community engagement is important because of its impact on 'children's wellbeing and learning' (NQS Standard 6.3). We therefore need to

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consider community engagement not just in terms of our own actions, but how it affects children's experience. In other words, 'how does our involvement with the community genuinely help to connect children (as well as ourselves) to the wider world?'

If we want children to learn about the value of community and connections with others, then we need to consider the example we set and the opportunities that we provide for such learning to occur. Highlighting the connections we have to the community, and making them visible for children, is an important way to do this—involving children wherever possible in such connections makes the experience meaningful in the child's eyes.

Local excursions, participating in and contributing to community events, inviting community members and organisations into our services—all help to connect children with the community. Beyond the specific learning that such experiences entail, what matters most is that such connections are regular and ongoing. Community engagement shouldn't be something we do once and then move on; it needs to become a part of our everyday experiences

http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS_PLP_E-Newsletter_No47.pdf

6b. Financial Management and Planning Procedure

The financial services are supported by Berrigan Shire Council and day to day requirements are made by the ECIS manager.

6c. Health Plans and Access to Medical Services

Refer to section 1.3 Procedure part 1p.

6d. HADS reporting Procedure

Refer to section 1.3 Procedure part 1q.

6e. Home Visits Procedure

Refer to section 1.3 Procedure part 11r.

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6f. Interagency Collaboration Procedure

ECIS has had an integral part in the Berrigan, Jerilderie Community Network (BJCN) since 2007 to ensure agencies and community groups communicate and identify gaps within the shires to improve access and service provision.

6g. Recruitment Procedure

Prospective employees may be asked to undertake a pre-employment medical examination, including a drug screen.

As a caring employer, Council has obligations under s344 of the Local Government Act 1993 and the Workplace Health and Safety Act 2010 with respect to employees' safety and risk.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/08%20Pre%20Employment%20Medical%202013.pdf>

6h. Strategic Planning Procedure

The Berrigan Shire Council through consultation with the community will be conducting a Berrigan Shire Childrens, Young people and Family Strategy Survey in 2015 to identify supports and needs of families within the shire.

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/COMMUNITY%20ENGAGEMENT%20FRAMEWORK%202011.pdf>

6i. Volunteering and Work placement Procedure

Refer to Section 2.3 Procedure part - 2d.

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/volunteer%202003.pdf>

6j. Work Health & Safety Procedure

Refer to the Code of Conduct

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/WORK%20HEALTH%20AND%20SAFETY%20POLICY%202012.pdf>

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	<p style="text-align: center;">EARLY CHILDHOOD INTERVENTION SERVICE</p>	<p>Procedures Manual Appendix "C"</p>	
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Section 3.0 Policies

ECIS Procedure Manual



POLICIES

The following policies are the most current version as adopted by Council. Policies will be subject to change and will be updated. Changes may be initiated following changes in legislation, best practice and through other identified avenues such as internal audit.

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SECTION 3.0 - POLICIES

3.1 NO. 01 - COMMUNICATION DEVICES AND THE INTERNET POLICY

Berrigan Shire Council staff and Councillors must be efficient, economical and ethical in their use and management of public resources. Communication devices and services, such as telephones and e-mail, are public resources provided for business purposes and all users have a responsibility to ensure their proper use.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Communication%20Devices%20and%20the%20Internet%20Polciy%202013.pdf>

3.2 NO. 02 - STREET STALL POLICY

In order to ensure the orderly and equitable operation of street stalls in each of the towns in Berrigan Shire, the Council allocates available times and dates to various community groups.

The Council has a role in regulating street stalls to ensure:

- Access for pedestrians is not unduly impeded
- Local traders are not unduly inconvenienced
- All groups wishing to hold a street stall are given an opportunity

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/STREET%20STALL%20POLICY%202013.pdf>


3.3 NO. 03 - RECOGNITION OF SERVICE POLICY

This policy provides a consistent framework to allow for suitable and appropriate recognition of Councilors and long term staff

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Recognition%20of%20Service%20Policy.pdf>

3.4 NO. 07 - MEDIA POLICY

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The Council has an important relationship with the media. This relationship provides an opportunity to:

- Keep the community informed about Council activities, services and programs,
- Involve the community in dialogue about the provision of services and planning for the future, and,
- Involve the community in activities which support the aims and objectives of the Council and the wider community as detailed in the Community Strategic Plan – Berrigan Shire 2023.

Berrigan Shire Council has a responsibility to the community to ensure that when it provides public information – in particular to the media – that then information is accurate and accurately reflects the Council’s position in relation to activities and issues.

It is unreasonable to expect that the Community can readily differentiate either inaccurate information or personal views or opinions.

Where inaccurate information or personal views or opinions are provided it portrays the Council as unprofessional at best and incompetent or secretive at worse.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/07%20Media%20Policy%202013.pdf>

3.5 NO. 08 - PRE-EMPLOYMENT MEDICAL POLICY

Prospective employees may be asked to undertake a pre-employment medical examination, including a drug screen.

As a caring employer, Council has obligations under s344 of the Local Government Act 1993 and the Workplace Health and Safety Act 2010 with respect to employees' safety and risk.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/08%20Pre%20Employment%20Medical%202013.pdf>

3.6 NO. 10 - INTERNAL REPORTING POLICY

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The Berrigan Shire Council through resourcing the development, implementation, annual review and endorsement by Council of this policy is committed to creating and maintaining an open working environment in which Councillors, employees, (whether they are full-time, part-time or casual), contractors and consultants are able to raise with confidence concerns regarding actual or suspected unethical, unlawful or undesirable conduct and wrongdoing.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/10%20Internal%20Reporting%202013.pdf>

3.7 NO. 12 - REFERENCES POLICY

It is important that the Council and Council officers provide clear and factual information when providing references or acting as referees for current and former employees of Berrigan Shire Council.

It is also important that the privacy of personal information regarding current and former employees is protected in line with legislation, the Privacy Code of Practice for Local Government and the Council's Privacy Management Plan.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/References%20Policy%202013.pdf>

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3.8 NO. 13 - PRIVATE EMPLOYMENT POLICY

Employees of Berrigan Shire Council wishing to undertake private work must comply with section 353 of the *Local Government Act 1993* which states:

Member of Staff (subsection 2)

"A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of Council or that might conflict with the member's Council duties unless he or she has notified and has obtained approval from the General Manager in writing of the employment or work."

Conflict of Duties (subsection 3)

"The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of the Council or that might conflict with the member's Council duties."

Prohibition of Staff to Engage in Private Work (subsection 4)

"A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council if prohibited from doing so under subsection (3)." (Conflict of Duties).

<http://berriganshire.nsw.gov.au/Council/Documents/CouncilPolicies.aspx>

3.9 NO. 15 - CLOTHING AND PROTECTIVE EQUIPMENT POLICY

Council is committed to providing a safe working environment for its workers, in addition to promoting a professional image. This policy outlines the provision and use of Council uniforms, protective clothing and equipment.


<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Clothing%20and%20Protective%20Equipment%20Policy%202013.pdf>

3.10 NO. 16 - EMPLOYEE ASSISTANCE PROGRAM POLICY

Berrigan Shire Council in its commitment to maintaining a safe and healthy working environment has recognized the need to provide adequate support for staff experiencing personal or work related problems by providing an Employee Assistance Program (EAP) Council will enlist the services of an EAP provider to provide professional counselling services for all employees.

<http://berriganshire.nsw.gov.au/Council/Documents/CouncilPolicies.aspx>

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3.11 NO. 17 - RISK MANAGEMENT POLICY AND FRAMEWORK

Berrigan Shire Council is committed to, and places a high priority on managing its risks strategically and systematically in order to benefit the community and manage the adverse effects to Council.

Risk management is everyone's responsibility. It is an activity that begins at the highest level and is applied consistently through all levels of Council's operations. All workers are required to integrate risk management procedures and practices into their daily activities, and must be competent and accountable for adequately managing risk within their area of responsibility.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Risk%20Management%20Policy%20and%20Framework%202013.pdf>

3.12 NO. 20 - PROCUREMENT AND DISPOSAL POLICY

Berrigan Shire Council administers public funds. It has a responsibility to ensure that its purchasing and disposal decisions are made in an ethical, transparent, accountable and effective manner.


<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/20%20Procurement%20and%20Disposal%202013.pdf>

3.13 NO. 21 - STAFF REMUNERATION PACKAGE REVIEW POLICY

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's General Manager and Directors is as per their contracts and properly authorised.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/STAFF%20REMUNERATION%20REVIEW%20POLICY%202013.pdf>

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3.14 NO. 24 - LEGISLATIVE COMPLIANCE POLICY

The activities of Local Government are affected by more than 100 state acts, the main two being the Local Government Act (NSW) 1993 – administered by the Department of Local Government, and the Environmental Planning and Assessment Act (NSW) 1979 – overseen by the Department of Planning and Infrastructure, and subsequent amendments thereto. In an environment of continuous legislative change, creating a risk of non-compliance, it is important for the Council to develop strategies to ensure conformity with applicable laws.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Legislative%20Compliance%202013.pdf>

3.15 NO. 27 - EQUAL EMPLOYMENT OPPORTUNITY POLICY

Berrigan Shire Council has a statutory obligation and is committed to the principles of Equal Employment Opportunity (EEO) and ensuring employment practices and workplace decisions are fair and free from discrimination. This policy is developed in line with legislation, and Council's Social Justice Framework.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Equal%20Employment%20Opportunity%202014.pdf>

3.16 NO. 89 - VOLUNTEERING IN BERRIGAN SHIRE POLICY

Volunteering is an activity that takes place through a not-for-profit organization or project and is:

- Of benefit to the community and the volunteer;
- Undertaken of the volunteer's own free will and without coercion;
- For no financial payment;
- In a position not designated as paid; and
- Underpinned by the Volunteer Australia 'Principles of Volunteering'

The Early Childhood Intervention Service includes volunteers within the service to support community engagement, education and work experience within the practice of ECIS with children aged 0-8. Volunteers are under the supervision of the ECI manager and require a current working with Childrens check to be employed.

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/volunteer%202003.pdf>

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3.18 NO. 122 - DISCRIMINATION, WORKPLACE BULLYING AND HARASSMENT POLICY

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

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


<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/Discrimination%20Workplace%20bullying%20and%20Harrassment%202014.pdf>

3.19 NO. 124 - WORK HEALTH AND SAFETY POLICY

The Berrigan Shire Council is committed to providing a healthy and safe workplace for all its employees, volunteers, contractors and the public. The Council recognises its obligations under the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 and associated legislation, and so far as is reasonably practicable will:

- a) Provide a safe and healthy work environment for all our employees, contractors and other persons;
- b) Provide safe and healthy methods of work;
- c) Provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) Identify and eliminate or reduce hazards and risks to health and safety;
- e) Continually monitor and improve work health and safety;
- f) Provide advice and information, education and training resources;
- g) Comply with all relevant legislation;
- h) Provide for fair and effective workplace representation, consultation, co-operation and issue resolution to work health and safety;
- i) Co-ordinate effective management of injured workers and return to work programs.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/WORK%20HEALTH%20AND%20SAFETY%20POLICY%202012.pdf>

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3.20 DRUG AND ALCOHOL FREE WORKPLACE POLICY

Council is committed to providing a drug and alcohol free workplace in order to protect the interests of employees and the public.

All employees share responsibility for maintaining a safe alcohol and drug free work environment. Any employee who has reason to believe that a fellow employee, a contractor, a contractors employee or a visitor to the work site is in a state of intoxication or under the influence of drugs shall immediately notify his or her manager/supervisor. Employees should also notify their manager/supervisor if they are aware of the unauthorised possession or consumption of alcohol or any illegal drugs on the work site.

Possession, consumption or being under the influence of any illegal drugs will not be permitted in the workplace, including Council premises, parks, reserves, vehicles, plant or any Council building or physical asset.

Possession, consumption or being under the influence of alcohol at the workplace will not be permitted during working hours, this includes overtime and while on actual call out.

The consumption of alcohol or any illegal drugs whilst wearing or displaying any item of clothing that identifies the person as a Council employee during the span of working hours (including lunch breaks) is not permitted.

Employees are not to use a Council vehicle for the purpose of purchasing alcohol unless they have entered into a private use agreement. Employees may be given verbal authorization to purchase alcohol for authorized Council civic functions. The use of a Council vehicle for the purpose of purchasing illegal drugs will not be permitted.

<http://www.berriganshire.nsw.gov.au/Portals/0/documents/DRUG%20AND%20ALCOHOL%20FREE%20WORKPLACE%20POLICY%20OCT%20%202009.pdf>

3.21 FRAUD CONTROL POLICY

Berrigan Shire Council is entrusted by the community with the responsibility of managing assets and funds on behalf of the Berrigan Shire community. The Council has an obligation to establish and maintain systems that identify and deal effectively with risks relating to the fraudulent use of assets and funds controlled by the Council.

The Council will address fraud as both an ethical issue and as an organisational problem which impedes performance. Fraud wastes scarce funds and resources. It causes embarrassment to the Council and can damage its reputation and competitiveness.

Fraud prevention and control is the responsibility of the entire Council and not just selected people or units within the Council. The Council will ensure that Councillors, Council staff, delegates, volunteers, contractors and customers are aware that fraudulent acts are unacceptable, may constitute a criminal offence and will be prosecuted.

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The Council believes that an emphasis on prevention is the best method of dealing with fraud. This will be achieved through an ethical culture, credible threats of detection and internal control systems that use a risk management approach.

This policy is designed to meet Delivery Plan Objective 2.2.2 as identified in Berrigan Shire 2022.

Council operations support ethical, transparent and accountable corporate governance.

<http://www.berriganshire.nsw.gov.au/Portals/0/Policies/FRAUD%20CONTROL%20POLICY%202012.pdf>

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ANNUAL BUDGET SUMMARY 2015-16

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
GOVERNANCE EXPENSE							
GOVERNANCE	(708,330)	(724,444)	(732,680)	(705,880)	(721,205)	(742,124)	(763,649)
GOVERNANCE REVENUE							
GOVERNANCE	-	-	-	-	-	-	-
	(708,330)	(724,444)	(732,680)	(705,880)	(721,205)	(742,124)	(763,649)
CORPORATE SUPPORT EXPENSE							
CORPORATE SUPPORT	(8,095)	(341,437)	(5,395)	(37,995)	(88,236)	(142,353)	(195,463)
CORPORATE SUPPORT REVENUE							
CORPORATE SUPPORT	86,450	124,160	86,750	86,250	88,406	90,618	92,882
	78,355	(217,277)	81,355	48,255	170	(51,735)	(102,581)
TECHNICAL SERVICES EXPENSE							
TECHNICAL SERVICES	(213,770)	(214,996)	(77,390)	(90,260)	(122,747)	(156,181)	(190,590)
TECHNICAL SERVICES REVENUE							
TECHNICAL SERVICES	-	2,040	-	-	-	-	-
	(213,770)	(212,956)	(77,390)	(90,260)	(122,747)	(156,181)	(190,590)

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
PLANT SERVICES EXPENSE							
PLANT SERVICES	(1,172,900)	(1,180,810)	(1,224,400)	(1,405,610)	(1,346,394)	(1,605,393)	(1,309,617)
PLANT SERVICES REVENUE							
PLANT SERVICES	1,172,900	1,180,810	1,224,400	1,405,610	1,346,394	1,605,393	1,309,617
	-	-	-	-	-	-	-
OVERHEAD EXPENSE							
OVERHEAD	-	(72,050)	-	-	-	-	-
OVERHEAD REVENUE							
OVERHEAD	-	72,050	-	-	-	-	-
	-	-	-	-	-	-	-
EMERGENCY SERVICES EXPENSE							
EMERGENCY SERVICES	(409,359)	(409,359)	(349,211)	(427,545)	(438,458)	(449,687)	(461,239)
EMERGENCY SERVICES REVENUE							
EMERGENCY SERVICES	83,100	83,100	98,432	86,500	88,888	91,343	93,864
	(326,259)	(326,259)	(250,779)	(341,045)	(349,570)	(358,344)	(367,375)
HACC EXPENSE							
HACC	(280,740)	(282,298)	(143,691)	-	-	-	-

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
HACC REVENUE							
HACC	233,840	293,405	143,691	-	-	-	-
	(46,900)	11,107	-	-	-	-	-
OTHER COMMUNITY SERVICES EXPENSE							
OTHER COMMUNITY SERVICES	(203,830)	(214,822)	(187,080)	(198,430)	(193,859)	(199,444)	(205,191)
OTHER COMMUNITY SERVICES REVENUE							
OTHER COMMUNITY SERVICES	11,700	12,600	11,700	11,700	11,918	12,140	12,368
	(192,130)	(202,222)	(175,380)	(186,730)	(181,941)	(187,304)	(192,823)
CEMETERY EXPENSE							
CEMETERY	(124,130)	(144,130)	(128,230)	(116,830)	(119,650)	(122,541)	(125,505)
CEMETERY REVENUE							
CEMETERY	107,000	107,545	110,000	113,000	115,825	118,721	121,689
	(17,130)	(36,585)	(18,230)	(3,830)	(3,825)	(3,820)	(3,816)
EARLY INTERVENTION EXPENSE							
EARLY INTERVENTION	(97,580)	(106,340)	(142,581)	(97,880)	(100,217)	(102,624)	(105,103)
EARLY INTERVENTION REVENUE							

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
EARLY INTERVENTION	74,576	75,931	74,576	74,576	76,440	78,351	80,310
	(23,004)	(30,409)	(68,005)	(23,304)	(23,777)	(24,273)	(24,793)
HOUSING EXPENSE							
HOUSING	(36,240)	(36,302)	(37,320)	(88,410)	(69,021)	(39,649)	(40,293)
HOUSING REVENUE							
HOUSING	15,860	15,860	15,860	15,860	15,860	16,663	17,079
	(20,380)	(20,442)	(21,460)	(72,550)	(53,161)	(22,986)	(23,214)
ENVIRONMENTAL SERVICES EXPENSE							
ENVIRONMENTAL SERVICES	(585,630)	(671,248)	(612,620)	(632,090)	(651,205)	(670,863)	(691,086)
ENVIRONMENTAL SERVICES REVENUE							
ENVIRONMENTAL SERVICES	156,220	233,345	156,320	156,320	159,699	165,180	168,778
	(429,410)	(437,903)	(456,300)	(475,770)	(491,506)	(505,683)	(522,308)
DOMESTIC WASTE MANAGEMENT EXPENSE							
DOMESTIC WASTE MANAGEMENT	(1,152,404)	(1,173,764)	(1,206,643)	(1,232,572)	(1,267,008)	(1,289,832)	(1,310,953)
DOMESTIC WASTE MANAGEMENT REVENUE							
DOMESTIC WASTE MANAGEMENT	1,152,404	1,173,764	1,206,643	1,232,572	1,267,008	1,289,832	1,310,953

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
	-	-	-	-	-	-	-
STORMWATER DRAINAGE EXPENSE							
STORMWATER DRAINAGE	(2,080,972)	(1,707,804)	(2,232,810)	(682,788)	(789,902)	(625,413)	(836,230)
STORMWATER DRAINAGE REVENUE							
STORMWATER DRAINAGE	1,075,510	738,620	1,322,062	109,531	107,399	105,185	102,772
	(1,005,462)	(969,184)	(910,748)	(573,258)	(682,503)	(520,228)	(733,458)
ENVIRONMENTAL PROTECTION EXPENSE							
ENVIRONMENTAL PROTECTION	(124,800)	(154,037)	(177,100)	(129,600)	(130,520)	(131,463)	(132,430)
ENVIRONMENTAL PROTECTION REVENUE							
ENVIRONMENTAL PROTECTION	-	150,729	-	-	-	-	-
	(124,800)	(3,308)	(177,100)	(129,600)	(130,520)	(131,463)	(132,430)
WATER SUPPLIES EXPENSE							
WATER SUPPLIES	(3,070,580)	(3,801,245)	(3,287,875)	(3,440,518)	(3,332,040)	(3,373,526)	(3,460,439)
WATER SUPPLIES REVENUE							
WATER SUPPLIES	3,070,580	3,801,245	3,287,875	3,440,518	3,332,040	3,373,526	3,460,439
	-	-	-	-	-	-	-

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
SEWERAGE SERVICES EXPENSE							
SEWERAGE SERVICES	(2,368,010)	(2,368,470)	(2,434,568)	(2,493,225)	(2,553,841)	(2,635,083)	(2,703,332)
SEWERAGE SERVICES REVENUE							
SEWERAGE SERVICES	2,368,010	2,368,470	2,434,568	2,493,223	2,553,841	2,635,083	2,703,332
	-	-	-	(2)	-	-	-
PUBLIC LIBRARIES EXPENSE							
PUBLIC LIBRARIES	(622,960)	(648,758)	(657,360)	(673,810)	(678,655)	(693,934)	(709,659)
PUBLIC LIBRARIES REVENUE							
PUBLIC LIBRARIES	47,800	48,400	48,000	48,800	49,243	50,697	51,163
	(575,160)	(600,358)	(609,360)	(625,010)	(629,412)	(643,237)	(658,496)
COMMUNITY AMENITIES EXPENSE							
COMMUNITY AMENITIES	(485,125)	(497,663)	(513,121)	(796,290)	(707,449)	(588,922)	(530,719)
COMMUNITY AMENITIES REVENUE							
COMMUNITY AMENITIES	-	3,025	-	-	-	-	-
	(485,125)	(494,638)	(513,121)	(796,290)	(707,449)	(588,922)	(530,719)
RECREATION EXPENSE							

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
RECREATION	(784,385)	(1,109,862)	(760,535)	(780,735)	(751,226)	(772,294)	(793,956)
RECREATION REVENUE							
RECREATION	500	526,000	500	500	513	525	538
	(783,885)	(583,862)	(760,035)	(780,235)	(750,713)	(771,769)	(793,418)
SWIMMING POOL EXPENSE							
SWIMMING POOL	(347,280)	(397,480)	(360,350)	(392,780)	(379,814)	(374,307)	(383,966)
SWIMMING POOL REVENUE							
SWIMMING POOL	138,070	138,070	156,800	145,840	149,871	154,013	158,269
	(209,210)	(259,410)	(203,550)	(246,940)	(229,943)	(220,294)	(225,697)
QUARRIES & PITS EXPENSE							
QUARRIES & PITS	(67,500)	(78,750)	(90,000)	(90,000)	(92,250)	(94,556)	(96,920)
QUARRIES & PITS REVENUE							
QUARRIES & PITS	90,000	78,750	90,000	90,000	92,250	94,556	96,920
	22,500	-	-	-	-	-	-
SHIRE ROADS EXPENSE							
SHIRE ROADS	(8,106,841)	(9,503,786)	(10,787,579)	(7,960,990)	(8,085,458)	(8,296,719)	(7,950,321)

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
SHIRE ROADS REVENUE							
SHIRE ROADS	2,267,100	2,367,489	4,877,843	2,085,043	1,995,620	2,086,913	2,093,734
	(5,839,741)	(7,136,297)	(5,909,736)	(5,875,947)	(6,089,838)	(6,209,806)	(5,856,587)
AERODROMES EXPENSE							
AERODROMES	(206,040)	(277,831)	(122,680)	(249,420)	(201,905)	(229,458)	(232,079)
AERODROMES REVENUE							
AERODROMES	23,000	23,000	23,000	23,000	23,575	24,164	24,769
	(183,040)	(254,831)	(99,680)	(226,420)	(178,330)	(205,294)	(207,310)
CAR PARKING EXPENSE							
CAR PARKING	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
CAR PARKING REVENUE							
CAR PARKING	-	-	-	-	-	-	-
	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
RMS EXPENSE							
RMS	(1,006,000)	(1,148,500)	(1,056,000)	(1,056,000)	(1,067,900)	(1,075,100)	(1,082,351)
RMS REVENUE							
RMS	1,006,000	1,148,500	1,056,000	1,056,000	1,067,900	1,075,100	1,082,351

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
	-	-	-	-	-	-	-
CARAVAN PARKS EXPENSE							
CARAVAN PARKS	(18,140)	(37,340)	(18,490)	(18,840)	(19,368)	(19,910)	(20,467)
CARAVAN PARKS REVENUE							
CARAVAN PARKS	32,000	32,470	32,000	32,000	32,800	33,620	34,461
	13,860	(4,870)	13,510	13,160	13,432	13,710	13,994
TOURISM & AREA PROMOTION EXPENSE							
TOURISM & AREA PROMOTION	(172,790)	(195,800)	(158,920)	(160,150)	(160,892)	(161,656)	(162,444)
TOURISM & AREA PROMOTION REVENUE							
TOURISM & AREA PROMOTION	-	-	-	-	-	-	-
	(172,790)	(195,800)	(158,920)	(160,150)	(160,892)	(161,656)	(162,444)
BUSINESS DEVELOPMENT EXPENSE							
BUSINESS DEVELOPMENT	(460,840)	(487,520)	(432,640)	(430,340)	(434,339)	(448,601)	(453,134)
BUSINESS DEVELOPMENT REVENUE							
BUSINESS DEVELOPMENT	6,000	6,000	6,000	6,000	6,151	6,305	6,462
	(454,840)	(481,520)	(426,640)	(424,340)	(428,188)	(442,296)	(446,672)

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
SALEYARDS EXPENSE							
SALEYARDS	(85,930)	(85,420)	(88,290)	(90,660)	(93,110)	(95,632)	(98,230)
SALEYARDS REVENUE							
SALEYARDS	62,000	62,000	63,900	65,800	67,775	69,808	71,902
	(23,930)	(23,420)	(24,390)	(24,860)	(25,335)	(25,824)	(26,328)
REAL ESTATE DEVELOPMENT EXPENSE							
REAL ESTATE DEVELOPMENT	(2,700)	(365,940)	(2,780)	(2,860)	(2,932)	(3,005)	(3,080)
REAL ESTATE DEVELOPMENT REVENUE							
REAL ESTATE DEVELOPMENT	12,300	419,050	12,500	12,500	12,813	13,133	13,461
	9,600	53,110	9,720	9,640	9,881	10,128	10,381
PRIVATE WORKS EXPENSE							
PRIVATE WORKS	(50,000)	(50,000)	(50,000)	(50,000)	(51,265)	(52,562)	(53,892)
PRIVATE WORKS REVENUE							
PRIVATE WORKS	47,000	93,267	47,000	47,000	48,410	49,862	51,358
	(3,000)	43,267	(3,000)	(3,000)	(2,855)	(2,700)	(2,534)

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
RATE REVENUE							
RATE	4,632,000	4,632,000	4,729,000	4,850,000	4,964,472	5,014,182	5,140,118
	4,632,000	4,632,000	4,729,000	4,850,000	4,964,472	5,014,182	5,140,118
FINANCIAL ASSISTANCE GRANT							
FINANCIAL ASSISTANCE GRANT	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
INTEREST ON INVESTMENTS							
INTEREST ON INVESTMENTS	300,000	300,000	300,000	300,000	300,000	300,000	300,000
	300,000	300,000	300,000	300,000	300,000	300,000	300,000
DEPRECIATION CONTRA							
DEPRECIATION CONTRA	3,296,400	3,296,400	3,389,200	3,491,100	3,595,821	3,703,705	3,814,819
	3,296,400	3,296,400	3,389,200	3,491,100	3,595,821	3,703,705	3,814,819
BALANCE BROUGHT FORWARD							
BALANCE BROUGHT FORWARD	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751
	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751

APPENDIX D

	2014-15 ORIGINAL BUDGET.	REVISED DEC 14- 15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
Grand Total	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357

ANNUAL BUDGET SUMMARY 2015-16

Job / GL and Description	2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
	ORIGINAL BUDGET.	14-15 BUDGET.	BUDGET FORECAST.	BUDGET FORECAST.	BUDGET FORECAST.	BUDGET FORECAST.	BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
GOVERNANCE EXPENSE	(708,330)	(724,444)	(732,680)	(705,880)	(721,205)	(742,124)	(763,649)
GOVERNANCE	(708,330)	(724,444)	(732,680)	(705,880)	(721,205)	(742,124)	(763,649)
1001-0315 MAYORAL VEHICLE EXPENSES	(21,840)	(21,840)	(21,840)	(21,840)	(22,495)	(23,170)	(23,865)
1001-0320 MAYORAL ALLOWANCE	(23,700)	(23,700)	(24,400)	(25,100)	(25,853)	(26,629)	(27,427)
1001-0325 COUNCILLORS ALLOWANCES	(86,100)	(86,100)	(88,700)	(91,400)	(94,142)	(96,966)	(99,875)
1001-0334 TELEPHONE - COUNCILLORS	(7,350)	(7,350)	(7,700)	(8,100)	(8,384)	(8,677)	(8,981)
1001-0335 COUNCILLORS EXPENSES	(46,300)	(46,300)	(47,700)	(49,100)	(50,328)	(51,586)	(52,875)
1001-0336 CIVIC FUNCTIONS / PRESENTATION	(2,000)	(2,755)	(2,000)	(2,500)	(2,563)	(2,627)	(2,692)
1001-0337 DONATIONS	(3,000)	(3,000)	(3,000)	(3,000)	(3,090)	(3,183)	(3,278)
1001-0338 ADMIN MANAGEMENT PLAN EXPENSES	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1001-0340 INSURANCE - COUNCILLORS	(2,200)	(1,999)	(2,300)	(2,400)	(2,472)	(2,546)	(2,623)
1001-0342 CONSITUTIONAL RECOGNITION OF LG - CONTRIB TO LGSA	-	-	-	-	-	-	-
1001-0344 MEMBERSHIP FEES	(2,000)	(2,000)	(2,000)	(2,000)	(2,060)	(2,122)	(2,185)
1001-0345 SUBSCRIPTION SHIRE ASSOCIATION	(22,900)	(22,900)	(24,000)	(25,200)	(25,956)	(26,735)	(27,537)
1001-0346 ADMIN AUDIT FEES	(25,000)	(25,000)	(25,000)	(25,000)	(25,625)	(26,266)	(26,922)
1001-0347 ELECTION EXPENSES	(15,000)	(30,000)	(15,000)	(15,000)	(15,450)	(15,914)	(16,391)
1001-0348 COMMUNITY SURVEY	(25,000)	(28,000)	-	-	-	-	-
1001-0349 COMMUNITY REPORT	(3,000)	(13,200)	(3,000)	(3,000)	(3,050)	(3,101)	(3,154)
1001-0509 EQUIP/FURN - COUNCILLORS <= \$5,000	(5,000)	(5,000)	(5,000)	(15,000)	(5,150)	(5,305)	(5,464)
1002-0350 COMMUNITY WORKS - GENERAL	(5,000)	(5,000)	-	-	(5,125)	(5,253)	(5,384)
1002-0355 COMMUNITY WORKS - GST FREE	-	-	-	-	-	-	-
1002-0370 COMMUNITY WORKS - AUST. DAY CO	(4,000)	(1,000)	(4,000)	(4,500)	(4,613)	(4,728)	(4,846)
1002-0400 COMMUNITY GRANTS SCHEME	(16,000)	(4,360)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1005-0108 ADMIN SALARIES - GM SALARY PAC	(204,300)	(204,300)	(211,300)	(214,000)	(220,420)	(227,033)	(233,844)
1006-0107 ADMIN SALARIES - GM SUPPORT	(163,800)	(163,800)	(215,400)	(168,400)	(173,452)	(178,656)	(184,015)
1007-0118 ADMIN GM VEHICLE OPERATING EXP	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1008-0125 ADMIN CONFERENCES/SEMINARS	(2,000)	(2,000)	(2,500)	(2,500)	(2,550)	(2,601)	(2,653)
1008-0126 ADMIN GM TRAVEL EXPENSES	-	(2,000)	-	-	-	-	-
GOVERNANCE REVENUE	-	-	-	-	-	-	-
GOVERNANCE	-	-	-	-	-	-	-
1100-1305 DONATIONS	-	-	-	-	-	-	-
1100-1350 OTHER REVENUES	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
	(708,330)	(724,444)	(732,680)	(705,880)	(721,205)	(742,124)	(763,649)
CORPORATE SUPPORT EXPENSE	(8,095)	(341,437)	(5,395)	(37,995)	(88,236)	(142,353)	(195,463)
CORPORATE SUPPORT	(8,095)	(341,437)	(5,395)	(37,995)	(88,236)	(142,353)	(195,463)
1010-0102 ADMIN SALARIES - ACCOUNTING	(248,900)	(248,900)	(220,600)	(264,400)	(272,332)	(280,502)	(288,917)
1010-0103 ADMIN SALARIES - HUMAN RESOURC	(64,900)	(64,900)	(69,100)	(71,300)	(73,439)	(75,642)	(77,911)
1010-0104 ADMIN SALARIES - REVENUE COLLE	(142,700)	(142,700)	(137,300)	(163,200)	(168,096)	(173,139)	(178,333)
1010-0105 ADMIN SALARIES - CUSTOMER SERV	(103,700)	(103,700)	(103,100)	(94,600)	(97,438)	(100,361)	(103,372)
1010-0106 ADMIN SALARIES - INFO. TECHNOL	(63,800)	(63,800)	(71,900)	(74,200)	(76,426)	(78,719)	(81,080)
1010-0109 ADMIN SALARIES - DCS SALARY PA	(145,200)	(145,200)	(149,900)	(154,800)	(159,444)	(164,227)	(169,154)
1010-0119 ADMIN DCS VEHICLE OPERATING EX	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1010-0120 ADMIN STAFF TRAINING	(14,000)	(14,000)	(14,000)	(14,000)	(14,285)	(14,560)	(14,859)
1010-0121 ADMIN CONSULTANTS	-	-	-	-	-	-	-
1010-0130 ADMIN FRINGE BENEFITS TAX	(10,000)	(10,000)	(10,000)	(12,000)	(12,240)	(12,485)	(12,735)
1010-0135 ADMIN JC TAX FBT ACCOUNT	-	-	-	-	-	-	-
1010-0140 ADMIN STAFF UNIFORM ALLOWANCE	(7,500)	(7,500)	(7,500)	(7,500)	(7,650)	(7,803)	(7,959)
1010-0144 ADMIN ADVERTS	(10,000)	(10,000)	(10,000)	(10,000)	(10,300)	(10,609)	(10,927)
1010-0146 ADMIN NEWSLETTER ADVERTS	(28,600)	(28,600)	(29,800)	(31,100)	(31,925)	(32,775)	(33,650)
1010-0155 ADMIN WRITE OFF BAD DEBTS	(2,000)	(2,000)	(2,000)	(2,000)	(2,150)	(2,305)	(2,464)
1010-0160 ADMIN BANK & GOVT CHARGES	(2,000)	(2,000)	(2,000)	(2,500)	(2,563)	(2,627)	(2,692)
1010-0162 BANK FEES - GST INCLUSIVE	(25,000)	(25,000)	(26,000)	(26,500)	(27,163)	(27,842)	(28,538)
1010-0165 ADMIN OFFICE CLEANING	(17,955)	(17,955)	(18,455)	(18,955)	(19,429)	(19,915)	(20,412)
1010-0170 ADMIN COMPUTER MTCE	(20,000)	(20,000)	(20,000)	(20,000)	(20,500)	(21,013)	(21,538)
1010-0175 ADMIN SOFTWARE LICENCING	(110,000)	(110,000)	(115,000)	(120,000)	(122,875)	(125,822)	(128,842)
1010-0185 LESS: CHARGED TO OTHER FUNDS	291,900	291,900	300,700	309,700	309,700	309,700	309,700
1010-0190 ADMIN ELECTRICITY	(43,000)	(43,000)	(44,000)	(44,500)	(46,495)	(51,060)	(53,197)
1010-0194 ADMIN INSUR - PUBLIC LIABILITY	(126,000)	(7,396)	(130,000)	(134,000)	(138,020)	(142,161)	(146,425)
1010-0195 ADMIN INSUR - OTHER	(31,400)	(150,914)	(32,300)	(33,300)	(34,299)	(35,328)	(36,388)
1010-0197 ADMIN RISK MANAGEMENT SIGNAGE	-	(700)	-	-	-	-	-
1010-0198 ADMIN RISK MANAGEMENT OP EXP	(1,500)	(1,500)	(1,500)	(1,500)	(1,538)	(1,576)	(1,615)
1010-0199 ADMIN RISK MANAGEMENT	-	(116,784)	(92,500)	(94,500)	(96,863)	(99,284)	(101,766)
1010-0200 ADMIN LEGAL EXPENSES INCL. GST	(5,000)	(6,000)	(5,000)	(5,000)	(5,100)	(5,205)	(5,306)
1010-0202 ADMIN LEGAL EXPEN - DEBT/COLL	(57,000)	(56,000)	(60,000)	(60,000)	(61,200)	(62,424)	(63,672)
1010-0205 ADMIN POSTAGE	(16,000)	(16,000)	(16,000)	(16,000)	(16,400)	(16,810)	(17,230)
1010-0206 CHARGE FOR INTERNET RATES PAYM	(500)	(500)	(500)	(500)	(513)	(525)	(538)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1010-0207 ADMIN LEGAL EXPENSES-GST FREE	(2,000)	(2,000)	(2,000)	(2,000)	(2,040)	(2,081)	(2,122)
1010-0208 SALE OF LAND FOR UNPAID RATES	-	-	(9,000)	-	-	-	-
1010-0210 ADMIN PRINTING/STATIONERY	(38,700)	(38,700)	(40,000)	(41,200)	(42,230)	(43,286)	(44,368)
1010-0215 ADMIN TELEPHONE	(23,000)	(23,000)	(23,700)	(24,400)	(25,254)	(26,138)	(27,053)
1010-0220 ADMIN VALUATION FEES	(38,500)	(40,320)	(39,000)	(40,000)	(41,200)	(42,436)	(43,709)
1010-0225 ADMIN SUBSCRIPTIONS	(3,200)	(3,200)	(3,200)	(3,200)	(3,280)	(3,362)	(3,446)
1010-0230 ADMIN OFFICE BLDG MTCE	(12,000)	(12,000)	(12,000)	(12,000)	(12,300)	(12,608)	(12,923)
1010-0232 ADMIN BLDG UPGRADE EXE LIGHTING	-	-	-	-	-	-	-
1010-0245 ADMIN OFFICE GROUNDS MTCE	(8,000)	(8,000)	(8,000)	(8,500)	(8,713)	(8,930)	(9,154)
1010-0250 ADMIN OFFICE EQUIPMENT MTCE	(25,000)	(25,000)	(26,500)	(26,500)	(27,163)	(27,842)	(28,538)
1010-0265 ADMIN SUNDRY OPERATING EXPENSE	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1010-0266 ADMIN CHRISTMAS PARTY EXPENSE	(9,000)	(6,515)	(10,000)	(10,000)	(10,250)	(10,506)	(10,769)
1010-0270 ASSET REVALUATION EXPENSE	-	(8,258)	-	-	-	-	-
1010-0296 WEB PAGE MAINTENANCE & TRAININ	(3,000)	(3,000)	(3,000)	(3,000)	(3,100)	(3,203)	(3,308)
1010-0297 CORP SERVICES ADMIN CHARGES	(504,600)	(504,600)	(519,700)	(535,300)	(535,300)	(535,300)	(535,300)
1010-0298 LESS: RENTAL CONTRIBUTIONS	113,900	113,900	117,300	120,800	120,800	120,800	120,800
1010-0299 LESS: CHARGED TO OTHER FUNDS	1,790,800	1,790,800	1,844,500	1,899,800	1,899,800	1,899,800	1,899,800
1010-0500 CORPORATE SERVICES EQUIPMENT	(30,000)	(30,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
1010-0501 CORP SERV ADMINISTRATION SOFTWARE UPGRADE	(50,000)	(250,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
1010-0504 EQUIP/FURN - CORP. SERVICES <=	(5,000)	(5,000)	(5,000)	(5,000)	(5,101)	(5,152)	(5,203)
1010-0505 SERVER & NETWORK UPGRADE	-	-	-	-	-	-	-
1010-0506 ADMIN OFFICE - SOLAR PANELS	-	(57,355)	-	-	-	-	-
1200-2502 CORP SERVICES OFFICE EQUIPMENT DEPCN	(41,200)	(41,200)	(42,400)	(43,700)	(45,011)	(46,361)	(47,752)
1200-2504 CORP SERVICES OFFICE DEPCN	(38,000)	(38,000)	(39,100)	(40,300)	(41,509)	(42,754)	(44,037)
SHIREOFFICECAPEXP SHIRE OFFICE CAPITAL EXPENDITURE	(50,000)	-	-	-	-	-	-
CORPORATE SUPPORT REVENUE	86,450	124,160	86,750	86,250	88,406	90,618	92,882
CORPORATE SUPPORT	86,450	124,160	86,750	86,250	88,406	90,618	92,882
1200-1500 CORP SUPPORT SUNDRY REVENUE	-	1,045	-	-	-	-	-
1200-1600 REVENUE - GIPA	-	-	-	-	-	-	-
1200-1670 INSURANCE REBATE	20,000	27,229	20,000	20,000	20,500	21,013	21,538
1200-1680 WORKCOVER INCENTIVE PAYMENTS	-	29,354	-	-	-	-	-
1200-1814 RATES CERTIFICATE S603 - GST FREE	17,000	17,000	17,000	17,000	17,425	17,861	18,307
1200-1815 URGENT RATE S603 CERT INCL GST	250	250	250	250	256	263	269
1200-1829 RECOVER BANK CHARGES - DISHONOUR FEES	-	82	-	-	-	-	-
1200-1870 LEGAL COSTS RECOVERED	48,500	48,500	49,000	49,000	50,225	51,481	52,768

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1200-1950 TRAINEESHIP GRANT - WAGE SUBSIDY	-	-	-	-	-	-	-
1500-1001 CENTS ROUNDING	-	-	-	-	-	-	-
9500-1844 INTEREST - O/S DEBTORS GST FREE	700	700	500	-	-	-	-
SHIREOFFICECAPINC SHIRE OFFICE CAPITAL INCOME	-	-	-	-	-	-	-
	78,355	(217,277)	81,355	48,255	170	(51,735)	(102,581)
TECHNICAL SERVICES EXPENSE	(213,770)	(214,996)	(77,390)	(90,260)	(122,747)	(156,181)	(190,590)
TECHNICAL SERVICES	(213,770)	(214,996)	(77,390)	(90,260)	(122,747)	(156,181)	(190,590)
1011-0103 TECH SERVICES SALARIES - WORK	(176,500)	(176,500)	(115,000)	(120,000)	(123,600)	(127,308)	(131,127)
1011-0104 TECH SERVICES SALARIES - ENV.S	(118,200)	(118,200)	(116,000)	(120,000)	(123,600)	(127,308)	(131,127)
1011-0105 TECH SERVICES SALARIES - EXE.	(450,100)	(442,750)	(420,700)	(464,500)	(478,435)	(492,788)	(507,572)
1011-0109 TECH SERVICES SALARIES - DTS S	(174,300)	(174,300)	(181,200)	(187,100)	(192,713)	(198,494)	(204,449)
1011-0113 TECH SERVICE W/E VEHICLE OP EX	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1011-0114 TECH SERVICE ENV VEHICLE OP EX	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1011-0115 TECH SERVICE EXE VEHICLE OP EX	(43,680)	(43,680)	(43,680)	(43,680)	(44,554)	(45,445)	(46,354)
1011-0119 TECH SERVICE DTS VEHICLE OP EX	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1011-0120 LESS: CHARGED TO OTHER FUNDS/S	1,125,500	1,125,500	1,196,000	1,229,500	1,229,500	1,229,500	1,229,500
1011-0125 TECH SERVICES ADMIN CHARGES	(173,300)	(173,300)	(178,500)	(183,900)	(183,900)	(183,900)	(183,900)
1011-0135 TECH SERVICES STAFF TRAINING	(15,000)	(10,840)	(15,000)	(15,000)	(15,298)	(15,607)	(15,917)
1011-0137 STAFF RELOCATION EXPENSES	-	-	-	-	-	-	-
1011-0140 TECH SERVICES CONFERENCES/SEMI	(3,500)	(3,500)	(3,500)	(3,500)	(3,570)	(3,641)	(3,714)
1011-0141 TECH SERVICES - INSURANCE	(2,000)	(3,165)	(2,000)	(2,000)	(2,015)	(2,030)	(2,046)
1011-0142 TECH SERVICES EXP -ADVERTISING	(2,000)	(7,795)	(2,000)	(2,000)	(2,210)	(2,426)	(2,649)
1011-0143 TECH SERVICES TELEPHONE	(7,000)	(7,000)	(7,000)	(7,000)	(7,175)	(7,356)	(7,544)
1011-0145 TECH SERVICES OFFICE EXPENSES	(5,000)	(2,940)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1011-0146 TECH SERVICES - CONSULTANCY	-	(7,350)	-	-	-	-	-
1011-0147 TECH SERV EQUIPMENT MTCE	(2,500)	(3,030)	(2,500)	(2,500)	(2,563)	(2,627)	(2,692)
1011-0152 OCCUPATIONAL HEALTH & SAFETY E	(3,000)	(2,470)	(3,000)	(3,000)	(3,075)	(3,152)	(3,231)
1011-0160 DEPOT OPERATIONAL EXPENSES	(16,800)	(10,093)	(12,200)	(12,600)	(12,915)	(13,238)	(13,569)
1011-0161 DEPOT OP. EXPENSES- INSURANCE	(3,400)	(3,400)	(3,500)	(3,600)	(3,708)	(3,819)	(3,934)
1011-0162 DEPOT OP. EXPENSES-ELECTRICITY	(14,800)	(14,800)	(15,250)	(15,800)	(16,353)	(16,925)	(17,518)
1011-0163 DEPOT OP. EXPENSES - TELEPHONE	(520)	(520)	(540)	(550)	(569)	(589)	(610)
1011-0165 DEPOT BLDG MTCE	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1011-0170 DEPOT GROUNDS MTCE	(5,750)	(5,750)	(3,900)	(4,000)	(4,100)	(4,203)	(4,308)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1011-0171 DEPOT AMENITIES CLEANING	(6,000)	(6,000)	(6,000)	(6,000)	(6,100)	(6,203)	(6,308)
1011-0504 EQUIP/FURN - TECH. SERVICES <=	(1,000)	(1,000)	(1,000)	(1,010)	(1,020)	(1,030)	(1,041)
1011-0505 EQUIP/FURN - TECH. SERVICES >=	(10,000)	(10,000)	(10,000)	(10,100)	(10,201)	(10,303)	(10,406)
1011-0525 LAND & BUILD DEPOT - BERRIGAN	-	(873)	-	-	-	-	-
1011-0535 LAND & BUILD DEPOT - FINLEY	-	(6,320)	-	-	-	-	-
1300-2502 TECH SERVICES OFFICE EQUIPMENT DEPCN	(17,800)	(17,800)	(18,300)	(18,800)	(19,364)	(19,945)	(20,543)
1310-2502 DEPOT EQUIPMENT DEPCN	(700)	(700)	(700)	(700)	(721)	(743)	(765)
1310-2504 DEPOT DEPCN	(15,900)	(15,900)	(16,400)	(16,900)	(17,407)	(17,929)	(18,467)
DEPOTCAPEXP DEPOT CAPITAL EXPENDITURE	-	-	(20,000)	-	-	-	-
TECHNICAL SERVICES REVENUE	-	2,040	-	-	-	-	-
TECHNICAL SERVICES	-	2,040	-	-	-	-	-
1300-1500 TECH SERV SUNDRY INCOME - INCL GST	-	420	-	-	-	-	-
1300-1502 OHS INCENTIVE PAYMENT	-	-	-	-	-	-	-
1300-1800 ROAD OPENING PERMIT FEES	-	1,620	-	-	-	-	-
1300-1950 TRAINEESHIP GRANT - WAGE SUBSIDY	-	-	-	-	-	-	-
DEPOTCAPINC DEPOT CAPITAL INCOME	-	-	-	-	-	-	-
	(213,770)	(212,956)	(77,390)	(90,260)	(122,747)	(156,181)	(190,590)
PLANT SERVICES EXPENSE	(1,172,900)	(1,180,810)	(1,224,400)	(1,405,610)	(1,346,394)	(1,605,393)	(1,309,617)
PLANT SERVICES	(1,172,900)	(1,180,810)	(1,224,400)	(1,405,610)	(1,346,394)	(1,605,393)	(1,309,617)
1011-0240 PLANT SERVICES ADMIN CHARGES	(73,900)	(73,900)	(76,100)	(78,400)	(78,400)	(78,400)	(78,400)
1011-0515 MOTOR VEHICLE PURCHASES	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
1011-0545 PUBLIC WORKS PLANT PURCHASE	(600,000)	(600,000)	(538,000)	(913,000)	(850,000)	(1,105,000)	(805,000)
1011-0546 PUBLIC WORKS UTILITY PURCHASE	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)
1011-0550 PURCHASE MINOR PLANT	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
1015-0000 PLANT EXPENSES	(1,100,000)	(1,100,000)	(1,100,000)	(1,100,000)	(1,127,500)	(1,155,688)	(1,184,580)
1020-0100 PLANT WORKSHOP EXPENSES	(37,900)	(37,900)	(28,800)	(29,850)	(30,596)	(31,361)	(32,145)
1020-0101 PLANT WORKSHOP EXP - TELEPHONE	(530)	(530)	(555)	(570)	(590)	(611)	(632)
1020-0102 PLANT WORKSHOP EXP - INSURANCE	-	-	-	-	-	-	-
1020-0103 PLANT WORKSHOP EXP - VEHICLE	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1025-0150 PLANT INSURANCE PREMIUMS	(2,400)	(2,400)	(2,500)	(2,600)	(2,678)	(2,758)	(2,841)
1030-0160 MINOR PLANT OPERATING EXPENSES	(16,100)	(16,100)	(16,600)	(17,200)	(17,630)	(18,071)	(18,523)
1035-0170 TOOLS PURCHASES	(7,250)	(7,250)	(7,500)	(7,800)	(7,995)	(8,195)	(8,400)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1320-2010-0000 PLANT HIRE INCOME COUNCIL WORKS	2,000,000	2,000,000	2,000,000	2,000,000	2,050,000	2,101,250	2,153,781
1320-2026 PLANT SERVICES TRANSFER TO RESERVE	(125,330)	(133,240)	(221,855)	-	-	-	-
1320-2500 PLANT DEPCN	(517,500)	(517,500)	(533,000)	(549,000)	(565,470)	(582,434)	(599,907)
1320-2550 DEPRECIATION - MOTOR VEHICLES	(248,400)	(248,400)	(255,900)	(263,600)	(271,508)	(279,653)	(288,043)
PLANT SERVICES REVENUE	1,172,900	1,180,810	1,224,400	1,405,610	1,346,394	1,605,393	1,309,617
PLANT SERVICES	1,172,900	1,180,810	1,224,400	1,405,610	1,346,394	1,605,393	1,309,617
1320-1200 GAIN ON DISPOSAL - PLANT & EQUIPMENT	-	-	-	-	-	-	-
1320-1201 GAIN ON DISPOSAL - MOTOR VEHICLE	-	-	-	-	-	-	-
1320-1203 PUBLIC MOTOR VEHICLE DISPOSAL	136,000	136,000	164,500	269,500	196,000	450,000	106,500
1320-1204 PUBLIC WORKS UTILITY DISPOSAL	39,000	39,000	39,000	39,000	39,000	39,000	39,000
1320-1205 MOTOR VEHICLE DISPOSAL	130,000	137,250	130,000	130,000	130,000	130,000	130,000
1320-1210 MINOR ASSET SALES CLEARING	-	-	-	-	-	-	-
1320-1500 PLANT SERVICES SUNDRY INCOME	-	-	-	-	-	-	-
1320-1823 STAFF PRIVATE USE CAR HIRE	45,000	45,000	45,000	45,000	46,125	47,278	48,460
1320-1825 STAFF PRIVATE USE FUEL CHARGES	9,000	9,000	9,000	9,000	9,225	9,456	9,692
1320-1856 PLANT REGO. & GREENSLIP REFUND	-	660	-	-	-	-	-
1320-1857 PLANT INSURANCE CLAIM REFUND	-	-	-	-	-	-	-
1320-1926 PLANT REPLACE TRANSFER FROM RESERVE	-	-	-	50,510	37,816	15,041	34,170
1320-1950 PLANT FUEL TAX CREDIT SCHEME	48,000	48,000	48,000	50,000	51,250	52,531	53,845
1320-4010-0000 PLANT DEPCN CONTRA	765,900	765,900	788,900	812,600	836,978	862,087	887,950
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
OVERHEAD EXPENSE	-	(72,050)	-	-	-	-	-
OVERHEAD	-	(72,050)	-	-	-	-	-
1050-0010 WAGES SALARY POLICY SYSTEM BAC	-	-	-	-	-	-	-
1050-0020 WAGES PERFORMANCE BONUS PAYMEN	(67,100)	(54,009)	(69,300)	(71,600)	(73,748)	(75,960)	(78,239)
1050-0040 ANNUAL LEAVE - WORKS / WAGES	(228,300)	(228,300)	(235,700)	(243,400)	(250,702)	(258,223)	(265,970)
1050-0060 PUBLIC HOLIDAY - WORKS / WAGES	(123,111)	(123,111)	(132,900)	(137,200)	(141,316)	(145,555)	(149,922)
1050-0080 LONG SERVICE LEAVE - WAGES	(95,900)	(95,900)	(99,000)	(102,200)	(105,266)	(108,424)	(111,677)
1050-0100 SICK LEAVE - WORKS / WAGES	(91,679)	(91,679)	(98,900)	(102,100)	(105,163)	(108,318)	(111,567)
1050-0115 RDO - PAYROLL SUSPENSE	-	-	-	-	-	-	-
1050-0118 TIME IN LIEU - SUSPENSE	-	-	-	-	-	-	-
1050-0120 BEREAVEMENT LEAVE - WAGES	(2,619)	(2,619)	(2,800)	(2,900)	(2,987)	(3,077)	(3,169)

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GRAND TOTAL		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
	1050-0150 WAGES LEAVE WITHOUT PAY	-	-	-	-	-	-	-
	1050-0170 RURAL FIRE SERVICE LVE - WAGES	-	(330)	-	-	-	-	-
	1050-0180 WAGES ACCIDENT PAY TO EMPLOYEE	-	(3,105)	-	-	-	-	-
	1050-0185 WAGES ACCIDENT EXPENSE BY EMPL	-	-	-	-	-	-	-
	1050-0220 WAGES MEDICAL EXPENSES	-	(140)	-	-	-	-	-
	1050-0320 WAGES SUPERANNUATION - LG RET	-	(56,171)	-	-	-	-	-
	1050-0340 WAGES SUPERANNUATION - LG ACC	(243,500)	(218,829)	(251,400)	(259,600)	(271,957)	(284,304)	(296,643)
	1050-0380 WAGES WORKER COMPENSAT INSUR -	(164,400)	(164,400)	(169,700)	(175,200)	(178,704)	(182,278)	(185,924)
	1050-0400 WAGES IN LIEU OF NOTICE	-	-	-	-	-	-	-
	1050-0440 WAGES PROTECTIVE/SAFETY CLOTHI	(34,300)	(34,300)	(35,400)	(36,600)	(37,332)	(38,079)	(38,840)
	1050-0720 WAGES OTHER TRAINING EXPENSES	(39,246)	(32,196)	(41,900)	(43,300)	(44,166)	(45,049)	(45,950)
	1050-0730 WAGES OCCUPATIONAL HEALTH & SA	-	-	-	-	-	-	-
	1050-0735 WAGES TQM / CONTINUOUS IMPROVE	-	-	-	-	-	-	-
	1050-0750 EAP CONSULTATION EXPENSE	-	-	-	-	-	-	-
	1050-0770 WAGES STAFF TRAINING - GENERAL	(17,200)	(18,900)	(17,800)	(18,400)	(18,768)	(19,143)	(19,526)
	1050-0780 WAGES OTHER MEETINGS	-	(350)	-	-	-	-	-
	1050-0790 WORKPLACE INVESTIGATION	-	-	-	-	-	-	-
	1055-0030 STORES OPERATING COSTS	(88,200)	(88,200)	(73,100)	(94,100)	(96,923)	(99,831)	(102,826)
	1055-0040 STOCK FREIGHT ONCOST EXPENSE	-	-	-	-	-	-	-
	1055-0050 UNALLOCATED STORE COST VARIATI	-	-	-	-	-	-	-
	1070-0040 ANNUAL LEAVE - ADMIN / STAFF	(217,500)	(217,500)	(224,600)	(231,900)	(236,538)	(241,269)	(246,094)
	1070-0060 PUBLIC HOLIDAY - ADMIN / STAFF	(123,830)	(123,830)	(126,700)	(130,800)	(133,416)	(136,084)	(138,806)
	1070-0080 LONG SERVICE LEAVE - STAFF	(91,400)	(91,400)	(94,400)	(97,500)	(99,450)	(101,439)	(103,468)
	1070-0100 SICK LEAVE - ADMIN / STAFF	(92,214)	(92,214)	(94,400)	(97,500)	(99,450)	(101,439)	(103,468)
	1070-0120 BEREAVEMENT LEAVE - STAFF	(2,635)	(4,335)	(2,700)	(2,800)	(2,856)	(2,913)	(2,971)
	1070-0140 MATERNITY LEAVE - STAFF	-	(6,000)	-	-	-	-	-
	1070-0145 PAID PARENTAL LEAVE SCHEME	-	(23,000)	-	-	-	-	-
	1070-0150 LEAVE WITHOUT PAY - STAFF	-	-	-	-	-	-	-
	1070-0180 STAFF ACCIDENT PAY TO EMPLOYEE	-	-	-	-	-	-	-
	1070-0220 STAFF MEDICAL EXPENSES	-	(215)	-	-	-	-	-
	1070-0320 STAFF SUPERANNUATION - LG RET	-	(42,492)	-	-	-	-	-
	1070-0340 STAFF SUPERANNUATION - LG ACC	(267,700)	(225,208)	(276,400)	(285,400)	(298,985)	(312,559)	(326,124)
	1070-0380 STAFF WORKER COMPENSAT INSUR -	(156,600)	(156,600)	(161,700)	(167,000)	(170,340)	(173,747)	(177,222)
	1070-0390 STAFF RELOCATION EXPENSES	-	-	-	-	-	-	-
	1070-0400 STAFF REDUNDANCY PAYMENT	-	-	-	-	-	-	-
	1070-0410 STAFF JURY DUTY EXPENSE	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
STAFFRECOVERY STAFF ONCOST OVERHEAD RECOVERY	951,879	910,744	972,863	1,012,700	1,041,035	1,069,450	1,098,153
WAGESRECOVERY WAGES ONCOST OVERHEAD RECOVERY	1,195,555	1,212,539	1,235,937	1,286,800	1,327,032	1,368,241	1,410,253
OVERHEAD REVENUE	-	72,050	-	-	-	-	-
OVERHEAD	-	72,050	-	-	-	-	-
1400-1230 LSL CONTRIBUTIONS TRANSFERRED EMPS	-	-	-	-	-	-	-
1400-1500 ACCIDENT PAY RECOUP	-	4,915	-	-	-	-	-
1400-1510 WORKERS COMPENSATION INSURANCE REFUND	-	50,460	-	-	-	-	-
1400-1550 ONCOSTS STAFF TRAINING REFUND	-	-	-	-	-	-	-
1400-1600 SUPERANNUATION ACC SCHEME REFUND	-	-	-	-	-	-	-
1400-1950 ONCOSTS STAFF TRAINING SUBSIDY	-	-	-	-	-	-	-
1417-1500 PAID PARENTAL LEAVE REIMBURSEMENT	-	16,675	-	-	-	-	-
1440-1950 TRAINEESHIP GRANT - WAGE SUBSIDY	-	-	-	-	-	-	-
1445-1920 STOCK FREIGHT ONCOST RECOVERY	-	-	-	-	-	-	-
1500-3650 PAID PARENTAL LEAVE SCHEME REVENUE	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
EMERGENCY SERVICES EXPENSE	(409,359)	(409,359)	(349,211)	(427,545)	(438,458)	(449,687)	(461,239)
EMERGENCY SERVICES	(409,359)	(409,359)	(349,211)	(427,545)	(438,458)	(449,687)	(461,239)
1110-0105 CONTRIBUTION NSW FIRE BRIGADE	(48,000)	(48,000)	(50,500)	(53,000)	(54,590)	(56,228)	(57,915)
1110-0110 CONTRIBUTION RURAL FIRE FUND	(150,000)	(144,540)	(93,000)	(151,000)	(155,530)	(160,196)	(165,002)
1110-0155 RURAL FIRE BRIGADES BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1110-0160 FIRE BRIGADE ADMIN CHARGES	(42,800)	(42,800)	(44,100)	(45,400)	(45,400)	(45,400)	(45,400)
1110-0203 RURAL FIRE TRAINING FIRST AID	-	-	-	-	-	-	-
1110-0204 RURAL FIRE TRAINING OTHER	-	-	-	-	-	-	-
1110-0205 RFS RADIO MTCE	-	(160)	-	-	-	-	-
1110-0210 RFS STATION SHED MTCE	-	(5,200)	-	-	-	-	-
1110-0215 RFS VEHICLE MTCE	-	-	-	-	-	-	-
1110-0220 RFS PUMPS MTCE	-	-	-	-	-	-	-
1110-0225 RFS PETROL & OIL	-	-	-	-	-	-	-
1110-0230 RFS MAINTENANCE & OTHER	-	-	-	-	-	-	-
1110-0240 RFS TELEPHONE	-	-	-	-	-	-	-
1110-0245 RFS ELECTRICTY & GAS	-	-	-	-	-	-	-
1110-0250 RFS VEHICLE INSURANCE	-	(100)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1110-0255 RFS SHEDS & OTHER INSURANCE	(1,100)	(1,100)	(1,100)	(1,100)	(1,133)	(1,167)	(1,202)
1110-0260 RURAL FIRE ERS/PAGING	-	-	-	-	-	-	-
1110-0265 RURAL FIRE SUNDRY EXPENSES	(10,000)	(10,000)	(10,000)	(10,000)	(10,250)	(10,506)	(10,769)
1110-0270 RURAL FIRE OTHER EXPENSES	-	-	-	-	-	-	-
1110-0280 RFS COROWA SHIRE ADMIN FEES	-	-	-	-	-	-	-
1110-0290 RFS EXPENDITURE	(93,359)	(93,359)	(84,511)	(99,045)	(101,520)	(104,059)	(106,661)
1110-0510 RURAL FIRE EQUIP - IN-KIND	-	-	-	-	-	-	-
1114-0105 CONTRIBUTION NSW SES	(15,700)	(15,700)	(16,200)	(16,700)	(17,201)	(17,717)	(18,249)
1114-0110 SES OPERATING EXPENSES	-	-	-	-	-	-	-
1114-0112 SES OP. EXPENSES-ELECTRICITY	-	-	-	-	-	-	-
1114-0113 SES OPERATING EXP - TELEPHONE	-	-	-	-	-	-	-
1114-0114 SES OP.EXPENSES - INSURANCE	(4,900)	(4,900)	(5,100)	(5,300)	(5,459)	(5,623)	(5,791)
1114-0125 TOC SEARCH & RESCUE BLDG MTCE	-	-	-	-	-	-	-
1114-0150 TOCUMWAL VRA/SES - REPLACE ROOF	-	-	-	-	-	-	-
1114-0500 EMERGENCY SERVICES EQUIPMENT	-	-	-	-	-	-	-
2120-2500 FIRE PROTECTION PLANT DEPCN	(31,400)	(31,400)	(32,300)	(33,300)	(34,299)	(35,328)	(36,388)
2120-2504 RURAL FIRE BRIGADE BLDG DEPCN	(3,300)	(3,300)	(3,400)	(3,500)	(3,605)	(3,713)	(3,825)
2400-2504 SES DEPCN	(7,800)	(7,800)	(8,000)	(8,200)	(8,446)	(8,699)	(8,960)
EMERGCAPEXP EMERGENCY SERVICES CAPITAL EXPENDITURE	-	-	-	-	-	-	-
EMERGENCY SERVICES REVENUE	83,100	83,100	98,432	86,500	88,888	91,343	93,864
EMERGENCY SERVICES	83,100	83,100	98,432	86,500	88,888	91,343	93,864
2120-1500 RURAL FIRE SERVICE - SUNDRY INCOME	-	-	-	-	-	-	-
2120-1702 INCOME - SALE OF OLD RFS TRUCKS	-	-	-	-	-	-	-
2120-1704 INCOME - RFS REIMBURSEMENT	-	-	-	-	-	-	-
2120-1950 RFS OPERATIONAL GRANT (B&C)	40,700	40,700	54,732	41,500	42,538	43,602	44,691
2120-1951 RFS EQUIPMENT GRANT	-	-	-	-	-	-	-
2120-1952 RFS EQUIPMENT (IN-KIND) GRANT	-	-	-	-	-	-	-
2120-1953 RURAL FIRE TRUCKS (IN-KIND) GRANT	-	-	-	-	-	-	-
2120-4010-0000 FIRE PROTECTION DEPCN CONTRA	42,400	42,400	43,700	45,000	46,350	47,741	49,173
2400-1704 INCOME - SES REIMBURSEMENT	-	-	-	-	-	-	-
EMERGCAPINC EMERGENCY SERVICES CAPITAL INCOME	-	-	-	-	-	-	-
	(326,259)	(326,259)	(250,779)	(341,045)	(349,570)	(358,344)	(367,375)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
HACC EXPENSE	(280,740)	(282,298)	(143,691)	-	-	-	-
HACC	(280,740)	(282,298)	(143,691)	-	-	-	-
1315-0100 SOCIAL SUPPORT (10%)	(18,420)	(18,420)	(9,406)	-	-	-	-
1315-0200 MEALS (20%)	(36,850)	(37,902)	(18,822)	-	-	-	-
1315-0300 HOME MODS (20%)	(36,850)	(36,850)	(18,822)	-	-	-	-
1315-0400 HOME MTCE (10%)	(18,420)	(18,420)	(9,406)	-	-	-	-
1315-0505 HACC - CAPITAL PURCHASES	(1,000)	(1,000)	(995)	-	-	-	-
1315-0510 HACC - NEW GARAGES	-	-	-	-	-	-	-
1316-0100 TRANSPORT (40%)	(121,800)	(121,800)	(85,740)	-	-	-	-
1316-0300 SENIOR CITIZENS	(500)	(1,006)	(500)	-	-	-	-
3310-2026 HACC TRANSFER TO RESERVE	-	-	-	-	-	-	-
3315-2502 DEPRECIATION OF PLANT & EQUIPMENT	(400)	(400)	-	-	-	-	-
3320-2504 SENIOR CITIZENS CTR DEPCN	(5,400)	(5,400)	-	-	-	-	-
HACCADMIN HACC ADMIN FEES	(41,100)	(41,100)	-	-	-	-	-
HACC REVENUE	233,840	293,405	143,691	-	-	-	-
HACC	233,840	293,405	143,691	-	-	-	-
3305-1839 SOCIAL SUPPORT - EXTERNAL INCOME	-	-	-	-	-	-	-
3305-1840 SOCIAL SUPPORT - CLIENT CONTRIBUTION	-	-	-	-	-	-	-
3305-1950 SOCIAL SUPPORT - DADHC OP GRANT	18,570	18,570	-	-	-	-	-
3305-1951 SOCIAL SUPPORT - DADHC CAPITAL GRANT	-	-	-	-	-	-	-
3305-1952 SOCIAL SUPPORT - DOHA OP GRANT	-	7,020	-	-	-	-	-
3310-1839 MEALS - EXTERNAL INCOME	-	855	-	-	-	-	-
3310-1840 MEALS - CLIENT CONTRIBUTION	-	5,000	-	-	-	-	-
3310-1926 HACC TRANSFER FROM RESERVE	-	-	143,691	-	-	-	-
3310-1950 MEALS - DADHC OPERATING GRANT	37,150	37,150	-	-	-	-	-
3310-1951 MEALS - DADHC CAPITAL GRANT	-	-	-	-	-	-	-
3310-1952 MEALS - DOHA OPERATING GRANT	-	7,020	-	-	-	-	-
3315-1839 HOME MODS - EXTERNAL INCOME	-	1,650	-	-	-	-	-
3315-1840 HOME MODS - CLIENT CONTRIBUTION	-	4,500	-	-	-	-	-
3315-1950 HOME MODS - DADHC OPERATING GRANT	37,150	37,150	-	-	-	-	-
3315-1951 HOME MODS - DADHC CAPITAL GRANT	-	-	-	-	-	-	-
3315-1952 HOME MODS - DOHA OPERATING GRANT	-	10,100	-	-	-	-	-
3320-1839 HOME MTCE - EXTERNAL INCOME	-	210	-	-	-	-	-
3320-1840 HOME MTCE - CLIENT CONTRIBUTION	-	1,500	-	-	-	-	-
3320-1950 HOME MTCE - DADHC OPERATING GRANT	18,570	18,570	-	-	-	-	-

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Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
3320-1951 HOME MTCE - DADHC CAPITAL GRANT	-	-	-	-	-	-	-
3320-1952 HOME MTCE - DOHA OPERATING GRANT	-	3,860	-	-	-	-	-
3325-1839 TRANSPORT - EXTERNAL INCOME	10,000	10,000	-	-	-	-	-
3325-1840 TRANSPORT - CLIENT CONTRIBUTION	10,000	10,000	-	-	-	-	-
3325-1950 TRANSPORT - DADHC OP GRANT	102,400	102,400	-	-	-	-	-
3325-1951 TRANSPORT - DADHC CAPITAL GRANT	-	-	-	-	-	-	-
3325-1952 TRANSPORT - DOHA OP GRANT	-	17,850	-	-	-	-	-
3330-1500 NON EMERGENCY HEALTH TRANS. USER FEE	-	-	-	-	-	-	-
3330-1950 NON EMERGENCY HEALTH TRANS. FUNDING	-	-	-	-	-	-	-
3335-1828 SENIOR CITIZENS HALL	-	-	-	-	-	-	-
3335-1950 OTHER GRANTS	-	-	-	-	-	-	-
3340-1950 HACC - DOHA TRANSITION FUNDING	-	-	-	-	-	-	-
	(46,900)	11,107	-	-	-	-	-
OTHER COMMUNITY SERVICES EXPENSE	(203,830)	(214,822)	(187,080)	(198,430)	(193,859)	(199,444)	(205,191)
OTHER COMMUNITY SERVICES	(203,830)	(214,822)	(187,080)	(198,430)	(193,859)	(199,444)	(205,191)
1313-0105 YOUTH WEEK GRANT & CONTRIBUTIO	(3,000)	(3,000)	(3,000)	(3,000)	(3,090)	(3,183)	(3,278)
1313-0110 BERRIGAN SHIRE YOUTH AWARD	-	-	-	-	-	-	-
1313-0111 SR SUICIDE PREVENTION GROUP	(480)	(480)	(480)	(480)	(492)	(504)	(517)
1313-0115 PORTSEA CAMP EXPENSES	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1313-0120 COMMUNITY PLANNING - SALARY	(120,100)	(120,100)	(124,200)	(125,100)	(128,853)	(132,719)	(136,700)
1313-0121 COMMUNITY PLANNING ADVERTISING	(2,500)	(2,500)	(2,500)	(2,500)	(2,563)	(2,627)	(2,692)
1313-0122 COMMUNITY PLANNING - TRAINING	(2,000)	(4,105)	(2,000)	(2,200)	(2,244)	(2,289)	(2,335)
1313-0123 COMMUNITY PLANNING - VEHICLE EXPENSE	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
1313-0124 COMMUNITY PLANNING - TELEPHONE	(1,000)	(1,000)	(1,000)	(1,050)	(1,078)	(1,107)	(1,137)
1313-0125 COMMUNITY PLANNING - OP EXPENSES	(2,000)	(2,000)	(2,000)	(2,000)	(2,060)	(2,122)	(2,185)
1313-0131 YOUTH DEVELOPMENT	(20,000)	(20,000)	-	(10,000)	-	-	-
1421-0105 FINLEY TIDY TOWNS EXPENSE	-	-	-	-	-	-	-
1421-0120 BERRIGAN CONSERVATION GROUP EX	(3,860)	(12,747)	(3,860)	(3,860)	(3,976)	(4,095)	(4,218)
1715-0110 KIDSFEST EXPENSES	(2,000)	(2,000)	(2,000)	(2,000)	(2,060)	(2,122)	(2,185)
1715-0111 AGEING STRATEGY	-	-	-	-	-	-	-
1715-0113 MENS HEALTH WEEK	(1,000)	(1,000)	(1,000)	(1,000)	(1,030)	(1,061)	(1,093)
1715-0115 SOUTH WEST ARTS INC.	(7,300)	(7,300)	(7,500)	(7,700)	(7,931)	(8,169)	(8,414)
1715-0117 TARGETED CULTURAL ACTIVITIES	(1,000)	(1,000)	(1,000)	(1,000)	(1,075)	(1,152)	(1,232)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1715-0119 INTERNATIONAL WOMENS DAY	(2,500)	(2,500)	(2,500)	(2,500)	(2,575)	(2,652)	(2,732)
1715-0120 MUSEUMS & GALLERIES REVIEW NSW	(1,000)	(1,000)	-	-	-	-	-
1715-0128 HERITAGE OFFICER EXPENSES - CONSULTANCY FEES	-	-	-	-	-	-	-
1715-0129 HERITAGE OFFICER - LOCAL HERITAGE INCENTIVE FUND	(10,000)	(10,000)	(10,000)	(10,000)	(10,300)	(10,609)	(10,927)
1715-0130 TOCUMWAL RAILWAY STATION LEASE	(250)	(250)	(200)	(200)	(205)	(210)	(215)
OTHER COMMUNITY SERVICES REVENUE	11,700	12,600	11,700	11,700	11,918	12,140	12,368
OTHER COMMUNITY SERVICES	11,700	12,600	11,700	11,700	11,918	12,140	12,368
3100-1840 PORTSEA CAMP DEPOSITS	2,000	2,000	2,000	2,000	2,050	2,101	2,154
3100-1855 Youth Services Donations - GST Free	-	900	-	-	-	-	-
3100-1950 YOUTH WEEK GRANT REVENUE	1,200	1,200	1,200	1,200	1,230	1,261	1,292
6320-1500 HERITAGE FUND REVENUE	3,000	3,000	3,000	3,000	3,000	3,000	3,000
6320-1950 HERITAGE ADVISORY SERVICE GRANT	-	-	-	-	-	-	-
6320-1951 LOCAL HERITAGE FUND GRANT	5,000	5,000	5,000	5,000	5,125	5,253	5,384
6330-1500 CULTURAL ACTIVITIES INCOME	-	-	-	-	-	-	-
6330-1600 INTERNATIONAL WOMENS DAY INCOME	500	500	500	500	513	525	538
6330-1951 INTERNATIONAL WOMENS DAY GRANT	-	-	-	-	-	-	-
	(192,130)	(202,222)	(175,380)	(186,730)	(181,941)	(187,304)	(192,823)
CEMETERY EXPENSE	(124,130)	(144,130)	(128,230)	(116,830)	(119,650)	(122,541)	(125,505)
CEMETERY	(124,130)	(144,130)	(128,230)	(116,830)	(119,650)	(122,541)	(125,505)
1419-0106 CEMETERY OP. EXP - TELEPHONE	(500)	(500)	(500)	(500)	(518)	(536)	(554)
1419-0107 CEMETERY OP.EXPS - ELECTRICITY	(1,300)	(1,300)	(1,400)	(1,500)	(1,553)	(1,607)	(1,663)
1419-0108 CEMETERY OP EXP - INSURANCE	(30)	(30)	(30)	(30)	(30)	(30)	(31)
1419-0109 CEMETERY WEBSITE & MAPPING	-	-	-	-	-	-	-
1419-0110 CEMETERY MAINTENANCE	(26,000)	(26,000)	(27,000)	(28,000)	(28,700)	(29,418)	(30,153)
1419-0112 CEMETERY BURIAL EXPENSES	(30,000)	(30,000)	(31,000)	(32,000)	(32,800)	(33,620)	(34,461)
1419-0114 CEMETERY HONORARIUMS	(15,500)	(15,500)	(16,500)	(17,000)	(17,425)	(17,861)	(18,307)
1419-0116 CEMETERY PLAQUES	(30,000)	(30,000)	(31,000)	(32,000)	(32,800)	(33,620)	(34,461)
1419-0500 FINLEY CEMETERY - INSTALL SPRINKLERS	-	(30,000)	-	-	-	-	-
1419-0515 CEMETERY PLYNTHS	-	(10,000)	-	-	-	-	-
3850-2026 CEMETERY TRANSFER TO RESERVE	-	-	-	-	-	-	-
3850-2500 CEMETERY LAND IMPROVEMENTS DEPCN	(600)	(600)	(600)	(600)	(618)	(637)	(656)
3850-2518 CEMETERY DEPCN	(200)	(200)	(200)	(200)	(206)	(212)	(219)

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GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
CEMETERYCAPEX CEMETERY CAPITAL EXPENDITURE	(20,000)	-	(20,000)	(5,000)	(5,000)	(5,000)	(5,000)
CEMETERY REVENUE	107,000	107,545	110,000	113,000	115,825	118,721	121,689
CEMETERY	107,000	107,545	110,000	113,000	115,825	118,721	121,689
3850-1812 CEMETERY CHARGES - SHIRE INCLUDING G	99,000	99,000	102,000	105,000	107,625	110,316	113,074
3850-1815 CEMETERY CHARGES - PLAQUES	8,000	8,000	8,000	8,000	8,200	8,405	8,615
3850-1816 CEMETERY CHARGES - MONUMENTS	-	545	-	-	-	-	-
3850-1926 CEMETERY TRANSFER FROM RESERVE	-	-	-	-	-	-	-
	(17,130)	(36,585)	(18,230)	(3,830)	(3,825)	(3,820)	(3,816)
EARLY INTERVENTION EXPENSE	(97,580)	(106,340)	(142,581)	(97,880)	(100,217)	(102,624)	(105,103)
EARLY INTERVENTION	(97,580)	(106,340)	(142,581)	(97,880)	(100,217)	(102,624)	(105,103)
1314-0130 EARLY INT EQUIP & PROGS STATE	(2,220)	(3,000)	(2,220)	(2,000)	(2,050)	(2,101)	(2,154)
1314-0131 EARLY INT - ELECTRICITY	(1,050)	(1,050)	(1,050)	(960)	(993)	(1,028)	(1,064)
1314-0132 EARLY INT - TELEPHONE	(1,060)	(1,060)	(1,060)	(1,000)	(1,030)	(1,061)	(1,093)
1314-0133 EARLY INT - ADMIN CHARGE	(17,000)	(17,000)	(17,500)	(18,000)	(18,000)	(18,000)	(18,000)
1314-0134 MASONICARE GRANT EXPENDITURE	-	-	-	-	-	-	-
1314-0135 COMMUNITY SERVICES DIRECTORY	-	-	-	-	-	-	-
1314-0137 BJCN GRANT EXPENDITURE	-	-	-	-	-	-	-
1314-0138 EARLY INT - ACCREDITATION EXP	-	(7,530)	-	-	-	-	-
1314-0139 EARLY INT - INTENSE FAMILY SUP	-	(450)	-	-	-	-	-
1314-0140 EARLY INT - THERAPY SUPPORT	-	-	-	-	-	-	-
1314-0215 EARLY INT - SALARY/ALLOWANCE	(65,400)	(65,400)	(109,701)	(64,666)	(66,606)	(68,604)	(70,662)
1314-0225 EARLY INT - TRAVEL ALLOWANCE	(4,600)	(4,600)	(4,600)	(4,600)	(4,692)	(4,786)	(4,882)
1314-0505 EQUIP/FURN - EARLY INT <= \$50	(350)	(350)	(350)	(354)	(357)	(360)	(364)
2850-2504 CHILD HEALTH CTR BUILD DEPCN	(5,900)	(5,900)	(6,100)	(6,300)	(6,489)	(6,684)	(6,884)
3200-2026 EARLY INTERVENTION TRANSFER TO RESERVE	-	-	-	-	-	-	-
3200-2502 EARLY INTERVENTION DEPRECIATION EXPE	-	-	-	-	-	-	-
EARLY INTERVENTION REVENUE	74,576	75,931	74,576	74,576	76,440	78,351	80,310
EARLY INTERVENTION	74,576	75,931	74,576	74,576	76,440	78,351	80,310
3200-1854 EARLY INT - CONTRIBUTION	-	-	-	-	-	-	-
3200-1855 EARLY INT - DONATIONS GST FREE	-	1,355	-	-	-	-	-
3200-1926 EARLY INT TRANSFER FROM RESERVE	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
3200-1950 DADHC GRANT (INC GST)	74,576	74,576	74,576	74,576	76,440	78,351	80,310
3200-1951 EARLY INTERVENTION AUST GRANT	-	-	-	-	-	-	-
3200-1952 KURRAJONG GRANT	-	-	-	-	-	-	-
3200-1956 BURNSIDE GRANT	-	-	-	-	-	-	-
3200-1957 FNSW GRANT - BJC NETWORK	-	-	-	-	-	-	-
3200-1958 EARLY INT ECIA NSW GRANT SIBLINGS	-	-	-	-	-	-	-
	(23,004)	(30,409)	(68,005)	(23,304)	(23,777)	(24,273)	(24,793)
HOUSING EXPENSE	(36,240)	(36,302)	(37,320)	(88,410)	(69,021)	(39,649)	(40,293)
HOUSING	(36,240)	(36,302)	(37,320)	(88,410)	(69,021)	(39,649)	(40,293)
1410-0125 HOUSING 27 DAVIS BLDG MTCE	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1410-0126 HOUSING 27 DAVIS ST - RATES	(2,000)	(2,000)	(2,100)	(2,200)	(2,255)	(2,311)	(2,369)
1410-0127 HOUSING 27 DAVIS ST -INSURANCE	(990)	(990)	(1,020)	(1,050)	(1,082)	(1,114)	(1,147)
1410-0130 HOUSING GREENHILLS BLDG MTCE	(2,500)	(2,500)	(2,500)	(2,500)	(2,563)	(2,627)	(2,692)
1410-0131 HOUSING GREENHILLS - INSURANCE	(670)	(670)	(700)	(740)	(762)	(785)	(809)
1410-0140 HOUSING 7 CARTER ST BLDG MTCE	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1410-0141 HOUSING 7 CARTER ST - RATES	(1,600)	(1,662)	(1,700)	(1,800)	(1,845)	(1,891)	(1,938)
1410-0147 HOUSING 7 CARTER ST - INSURANC	(680)	(680)	(700)	(720)	(741)	(765)	(786)
1410-0150 PROPERTY SERVICES ADMIN CHARGE	(15,300)	(15,300)	(15,800)	(16,300)	(16,300)	(16,300)	(16,300)
3550-2504 HOUSING DEPRECIATION	(8,500)	(8,500)	(8,800)	(9,100)	(9,373)	(9,654)	(9,944)
HOUSINGCAPEXP HOUSING CAPITAL EXPENDITURE	-	-	-	(50,000)	(30,000)	-	-
HOUSING REVENUE	15,860	15,860	15,860	15,860	15,860	16,663	17,079
HOUSING	15,860	15,860	15,860	15,860	15,860	16,663	17,079
3550-1826 GENERAL - RENT ON COUNCIL HOUSES	15,860	15,860	15,860	15,860	15,860	16,663	17,079
3550-1827 HOUSING CAPITAL INCOME	-	-	-	-	-	-	-
HOUSINGCAPINC HOUSING CAPITAL INCOME	-	-	-	-	-	-	-
	(20,380)	(20,442)	(21,460)	(72,550)	(53,161)	(22,986)	(23,214)
ENVIRONMENTAL SERVICES EXPENSE	(585,630)	(671,248)	(612,620)	(632,090)	(651,205)	(670,863)	(691,086)
ENVIRONMENTAL SERVICES	(585,630)	(671,248)	(612,620)	(632,090)	(651,205)	(670,863)	(691,086)
1111-0105 DOG ACT EXPENSES	(34,454)	(34,454)	(37,750)	(37,750)	(38,694)	(39,661)	(40,653)

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL		1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1111-0106	DOG ACT EXPENSES - TELEPHONE	(600)	(600)	(600)	(600)	(621)	(643)	(665)
1111-0108	COMPANION ANIMAL DLG REGISTRAT	(6,000)	(6,000)	(6,000)	(6,000)	(6,150)	(6,304)	(6,461)
1111-0109	POUND OPERATION SALARIES & ALL	(24,954)	(24,954)	(30,240)	(28,250)	(28,956)	(29,680)	(30,422)
1111-0110	POUNDS ACT EXPENSES	(17,592)	(17,112)	(19,240)	(19,240)	(19,721)	(20,214)	(20,719)
1111-0111	POUNDS ACT EXPS - INSURANCE	(140)	(620)	(140)	(140)	(145)	(150)	(155)
1111-0112	POUNDS ACT EXP. - ADVERTISING	(200)	(200)	(200)	(200)	(206)	(212)	(219)
1111-0113	POUNDS ACT EXPENSE - TELEPHONE	(300)	(300)	(300)	(300)	(311)	(321)	(333)
1111-0115	DOG POUND MTCE	(1,100)	(1,100)	(1,100)	(1,100)	(1,128)	(1,156)	(1,185)
1111-0125	STOCK POUND MTCE	(500)	(500)	(500)	(500)	(513)	(525)	(538)
1111-0505	ANIMAL CONTROL CAPITAL WORKS	-	-	-	-	-	-	-
1210-0190	HEALTH ADMINISTRATION ADMIN CH	(112,600)	(112,600)	(116,000)	(119,500)	(119,500)	(119,500)	(119,500)
1211-0105	COMMUNITY SHARPS DISPOSAL	-	(200)	-	-	-	-	-
1212-0105	FOOD CONTROL	-	-	-	-	-	-	-
1213-0105	PEST CONTROL	-	(500)	-	-	-	-	-
1213-0106	PEST CONTROL - BIRDS	-	(500)	-	-	-	-	-
1214-0105	CONTRIB CENTRAL MURRAY COUNTY	(116,400)	(117,003)	(120,000)	(123,500)	(127,205)	(131,021)	(134,952)
1215-0105	MEMORIAL PARK TOILET BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1215-0120	TOY LIBRARY BLDG MTCE	-	-	-	-	-	-	-
1215-0125	TOY LIBRARY OP.EXPS -INSURANCE	-	-	-	-	-	-	-
1215-0130	FIN SECONDHAND SHOP INSURANCE	(210)	(210)	(220)	(230)	(237)	(244)	(251)
1411-0105	LOCAL ENVIRONMENT PLAN	-	(72,950)	-	-	-	-	-
1411-0110	ENV. SERV SALARIES & ALLOWANCE	(337,200)	(337,200)	(351,750)	(371,200)	(382,336)	(393,806)	(405,620)
1411-0120	ENV. SERV VEHICLE OPERATING EX	(43,680)	(43,680)	(43,680)	(43,680)	(44,554)	(45,445)	(46,354)
1411-0125	ENV. SERV STAFF TRAINING	(12,000)	(17,000)	(12,000)	(12,000)	(12,240)	(12,485)	(12,735)
1411-0130	ENV. SERV CONFERENCES/SEMINARS	(5,000)	(5,000)	(5,000)	(5,000)	(5,040)	(5,081)	(5,122)
1411-0135	ENV. SERV OFFICE EXPENSES	(5,500)	(5,500)	(5,500)	(5,500)	(5,625)	(5,753)	(5,884)
1411-0136	ENV. SERV ADVERTISING EXPENSES	(2,000)	(7,000)	(2,000)	(2,000)	(2,060)	(2,122)	(2,185)
1411-0137	ENV. SERV OFFICE EXP-TELEPHONE	(2,000)	(2,000)	(2,000)	(2,000)	(2,070)	(2,142)	(2,217)
1411-0140	BUILDING SURVEYOR ACCREDITATION	(500)	(1,365)	(500)	(500)	(500)	(500)	(500)
1411-0145	ENV. SERV LEGAL EXPENSES	(5,000)	(5,000)	(5,000)	(5,000)	(5,020)	(5,040)	(5,061)
1411-0146	ENV. SERV CONSULTANCY	-	-	-	-	-	-	-
1411-0150	COMMUNITY CLEAN-UP EXPENSE	-	-	-	-	-	-	-
1411-0170	ASBESTOS MANAGEMENT PROGRAM	-	-	-	-	-	-	-
1411-0180	BLDG MTCE PROGRAM	(16,000)	(16,000)	(16,000)	(16,000)	(16,400)	(16,810)	(17,230)
1411-0185	STATE OF THE ENVIRONMENT REPOR	-	-	-	-	-	-	-
1411-0190	LESS: CHARGED TO OTHER FUNDS	503,600	503,600	518,700	534,300	534,300	534,300	534,300

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1411-0195 ENV. SERV ADMIN CHARGES	(103,300)	(103,300)	(106,400)	(109,600)	(109,600)	(109,600)	(109,600)
1810-0190 BUILDING CONTROL ADMIN CHARGES	(239,400)	(239,400)	(246,600)	(254,000)	(254,000)	(254,000)	(254,000)
2200-2502-0000 ANIMAL CONTROL EQUIPMENT DEPCN	(500)	(500)	(500)	(500)	(515)	(530)	(546)
2200-2504-0000 ANIMAL CONTROL BLDG DEPCN	(1,100)	(1,100)	(1,100)	(1,100)	(1,133)	(1,167)	(1,202)
ENVSERVICSCAPEXP ENVIRONMENTAL SERVICES CAPITAL EXPENDITURE	-	-	-	-	-	-	-
ENVIRONMENTAL SERVICES REVENUE	156,220	233,345	156,320	156,320	159,699	165,180	168,778
ENVIRONMENTAL SERVICES	156,220	233,345	156,320	156,320	159,699	165,180	168,778
2200-1500 COMP ANIMALS MICROCHIP FEES INCL GST	400	400	400	400	412	424	437
2200-1810 COMPANION ANIMAL REGISTRATION FEES	5,200	5,200	5,200	5,200	5,330	5,463	5,600
2200-1811 COMPANION ANIMAL DLG REIMBURSEMENTS	4,000	4,000	4,000	4,000	4,078	4,157	4,238
2200-1815 IMPOUNDING DOG FEES & FINES GST FREE	5,000	5,000	5,000	5,000	5,081	5,164	5,250
2200-1829 IMPOUNDING FINES & COSTS	1,100	1,100	1,100	1,100	1,133	1,167	1,202
2200-1896 SALES OF ANIMALS	-	-	-	-	-	-	-
2700-1812 FOOD CONTROL FEES	5,200	5,200	5,200	5,200	5,506	5,821	6,146
2750-1812 Insect/Vermin/Pest Control Fees	-	2,065	-	-	-	-	-
3600-1200 ENVIRONMENTAL SERVICES FINES INCOME	-	-	-	-	-	-	-
3600-1501 PLANNING ADVERT FEES - GST FREE	2,000	2,000	2,000	2,000	2,050	2,101	2,154
3600-1502 ENV. SERV SUNDRY INCOME - INCL GST	700	1,400	700	700	718	735	754
3600-1503 DRAINAGE DIAGRAMS - GST FREE	8,500	8,500	8,500	8,500	8,713	8,930	9,154
3600-1504 ON-SITE SEWAGE FEES - GST FREE	2,000	2,000	2,000	2,000	2,050	2,101	2,154
3600-1505 LGA LOCAL ACTIVITY FEE - GST FREE	3,500	3,500	3,500	3,500	3,588	3,677	3,769
3600-1506 FOOTPATH TRADING PERMIT FEES	1,000	1,000	1,100	1,100	103	1,105	108
3600-1507 Env. Serv Sundry Income - Ex. GST	-	1,600	-	-	-	-	-
3600-1812 PLANNING CERTIFICATE S149 - GST FREE	17,000	17,000	17,000	17,000	17,424	17,862	18,307
3600-1813 URGENT PLAN S149 CERT INCL GST	500	500	500	500	513	525	538
3600-1814 CONSTRUCTION CERTIFICATE FEES	15,000	15,000	15,000	15,000	15,375	15,759	16,153
3600-1815 COMPLYING DEVELOPMENT FEES -INCL GST	9,000	9,000	9,000	9,000	9,225	9,456	9,692
3600-1816 DEVELOPMENT APPLICATION FEES - APPLI	31,000	33,430	31,000	31,000	32,150	33,329	34,537
3600-1817 COMPLIANCE CERT. INSPECT - INCL. GST	40,000	40,000	40,000	40,000	41,000	42,025	43,076
3600-1818 SUBDIV. SUPERVISION FEE - INCL. GST	100	100	100	100	103	105	108
3600-1870 LEGAL COSTS RECOVERED	-	-	-	-	-	-	-
3600-1950 LOCAL ENVIRONMENT PLAN GRANT	-	70,000	-	-	-	-	-
3600-1952 ELECTRONIC HOUSING CODE GRANT	-	-	-	-	-	-	-
3600-1953 APPLICATION TRACKING PH4 GRANT	-	-	-	-	-	-	-
6910-1500 BUILD CONTROL SUNDRY INCOME	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
6910-1750 LONG SERVICE CORP LEVY COMMISSION	1,300	1,300	1,300	1,300	1,333	1,366	1,400
6910-1755 PLANFIRST LEVY COMMISSION	300	300	300	300	308	315	323
6910-1760 S735A / S121ZP NOTICES GST FREE	3,000	3,000	3,000	3,000	3,075	3,152	3,231
6910-1812 BUILD CERTIFICATE FEES (S149/D)	420	750	420	420	431	441	447
ENVSERVICESCAPINC ENVIRONMENTAL SERVICES CAPITAL INCOME	-	-	-	-	-	-	-
	(429,410)	(437,903)	(456,300)	(475,770)	(491,506)	(505,683)	(522,308)
DOMESTIC WASTE MANAGEMENT EXPENSE	(1,152,404)	(1,173,764)	(1,206,643)	(1,232,572)	(1,267,008)	(1,289,832)	(1,310,953)
DOMESTIC WASTE MANAGEMENT	(1,152,404)	(1,173,764)	(1,206,643)	(1,232,572)	(1,267,008)	(1,289,832)	(1,310,953)
1412-0105 DWM ADMIN CHARGES	(170,000)	(170,000)	(186,100)	(191,400)	(191,400)	(191,400)	(191,400)
1412-0140 COLLECTION EXPENSES - CONTRACT	(189,800)	(189,800)	(197,400)	(205,300)	(210,433)	(215,693)	(221,086)
1412-0141 DWM WASTE COLLECTION FEE EXP	(143,104)	(143,104)	(150,260)	(157,772)	(165,661)	(173,944)	(182,641)
1412-0142 CONTRACT SUPERVISION FEES (MOI	(6,000)	(6,000)	(6,270)	(6,540)	(6,703)	(6,871)	(7,042)
1412-0150 TIP OPERATION EXPENSES - TOC	(111,100)	(111,100)	(113,500)	(118,000)	(120,950)	(123,974)	(127,073)
1412-0151 TOC TIP OP EXPS - INSURANCE	(7,500)	(7,500)	(7,800)	(8,100)	(8,343)	(8,593)	(8,851)
1412-0155 TIP OPERATIONS EXPENSES - BGN	(135,000)	(130,000)	(139,000)	(144,600)	(148,215)	(151,920)	(155,718)
1412-0156 BGN TIP OP. EXPS - INSURANCE	(7,500)	(7,500)	(7,800)	(8,100)	(8,343)	(8,593)	(8,851)
1412-0157 TIP OP. EXPS BGN - ELECTRICITY	(3,700)	(3,700)	(3,900)	(4,000)	(4,140)	(4,285)	(4,435)
1412-0158 TIP OPERATIONS TELEPHONE	(880)	(880)	(900)	(920)	(952)	(986)	(1,020)
1412-0160 RECYCLE CENTRE OPERATIONS EXPE	(41,400)	(46,400)	(50,400)	(52,400)	(53,710)	(55,053)	(56,429)
1412-0161 RECYCLE CENTRE - INSURANCE	(6,600)	(6,600)	(6,800)	(7,000)	(7,210)	(7,426)	(7,649)
1412-0162 RECYCLABLES COLLECTION EXPENSE	(130,400)	(130,400)	(156,400)	(162,700)	(166,768)	(170,937)	(175,210)
1412-0165 FINLEY RECYCLE CENTRE BLDG MTC	(200)	(200)	(200)	(200)	(205)	(210)	(215)
1412-0167 BERRIGAN TIP BLDG MTCE	(500)	(500)	(500)	(500)	(506)	(513)	(519)
1412-0185 DRUMMUSTER OPERATIONAL EXPENDI	(4,000)	(4,000)	(4,100)	(4,300)	(4,408)	(4,518)	(4,631)
1412-0190 WASTE MANAGEMENT PLAN	-	-	-	-	-	-	-
1412-0505 PURCHASE OF BINS	-	-	-	-	-	-	-
1412-0506 FINLEY TIP - FENCING AROUND BI	-	-	-	-	-	-	-
1412-0507 NEW SHED & TOILET TOC TIP	-	-	-	-	-	-	-
1412-0512 BERRIGAN & FINLEY TIP - CRUSHED ROCK	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
1412-0523 BERRIGAN TIP - NEW L/F HOLE	-	-	-	-	-	-	-
1412-0524 BERRIGAN TIP FENCING	-	-	-	-	-	-	-
1412-0525 FINLEY TRUCKWASH FENCE	(3,000)	(3,000)	-	-	-	-	-
1412-0526 TOC TIP FENCING	-	(10,000)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1412-0527 BERRIGAN TIP - TEMPORARY ASBESTOS STORAGE	-	-	-	-	-	-	-
1412-0528 BERRIGAN TIP - REHABILITATION	-	-	-	-	-	-	-
3670-2026 DWM TRANSFER TO RESERVE	(159,420)	(180,780)	(95,413)	(2,140)	(7,813)	-	(72,580)
3670-2500 NON DOMESTIC WASTE BUILDINGS DEPCN	(1,900)	(1,900)	(2,000)	(2,100)	(2,163)	(2,228)	(2,295)
3670-2502 NON DOMESTIC WASTE LAND IMPROVMENTS DEPCN	(10,600)	(10,600)	(10,900)	(11,200)	(11,536)	(11,882)	(12,239)
3670-2504 DOMESTIC WASTE DEPCN	(2,900)	(2,900)	(3,000)	(3,100)	(3,193)	(3,289)	(3,387)
3670-2505 DOMESTIC WASTE REMEDIATION - DEPCN	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
WASTEMGMTCAPEXP WASTE MANAGEMENT CAPITAL EXPENDITURE	(10,000)	-	(57,000)	(135,000)	(137,000)	(140,000)	(60,000)
DOMESTIC WASTE MANAGEMENT REVENUE	1,152,404	1,173,764	1,206,643	1,232,572	1,267,008	1,289,832	1,310,953
DOMESTIC WASTE MANAGEMENT	1,152,404	1,173,764	1,206,643	1,232,572	1,267,008	1,289,832	1,310,953
3660-1000 DWM CHARGES COLLECTED	804,000	823,500	843,720	855,000	876,000	874,614	896,204
3660-1020 DWM CHARGES UNCOLLECTED	16,000	16,000	15,900	17,000	17,500	17,335	17,769
3660-1080 LESS - DWM CHARGES WRITTEN OFF	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
3660-1081 Less - Non-DWM Charges Written Off	-	-	-	-	-	-	-
3660-1082 LESS - DWM CHARGES D/DEBT EXPENSE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
3660-1095 LESS DWM CHARGES PENSION REBATE	(70,000)	(70,000)	(72,000)	(73,500)	(75,338)	(77,221)	(79,151)
3660-1500 DWM TIPPING FEES	120,100	120,100	125,000	130,000	133,250	136,581	139,996
3660-1505 DWM WASTE COLLECTION TIP FEE CONTRA	143,104	143,104	150,260	157,772	165,661	173,944	182,641
3660-1950 DWM CHARGES PENSION SUBSIDY	38,500	39,650	39,500	40,500	41,513	42,550	43,614
3670-1000 BUSINESS GARBAGE CHARGES	65,000	65,710	67,563	68,000	69,500	67,420	68,921
3670-1500 NON-DOMESTIC WASTE TIPPING FEES	-	-	-	-	-	-	-
3670-1502 SALE OF SCRAP METAL	12,500	12,500	12,500	12,500	12,813	13,133	13,164
3670-1503 SALE OF RECYCLABLES	-	-	-	-	-	-	-
3670-1505 DRUMMUSTER REVENUE	2,400	2,400	2,650	2,900	3,048	3,199	3,354
3670-1506 DRUMMUSTER REIMBURSEMENTS	3,000	3,000	3,100	3,200	3,273	3,347	3,423
3670-1507 SALE OF BATTERIES	500	500	550	600	615	630	646
3670-1926 GARBAGE TRANSFER FROM RESERVE	-	-	-	-	-	14,537	-
3670-4310 DWM DEPCN CONTRA	20,300	20,300	20,900	21,600	22,248	22,915	23,603
WASTEMGMTCAPINC WASTE MANAGEMENT CAPITAL INCOME	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
STORMWATER DRAINAGE EXPENSE	(2,080,972)	(1,707,804)	(2,232,810)	(682,788)	(789,902)	(625,413)	(836,230)
STORMWATER DRAINAGE	(2,080,972)	(1,707,804)	(2,232,810)	(682,788)	(789,902)	(625,413)	(836,230)

APPENDIX D

			2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description			ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL			1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1416-0110	STORM WATER DRAINAGE MTCE		(93,700)	(93,700)	(97,000)	(100,400)	(102,910)	(105,483)	(108,120)
1416-0111	STORMWATER DRAIN - ELECTRICITY		(18,000)	(18,000)	(18,000)	(18,000)	(18,630)	(19,282)	(19,957)
1416-0160	INTEREST-DRAINAGE INT LOAN 385		(6,840)	(6,840)	(1,410)	-	-	-	-
1416-0161	LOAN 387 INTEREST EXPENSE		(11,970)	(11,970)	(6,870)	(1,410)	-	-	-
1416-0998	ASSET MANAGEMENT - DRAINAGE		-	-	-	-	-	-	-
1416-2410	LIRS - US/W DRAINAGE INTEREST		(47,941)	(33,852)	(64,505)	(57,887)	(51,739)	(45,431)	(38,796)
1416-2411	LIRS - US/W DRAINAGE PRINCIPAL		(60,611)	(66,392)	(135,984)	(142,602)	(148,749)	(155,057)	(161,692)
1417-0525	PRINCIPAL-DRAINAGE INTLOAN 385		(76,980)	(76,980)	(40,500)	-	-	-	-
1417-0530	LOAN 387 PRINCIPAL - CURRENT		(72,230)	(72,230)	(77,330)	(40,690)	-	-	-
1417-0540	REMODEL LOCO DAM		-	(40,000)	-	-	-	-	-
1417-0541	RILEY COURT STORMWATER DETENTION BASIN		-	(28,500)	-	-	-	-	-
1417-0542	BUCHANANS RD - WIRUNA TO HUGHES		-	-	-	-	-	-	-
1417-0543	BUCHANANS RD - GUNNAMARA -WIRUNA		-	(13,500)	-	-	-	-	-
1417-0544	BENT ST - END OF SEAL TO BAROOGA ST NTH		-	(39,000)	-	-	-	-	-
1417-0545	BROOKSMANS RD RETENTION POND		-	-	-	-	-	-	-
1417-0546	RETENTION POND - RIV HWY FIN		-	(100,000)	-	-	-	-	-
1417-0547	CONSTRUCT REUSE SCHEME STORMWATER		-	-	-	-	-	-	-
1417-0548	CONSTRUCT RETENTION BASIN		-	-	-	-	-	-	-
1417-0549	ENDEVOUR ST CONSTRUCT PUMP ST		-	-	-	-	-	-	-
1417-0551	CONSTRUCT PUMP STATION TOC GOLF		-	(47,000)	-	-	-	-	-
1417-0552	HARRIS ST - FLYNN ST HAYES ST		-	-	-	-	-	-	-
1417-0553	LANE 961 -BRUTON ST BAROOGA NTH		-	-	-	-	-	-	-
1417-0554	CHANTER ST - RAILWAY TO JERSEY		-	(10,000)	-	-	-	-	-
1417-0555	CRAWFORD SUBDIV DRAIN TO TOC SEWER		-	(9,751)	-	-	-	-	-
1417-0677	WILLIAM ST - HAMPDEN TO EAST		-	(127,000)	-	-	-	-	-
1417-0684	TUPPAL ST LANE & TOWN BEACH RD		-	(1,765)	-	-	-	-	-
1417-0686	JERILDERIE ST BGN - RETARDATIO		-	-	-	-	-	-	-
1417-0694	OPEN DRAIN - HONNIBALL & RACEC		-	(2,200)	-	-	-	-	-
1417-0695	INSTALL GATE AT LEEVE-TUPPAL R		-	-	-	-	-	-	-
1417-0810	KELLY ST - JERILDERIE TO SHORT		-	-	-	-	-	-	-
1417-0814	STANDBY PUMP NTH BRUTON ST		-	-	-	-	-	-	-
1417-0815	DAVIS ST RETENTION BASIN		-	-	-	-	-	-	-
1417-0816	CORCORAN STREET DRAINAGE RETARDATION BASIN		-	-	-	-	-	-	-
1417-0817	TOC RECREATION RESERVE DRAINAGE WORKS		-	(820)	-	-	-	-	-
1417-0818	ANZAC AVENUE POWER TO PUMP STATION		-	(15,193)	-	-	-	-	-
1417-0820	DENISON ST - WOLLAMAI TO WARMATTA		-	(911)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1417-0822 MURRAY ST - HEADFORD TO OSBORNE (TP)	-	-	-	-	-	-	-
1417-0824 GEORGE ST PUMPSTATION	-	-	-	-	-	-	-
1417-0825 LIRS - EAST RIVERINA HWY	-	-	-	-	-	-	-
1417-0826 LIRS - FLYNN ST AREA	-	-	-	-	-	-	-
1417-0827 FLYNN ST AREA	-	(80,000)	-	-	-	-	-
1417-0828 FINLEY ST DETENTION BASIN	-	-	-	-	-	-	-
1417-0829 WILLIAM ST CROSS CONNECTION	-	(80,000)	-	-	-	-	-
1417-0830 BRUTON ST ELEC & PIPEWORK	-	(150,000)	-	-	-	-	-
1417-0831 GEORGE ST-DEAN ST PUMP STATION	-	(340,000)	-	-	-	-	-
1417-0832 TUPPAL RD SH 17 to RAILWAY	-	(20,000)	-	-	-	-	-
3750-2512 STORMWATER DRAINAGE DEPCN	(222,200)	(222,200)	(228,900)	(235,800)	(242,874)	(250,160)	(257,665)
DRAINAGECAPEXP DRAINAGE CAPITAL WORKS EXPENDITURE	(1,470,500)	-	(1,562,312)	(86,000)	(225,000)	(50,000)	(250,000)
STORMWATER DRAINAGE REVENUE	1,075,510	738,620	1,322,062	109,531	107,399	105,185	102,772
STORMWATER DRAINAGE	1,075,510	738,620	1,322,062	109,531	107,399	105,185	102,772
1500-5105 UNSPENT LOAN PROCEEDS LIRS	-	(980,000)	-	-	-	-	-
3750-1000 STORMWATER / DRAINAGE CHARGE	72,000	72,190	69,450	72,000	73,800	75,645	77,536
3750-1080 DRAINAGE CHARGE - WRITE OFFS	(500)	(500)	(500)	(500)	(513)	(525)	(538)
3750-1200 CONTRIBUTIONS TO WORKS	-	-	-	-	-	-	-
3750-1500 ELECTRICITY CHARGES REFUND	-	-	-	-	-	-	-
3750-1501 SECT 94 CONT. DRAINAGE - BAROOGA	-	-	-	-	-	-	-
3750-1502 SECT 94 CONT. DRAINAGE - BERRIGAN	-	-	-	-	-	-	-
3750-1503 SECT 94 CONT. DRAINAGE - FINLEY	-	-	-	-	-	-	-
3750-1504 SECT 94 CONT. DRAINAGE - TOCUMWAL	-	-	-	-	-	-	-
3750-1700 LIRS - URBAN S/W LOAN PROCEEDS	-	1,630,000	-	-	-	-	-
3750-1701 LIRS INTEREST SUBSIDY	24,010	16,930	45,612	38,031	34,112	30,065	25,774
3750-1926 SECT 94 CONT. DRAINAGE-RESERVE TRANS	-	-	-	-	-	-	-
3750-1950 MURRAY ST - HEADFORD TO OSBORNE RMS FUNDING	-	-	-	-	-	-	-
DRAINAGECAPINC DRAINAGE CAPITAL WORKS INCOME	980,000	-	1,207,500	-	-	-	-
	(1,005,462)	(969,184)	(910,748)	(573,258)	(682,503)	(520,228)	(733,458)
ENVIRONMENTAL PROTECTION EXPENSE	(124,800)	(154,037)	(177,100)	(129,600)	(130,520)	(131,463)	(132,430)
ENVIRONMENTAL PROTECTION	(124,800)	(154,037)	(177,100)	(129,600)	(130,520)	(131,463)	(132,430)
1418-0110 LEVEE BANKS MTCE	(32,100)	(61,337)	(33,200)	(34,400)	(35,260)	(36,142)	(37,045)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1418-0130 MURRAY DARLING ASSOCIATION	(2,000)	(2,000)	(2,000)	(2,000)	(2,060)	(2,121)	(2,185)
1418-0140 LEVEE BANKS ADMIN CHARGES	(40,700)	(40,700)	(41,900)	(43,200)	(43,200)	(43,200)	(43,200)
1418-0501 LEVEE BANK LAND PURCHASE	-	-	-	-	-	-	-
3800-2026 LEVEE BANK CONSTRUCTION TRANSFER TO RESERVE	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
LEVEECAPEXP LEVEE BANK CAPITAL EXPENDITURE	-	-	(50,000)	-	-	-	-
ENVIRONMENTAL PROTECTION REVENUE	-	150,729	-	-	-	-	-
ENVIRONMENTAL PROTECTION	-	150,729	-	-	-	-	-
3800-1500 FEES - MANAGEMENT OF ROAD RESERVES	-	-	-	-	-	-	-
3800-1926 LEVEE BANK CONSTRUCTION TRANSFER FROM RESERVE	-	-	-	-	-	-	-
3800-1951 CAPITAL WORKS INCOME - LEVEE BANKS	-	-	-	-	-	-	-
3800-1952 CAPITAL WORKS INCOME - SEPELTS	-	-	-	-	-	-	-
3800-1953 NATIONAL DISASTER RELIEF ASSISTANCE GRANT	-	150,729	-	-	-	-	-
LEVEECAPINC LEVEE BANK CAPITAL INCOME	-	-	-	-	-	-	-
	(124,800)	(3,308)	(177,100)	(129,600)	(130,520)	(131,463)	(132,430)
WATER SUPPLIES EXPENSE	(3,070,580)	(3,801,245)	(3,287,875)	(3,440,518)	(3,332,040)	(3,373,526)	(3,460,439)
WATER SUPPLIES	(3,070,580)	(3,801,245)	(3,287,875)	(3,440,518)	(3,332,040)	(3,373,526)	(3,460,439)
1510-0105 WATER ADMIN CHARGES - ADMINIST	(166,000)	(166,000)	(184,600)	(189,700)	(189,700)	(189,700)	(189,700)
1510-0106 WATER ADMIN CHARGE - ENGINEERI	(249,000)	(249,000)	(276,900)	(284,600)	(284,600)	(284,600)	(284,600)
1510-0117 WATER SUPPLIES - RENTAL CONTRI	(68,200)	(68,200)	(70,200)	(72,300)	(72,300)	(72,300)	(72,300)
1510-0125 PROV BAD & DOUBTFUL DEBTS	(5,000)	(5,000)	(5,000)	(5,000)	(5,150)	(5,305)	(5,464)
1510-0155 WATER WRITE OFF BAD DEBTS	(2,500)	(2,500)	(2,500)	(2,500)	(2,575)	(2,652)	(2,732)
1510-0170 WATER DELIVERY EXPENSES	(25,000)	(25,000)	(30,900)	(32,000)	(32,800)	(33,620)	(34,461)
1510-0200 WATER LEGAL EXPENSES	(5,000)	(5,000)	(5,000)	(5,000)	(5,100)	(5,202)	(5,306)
1510-0210 DONATIONS - WATER FUND	-	-	-	-	-	-	-
1510-0500 WATER SUPPLIES PRINCIPAL ON LO	(117,540)	(117,540)	(125,693)	(111,493)	-	-	-
1510-0504 OFFICE EQUIP/FURN NON CAPITAL	(1,100)	(1,100)	(1,200)	(1,300)	(1,333)	(1,366)	(1,400)
1510-0505 OFFICE EQUIP/FURN - ENG WATER	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
1510-0506 SUBSCRIPTIONS & MEMBERSHIPS	(8,750)	(8,750)	(9,000)	(9,200)	(6,386)	(6,578)	(6,775)
1510-0507 TELEMETRY UPGRADE - WATER	-	(10,000)	-	-	-	-	-
1510-0520 INSTALL 5 STOP VALVES	-	(4,500)	-	-	-	-	-
1510-0526 CHEMICAL DOSING PUMP REPLACEME	-	-	-	-	-	-	-
1510-0529 RAW LOW LIFT PUMPS MECH & ELEC	-	(10,500)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1510-0530 RAW HL PUMPS MECH & ELEC	-	(12,000)	-	-	-	-	-
1510-0536 SODA ASH DOSING SYSTEM	-	(30,000)	-	-	-	-	-
1510-0537 FIN - UPGRADE PLATFORM & WINCH WTP	-	(50,000)	-	-	-	-	-
1510-0548 IMPROVE OH & S AT WORK SITES	(10,000)	(10,000)	(10,000)	(10,000)	-	-	-
1510-0551 OH&S SIGNAGE - WATER	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
1510-0552 SHELVING & STORAGE WTPs	-	-	-	-	-	-	-
1510-0560 MAINS RETIC - BGA	-	(31,500)	-	-	-	-	-
1510-0561 BGA - REPAINT INTERIOR WTP	-	(495,075)	-	-	-	-	-
1510-0562 BGA - AWNING FOR DAFF PLANT	-	-	-	-	-	-	-
1510-0563 BGA_ CCTV SURVEY WTP	-	-	-	-	-	-	-
1510-0564 BGA - MAJOR PUMP REPLACEMENT	-	(100,000)	-	-	-	-	-
1510-0565 MAINS RETIC - BGN	-	(12,081)	-	-	-	-	-
1510-0570 MAINS RETIC - FIN	-	(30,000)	-	-	-	-	-
1510-0575 MAINS RETIC - TOC	-	(26,822)	-	-	-	-	-
1510-0608 CRUSHED GRANITE-FIN WATER DAM	-	(10,000)	-	-	-	-	-
1510-0612 BGN - FILTERED MAIN CORCORAN/LYSAGHT	-	-	-	-	-	-	-
1510-0613 BGN - RAW WATER PUMP STATION DRAINAGE LINE	-	(2,000)	-	-	-	-	-
1510-0615 FIN - FILTERED & UNFILTERED MAIN TONGS/HOWE STS	-	(40,885)	-	-	-	-	-
1510-0616 FIN - FILTERED MAIN WILLIAM/BRIDGET STS	-	(5,661)	-	-	-	-	-
1510-0617 TOC - DEMOLISH PUMP SHED & REPLACE	-	-	-	-	-	-	-
1510-0619 CHLORINE GAS LEAK DETECTORS - BGN & FIN WTP	-	-	-	-	-	-	-
1510-0621 FAILSAFE CHLORINE ALARM SYSTEM FOR RAW WATER	-	-	-	-	-	-	-
1510-0652 REPLACEMENT OF MINOR PLANT	-	(5,000)	-	-	-	-	-
1510-0653 BGA - MODIFICATION TO POWER SUPPLY	-	-	-	-	-	-	-
1510-0654 BGN - FLOURIDE DOSING SYSTEM	-	-	-	-	-	-	-
1510-0655 BGN - ROCK BEACHING TOWN RESERVOIR	-	-	-	-	-	-	-
1510-0657 BGN - OTHER MINOR REPAIR/REPLACEMENTS	-	(25,000)	-	-	-	-	-
1510-0658 FIN - FLOURIDE DOSING SYSTEM	-	-	-	-	-	-	-
1510-0659 FIN - DIVERT SED POND SLUDGE TO SEWER	-	-	-	-	-	-	-
1510-0660 TOC - REFURBISH #1 FLOCK TANK	-	-	-	-	-	-	-
1510-0661 TOC - REPLACE COMPRESSOR	-	(20,000)	-	-	-	-	-
1510-0662 TOC - OTHER MINOR REPAIR/REPLACEMENT	-	(50,000)	-	-	-	-	-
1510-0663 FIN - UPGRADE SEDIMENT POND WTP	-	(5,966)	-	-	-	-	-
1510-0664 FIN - SPRINKLER SYS FOR WTW	-	-	-	-	-	-	-
1510-0665 TOC-CHLORINE DOSING SYSTEM	-	(12,000)	-	-	-	-	-
1510-0666 TOC - SPRINKLER SYS WTW	-	-	-	-	-	-	-

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL		1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1510-0846	WATER LABORATORY EQUIPMENT	-	(2,000)	-	-	-	-	-
1510-0876	BGN WATER OFFICE WATERING SYST	-	-	-	-	-	-	-
1510-0877	TERRACING AT WTP BGA	-	(80,000)	-	-	-	-	-
1510-0878	LOW LIFT PUMP MECH & ELEC BGN	-	(50,000)	-	-	-	-	-
1510-0879	HL PUMP MECH & ELEC FIN	-	(50,000)	-	-	-	-	-
1510-0880	CHEMICAL PUMP REPLACEMENT	-	(20,000)	-	-	-	-	-
1511-0109	REC FACIL DONATION & OTHER COSTS	-	(1,760)	(1,500)	(1,550)	(1,597)	(1,644)	(1,694)
1511-0110	METER READING - BGN SHIRE	(63,440)	(63,440)	(66,000)	(68,600)	(70,315)	(72,073)	(73,875)
1511-0111	METER READING PRINTING & POSTA	(12,500)	(12,500)	(13,000)	(13,500)	(13,838)	(14,183)	(14,538)
1511-0113	METER READING TELEPHONE	(720)	(720)	(730)	(740)	(766)	(793)	(820)
1511-0130	PURCHASE OF WATER - BGA	(12,500)	(7,500)	(13,000)	(13,500)	(13,838)	(14,183)	(14,538)
1511-0135	PURCHASE OF WATER - BGN	(37,100)	(42,980)	(38,600)	(40,200)	(41,205)	(42,235)	(43,291)
1511-0140	PURCHASE OF WATER - FIN	(48,600)	(60,045)	(50,500)	(52,500)	(53,813)	(55,158)	(56,537)
1511-0145	PURCHASE OF WATER - TOC	(11,800)	(11,800)	(12,300)	(12,800)	(13,120)	(13,448)	(13,784)
1511-0150	WATER TREATMENT - OP EXP - BGA	(137,250)	(157,250)	(140,700)	(144,200)	(147,805)	(151,500)	(155,288)
1511-0151	WATER TREATMENT-BGA ELECTRICIT	(43,150)	(43,150)	(47,450)	(52,200)	(54,027)	(55,918)	(57,875)
1511-0152	WATER TREATMENT -BGA TELEPHONE	(3,400)	(3,400)	(3,500)	(3,700)	(3,830)	(3,964)	(4,102)
1511-0153	WATER TREATMENT -BGA INSURANCE	(12,600)	(11,800)	(13,000)	(13,400)	(13,802)	(14,216)	(14,643)
1511-0165	WATER TREATMENT - OP EXP - BGN	(136,500)	(114,485)	(142,000)	(147,600)	(151,290)	(155,072)	(158,949)
1511-0166	WATER TREATMENT-BGN ELECTRICIT	(22,200)	(22,200)	(23,300)	(24,200)	(25,047)	(25,924)	(26,831)
1511-0167	WATER TREATMENT -BGN TELEPHONE	(3,300)	(3,300)	(3,500)	(3,700)	(3,830)	(3,964)	(4,102)
1511-0168	WATER TREATMENT BGN- INSURANCE	(5,300)	(4,880)	(5,500)	(5,700)	(5,871)	(6,047)	(6,229)
1511-0170	PRESSURE TRANSMITTER - BGN TOW	-	-	-	-	-	-	-
1511-0180	WATER TREATMENT - OP EXP - FIN	(154,200)	(154,200)	(160,300)	(166,700)	(170,868)	(175,139)	(179,518)
1511-0182	WATER TREATMENT FIN-INSURANCE	(6,900)	(6,445)	(7,100)	(7,300)	(7,519)	(7,745)	(7,977)
1511-0183	WATER TREATMENT-FIN ELECTRICIT	(46,320)	(46,320)	(48,200)	(50,100)	(51,854)	(53,668)	(55,547)
1511-0184	WATER TREATMENT -FIN TELEPHONE	(865)	(865)	(900)	(940)	(973)	(1,007)	(1,042)
1511-0195	WATER TREATMENT - OP EXP - TOC	(183,000)	(183,000)	(190,400)	(198,000)	(202,950)	(208,024)	(213,224)
1511-0196	WATER TREATMENT -TOC TELEPHONE	(830)	(830)	(870)	(900)	(932)	(964)	(998)
1511-0197	WATER TREATMENT-TOC ELECTRICIT	(58,400)	(58,400)	(60,750)	(63,180)	(65,391)	(67,680)	(70,049)
1511-0198	WATER TREATMENT-TOC -INSURANCE	(10,400)	(9,775)	(10,800)	(11,200)	(11,536)	(11,882)	(12,239)
1511-0230	PUMPING STATIONS - OP EXP BGA	(25,600)	(25,600)	(26,700)	(27,700)	(28,393)	(29,102)	(29,830)
1511-0231	PUMPING STATIONS - OP EXP BGN	(14,500)	(14,500)	(15,000)	(15,700)	(16,093)	(16,495)	(16,907)
1511-0232	PUMPING STATIONS OP EXP FIN	(11,300)	(11,300)	(11,800)	(12,200)	(12,505)	(12,818)	(13,138)
1511-0233	PUMPING STATIONS OP EXP TOC	(5,600)	(5,600)	(5,800)	(6,000)	(6,150)	(6,304)	(6,461)
1511-0270	RETIC & METERS - OP EXP - BGA	(24,600)	(24,600)	(25,600)	(26,600)	(27,265)	(27,947)	(28,645)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1511-0285 RETIC & METERS - OP EXP - BGN	(57,500)	(57,500)	(59,700)	(62,100)	(63,653)	(65,244)	(66,875)
1511-0300 RETIC & METERS - OP EXP - FIN	(73,100)	(73,100)	(76,000)	(79,100)	(81,078)	(83,104)	(85,182)
1511-0315 RETIC & METERS - OP EXP - TOC	(45,000)	(45,000)	(46,800)	(48,600)	(49,815)	(51,060)	(52,337)
1511-0316 RETIC & METERS - INSURANCE	(900)	(825)	(900)	(900)	(927)	(955)	(983)
1511-0320 CYBLES MAINTENANCE	(3,600)	(3,600)	(3,800)	(3,900)	(3,998)	(4,097)	(4,200)
1511-0330 WATER NEW CONNECTIONS (INC MET	(36,000)	(36,000)	(37,500)	(39,000)	(39,975)	(40,974)	(41,999)
1511-0340 WATER SAMPLING / MONITORING	(10,000)	(10,000)	(10,300)	(10,500)	(10,675)	(10,854)	(11,038)
1511-0355 WATER SUPPLY INTEREST ON LOANS	(20,432)	(20,432)	(12,280)	(3,485)	-	-	-
1511-0397 INSTALLATION OF RPZ	(21,500)	(21,500)	(22,400)	(23,250)	(23,831)	(24,428)	(25,038)
1512-0105 BANK & GOVT CHARGES	(7,725)	(7,725)	(7,880)	(7,300)	(7,519)	(7,745)	(7,977)
1512-0130 HOUSING TOC WATER BLDG MTCE	(2,500)	(2,500)	(2,500)	(2,500)	(2,563)	(2,627)	(2,692)
1512-0131 HOUSING TOC WATER INSURANCE	(610)	-	(622)	(580)	(597)	(615)	(634)
1512-0152 INSTALLATION OF RCD'S	(15,100)	(20,100)	(15,700)	(16,300)	(16,708)	(17,125)	(17,553)
1512-0153 INSPECT, ASSESS & INSTALL RPZ	-	-	-	-	-	-	-
1512-0154 REVIEW SERVICING PLAN W & S	-	(7,638)	-	-	-	-	-
1512-0155 SELLING COSTS - HIGH SEC WATER	-	-	-	-	-	-	-
1512-0201 WATER - STORM EMERGENCY	-	-	-	-	-	-	-
4110-2026 WATER SUPPLIES TRANSFER TO RESERVE	(76,048)	-	-	-	(107,970)	(147,337)	(135,479)
4210-2545 WATER MAINS RETIC & METERS - DEPCN	(245,800)	(245,800)	(253,200)	(260,800)	(268,624)	(276,683)	(284,983)
4240-2545 WATER TREATMENT WORKS - DEPCN	(287,500)	(287,500)	(296,100)	(305,000)	(314,150)	(323,575)	(333,282)
4250-2504 WATER HOUSING TOC - DEPCN	(2,800)	(2,800)	(2,900)	(3,000)	(3,090)	(3,183)	(3,278)
WSCAPEXP WATER SUPPLIES CAPITAL EXPENDITURE	(406,000)	-	(572,000)	(659,000)	(513,000)	(456,000)	(494,000)
WATER SUPPLIES REVENUE	3,070,580	3,801,245	3,287,875	3,440,518	3,332,040	3,373,526	3,460,439
WATER SUPPLIES	3,070,580	3,801,245	3,287,875	3,440,518	3,332,040	3,373,526	3,460,439
4110-1000-0001 WATER CHARGES - BGA	390,000	390,000	412,686	422,686	432,818	432,151	442,770
4110-1000-0002 WATER CHARGES - BGN	266,000	266,000	280,643	286,643	292,732	296,170	303,449
4110-1000-0003 WATER CHARGES - FIN	515,000	515,000	543,737	556,737	570,410	574,446	588,561
4110-1000-0004 WATER CHARGES - TOC	571,500	571,500	603,575	618,575	633,767	629,904	645,379
4110-1000-0005 WATER CHARGES - NON RATEABLE	45,000	45,000	47,462	48,462	49,478	50,871	52,122
4110-1080 LESS WATER CHARGES WRITTEN OFF	(3,000)	(3,000)	(3,000)	(3,500)	(3,588)	(3,677)	(3,769)
4110-1082 LESS WATER CHARGES D/DEBT EXPENSE	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
4110-1095 LESS WATER PENSION REBATE - BGN	(85,000)	(85,000)	(87,500)	(90,000)	(92,250)	(94,556)	(96,920)
4110-1500 WATER CONSUMPTION - BGN SHIRE	650,000	650,000	650,000	650,000	666,250	682,906	699,979
4110-1501 WATER - STANDPIPE SALES	3,150	3,150	3,300	3,400	3,485	3,572	3,661
4110-1502 WATER CONNECTION FEES - GST FREE	20,000	20,000	20,900	21,900	22,520	23,156	23,807

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
4110-1503 WATER DELIVERIES INCOME	15,700	15,700	16,400	17,200	17,700	18,213	18,738
4110-1504 SALE OF HIGH SECURITY WATER	50,000	287,545	50,000	50,000	51,250	52,531	53,845
4110-1506 WATER - RENT ON COUNCIL HOUSES	3,380	3,380	3,448	3,380	3,465	3,551	3,640
4110-1507 WATER - DISCONNECTION FEE	500	500	500	500	513	525	538
4110-1509 WATER SUNDRY INCOME - INC GST	2,000	2,000	2,000	2,000	2,050	2,101	2,154
4110-1511 LEGAL COST RECOVERY	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
4110-1512 PRIVATE WORKS INCOME - WATER	500	500	500	500	513	525	538
4110-1601 SECT. 64 CONT. WATER - BGA	-	-	-	-	-	-	-
4110-1602 SECT. 64 CONT. WATER - BER	-	-	-	-	-	-	-
4110-1603 SECT. 64 CONT. WATER - FIN	-	-	-	-	-	-	-
4110-1604 SECT. 64 CONT. WATER - TOC	-	-	-	-	-	-	-
4110-1611 SECT. 64 CONT. WATER PURCHASE - BGA	-	-	-	-	-	-	-
4110-1612 SECT. 64 CONT. WATER PURCHASE - BER	-	-	-	-	-	-	-
4110-1613 SECT. 64 CONT. WATER PURCHASE - FIN	-	-	-	-	-	-	-
4110-1614 SECT. 64 CONT. WATER PURCHASE - TOC	-	-	-	-	-	-	-
4110-1840 INTEREST ON INVESTMENTS	50,000	50,000	50,000	50,000	51,500	53,045	54,636
4110-1926 WATER TRANSFER FROM RESERVE	-	493,029	100,024	190,735	-	-	-
4110-1927 SECT 64 CONT. - TRANSFER TO RESERVE	-	-	-	-	-	-	-
4110-1951 WATER CHARGES PENSION SUBSIDY	46,750	46,841	48,000	49,500	50,738	52,006	53,306
4110-1954 GRANT - DROUGHT WORKS	-	-	-	-	-	-	-
4240-4710 WATER DEPCN CONTRA	536,100	536,100	552,200	568,800	585,864	603,440	621,543
WSCAPINC WATER SUPPLIES CAPITAL INCOME	-	-	-	-	-	-	-
	-	-	(0)	-	-	-	-
SEWERAGE SERVICES EXPENSE	(2,368,010)	(2,368,470)	(2,434,568)	(2,493,225)	(2,553,841)	(2,635,083)	(2,703,332)
SEWERAGE SERVICES	(2,368,010)	(2,368,470)	(2,434,568)	(2,493,225)	(2,553,841)	(2,635,083)	(2,703,332)
1610-0105 SEWERAGE ADMIN CHARGE - ADMINI	(140,500)	(140,500)	(158,300)	(162,600)	(162,600)	(162,600)	(162,600)
1610-0106 SEWER ADMIN CHARGE - ENGINEERI	(210,700)	(210,700)	(237,400)	(243,900)	(243,900)	(243,900)	(243,900)
1610-0117 SEWERAGE SERVICE - RENTAL CONT	(45,700)	(45,700)	(47,100)	(48,500)	(48,500)	(48,500)	(48,500)
1610-0155 SEWER WRITE OFF BAD DEBTS	(1,000)	(1,000)	(1,000)	(1,000)	(1,030)	(1,061)	(1,093)
1610-0504 OFFICE EQUIP/FURN NON CAPITAL	(500)	(500)	(500)	(500)	(513)	(525)	(538)
1610-0505 OFFICE EQUIP & FURN - ENG SEWE	-	-	-	-	-	-	-
1610-0512 PUMP REPLACEMENT	-	(30,000)	-	-	-	-	-
1610-0513 GRAVEL POND BANKS- BAR	-	(5,000)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1610-0515 NEW LINE & STOP VALVE TO BYPASS OLD POND	-	-	-	-	-	-	-
1610-0517 GRAVEL POND BANKS - TOC	-	(6,000)	-	-	-	-	-
1610-0519 REPLACE ACTUATOR VALVES - TOC	-	-	-	-	-	-	-
1610-0522 ROCK BEACHING - TOC RECYCLE PONDS	-	(5,000)	-	-	-	-	-
1610-0523 LIGHTING TO CONTAINER @ TOC STP	-	-	-	-	-	-	-
1610-0524 REPLACE FENCE AT FINLEY STP	-	-	-	-	-	-	-
1610-0525 REFURBISH CONCRETE - FINLEY	-	-	-	-	-	-	-
1610-0526 SEWER MAIN UPGRADES - TOCUMWAL	-	(63,000)	-	-	-	-	-
1610-0527 UPGRADE AMENITIES AT ALL STP	(5,000)	(15,000)	-	-	-	-	-
1610-0590 BGN SEWER MAIN UPGRADES	-	(8,500)	-	-	-	-	-
1610-0595 FIN SEWER MAIN UPGRADES	-	(10,000)	-	-	-	-	-
1610-0600 TOC SEWER MAIN UPGRADES	-	(7,362)	-	-	-	-	-
1610-0621 BGA UPGRADE PUMP STATION	-	(20,000)	-	-	-	-	-
1610-0641 UPGRADE OF LABORATORY EQUIPMEN	-	-	-	-	-	-	-
1610-0652 REPLACEMENT OF MINOR PLANT	-	-	-	-	-	-	-
1610-0655 BGN UPGRADE PUMP STATIONS	-	(40,000)	-	-	-	-	-
1610-0656 REPLACE LOW PRESSURE SYS PUMPS	-	-	-	-	-	-	-
1610-0657 DIGESTER VALVES	-	-	-	-	-	-	-
1610-0658 SPARE PUMPS FOR LOW PRESS SYS	-	(10,140)	-	-	-	-	-
1610-0662 OH & S SIGNAGE-SEWER	-	-	-	-	-	-	-
1610-0663 REPLACE BREATHING APPARATUS- SEWER	-	-	-	-	-	-	-
1610-0705 FIN UPGRADE PUMP STATIONS	-	(150,000)	-	-	-	-	-
1610-0706 REPLACE SLIP RINGS - CLARIFIERS	-	-	-	-	-	-	-
1610-0707 SEAL ACCESS TO STW & TRUCK WAS	-	(5,000)	-	-	-	-	-
1610-0708 TOC-REFURBISH CONCRETE WORK	-	(40,000)	-	-	-	-	-
1610-0709 TOC-BYPASS CONTROL VALVE DAM	-	-	-	-	-	-	-
1610-0743 UPGRADE SEWER TELEMENTRY	-	(15,300)	-	-	-	-	-
1610-0852 IMPROVE EMBANKMENT OF THE PONDS	-	(10,000)	-	-	-	-	-
1610-0872 REPLACE MIXER CABINET@BGN STP	-	-	-	-	-	-	-
1610-0873 BANK L SHAPED POND	-	-	-	-	-	-	-
1610-0874 EFFLUENT PUMP	-	-	-	-	-	-	-
1610-0875 VALVE REPLACEMENT	-	-	-	-	-	-	-
1610-0879 U/GROUND MAIN & S BOARD BGN ST	-	-	-	-	-	-	-
1610-0880 BGA - DUMPING POINT FOR CARAVANS	-	(5,000)	-	-	-	-	-
1610-0881 BGN - REFURBISH CONCRETE WORK, TRICKLE FILTER, STP, CHANNEL	-	(40,000)	-	-	-	-	-
1610-0882 BGN - REPLACE PUMP STATION LIDS, INSTALL HOLDING BRACKETS	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1610-0883 FIN - GRAVEL POND BANKS	-	(5,000)	-	-	-	-	-
1610-0884 FIN - REFURBISH CONCRETE WORK	-	(30,000)	-	-	-	-	-
1610-0885 FIN - CONCRETE/GRAVEL ACCESS AREAS	-	(3,000)	-	-	-	-	-
1610-0886 TOC - REPLACE PUMPS PS No.9	-	-	-	-	-	-	-
1610-0887 TOC - PUMP STATIONS UPGRADE	-	(1,800)	-	-	-	-	-
1610-0888 TOC - CRUSHED ROCK ON PS ACCESS AREAS	-	(5,000)	-	-	-	-	-
1610-0889 SLUDGE BLANKET MEASURING DEVICE	-	-	-	-	-	-	-
1610-0890 ALTERNATE ENERGY SUPPLY PROJECT	-	(50,000)	-	-	-	-	-
1610-0891 BGA-DESILT SLUDGE LAGOON	-	(50,000)	-	-	-	-	-
1610-0892 BGA-MINOR REPAIR/REPLACE	-	(25,000)	-	-	-	-	-
1610-0893 BGN-MINOR REPAIR/REPLACE	-	(15,000)	-	-	-	-	-
1610-0894 BGN-STP PUMP VALVE REPLACE	-	(10,000)	-	-	-	-	-
1610-0895 FIN-MINOR REPAIR/REPLACE	-	(15,000)	-	-	-	-	-
1610-0896 FIN-POND FENCING	-	(10,000)	-	-	-	-	-
1610-0897 TOC-MINOR REPAIR/REPLACE	-	(18,545)	-	-	-	-	-
1611-0109 RECREATION FACILITIES DONATION	-	(1,000)	(900)	(900)	(927)	(955)	(983)
1611-0110 SEWER TREATMENT - OP EXP - BGA	(7,200)	(7,200)	(7,350)	(7,650)	(7,841)	(8,037)	(8,238)
1611-0111 SEWER TREATMENT BGA INSURANCE	(300)	(330)	(300)	(300)	(309)	(318)	(328)
1611-0113 SEWER TREATMENT -BGA TELEPHONE	(110)	(250)	(125)	(150)	(155)	(161)	(166)
1611-0125 SEWER TREATMENT - OP EXP - BGN	(79,800)	(79,800)	(83,000)	(86,300)	(88,458)	(90,669)	(92,936)
1611-0127 SEWER TREATMENT -BGN INSURANCE	(4,500)	(4,250)	(4,700)	(4,900)	(5,047)	(5,198)	(5,354)
1611-0128 SEWER TREATMENT BGN -TELEPHONE	(2,950)	(2,950)	(3,050)	(3,200)	(3,312)	(3,428)	(3,548)
1611-0129 SEWER - EFFLUENT RE-USE - BGN	(5,100)	(5,100)	(5,300)	(5,500)	(5,638)	(5,778)	(5,923)
1611-0140 SEWER TREATMENT - OP EXP - FIN	(87,200)	(87,200)	(90,700)	(94,300)	(96,658)	(99,074)	(101,551)
1611-0141 SEWER TREATMENT -FIN INSURANCE	(4,800)	(4,455)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
1611-0142 SEWER TREATMENT-FIN ELECTRICIT	(14,300)	(14,300)	(14,850)	(15,450)	(15,991)	(16,550)	(17,130)
1611-0143 SEWER TREATMENT FIN- TELEPHONE	(325)	(325)	(340)	(350)	(362)	(375)	(388)
1611-0144 SEWER - EFFLUENT RE-USE - FIN	(9,600)	(9,600)	(10,000)	(10,400)	(10,660)	(10,927)	(11,200)
1611-0155 SEWER TREATMENT - OP EXP - TOC	(98,200)	(98,200)	(102,200)	(106,200)	(108,855)	(111,576)	(114,366)
1611-0156 SEWER TREATMENT -TOC INSURANCE	(4,900)	(4,510)	(5,100)	(5,300)	(5,459)	(5,623)	(5,791)
1611-0157 SEWER TREATMENT-TOC ELECTRICIT	(14,200)	(21,200)	(14,800)	(15,400)	(15,939)	(16,497)	(17,074)
1611-0158 SEWER TREATMENT -TOC TELEPHONE	(540)	(540)	(560)	(590)	(611)	(632)	(654)
1611-0159 SEWER - EFFLUENT RE-USE - TOC	(17,500)	(17,500)	(18,200)	(18,800)	(19,220)	(19,651)	(20,092)
1611-0170 RETIC - OP EXP - BGA	(7,000)	(7,000)	(7,100)	(7,300)	(7,413)	(7,528)	(7,646)
1611-0171 RETIC OP EXP ELECTRICITY -BGA	(17,500)	(17,500)	(18,200)	(18,900)	(19,562)	(20,246)	(20,955)
1611-0185 RETIC - OP EXP - BGN	(28,500)	(28,500)	(29,600)	(30,800)	(31,570)	(32,359)	(33,168)

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL		1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1611-0186	RETIC OP EXP - ELECTRICITY BGN	(14,500)	(14,500)	(15,100)	(15,700)	(16,250)	(16,818)	(17,407)
1611-0200	RETIC - OP EXP - FIN	(32,500)	(32,500)	(33,700)	(35,100)	(35,978)	(36,877)	(37,799)
1611-0201	RETIC OP EXP ELECTRICITY - FIN	(16,700)	(16,700)	(17,300)	(18,100)	(18,734)	(19,389)	(20,068)
1611-0215	RETIC - OP EXP - TOC	(34,500)	(34,500)	(35,500)	(36,500)	(37,160)	(37,837)	(38,530)
1611-0216	RETIC OP EXP ELECTRICITY - TOC	(20,000)	(20,000)	(20,800)	(21,600)	(22,356)	(23,138)	(23,948)
1611-0230	PUMPING STATIONS OP EXP BGA	(80,900)	(80,900)	(84,200)	(87,500)	(89,688)	(91,930)	(94,228)
1611-0231	PUMPING STATIONS OP EXP BGN	(36,200)	(36,200)	(37,600)	(39,200)	(40,180)	(41,185)	(42,214)
1611-0232	PUMPING STATIONS OP EXP FIN	(51,300)	(51,300)	(53,400)	(55,500)	(56,888)	(58,310)	(59,767)
1611-0233	PUMPING STATIONS OP EXP TOC	(62,100)	(62,100)	(64,600)	(67,200)	(68,880)	(70,602)	(72,367)
1611-0234	LOW PRESSURE SYSTEM - BGA	(6,000)	(6,000)	(6,300)	(6,500)	(6,663)	(6,829)	(7,000)
1611-0235	LOW PRESSURE SYSTEM - BGN	(3,700)	(3,700)	(3,850)	(4,000)	(4,100)	(4,203)	(4,308)
1611-0236	LOW PRESSURE SYSTEM - FIN	(2,700)	(2,700)	(2,800)	(2,900)	(2,973)	(3,047)	(3,123)
1611-0237	LOW PRESSURE SYSTEM - TOC	(8,800)	(8,800)	(9,200)	(9,500)	(9,738)	(9,981)	(10,230)
1611-0250	SEWERAGE CONNECTIONS - SHIRE	(14,800)	(14,800)	(15,400)	(16,000)	(16,400)	(16,810)	(17,230)
1611-0340	SEWER SAMPLING / MONITORING	(7,700)	(7,700)	(8,000)	(8,400)	(8,610)	(8,825)	(9,046)
1611-0341	RAISING OF SEWER MANHOLD LIDS	(13,700)	(20,735)	(14,300)	(14,800)	(15,170)	(15,549)	(15,938)
1611-0342	TOCUMWAL CCTV	(20,000)	(43,488)	(21,400)	(23,000)	(23,988)	(25,000)	(26,037)
1611-0344	INSTALLATION OF RPZ	(15,600)	(27,600)	(16,200)	(16,900)	(17,323)	(17,756)	(18,199)
1612-0105	BANK & GOVT CHARGES	(6,570)	(6,570)	(6,701)	(6,200)	(6,386)	(6,578)	(6,775)
1612-0155	BGN TRUCK WASH OPERATING EXPEN	(520)	(7,070)	(540)	(560)	(574)	(588)	(603)
1612-0156	BGN TRUCK WASH ELECTRICITY	(540)	(540)	(570)	(600)	(621)	(643)	(665)
1612-0157	BGN TRUCK WASH - TELEPHONE	(330)	(330)	(350)	(370)	(383)	(396)	(410)
1612-0160	BGN TRUCK WASH MTCE	(1,000)	(1,000)	(1,100)	(1,100)	(1,128)	(1,156)	(1,185)
1612-0170	FIN TRUCK WASH OPERATING EXPEN	(3,400)	(3,400)	(3,500)	(3,600)	(3,690)	(3,782)	(3,877)
1612-0171	FIN TRUCK WASH - ELECTRICITY	(2,000)	(2,000)	(2,000)	(2,100)	(2,174)	(2,250)	(2,328)
1612-0172	FIN TRUCK WASH - TELEPHONE	(410)	(410)	(430)	(450)	(466)	(482)	(499)
1612-0175	FIN TRUCK WASH MTCE	(1,900)	(1,900)	(1,950)	(2,000)	(2,050)	(2,101)	(2,154)
1612-0180	INSTALLATION OF RCD's	(29,100)	(76,340)	(31,100)	(33,100)	(34,428)	(35,788)	(37,183)
5110-2026	SEWER SERVICES TRANSFER TO RESERVE	(50,424)	163,261	(332,037)	(321,845)	(193,860)	(475,988)	(380,893)
5110-3700	Internal Loan 385 Receivable-Current	76,977	76,977	40,503	-	-	-	-
5110-3750	Loan 387 Receivable - Current	72,232	72,232	77,332	40,690	-	-	-
5210-2550	SEWER MAINS RETIC - DEPCN	(353,000)	(353,000)	(353,000)	(353,000)	(363,590)	(374,498)	(385,733)
5240-2550	SEWER TREATMENT WORKS - DEPCN	(196,500)	(196,500)	(196,500)	(196,500)	(202,385)	(208,467)	(214,721)
5250-2500	SEWER PLANT & EQUIP DEPCN	(7,600)	(7,600)	(7,800)	(8,000)	(8,240)	(8,487)	(8,742)
5250-2502	SEWER EQUIPMENT DEPCN	(6,200)	(6,200)	(6,400)	(6,600)	(6,798)	(7,002)	(7,212)
5280-2500	TRUCKWASH - DEPCN	(100)	(100)	(100)	(100)	(103)	(106)	(109)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
SEWERCAPEXP SEWERAGE SERVICES CAPITAL EXPENDITURE	(608,000)	-	(283,000)	(225,000)	(330,000)	(85,000)	(203,000)
SEWERAGE SERVICES REVENUE	2,368,010	2,368,470	2,434,568	2,493,223	2,553,841	2,635,083	2,703,332
SEWERAGE SERVICES	2,368,010	2,368,470	2,434,568	2,493,223	2,553,841	2,635,083	2,703,332
5110-1000-0001 SEWER CHARGES - BGA	386,000	386,000	408,188	417,688	427,820	441,086	451,928
5110-1000-0002 SEWER CHARGES - BGN	235,000	235,000	247,714	253,714	258,793	266,856	273,415
5110-1000-0003 SEWER CHARGES - FIN	510,000	510,000	539,767	552,767	565,942	582,357	596,672
5110-1000-0004 SEWER CHARGES - TOC	566,000	566,000	598,915	612,915	627,609	652,835	668,877
5110-1000-0005 SEWER CHARGES - NON RATEABLE	54,500	54,500	57,290	58,790	59,809	59,612	61,077
5110-1000-0006 SEWER CHARGES - LOW PRESSURE SEWER CHG	7,500	7,500	7,739	8,239	8,442	8,648	8,863
5110-1000-0007 SEWER VOLUME CHARGE - NONRESIDENTIAL	-	-	-	-	-	-	-
5110-1000-0009 SEWER TRADE WASTE CHARGES	-	-	-	-	-	-	-
5110-1080 LESS SEWER CHARGES WRITTEN OFF	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
5110-1082 LESS SEWER CHARGES D/DEBT EXPENSE	(3,500)	(3,500)	(5,000)	(3,500)	(3,588)	(3,677)	(3,769)
5110-1095 LESS SEWER PENSION REBATE - SHIRE	(82,500)	(82,500)	(84,500)	(86,500)	(88,663)	(90,879)	(93,151)
5110-1500 SEWER CONNECTION FEES - GST FREE	10,000	10,000	10,000	10,000	10,250	10,506	10,769
5110-1501 SEWER SUNDRY INCOME - INC.GST	-	-	-	-	-	-	-
5110-1502 DISPOSAL OF SEPTAGE INCOME	4,000	4,000	4,000	4,000	4,063	4,127	4,192
5110-1503 SEWER SUNDRY INCOME - GST FREE	1,000	1,000	1,000	1,000	1,025	1,051	1,077
5110-1504 TOC SEWER EFFLUENT REUSE	3,550	3,550	1,575	1,600	1,640	1,681	1,723
5110-1505 BGN SEWER EFFLUENT REUSE	-	-	-	-	-	-	-
5110-1601 SECT. 64 CONT. SEWER - BGA	-	-	-	-	-	-	-
5110-1602 SECT. 64 CONT. SEWER - BER	-	-	-	-	-	-	-
5110-1603 SECT. 64 CONT. SEWER - FIN	-	-	-	-	-	-	-
5110-1604 SECT. 64 CONT. SEWER - TOC	-	-	-	-	-	-	-
5110-1700 INTEREST INCOME - INTERNAL LOAN 385	6,840	6,840	1,410	-	-	-	-
5110-1750 LOAN 387 INTEREST INCOME	11,970	11,970	6,870	1,410	-	-	-
5110-1840 INTEREST ON INVESTMENTS	50,000	50,000	50,000	50,000	51,500	53,045	54,636
5110-1926 SEWER TRANSFER FROM RESERVE	-	-	-	-	-	-	-
5110-1928 SECT 64 CONT SEWER RESERVE TRANSFER	-	-	-	-	-	-	-
5110-1950 ALTERNATE ENERGY SUPPLY GRANT	-	-	-	-	-	-	-
5110-1951 SEWER CHARGES PENSION SUBSIDY	45,000	45,460	26,500	47,500	48,688	49,905	51,152
5210-1500 ELECTRICITY CHARGES REFUND	-	-	-	-	-	-	-
5210-4810 SEWER DEPCN CONTRA	563,400	563,400	563,800	564,200	581,126	598,560	616,517
5280-1500 TRUCK WASH (AVDATA) INCOME	1,250	1,250	1,300	1,400	1,435	1,471	1,508
SEWERCAPINC SEWERAGE SERVICES CAPITAL INCOME	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
	-	-	-	(2)	-	-	-
PUBLIC LIBRARIES EXPENSE	(622,960)	(648,758)	(657,360)	(673,810)	(678,655)	(693,934)	(709,659)
PUBLIC LIBRARIES	(622,960)	(648,758)	(657,360)	(673,810)	(678,655)	(693,934)	(709,659)
1710-0105 LIBRARY BLDG MTCE - BGA	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1710-0120 LIBRARY BLDG MTCE - BGN	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1710-0125 LIBRARY BLDG MTCE - FINLEY	(3,500)	(3,500)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1710-0140 LIBRARY BLDG MTCE - TOC	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1710-0141 TOCUMWAL LIBRARY STRUCTURAL REPAIRS	-	-	-	-	-	-	-
1710-0142 Repaint - Toc Library	-	-	-	-	-	-	-
1710-0145 LIBRARY OFFICE FURN/EQUIP MTCE	(9,400)	(9,400)	(10,000)	(10,000)	(10,250)	(10,506)	(10,769)
1710-0150 LIBRARY ADMIN CHARGES	(114,300)	(114,300)	(117,700)	(121,200)	(121,200)	(121,200)	(121,200)
1710-0165 LIBRARY PRINTING & STATIONERY	(800)	(800)	(800)	(800)	(818)	(841)	(864)
1710-0166 LIBRARY ADVERTISING	(500)	(500)	(500)	(500)	(515)	(530)	(546)
1710-0170 LIBRARY TELEPHONE & POSTAGE	(3,300)	(3,300)	(3,300)	(3,300)	(3,399)	(3,501)	(3,606)
1710-0175 LIBRARY SUNDRY EXPENSES	(2,000)	(6,500)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1710-0180 LIBRARY SALARIES & ALLOWANCES	(192,500)	(192,500)	(210,800)	(217,700)	(224,231)	(230,958)	(237,887)
1710-0190 LIBRARY TRAVEL & ALLOWANCES	(3,000)	(3,000)	(3,000)	(3,000)	(3,060)	(3,121)	(3,184)
1710-0192 LIBRARY STAFF TRAINING	(4,000)	(4,000)	(4,000)	(4,500)	(4,590)	(4,682)	(4,775)
1710-0194 LIBRARY CONFERENCES & SEMINARS	(1,000)	(1,000)	(1,000)	(1,000)	(1,020)	(1,040)	(1,061)
1710-0195 LIBRARY RATES	(8,800)	(8,950)	(9,100)	(9,400)	(9,635)	(9,876)	(10,123)
1710-0196 LIBRARY INSURANCE	(9,400)	(6,480)	(9,700)	(10,000)	(10,300)	(10,609)	(10,927)
1710-0197 LIBRARY SOFTWARE OP COSTS	(9,300)	(19,800)	(9,500)	(10,000)	(10,250)	(10,506)	(10,769)
1710-0200 LIBRARY BOOKS MTCE	(1,500)	(1,500)	(1,500)	(2,000)	(2,050)	(2,101)	(2,154)
1710-0210 LIBRARY ELECTRICITY	(18,600)	(18,600)	(20,500)	(21,500)	(22,253)	(23,031)	(23,837)
1710-0211 LIBRARY CONNECTIVITY	(5,600)	(13,760)	(5,800)	(6,000)	(6,150)	(6,304)	(6,461)
1710-0215 LIBRARY CLEANING	(10,500)	(10,500)	(11,000)	(11,500)	(11,788)	(12,082)	(12,384)
1710-0230 LIBRARY PURCHASE OF PERIODICAL	(2,500)	(2,500)	(2,500)	(2,500)	(2,575)	(2,652)	(2,731)
1710-0233 LIBRARY RADIO TOWERS MTCE	-	-	-	-	-	-	-
1710-0234 LIBRARY YOUTH ACTIVITES	(500)	(500)	(500)	(500)	(513)	(527)	(538)
1710-0235 LIBRARY SPEC. PROJ. OPERATING	(8,000)	(8,000)	(8,200)	(8,300)	(8,508)	(8,720)	(8,938)
1710-0236 INTER LIBRARY LOAN FEES	(200)	(200)	(200)	(200)	(205)	(210)	(215)
1710-0239 LIBRARY BOOKS CLUBS	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1710-0242 SENIORS WEEK EXPENSES	(600)	(5,600)	(600)	(600)	(615)	(630)	(646)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1710-0243 ONLINE DATABASE SUBSCRIPTIONS	(11,500)	(11,500)	(12,000)	(12,500)	(12,813)	(13,133)	(13,461)
1710-0244 LITERARY LUNCH/WRITING FESTIVAL	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1710-0245 TECH SAVY SENIORS GRANT EXP	-	-	-	-	-	-	-
1710-0246 BROADBAND FOR SENIORS	-	(408)	-	-	-	-	-
1710-0500 BERRIGAN LIBRARY CAR PARK UPGRADE	-	-	-	-	-	-	-
1710-0525 LIBRARY PURCHASE OF BOOKS	(30,000)	(30,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
1710-0530 LIBRARY OTHER ASSETS	(4,400)	(4,400)	(4,400)	(4,000)	(4,040)	(4,080)	(4,121)
1710-0532 LIBRARY AUDIO VISUAL / CDS	(10,650)	(10,650)	(10,650)	(8,000)	(8,080)	(8,161)	(8,242)
1710-0535 LIBRARY PURCHASE OF E-BOOKS	(3,110)	(3,110)	(3,110)	(3,110)	(3,141)	(3,173)	(3,204)
6100-2502 LIBRARY EQUIPMENT DEPCN	(11,800)	(11,800)	(12,200)	(12,600)	(12,978)	(13,367)	(13,768)
6100-2504 LIBRARY BLDG DEPCN	(47,600)	(47,600)	(49,000)	(50,500)	(52,015)	(53,575)	(55,183)
6100-2518 LIBRARY BOOKS DEPCN	(89,100)	(89,100)	(91,800)	(94,600)	(97,438)	(100,361)	(103,372)
LIBRARYCAPEXP LIBRARIES CAPITAL EXPENDITURE	-	-	(10,000)	(10,000)	-	-	-
PUBLIC LIBRARIES REVENUE	47,800	48,400	48,000	48,800	49,243	50,697	51,163
PUBLIC LIBRARIES	47,800	48,400	48,000	48,800	49,243	50,697	51,163
6100-1501 LIBRARY SUNDRY INCOME INCL GST	2,500	2,500	2,500	2,500	2,563	2,627	2,692
6100-1502 FRIENDS OF THE LIBRARY	500	500	500	500	512	525	538
6100-1503 LIBRARY ROOM HIRE CHARGES	300	900	300	300	309	318	328
6100-1820 LIBRARY FEES INCLUDING GST	2,500	2,500	2,500	3,000	3,090	3,183	3,278
6100-1821 LIBRARY FINES GST FREE	800	800	800	1,000	1,030	1,061	1,093
6100-1822 INTER LIBRARY LOAN FEES	200	200	200	200	206	212	219
6100-1823 BERRIGAN SHIRE BOOK CLUBS	1,000	1,000	1,000	1,000	1,025	1,051	1,077
6100-1827 SALE OF DENISON STREET BUILDING	-	-	-	-	-	-	-
6100-1950 LIBRARY SERVICE GRANTS	32,000	27,282	32,000	32,000	32,000	33,000	33,000
6100-1951 LIBRARY LOCAL SPECIAL PROJECTS GRANT	8,000	12,718	8,200	8,300	8,508	8,720	8,938
6100-1952 E-BOOKS GRANT**	-	-	-	-	-	-	-
6100-1953 LITERARY LUNCH/WRITING FESTIVAL GRANT	-	-	-	-	-	-	-
6100-1954 LIBRARY TRAINEESHIP WAGE SUBSIDY	-	-	-	-	-	-	-
6100-1955 SENIORS WEEK GRANT PROGRAM	-	-	-	-	-	-	-
6100-1957 RLCIP GRANT	-	-	-	-	-	-	-
6100-1958 LIBRARY DEVELOPMENT GRANT	-	-	-	-	-	-	-
6100-1959 NSW CHILDRENS WEEK COUNCIL GRANT	-	-	-	-	-	-	-
6100-1960 TECH SAVY SENIORS PROGRAM	-	-	-	-	-	-	-
6100-1961 BROADBAND FOR SENIORS	-	-	-	-	-	-	-
LIBRARYCAPINC LIBRARIES CAPITAL INCOME	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
	(575,160)	(600,358)	(609,360)	(625,010)	(629,412)	(643,237)	(658,496)
COMMUNITY AMENITIES EXPENSE	(485,125)	(497,663)	(513,121)	(796,290)	(707,449)	(588,922)	(530,719)
COMMUNITY AMENITIES	(485,125)	(497,663)	(513,121)	(796,290)	(707,449)	(588,922)	(530,719)
1420-0000 PUBLIC CONVENIENCE CLEANING	(128,600)	(128,600)	(133,000)	(137,700)	(141,141)	(144,671)	(148,290)
1420-0001 PUBLIC CONVENIENCES BLDG MTCE	(10,000)	(10,000)	(10,000)	(10,000)	(10,250)	(10,506)	(10,769)
1420-0100 MARY LAWSON AMENITIES BLOCK UPGRADE	-	-	-	-	-	-	-
1420-0105 FIN - CONNECT POWER LAKE TOILETS	-	-	-	-	-	-	-
1420-0110 TOC FORESHORE PARK - AMENITIES BLOCK UPGRADE	-	-	-	-	-	-	-
1420-0111 BGA BOTANICAL GARDENS TOILETS	-	-	-	-	-	-	-
1420-0113 PUBLIC CONVEN. - ELECTRICITY	(3,800)	(3,800)	(3,900)	(4,000)	(4,140)	(4,285)	(4,435)
1420-0114 PUBLIC CONVENIENCES -INSURANCE	(2,100)	(2,330)	(2,200)	(2,300)	(2,369)	(2,440)	(2,513)
1420-0125 PUBLIC CONVENIENCES RENTAL FIN	(8,600)	(8,600)	(8,600)	(8,600)	(8,815)	(9,035)	(9,261)
1714-0105 BERRIGAN HALL BLDG MTCE	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1714-0106 BERRIGAN HALL RISK MGT	-	-	-	-	-	-	-
1714-0111 BERRIGAN HALL - INSURANCE	(8,000)	(7,757)	(8,100)	(8,200)	(8,446)	(8,699)	(8,960)
1714-0112 BERRIGAN HALL GRANT	(6,860)	(6,860)	(6,860)	(6,860)	(7,066)	(7,278)	(7,496)
1714-0118 FIN - SCHOOL OF ARTS AIRCON	-	(11,640)	-	-	-	-	-
1714-0119 FIN - Band Hall Asbestos Demo	-	-	-	-	-	-	-
1714-0120 FINLEY SCHOOL OF ARTS - INTERIOR PAINTING	-	-	-	-	-	-	-
1714-0121 FIN-Memorial Hall Flooring	-	-	-	-	-	-	-
1714-0122 FINLEY MEMORIAL HALL BLDG MTCE	(2,100)	(2,100)	(2,100)	(2,100)	(2,153)	(2,206)	(2,261)
1714-0123 FIN MEMORIAL HALL - INSURANCE	(11,800)	(11,545)	(11,900)	(12,000)	(12,360)	(12,731)	(13,113)
1714-0124 FIN MEMORIAL HALL - GRANT	(6,860)	(6,860)	(6,860)	(6,860)	(7,066)	(7,278)	(7,496)
1714-0125 TOCUMWAL HALL BLDG MTCE	(2,100)	(2,100)	(2,100)	(2,100)	(2,153)	(2,206)	(2,261)
1714-0126 TOCUWMAL HALL - RENOVATIONS	-	-	-	-	-	-	-
1714-0130 TOCUMWAL HALL - INSURANCE	(7,600)	(6,134)	(7,700)	(7,800)	(8,034)	(8,275)	(8,523)
1714-0142 TOCUMWAL HALL GRANT	(3,280)	(3,280)	(3,280)	(3,280)	(3,378)	(3,480)	(3,584)
1714-0145 RETREAT HALL BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,063)	(1,127)	(1,192)
1714-0150 RETREAT HALL - INSURANCE	(1,400)	(1,400)	(1,450)	(1,500)	(1,545)	(1,591)	(1,639)
1714-0151 RETREAT HALL GRANT EXPENDITURE	-	(3,025)	-	-	-	-	-
1714-0166 BGN-CWA Kitchen Upgrade	-	-	-	-	-	-	-
1714-0167 BGN CWA HALL BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,052)	(1,077)
1714-0168 BGN CWA HALL - INSURANCE	(1,050)	(827)	(1,071)	(990)	(1,020)	(1,050)	(1,082)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1714-0190 LALATY HALL GRANT EXPEND	-	-	-	-	-	-	-
1715-0135 TOCUMWAL RAILWAY BLDG MTCE	(1,000)	(15,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1715-0137 TOC RAILWAY STATION INSURANCE	(775)	(605)	-	-	-	-	-
1715-0138 FINLEY RAILWAY BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
1715-0140 COMMUNITY AMENITIES ADMIN CHAR	(92,800)	(92,800)	(95,600)	(98,500)	(98,500)	(98,500)	(98,500)
3900-2504 PUBLIC CONVENIENCES DEPCN	(4,600)	(4,600)	(4,700)	(4,800)	(4,944)	(5,092)	(5,245)
6200-2504 PUBLIC HALLS DEPRECIATION	(162,800)	(162,800)	(167,700)	(172,700)	(177,881)	(183,217)	(188,714)
COMMAMENCAPEX COMMUNITY AMENITIES CAPITAL EXPENDITURE	(14,000)	-	(10,000)	(100,000)	(20,000)	(20,000)	-
HALLSCAPEXP PUBLIC HALLS CAPITAL EXPENDITURE	-	-	(20,000)	(200,000)	(180,000)	(50,000)	-
COMMUNITY AMENITIES REVENUE	-	3,025	-	-	-	-	-
COMMUNITY AMENITIES	-	3,025	-	-	-	-	-
6200-1951 Lalalty Hall Volunteer Grant	-	-	-	-	-	-	-
6200-1952 RETREAT HALL VOLUNTEER GRANT	-	-	-	-	-	-	-
6200-1953 RETREAT HALL FRRR GRANT	-	3,025	-	-	-	-	-
COMMAMENCAPINC COMMUNITY AMENITIES CAPITAL INCOME	-	-	-	-	-	-	-
6200-1954 RETREAT HALL CBP GRANT	-	-	-	-	-	-	-
	(485,125)	(494,638)	(513,121)	(796,290)	(707,449)	(588,922)	(530,719)
RECREATION EXPENSE	(784,385)	(1,109,862)	(760,535)	(780,735)	(751,226)	(772,294)	(793,956)
RECREATION	(784,385)	(1,109,862)	(760,535)	(780,735)	(751,226)	(772,294)	(793,956)
1717-0110 BAROOGA SPORTS COMP- INSURANCE	(8,500)	(6,561)	(8,600)	(8,700)	(8,961)	(9,230)	(9,507)
1717-0112 BAROOGA SPORTS COMP GRANT	(11,390)	(11,390)	(11,390)	(11,390)	(11,732)	(12,084)	(12,446)
1717-0113 RECREATION FACILITIES DONATION	-	(5,570)	(6,750)	(7,000)	(7,210)	(7,426)	(7,649)
1717-0120 BAROOGA SPORTS COMP BLDG MTCE	(5,000)	(5,000)	(5,000)	(5,000)	(5,105)	(5,213)	(5,323)
1717-0121 BGA SPORTS COMP RISK M'MENT	-	-	-	-	-	-	-
1717-0130 BERRIGAN SPORTS COMP INSURANCE	(7,600)	(7,467)	(7,700)	(7,800)	(8,034)	(8,275)	(8,523)
1717-0132 BERRIGAN SPORTS COMP GRANT	(10,540)	(10,540)	(10,540)	(10,540)	(10,856)	(11,182)	(11,517)
1717-0140 BERRIGAN SPORTS COMP BLDG MTCE	(2,100)	(2,100)	(2,100)	(2,100)	(2,153)	(2,206)	(2,261)
1717-0141 BGN SPORTS COMP RISK M'MENT	-	-	-	-	-	-	-
1717-0150 FINLEY REC RESERVE - INSURANCE	(7,000)	(5,030)	(7,100)	(7,200)	(7,416)	(7,638)	(7,868)
1717-0152 FINLEY REC RESERVE GRANT	(11,220)	(11,220)	(11,220)	(11,220)	(11,557)	(11,903)	(12,260)
1717-0155 FIN REC RES PLAYGROUND MTCE	(620)	(620)	(640)	(660)	(677)	(693)	(711)
1717-0160 FINLEY REC RESERVE BLDG MTCE	(2,500)	(2,500)	(2,500)	(2,500)	(2,588)	(2,677)	(2,769)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1717-0161 FIN REC RESERVE RISK M'MENT	-	-	-	-	-	-	-
1717-0170 FINLEY SHOW GROUND - INSURANCE	(8,500)	(8,339)	(8,600)	(8,700)	(8,961)	(9,230)	(9,507)
1717-0172 FINLEY SHOW GROUND GRANT	(11,485)	(11,485)	(11,485)	(11,485)	(11,830)	(12,184)	(12,550)
1717-0173 FINLEY SHOWGROUND PRMF TOILET	-	(27,500)	-	-	-	-	-
1717-0180 FINLEY SHOW GROUNDS BLDG MTCE	(2,500)	(2,500)	(2,500)	(2,500)	(2,630)	(2,763)	(2,900)
1717-0181 FINLEY SHOW GROUND RISK M'MENT	-	-	-	-	-	-	-
1717-0191 TOC REC RESERVE - INSURANCE	(3,700)	(3,587)	(3,800)	(3,900)	(4,017)	(4,138)	(4,262)
1717-0192 TOC REC RESERVE GRANT	(11,140)	(11,140)	(11,140)	(11,140)	(11,474)	(11,818)	(12,173)
1717-0194 TOC REC RES PLAYGROUND MTCE	(620)	(620)	(640)	(660)	(677)	(693)	(711)
1717-0200 TOC REC RESERVE BLDG MTCE	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1717-0201 TOC REC RESERVE RISK M'MENT	-	-	-	-	-	-	-
1717-0202 TOC REC RESERVE - DRAINAGE WORKS	-	-	-	-	-	-	-
1717-0211 BGA REC RES CONTRIBUTION	-	-	-	-	-	-	-
1717-0212 BGA REC RES CAPITAL WORKS	-	(4,900)	-	-	-	-	-
1717-0213 BAROOGA NETBALL COURTS	-	(143)	-	-	-	-	-
1717-0220 FINLEY REC RESERVE UPGRADES	-	(1,950)	-	-	-	-	-
1717-0221 FINLEY REC RESERVE CONSTRUCTIO	-	(101,780)	-	-	-	-	-
1717-0222 RECREATION RESERVES - SOLAR PANELS	-	(16,733)	-	-	-	-	-
1717-0223 FINLEY REC RESERVE FITOUT	-	(5,110)	-	-	-	-	-
1717-0224 BGA-REC RES Addition to Toilet	-	-	-	-	-	-	-
1717-0225 BGN - REC RES Demo & New Shed	-	(29,300)	-	-	-	-	-
1717-0226 FIN - FIN REC RES DEMO & NEW SHED	-	(11,900)	-	-	-	-	-
1717-0500 FINLEY REC RESERVE - NEW BUILDING	-	-	-	-	-	-	-
1717-0501 BAROOGA REC RESERVE - NEW BUILDING	-	-	-	-	-	-	-
1717-0502 BAROOGA REC RESERVE - RENOVATION OF EXISTING	-	-	-	-	-	-	-
1718-0000 PARKS & GARDENS MAINTENANCE	(278,500)	(278,500)	(288,300)	(298,400)	(305,860)	(313,507)	(321,344)
1718-0050 FINLEY - LOCO DAM PARK	-	-	-	-	-	-	-
1718-0101 PARKS - STORM EMERGENCY	-	-	-	-	-	-	-
1718-0116 MINOR PARKS GARDEN ELECTRICITY	(12,750)	(12,750)	(13,200)	(13,700)	(14,180)	(14,676)	(15,189)
1718-0117 MINOR PARK & GARDENS INSURANCE	(320)	(320)	(330)	(340)	(350)	(361)	(372)
1718-0185 ALEXANDER GARDEN COMPETITION	(600)	(1,000)	(600)	(600)	(612)	(630)	(645)
1718-0187 ASSET MANAGEMENT - TREES	-	-	-	-	-	-	-
1718-0201 ROTARY PARK PLAYGROUND	-	(10,000)	-	-	-	-	-
1718-0205 BERRIGAN APEX PARK - RLCIP	-	-	-	-	-	-	-
1718-0207 TOCUMWAL BOAT RAMP IMPROVEMENTS	-	(7,537)	-	-	-	-	-
1718-0212 FORESHORE RESTORATION WORKS	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1718-0213 FLAG POLES TOWN ENTRIES	-	-	-	-	-	-	-
1718-0215 FINLEY SKATE PARK	-	(935)	-	-	-	-	-
1718-0220 TOCUMWAL SKATE PARK	-	(935)	-	-	-	-	-
1718-0225 BGA BOTANICAL GARDENS TOILETS	-	(100,000)	-	-	-	-	-
1719-0584 BEAUTIFICATION OF DEAN ST ROUNDABOUT	-	(96,762)	-	-	-	-	-
1917-0640 TOCUMWAL WALKWAYS	-	(8,338)	-	-	-	-	-
6500-2500 RECREATION RESERVES PLANT & EQUIPMENT DEPCN	(3,800)	(3,800)	(3,900)	(4,000)	(4,120)	(4,244)	(4,371)
6500-2502 RECREATION RESERVES OTHER STRUCTURES DEPCN	(9,200)	(9,200)	(9,500)	(9,800)	(10,094)	(10,397)	(10,709)
6500-2518 RECREATION RESERVES BUILDINGS DEPCN	(231,200)	(231,200)	(238,100)	(245,200)	(252,556)	(260,133)	(267,937)
6600-2500 PARKS & GARDENS DEPCN	(38,700)	(38,700)	(39,900)	(41,100)	(42,333)	(43,603)	(44,911)
6600-2518 PARKS & GARDENS DEPCN	(2,900)	(2,900)	(3,000)	(3,100)	(3,193)	(3,289)	(3,387)
PARKSCAPEXP PARKS AND RECREATION AREAS CAPITAL EXPENDITURE	(100,000)	-	(50,000)	(50,000)	-	-	-
RECRESERVECAPEXP RECREATION RESERVES CAPITAL EXPENDITURE	-	-	-	-	-	-	-
1717-0229 BGN REC RES NETBALL COURTS	-	-	-	-	-	-	-
RECREATION REVENUE	500	526,000	500	500	513	525	538
RECREATION	500	526,000	500	500	513	525	538
6500-1315 TOCUMWAL FOOTBALL NETBALL CLUB LEASE	500	500	500	500	513	525	538
6500-1500 RECREATION RESERVE - SUNDRY REVENUE	-	-	-	-	-	-	-
6500-1949 BGA REC RESERVE PROJECT CONTRIBUTION	-	-	-	-	-	-	-
6500-1950 RECREATION RESERVE GRANTS	-	-	-	-	-	-	-
6500-1956 TOC REC RESERVE DRAINAGE -COMMITTEE CONTRIBUTION	-	-	-	-	-	-	-
6500-1957 FINLEY RECREATION RESERVE PROJECT CONTRIBUTIONS	-	173,000	-	-	-	-	-
6500-1958 FINLEY RECREATION RESERVE PROJECT GRANT	-	300,000	-	-	-	-	-
6500-1960 BGA REC RES PROJECT CONTRIB	-	-	-	-	-	-	-
6500-1961 BGA REC RES PROJECT IN-KIND	-	-	-	-	-	-	-
6500-1962 FIN REC RESERVE CROWN LANDS GRANT	-	-	-	-	-	-	-
6500-1963 FINLEY SHOWGROUND PRMF GRANT	-	27,500	-	-	-	-	-
6500-1965 BGN SPORTS GROUND DEMO & NEW SHED	-	25,000	-	-	-	-	-
6600-1501 SECT.94 PUBLIC OPEN SPACE BAROOGA	-	-	-	-	-	-	-
6600-1502 SECT.94 PUBLIC OPEN SPACE BERRIGAN	-	-	-	-	-	-	-
6600-1503 SECT.94 PUBLIC OPEN SPACE FINLEY	-	-	-	-	-	-	-
6600-1504 SECT.94 PUBLIC OPEN SPACE TOCUMWAL	-	-	-	-	-	-	-
6600-1505 SECT 94 PUBLIC OPEN SPACE RES TRN	-	-	-	-	-	-	-
6600-1821 USER CHARGES - TOC FORESHORE RES	-	-	-	-	-	-	-
6600-1956 NSW MARITIME GRANT- TOCUMWAL BOAT RAMP	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
6600-1958 MURRAY CMA GRANT - KELLY ST RESERVE	-	-	-	-	-	-	-
6600-1959 NSW MARITIME GRANT- TOCUMWAL FORESHORE RESTORATION	-	-	-	-	-	-	-
6600-1960 FORESHORE COMMITTEE- TOCUMWAL FORESHORE RESTORATION	-	-	-	-	-	-	-
6600-1961 FINLEY LAKE GRANT	-	-	-	-	-	-	-
PARKSCAPINC PARKS AND RECREATION AREAS CAPITAL INCOME	-	-	-	-	-	-	-
RECRESERVECAPINC RECREATION RESERVES CAPITAL INCOME	-	-	-	-	-	-	-
	(783,885)	(583,862)	(760,035)	(780,235)	(750,713)	(771,769)	(793,418)
SWIMMING POOL EXPENSE	(347,280)	(397,480)	(360,350)	(392,780)	(379,814)	(374,307)	(383,966)
SWIMMING POOL	(347,280)	(397,480)	(360,350)	(392,780)	(379,814)	(374,307)	(383,966)
1716-0105 SWIMMING POOL GRANTS - BGN	(40,400)	(40,600)	(31,400)	(31,400)	(31,400)	(31,400)	(31,400)
1716-0107 SWIMMING POOL GRANTS - FIN	(35,600)	(35,600)	(35,600)	(35,600)	(35,600)	(39,253)	(40,431)
1716-0109 SWIMMING POOL GRANTS - TOC	(31,400)	(31,400)	(31,400)	(31,400)	(31,400)	(35,010)	(36,060)
1716-0114 BERRIGAN POOL LIFEGUARDS PAYS	(21,569)	(21,569)	(27,237)	(23,050)	(23,742)	(24,454)	(25,187)
1716-0115 BER SWIMMING POOL OPERATE EXP.	(25,000)	(25,000)	(25,000)	(26,000)	(26,650)	(27,316)	(27,999)
1716-0116 BER SWIMMING POOL INSURANCE	(1,080)	(1,080)	(1,120)	(1,160)	(1,195)	(1,231)	(1,268)
1716-0117 FIN SWIMMING POOL OPERATE EXP.	(25,000)	(25,000)	(25,000)	(26,000)	(26,650)	(27,316)	(27,999)
1716-0118 FINLEY POOL LIFEGUARDS PAYS	(28,762)	(28,762)	(36,326)	(30,740)	(31,662)	(32,612)	(33,590)
1716-0119 TOC SWIMMING POOL OPERATE EXP.	(16,000)	(16,000)	(16,000)	(17,000)	(17,425)	(17,861)	(18,307)
1716-0120 FIN SWIMMING POOL INSURANCE	(830)	(830)	(860)	(890)	(917)	(944)	(973)
1716-0121 TOCUMWAL POOL LIFEGUARDS PAYS	(21,569)	(21,569)	(27,237)	(23,050)	(23,742)	(24,454)	(25,187)
1716-0122 POOL LIFEGUARD UNIFORMS/ROSTER	(3,000)	(3,000)	(3,000)	(3,500)	(3,605)	(3,713)	(3,825)
1716-0123 TOC POOL INSURANCE	(450)	(450)	(470)	(490)	(505)	(520)	(535)
1716-0135 SWIMMING POOL BLDG MTCE - BGN	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1716-0137 SWIMMING POOL BLDG MTCE - FINL	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
1716-0139 SWIMMING POOL BLDG MTCE - TOCU	(5,000)	(5,000)	(5,000)	(5,000)	(5,125)	(5,253)	(5,386)
1716-0150 SWIMMING POOLS - RISK M'MENT	-	-	-	-	-	-	-
1716-0155 POOL WATER TREATMENT EXPENSES	(33,100)	(33,100)	(34,300)	(35,500)	(36,386)	(37,297)	(38,230)
1716-0156 SUPERVISOR SALARY	(17,220)	(17,220)	(18,200)	(18,800)	(19,364)	(19,945)	(20,543)
1716-0505 SWIMMING POOL CAPITAL - BERRIG	-	-	-	-	-	-	-
1716-0510 SWIMMING POOL CAPITAL - FINLEY	-	(10,000)	-	-	-	-	-
1716-0515 SWIMMING POOL CAPITAL - TOCUMWAL	-	(40,000)	-	-	-	-	-
6400-2500 SWIMMING POOL OTHER STRUCUTURES DEPCN	(19,800)	(19,800)	(20,400)	(21,000)	(21,630)	(22,279)	(22,947)
6400-2504 SWIMMING POOL BUILDINGS DEPCN	(11,500)	(11,500)	(11,800)	(12,200)	(12,566)	(12,943)	(13,331)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
POOLCAPEXP SWIMMING POOLS CAPITAL EXPENDITURE	-	-	-	(40,000)	(20,000)	-	-
SWIMMING POOL REVENUE	138,070	138,070	156,800	145,840	149,871	154,013	158,269
SWIMMING POOL	138,070	138,070	156,800	145,840	149,871	154,013	158,269
6400-1828 USER CHARGES - SWIMMING POOLS	66,000	66,000	66,000	69,000	70,725	72,493	74,305
6400-1829 RECOVERIES FOR LIFEGUARDS	72,070	72,070	90,800	76,840	79,146	81,520	83,964
6400-1950 SWIMMING POOL GRANT RLCIP Rd 3	-	-	-	-	-	-	-
POOLCAPINC SWIMMING POOLS CAPITAL INCOME	-	-	-	-	-	-	-
	(209,210)	(259,410)	(203,550)	(246,940)	(229,943)	(220,294)	(225,697)
QUARRIES & PITS EXPENSE	(67,500)	(78,750)	(90,000)	(90,000)	(92,250)	(94,556)	(96,920)
QUARRIES & PITS	(67,500)	(78,750)	(90,000)	(90,000)	(92,250)	(94,556)	(96,920)
1812-0105 PINE LODGE PIT OPERATING EXPEN	(65,500)	(76,750)	(87,900)	(87,800)	(89,984)	(92,223)	(94,516)
1812-0106 RATCLIFFS PIT FENCING	-	-	-	-	-	-	-
1812-0110 PEPPERTREE RD PIT RESTORATION	-	-	-	-	-	-	-
6920-2505 QUARRIES & PIT REMEDIATION - DEPCN	(2,000)	(2,000)	(2,100)	(2,200)	(2,266)	(2,333)	(2,404)
6920-2508 QUARRIES - DEPCN	-	-	-	-	-	-	-
QUARRIES & PITS REVENUE	90,000	78,750	90,000	90,000	92,250	94,556	96,920
QUARRIES & PITS	90,000	78,750	90,000	90,000	92,250	94,556	96,920
6920-1500 PINE LODGE PIT REVENUE	90,000	78,750	90,000	90,000	92,250	94,556	96,920
6920-1505 PINE LODGE PIT REVENUE CONTRA	-	-	-	-	-	-	-
6920-1510 OTHER GRAVEL PITS REVENUE	-	-	-	-	-	-	-
	22,500	-	-	-	-	-	-
SHIRE ROADS EXPENSE	(8,106,841)	(9,503,786)	(10,787,579)	(7,960,990)	(8,085,458)	(8,296,719)	(7,950,321)
SHIRE ROADS	(8,106,841)	(9,503,786)	(10,787,579)	(7,960,990)	(8,085,458)	(8,296,719)	(7,950,321)
0011-0000 RURAL SEALED ROADS - MAINTENANCE	(320,400)	(320,400)	(309,468)	(318,800)	(326,770)	(334,939)	(343,313)
0013-0000 RURAL UNSEALED ROADS - MAINTENANCE	(610,320)	(610,320)	(503,186)	(518,300)	(531,258)	(544,539)	(558,152)
0021-0000 OTHER URBAN SEALED ROADS - MAINTENANCE	(487,200)	(487,200)	(523,000)	(541,200)	(554,730)	(568,598)	(582,813)
0023-0000 OTHER URBAN UNSEALED ROADS - MAINTENANCE	(46,000)	(46,000)	(61,000)	(63,000)	(64,575)	(66,189)	(67,844)
1414-0105 STREET & GUTTER CLEANING	(175,250)	(175,250)	(160,700)	(166,300)	(170,458)	(174,719)	(179,087)

APPENDIX D

			2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description			ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL			1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1414-0110	RUBBISH COLLECTION BEACH AREAS		(40,000)	(40,000)	(32,100)	(33,300)	(34,133)	(34,986)	(35,860)
1910-0100	TOWN ENTRANCE DESIGN		-	(298,066)	-	-	-	-	-
1910-0201	URBAN ROADS - STORM EMERGENCY		-	-	-	-	-	-	-
1910-0204	URBAN CONSTRUCTION SUBJECT TO AMP		-	-	-	-	-	-	-
1910-0257	RESEAL STEWART STREET		-	-	-	-	-	-	-
1910-0285	WALTER ST - SH20 TO WHITE		-	-	-	-	-	-	-
1910-0287	DENISON ST-JERILDERIE NTH TO B		-	-	-	-	-	-	-
1910-0288	FINLEY ST - MURRAY TO END		-	(1,286)	-	-	-	-	-
1910-0289	MORRIS ST -DENILIKUIN TO ADAMS		-	-	-	-	-	-	-
1910-0290	TOWNSCAPE - PARKING LANES		-	-	-	-	-	-	-
1910-0296	MCALLISTER ST - WARMATTA ST TO HEADFORD ST		-	-	-	-	-	-	-
1910-0309	TOWNSEND ST		-	-	-	-	-	-	-
1910-0310	WALTER ST		-	-	-	-	-	-	-
1910-0311	RESEAL BAROOGA ST		-	-	-	-	-	-	-
1910-0312	RESEAL DENILIKUIN ST		-	(5,775)	-	-	-	-	-
1910-0316	DENISON ST		-	-	-	-	-	-	-
1910-0317	RESEAL FINLEY ST		-	-	-	-	-	-	-
1910-0321	RESEAL HOWARD ST 0-162		-	-	-	-	-	-	-
1910-0322	RESEAL KARJEN CRT		-	-	-	-	-	-	-
1910-0323	RESEAL KEAMY CRT		-	-	-	-	-	-	-
1910-0324	RESEAL ORANGE GROVE		-	-	-	-	-	-	-
1910-0325	RESEAL HOWARD ST 162-367		-	-	-	-	-	-	-
1910-0326	RESEAL VERMONT ST		-	-	-	-	-	-	-
1910-0327	RESEAL BURKINSHAW ST		-	(3,146)	-	-	-	-	-
1910-0328	RESEAL KAMAROOKA ST		-	-	-	-	-	-	-
1910-0329	RESEAL HOWARD ST		-	-	-	-	-	-	-
1910-0330	RESEAL BAROOGA ST 506-777		-	-	-	-	-	-	-
1910-0331	RESEAL JERILDERIE ST 315-466		-	-	-	-	-	-	-
1910-0332	RESEAL JERILDERIE ST 466-529		-	-	-	-	-	-	-
1910-0333	RESEAL JERILDERIE ST 529-580		-	-	-	-	-	-	-
1910-0334	RESEAL CHANTER ST		-	-	-	-	-	-	-
1910-0335	RESEAL MARY ST		-	-	-	-	-	-	-
1910-0336	RESEAL OSBORNE ST 926-980		-	(24,257)	-	-	-	-	-
1910-0337	RESEAL OSBORNE ST 980-1028		-	-	-	-	-	-	-
1910-0338	RESEAL MURRAY ST - SERVICE RD TO SWIM POOL		-	(14,040)	-	-	-	-	-
1910-0339	RESEAL ANDERSON ST		-	-	-	-	-	-	-

APPENDIX D

			2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description			ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GRAND TOTAL			BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
	1910-0340	RESEAL TONGS ST	-	-	-	-	-	-	-
	1910-0341	RESEAL TUPPAL ST	-	(3,850)	-	-	-	-	-
	1910-0342	RESEAL WOLLAMAI ST	-	(19,198)	-	-	-	-	-
	1910-0343	RESEAL SUGDEN ST	-	-	-	-	-	-	-
	1910-0344	RESEAL ATHOL WHITE	-	-	-	-	-	-	-
	1910-0345	RESEAL EMILY ST 0-79	-	-	-	-	-	-	-
	1910-0346	RESEAL EMILY ST 79-149	-	-	-	-	-	-	-
	1910-0347	RESEAL EMILY 273-417	-	-	-	-	-	-	-
	1910-0348	R/S BANKER ST 262-536	-	(8,877)	-	-	-	-	-
	1910-0349	R/S KAMAROOKA ST 0-400	-	-	-	-	-	-	-
	1910-0350	R/S WILLIAM ST 155 - 321	-	-	-	-	-	-	-
	1910-0351	R/S JERILDERIE ST 0-80	-	-	-	-	-	-	-
	1910-0352	R/S HOWE ST 1707-1800	-	-	-	-	-	-	-
	1910-0353	R/S HOWE ST 1563-1707	-	-	-	-	-	-	-
	1910-0354	R/S HOWE ST 1124-1563	-	-	-	-	-	-	-
	1910-0355	R/S HEADFORD ST 411-452	-	-	-	-	-	-	-
	1910-0356	R/S McALLISTER ST 0-216	-	-	-	-	-	-	-
	1910-0357	R/S McALLISTER ST 216-679	-	-	-	-	-	-	-
	1910-0358	R/S TOWNSEND ST 0-166	-	-	-	-	-	-	-
	1910-0359	R/S TOWNSEND ST 166 - 414	-	-	-	-	-	-	-
	1910-0360	R/S OSBORNE ST 0-256	-	-	-	-	-	-	-
	1910-0361	R/S OSBORNE ST 340-600	-	-	-	-	-	-	-
	1910-0362	R/S MORRIS ST 0-143	-	-	-	-	-	-	-
	1910-0363	R/S MORRIS ST 143-430	-	-	-	-	-	-	-
	1910-0364	R/S HILL ST 0- 70	-	(2,268)	-	-	-	-	-
	1910-0365	R/S HILL ST 70-392	-	(7,245)	-	-	-	-	-
	1910-0366	R/S HILL ST 392-492	-	(3,300)	-	-	-	-	-
	1910-0367	R/S RILEY CRT 0-105	-	-	-	-	-	-	-
	1910-0368	R/S ROBERT FULLER CRT 0-78	-	-	-	-	-	-	-
	1910-0369	R/S DAVIS ST - COBRAM TO MOMAL	-	-	-	-	-	-	-
	1910-0370	R/S HUGHES ST - NANGUNIA COLLI	-	-	-	-	-	-	-
	1910-0371	R/S VICTORIA AVE - BUCHANANS	-	-	-	-	-	-	-
	1910-0372	RESEAL BURKINSHAW ST 121-246	-	(4,750)	-	-	-	-	-
	1910-0542	BUCHANANS RD-WIRUNA TO HUGHES	-	-	-	-	-	-	-
	1910-0543	Buchanans Rd-Gunnamara-Wiruna	-	-	-	-	-	-	-
	1910-0544	BENT ST - END OF SEAL TO BAROOGA ST NTH	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1910-0545 WOLLAMAI ST - MURRAY TO RAILWAY	-	-	-	-	-	-	-
1910-0552 HARRIS ST-FLYNN ST- HAYES ST	-	-	-	-	-	-	-
1910-0553 LANE 961-BRUTON ST-BAROOGA NTH	-	-	-	-	-	-	-
1910-0554 CHANTER ST- RAILWAY TO JERSEY	-	-	-	-	-	-	-
1910-0623 RESEAL WIRUNA ST 102-560	-	(24,732)	-	-	-	-	-
1910-0701 FINLEY ENDEAVOUR ST CAR PARK	-	(28,977)	-	-	-	-	-
1910-0706 WILLIAM ST - HAMPDEN ST TO EAS	-	-	-	-	-	-	-
1910-0710 DENI ST-CHARLOTTE TO HANNAH	-	-	-	-	-	-	-
1910-0721 RESEAL MEMORIAL PL 21-81	-	(7,000)	-	-	-	-	-
1910-0722 RESEAL MEMORIAL PL 0-23	-	(2,270)	-	-	-	-	-
1910-0723 CHARLOTTE ST - NTH OF BAROOGA	-	-	-	-	-	-	-
1910-0725 TUPPAL ST - MORRIS TO TOWN BEA	-	(3,850)	-	-	-	-	-
1910-0727 MOMALONG STREET BERRIGAN	-	(16,240)	-	-	-	-	-
1910-0730 DENILQUIN RD - NTH SIDE SHOUL	-	-	-	-	-	-	-
1910-0736 DENILQUIN ST-BARKER TO CHARLO	-	-	-	-	-	-	-
1910-0737 VERMONT ST, HUGHES ST,NANGUNIA ST INTERSECTION	-	-	-	-	-	-	-
1910-0739 STABILISE GEORGE ST -DEAN TO MURRAY ST	-	-	-	-	-	-	-
1910-0810 KELLY ST - JERILDERIE TO SHORT	-	-	-	-	-	-	-
1910-0813 COBRAM ST - WHITE ST TO KELLY ST	-	-	-	-	-	-	-
1910-0822 MURRAY ST - HEADFORD TO OSBORNE (TP)	-	-	-	-	-	-	-
1910-0823 DAVIS ST ROADWORKS	-	-	-	-	-	-	-
1910-0824 BALDWIN CRT RESEAL	-	-	-	-	-	-	-
1910-0825 RESEAL MURRAY HUT DR 0-125	-	(4,560)	-	-	-	-	-
1910-0833 RESEAL WELLS ST 442-832	-	(17,216)	-	-	-	-	-
1910-0834 RESEAL HENNESSEY ST 285-444	-	(5,342)	-	-	-	-	-
1910-0835 RESEAL HENNESSEY ST 444-1087	-	(13,374)	-	-	-	-	-
1911-0100 RURAL ROADS	-	-	-	-	-	-	-
1911-0135 RESEAL CHINAMANS RD	-	(124,684)	-	-	-	-	-
1911-0150 LGSA - ROADSIDE VEGETATION PROJECT	-	(19,270)	-	-	-	-	-
1911-0156 RESEAL VARIOUS INTERSECTIONS A	-	(35,000)	-	-	-	-	-
1911-0159 RESEAL KELLYS RD	-	(4,977)	-	-	-	-	-
1911-0205 RESEAL HUGHES ST - BUCHANANS TO MR550	-	-	-	-	-	-	-
1911-0206 RESEAL SILO RD - CNR TO 409M NTH	-	-	-	-	-	-	-
1911-0206 RESEAL TUPPAL RD - 180-260	-	-	-	-	-	-	-
1911-0208 RESEAL SILO RD - 2629NTH OF TUPPAL RD TO CNR	-	-	-	-	-	-	-
1911-0209 RESEAL BARNES RD	-	(27,103)	-	-	-	-	-

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GRAND TOTAL		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
	1911-0210 RESEAL STRATHVALE RD - 0-298	-	-	-	-	-	-	-
	1911-0211 RESEAL PEPPERTREE RD - 0-213	-	-	-	-	-	-	-
	1911-0212 RESEAL PEPPERTREE RD - 213-426	-	-	-	-	-	-	-
	1911-0213 RESEAL SEPPELTS RD 0-60	-	-	-	-	-	-	-
	1911-0214 RESEAL BURMA RD - 2243-2643	-	-	-	-	-	-	-
	1911-0215 RESEAL BACK BGA RD 550M TO 694M NTH	-	-	-	-	-	-	-
	1911-0216 RESEAL BACK BGA RD 100M NTH COLDWELLS RD	-	-	-	-	-	-	-
	1911-0217 RESEAL COLDWELLS RD 6615-6830	-	-	-	-	-	-	-
	1911-0218 RESEAL WOOLSHED RD 17950-18059	-	(154,193)	-	-	-	-	-
	1911-0219 RESEAL WOOLSHED RD 6877-7362	-	-	-	-	-	-	-
	1911-0220 RESEAL CASEYS RD - 4272-4596	-	-	-	-	-	-	-
	1911-0221 RESEAL BACK BAROOGA RD - 964-1465	-	-	-	-	-	-	-
	1911-0222 RESEAL CASEYS RD - 4272-4596	-	-	-	-	-	-	-
	1911-0223 RESEAL COBRAM RD MR363 TO 497M NTH	-	(24,465)	-	-	-	-	-
	1911-0224 R/S RACECOURSE RD 5669-7322	-	-	-	-	-	-	-
	1911-0225 R/S LOWER RIVER RD 2277-6818	-	(8,661)	-	-	-	-	-
	1911-0226 R/S COLDWELLS RD 4965-5395	-	-	-	-	-	-	-
	1911-0227 R/S WOOLDSHED RD 4801-4956	-	-	-	-	-	-	-
	1911-0228 R/S LARKINS RD 0-1780	-	(23,058)	-	-	-	-	-
	1911-0229 R/S LARKINS RD 3300-4859	-	-	-	-	-	-	-
	1911-0230 R/S LARKINS RD 4859-5417	-	-	-	-	-	-	-
	1911-0241 RESEAL BURMA RD TOC	-	(16,519)	-	-	-	-	-
	1911-0275 HUGHES ST - BUCHANANS TO MR550	-	(150,000)	-	-	-	-	-
	1911-0285 WOODSTOCK - VARIOUS	-	-	-	-	-	-	-
	1911-0287 FULLERS - HWY TO 2920 EAST	-	-	-	-	-	-	-
	1911-0288 RESEAL THE ROCKS RD - 3274-4084	-	-	-	-	-	-	-
	1911-0299 REPLACEMENT OF BUTT ENDED PIPES ON RURAL ROADS	-	(66,707)	-	-	-	-	-
	1911-0300 PLUMPTONS ROAD	-	-	-	-	-	-	-
	1911-0302 WOOLSHED ROAD	-	-	-	-	-	-	-
	1911-0306 WOODSTOCK ROAD	-	(17,865)	-	-	-	-	-
	1911-0551 YARRAWONGA RD 6190 TO 8230	-	-	-	-	-	-	-
	1911-0560 COLDWELLS ROAD	-	-	-	-	-	-	-
	1911-0561 RACECOURSE RD TOCUMWAL	-	-	-	-	-	-	-
	1911-0562 ROAD REALIGNMENT WOOLSHED RD	-	-	-	-	-	-	-
	1911-0564 WOOLSHED RD -OLD TOCUMWAL BERRIGAN RD	-	-	-	-	-	-	-
	1911-0565 BROUGHANS RD -SH17 TO DALES RD	-	-	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1911-0566 TUPPAL RD - CURVES	-	-	-	-	-	-	-
1911-0570 FULLERS RD - WOOLSHED RD TO 3.4LM WEST	-	-	-	-	-	-	-
1911-0571 YARRAWONGA ROAD-CRAIGS RD	-	-	-	-	-	-	-
1911-0572 THE ROCKS RD - WEST OF PATCH	-	-	-	-	-	-	-
1911-0573 THE ROCKS RD - EAST OF PATCH	-	-	-	-	-	-	-
1911-0575 OLD ADCOCKS RD - BROWNS TO THE ROCKS	-	-	-	-	-	-	-
1911-0578 BABBINGTONS RD - SEALED SEC. TO MARION DR	-	-	-	-	-	-	-
1911-0579 WOOLSHED RD - 125M STH FULLERS TO 1018M STH	-	-	-	-	-	-	-
1911-0582 WOOLSHED RD - GODDENS TO MELROSE	-	-	-	-	-	-	-
1911-0585 WOODSTOCK RD-190M EAST BAILEYS	-	-	-	-	-	-	-
1912-0061 R/S EDGECOMB RD	-	-	-	-	-	-	-
1912-0071 RESHEET SULLIVANS RD CRUICKSHA	-	-	-	-	-	-	-
1912-0072 R/S CRUICKSHANKS RD	-	(17,629)	-	-	-	-	-
1912-0076 RESHEET COXONS RD - PYLES NTH	-	(48,782)	-	-	-	-	-
1912-0081 RESEAL ST LEONS RD SH17 EAST	-	(53,302)	-	-	-	-	-
1912-0121 FIRE BREAKS - RURAL UNSEALED R	-	-	-	-	-	-	-
1912-0139 RESHEET WARATAH RD SH20 to PYL	-	-	-	-	-	-	-
1912-0157 RESHEET FEGANS RD SH20 RENOLYD	-	-	-	-	-	-	-
1912-0158 RESHEET RENOLYDSONS RD WARAT	-	(56,000)	-	-	-	-	-
1912-0159 RESHEET DONALDSONS RD SH17	-	(194,945)	-	-	-	-	-
1912-0160 RESHEET THORBURNS RD ROCKS	-	(70,363)	-	-	-	-	-
1912-0161 RESHEET TWARRA EST RD TO PEPPERT	-	(41,587)	-	-	-	-	-
1912-0176 RURAL ADDRESSING EXPENSE	-	-	-	-	-	-	-
1912-0177 R/S ADCOCKS RD -S BROWNS RD	-	-	-	-	-	-	-
1912-0201 RURAL ROADS - STORM EMERGENCY	-	-	-	-	-	-	-
1912-0230 HOGANS ROAD	-	-	-	-	-	-	-
1912-0231 CLOSES ROAD	-	-	-	-	-	-	-
1912-0232 KENNEDYS ROAD	-	-	-	-	-	-	-
1912-0233 VICTORIA PARK ROAD	-	-	-	-	-	-	-
1912-0235 NOLANS ROAD	-	-	-	-	-	-	-
1912-0236 MIECHELS ROAD	-	-	-	-	-	-	-
1912-0237 R/S MILLS RD 0-2000	-	-	-	-	-	-	-
1912-0238 WILTONS ROAD	-	-	-	-	-	-	-
1912-0239 YUBA ROAD	-	-	-	-	-	-	-
1912-0240 R/S ROCKLIFFS RD 0-6520	-	(116,000)	-	-	-	-	-
1912-0250 OLD BERRIGAN ROAD - VICTORIA PARK TO END	-	-	-	-	-	-	-

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Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1912-0251 HAYFILED RD - MR564 TO OAKENFALL	-	-	-	-	-	-	-
1912-0252 HAYFILED RD -EDGECOMBE TO OAKENFALL	-	-	-	-	-	-	-
1912-0253 OLD TOC BER RD - SANDHILLS TO 2900M	-	-	-	-	-	-	-
1912-0254 REYNOLDSON RD - WAITAWHILE TO 2250 EAST	-	-	-	-	-	-	-
1912-0255 SPRINGFIELD RD - STH COREE TO 1410M EAST	-	-	-	-	-	-	-
1912-0256 DUNCANS RD - STH COREE TO 1200 EAST	-	-	-	-	-	-	-
1912-0257 MCCALLUMS RD - PINELODGE TO 1310 STH	-	-	-	-	-	-	-
1912-0258 BACK BAROOGA RD - OLD COBRAM TO FUZZARD	-	-	-	-	-	-	-
1912-0259 WITHERS ROAD - CATTLE YARDS TO 2300M NTH WEST	-	-	-	-	-	-	-
1912-0260 WILTONS ROAD - BRUCE GATEWAY TO 610M NTH	-	-	-	-	-	-	-
1912-0261 WILTONS ROAD - 1290M TO MR550	-	-	-	-	-	-	-
1912-0262 R/S AUBURN - WOODSTOCK TO 990M	-	-	-	-	-	-	-
1912-0263 R/S AUBURN - NARROW PLAIN TO	-	-	-	-	-	-	-
1913-0543 BUCHANANS RD - GUNNAMARA WIRUN	-	(44,000)	-	-	-	-	-
1913-0544 BENT ST - END SEAL TO BAROOGA	-	(20,000)	-	-	-	-	-
1913-0552 HARRIS ST - FLYNN ST HAYES ST	-	(25,000)	-	-	-	-	-
1913-0554 CHANTER ST - RAILWAY TO JERSEY	-	(50,000)	-	-	-	-	-
1913-0801 KELLY ST - SHORT ST TO EMILY	-	(11,590)	-	-	-	-	-
1913-0820 DENISON ST - WOLLAMAI TO WARMA	-	(227,202)	-	-	-	-	-
1913-0822 MURRAY ST - HEADFORD TO OSBOUR	-	(50,000)	-	-	-	-	-
1914-0563 TUPPAL RD - SH17 TO RAILWAY	-	(100,000)	-	-	-	-	-
1914-0567 BROUGHANS RD -1900M-3200M EAST	-	(211,685)	-	-	-	-	-
1914-0576 BROWNS RD - SH17 TO OLD ADCOCK	-	(10,595)	-	-	-	-	-
1914-0577 THORNBURNS RD-MR550 TO MARION	-	(4,844)	-	-	-	-	-
1914-0580 STH COREE RD-DUNCANS RD	-	(6,606)	-	-	-	-	-
1914-0581 WOODSTOCK RD-DENISON	-	-	-	-	-	-	-
1914-0584 BROUGHANS RD - 3500M to 5500M	-	(285,429)	-	-	-	-	-
1914-0585 WOODSTOCK RD - 4.7 to 7.7KM	-	(375,000)	-	-	-	-	-
1914-0586 HUGHES ST -BUCHANAN RD - MR550	-	(150,000)	-	-	-	-	-
1914-0587 PLUMPTON RD - HOWE TO HUESTONS	-	(120,000)	-	-	-	-	-
1915-0150 LGSA - ROADSIDE VEGETATION PRO	-	-	-	-	-	-	-
1915-0176 RURAL ADDRESSING EXPENSE	-	(600)	-	-	-	-	-
1915-0513 CLEARZONES - ROADSIDE HAZARD	-	(123,238)	-	-	-	-	-
1916-0105 K&G MTCE & REPAIRS	(15,500)	(27,176)	(15,500)	(15,500)	(15,888)	(16,285)	(16,692)
1916-0542 BUCHANANS RD - WIRUNA TO HUGHES	-	-	-	-	-	-	-
1916-0543 Buchanans Rd- Gunnamara-Wiruna	-	(53,000)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1916-0545 WOLLAMAI ST - MURRAY TO RAILWAY	-	-	-	-	-	-	-
1916-0554 CHANTER ST-RAILWAY TO JERSEY	-	(30,000)	-	-	-	-	-
1916-0640 WILLIAM ST - HAMPDEN TO EAST	-	-	-	-	-	-	-
1916-0801 KELLY ST - SHORT ST TO EMILY ST	-	-	-	-	-	-	-
1916-0820 DENISON ST - WOLLAMAI TO WARMATTA	-	(120,000)	-	-	-	-	-
1916-0821 MURRAY ST - K&G, TREE PLANTING, CARPARKING	-	-	-	-	-	-	-
1916-0822 MURRAY ST - HEADFORD TO OSBORNE (TP)	-	-	-	-	-	-	-
1916-0823 TUPPAL RD SH17 TO RAILWAY	-	(32,000)	-	-	-	-	-
1916-0824 COBRAM ST TOC	-	(22,638)	-	-	-	-	-
1916-0825 KELLY ST NTH MOTTEL TO COBRAM S	-	(21,000)	-	-	-	-	-
1917-0105 FOOTPATH MTCE & REPAIRS	(15,000)	(15,000)	(15,000)	(15,000)	(15,375)	(15,759)	(16,153)
1917-0517 STREET FURNITURE - VARIOUS	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
1917-0541 NEW FOOTPATHS - VARIOUS LOCATIONS	-	(10,000)	-	-	-	-	-
1917-0554 FOOTPATH PROVISION OF PRAM CRO	-	-	-	-	-	-	-
1917-0619 TUPPAL RD - BRIDGE TO NEWELL H	-	(8,800)	-	-	-	-	-
1917-0624 HUGHES ST - HAY TO BUCHANANS	-	-	-	-	-	-	-
1917-0627 TUPPAL ST - MURRAY ST TO LAKE TRACK	-	-	-	-	-	-	-
1917-0637 PEDESTRIAN REFUGE - JERILDERIE ST, BGN	-	-	-	-	-	-	-
1917-0639 CHARLOTTE ST - HENNESSY TO KELLY	-	-	-	-	-	-	-
1917-0641 FOOTPATH JERILDERIE ST-MOMALON	-	-	-	-	-	-	-
1917-0642 CORCORAN ST-SCHOOL-DRUMMOND ST	-	(18,000)	-	-	-	-	-
1917-0643 2 KERB RAMPS INT JERILD & MOMA	-	-	-	-	-	-	-
1917-0644 2 KERB RAMPS INT CORCORAN-DRUM	-	(76)	-	-	-	-	-
1917-0645 BAROOGA ST- MURRAY ST TO MORRI	-	-	-	-	-	-	-
1917-0646 2 KERB RAMP INT BAROOGA & MURR	-	-	-	-	-	-	-
1917-0647 2 KERB RAMP INT BAROOGA & MORR	-	-	-	-	-	-	-
1917-0648 TAKARI ST NANGUNIA ST TO SNELL	-	(80,000)	-	-	-	-	-
1917-0649 BGA WALK/CYCLING TRACK	-	(80,000)	-	-	-	-	-
1917-0650 2 KERB INT DRUMMND & CHANTER	-	(1,000)	-	-	-	-	-
1917-0651 COBRAM ST-RACECOURSE TO TOWN	-	(8,500)	-	-	-	-	-
1917-0652 2 KERB RAMP INT TUPPAL&DENISON	-	(2,000)	-	-	-	-	-
1917-0653 2 KERB RAMP INT TUPPAL & COREE	-	(2,000)	-	-	-	-	-
1917-0654 2 KERB RAMP INT TUPPAL&TOCUMWA	-	(2,000)	-	-	-	-	-
1917-0656 TUPPAL ST MURRAY TO TOCUMWAL	-	(58,378)	-	-	-	-	-
1917-0657 2 KERB RAMP INT BOAT RAMP&MURR	-	-	-	-	-	-	-
1917-0658 MURRAY-BOAT RAMP TO DENILIQUN	-	(3,600)	-	-	-	-	-

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
1917-0659 TUPPAL RD PATH END - BRIDGE ST	-	(5,000)	-	-	-	-	-
1917-0660 BGN WALKING TRACK	-	-	-	-	-	-	-
1918-0105 STREET LIGHTING - Operations	-	(22,450)	-	-	-	-	-
1918-0106 STREET LIGHTING - ELECTRICITY	(133,900)	(111,450)	(187,400)	(192,490)	(198,470)	(204,644)	(211,018)
1918-0107 INSTALLATION POWER CABLING UN	-	(100,000)	-	-	-	-	-
1918-0515 STREET LIGHTING IN TOWNS	-	(87,830)	-	-	-	-	-
1919-0105 ROADS & INFRASTRUCTURE ADMIN C	(1,032,500)	(1,032,500)	(1,063,700)	(1,095,500)	(1,095,500)	(1,095,500)	(1,095,500)
1922-0105 BUS SHELTERS ROUTINE MTCE & RE	(1,500)	(1,500)	(1,500)	(1,500)	(1,525)	(1,551)	(1,577)
7060-2510 DEPCN - URBAN ROADS SEALED	(357,900)	(357,900)	(368,600)	(379,700)	(391,091)	(402,824)	(414,908)
7070-2510 DEPCN - URBAN ROADS UNSEALED	-	-	-	-	-	-	-
7100-2510 DEPCN - RURAL SEALED ROADS	(1,089,200)	(1,089,200)	(1,121,900)	(1,155,600)	(1,190,268)	(1,225,976)	(1,262,755)
7100-2610 DEPCN - RURAL BRIDGES	(28,200)	(28,200)	(29,000)	(29,900)	(30,797)	(31,721)	(32,673)
7150-2510 DEPCN - REGIONAL ROADS	(415,700)	(415,700)	(428,200)	(441,000)	(454,230)	(467,857)	(481,893)
7150-2610 DEPCN - REGIONAL BRIDGES	(57,100)	(57,100)	(58,800)	(60,600)	(62,418)	(64,291)	(66,219)
7200-2510 DEPCN - RURAL UNSEALED ROADS	-	-	-	-	-	-	-
7300-2510 KERB & GUTTER DEPCN	(248,400)	(248,400)	(255,900)	(263,600)	(271,508)	(279,653)	(288,043)
7500-2510 FOOTPATH DEPCN	(61,700)	(61,700)	(63,600)	(65,500)	(67,464)	(69,488)	(71,574)
FOOTPATHSCAPEXP FOOTPATHS CAPITAL EXPENDITURE	(223,100)	-	(223,500)	(149,000)	(77,000)	(73,200)	(35,000)
K&GCAPEXP KERB & GUTTER CAPITAL EXPENDITURE	(168,700)	-	(178,000)	(130,200)	(216,000)	(192,000)	(130,000)
RURALCONSCAPEXP RURAL SEALED CONSTRUCTION CAPITAL EXPENDITURE	(1,070,000)	-	(4,296,000)	(907,000)	(1,433,000)	(1,173,000)	(350,000)
RURALSEALEDCAPEXP RURAL SEALED RESEALS CAPITAL EXPENDITURE	(441,049)	-	(369,330)	(360,000)	(170,000)	(200,000)	(800,000)
RURALUNSEALEDCAPEXP RURAL UNSEALED RESHEET CAPITAL EXPENDITURE	(535,654)	-	(248,895)	(778,000)	(476,000)	(789,000)	(531,247)
TOWNSCAPECAPEXP TOWNSCAPE WORKS CAPITAL EXPENDITURE	(200,000)	-	(80,000)	(80,000)	(80,000)	-	-
URBANCONSCAPEXP URBAN ROADS CONSTRUCTION CAPITAL EXPENDITURE	(189,000)	-	(107,000)	(96,000)	(123,000)	(116,000)	(213,000)
URBANRESEALCAPEXP URBAN RESEALS CAPITAL EXPENDITURE	(139,568)	-	(82,300)	(100,000)	(30,000)	(150,000)	(161,000)
1905-0100 TOWN ENTRY - BAROOGA	-	-	-	-	-	-	-
1905-0200 TOWN ENTRY - BERRIGAN	-	-	-	-	-	-	-
1905-0300 TOWN ENTRY - FINLEY	-	-	-	-	-	-	-
1905-0400 TOWN ENTRY - TOCUMWAL	-	-	-	-	-	-	-
1914-0186 SILO RD - Newell Hwy to Tuppal	-	-	-	-	-	-	-
1911-0187 BUS STOP CNR BRUCE BIRREL DR	-	-	-	-	-	-	-
1911-0303 RESEAL TUPPAL ROAD	-	-	-	-	-	-	-
1911-0304 RESEAL TUPPAL ROAD CURVES	-	-	-	-	-	-	-
SHIRE ROADS REVENUE	2,267,100	2,367,489	4,877,843	2,085,043	1,995,620	2,086,913	2,093,734
SHIRE ROADS	2,267,100	2,367,489	4,877,843	2,085,043	1,995,620	2,086,913	2,093,734

APPENDIX D

			2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description			ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL			1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
7100-1500	RURAL ADDRESSING INCOME		-	355	-	-	-	-	-
7100-1550	ROADS SUNDRY INCOME		-	-	-	-	-	-	-
7100-1950	RURAL LOCAL ROADS GRANT (RLR) (FAG)		1,266,000	1,283,460	1,276,343	1,276,343	1,301,870	1,327,907	1,354,465
7100-1951	R2R ROADS TO RECOVERY GRANT		535,500	535,500	625,500	625,500	625,500	625,500	625,500
7100-1953	RFS HAZARD REDUCTION GRANT		10,000	10,000	10,000	10,000	10,250	10,506	10,769
7100-1954	RMS DISASTER RECOVERY FUNDING - FLOOD DAMAGE		-	-	-	-	-	-	-
7100-1955	LGSA GRANT - ROADSIDE VEGETATION		-	-	-	-	-	-	-
7100-1956	Connected Corridor Project Funding		-	-	-	-	-	-	-
7150-1950	RAMROC Weed Control Funding		-	5,000	-	-	-	-	-
7300-1600	KERB & GUTTER REFUND		-	-	-	-	-	-	-
7300-1601	K&G BUCHANANS RD - WIRUNA TO HUGHES		-	-	-	-	-	-	-
7300-1646	K&G NANGUNIA ST - HUGHES TO WIRUNA		-	-	-	-	-	-	-
7300-1649	K&G HENNESSY ST - EMILY TO HANNAH		-	-	-	-	-	-	-
7300-1650	K&G KELLY ST - CHARLOTTE TO EMILY		-	-	-	-	-	-	-
7300-1651	K&G JERILDERIE ST -HENNESSY TO KELLY		-	-	-	-	-	-	-
7300-1653	NANGUNIA ST - HUGHES TO WIRUNA -EAST		-	-	-	-	-	-	-
7300-1654	HANNAH ST - ADAMS TO KELLY		-	-	-	-	-	-	-
7300-1655	HENNESSY ST - BERRIGAN TO JERILDERIE		-	-	-	-	-	-	-
7300-1656	KELLY ST - EMILY TO HANNAH		-	-	-	-	-	-	-
7300-1657	KELLY ST-JERILDERIE TO SHORT -OWNERS		-	-	-	-	-	-	-
7300-1658	KELLY ST-JERILDERIE TO SHORT -DEVELO		-	-	-	-	-	-	-
7300-1659	HOWARD ST - BANKER ST TO MACFARLAND		-	-	-	-	-	-	-
7300-1660	WELLS ST - WEST QUIRK ST		-	-	-	-	-	-	-
7300-1661	COBRAM ST - WHITE ST TO KELLY ST		-	-	-	-	-	-	-
7300-1662	KELLY ST - SHORT ST TO EMILY ST		-	-	-	-	-	-	-
7300-1663	K&G Buchanans Rd -Gunnamara - Wiruna		-	21,000	-	-	-	-	-
7300-1664	K&G - Tuppall St Roundabout to Bridge		-	13,035	-	-	-	-	-
7300-1665	K&G COBRAM ST TOC		-	4,862	-	-	-	-	-
7300-1950	MURRAY ST - HEADFORD TO OSBRORNE RMS FUNDING		-	354,350	-	-	-	-	-
7500-1652	F/PATH MURRAY ST - NTH OF ATKINSON E		-	-	-	-	-	-	-
7500-1653	F/PATH MURRAY ST-BOWLING CLUB TO LAK		-	-	-	-	-	-	-
7500-1654	DENILIQVIN & JERILDERIE STS BICYCLE		-	-	-	-	-	-	-
7500-1655	F/PATH DENILIQVIN RD- DEAN TO COWLEY		-	-	-	-	-	-	-
7500-1656	F/PATH DENILIQVIN RD-COWLEY TO ANZAC		-	-	-	-	-	-	-
7500-1657	F/PATH MURRAY ST-BRUTON TO MURRAY HA		-	-	-	-	-	-	-
7500-1658	F/PATH LAWSON DR - AMAROO TO HAY		-	-	-	-	-	-	-

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL		1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
7500-1659	F/PATH CHARLOTTE ST - HENNESSY TO KELLY	-	4,558	-	-	-	-	-
7500-1823	FOOTPATH DENISON ST - WARMATT INTERS	-	-	-	-	-	-	-
7500-1825	NANGUNIA ST - BANKER TO WIRUNA	-	-	-	-	-	-	-
7500-1826	CHANTER ST-DRUMMOND TO MITCHELL -STH	-	-	-	-	-	-	-
7500-1827	STEWART ST - DRUMMOND TO MITCHELL -N	-	-	-	-	-	-	-
7500-1828	STEWART ST - MITCHELL TO COBRAM	-	-	-	-	-	-	-
7500-1829	HEADFORD ST - DENISON TO TOCUMWAL	-	-	-	-	-	-	-
7500-1830	DENISON ST - ABUTTING ROTARY PARK	-	-	-	-	-	-	-
7500-1831	OSBORNE ST - ROTARY PARK TO MURRAY	-	-	-	-	-	-	-
7500-1832	WARMATTA ST - COREE TO TOCUMWAL	-	-	-	-	-	-	-
7500-1833	TOCUMWAL ST - WARMATTA TO WOLLAMAI	-	-	-	-	-	-	-
7500-1834	TUPPAL RD - BRIDGE TO NEWELL HWY	-	-	-	-	-	-	-
7500-1835	FINLEY ST - MURRAY TO DUFF	-	-	-	-	-	-	-
7500-1837	HUGHES ST - HAY ST TO BUCHANANS RD	-	-	-	-	-	-	-
7500-1838	WOLLAMAI ST -COREE ST TO TOC ST	-	-	-	-	-	-	-
7500-1839	COWLEY ST - DENI ST TO FINLEY ST	-	-	-	-	-	-	-
7500-1840	FINLEY ST - DUFF ST TO COWLEY ST	-	-	-	-	-	-	-
7500-1841	BANKER ST - VERMONT TO AMAROO	-	-	-	-	-	-	-
7500-1842	VERMONT ST - BANKER TO HUGHES	-	-	-	-	-	-	-
7500-1843	DRUMMOND ST - CHANTER TO STEWART	-	-	-	-	-	-	-
7500-1844	Footpath Barooga St Murray - Morris	-	-	-	-	-	-	-
7500-1845	Footpath Jerilderie St Momalong - PO	-	1,000	-	-	-	-	-
7500-1846	Footpath Corcoran Sth to Drummond	-	10,119	-	-	-	-	-
7500-1847	Footpath Drummond St Chanter to Cor	-	-	-	-	-	-	-
7500-1848	Footpath Int Drummond Chanter St	-	500	-	-	-	-	-
7500-1849	Footpath Int Tuppal Denison St	-	1,000	-	-	-	-	-
7500-1850	Footpath Int Tuppal Coree St	-	1,000	-	-	-	-	-
7500-1851	Footpath Int Tuppal Tocumwal St	-	1,000	-	-	-	-	-
7500-1852	Footpath Tuppal St Murray to Tocumwa	-	15,750	-	-	-	-	-
7500-1853	Footpath Int Boat Ramp Rd Murray St	-	1,000	-	-	-	-	-
7500-1854	Footpath Takari St Nangunia Snell Rd	-	25,000	-	-	-	-	-
7500-1855	Walking Cycling Track	-	40,000	-	-	-	-	-
7500-1856	Footpath Int Corcoran and Drummond	-	1,000	-	-	-	-	-
7500-1950	FOOTPATHS - RTA FUNDING PAMP	-	-	-	-	-	-	-
7780-1952	DEPT TRANSPORT CPTIGS BUS STOP GRANT	-	-	-	-	-	-	-
7900-1950	STREET LIGHTING SUBSIDY	38,000	38,000	38,000	38,000	38,000	38,000	38,000

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
FOOTPATHSCAPINC FOOTPATHS CAPITAL INCOME	64,750	-	94,000	62,000	20,000	50,000	-
K&GCAPINC KERB & GUTTER CAPITAL INCOME	352,850	-	334,000	73,200	-	35,000	65,000
RURALCONSCAPINC RURAL SEALED CONSTRUCTION CAPITAL INCOME	-	-	2,500,000	-	-	-	-
RURALSEALEDAPINC RURAL SEALED RESEALS CAPITAL INCOME	-	-	-	-	-	-	-
RURALUNSEALEDAPINC RURAL UNSEALED RESHEET CAPITAL INCOME	-	-	-	-	-	-	-
TOWNSCAPECAPINC TOWNSCAPE WORKS CAPITAL INCOME	-	-	-	-	-	-	-
URBANCONSCAPINC URBAN ROADS CONSTRUCTION CAPITAL INCOME	-	-	-	-	-	-	-
URBANRESEALCAPINC URBAN RESEALS CAPITAL INCOME	-	-	-	-	-	-	-
	(5,839,741)	(7,136,297)	(5,909,736)	(5,875,947)	(6,089,838)	(6,209,806)	(5,856,587)
AERODROMES EXPENSE	(206,040)	(277,831)	(122,680)	(249,420)	(201,905)	(229,458)	(232,079)
AERODROMES	(206,040)	(277,831)	(122,680)	(249,420)	(201,905)	(229,458)	(232,079)
1911-0183 TOC-AERO RUNWAY 9-27 BITUMEN	-	-	-	-	-	-	-
1920-0115 BGN AERODROME GROUNDS MTCE	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
1920-0170 TOC AERODROME OPERATING EXPENS	(70,000)	(69,513)	(60,000)	(60,000)	(61,500)	(63,038)	(64,613)
1920-0171 TOC AERODROME - INSURANCE	(1,030)	(1,450)	(1,070)	(1,110)	(1,143)	(1,178)	(1,213)
1920-0172 LIBERATOR INSURANCE	(110)	(110)	(110)	(110)	(113)	(117)	(120)
1920-0175 TOC AERODROME BLDG MTCE	(3,000)	(3,000)	(3,000)	(3,000)	(3,050)	(3,101)	(3,154)
1920-0180 TOC AERO - ENTRY IMPROVEMENTS	-	-	-	-	-	-	-
1920-0181 TOC AERO-APRON AREA HEAVY PATC	-	(30,000)	-	-	-	-	-
1920-0182 TOC-AERO REMARK LINES-RUNWAYS	-	(43,768)	-	-	-	-	-
1920-0183 TOC-AERO RUNWAY 9-27 BITUMEN	-	-	-	-	-	-	-
1920-0184 TOC AERO RUNWAY 18-36 HEAVY PA	-	(28,000)	-	-	-	-	-
1920-0185 TOC AERO RUNWAY 18- 36 BITUMEN	-	(14,860)	-	-	-	-	-
1920-0186 TOC AERO TERMINAL ACCESS RD	-	(230)	-	-	-	-	-
1920-0187 TOC AERO PERIMETER AND TAXIWAY	-	(10,000)	-	-	-	-	-
1920-0190 AERODROME SUBDIVISION WORKS	-	-	-	-	-	-	-
1920-0193 AERODROME DRAINAGE IMPROVEMENTS	-	(20,000)	-	-	-	-	-
1920-0194 AERODROME DRAINAGE IMPROVEMENTS	-	-	-	-	-	-	-
1920-0200 AERODROME ADMIN CHARGES	(28,200)	(28,200)	(29,000)	(29,900)	(29,900)	(29,900)	(29,900)
7700-1926 AERODROME TRANSFER FROM RESERVE	-	-	-	(50,000)	(50,000)	(50,000)	(50,000)
7700-2500 AERODROME EQUIPMENT DEPCN	(1,300)	(1,300)	(1,300)	(1,300)	(1,339)	(1,379)	(1,421)
7700-2504 AERODROME BLDG DEPCN	(5,900)	(5,900)	(6,100)	(6,300)	(6,489)	(6,684)	(6,884)
7700-2510 AERODROME RUNWAY DEPCN	(19,200)	(19,200)	(19,800)	(20,400)	(21,012)	(21,642)	(22,292)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
7700-2520 AERODROME LAND IMPROVEMENTS DEPCN	(300)	(300)	(300)	(300)	(309)	(318)	(328)
AERODROMECAPEXP AERODROME CAPITAL WORKS EXPENDITURE	(75,000)	-	-	(75,000)	(25,000)	(50,000)	(50,000)
AERODROMES REVENUE	23,000	23,000	23,000	23,000	23,575	24,164	24,769
AERODROMES	23,000	23,000	23,000	23,000	23,575	24,164	24,769
7700-1500 AERODROME SUNDRY INCOME TOC	8,000	8,000	8,000	8,000	8,200	8,405	8,616
7700-1502 AERODROME USER FEES INCOME	15,000	15,000	15,000	15,000	15,375	15,759	16,153
7700-1827 AERODROME - SALE OF LAND	-	248,636	-	-	-	-	-
7700-2026 AERODROME TRANSFER TO RESERVE	-	(248,636)	-	-	-	-	-
AERODROMECAPINC AERODROME CAPITAL WORKS INCOME	-	-	-	-	-	-	-
	(183,040)	(254,831)	(99,680)	(226,420)	(178,330)	(205,294)	(207,310)
CAR PARKING EXPENSE	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
CAR PARKING	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
1924-0500 ENDEAVOUR ST CARPARK LAND PURCHASE	-	-	-	-	-	-	-
7750-2504 PARKING AREAS - DEPRECIATION EXPENSE	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
CAR PARKING REVENUE	-	-	-	-	-	-	-
CAR PARKING	-	-	-	-	-	-	-
7750-1501 SECT.94 CONTRIB CAR PARK BAROOGA	-	-	-	-	-	-	-
7750-1502 SECT.94 CONTRIB CAR PARK BERRIGAN	-	-	-	-	-	-	-
7750-1503 SECT.94 CONTRIB CAR PARK FINLEY	-	-	-	-	-	-	-
7750-1504 SECT. 94 CONTRIB CAR PARK TOCUMWAL	-	-	-	-	-	-	-
	(4,900)	(4,900)	(5,000)	(5,200)	(5,356)	(5,517)	(5,682)
RMS EXPENSE	(1,006,000)	(1,148,500)	(1,056,000)	(1,056,000)	(1,067,900)	(1,075,100)	(1,082,351)
RMS	(1,006,000)	(1,148,500)	(1,056,000)	(1,056,000)	(1,067,900)	(1,075,100)	(1,082,351)
0015-0226 MR226 NANGUNIA ST & HUGHES ST	-	(6,000)	-	-	-	-	-
0015-0356 MR356 BERRIGAN - OAKLANDS RD	-	(11,500)	-	-	-	-	-
0015-0363 MR363 BERRIGAN - BAROOGA RD	-	(61,355)	-	-	-	-	-
0015-0550 MR550 TOCUMWAL - MULWALA RD	-	(22,869)	-	-	-	-	-
0015-0564 MR564 BERRIGAN - JERILDERIE RD	-	(290,000)	-	-	-	-	-

APPENDIX D

		2014-15	REVISED DEC	2015/16	2016/17	2017/18	2018/19	2019/20
Job / GL and Description		ORIGINAL	14-15	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		BUDGET.	BUDGET.	FORECAST.	FORECAST.	FORECAST.	FORECAST.	FORECAST.
GRAND TOTAL		1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
0015-0999	RTA MR BLOCK GRANT BUDGET ONLY	(756,000)	(756,000)	(706,000)	(706,000)	(717,900)	(725,100)	(732,351)
0015-1226	MR226 CAPITAL PROJECTS	-	-	-	-	-	-	-
0015-1356	MR356 CAPITAL PROJECTS	-	-	-	-	-	-	-
0015-1363	MR363 CAPITAL PROJECTS	-	-	-	-	-	-	-
0015-1550	MR550 CAPITAL PROJECTS	-	-	-	-	-	-	-
0015-1564	MR564 CAPITAL PROJECTS	-	-	-	-	-	-	-
0015-5363	MR363	-	-	-	-	-	-	-
0015-5550	MR550 TOCUMWAL - MULWALA RD	-	-	-	-	-	-	-
0015-6363	RECO MR 363 RIV HWY TO COB ST	-	-	-	-	-	-	-
0015-7226	MR226 NANGUNIA ST 10/11 PROJEC	-	-	-	-	-	-	-
1956-1000	RTA REGIONAL ROAD REPAIR BUDGET	(250,000)	-	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
1956-1011	MR550 REHAB/WIDEN 76.867 - 79.23	-	-	-	-	-	-	-
1956-1012	MR550 REHAB/WIDEN 80.226 - 81.22	-	-	-	-	-	-	-
1956-1013	MR356 REHAB/WIDEN 30.00-32.51	-	(776)	-	-	-	-	-
RMS REVENUE		1,006,000	1,148,500	1,056,000	1,056,000	1,067,900	1,075,100	1,082,351
RMS		1,006,000	1,148,500	1,056,000	1,056,000	1,067,900	1,075,100	1,082,351
7780-1950	RTA - BUS BAY GRANT REVENUE	-	-	-	-	-	-	-
7810-1950	RTA - M&I PROGRAM - BLOCK GRANT	631,000	631,000	531,000	531,000	553,025	575,601	598,741
7830-1950	RTA REHABILITATION WORKS FUNDING	125,000	267,500	175,000	175,000	164,875	149,499	133,610
RMSCAPINCOME - PART 7810-1950 BLOCK GRANT		250,000	250,000	350,000	350,000	350,000	350,000	350,000
		-	-	-	-	-	-	-
CARAVAN PARKS EXPENSE		(18,140)	(37,340)	(18,490)	(18,840)	(19,368)	(19,910)	(20,467)
CARAVAN PARKS		(18,140)	(37,340)	(18,490)	(18,840)	(19,368)	(19,910)	(20,467)
2011-0105	TOC CARAVAN PARK OPERATING EXP	-	(3,200)	-	-	-	-	-
2011-0108	TOC CARAVAN PARK INSURANCE EXP	(1,230)	(1,230)	(1,270)	(1,310)	(1,349)	(1,390)	(1,431)
2011-0120	BGN CARAVAN PARK OPERATING EXP	(500)	(2,000)	(500)	(500)	(513)	(525)	(538)
2011-0125	BGN CARAVAN PARK - INSURANCE	(410)	(410)	(420)	(430)	(443)	(456)	(470)
2011-0126	BGN CARAVAN PARK DONATIONS EXP	(5,000)	-	(5,000)	(5,000)	(5,125)	(5,253)	(5,384)
2011-0135	BGN CARAVAN PARK BLDG MTCE	(2,000)	(21,500)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
8200-2504	CARAVAN PARK DEPCN	(9,000)	(9,000)	(9,300)	(9,600)	(9,888)	(10,185)	(10,490)
CARAVAN PARKS REVENUE		32,000	32,470	32,000	32,000	32,800	33,620	34,461

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
CARAVAN PARKS	32,000	32,470	32,000	32,000	32,800	33,620	34,461
8200-1890 TOC CARAVAN PARK LEASE	32,000	32,000	32,000	32,000	32,800	33,620	34,461
8200-1895 BGN CARAVAN PARK LEASE		470	-	-	-	-	-
	13,860	(4,870)	13,510	13,160	13,432	13,710	13,994
TOURISM & AREA PROMOTION EXPENSE	(172,790)	(195,800)	(158,920)	(160,150)	(160,892)	(161,656)	(162,444)
TOURISM & AREA PROMOTION	(172,790)	(195,800)	(158,920)	(160,150)	(160,892)	(161,656)	(162,444)
2012-0120 TOC TOURISM INFO OPERATING EXP	-	-	-	-	-	-	-
2012-0122 TOC TOURISM INFO BLDG MTCE	-	(1,260)	-	-	-	-	-
2012-0124 TOC TOURISM INFO - INSURANCE	(880)	(880)	(910)	(940)	(968)	(997)	(1,027)
2012-0190 TOCUMWAL VIC	(50,000)	(50,000)	-	-	-	-	-
2012-0196 TOURISM STRATEGIC PLAN	(40,000)	(64,750)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
2012-0197 REGIONAL TOURISM CONTRIBUTION - MRTB	(13,010)	(13,010)	(13,010)	(13,010)	(13,250)	(13,497)	(13,752)
2012-0198 TOURISM INITIATIVES	(10,000)	(7,000)	(10,000)	(10,000)	(10,300)	(10,609)	(10,927)
2012-0199 TOURISM ADMIN CHARGES	(34,800)	(34,800)	(35,800)	(36,900)	(36,900)	(36,900)	(36,900)
2012-0200 TOURISM EVENTS GRANTS	(20,000)	(20,000)	(20,000)	(20,000)	(20,045)	(20,091)	(20,139)
8300-2026 TOURISM EVENTS TRANSFER TO RESERVE	-	-	-	-	-	-	-
8300-2504 TOURISM INFO DEPCN	(4,100)	(4,100)	(4,200)	(4,300)	(4,429)	(4,562)	(4,699)
TOURISMCAPEXP TOURISM CAPTAL EXPENDITURE	-	-	-	-	-	-	-
TOURISM & AREA PROMOTION REVENUE	-	-	-	-	-	-	-
TOURISM & AREA PROMOTION	-	-	-	-	-	-	-
8300-1890 TOC TOURISM INFO - RENT	-	-	-	-	-	-	-
8300-1926 TOURISM EVENTS TRANSFER FROM RESERVE	-	-	-	-	-	-	-
TOURISMCAPIINC TOURISM CAPITAL INCOME	-	-	-	-	-	-	-
	(172,790)	(195,800)	(158,920)	(160,150)	(160,892)	(161,656)	(162,444)
BUSINESS DEVELOPMENT EXPENSE	(460,840)	(487,520)	(432,640)	(430,340)	(434,339)	(448,601)	(453,134)
BUSINESS DEVELOPMENT	(460,840)	(487,520)	(432,640)	(430,340)	(434,339)	(448,601)	(453,134)
1213-0108 FRUIT FLY MITIGATION STRATEGY	(5,000)	(10,000)	(5,000)	-	-	-	-
2013-0119 MURRAY HUME BUSINESS ENTERPRISE	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
2013-0120 TOCUMWAL INTER-MODEL PRECINCT PROJECT	-	(10,200)	-	-	-	-	-

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Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
2013-0121 FOOD BOWL INLAND RAIL ALLIANCE		(3,000)	-	-	-	-	-
2013-0125 BUSINESS DEVELOPMENT GROUP AND INDUSTRY SUPPORT	-	-	-	-	-	-	-
2013-0205 ECONOMIC DEVELOPMENT OFFICER	(112,300)	(112,300)	(101,700)	(114,000)	(117,420)	(120,943)	(124,571)
2013-0210 ECONOMIC DEVEL. STAFF TRAINING/CONFERENCES	(2,000)	(2,000)	(2,000)	(2,000)	(2,040)	(2,081)	(2,122)
2013-0220 ECON DEV. WEBSITE SUBSCRIPTION	-	(4,100)	-	-	-	-	-
2013-0240 ECON. DEV. OFFICER OFFICE EXPENSES	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
2013-0241 ECON. DEV. OFFICER - TELEPHONE	(800)	(800)	(800)	(800)	(828)	(857)	(887)
2015-0105 INDUSTRIAL & ECONOMIC DEVELOPMENT	(8,500)	(8,500)	(8,500)	(8,500)	(8,713)	(8,930)	(9,154)
2015-0106 STUDENT ACCOMMODATION SPONSORSHIP	(4,000)	(5,000)	(4,000)	(4,000)	(4,120)	(4,244)	(4,371)
2015-0107 CONTRIBUTION TO RAMROC	(14,000)	(14,000)	(14,700)	(15,400)	(15,862)	(16,338)	(16,828)
2015-0110 EMPLOYMENT SCHOLARSHIP ADMIN	-	-	-	-	-	-	-
2015-0120 Murray Darling Confernce bid		(3,380)	(20,000)	-	-	-	-
2015-0165 BUSINESS & ENVIRONMENT AWARDS	(18,000)	(18,000)	(18,000)	(18,000)	(18,450)	(18,914)	(19,391)
2015-0180 BUSINESS DEVELOPMENT ADMIN CHA	(100,900)	(100,900)	(103,900)	(107,000)	(107,000)	(107,000)	(107,000)
2015-0181 NSW RURAL DOCTORS NETWORK BURS	(3,300)	(3,300)	(3,300)	(3,300)	(3,399)	(3,501)	(3,606)
2015-0188 REGIONAL CAREERS ENHANCEMENT	(6,000)	(6,000)	(6,000)	(6,000)	(6,180)	(6,365)	(6,556)
2015-0189 COBRAM & DISTRICT FOODBANK DON	(5,000)	(5,000)	-	(5,000)	-	(5,000)	-
2015-0190 CONTRIBUTION TO CHAMBER EXEC O	(40,000)	(40,000)	-	-	-	-	-
2016-0120 RISK MANAGEMENT - TRAINING	(3,000)	(3,000)	(3,000)	(3,500)	(3,570)	(3,641)	(3,714)
2016-0205 RISK MANAGEMENT - SALARIES	(109,200)	(109,200)	(112,900)	(114,000)	(117,420)	(120,943)	(124,571)
2016-0241 RISK MANAGEMENT - TELEPHONE	(1,000)	(1,000)	(1,000)	(1,000)	(1,035)	(1,071)	(1,109)
2016-0242 RISK MANAGEMENT - VEHICLE	(21,840)	(21,840)	(21,840)	(21,840)	(22,277)	(22,722)	(23,177)
8400-2027 ECONOMIC DEVELOPMENT TRANSFER TO RESERVE	-	-	-	-	-	-	-
BUSINESS DEVELOPMENT REVENUE	6,000	6,000	6,000	6,000	6,151	6,305	6,462
BUSINESS DEVELOPMENT	6,000	6,000	6,000	6,000	6,151	6,305	6,462
8400-1503 FHS-CAREERS FORUM REVENUE	-	-	-	-	-	-	-
8400-1505 BUSINESS & ENVIRONMENT AWARD DONATION	1,500	1,500	1,500	1,500	1,538	1,576	1,615
8400-1506 BUSINESS & ENVIRONMENT AWARD INCOME	4,500	4,500	4,500	4,500	4,613	4,729	4,847
8400-1507 TOCUMWAL INTER-MODEL CONTRIBUTIONS	-	-	-	-	-	-	-
8400-1508 BUSINESS DEVELOPMENT WORKSHOP	-	-	-	-	-	-	-
8400-1926 MURRAY VALLEY CAG TRANS TO RESERVE	-	-	-	-	-	-	-
8400-1927 ECONOMIC DEVELOPMENT TRANSFER FROM RESERVE	-	-	-	-	-	-	-
8400-1950 WOMEN IN BUSINESS	-	-	-	-	-	-	-
	(454,840)	(481,520)	(426,640)	(424,340)	(428,188)	(442,296)	(446,672)

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
SALEYARDS EXPENSE	(85,930)	(85,420)	(88,290)	(90,660)	(93,110)	(95,632)	(98,230)
SALEYARDS	(85,930)	(85,420)	(88,290)	(90,660)	(93,110)	(95,632)	(98,230)
2014-0115 SALEYARD OTHER OPERATING EXPEN	(2,000)	(2,000)	(2,000)	(2,000)	(2,050)	(2,101)	(2,154)
2014-0117 SALEYARD RATES	-	-	-	-	-	-	-
2014-0120 SALEYARD EQUIP MTCE	(100)	(100)	(100)	(100)	(103)	(105)	(108)
2014-0122 SALEYARD - INSURANCE	(7,730)	(7,220)	(7,990)	(8,260)	(8,508)	(8,763)	(9,026)
2014-0130 SALEYARD BLDG MTCE	(1,000)	(1,000)	(1,000)	(1,000)	(1,025)	(1,051)	(1,077)
2014-0145 SALEYARD ADMIN CHARGES	(8,100)	(8,100)	(8,300)	(8,500)	(8,500)	(8,500)	(8,500)
2014-0538 PUMP REPLACEMENT	(5,000)	(5,000)	(5,000)	(5,000)	(5,150)	(5,305)	(5,464)
8600-2026 SALEYARDS TRANSFER TO RESERVE	-	-	-	-	-	-	-
8600-2502 SALEYARD OFFICE EQUIP DEPCN	(12,500)	(12,500)	(12,900)	(13,300)	(13,699)	(14,110)	(14,533)
8600-2504 SALEYARD DEPCN	(49,500)	(49,500)	(51,000)	(52,500)	(54,075)	(55,697)	(57,368)
SALEYARDS REVENUE	62,000	62,000	63,900	65,800	67,775	69,808	71,902
SALEYARDS	62,000	62,000	63,900	65,800	67,775	69,808	71,902
8600-1926 SALEYARD TRANSFER FROM RESERVE	-	-	-	-	-	-	-
8600-4310 SALEYARD DEPCN CONTRA	62,000	62,000	63,900	65,800	67,775	69,808	71,902
	(23,930)	(23,420)	(24,390)	(24,860)	(25,335)	(25,824)	(26,328)
REAL ESTATE DEVELOPMENT EXPENSE	(2,700)	(365,940)	(2,780)	(2,860)	(2,932)	(3,005)	(3,080)
REAL ESTATE DEVELOPMENT	(2,700)	(365,940)	(2,780)	(2,860)	(2,932)	(3,005)	(3,080)
1200-2026 WORKS TRANSFER TO RESERVE	-	(350,000)	-	-	-	-	-
2015-0140 REAL ESTATE DEVELOPMENT- LEGAL	-	(1,710)	-	-	-	-	-
2015-0141 COMMERCIAL LAND - AGENTS FEES	-	-	-	-	-	-	-
2015-0142 Real Estate - Aerodrome Promo	-	(6,930)	-	-	-	-	-
2015-0145 REAL ESTATE DEVELOPMENT - RATE	(2,700)	(7,300)	(2,780)	(2,860)	(2,932)	(3,005)	(3,080)
2015-0150 RILEY CRT REHABILITATION (INGO RENNER)	-	-	-	-	-	-	-
2015-0151 INGO RENNER DR LAND	-	-	-	-	-	-	-
2015-0152 CARTER LANE LAND	-	-	-	-	-	-	-
BUSINESSDEVCAPEXP BUSINESS DEVELOPMENT CAPITAL WORKS EXPENDITURE	-	-	-	-	-	-	-
REAL ESTATE DEVELOPMENT REVENUE	12,300	419,050	12,500	12,500	12,813	13,133	13,461

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
REAL ESTATE DEVELOPMENT	12,300	419,050	12,500	12,500	12,813	13,133	13,461
1200-1926 WORKS TRANSFER FROM RESERVE	-	-	-	-	-	-	-
8710-1826 RENTAL - OTHER REAL ESTATE INC. GST	12,300	14,050	12,500	12,500	12,813	13,133	13,461
8720-1827 SALE OF LAND - RESIDENTIAL	-	-	-	-	-	-	-
8720-1894 FINLEY ST SUBDIVISION - DISPOSAL	-	-	-	-	-	-	-
8720-1895 FINLEY ST SUBDIVISION - RATE ADJUST.	-	-	-	-	-	-	-
8720-1926 REAL ESTATE DEVT - TFR TO RESERVE	-	-	-	-	-	-	-
8720-3800 RILEY CRT BLOCK SALE (INGO RENNER)	-	55,000	-	-	-	-	-
8720-3800 TOC HIGHWAY BLOCK DISPOSAL PROCEEDS	-	350,000	-	-	-	-	-
	9,600	53,110	9,720	9,640	9,881	10,128	10,381
PRIVATE WORKS EXPENSE	(50,000)	(50,000)	(50,000)	(50,000)	(51,265)	(52,562)	(53,892)
PRIVATE WORKS	(50,000)	(50,000)	(50,000)	(50,000)	(51,265)	(52,562)	(53,892)
2019-0155 WRITE OFF BAD DEBTS - P/WORKS	(3,000)	(3,000)	(3,000)	(3,000)	(3,090)	(3,183)	(3,278)
2020-0000 S/DR TECH SERV (BUDGET)	(40,000)	(40,000)	(40,000)	(40,000)	(41,000)	(42,025)	(43,076)
2030-0000 S/DR - CORP SERV (BUDGET)	(7,000)	(7,000)	(7,000)	(7,000)	(7,175)	(7,354)	(7,538)
PRIVATE WORKS REVENUE	47,000	93,267	47,000	47,000	48,410	49,862	51,358
PRIVATE WORKS	47,000	93,267	47,000	47,000	48,410	49,862	51,358
8900-1501 PRIVATE WORKS TECH SERVICES INCOME	40,000	86,267	40,000	40,000	41,200	42,436	43,709
8900-1504 PRIVATE WORKS INCOME - SIGNS	-	-	-	-	-	-	-
8900-1505 PRIVATE WORKS TECH SERVICES GST FREE	-	-	-	-	-	-	-
8900-1511 PRIVATE WORKS CORP SERVICES INCOME	6,000	6,000	6,000	6,000	6,180	6,365	6,556
8900-1515 PRIVATE WORKS CORP SERVICES GST FREE	1,000	1,000	1,000	1,000	1,030	1,061	1,093
	(3,000)	43,267	(3,000)	(3,000)	(2,855)	(2,700)	(2,534)
RATE REVENUE	4,632,000	4,632,000	4,729,000	4,850,000	4,964,472	5,014,182	5,140,118
RATE	4,632,000	4,632,000	4,729,000	4,850,000	4,964,472	5,014,182	5,140,118
9100-1000 ORDINARY RATES - FARMLAND	1,730,000	1,730,000	1,764,000	1,808,000	1,853,000	1,893,226	1,940,557
9100-1001 ORDINARY RATES - RESIDENTIAL RURAL	315,000	315,000	323,000	331,000	339,000	359,314	368,297
9100-1002 ORDINARY RATES - RESIDENTIAL BGA	502,000	502,000	514,000	526,000	539,000	523,737	536,830
9100-1003 ORDINARY RATES - RESIDENTIAL BGN	306,500	306,500	314,000	325,000	329,000	330,947	339,221

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
9100-1004 ORDINARY RATES - RESIDENTIAL FIN	624,000	624,000	639,000	654,000	670,000	683,957	701,056
9100-1005 ORDINARY RATES - RESIDENTIAL TOC	667,000	667,000	683,000	700,000	717,500	729,134	747,362
9100-1006 ORDINARY RATES - BUSINESS BGA	89,500	89,500	91,500	94,000	96,000	96,658	99,074
9100-1007 ORDINARY RATES - BUSINESS BGN	66,000	66,000	67,500	69,000	70,000	66,189	67,844
9100-1008 ORDINARY RATES - BUSINESS FIN	156,000	156,000	159,500	163,000	167,000	161,271	165,303
9100-1009 ORDINARY RATES - BUSINESS TOC	188,000	188,000	192,000	196,000	200,000	183,334	187,917
9100-1010 ORDINARY RATES - RESIDENTIAL	51,000	51,000	52,000	53,000	54,000	55,683	57,075
9100-1080 LESS ORDINARY RATES WRITTEN OFF	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(3,677)	(3,769)
9100-1082 LESS ORDINARY RATES D/DEBT EXPENSE	(10,000)	(10,000)	(15,000)	(10,000)	(10,250)	(10,506)	(10,769)
9100-1083 LESS:FARMLAND RATE CAPPING WRITE OFF	-	-	-	-	-	-	-
9100-1085 LESS SMALL BALANCES WRITTEN OFF	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(525)	(538)
9100-1095 LESS ORDINARY RATE PENSION REBATE	(186,000)	(186,000)	(192,500)	(199,500)	(204,488)	(209,600)	(214,840)
9100-1500 INTEREST EXTRA CHARGES ON RATES	37,000	37,000	37,000	37,000	37,925	38,873	39,845
9300-1950 ORDINARY RATES PENSION SUBSIDY	102,000	102,000	106,000	109,500	112,785	116,167	119,653
	4,632,000	4,632,000	4,729,000	4,850,000	4,964,472	5,014,182	5,140,118
FINANCIAL ASSISTANCE GRANT	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
FINANCIAL ASSISTANCE GRANT	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
9200-1950 FINANCAL ASSISTANCE GRANT (FAG)	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
	3,029,000	3,039,344	3,022,233	3,022,233	3,082,678	3,144,331	3,207,218
INTEREST ON INVESTMENTS	300,000	300,000	300,000	300,000	300,000	300,000	300,000
INTEREST ON INVESTMENTS	300,000	300,000	300,000	300,000	300,000	300,000	300,000
9400-1840 INTEREST - AT CALL ACCOUNT	125,000	125,000	125,000	125,000	125,000	125,000	125,000
9400-1842 INTEREST - TERM DEPOSITS	175,000	163,485	175,000	175,000	175,000	175,000	175,000
9400-1843 INTEREST - OTHER	-	11,515	-	-	-	-	-
	300,000	300,000	300,000	300,000	300,000	300,000	300,000
DEPRECIATION CONTRA	3,296,400	3,296,400	3,389,200	3,491,100	3,595,821	3,703,705	3,814,819
DEPRECIATION CONTRA	3,296,400	3,296,400	3,389,200	3,491,100	3,595,821	3,703,705	3,814,819

APPENDIX D

Job / GL and Description	2014-15 ORIGINAL BUDGET.	REVISED DEC 14-15 BUDGET.	2015/16 BUDGET FORECAST.	2016/17 BUDGET FORECAST.	2017/18 BUDGET FORECAST.	2018/19 BUDGET FORECAST.	2019/20 BUDGET FORECAST.
GRAND TOTAL	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357
DEPNCONTRA ACCUMULATED DEPCN GL/JC CONTRA A/C	3,284,700	3,284,700	3,383,100	3,484,800	3,589,332	3,697,021	3,807,935
EIDPCNCONTRA EI DEPRECIATION CONTRA	5,900	5,900	6,100	6,300	6,489	6,684	6,884
HACCDEPNCONTRA HACC DEPRECIATION CONTRA	5,800	5,800	-	-	-	-	-
	3,296,400	3,296,400	3,389,200	3,491,100	3,595,821	3,703,705	3,814,819
BALANCE BROUGHT FORWARD	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751
BALANCE BROUGHT FORWARD	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751
BALANCE BROUGHT FORWARD	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751
	1,942,149	1,942,149	96,482	39,996	3,763	1,151	205,751
Grand Total	1,480,668	96,482	39,996	3,763	1,151	205,751	719,357

CAPITAL WORKS PLAN SUMMARY 2015-16

		Sum of 2014- 15	Sum of 2015- 16	Sum of 2016- 17	Sum of 2017- 18	Sum of 2018- 19
Grand Total		(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
AERODROME						
	AERODROME EXPENDITURE	(75,000)	-	(75,000)	(25,000)	(50,000)
	AERODROME INCOME	-	-	-	-	-
AERODROME Total		(75,000)	-	(75,000)	(25,000)	(50,000)
CEMETERIES						
	CEMETERIES EXPENDITURE	(20,000)	(20,000)	(5,000)	(5,000)	(5,000)
CEMETERIES Total		(20,000)	(20,000)	(5,000)	(5,000)	(5,000)
COMMUNITY AMENITIES						
	COMMUNITY AMENITIES EXPENDITURE	(14,000)	(10,000)	(100,000)	(20,000)	(20,000)
COMMUNITY AMENITIES Total		(14,000)	(10,000)	(100,000)	(20,000)	(20,000)
CORPORATE SERVICES						
	CORPORATE SERVICES EXPENDITURE	(50,000)	-	-	-	-
CORPORATE SERVICES Total		(50,000)	-	-	-	-
DEPOT						
	DEPOT EXPENDITURE	-	(20,000)	-	-	-
DEPOT Total		-	(20,000)	-	-	-
DOMESTIC WASTE						
	DOMESTIC WASTE EXPENDITURE	(10,000)	(57,000)	(135,000)	(137,000)	(140,000)
DOMESTIC WASTE Total		(10,000)	(57,000)	(135,000)	(137,000)	(140,000)
DRAINAGE						
	DRAINAGE EXPENDITURE	(857,188)	(1,562,312)	(86,000)	(225,000)	(50,000)

APPENDIX E

		Sum of 2014-	Sum of 2015-	Sum of 2016-	Sum of 2017-	Sum of 2018-
		15	16	17	18	19
Grand Total		(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
DRAINAGE	DRAINAGE INCOME	650,000	1,207,500	-	-	-
DRAINAGE Total		(207,188)	(354,812)	(86,000)	(225,000)	(50,000)
EMERGENCY SERVICES						
	EMERGENCY SERVICES EXPENDITURE	-	-	-	-	-
EMERGENCY SERVICES Total		-	-	-	-	-
HOUSING						
	HOUSING EXPENDITURE	-	-	(50,000)	(30,000)	-
HOUSING Total		-	-	(50,000)	(30,000)	-
LEVEE BANKS						
	LEVEE BANK EXPENDITURE	-	(50,000)	(50,000)	(50,000)	(50,000)
	LEVEE BANK INCOME	-	-	-	-	-
LEVEE BANKS Total		-	(50,000)	(50,000)	(50,000)	(50,000)
LIBRARIES						
	LIBRARIES EXPENDITURE	-	(10,000)	(10,000)	-	-
LIBRARIES Total		-	(10,000)	(10,000)	-	-
MINOR PLANT						
	MINOR PLANT INCOME	-	-	-	-	-
	MINOR PLANT PURCHASE	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
MINOR PLANT Total		(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
MOTOR VEHICLE						
	MOTOR VEHICLE PURCHASES	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
	MOTOR VEHICLE SALES	130,000	130,000	130,000	130,000	130,000
MOTOR VEHICLE Total		(190,000)	(190,000)	(190,000)	(190,000)	(190,000)

APPENDIX E

		Sum of 2014- 15	Sum of 2015- 16	Sum of 2016- 17	Sum of 2017- 18	Sum of 2018- 19
Grand Total		(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
PUBLIC HALLS						
	PUBLIC HALLS EXPENDITURE	-	(20,000)	(200,000)	(180,000)	(50,000)
PUBLIC HALLS Total		-	(20,000)	(200,000)	(180,000)	(50,000)
PUBLIC WORKS						
	PUBLIC WORKS PLANT INCOME	136,000	164,500	269,500	196,000	450,000
	PUBLIC WORKS PLANT PURCHASE	(600,000)	(538,000)	(913,000)	(850,000)	(1,105,000)
	PUBLIC WORKS UTILITY INCOME	39,000	39,000	39,000	39,000	39,000
	PUBLIC WORKS UTILITY PURCHASE	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)
PUBLIC WORKS Total		(493,750)	(403,250)	(673,250)	(683,750)	(684,750)
RECREATION						
	PARKS & RECREATION EXPENDITURE	(100,000)	(50,000)	(50,000)	-	-
	PARKS & RECREATION INCOME	-	-	-	-	-
	RECREATION RESERVES EXPENDITURE	-	-	-	-	-
	SWIMMING POOLS EXPENDITURE	-	-	(40,000)	(20,000)	-
RECREATION Total		(100,000)	(50,000)	(90,000)	(20,000)	-
SEWERAGE						
	SEWERAGE EXPENDITURE	(608,000)	(283,000)	(225,000)	(330,000)	(85,000)
SEWERAGE Total		(608,000)	(283,000)	(225,000)	(330,000)	(85,000)
SHIRE ROADS						
	FOOTPATHS EXPENDITURE	(206,100)	(223,500)	(149,000)	(77,000)	(73,200)
	FOOTPATHS INCOME	64,750	94,000	62,000	20,000	50,000
	KERB & GUTTER EXPENDITURE	-	-	-	-	-
	KERB & GUTTER INCOME	-	-	-	-	-
	R2R GRANT	535,500	625,500	625,500	625,500	625,500

APPENDIX E

		Sum of 2014- 15	Sum of 2015- 16	Sum of 2016- 17	Sum of 2017- 18	Sum of 2018- 19
Grand Total		(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
SHIRE ROADS	RMS WORKS EXPENDITURE	(250,000)	(350,000)	(350,000)	(350,000)	(350,000)
	RMS WORKS INCOME	250,000	350,000	350,000	350,000	350,000
	RURAL ROADS CONSTRUCTION EXPENDITURE	(1,070,000)	(4,296,000)	(907,000)	(1,433,000)	(1,173,000)
	RURAL ROADS CONSTRUCTION INCOME	-	2,500,000	-	-	-
	RURAL ROADS SEALED - RESEALS EXPENDITURE	(441,049)	(369,330)	(360,000)	(170,000)	(200,000)
	RURAL ROADS SEALED - RESEALS INCOME	-	-	-	-	-
	RURAL ROADS UNSEALED - RESHEET EXPENDITURE	(400,759)	(248,895)	(778,000)	(476,000)	(789,000)
	RURAL ROADS UNSEALED - RESHEET INCOME	-	-	-	-	-
	TOWNSCAPE WORKS EXPENDITURE	(200,000)	(80,000)	(80,000)	(80,000)	-
	TOWNSCAPE WORKS INCOME	-	-	-	-	-
	URBAN ROADS - RESEALS EXPENDITURE	(139,568)	(82,300)	(100,000)	(30,000)	(150,000)
	URBAN ROADS CONSTRUCTION EXPENDITURE	(189,000)	(107,000)	(96,000)	(123,000)	(116,000)
	URBAN ROADS CONSTRUCTION INCOME	-	-	-	-	-
SHIRE ROADS Total		(2,046,226)	(2,187,525)	(1,782,500)	(1,743,500)	(1,825,700)
TOURISM SERVICES						
	TOURISM SERVICES EXPENDITURE	-	-	-	-	-
TOURISM SERVICES Total		-	-	-	-	-
TOWN PROJECTS						
	KERB & GUTTER EXPENDITURE	(81,700)	(178,000)	(130,200)	(216,000)	(192,000)
	KERB & GUTTER INCOME	25,850	334,000	73,200	-	35,000
TOWN PROJECTS Total		(55,850)	156,000	(57,000)	(216,000)	(157,000)
WATER						
	WATER EXPENDITURE	(406,000)	(572,000)	(659,000)	(513,000)	(456,000)
WATER Total		(406,000)	(572,000)	(659,000)	(513,000)	(456,000)

APPENDIX E

CAPITAL WORKS PLAN DETAIL 2015-16

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
AERODROME					
AERODROME INCOME					
TOCUMWAL					
Various	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
AERODROME INCOME Total	-	-	-	-	-
AERODROME EXPENDITURE					
TOCUMWAL					
Apron area - Heavy Patching	-	-	-	-	-
Remarking of lines to runways and taxiways	-	-	-	-	-
Runway 18-36 Bitumen binder	(75,000)	-	(75,000)	-	-
Runway 18-36 Heavy Patch to repair failed pavement	-	-	-	-	-
Runway 9-27 Bitumen enrichment	-	-	-	-	-
Terminal Access Road - Bitument Reseal	-	-	-	-	-
To Reserve	-	-	-	(25,000)	(50,000)
TOCUMWAL Total	(75,000)	-	(75,000)	(25,000)	(50,000)
AERODROME EXPENDITURE Total	(75,000)	-	(75,000)	(25,000)	(50,000)
AERODROME Total	(75,000)	-	(75,000)	(25,000)	(50,000)
DRAINAGE					
DRAINAGE INCOME					
BAROOGA					
Various	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
Various	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BERRIGAN Total	-	-	-	-	-
FINLEY					
Endevour St Construct new pump station (50% RMS)	-	50,000	-	-	-
Murray St Headford to Osbourne	-	160,000	-	-	-
Murray St - Warmatta to Wolamai	-	17,500	-	-	-
FINLEY Total	-	227,500	-	-	-
TOCUMWAL					
Various	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
UNGROUPED					
Local Infrastructure Renewal Scheme (LIRS)	650,000	980,000	-	-	-
UNGROUPED Total	650,000	980,000	-	-	-
DRAINAGE INCOME Total	650,000	1,207,500	-	-	-
DRAINAGE EXPENDITURE					
BAROOGA					
Buchanans Rd - Gunnamara St to Wiruna St	(13,500)	-	-	-	-
Various	-	-	-	-	-
BAROOGA Total	(13,500)	-	-	-	-
BERRIGAN					
Drummond St - Railway to Drohan St	-	(15,000)	-	-	-
East Riverina Highway	-	(650,000)	-	-	-
Flynn St Area	(80,000)	-	-	-	-
Harris St - Flynn St to Hayes St	-	-	-	-	-
Jerilderie St (SH20) Horfall St to Nangunia St	-	-	(20,000)	-	-
Jerliderie St - Nangunia St to Orr St	-	-	(16,000)	-	-
Barooga St - Horsfall to Nangunia St	-	-	-	-	-
Nangunia St - Jerilderie to Barooga St	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BERRIGAN Total	(80,000)	(665,000)	(36,000)	-	-
FINLEY					
Brookmans Rd Construct re-use scheme for stormwater	-	-	-	-	-
Denison St - Wollamai St to Warmatta St	-	-	-	(75,000)	-
Endevour St Construct new pump station	-	(100,000)	-	-	-
Finley St Detention Basin	(17,688)	(312,312)	-	-	-
McAllister St - Headford St to Osbourne St	-	-	(50,000)	-	-
Murray St - Headford to Osbourne	-	(428,000)	-	-	-
Riverina Hwy Retention basin Construct retention basin	-	-	-	-	-
Saleyrd Retention Basin	-	-	-	-	-
Tocumwal St - Wollamai St to Warmatta St	-	-	-	(75,000)	-
Tocumwal St Tuppal St to Wollamai St	-	-	-	(75,000)	-
William St - Hampden St to East	(127,000)	-	-	-	-
William St Drainage Cross Connection	(80,000)	-	-	-	-
McAllister St - Headford St to Warmatta St	-	-	-	-	(50,000)
Murray St - Warmatta to Wolamai	-	(35,000)	-	-	-
FINLEY Total	(224,688)	(875,312)	(50,000)	(225,000)	(50,000)
TOCUMWAL					
Bent St End of Seal to Barooga St North	(39,000)	-	-	-	-
Bruton Street Electricity Connection and Pipework	(150,000)	-	-	-	-
Chanter St - Railway to Jersey St	(10,000)	-	-	-	-
Crawford Subdivision levee & drain	-	-	-	-	-
George St, Dean St Pump Station	(340,000)	-	-	-	-
Golfcourse Levee pump station construction	-	-	-	-	-
Lane 961 - Bruton St Barooga St Nth	-	(22,000)	-	-	-
Riley Crt Stormwater Detention Basin	-	-	-	-	-
Deniliquin Rd - Replace brick K&G Cowley to Duff ST	-	-	-	-	-
TOCUMWAL Total	(539,000)	(22,000)	-	-	-
UNGROUPED					
To be determined	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Various	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
DRAINAGE EXPENDITURE Total	(857,188)	(1,562,312)	(86,000)	(225,000)	(50,000)
DRAINAGE Total	(207,188)	(354,812)	(86,000)	(225,000)	(50,000)
LEVEE BANKS					
LEVEE BANK INCOME					
UNGROUPED					
Transfer from Reserve	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
LEVEE BANK INCOME Total	-	-	-	-	-
LEVEE BANK EXPENDITURE					
UNGROUPED					
Transfer to Reserve	-	(50,000)	(50,000)	(50,000)	(50,000)
UNGROUPED Total	-	(50,000)	(50,000)	(50,000)	(50,000)
LEVEE BANK EXPENDITURE Total	-	(50,000)	(50,000)	(50,000)	(50,000)
LEVEE BANKS Total	-	(50,000)	(50,000)	(50,000)	(50,000)
TOWN PROJECTS					
KERB & GUTTER INCOME					
BAROOGA					
Buchanans Rd - Gunnamara St to Wiruna St	25,850	-	-	-	-
BAROOGA Total	25,850	-	-	-	-
BERRIGAN					
Drummond St - Railway to Drohan St	-	5,000	-	-	-
Harris St - Flynn St to Hayes St	-	2,000	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Jerilderie St (SH20) Horfall St to Nangunia St	-	-	40,000	-	-
Jerliderie St - Nangunia St to Orr St	-	-	33,200	-	-
Barooga St - Horsfall to Nangunia St	-	-	-	-	28,000
Nangunia St - Jerilderie to Barooga St	-	-	-	-	7,000
BERRIGAN Total	-	7,000	73,200	-	35,000
FINLEY					
Denison St - Wollamai St to Warmatta St	-	-	-	-	-
Tocumwal St - Wollamai St to Warmatta St	-	-	-	-	-
Tocumwal St Tuppal St to Wollamai St	-	-	-	-	-
William St - Hampden St to East	-	-	-	-	-
Murray St - Headford to Osborne	-	327,000	-	-	-
McAllister St - Headford St to Osborne St	-	-	-	-	-
FINLEY Total	-	327,000	-	-	-
TOCUMWAL					
Bent St End of Seal to Barooga St North	-	-	-	-	-
Chanter St - Railway to Jersey St	-	-	-	-	-
Lane 961 - Bruton St Barooga St Nth	-	-	-	-	-
Deniliquin Rd - Replace brick K&G Cowley to Duff ST	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
KERB & GUTTER INCOME Total	25,850	334,000	73,200	-	35,000
KERB & GUTTER EXPENDITURE					
BAROOGA					
Buchanans Rd - Gunnamara St to Wiruna St	(51,700)	-	-	-	-
BAROOGA Total	(51,700)	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BERRIGAN					
Drummond St - Railway to Drohan St	-	(18,000)	-	-	-
Harris St - Flynn St to Hayes St	-	-	-	-	-
Jerilderie St (SH20) Horfall St to Nangunia St	-	-	(30,000)	-	-
Jerliderie St - Nangunia St to Orr St	-	-	(25,200)	-	-
Barooga St - Horsfall to Nangunia St	-	-	-	-	(60,000)
Nangunia St - Jerilderie to Barooga St	-	-	-	-	(32,000)
BERRIGAN Total	-	(18,000)	(55,200)	-	(92,000)
FINLEY					
Denison St - Wollamai St to Warmatta St	-	-	-	(72,000)	-
McAllister St - Headford St to Osbourne St	-	-	(75,000)	-	(75,000)
Murray St - Headford to Osbourne	-	(87,000)	-	-	-
Tocumwal St - Wollamai St to Warmatta St	-	-	-	(72,000)	-
Tocumwal St Tuppal St to Wollamai St	-	-	-	(72,000)	-
William St - Hampden St to East	-	(73,000)	-	-	-
FINLEY Total	-	(160,000)	(75,000)	(216,000)	(75,000)
TOCUMWAL					
Bent St End of Seal to Barooga St North	-	-	-	-	-
Chanter St - Railway to Jersey St	(30,000)	-	-	-	-
Lane 961 - Bruton St Barooga St Nth	-	-	-	-	-
Deniliquin Rd - Replace brick K&G Cowley to Duff ST	-	-	-	-	(25,000)
TOCUMWAL Total	(30,000)	-	-	-	(25,000)
UNGROUPEd					
To be determined	-	-	-	-	-
UNGROUPEd Total	-	-	-	-	-
KERB & GUTTER EXPENDITURE Total	(81,700)	(178,000)	(130,200)	(216,000)	(192,000)
TOWN PROJECTS Total	(55,850)	156,000	(57,000)	(216,000)	(157,000)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
SEWERAGE					
SEWERAGE EXPENDITURE					
BAROOGA					
Desilt Primary Pond	(50,000)	-	-	(50,000)	-
Desilt sludge lagoon	(50,000)	-	-	-	-
Main Sewer upgrades	-	(10,000)	(10,000)	-	-
Other Minor Repairs / Replacements	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Upgrade Pump Station	(20,000)	(20,000)	(20,000)	(20,000)	-
BAROOGA Total	(130,000)	(40,000)	(40,000)	(80,000)	(10,000)
BERRIGAN					
Desilt Primary Pond	-	(50,000)	-	-	-
Gravel Pond Banks	-	-	-	-	-
Other Minor Repairs / Replacements	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Pond Fencing	-	-	(20,000)	(20,000)	-
Refurbish concrete work	(40,000)	-	-	-	-
Replace pump station lids & install probe holding brackets	-	(10,000)	(10,000)	-	-
Sewer replacement	-	-	-	(30,000)	-
STP Pump Valve replacement	(15,000)	-	-	-	-
Trickle Filter Arm Upgrade	-	-	-	-	-
Truck Wash Avdata pump	-	(10,000)	(10,000)	-	-
Upgrade Pump Station	(20,000)	(20,000)	(10,000)	-	-
BERRIGAN Total	(95,000)	(110,000)	(70,000)	(70,000)	(20,000)
FINLEY					
Desilt Primary Pond	-	-	(50,000)	-	-
Gravel Pond Banks	-	-	-	(10,000)	-
Main Sewer upgrades	(10,000)	(10,000)	(10,000)	-	-
Other Minor Repairs / Replacements	(20,000)	(20,000)	(20,000)	(20,000)	(30,000)
Pond Fencing	(10,000)	(10,000)	-	-	-
Refurbish concrete work	(30,000)	-	-	-	-
Truck Wash Avdata pump	-	(10,000)	(10,000)	-	-
Upgrade Pump Station	(160,000)	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
FINLEY Total	(230,000)	(50,000)	(90,000)	(30,000)	(30,000)
TOCUMWAL					
Bypass Line & Control Valve on S Dam outlet	-	-	-	-	-
Main Sewer upgrades	(63,000)	(63,000)	-	(100,000)	-
Other Minor Repairs / Replacements	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Refurbish concrete work	(40,000)	-	-	-	-
TOCUMWAL Total	(123,000)	(83,000)	(20,000)	(120,000)	(20,000)
UNGROUPE					
Unallocated	-	-	-	-	-
Upgrade amenities at STP's	(10,000)	-	-	(10,000)	-
Upgrade of Telemetry Sewer	(20,000)	-	(5,000)	(20,000)	(5,000)
Various Non-Capital Expenses (removed 14/15)	-	-	-	-	-
UNGROUPE Total	(30,000)	-	(5,000)	(30,000)	(5,000)
SEWERAGE EXPENDITURE Total	(608,000)	(283,000)	(225,000)	(330,000)	(85,000)
SEWERAGE Total	(608,000)	(283,000)	(225,000)	(330,000)	(85,000)
WATER					
WATER EXPENDITURE					
BAROOGA					
Awnings for Daff Plant	-	-	-	-	-
CCTV Survey interior towers	-	-	-	-	-
Main water reticulation	(10,000)	-	-	-	-
Major Pump Replacement	-	-	-	-	-
Repaint interior of water towers	-	-	-	-	-
Terracing at WTP	(80,000)	-	-	-	-
Water main reticulation	(10,000)	-	-	-	-
Main water replacement	-	-	-	-	-
BAROOGA Total	(100,000)	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BERRIGAN					
Main water reticulation	-	(20,000)	(20,000)	(20,000)	(15,000)
Other Minor Repairs / Replacements	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Raw Water Low lift pumps mech & elec	(50,000)	-	-	-	-
Raw water low lift submersible pumps & mech & elec	(12,000)	-	-	-	-
Rock beaching on town reservoir	-	-	-	-	-
Treated Water HL Pumps - Mech & Elec	-	(30,000)	-	-	-
Water main replacement	-	-	-	-	(20,000)
BERRIGAN Total	(87,000)	(75,000)	(45,000)	(45,000)	(60,000)
FINLEY					
Instal 5 stop valves	-	-	-	-	-
Sprinkler system	-	-	-	-	-
Treated Water HL Pumps - Mech & Elec	(50,000)	-	-	-	-
Upgrade lining sedimentation ponds	-	-	-	-	-
Upgrade platform & winch	-	-	-	-	-
Water main reticulation	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Raw Water LL Pumps	-	-	-	-	-
Replace Clarifier	-	-	(500,000)	-	-
FINLEY Total	(80,000)	(30,000)	(530,000)	(30,000)	(30,000)
TOCUMWAL					
Chlorine Dosing system	(12,000)	-	-	(10,000)	-
Other Minor Repairs / Replacements	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Refurbish no#1 floc tank	-	-	-	-	-
Replace compressor	(20,000)	-	-	(20,000)	-
Soda Ash dosing system	(30,000)	-	-	-	-
Sprinkler system	-	-	-	-	-
Water main replacement	-	(20,000)	(20,000)	(20,000)	(20,000)
Water main reticulation	(20,000)	-	(20,000)	-	-
Raw Water LL Pumps	-	-	-	-	-
TOCUMWAL Total	(107,000)	(45,000)	(65,000)	(75,000)	(45,000)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPED					
Chemical Pump replacement	(20,000)	-	-	(30,000)	-
Minor plant replacement	-	(5,000)	(5,000)	(5,000)	-
Office Equip / Furniture	-	(2,000)	(2,000)	(2,000)	(2,000)
Shelving & storage	-	(5,000)	-	-	-
Telemetry Upgrade	(10,000)	(10,000)	(10,000)	(10,000)	-
Unallocated	-	-	-	-	-
Various Non-Capital Expenses (removed 14/15)	-	-	-	-	-
Water Laboratory equipment	(2,000)	-	(2,000)	(2,000)	(2,000)
Meter / cybal replacement	-	-	-	(314,000)	(317,000)
Everblue Centralised Meter Reading	-	(400,000)	-	-	-
UNGROUPED Total	(32,000)	(422,000)	(19,000)	(363,000)	(321,000)
WATER EXPENDITURE Total	(406,000)	(572,000)	(659,000)	(513,000)	(456,000)
WATER Total	(406,000)	(572,000)	(659,000)	(513,000)	(456,000)
MOTOR VEHICLE					
MOTOR VEHICLE SALES					
UNGROUPED					
Motor vehicle sales	130,000	130,000	130,000	130,000	130,000
UNGROUPED Total	130,000	130,000	130,000	130,000	130,000
MOTOR VEHICLE SALES Total	130,000	130,000	130,000	130,000	130,000
MOTOR VEHICLE PURCHASES					
UNGROUPED					
Motor vehicle purchases	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
UNGROUPED Total	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
MOTOR VEHICLE PURCHASES Total	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
MOTOR VEHICLE Total	(190,000)	(190,000)	(190,000)	(190,000)	(190,000)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
PUBLIC WORKS					
PUBLIC WORKS UTILITY PURCHASE					
UNGROUPED					
Public Works Utility Purchase	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)
UNGROUPED Total	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)
PUBLIC WORKS UTILITY PURCHASE Total	(68,750)	(68,750)	(68,750)	(68,750)	(68,750)
PUBLIC WORKS UTILITY INCOME					
UNGROUPED					
Public Works Utility Sales	39,000	39,000	39,000	39,000	39,000
UNGROUPED Total	39,000	39,000	39,000	39,000	39,000
PUBLIC WORKS UTILITY INCOME Total	39,000	39,000	39,000	39,000	39,000
PUBLIC WORKS PLANT PURCHASE					
UNGROUPED					
Public Works Plant Purchase	(600,000)	(538,000)	(913,000)	(850,000)	(1,105,000)
UNGROUPED Total	(600,000)	(538,000)	(913,000)	(850,000)	(1,105,000)
PUBLIC WORKS PLANT PURCHASE Total	(600,000)	(538,000)	(913,000)	(850,000)	(1,105,000)
PUBLIC WORKS PLANT INCOME					
UNGROUPED					
Public Works Plant Sales	136,000	164,500	269,500	196,000	450,000
UNGROUPED Total	136,000	164,500	269,500	196,000	450,000
PUBLIC WORKS PLANT INCOME Total	136,000	164,500	269,500	196,000	450,000
PUBLIC WORKS Total	(493,750)	(403,250)	(673,250)	(683,750)	(684,750)
MINOR PLANT					

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
MINOR PLANT PURCHASE					
UNGROUPED					
Minor Plant Purchase	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
UNGROUPED Total	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
MINOR PLANT PURCHASE Total	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
MINOR PLANT INCOME					
UNGROUPED					
Minor Plant Sales	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
MINOR PLANT INCOME Total	-	-	-	-	-
MINOR PLANT Total	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
DOMESTIC WASTE					
DOMESTIC WASTE EXPENDITURE					
BERRIGAN					
New Landfill hole	-	(40,000)	(45,000)	(50,000)	(55,000)
New Mesh Fence 3.6m	-	(10,000)	(10,000)	(10,000)	(10,000)
Wheel Emptying Facility	-	-	-	-	-
BERRIGAN Total	-	(50,000)	(55,000)	(60,000)	(65,000)
FINLEY					
Front Fence	-	(5,000)	(5,000)	-	-
FINLEY Total	-	(5,000)	(5,000)	-	-
TOCUMWAL					
New Fence	(10,000)	-	-	-	-
Shed and Toilet Unit	-	-	-	-	-
Transfer Station Reserve	-	-	(75,000)	(75,000)	(75,000)
TOCUMWAL Total	(10,000)	-	(75,000)	(75,000)	(75,000)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPED					
To be determined	-	-	-	-	-
Various Non-Capital Expenses (removed 14/15)	-	-	-	-	-
Rehabilitation of exhausted landfill areas	-	(2,000)	-	(2,000)	-
UNGROUPED Total	-	(2,000)	-	(2,000)	-
DOMESTIC WASTE EXPENDITURE Total	(10,000)	(57,000)	(135,000)	(137,000)	(140,000)
DOMESTIC WASTE Total	(10,000)	(57,000)	(135,000)	(137,000)	(140,000)
LIBRARIES					
LIBRARIES EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
Roof Restoration	-	(10,000)	-	-	-
Repairs Carpark	-	-	(10,000)	-	-
FINLEY Total	-	(10,000)	(10,000)	-	-
TOCUMWAL					
Repaint Library	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
LIBRARIES EXPENDITURE Total	-	(10,000)	(10,000)	-	-
LIBRARIES Total	-	(10,000)	(10,000)	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
CORPORATE SERVICES					
CORPORATE SERVICES EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
Admin Office - Solar Panels	(50,000)	-	-	-	-
BERRIGAN Total	(50,000)	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
CORPORATE SERVICES EXPENDITURE Total	(50,000)	-	-	-	-
CORPORATE SERVICES Total	(50,000)	-	-	-	-
COMMUNITY AMENITIES					
COMMUNITY AMENITIES EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
FINLEY					
Lake Toilets - connect Power	-	-	-	-	-
Wayside Rest Toilets - connect power	-	(10,000)	-	-	-
Finley Railway Station - Painting	-	-	-	(20,000)	-
FINLEY Total	-	(10,000)	-	(20,000)	-
TOCUMWAL					
Railway exterior painting	(14,000)	-	-	-	-
Town Beach Toilets	-	-	(100,000)	-	-
Toc Rec Reserve Demo Old toilets & Landscaping	-	-	-	-	(20,000)
TOCUMWAL Total	(14,000)	-	(100,000)	-	(20,000)
COMMUNITY AMENITIES EXPENDITURE Total	(14,000)	(10,000)	(100,000)	(20,000)	(20,000)
COMMUNITY AMENITIES Total	(14,000)	(10,000)	(100,000)	(20,000)	(20,000)
HOUSING					
HOUSING EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
27 Davis St, Repaint int/ext & refurbish	-	-	(50,000)	-	-
BERRIGAN Total	-	-	(50,000)	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
Aerodrome House - Repaint int/ext & refurbish	-	-	-	(30,000)	-
TOCUMWAL Total	-	-	-	(30,000)	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
HOUSING EXPENDITURE Total	-	-	(50,000)	(30,000)	-
HOUSING Total	-	-	(50,000)	(30,000)	-
DEPOT					
DEPOT EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
Wash Bay	-	(20,000)	-	-	-
TOCUMWAL Total	-	(20,000)	-	-	-
DEPOT EXPENDITURE Total	-	(20,000)	-	-	-
DEPOT Total	-	(20,000)	-	-	-
PUBLIC HALLS					
PUBLIC HALLS EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BERRIGAN					
CWA Kitchen Renovations	-	-	-	-	-
Renew Stormwater Disposal	-	-	(20,000)	-	-
BERRIGAN Total	-	-	(20,000)	-	-
FINLEY					
Memorial Hall Flooring	-	-	-	-	-
Demo Memorial Hall & provide carpark	-	(20,000)	(180,000)	-	-
Refurbishment School of Arts Hall & new toilets	-	-	-	(180,000)	-
FINLEY Total	-	(20,000)	(180,000)	(180,000)	-
TOCUMWAL					
Repaint Hall interior & stage area	-	-	-	-	(50,000)
TOCUMWAL Total	-	-	-	-	(50,000)
PUBLIC HALLS EXPENDITURE Total	-	(20,000)	(200,000)	(180,000)	(50,000)
PUBLIC HALLS Total	-	(20,000)	(200,000)	(180,000)	(50,000)
EMERGENCY SERVICES					
EMERGENCY SERVICES EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
EMERGENCY SERVICES EXPENDITURE Total	-	-	-	-	-
EMERGENCY SERVICES Total	-	-	-	-	-
TOURISM SERVICES					
TOURISM SERVICES EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
TOURISM SERVICES EXPENDITURE Total	-	-	-	-	-
TOURISM SERVICES Total	-	-	-	-	-
CEMETERIES					
CEMETERIES EXPENDITURE					
BAROOGA					

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
Sprinkler system	(10,000)	-	-	-	-
FINLEY Total	(10,000)	-	-	-	-
TOCUMWAL					
New Wall Niches	-	(15,000)	-	-	-
TOCUMWAL Total	-	(15,000)	-	-	-
UNGROUPE					
Plynth Additions	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)
UNGROUPE Total	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)
CEMETERIES EXPENDITURE Total	(20,000)	(20,000)	(5,000)	(5,000)	(5,000)
CEMETERIES Total	(20,000)	(20,000)	(5,000)	(5,000)	(5,000)
RECREATION					
SWIMMING POOLS EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
Painting of Pool	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
Painting of Pool	-	-	(40,000)	-	-
Refurbish interior	-	-	-	(20,000)	-
TOCUMWAL Total	-	-	(40,000)	(20,000)	-
SWIMMING POOLS EXPENDITURE Total	-	-	(40,000)	(20,000)	-
RECREATION RESERVES EXPENDITURE					
BAROOGA					
Additions to Toilet	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
RECREATION RESERVES EXPENDITURE Total	-	-	-	-	-
PARKS & RECREATION INCOME					
UNGROUPED					
To be determined	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPED Total	-	-	-	-	-
PARKS & RECREATION INCOME Total	-	-	-	-	-
PARKS & RECREATION EXPENDITURE					
BAROOGA					
Botanical Gardens Toilets	(100,000)	-	-	-	-
BAROOGA Total	(100,000)	-	-	-	-
FINLEY					
Memorial Park Upgrade Footpaths	-	-	-	-	-
Skate Park Improvements	-	-	(50,000)	-	-
FINLEY Total	-	-	(50,000)	-	-
TOCUMWAL					
Skate Park Improvements	-	(50,000)	-	-	-
TOCUMWAL Total	-	(50,000)	-	-	-
UNGROUPED					
Renewal & improvement various asset	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
PARKS & RECREATION EXPENDITURE Total	(100,000)	(50,000)	(50,000)	-	-
RECREATION Total	(100,000)	(50,000)	(90,000)	(20,000)	-
SHIRE ROADS					
URBAN ROADS CONSTRUCTION INCOME					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
URBAN ROADS CONSTRUCTION INCOME Total	-	-	-	-	-
URBAN ROADS CONSTRUCTION EXPENDITURE					
BAROOGA					
Buchanans Rd - Gunnamara St to Wiruna St	(44,000)	-	-	-	-
To be determined	-	-	-	-	-
BAROOGA Total	(44,000)	-	-	-	-
BERRIGAN					
Drummond St - Railway to Drohan St	-	(10,000)	-	-	-
Harris St - Flynn St to Hayes St	(25,000)	-	-	-	-
Jerilderie St (SH20) Horfall St to Nangunia St	-	-	(20,000)	-	-
Jerliderie St - Nangunia St to Orr St	-	-	(16,000)	-	-
To be determined	-	-	-	-	-
Barooga St - Horsfall to Nangunia St	-	-	-	-	(40,000)
Nangunia St - Jerilderie to Barooga St	-	-	-	-	(16,000)
BERRIGAN Total	(25,000)	(10,000)	(36,000)	-	(56,000)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
FINLEY					
Denison St - Wollamai St to Warmatta St	-	-	-	(41,000)	-
McAllister St - Headford St to Osbourne St	-	-	(60,000)	-	-
Murray St - Headford to Osbourne	(50,000)	-	-	-	-
To be determined	-	-	-	-	-
Tocumwal St - Wollamai St to Warmatta St	-	-	-	(41,000)	-
Tocumwal St Tuppal St to Wollamai St	-	-	-	(41,000)	-
William St - Hampden St to East	-	(80,000)	-	-	-
McAllister St - Headford St to Warmatta St	-	-	-	-	(60,000)
FINLEY Total	(50,000)	(80,000)	(60,000)	(123,000)	(60,000)
TOCUMWAL					
Bent St End of Seal to Barooga St North	(20,000)	-	-	-	-
Chanter St - Railway to Jersey St	(50,000)	-	-	-	-
Lane 961 - Bruton St Barooga St Nth	-	(17,000)	-	-	-
To be determined	-	-	-	-	-
Deniliquin Rd - Replace brick K&G Cowley to Duff ST	-	-	-	-	-
TOCUMWAL Total	(70,000)	(17,000)	-	-	-
UNGROUPE					
To be determined	-	-	-	-	-
UNGROUPE Total	-	-	-	-	-
URBAN ROADS CONSTRUCTION EXPENDITURE Total	(189,000)	(107,000)	(96,000)	(123,000)	(116,000)
URBAN ROADS - RESEALS EXPENDITURE					
BAROOGA					
Banker St 262-536	-	-	-	-	-
Burkinshaw St 0-121	(3,146)	-	-	-	-
Burkinshaw St 121-246	(4,750)	-	-	-	-
Kamarooka St 0-400	-	-	-	-	-
Wiruna St 102-560	(24,732)	-	-	-	-
Nangunia St Wiruna St to 455 North	-	(4,000)	-	-	-

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
BAROOGA Total	(32,628)	(4,000)	-	-	-
BERRIGAN					
Jerilderie St 0-80	-	-	-	-	-
Memorial Place 0-23	(2,270)	-	-	-	-
Memorial Place 21-81	(7,000)	-	-	-	-
Momolong St 0-136	(16,240)	-	-	-	-
BERRIGAN Total	(25,510)	-	-	-	-
FINLEY					
Hill St 0-70	-	-	-	-	-
Hill St 70-392	-	-	-	-	-
Hills St 392-492	-	-	-	-	-
Mc Allister St 0-216	-	-	-	-	-
Mc Allister ST 216-679	-	-	-	-	-
Murray Hut Dr 0-125	(4,560)	-	-	-	-
Murray St 1725-2025	(14,040)	-	-	-	-
Osbourne St 0-256	-	-	-	-	-
Osbourne St 340-600	-	-	-	-	-
Riley Crt 0-105	-	(15,000)	-	-	-
Townsend St 0-166	-	-	-	-	-
Townsend St 166- 414	-	-	-	-	-
Tuppal St 0-114	(3,850)	-	-	-	-
Tuppal St 114-389	(3,850)	-	-	-	-
Wells St 442-832	(17,216)	-	-	-	-
Wollamai St 951-1282	(19,198)	-	-	-	-
Osbourne St SH20 to Barooga St	-	(2,800)	-	-	-
Tuppal St full length	-	(16,000)	-	-	-
Headford St - Murray to Archards	-	(2,000)	-	-	-
Headford St Osbourne to Tongs	-	(19,000)	-	-	-
FINLEY Total	(62,714)	(54,800)	-	-	-
TOCUMWAL					

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Barooga St Nth 203-337	-	(9,000)	-	-	-
Browne St 125-223	-	-	-	-	-
Charlotte St 463-613	-	-	-	-	-
Charlotte St 752-871	-	(8,500)	-	-	-
Hennessey st 285-444	(5,342)	-	-	-	-
Hennessey St 444-1087	(13,374)	-	-	-	-
Short St 59-350	-	(6,000)	-	-	-
TOCUMWAL Total	(18,716)	(23,500)	-	-	-
UNGROUPED					
To be determined	-	-	(100,000)	(30,000)	(150,000)
UNGROUPED Total	-	-	(100,000)	(30,000)	(150,000)
URBAN ROADS - RESEALS EXPENDITURE Total	(139,568)	(82,300)	(100,000)	(30,000)	(150,000)
TOWNSCAPE WORKS INCOME					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
TOWNSCAPE WORKS INCOME Total	-	-	-	-	-

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
TOWNSCAPE WORKS EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
Installation of ABC Cabling under townscape sections	(100,000)	-	-	-	-
FINLEY Total	(100,000)	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
UNGROUPED					
Town Entry	(100,000)	(80,000)	(80,000)	(80,000)	-
Flagpoles Town entries	-	-	-	-	-
UNGROUPED Total	(100,000)	(80,000)	(80,000)	(80,000)	-
TOWNSCAPE WORKS EXPENDITURE Total	(200,000)	(80,000)	(80,000)	(80,000)	-
RURAL ROADS UNSEALED - RESHEET INCOME					
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
RURAL ROADS UNSEALED - RESHEET INCOME Total	-	-	-	-	-
RURAL ROADS UNSEALED - RESHEET EXPENDITURE					

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPE					
Adcocks Rd from Langunyah Rd 1.6km North	-	(77,000)	-	-	-
Alexanders Rd From End of Bitumen to Old Toc Berrigan Rd	-	-	-	-	-
Burkes Rd from Plumptions Rd to Lawlors Rd	-	-	-	-	(96,000)
Clearviews Rd from Yarrawonga Rd to End	-	-	-	-	-
Coxons Rd From pyles Rd to 1.7 km North	(48,782)	-	-	-	-
Craigs Rd from MR363 to Back Barooga Rd	-	-	-	-	-
Donaldsons Rd from SH17 to Sth Coree Rd	-	-	-	-	-
Ednies Rd from Yarrawonga Rd to End	-	(37,000)	-	-	-
Ennals Rd from MR550 to Stock Route Rd 2.2km	-	-	(86,000)	-	-
Erindale Rd from SH20 to Sheepkills Rd	-	-	-	(55,000)	(190,000)
Fegans Rd from SH20 to Renolydsons Rd 1.5km	(8,215)	(45,000)	-	-	-
From SH20 to Boxwells Rd	-	-	-	-	-
Hayfields Rd from 500m East of Edgecombe Rd 2.7 km East	-	-	-	-	-
Hayfileds Rd from SH17 to Edgcombe Rd 4.5km	-	-	(85,000)	-	-
Hogans Rd 371-2459	-	-	-	-	-
Hogans Rd from Miechels Rd to 1.1km North	-	-	-	-	-
Jones Rd from fullers Rd to 3.7 south	-	-	-	-	-
Kennedy's Rd 6344-7950	-	-	-	-	-
Kilmarnock Rd 400 East of Thorntons Rd to 1.3km	-	-	-	-	(40,000)
Laffey's Rd from Coldwells Rd to Ennals Rd	-	-	-	-	-
Lawlors Rd from Thorntons Rd to 1.6k East	-	-	-	-	(60,000)
McDonalds Rd from Larkins Rd to Boundary	-	-	-	-	-
Miechels Rd 0-3040	-	-	-	-	-
Miechels Rd from SH17 to 3.1km West	-	-	-	-	-
Mills Rd 0-2000	-	-	-	-	-
Ngwae Rd from stock route re to end	-	-	(52,000)	-	-
Nolan's Rd 2186-4213	-	-	-	-	-
Renoldsons Rd from Waratah trd to 2.3km West	(79,035)	-	-	-	-
Rockliffs Rd from Mortons Rd to Battens Rd	(131,275)	-	-	-	-
Ruwolts Rd from MR550 to 3.7km South	-	-	-	-	(198,000)
Sandhills Rd from SH20 to Pyles Rd	-	-	(188,000)	-	-
Shands Rd - 3.8 km North of Rockcliffs Rd to Shire Boundary	-	-	(75,000)	-	-

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
St Leons Rd from SH17 to 1.4km East	(53,302)	-	-	-	-
Stock Route Rd from 440m East of 1st Grade to 1.7km East	-	-	(87,000)	-	-
Sullivans Rd from Cruickshanks Rd to Pyles Rd 2.5km	(80,150)	-	-	-	(80,000)
Thorburns Rd from the Rocks Rd to 1.6km South	-	-	-	-	-
To be determined	-	-	-	-	-
Twarra Est Rd from Peppertree Rd to 1.35km North	-	-	-	-	-
Vaggs Rd from Yarrowongs Rd to Boundary Rd	-	-	-	-	(125,000)
Victoria Park Rd 9235-11038	-	-	-	-	-
Wait a while Rd from SH20 to Ryans Rd	-	-	(101,000)	-	-
Waratah Rd from SH20 to Pyles Rd 2.7kms	-	(89,895)	-	-	-
Winters Rd from MR363 to 1.5km East	-	-	-	-	-
Womboin Rd from MR 363 to Nolans Rd	-	-	-	-	-
Womboin Rd from MR550 to Kennedy's Rd	-	-	(104,000)	(116,000)	-
Yuba Rd from SH20 to sheepkiller Rd	-	-	-	(305,000)	-
UNGROUPED Total	(400,759)	(248,895)	(778,000)	(476,000)	(789,000)
RURAL ROADS UNSEALED - RESHEET EXPENDITURE Total	(400,759)	(248,895)	(778,000)	(476,000)	(789,000)
RURAL ROADS SEALED - RESEALS INCOME					
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
RURAL ROADS SEALED - RESEALS INCOME Total	-	-	-	-	-
RURAL ROADS SEALED - RESEALS EXPENDITURE					
UNGROUPED					
Burma Rd Toc	(16,519)	-	-	-	-
Chinamans Rd	(124,684)	-	-	-	-
Cobram Rd	(24,465)	-	-	-	-
Coldwells Rd	-	-	-	-	-
Kellys Rd Fin	(4,977)	-	-	-	-
Larkins Rd	-	-	-	-	-

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Larkins Rd Fin	(23,058)	(3,330)	-	-	-
Lower River Rd	-	-	-	-	-
Racecourse Rd	-	-	-	-	-
Rural Roads	(30,000)	-	-	-	-
Silo Rd	(1,050)	-	-	-	-
South Coree Rd	(27,103)	-	-	-	-
Unallocated	-	-	(325,000)	(170,000)	(200,000)
Various Intersections Ashhalting	(35,000)	-	(35,000)	-	-
Woolshed Rd	-	-	-	-	-
Woolshed Rd	(154,193)	-	-	-	-
Logie Brae Rd	-	(30,000)	-	-	-
Melrose Rd 4950-7250	-	(42,000)	-	-	-
Murray St Toc	-	(13,000)	-	-	-
Oakenfall Rd 0-3924	-	(49,000)	-	-	-
Old Toc Rd 1907-2913	-	(17,000)	-	-	-
Piney Rd 0-3390	-	(38,000)	-	-	-
Piney Rd 8581-1137	-	(47,000)	-	-	-
South Coree Rd 0-1742	-	(34,000)	-	-	-
South Coree Rd 8320-8777	-	(8,000)	-	-	-
Woolshed Rd 13307-15180	-	(38,000)	-	-	-
Yarrowonga Rd 0-2676	-	(50,000)	-	-	-
UNGROUPED Total	(441,049)	(369,330)	(360,000)	(170,000)	(200,000)
RURAL ROADS SEALED - RESEALS EXPENDITURE Total	(441,049)	(369,330)	(360,000)	(170,000)	(200,000)
RURAL ROADS CONSTRUCTION INCOME					
UNGROUPED					
Fixing Country Roads - Silo Rd	-	2,500,000	-	-	-
UNGROUPED Total	-	2,500,000	-	-	-
RURAL ROADS CONSTRUCTION INCOME Total	-	2,500,000	-	-	-
RURAL ROADS CONSTRUCTION EXPENDITURE					

APPENDIX E

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Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPED					
Back Barooga Rd 700m to 4000 south of Carramar Rd	-	-	-	(200,000)	-
Barnes Rd - Logie Brae Rd to Maxwells Rd	-	-	-	-	-
Barnes Rd - Maxwell Rd to South Coree Rd	-	-	-	-	-
Battens Rd MR356 to Green Swamp Rd	-	-	-	-	-
Broughans Rd - 2200m to 3500m	-	-	-	-	-
Broughans Rd 1900m to 3200m East of Kellys Rd	(150,000)	(62,000)	-	-	-
Broughans Rd 3500 to 5500	(200,000)	(126,000)	-	-	-
Caseys Rd 00 to 1.5km	-	-	-	(240,000)	-
Clearzones	(75,000)	-	(150,000)	(75,000)	-
Coldwells Rd - 5300 to 6300 east of Berrigan-Barooga Rd	-	-	-	-	(100,000)
Crosbies Rd from 1270m SH20 to 2200m	-	-	-	(110,000)	(40,000)
Crosbies Rd from 2200m to SH20 to 4800m	-	-	-	-	-
Crosbies Rd from 4800m to 7400m from SH20	-	-	-	-	-
Crosbies Rd from SH20 to 1270 East	-	-	-	(196,000)	-
Draytons Rd - Withers Rd to Yarrownga Rd	-	-	-	-	-
Hughes St buchanan rd to MR550	(150,000)	(150,000)	-	-	-
Maxwells Larkins Rd to McAllister Rd	-	-	-	-	-
Maxwells Rd - McAllisters Rd to Riverina Hwy	-	-	-	-	(350,000)
Peppertree Rd - to 2.6k from Woolshed Rd	-	-	-	-	(430,000)
Pinelodge Rd - Newell Hwy to 1000m West	-	-	-	(163,000)	(23,000)
Piney Rd - Bends Section	-	-	-	(114,000)	-
Plumptons Rd Howe to Huestons Rd	(120,000)	(583,000)	(160,000)	-	-
Shands Rd - MR363 to Rockcliffs Rd	-	-	-	-	-
Silo Rd - Tuppal Rd to SH17	-	(2,955,000)	-	-	-
To be determined	-	-	-	-	-
Tuppal Rd - Levee Section	-	(60,000)	(457,000)	-	-
Woodstock Rd 190m east Baileys Rd to 175m West Thortons Rd	-	-	-	-	-
Woodstock Rd 4.7k to 7.7km	(375,000)	(100,000)	-	-	-
Woolshed Rd 65m south of carruthers rd to south	-	(170,000)	(40,000)	-	-
Yarrowonga Rd 00 to 7000	-	-	-	(300,000)	(80,000)
Yarrowonga Rd 21607 to 22607	-	-	(100,000)	(35,000)	-
Yarrowonga Rd 23608 to 23710	-	(90,000)	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Burma Rd 00 to 1.3km	-	-	-	-	(150,000)
UNGROUPED Total	(1,070,000)	(4,296,000)	(907,000)	(1,433,000)	(1,173,000)
RURAL ROADS CONSTRUCTION EXPENDITURE Total	(1,070,000)	(4,296,000)	(907,000)	(1,433,000)	(1,173,000)
RMS WORKS INCOME					
UNGROUPED					
RMS Block	125,000	175,000	175,000	175,000	175,000
RMS Repair	125,000	175,000	175,000	175,000	175,000
UNGROUPED Total	250,000	350,000	350,000	350,000	350,000
RMS WORKS INCOME Total	250,000	350,000	350,000	350,000	350,000
RMS WORKS EXPENDITURE					
UNGROUPED					
Various Main Roads	(250,000)	(350,000)	(350,000)	(350,000)	(350,000)
UNGROUPED Total	(250,000)	(350,000)	(350,000)	(350,000)	(350,000)
RMS WORKS EXPENDITURE Total	(250,000)	(350,000)	(350,000)	(350,000)	(350,000)
R2R GRANT					
UNGROUPED					
To be determined	535,500	625,500	625,500	625,500	625,500
UNGROUPED Total	535,500	625,500	625,500	625,500	625,500
R2R GRANT Total	535,500	625,500	625,500	625,500	625,500
KERB & GUTTER INCOME					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
KERB & GUTTER INCOME Total	-	-	-	-	-
KERB & GUTTER EXPENDITURE					
BAROOGA					
To be determined	-	-	-	-	-
BAROOGA Total	-	-	-	-	-
BERRIGAN					
To be determined	-	-	-	-	-
BERRIGAN Total	-	-	-	-	-
FINLEY					
To be determined	-	-	-	-	-
FINLEY Total	-	-	-	-	-
TOCUMWAL					
To be determined	-	-	-	-	-
TOCUMWAL Total	-	-	-	-	-

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
UNGROUPED					
To be determined	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
KERB & GUTTER EXPENDITURE Total	-	-	-	-	-
FOOTPATHS INCOME					
BAROOGA					
Buchanans Rd - Hughes St to Lawson Drive	-	18,000	-	-	-
Takari Street Nangunia to Snell Rd	35,000	-	-	-	-
Nangunia St - Botanical Gardens to Takari St	-	-	-	-	30,000
BAROOGA Total	35,000	18,000	-	-	30,000
BERRIGAN					
Carter St - Jerilderie to Barooga St	-	-	3,000	-	-
Corcoran St - School to Drummond St	-	-	-	-	-
Drummond St - Chanter to Corcoran	8,500	-	-	-	-
Intersection Corcoran and Drummond	1,000	-	-	-	-
Intersection Drummond and Chanter St	500	-	-	-	-
Intersection Jerilderie and Momolong	-	-	-	-	-
Jerilderie st - Momolong to P.O	-	-	-	-	-
Cobram St - Alexander to South	-	22,500	-	-	-
BERRIGAN Total	10,000	22,500	3,000	-	-
FINLEY					
Corree St Headford to Tongs	-	-	20,000	20,000	20,000
Intersection of Tuppal and Denison St	1,000	-	-	-	-
Intersection Tuppal and Coree	1,000	-	-	-	-
Intersection Tuppal and Tocumwal St	1,000	-	-	-	-
Tuppal St Murray to Tocumwal	15,750	-	-	-	-
Murray St - Headord to Osborne	-	9,000	-	-	-
FINLEY Total	18,750	9,000	20,000	20,000	20,000

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
TOCUMWAL					
Barooga St - Murray st to Morris	-	-	-	-	-
Bruton St End of Path to Anthony Av	-	23,000	23,000	-	-
Hennesy St Charlotte to Hannah St	-	21,500	-	-	-
Hutsons Rd Hannah to Lane	-	-	16,000	-	-
Intersection Barooga st and Morris	-	-	-	-	-
Intersection Barooga st and Murray	-	-	-	-	-
Intersection Boat Ramp Rd and Murray St	1,000	-	-	-	-
Murray St Boat Ramp to Deniliquin St	-	-	-	-	-
TOCUMWAL Total	1,000	44,500	39,000	-	-
UNGROUPED					
Provision of Pram Crossings	-	-	-	-	-
UNGROUPED Total	-	-	-	-	-
FOOTPATHS INCOME Total	64,750	94,000	62,000	20,000	50,000
FOOTPATHS EXPENDITURE					
BAROOGA					
Buchanans Rd - Hughes St to Lawson Drive	-	(40,000)	-	-	-
Takari St Nangunia St to Snell St	(80,000)	-	-	-	-
Walking cycling track	(40,000)	-	-	-	-
Nangunia St - Botanical Gardens to Takari St	-	-	-	-	(63,200)
BAROOGA Total	(120,000)	(40,000)	-	-	(63,200)
BERRIGAN					
Carter St - Jerilderie to Barooga St	-	-	(12,000)	-	-
Corcoran St - School to Drummond St	-	-	-	-	-
Drummond St - Chanter to Corcoran	-	(17,000)	-	-	-
Intersection Corcoran and Drummond	(2,000)	-	-	-	-
Intersection Drummond and Chanter St	(1,000)	-	-	-	-
Intersection Jerilderie and Momolong	-	-	-	-	-

APPENDIX E

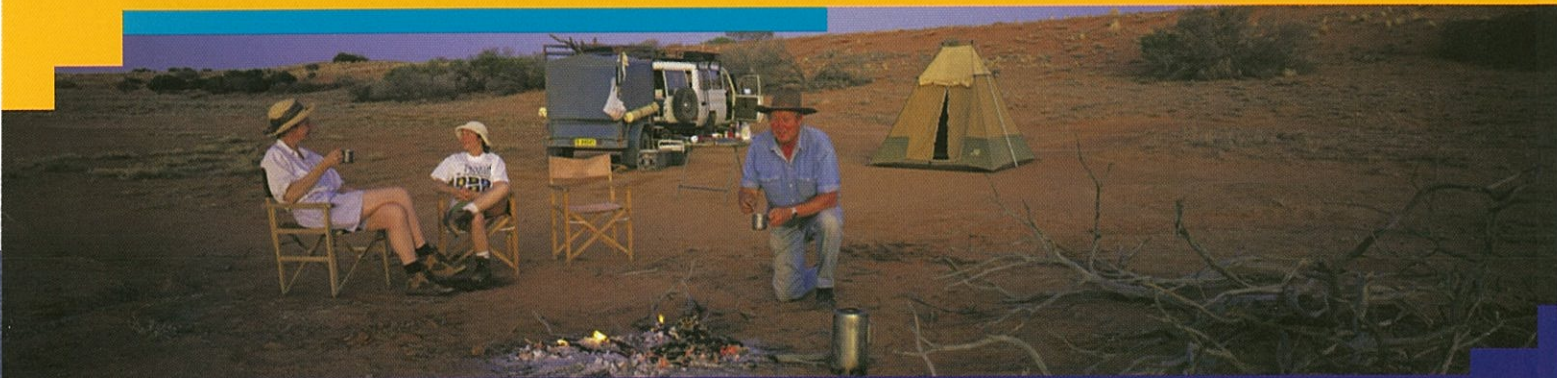
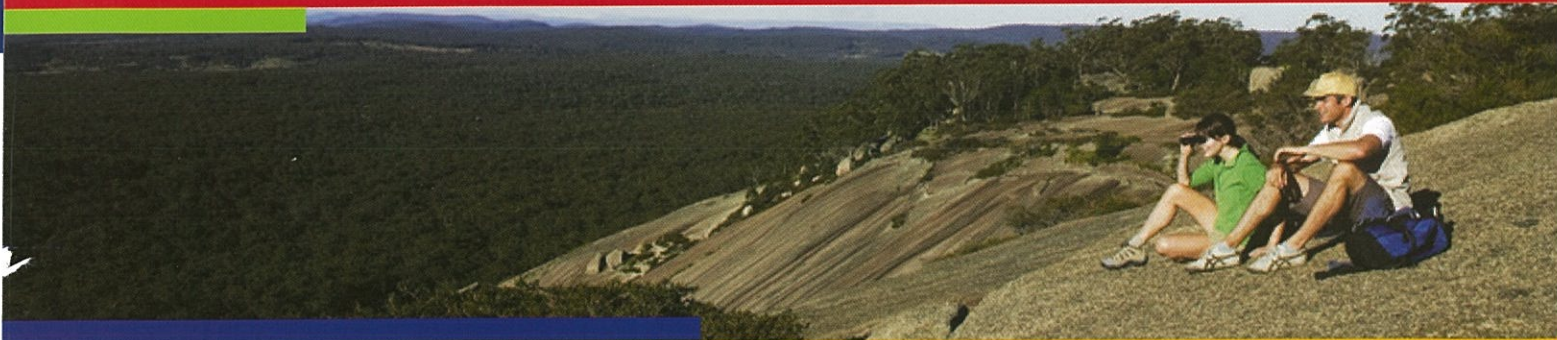
	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
Jerilderie st - Momolong to P.O	-	-	-	-	-
Cobram St - Alexander to South	-	(39,500)	-	-	-
BERRIGAN Total	(3,000)	(56,500)	(12,000)	-	-
FINLEY					
Corree St Headford to Tongs	-	-	(42,000)	(42,000)	-
Intersection of Tuppal and Denison St	(2,000)	-	-	-	-
Intersection Tuppal and Coree	(2,000)	-	-	-	-
Intersection Tuppal and Tocumwal St	(2,000)	-	-	-	-
Murray St - Headord to Osbourne	-	(20,000)	-	-	-
Tuppal St Murray to Tocumwal	(31,500)	-	-	-	-
FINLEY Total	(37,500)	(20,000)	(42,000)	(42,000)	-
TOCUMWAL					
Barooga St - Murray st to Morris	-	-	-	-	-
Bruton St End of Path to Anthony Av	-	(50,000)	(50,000)	-	-
Hennesy St Charlotte to Hannah St	-	(47,000)	-	-	-
Hutsons Rd Hannah to Lane	-	-	(35,000)	-	-
Intersection Barooga st and Morris	-	-	-	-	-
Intersection Barooga st and Murray	-	-	-	-	-
Intersection Boat Ramp Rd and Murray St	(2,000)	-	-	-	-
Murray St Boat Ramp to Deniliquin St	(3,600)	-	-	-	-
Tuppal Rd End of Path to Bridge St	(5,000)	-	-	-	-
TOCUMWAL Total	(10,600)	(97,000)	(85,000)	-	-
UNGROUPED					
New Footpaths / replace existing	(10,000)	(10,000)	(10,000)	(35,000)	(10,000)
Provision of Pram Crossings	-	-	-	-	-
Street Lighting in Towns	(25,000)	-	-	-	-
UNGROUPED Total	(35,000)	(10,000)	(10,000)	(35,000)	(10,000)
FOOTPATHS EXPENDITURE Total	(206,100)	(223,500)	(149,000)	(77,000)	(73,200)

APPENDIX E

	Sum of 2014-15	Sum of 2015-16	Sum of 2016-17	Sum of 2017-18	Sum of 2018-19
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)
SHIRE ROADS Total	(2,046,226)	(2,187,525)	(1,782,500)	(1,743,500)	(1,825,700)
Grand Total	(4,309,014)	(4,104,587)	(4,420,750)	(4,401,250)	(3,796,450)

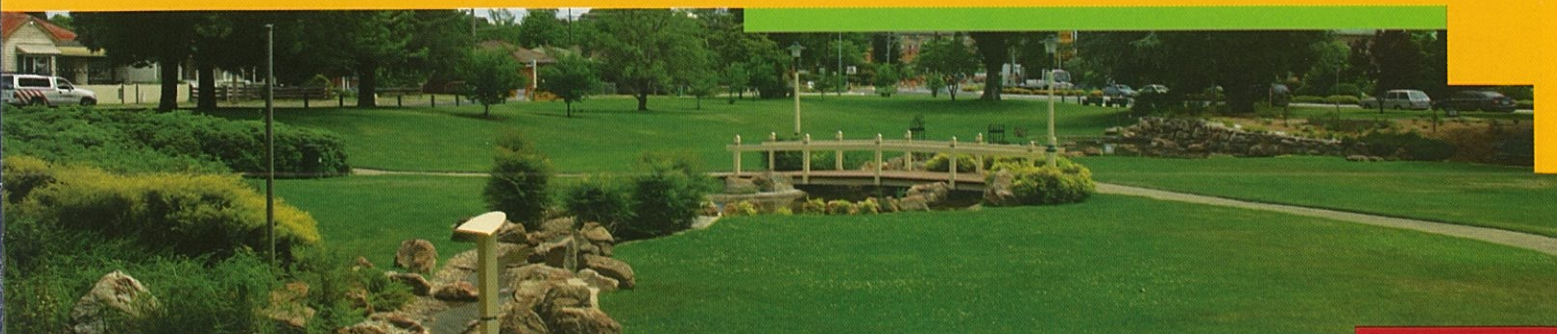


**Trade &
Investment**
Cross-Border Commissioner



BUSINESS PLAN

2015–2018 NSW Cross-Border Commissioner



Result 3

More resilient cross-border communities



Outcome

Strategies

Inclusive border communities

- Provide enhanced opportunities for cross-border communities to participate in decision making by ensuring community involvement in the development of relevant proposals and reforms.
- Advocate for 'whole of Region' involvement in the analysis of cross-border issues.

Integrated input on cross-border issues from NSW Government, business and communities

- Engage and consult with cross-border residents, businesses and communities, and government agencies, to identify priority cross-border anomalies that most disadvantage, divide or restrict cross-border communities and business.

Effective identification, consideration and resolution of cross-border issues

- Leverage Local and Regional networks for the identification, analysis and consideration of cross-border issues, including working with the NSW Business Chamber to establish the Cross Border Business Advisory Committee.
- Lead the resolution of priority cross border issues in consultation with government officials and local stakeholders.
- Secure agreement of Senior Government Officials to lead resolution of cross-border issues in their portfolios and report on progress.

Communities informed about the status of prioritised issues

- Develop and implement programmes and tools to facilitate effective communication with stakeholders and the wider community.

Result 4 Reduced regulatory burden on business and community

Outcome

Community and business confidence in government service delivery in cross-border areas is increased

Strategies

- Advocate for a reduction in regulatory duplication in cross-border areas.
- Advocate for seamless service delivery for communities in cross-border areas.
- Monitor changes and provide input where appropriate into legislation, regulation and policy to ensure consideration of cross-border factors.
- Advocate for a common approach to regulation in cross-border areas, including measures to improve cross-border labour mobility such as automatic mutual recognition of licences and qualifications.
- Measure and track community and business confidence in government service delivery in cross-border areas.

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**Trade &
Investment**
Cross-Border Commissioner

Notes of the Meeting between the Upper Murray Mayors and General Managers held in the 3rd Floor Executive Meeting Room, AlburyCity Council Administration Building, Kiewa Street, Albury on Thursday 19 February 2015 at 9.30am.



- Attendees:**
- AlburyCity Council:** Mayor Kevin Mack and Mr Frank Zaknich, General Manager
 - Berrigan Shire Council:** Mayor Bernard Curtin, Mr Rowan Perkins, General Manager, and Matthew Hansen, Director Corporate Services
 - Corowa Shire Council:** Mayor Fred Longmire and Mr Chris Gillard, General Manager
 - Greater Hume Shire Council:** Mr Steven Pinnuck, General Manager
 - Jerilderie Shire Council:** Mayor Ruth McRae and Mr Craig Moffitt, General Manager
 - Urana Shire Council:** Mr Adrian Butler, General Manager
 - RAMROC:** Mr Ray Stubbs, Executive Officer
- Apologies:**
- Greater Hume Shire Council:** Mayor Heather Wilton
 - Urana Shire Council:** Mayor Pat Bourke

1. Welcome and introductions
2. Individual Council Fit for the Future update – (5 minutes each)
 - a. Councils provided overview – focus at this time for all is stand alone and improvement model.
 - b. JO model involvement may or may not assist with scale and capacity criteria.
3. Riverina Joint Organisation (JO) update and feedback on progress - Greater Hume Shire and Urana Shire – (5 minutes each)
 - a. Councils provided overview – detailed work in progress.
4. Mid Murray JO update and feedback – Ray Stubbs (5 minutes)
 - a. Ray provided overview – facilitated discussion around merger took place not specifically a JO model.
 - b. Councils currently considering whether to proceed to Business Case for merger options.
5. RAMROC Pilot JO update – GM meeting feedback 13 February 2015 – Ray Stubbs (5minutes)
 - a. GM group resolved to recommend:
 - i. That RAMROC proceed to engage Elton Consulting to undertake a comprehensive analysis of Joint Organisation options, generally in accordance with the proposal and that the cost of the Study be met from uncommitted RAMROC funds currently on hand.
 - ii. That pending final determination of the Joint Organisation/s structure and functions for the region, that the current operations of RAMROC continue pending the State Government planned Joint Organisations establishment and commencement date of September 2016.

6. Upper Murray Joint Organisation options (20 minutes)
 - a. JO boundaries
 - Preference is for the boundaries to align with the six councils represented at today's meeting.
 - b. Likely participation
 - i. All councils represented other than Greater Hume Shire Council and Urana Shire Council (currently involved in Riverina Pilot JO) committed.
 - ii. Greater Hume Shire Council confirmed it remains available to be included in future UMJO discussions.
 - c. Possible model/s
 - i. A single MAMJO or UMJO options were discussed. Support for the Elton Consulting review to assist to identify the best model outcome rather than solely relying on ILGR Panel recommendations or gut feel – we need solid data to support the preferred JO model.
 - d. Capacity for shared services
 - i. All councils committed to progressing a structured discussion on shared services and reserved the right to continue direct council to council discussions.
 7. Next steps (10 minutes)
 - a. Obtain in principle support from JO member councils.
 - i. In principle support received (other than Greater Hume Shire Council and Urana Shire Council who are at present committed to the Riverina JO Pilot).
 - b. Facilitation support to develop possible business models – OLG input and RAMROC Pilot JO alignment
 - i. To be ratified at the RAMROC meeting on 25 February 2015. If not supported then UMJO councils could in principle proceed with a Pilot JO UMJO model assessment.
 - c. Funding to assist – member councils/OLG
 - i. To be ratified as for 7bi above.
 - d. Joint presentation to councils
 - i. Future agenda item.
 8. Wrap up and actions allocated/outcomes recorded and circulated
 - a. Kevin, Frank and Ray to prepare joint dot points for supportive UMJO Councils to speak at the RAMROC meeting next week.
 9. Next meeting
 - a. To be advised pending RAMROC meeting outcomes.
 10. Thanks and close
 - a. Meeting closed at 11.50am.
-

Fit for the Future Facilitation Report for Mid-Murray Councils

Report date: 25th February, 2015

Participating Councils:

Murray Shire Council

Deniliquin Council

Conargo Shire Council

Jerilderie Shire Council

Berrigan Shire Council

Wakool Shire Council

1. Executive Summary

The agreed Brief for the Mid-Murray facilitation was successfully completed with:

- a) Research via the internet and Pre-workshop telephone interviews with the nominated participants
- b) A Workshop held at Mathoura on 3rd & 4th February, 2015 with all six (6) Councils represented by elected representatives and Senior Staff,
- c) The Draft report being submitted to Councils on 13th February, 2015 for review and comment, and
- d) Final report to be submitted to Office of Local Government by 27th February, 2015.

The Workshop outcomes are detailed in Section 3.2.5 of this report with Council General Managers to prepare individual Reports for their Council's consideration with:

- Berrigan and Jerilderie Councils planning to withdraw from the Mid-Murray Group and engage with other neighbouring Councils, and
- Murray, Deniliquin, Conargo and Wakool Councils to continue their conversation and discuss with the Office of Local Government. This is to undertake 'Business Case' development including further assessment of a Mid-Murray Joint Organisation and the Rural Council model option.

2. Consultant Brief

In terms of the brief from the Office of Local Government (OLG), as Fit for the Future Facilitators we were to develop tailored facilitation plans to suit the needs and local circumstances of each group of Councils.

This was to include the following:

- One-to-one session(s) with each Council in a group to develop an understanding of each council's current state and views, and
- Group workshop(s) with all Councils in the group to explore and discuss opportunities, and identify and resolve obstacles to merging.

3. Project Output

3.1 Research

Given the geographic spread of the Councils and their respective administrative offices the initial research was undertaken via internet and telephone.

This included but was not necessarily limited to, residents' surveys, the Independent Panel Report, local media, Community Strategic Plans, Council reports, regional plans and relationships with other tiers of Government.

A Pre-Workshop Questionnaire was designed (see Appendix 1) and telephone interviews conducted with the nominated representatives from all of the participating Councils during the two weeks leading up to the workshop. This enabled us to understand the views of individuals and the appetite and openness with which the Councils were undertaking the facilitation.

3.2 Workshop

3.2.1 Approach

The initial workshop program was designed on the premise that six (6) Councils were interested in considering a merged entity. This premise was challenged:

- just prior to the Workshop in a conversation by a participant to the OLG Relationship Manager and discussed with the facilitators,
- in Workshop Session 2 'Expectations' (of participant Councils), and
- group discussions on Day 1 of the workshop,

necessitating a change in the Day 2 Program to accommodate the participants' desire to explore issues relating to the creation of a possible Joint Organisation (JO). This resulted in adding sessions for discussion of

the 'Purpose' and 'Principles' in forming a regional Mid-Murray JO. It is noted that the Government response to the Independent Panel Report supported rural / merged / stand-alone Councils and a Mid-Murray Joint Organisation.

3.2.2 Delivery

Appendix 2 provides a copy of the original Workshop Agenda. The workshop was conducted in the Mathoura Business Centre over 1.5 days on 3rd and 4th February, 2015 and was facilitated by two consultants from Advanced Dynamics, Mark Potter and Peter Gesling. There were 18 participants from the Councils including a combination of Mayors, Deputy Mayors, General Managers, Deputy General Managers and Senior staff.

3.2.3 Modification

There was intense discussion among participants on the exclusion of a JO consideration and scope as they viewed benefits in developing a JO and future configuration of Councils in parallel, not in series. As a result of these conversations it was clear that the topic needed to be aired. This led to modification of the agenda.

Whilst not part of the initial brief, this certainly added value for the participants (refer to Appendix 4.6).

Appendix 3 provides a copy of the modified Agenda.

3.2.4 Outputs

During the Workshop various sessions required participants to work in their respective Council groups or in mixed syndicate groups to identify or solve issues. The output or 'artefacts' from these group sessions conducted during the Workshop are included in Appendix 4 (4.1 – 4.8 inclusive).

3.2.5 Results / Outcomes

The results / outcomes achieved during the Workshop are summarised as follows:

1. Workshop participants were provided with a methodology to reframe 'roadblocks' to 'Critical Issues'. This process took the form of turning what were perceived as obstacles into questions that then lead to the identification of potential solutions. Participants were able to practise this method on the Top 5 'roadblocks' they had identified in the Workshop. Participants commented on the usefulness of this methodology (refer Appendix 4.5 – Potential Solutions to Top 5 Critical Issues).

2. Participants developed a 'Purpose' statement for a Mid-Murray JO and identified 'principles' for its design and operation within local constraints (see Appendix 4.7 - Mid-Murray Joint Organisation Purpose and Design Principles).
3. Berrigan and Jerilderie participants decided to notify their intention to withdraw from the Mid-Murray conversation to pursue similar options with other neighbouring Councils.
4. The remaining four Council groups, Murray, Deniliquin, Conargo and Wakool, agreed on preferred and alternate futures which included stand-alone, Rural Council model and a range of merged Council options. It is understood that participants will be developing a matrix of options for discussion with their respective Councils.
5. All Council groups will prepare reports for their Councils' consideration recommending progressing to development of business cases for their chosen options. Councils will discuss this step with OLG.
6. All participants expressed their satisfaction with the process. Whilst being concerned that they did not have 'enough' information from OLG and State Government (see Appendix 4.8 – Questions for OLG) they felt more capable of taking 'next steps'.

Participants specifically raised the issue of S.218CA in the NSW Local Government Act and its potential impact on merged Councils. The Councils will be seeking clarification on the intent and meaning as an agreed/common understanding is important to completing FFF templates.
7. All participants saw the need to be exploring the development of a Mid-Murray JO in parallel with any merger discussions in line with the State Government's response to the Independent Panel Report.

3.3 Reporting

3.3.1 Status Reports to OLG

Progress reports have been provided to the OLG Relationship Manager via telephone and email during the research and design phase and also following the Workshop.

3.3.2 Final Report

The following reporting schedule was agreed with the participating Councils at the conclusion of the Workshop:

- Draft report of Workshop outcomes to participating Councils for comment / feedback by C.O.B. Friday 13th February, 2015
- Councils to provide feedback/comments to Advanced Dynamics by C.O.B. Friday 20th February, 2015
- Final report to be submitted to OLG by C.O.B Friday 27th February, 2015

Appendices

Appendix 1. Pre-workshop Questionnaire

Appendix 2. Original Workshop Program

Appendix 3. Modified Workshop Program

Appendix 4. Workshop Outputs (Artefacts)

Day 1

- 4.1 Expectations (of Participant Councils)
- 4.2 Roadblocks to Merger(s)
- 4.3 Top 5 Roadblocks \Rightarrow Critical Issues to be solved
- 4.4 Benefits of Merger(s)
- 4.5 Potential Solutions to Top 5 Critical Issues

Day 2

- 4.6 Reflections on Day 1
- 4.7 Mid-Murray JO Purpose and Design Principles
- 4.8 Questions for OLG

Appendix 1. Pre-workshop Questionnaire

Questions for Council Executives

- What was the driver(s) or impetus to commence the current Mid-Murray conversation?
- What do you see as the best outcome for your Council/ community?
- Is this a majority view in your Council?
- What is your understanding of the views among participating Councils'? Ref: Wakool
- Is there any issue you would like the facilitators to raise during the workshop (without referring to you)?

Appendix 2. Original Workshop Program

Fit for the Future Workshop – Mid-Murray Councils
Mathoura Business Centre
3 – 4 February 2015

Agenda**Day 1 – Tuesday 3 Feb**

	SESSION	CORE CONTENT	PROCESS
9.00am	Welcome & Introductions	Overview of workshop Introductions and getting to know facilitators and participants	Mark and Peter to facilitate
	Expectations	Understanding expectations of participating Councils	Working in Council groups and feeding back to workshop
10:30am	Break		
11.00am	Identifying Issues	Summary of feedback from pre-workshop discussions Identifying the issues/roadblocks to amalgamation of the six participating councils	Mark and Peter to provide initial summary. Then working in rotating groups followed by report backs
1.00pm	Lunch		
1.45pm	Top 3 or 4 issues	Distillation of the issues/roadblocks into the top 3 or 4	Process led by Mark and Peter
	Critical issues	Discussion on a process of how to deal with roadblocks	Mark and Peter to lead discussion
	Solving Critical Issues	Participants to work on options to solve/deal with the top 3 or 4 issues/roadblocks	Working in Council Groups with support by Mark and Peter
3.15pm	Break		
3.30pm	Solving Critical Issues cont'd	Participants to work on options to solve/deal with the top 3 or 4 issues/roadblocks cont'd	Working in Council Groups with support by Mark and Peter
	Reports on Potential Solutions	Report back on the potential solutions identified to deal with the issues/roadblocks	Council Groups to report back
5.00pm	Close	Wrap up and close of Day 1	

Appendix 2. Original Workshop Program

Fit for the Future Workshop – Mid-Murray Councils Mathoura Business Centre 3 – 4 February 2015

Agenda cont'd

Day 2 – Wednesday 4 Feb

	SESSION	CORE CONTENT	PROCESS
9.00am	Reflections from Day 1	Review of Day 1. Opportunity for participants to reflect and share thoughts from discussions to date	Mark & Peter to facilitate
	Issues for OLG	What issues do you want or need/need answered by OLG? These items can be for inclusion in the report to OLG on the Workshop outcomes.	Working in Council groups and feeding back to workshop
	Considering hypothetical alternatives	Paint the hypothetical scenario – “What if OLG rejects all offers from this group for individual councils to remain or smaller group mergers and mandates a Mid-Murray Council comprising all six participating Councils?”	Mark and Peter to lead discussion
10:15am	Break		
10.30am	Defining a common purpose	In the event of the hypothetical scenario above – what would be the Common Purpose of a combined Mid-Murray Council?	Working in 2 groups with support from Mark and Peter then report back
	Model for amalgamated Council	Ideas on what would be a workable model for such an amalgamated Council? What would it look like and how would it operate?	Working in small groups of 3 or 4 people
	Feedback on Model(s)	Report back on ideas for workable model(s) for amalgamated Mid-Murray Council. What to do with these ideas?	Groups to report back Discussion led by Mark and Peter
	Review and wrap up	Review of workshop process and outcomes. Discussion on reporting process and next steps.	Mark and Peter to facilitate
12.30pm	Workshop close		

Note: Mark Potter and Peter Gesling will be available during the afternoon of Wednesday 4 February in Mathoura for further discussions or follow-up with individuals if required.

Appendix 3. Modified Workshop Program

Fit for the Future Workshop – Mid-Murray Councils Mathoura Business Centre 3 – 4 February 2015

Modified Agenda

Day 1 – Tuesday 3 Feb

	SESSION	CORE CONTENT	PROCESS
9.00am	Welcome & Introductions	Overview of workshop Introductions and getting to know facilitators and participants	Mark and Peter to facilitate
	Expectations	Understanding expectations of participating Councils	Working in Council groups and feeding back to workshop
10:30am	Break		
11.00am	Identifying Issues	Summary of feedback from pre-workshop discussions Identifying the issues/roadblocks to amalgamation of the six participating councils	Mark and Peter to provide initial summary. Then working in rotating groups followed by report backs
1.00pm	Lunch		
1.45pm	Top 4 or 5 issues	Distillation of the issues/roadblocks into the top 4 or 5	Mark and Peter to facilitate
	Benefits	Identifying the potential benefits of merger / amalgamation	Working in Council groups and feeding back to workshop
	Critical issues	Discussion on a process of how to deal with roadblocks	Mark and Peter to lead discussion
	Solving Critical Issues	Participants to work on options to solve/deal with the top 3 or 4 issues/roadblocks	Working in Council Groups with support by Mark and Peter
3.15pm	Break		
3.30pm	Solving Critical Issues cont'd	Participants to work on options to solve/deal with the top 3 or 4 issues/roadblocks cont'd	Working in Council Groups with support by Mark and Peter
	Reports on Potential Solutions	Report back on the potential solutions identified to deal with the issues/roadblocks	Council Groups to report back
	Re-visit Expectations	Review day against expectations and re-frame Day 2 to ensure expectations are met	Mark and Peter to lead
5.00pm	Close	Wrap up and close of Day 1	

Appendix 3. Modified Workshop Program

Fit for the Future Workshop – Mid-Murray Councils Mathoura Business Centre 3 – 4 February 2015

Modified Agenda cont'd

Day 2 – Wednesday 4 Feb

	SESSION	CORE CONTENT	PROCESS
9.00am	Reflections from Day 1	Review of Day 1. Opportunity for participants to reflect and share thoughts from discussions to date	Mark & Peter to facilitate
	Defining a common purpose of a J.O.	What would be the Common Purpose of a Mid-Murray Joint Organisation?	Plenary session led by Mark
	Model for a Mid Murray J.O.	Ideas on what would be a workable model / design principles for a Mid Murray J.O. What would it look like and how would it operate?	Working in 2 groups and feeding back to workshop
10:30am	Break		
10.45am	What will Local Government in the Mid Murray look like?	Context – No change is not an option. Councils to formulate options regarding their position for future Mid Murray Local Government.	Working in Council groups and meeting with / discussing with other Councils as required
	Feedback on Model(s) for Local Government	Report back on ideas for workable model(s) / options for Mid-Murray Local Government. Councils to articulate their preferred options.	Mark and Peter to facilitate
	Issues for OLG	What issues do you want or need/need answered by OLG? These items can be for inclusion in the report to OLG on the Workshop outcomes.	Working in Council groups and capturing on Post-It notes for collection
	Review and wrap up	Review of workshop process and outcomes. Discussion on reporting process and next steps.	Mark and Peter to facilitate
12.30pm	Workshop close		

Note: Mark Potter and Peter Gesling will be available during the afternoon of Wednesday 4 February in Mathoura for further discussions or follow-up with individuals if required.

Appendix 4.1 Workshop Outputs (Artefacts)

- Expectations of Participant Councils

Berrigan

- Not looking for merger – sustainable now
- Want to hear the “for” case
- Want to be part of the discussion
- Want to promote expanded JO
- Get a picture of how different types of Councils and a JO will work
- No nett disadvantage for Berrigan Shire Council residents

Wakool

- J.O. – Agreement to participate
- Progress to establish a Rural Council which is a key factor to a functional JO
- Agreement to explore options

Jerilderie

- Understand the benefits and disadvantages of mergers
- Learn more about the process
- Understand how we might fit into the Mid-Murray group
- Three non-negotiables
 - Maintain level of service
 - Maintain level of employment
 - Establish good representation if a new entity evolves

Conargo

- Investigate benefits/disadvantages for Conargo Shire
- How will our Community Strategic Plan be implemented in the future?
- What will happen to the future levels of service our Community currently enjoy?
- Future representation for our Community (Councillors)
- What will happen (already happening) to staff morale and expectations?
- Financial sustainability? Downhill?
- Locality of Service/Employees?

Deniliquin

- Firm decisions on where to from here in regard to mergers/Rural Councils
- Resolution on any unforeseen roadblocks to mergers
- Understanding of issues relevant to other Councils and assist in their resolution
- Acceptance of NSW Government clear directive that doing nothing is not an option
- An outline of next steps in Fit for the Future template completion; consultation; business case completion; etc
- That we maximise financial incentives from NSW Government on a regional basis

Murray

- General information about unanswered questions re the process (JOs, Rural Councils, etc)
- Understanding of where local Shires are at in their thinking
- The process from Feb-June to arrive at final position without presenting conflicting positions
- Reaching a consensus position on a JO structure
- What is the process to pursue merger activity – governance, structure etc

Appendix 4.2 Workshop Outputs (Artefacts)

- **Roadblocks to Merger(s)**
- Representation
 - Representation on Council – Wards and removal of 10% rule
 - Representation domination
 - Local representation
 - Population distribution
- Staffing
 - Staff retention
 - Risk of loss of best staff / Retention of ‘dead wood’
 - Strategic capacity
 - Loss of corporate intelligence
- Levels of service delivery
 - Types and timing of service delivery
 - Common service delivery
 - Difference in current service levels / expectations
- Distances
 - Distance between centres, geographic
 - Identity
 - Representation
 - Tyranny of distance
- Accessibility
 - State boundary
- Social/Economic impacts associated with loss of expertise
- Standardisation of rates / Rating systems and levels
 - Rapid harmonisation
 - Retention of differential
- Connectivity – many centres
- Implementation timetable
- Section 218CA Local Government Act – Rural centres < 5000
 - Staff arrangements for rural councils per Act
- Socio economic identity
- Reserves quarantine
- Maintaining ‘Local’ in local government
- Boundary changes / Boundary adjustments off the table
- North/south movements
- No natural regional centre shared between all six
 - Various centres in Victoria (Swan Hill, Bendigo, Echuca, Shepparton, Cobram, Albury)
 - State boundary – Regional centre (Vic)
 - Ignores strategic links with Victoria
 - Cross border issues differ across existing LGAs – different partner in Vic
 - ‘Split’ services from other agencies (Albury, Wagga, Shepparton) – Health
 - No natural regional centre in NSW at all
- Community reaction
 - Better acceptance of like for like
 - Perception of takeover
- Structure of organisation
- Location of H.Q. – adequate accommodation

Appendix 4.2 Workshop Outputs (Artefacts)

- **Roadblocks to Merger(s)**
 - Sustainability of smaller communities
 - Lack of support
 - Effect on local employment
 - Social effect on community
 - L.E.P. variations
 - Systems variations
 - Different salary systems and conditions of employment
 - Existing contracts
 - I.T.
 - Telephones
 - Records management
 - H.R.
 - Data systems
 - Customer requests
 - Risk management
 - Work system & practices
 - Finance
 - Joint Organisation arrangements
 - One council JO?
 - JO / merger discussion – parallel or separate?
 - Local Government Act changes
 - Other legislation
 - Cost of change generally
 - Communities of interest
 - Winners and losers
 - Start-up jeopardised
 - Risk management / control of existing funds
 - Lack of vision / understanding of how new model will work
 - Threat to water / sewer
 - Identifying advantages for local area
 - Differences in strategic direction / future plans
 - Implementation of existing management plans
 - IP&R. Plans
 - Reserve funds

Appendix 4.3 Workshop Outputs (Artefacts)

- Top 5 Roadblocks ⇒ Critical Issues to be solved

These were the top 5 roadblocks identified by participants:

1. Levels of service / Service delivery
2. Representation
3. Section 218CA Local Government Act
4. Sustainability of smaller communities
5. Rating systems

They were then re-phrased as Critical Issues (problems to be solved):

1. How to ensure agreed levels of service are achieved?
2. How to ensure all sections of community have an equitable voice?
3. How to achieve efficiency gains within fixed / existing parameters?
4. How to ensure the sustainability of smaller communities?
5. How to create equitable rating systems?

Appendix 4.4 Workshop Outputs (Artefacts)

- **Benefits of Merger(s)**
 - Economies of scale
 - Efficiencies
 - Reduced admin costs
 - Make the most of incentives
 - Cash grant from State Government
 - Control destiny
 - Stronger voice for community
 - Centres of excellence
 - Political certainty
 - Plant rationalisation
 - Office accommodation savings
 - More of a Regional consistency
 - Promote Region
 - Create employment progression pathways
 - Opportunity for improved or more services
 - Service distribution
 - Eliminate some areas of duplication
 - Ability to attract more qualified staff / specialists / professionals
 - Reduce number of Local Government areas
 - Reduced cost of Councillors / GMs / Directors
 - Enhanced 'Scale' and 'Capacity'
 - Greater financial capacity – i.e. larger projects
 - Short term sustainability improvement
 - Ability to 'cross subsidise' struggling areas
 - Limits financial impact on State Government
 - Makes State Government job easier as dealing with fewer Councils
 - Allows for future corporatisation / sale of water & sewer
 - Strength in numbers
 - Political
 - Government Departments
 - Attracting industry / population
 - Even rate distribution
 - Councillors' diversity
 - Infrastructure improvement

Appendix 4.5 Workshop Outputs (Artefacts)

- Potential Solutions to Top 5 Critical Issues

1. How to ensure agreed levels of service are achieved?

- Establish actual service levels being delivered now
- Evaluate costs of each and variations
- Seek Council / Community input on new levels if variations sought
 - Cost of increasing service level
 - Savings from reduced level if over-served
- Document final levels agreed
- Review on regular basis

- IP & R
- Consultation
- Agree on one or more 'levels' of serviced community with associated cost
- Assess capacity against needs, wants
- Relates to Critical Issue #5

- ◆ Maintain existing IP & R long term financial plans
- ◆ Integrate after 4 years
- ◆ Develop strategy for rate harmonisation
- ◆ Audit fees and charges to develop model for equitable value
- ◆ Amalgamation of 'like' Councils

- ◇ Define services
 - Use
 - Availability
 - Type
 - Needs
 - Expectations
- ◇ Understand the differences in service levels
- ◇ Develop a mechanism to preserve levels

- Set benchmarks – perhaps include in proclamation
- Maintain level of funding
- Monitor actual to benchmark
- Report on results to Community
- Probationary period for newly merged areas!

2. How to ensure all sections of community have an equitable voice?

- Identify sections of communities and possible equitable structure
- Establish wards with Electoral Act guide
- Establish community committees to support Councillors in smaller areas
- Establish procedures for committees
- Review effectiveness of 2 way communication and change as required

- Lobby for change to LGA regarding wards in un-subdivided areas
- Explore alternative options for representation
- Expand number of Councillors
- Foster a culture of community in new LGA

Appendix 4.5 Workshop Outputs (Artefacts)

- Potential Solutions to Top 5 Critical Issues

- ◆ Un-subdivided Local Government Area with 7 elected Councillors
- ◇ Transitional provisions for representation
 - Equal numbers from constituent Councils
 - Pro-rata numbers
 - * for 1st term
- Retain a certain number of Councillors elected from the original Council areas
- Increase powers of Sec 355 Committees to represent local areas
- Set up Advisory Board based on Communities of Interest

3. How to achieve efficiency gains within fixed / existing parameters?

- Seek legal interpretation of parameters to ensure these are understood
- Review / design actions to work within those limits
- Lobby Government for legislation / regulation change
- Move staff from larger towns to smaller centres to avoid S.218CA protection
- Lobby for change to Act
- Establish 'Centres of Excellence' across new LGA
- ◆ Locate new main office in smaller centre
- ◇ 'Centres of Excellence' encouraged
- ◇ Attractive grants focus
- ◇ Rationalise infrastructure
- ◇ Succession implementation
- Lobby to have the Act / Regulations amended
- Reduce Admin / Depot centres
- Conargo Shire disadvantaged with current legislation of maintaining staff numbers

4. How to ensure the sustainability of smaller communities?

- Design Business Community Development Retention and Attraction strategies
- Establish action plan for each Community
- Review progress with change as necessary
- Equitable representation
- Use protections in Act effectively
- Use greater scale and size to support smaller Communities – financially and through lobbying
- Decentralise from larger centres to smaller towns / villages
- Use planning schemes to discourage centralisation to larger towns in LGA
- Don't sustain them. Make pragmatic decision to 'wind down' villages / small towns
- Subdivide / special land sale offers '\$1 block' offers
- ◆ Refer to solutions for items 1 and 3

Appendix 4.5 Workshop Outputs (Artefacts)

- Potential Solutions to Top 5 Critical Issues

- ◇ Encourage Centres of Excellence
- ◇ Service provision for NSW Government as preferred contractor
- Refer item 2 – Increase powers of Section 355 Committees to represent local areas
- In conflict with item 3 above – Lobbying to have the Act / Regulations amended
- Support / funding maintained and indexed for smaller communities

5. How to create equitable rating systems?

- Review structure and details of each rating system
- Identify gaps / variations and possible variation scenarios
- Agree on scenario / structure after consultation with Community
- Finalise design; implement; review
- Reliant / dependent in some way on resolution of Critical Issue #1
- Simple / equitable
 - easy to understand
 - easy to sell
- Make hard decisions early and stick with it
- ◆ Harmonise rating system following an analysis of existing rates and service delivery
- ◇ Transition over 5-10 years
- Staged implementation
- Adjust ad-valorem on L.O.S. for each Community
- Visualisation of differential rates

Appendix 4.6 Workshop Outputs (Artefacts)

- Reflections on Day 1

- Include review period in the new Act
- Commitment to Joint Organisation
- Lobby for resolution of staff movement in new Act
- Get some answers from OLG / Minister on Joint Organisations/ Rural Councils etc
- Start discussions concerning 'Business Cases' to be able to rule mergers in/out
- We have common issues
- Staff issues
- Joint Organisations
- No real progress yet
- Two geographical groups
- Group unable to change legislation and have to make decisions now
- Time period very tight
- Joint Organisation - require model for our area
- Increasing preparedness to put cards on the table - identify scenarios
- Reinforced Jerilderie's position without providing all the answers
- Identified 'roadblocks' - they are not insoluble
- Willingness to support Mid-Murray Joint Organisation
- Willingness to proceed to Business Studies (Cases)

Appendix 4.7 Workshop Outputs (Artefacts)

Mid-Murray Joint Organisation Purpose and Design Principles

Draft Purpose Statement developed for a proposed Mid-Murray Joint Organisation:

“To support a Local Government System in the Mid-Murray that contributes to the sustainability of our Communities through the provision of a strategic interface and services that build on our strengths”

What a Mid-Murray Joint Organisation could look like – Design Principles:

- Governance
 - Mayor / Deputy Mayor vote each
- Org structure
 - State goals
 - Council goals
- Embedded / standalone
- Flexible Operation for Service Delivery etc. (Key point)
- No worse off in terms of cost
- Opt in / opt out / governance issues
- Minimalist / effective
- Use Council existing resources and skills
- Section 218CA contradiction?

- Board
 - Mayors +/- Deputy Mayors
- Executive
 - GMs
 - One of the GMs is Exec Officer of JO
 - Employ a Director / Senior Manager to run the office
- All 6 Shires within Mid-Murray (or their future manifestations) be full members or associate members
- JO can provide services to non-JO Councils e.g. Hay etc.
- Buy-in functionality from member Councils
- Budget?

Appendix 4.8 Workshop Outputs (Artefacts)

- **Questions for Office of Local Government (OLG)**
 - Legal advice re: staffing issues
 - What does "reasonable & practical" exclusion in S.218CA mean in practice?
Councils need advice so they can proceed with discussions
 - What does S.218CA of the LG Act mean? Can OLG provide some advice as to what affect this will have on a merged Councils?
 - Staffing provision - does the Rural Council fall under S.218CA or 3 years environment?
 - What are the core requirements and functions of a Joint Organisation? What are the non-negotiables in a JO operation?
 - What options are available to vary timeframes if they prove unrealistic?
 - Is there any option to extend the timeframes for completion of information on proposed mergers?
 - Will OLG fund multiple Business Cases?
 - If Council submits a:
 - Stay 'as is', or
 - Rural Council and this is not agreed to by panel/MinisterWill merger funds still be available?
 - If no voluntary mergers as per report, will the Minister force amalgamations?



NGA15
CLOSEST TO THE
COMMUNITY:
LOCAL GOVERNMENT
IN THE FEDERATION

14-17 JUNE 2015
NATIONAL CONVENTION CENTRE
CANBERRA
REGISTER ONLINE
WWW.ALGA.ASN.AU





PRESIDENT'S: WELCOME

Dear Colleagues,

I invite you to attend this year's National General Assembly of Local Government (NGA) at the National Convention Centre in Canberra from 14-17 June 2015.

Invitations have been extended to the Prime Minister, the Deputy Prime Minister and the Leader of the Opposition to address the sector. We will also be joined by other ministers, shadow ministers and leading public figures presenting keynote addresses, which will help to focus discussions at the NGA.

The theme for this year's NGA is '**Closest to the Community: Local Government in the Federation**'.

The Australian Government is currently working with all state and territory governments and ALGA to develop White Papers on reform of the Federation and Taxation. The NGA presents local government as a whole with an opportunity to consider the range

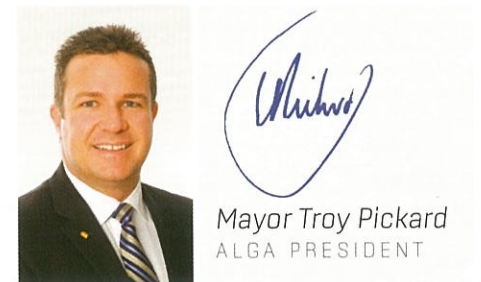
of issues being raised and to ensure local government's aspirations are addressed in the White Papers. I have been clear that I want to see local government strengthened as a result of any reform and we need your input to advance that objective.

The NGA program will cover a wide range of issues, reflecting the diversity of local government and our interests. There will be opportunities for delegates to interact with not only invited political and keynote speakers, but with panels of subject-matter experts and local government representatives.

The ALGA Board recently called for Notices of Motions for the NGA and these will set out the framework for debate. I would encourage you and your council to think through ideas or initiatives you would like to see debated at the NGA and to submit these as motions.

Your council's involvement in the NGA is important in assisting ALGA to maintain the Government's engagement with local government and to drive improved outcomes for the local government sector at the national level. A number of crucial policy motions will be debated at the NGA and it is essential that every council is represented in these debates to actively contribute to the dialogue as we strategically position the sector within our Federation.

I look forward to seeing you in Canberra.



Mayor Troy Pickard
ALGA PRESIDENT

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2015 THEME OVERVIEW

CLOSEST TO THE COMMUNITY: LOCAL GOVERNMENT IN THE FEDERATION

The 2015 NGA is being held at an important time, not only for local government, but the Commonwealth, states and territories and the Australian people. It is a time when the Commonwealth Government has invited all interested parties to consider potential reform of the Federation and of taxation.

While the Government recognises that the current Federation has given rise to '*... a vibrant democracy, a strong economy and a cohesive society that millions of migrants have chosen to join*', it also suggests that over time, it has '*... increased the overlap of roles and responsibilities between spheres of government and reduced accountability to voters, created duplication and blame-shifting*'. The Prime Minister has frequently alluded to this problem, and has established a White Paper process on the Reform of the Federation, and a White Paper on Taxation to address these issues.

The White Paper on the Reform of the Federation will '*... seek to clarify roles and responsibilities to ensure that, as far as possible, the States and Territories are sovereign in their own sphere, so that voters know who is responsible for what*'.

The Prime Minister, in his Sir Henry Parkes Commemorative Dinner address at Tenterfield, on 25 October 2014 said that '*... the Government is determined to make the case for change*'. But he also acknowledged that consensus is required for rethinking the conventions about which level of government is responsible for the delivery of a particular service, or the revenue measures to which particular levels of government should have access. He said, '*... Without a measure of consensus, any change requiring legislation is unlikely to secure parliamentary passage and the whole exercise could turn out to be futile*'. He went on to say, '*... Without an element of consensus, any change that's actually achieved could be reversed at the earliest opportunity and therefore hardly worth doing*'.

Local government is an essential part of the Australian system of government. Local governments are democratically elected and provide for the 'good governance' of local communities throughout Australia. As part of that role, councils provide crucial local planning, services, programs and infrastructure including local roads, community halls, sports, cultural and recreation

facilities that underpin the life of every local community throughout Australia. In this way local government is indeed the level of government that is 'closest to the community'.

It is therefore an important partner and stakeholder in the development of a national consensus on any reform proposal and should help shape this debate and make its contribution to the White Paper process. The Australian Local Government Association (ALGA) has had input to these papers, and in consultation with state and territory local government associations has made submissions on relevant matters. ALGA also intends to make substantial submissions to the Green Papers expected to be released on the Federation and Taxation during this process and encourages all councils to become actively involved in this process.

The NGA debate on motions and associated discussions will help to inform the ALGA Board in formulating these submissions.



2015 NATIONAL GENERAL ASSEMBLY

PROVISIONAL PROGRAM

Sunday 14 June 2015

5:00 pm- Welcome Reception
7:00 pm

Monday 15 June 2015

9:00 am Opening Ceremony:

- National anthem
- Welcome to Country
- Board introduction
- Prime Minister, **The Hon Tony Abbott MP** [invited]

9:45 am President's Welcome

10:00 am Keynote Speaker

10:30 am MORNING TEA

11:00 am FACILITATED DISCUSSION:
Is local government a real partner?

12:30 pm LUNCH

1:15 pm CONCURRENT SESSIONS:
Your Council, Your Challenges

- Governance and Ethics
- Financial and Asset Management
- Innovation and Community Engagement

2:45 pm President of Local Government NZ,
Mayor Lawrence Yule

3:15 pm AFTERNOON TEA

3:45 pm Keynote Speaker

4:15 pm DEBATE ON MOTIONS: *Declaration*

5:00 pm Close Day 1

7:00 pm BUFFET DINNER
National Convention Centre

Tuesday 16 June 2015

9:00 am DEBATE ON MOTIONS

10:00 am Leader of the Opposition,
The Hon Bill Shorten MP [invited]

10:30 am MORNING TEA

11:00 am DEBATE ON MOTIONS

12:00 pm Leader of the Australian Greens,
Senator Christine Milne [Invited]

12.30 pm LUNCH

1:30 pm PANEL SESSION:
Getting the job done - Council solutions

3:00 pm AFTERNOON TEA

3:30 pm Keynote Speaker

4:00 pm DEBATE ON MOTIONS

5:00 pm Close Day 2

7:00 pm OFFICIAL DINNER Parliament House

Wednesday 17 June 2015

9:00 am *Adapting to climate risk*
Prof Jean Palutikoff, National Climate Change and Research Facilities

9:30 am DEBATE ON MOTIONS

10:30 am Deputy Prime Minister and Minister for Infrastructure and Regional Development,
The Hon Warren Truss MP

11:00 am MORNING TEA

11:30 am SPEAKER: *Community services*

12:00 pm Keynote Speaker

12:20 pm President's Closing remarks

12:30 pm Close



ASSOCIATED EVENTS

Australian Local Government Women's Association Breakfast

Monday 15 June 2015
7:30 am-8:30 am

The ALGWA National President is pleased to invite members, friends and colleagues to our 5th Annual Networking Breakfast as part of the National General Assembly. The breakfast will be held on Monday 15 June from 7:30 am-8:30 am.

Seating is strictly limited, so book early. Details will be available on: www.algwa.net.au



Regional Capitals Australia Networking Breakfast

Wednesday 17 June 2015
7:30 am-8:45 am

Regional Capitals Australia (RCA) is an alliance of local government associations and councils from around Australia. The alliance is working to create a strong network of regional capitals that are at the forefront of federal policy and the national identity.

RCA will be holding a networking breakfast on Wednesday 18 June at the National Convention Centre during the ALGA conference.

To register for the event and for enquiries about RCA, please contact:

Email secretariat@regionalcapitalsaustralia.org

Phone 0422 067 858

Visit our website at www.regionalcapitalsaustralia.org





SPEAKER PROFILES

Prime Minister The Hon Tony Abbott MP



Tony Abbott was sworn in as the 28th Prime Minister of Australia on 18 September 2013.

Mr Abbott was first elected as Member for Warringah in March 1994. Prior to the election of the Coalition Government on 7 September 2013, Mr Abbott had been Leader of the Opposition since 1 December 2009.

During the Howard Government, Mr Abbott served as a Parliamentary Secretary, Minister, Cabinet Minister, and Leader of the House of Representatives. As Minister for Employment Services (1998-2001) Mr Abbott oversaw the development of the Job Network and a major expansion of Work for the Dole.

As Minister for Employment and Workplace Relations (2001-2003) Mr Abbott boosted construction industry productivity through the establishment of the Cole Royal Commission.

As Minister for Health and Ageing (2003-2007) Mr Abbott oversaw the expansion of Medicare rebates to allied health professionals such as dentists and psychologists and introduced the reforms which delivered record levels of bulk billing for patients. Mr Abbott also introduced the Medicare safety net for people with big out-of-pocket expenses.

Prior to entering parliament, Mr Abbott was a journalist with The Australian and The Bulletin. He was press secretary and political adviser to the Leader of the Opposition, Dr John Hewson, before becoming Executive Director of Australians for Constitutional Monarchy.

Mr Abbott holds Economics and Law degrees from Sydney University. He is a Rhodes Scholar and holds a Master of Arts (Politics and Philosophy) from Oxford University. Mr Abbott is the author of four books.



The Hon Bill Shorten MP



Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party

and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/ Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing DisabilityCare and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament ,Bill worked at the Australian Workers Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and the National Secretary from 2001 to 2007.

Bill has an enduring interest in social justice issues such as domestic violence, equal opportunity at work, and as a father of three and a stepdad, the increasing diversity of families in Australia.

The Hon Warren Truss MP



The Hon Warren Truss MP is Deputy Prime Minister of Australia and the Minister for Infrastructure and Regional Development.

He became Leader of the Nationals in 2007 and is the longest serving federal leader of any political party in Australia today.

A third generation farmer from the Kumbia district near Kingaroy in Queensland, Mr Truss first won the federal seat of Wide Bay in 1990.

He was a Minister in the Howard Government for 10 years, serving as Minister for Customs and Consumer Affairs in October 1997, and a year later, Minister for Community Services. In July 1999 Mr Truss became the Minister for Agriculture, Fisheries and Forestry, where he served for six years. He became Minister for Transport and Regional Services in July 2005 and, in September 2006, was appointed Minister for Trade.

Before entering Parliament, Mr Truss was a Kingaroy Shire Councillor (1976 to 1990), including seven years as Mayor. He was Deputy Chairman of the Queensland Grain Handling Authority and a member of the State Council of the Queensland Graingrowers Association for more than 10 years.

Mr Truss is also former State and National President of the Rural Youth Organisation and President of the Lutheran Youth of Queensland.

Senator Christine Milne



Christine Milne, Senator for Tasmania and Leader of the Australian Greens, is one of Australia's most experienced and

respected environmental and community activists, with a career spanning 30 years. After leading the successful campaign to protect farming land and fisheries from the Wesley Vale Pulp Mill, Christine was elected to the Tasmanian parliament in 1989, and became the first woman to lead a political party in Tasmania in 1993. She was elected to the Senate in 2004 and to the Leadership in 2012 following the retirement of Senator Bob Brown.

Christine's vision to address climate change and her unparalleled experience with power-sharing minority governments led to the establishment of the Multi-Party Climate Change Committee and its successful negotiations to design the Clean Energy Future package. The package placed innovation, opportunity and clean energy at the forefront of the transformation of the Australian economy for the 21st century.

As spokesperson on food security, Christine put the issue on the national agenda by calling for the development of a national food security plan during the 2010 election. She continues to advocate for reform of Australia's food and agricultural systems to ensure sustainability and prosperity now and into the future.

2015 REGIONAL COOPERATION AND DEVELOPMENT FORUM

BENEFITS OF LOCAL AND REGIONAL INFRASTRUCTURE INVESTMENT

SUNDAY 14 JUNE 2015
National Convention Centre Canberra



→ Includes the launch of the 2015-16
State of the Regions Report

The 2015 Regional Forum is the opening event of the National General Assembly of Local Government. It is a great opportunity for mayors, councillors, RDA members and other key decision and policy makers to gather together, share contemporary knowledge and experience to strengthen the ability of Australia's diverse regions to compete in the global economy.

This year's Forum and report examines the critical role played by our regional infrastructure assets and models the productivity benefits arising from strategic investment in a range of asset classes.

The Forum will allow the sharing of ideas and opportunities through both a mix of practitioner and academic insights, as well as hearing the latest positions from politicians, senior officials and other key regional stakeholders including representatives from Economic Development Australia, the Regional Australia Institute and the Australian and New Zealand Regional Science Association International.

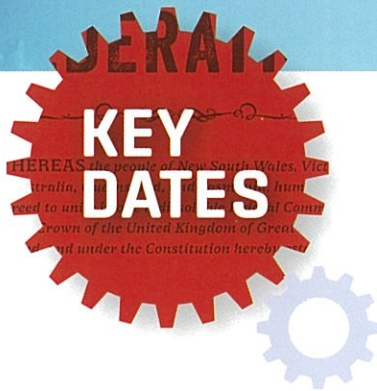
The official launch of the 2015-16 *State of The Regions Report* also takes place at the Forum. The Report is commissioned by ALGA and prepared by National Economics and published with the support of Jardine Lloyd Thompson. All delegates receive a hardcopy Executive Summary of the Report.

Provisional Program

9:30 am	Welcome and Introduction: ALGA President, Mayor Troy Pickard
9:40 am	KEYNOTE ADDRESS: <i>Debunking regional development myths and re-imagining the Region</i> , Dr Paul Collits, Adjunct Professor, University of the Sunshine Coast and Economic Development Adviser, Gosford City Council, NSW
10:10 am	2015 National Local Government Award Winners <i>Boosting Productivity through Infrastructure and Contributing to Regional Growth</i>
10:45 am	MORNING TEA
11:15 pm	<i>State of the Regions</i> Launch: Infrastructure Dr Brain and Dr Manning of National Economics Economic Development Australia
12:00 pm	Mr Steve Chapple, National Chair of EDA and Director Sustainable Environment, Mornington Peninsula Shire Council, Vic (invited)
12:30 pm	LUNCH
1:30 pm	Opposition spokesperson for Regional Development the Hon Julie Collins MP (invited)
1:50 pm	PANEL DISCUSSION: The Role of Regional Collaboration and Governance in the Federation: TECHNICAL WORKSHOP: Exploring this year's <i>State of the Regions Report</i> , National Economics (Dr Peter Brain and Dr Ian Manning)
2:45 pm	AFTERNOON TEA
3:15 pm	Deputy Prime Minister, the Hon Warren Truss MP (invited)
3:55 pm	Official Closing, ALGA President
4:00 pm	Close

Regional Forum Registration is \$395 (inc GST) or \$195 when you also register to attend the National General Assembly.

For more information or to register for the Regional Cooperation and Development Forum, go to www.alga.asn.au



Submission for Motions for Debate	Friday 17 April 2015
Early Bird Registration on or before	Friday 1 May 2015
Standard Registration on or before	Friday 29 May 2015
Late Registration on or after	Friday 29 May 2015

MOTIONS FOR DEBATE

The NGA is your opportunity to contribute to the development of national local government policy.

The ALGA Board is calling for motions for the 2015 NGA under the theme *Closest to the Community: Local Government in the Federation*. To assist Councils in preparing motions a Discussion Paper has been prepared and is available via www.alga.asn.au

To be eligible for inclusion in the NGA Business Papers motions must follow the principles:

- 1 Be relevant to the work of local government nationally;
- 2 Be consistent with the themes of the Assembly;
- 3 Complement or build on the policy objectives of your state and territory local government association;
- 4 Propose a clear action and outcome; and
- 5 Not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of local government.

Motions should be submitted electronically via the online form at www.alga.asn.au and should be received by ALGA no later than 11:59 pm AEST, Friday 17 April 2015.

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.

VOTING PROCEDURES

Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.



REGISTRATION DETAILS

General Assembly Registration Fees

Early bird registration **\$899**

Payment received by
Friday 1 May 2015

Standard registration **\$999**

Payment received on or before
Friday 29 May 2015

Late registration **\$1,200**

Payment received on or after
Friday 29 May 2015

General Assembly Registration Includes

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials.

Day Registration Fees

Monday 15 June 2015 **\$470**

Tuesday 16 June 2015 **\$470**

Wednesday 17 June 2015 **\$260**

Day Registration Includes

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials.

Sunday Regional Development Forum (Sunday 14 June 2015)

Forum Only **\$395**

NGA Delegate **\$195**

Accompanying Partners Registration Fees

Accompanying Partners Registration Fee **\$240**

Accompanying Partners Registration Includes

- 1 ticket to the Welcome Reception, Sunday 14 June
- Day tour Monday 15 June
- Day tour Tuesday 16 June
- Lunch with General Assembly Delegates on Wednesday 17 June.

Payment Procedures

Payment can be made by:

- Credit card - MasterCard, Visa and American Express
- Cheque made payable to ALGA
- Electronic Funds Transfer:
Bank: Commonwealth
Branch: Curtin *BSB No:* 062905
Account No: 10097760
NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by post, facsimile or email. Notification should be sent to:

Conference Co-ordinators
PO Box 4994, Chisholm ACT 2905
Fax (02) 6292 9002
Email conference@confco.com.au

An administration charge of \$110 will be made to any participant cancelling before Friday 1 May 2015. Cancellations received after Friday 1 May 2015 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

SOCIAL FUNCTIONS

Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Welcome Reception and Exhibition Opening

Sunday 14 June 2015

National Convention Centre

5:00-7:00 pm

\$44 per person for day delegates and guests.

No charge for full registered delegates.

No charge for registered accompanying partners.

DRESS CODE: smart casual.

Buffet Dinner

Monday 15 June 2015

**The Ballroom, National
Convention Centre**

7:00-11:00 pm

\$100 per person.

DRESS CODE: smart casual.

Coaches will depart Assembly hotels [except Crowne Plaza] at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

General Assembly Dinner

Tuesday 16 June 2015

The Great Hall, Parliament House

7:00-11:00 pm

\$130 per person.

DRESS CODE: lounge suit/collar and tie for men and cocktail style for women.

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall, places are limited and therefore booking early is highly recommended to ensure your place.

Coaches will depart all Assembly hotels at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

Note: Bookings are accepted in order of receipt.

Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15°C and temperatures do drop to 1c on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.



Venue and Dress Code

Exhibition Opening and Welcome Reception

VENUE National Convention Centre, Constitution Ave, Canberra City.

DRESS CODE Smart casual.

General Assembly Business Sessions

VENUE National Convention Centre, Constitution Ave, Canberra City.

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

DRESS CODE Smart casual.

Exhibition

VENUE National Convention Centre, Constitution Ave, Canberra City.

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

DRESS CODE Smart casual.

Buffet Dinner

VENUE: The dinner is being held in the Ballroom at the National Convention Centre.

DRESS CODE Smart casual.

General Assembly Dinner

VENUE Parliament House.

The General Assembly Dinner is being held in the Great Hall.

DRESS CODE Lounge suit/collar and tie for men and cocktail style for women.

PARTNER TOURS

Monday 15 June

REGIONAL CANBERRA: WINERY AND CHOCOLATE

Today's partner tour will experience two regional areas located just outside Canberra. Our first stop is Gundaroo which is home to several boutique wineries including the venue for the day—Capital Wines. The group will enjoy wine tasting at the cellar door followed by lunch.

The group will then transfer to Murrumbateman to visit Robin Rowe Chocolates, here the group will be given a short demonstration with time to enjoy some samples and view the merchandise.

Tuesday 16 June

CANBERRA EXHIBITIONS

This morning the group will visit the Australian War Memorial and view First World War Galleries, which have been redeveloped to commemorate the centenary of the First World War (opened December 2014).

After lunch the group will be able to experience a new local exhibition, further details will be provided as they are confirmed.

ACCOMMODATION

To book your accommodation at the rates listed below complete the appropriate section of the registration form. Bookings are subject to availability and should be made prior to Friday 15 May 2015.

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by facsimile.

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

NOTE All Canberra hotels have a complete non-smoking policy.

CROWNE PLAZA

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and room service is available.

SUPERIOR ROOM: \$295 per night
single/twin/double

DELUXE ROOM: \$345 per night
single/twin/double

AVENUE HOTEL

80 Northbourne Avenue, Canberra

A brand new property which recently opened in November 2014, the Avenue Hotel is Canberra's newest and only 5-star hotel in the CBD. The hotel has an onsite restaurant and bar, 24-hour reception and room service, gymnasium, undercover parking (charges apply per night) and guest lounge with free wifi. Offering hotel rooms, 1 and 2 bedroom apartments, all rooms have king size beds, rainfall showers, balconies and mini bar. The apartments also have full kitchen facilities, the Avenue is a 15-20 minute walk from the Convention Centre.

HOTEL ROOMS: \$225 per night
single/twin/double

1 BEDROOM APARTMENTS: \$275 per night
single/double

HOTEL REALM

18 National Circuit, Barton

The Hotel Realm is one of Canberra's 5-star hotels and is located walking distance from the popular shopping and restaurant villages of Kingston and Manuka. The Hotel Realm has two restaurants, a bar, day-spa, hairdresser and health club located on-site. The rooms are modern and have king sized beds, high speed internet (for a fee) LCD TV, pay movie channel, Foxtel and 24-hour room service.

STANDARD ROOM: \$230 per night
single/twin/double

MANTRA

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located and approximately a 15-20 minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar onsite. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

HOTEL ROOM: \$209 per night
single/twin/double

1 BEDROOM APARTMENT: \$249 per night
single/twin/double

**MEDINA APARTMENT HOTEL
JAMES COURT**

74 Northbourne Avenue, Canberra

The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Note: Reception operates between the hours of 6.30am and 11.30pm.

1 BEDROOM APARTMENT: \$210 per night
single/twin/double

2 BEDROOM APARTMENT: \$260 per night
single/twin/double

NOVOTEL

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24-hour reception and room service, an onsite restaurant and bar, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, broadband (for a fee), Fox Sports and News, pay per view movies, climate control air-conditioning, hairdryer, iron and ironing board. Executive rooms have a king size bed.

STANDARD ROOM: \$250 per night
single/twin/double

EXECUTIVE ROOM: \$280 per night
single/twin/double

**PEPPERS GALLERY HOTEL
(FORMALLY DIAMANT HOTEL)**

15 Edinburgh Place, Canberra

Peppers Gallery Hotel (formally Diamant Hotel, re-branded in 2014) is a boutique 80 room hotel located at the intersection of Marcus Clarke St and Edinburgh Ave, 15 minutes walk from the Convention Centre. Peppers Gallery Hotel features 24-hour reception, a restaurant and a bar. The rooms have a mini-bar, tea/coffee making facilities, plasma TVs, CD and DVD players, broadband (for a fee), and in-room safe.

STANDARD ROOM: \$250 per night
single/twin/double



QT HOTEL [FORMALLY RYDGES LAKESIDE]

1 London Circuit, Canberra

Qt Hotel Canberra [formally Rydges Lakeside] has recently been renovated throughout the foyer and restaurants. The rooms have been updated and offer balconies and high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board. The hotel is a 15 minute walk to the National Convention Centre and has 24-hour reception, room service, onsite restaurant and bar.

STANDARD ROOM: **\$249** per night
single/twin/double

WALDORF

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a couple minutes walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant. All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service [for a fee] and room service is available. One bedroom apartments also offer a separate lounge/dining area.

STUDIO ROOM: **\$210** per night single
\$225 per night twin/double

1 BEDROOM APARTMENT:
\$230 per night single
\$245 per night twin/double

COACH TRANSFERS

Welcome Reception and Exhibition Opening Sunday 14 June 2015

Coaches will collect delegates from all General Assembly hotels [except Crowne Plaza Canberra] at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels [except Crowne Plaza Canberra] and the National Convention Centre will operate between 8:00 am and 8:30 am. Return shuttles will depart the National Convention Centre at 5:00 pm.

Buffet Dinner National Convention Centre Monday 15 June 2015

Coaches will collect delegates from all General Assembly hotels [except Crowne Plaza Canberra] at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

General Assembly Annual Dinner Parliament House Tuesday 16 June 2015

Coaches will collect delegates from all General Assembly hotels [including Crowne Plaza Canberra] at approximately 6:45 pm. A return shuttle service will operate between 10:15 pm and 11:15 pm.

CAR PARKING

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$18.00 per day. Alternatively, voucher public parking is available 200m from the entrance at a cost of approximately \$13.50 per day. The voucher machines are coin operated.

**REGISTRATION
FORM****REGISTER ONLINE**
WWW.ALGA.ASN.AU**NGA15**NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 14-17 JUNE 2015
Australian Local Government Association ABN 31 008 613 876Multiple delegates > photocopy form
Register online, download PDF or return
this form to:Conference Co-ordinators
PO Box 4994 Chisholm ACT 2905
Phone (02) 6292 9000 Fax (02) 6292 9002
Email conference@confco.com.auBy submitting your registration you agree to the
terms and conditions of the cancellation policy**PERSONAL DETAILS**

TITLE <small>[Cr/Ald/Mayor/Other]</small>	NAME	SURNAME		
POSITION				
COUNCIL/ORGANISATION				
ADDRESS				
SUBURB		STATE	POSTCODE	
PHONE	MOBILE	FAX		
EMAIL				
NAME FOR BADGE				

How did you find out about the General Assembly? ALGA State/Territory Association Council Other:

- PRIVACY DISCLOSURE** I DO consent to my name appearing in the 2015 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 10.
- I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 10.

REGISTRATION FEES**GENERAL ASSEMBLY REGISTRATION FEES**

Please note registration does NOT include attendance at the Regional Cooperation and Development Forum

- EARLY BIRD REGISTRATION FEES (payment received on or before 1 May 2015) \$899.00
- STANDARD REGISTRATION FEES (payment received on or before 29 May 2015) \$999.00
- LATE REGISTRATION FEES (payment received after 29 May 2015) \$1,200.00
- DAY REGISTRATION FEES Monday 15 June \$470.00 Tuesday 16 June \$470.00 Wednesday 17 June \$260.00

REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES

- REGIONAL DEVELOPMENT FORUM ONLY Registration Fee \$395.00
- GENERAL ASSEMBLY DELEGATE Registration Fee \$195.00
- STATE OF THE REGIONS REPORT 2015-16 (Single licence) \$240.00
- STATE OF THE REGIONS REPORT 2015-16 (Organisational licence). \$700.00

ACCOMPANYING PARTNERS REGISTRATION FEESREGISTERED ACCOMPANYING PARTNER Name for lapel badge: \$240.00**SOCIAL FUNCTIONS INCLUDED IN FEES**

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

REGISTERED DELEGATES AND PARTNERS**WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 14 JUNE 2015)**I/we will attend: Delegate Partner Number of additional tickets @ \$44.00 each . . . Total \$ **REGISTERED PARTNERS**

Day 1 • Regional Canberra - winery and chocolate (Monday 15 June 2015)

 I will attend: Partner Number of additional tickets @ \$100.00 each . . . Total \$

Day 2 • Canberra exhibitions (Tuesday 16 June 2015)

 I will attend: Partner Number of additional tickets @ \$100.00 each . . . Total \$

Independent insight.



SGS standard terms of engagement

SGS's standard terms of engagement, unless specifically modified by the attached SGS submission, are:

Scope of work and deliverables

The scope of work and deliverables shall be as described in the proposal submitted by SGS, or as subsequently agreed to in writing. Where the proposal differs from the brief or terms of reference the proposal shall prevail. SGS's proposal may be drafted to differ from the brief to suggest an alternative method or outcome or to meet a budget constraint. SGS will request early client discussions (inception meeting) to reaffirm the scope of work and deliverables – to be confirmed in writing.

Quality assurance

SGS will exercise all reasonable skill, care and diligence to complete its contract with the client and to ensure that the work is satisfactory to the client. SGS applies internal quality control procedures based on director review of deliverables. No report or advice may be used without certification that quality control procedures have been followed.

Intellectual property

All intellectual property and copyright of all materials produced during the carrying out of a contract shall remain with SGS and pass to the client only upon full payment for the services rendered

Confidentiality

SGS will treat all information and materials received from the client as confidential and will return the materials upon request.

Sub consultants

SGS will contract with any sub consultants to bind them to the same obligations as SGS.

Insurances

SGS will keep all relevant insurances on file, including public liability, professional indemnity and WorkCover.

Variations

SGS will use all reasonable endeavours to avoid variations including through early documentation and agreement on the scope of work and deliverables. Variations will apply in instances where the client has undertaken to provide data and/or information and this is defective or deficient so as to cause additional work. Requests for broadened scope including additional options to be tested, additional meetings and presentations will be variations. Variations will be costed at SGS's standard charge-out rates which are available upon request.

SGS quotations are valid for six months unless otherwise stated or agreed. In the event that a project is delayed or put on hold by the client for a period exceeding three months SGS may revise the contract sum to reflect adjusted charge out rates.

Payments

The key contact person (Client) identified in the attached brief as the recipient of the services agrees to pay SGS Economics and Planning Pty Ltd Fees in accordance with the fee quoted in the attached SGS Proposal, together with all reimbursable expenses and disbursements.

CANBERRA

Level 6, 39 London Circuit
Canberra City ACT 2601
+61 2 6262 9962
sgsact@sgsep.com.au

HOBART

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sgsvic@sgsep.com.au

SYDNEY

209/50 Holt Street
Surry Hills NSW 2010
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sgsnsww@sgsep.com.au

Independent insight.

**GST**

All prices quoted are exclusive of GST. GST will be levied on all taxable invoice items for services delivered in Australia.

SGS's terms of payment of the agreed fee are:

- 10% on commencement
- Monthly billing of tasks completed
- Expenses as per costs itemised as part of monthly invoicing.

Invoices are due and payable upon 14 days from the date of issue. Overdue payments exceeding 30 days incur interest at 8% pa. All costs and expenses incurred in recovering any amount owed will be added to the debt including collections, solicitors and legal costs.

Deliverables

Unless otherwise agreed SGS will deliver one hard copy and one PDF file of all printed outputs. Additional printed material will be provided at the cost of labour and materials.

Termination

SGS accepts termination of the contract only by agreement or in instances where it is in breach of a contract or is insolvent.

Disputes

The procedure for resolving disputes (after discussion) is via mediation in the first instance and then by arbitration.

Project description

Refer to sections 4- 8 of the attached brief for the key deliverables and scope of the project.

Project Fee

The total lump sum fee for the project is **\$55,000 (plus GST and expenses)**. Refer to section 6 of the attached proposal for details.

Signed by

SGS Economics and Planning Pty Ltd
ABN 250 074 377 29

Print name

BILL DUNBAR

Print title

CEO

Signature

Date

12/03/15

Signed by

Client organisation name: **Berrigan Shire Council**

Client ABN 53 900 833 102

Print name

Rowan Perkins

Print title

General Manager

Signature

Date

12th March, 2015

CANBERRA

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sgsnsw@sgsep.com.au



REQUEST FOR QUOTE

PREPARATION OF REPORT INCLUDING:

- MERGER BUSINESS CASE**

- STAND-ALONE BUSINESS CASE**

- ANALYSIS & COMPARISON**

1. Request for Quote

Berrigan Shire Council seeks to engage a consultant to prepare a report on the Council's structural options under the NSW Office of Local Government (OLG) "*Fit for the Future*" program.

The report will include:

1. A business case for an amalgamation with Jerilderie Shire Council, as per the recommendation in *Fit for the Future*.
2. A business case for Berrigan Shire Council to remain with its existing boundaries.
3. An analysis of the two options, based on a comparison between the two business cases.

The aim of the report is to provide information about the options available to the Council to assist the Council and the broader community of Berrigan Shire Council in its deliberations regarding its future.

This report is commissioned directly by Berrigan Shire Council and is not part of the OLG Fit for the Future assistance package.

While Jerilderie Shire Council is not a commissioning party for this report, it has agreed to cooperate with Berrigan Shire Council and its preferred consultant. Jerilderie Shire Council may also make a separate arrangement with the preferred consultant to provide an additional report.

2. Purpose

The purpose of the report is to:

Merger Business Case

- assist the Berrigan Shire Council to assess how a merger with Jerilderie Shire Council may address the issue of scale and capacity (as defined by the Independent Local Government Review Panel), and the benefits and costs of the option, and
- provide information to the Council to inform its community about the costs and benefits of the proposal and
- form the basis of the Council's Fit for the Future proposal, should it agree to pursue the merger option.

Stand-alone Business Case

- assist the Berrigan Shire Council to assess how continuing to stand alone will address the issue of scale and capacity (as defined by the Independent Local Government Review Panel), and the benefits and costs of the option, and
- provide information to the Council to inform its community about the costs and benefits of maintaining the status quo and
- contribute to the Council's Fit for the Future proposal, should it agree to pursue the improvement (i.e. the "stand-alone") option.

3. Background

3.1 The Independent Local Government Review Panel made the following recommendations in its *Fit for the Future* program:

Boundary Reform	
Berrigan Shire Council	Merge with Jerilderie Shire Council
Jerilderie Shire Council	Merge with Berrigan Shire Council or establish a Rural Council as part of the Mid Murray Joint Organisation
http://www.fitforthefuture.nsw.gov.au/sites/fft/files/What-does-this-mean-for-my-council.pdf	
Regional Development and Strategic Planning Reform – Joint Organisation	
Berrigan Shire LGA	Mid Murray Joint Organisation based at Deniliquin made up of the existing Jerilderie, Conargo, Wakool, Murray and Deniliquin LGAs

3.2 Profile - Berrigan Shire

Berrigan Shire (pop 8,442^[1]) on the New South Wales and Victorian border is three hours driving time or 270 km north of Melbourne and 7 hours driving time (670 km) south west of Sydney. It is a rural shire with Murray River based tourism and recreation facilities in two of its four towns - the Murray River border towns of Tocumwal and Barooga which attract families to lifestyle blocks and retirees from metropolitan Melbourne.

The Shire of Berrigan was established in 1906 and during its early years the population of the Shire fluctuated in response to economic and environmental conditions. This changed with the expansion of irrigated agriculture and led to the development of mature country towns with a range of services and facilities. In recent years agriculture industry restructure and the implementation of the Murray Darling Basin Plan contributed to the Shire's developmentally mature towns Berrigan and Finley experiencing sluggish growth and the

^[1] <http://forecast.id.com.au/Berrigan> accessed 24/02/2015

development of two part or two speed economy – characterized by continued growth and development in our Murray River towns offsetting structural adjustment in the rural-sector-dependent towns of Finley and Berrigan. There are however, signs that both towns are recovering as property sales continue, there remains a strong rental market characterized by weekly rents in excess of 30 % of single person new start allowance payment.^[2] Moreover, there is a significant unmet demand for child care in the two most populous towns of Finley and Tocumwal^[3].

In addition to the unmet demand for child care ongoing challenges include: internet connectivity, the cost of energy and fuel and access to social support services. Detailed social and economic profiling has been undertaken by Council as part of the development of the Councils Liveability and Healthy Ageing Strategy a strategy which commissioned an economic assessment by the AEG Group – Economic Profile 2014 – 2031 of the economic benefits and likely impacts of the Shire’s ageing population on its future growth and development.

Council also has, in addition to its web-hosted subscription to id.data, developed detailed Health and Wellbeing profiles and a Disability Profile. These profiles capture and reference data at a cross-border, regional and local government area level and provide data to our communities and interested agencies data in a format that is LGA and cross border specific. The need for this reflects the Shire’s location on the border, and the social and economic orientation of residents to Victoria. Census data, NSW Department of Planning Demographic Unit, Victorian Community Indicators data base, and Murrumbidgee Health Service are the primary data sources used in the development of these profiles.

3.3 What does the future look like for Berrigan Shire Communities?

The Shire is expected to experience steady growth, particularly in the towns of Barooga and Tocumwal. In 2023:

1. There will be 805 more people living in the Shire
2. Inward migration will remain steady
3. There will be 4,186 people 55 years of age and older
4. There will be a marginal increase in the number of people aged 25 – 39 years of age

(Source: <http://forecast2.id.com.au/Default.aspx?id=393&pg=5210> accessed 2 March 2015)

3.4 Berrigan Shire – Political Economy

The political economy of the Shire and its population density is a key and distinguishing characteristic of the Shire. Compared to neighbouring Shires’ the Berrigan Shire (4.16 people

^[2] Appendix 1

^[3] Berrigan Shire Council 2015 – Childrens, Young People and Families Strategy Survey Results

per kilometre) is the most densely populated rural Shire in the region compared to its most similar neighbour the Murray Shire at 1.7 people per square kilometre. In common with neighbouring NSW Central Murray River Shires' the bulk of the region's local and export oriented agriculture product is processed locally or in Victoria. It is transported to Victorian markets or overseas through Victoria's Port of Melbourne. Furthermore our rail link at Tocumwal notwithstanding that it is on the NSW side of the border is Victorian.

Electronic media (television and radio) including the ABC are broadcast from Victoria. Telecommunications infrastructure is administered from Victoria and is part of the Greater Shepparton region. Commonwealth government service provision is also cross-border with the Shire included in the NSW-VIC cross-border and Albury based Hume Medicare Local region and the Commonwealth Government's Human Services (Centrelink) Shepparton region.

Council shares waste management and tourism development services with its neighbouring Victorian Shire - the Moira Shire Council. At a community level, 20% of Shire residents work in Victoria compared to 4% of residents who travel to work in neighbouring NSW LGAs ^[4]. Parents make decisions about the educational opportunities available to their children – and school buses transport 40% of the Shire's primary school and secondary school-aged children to Victorian schools. Sporting club affiliations and competitions are also governed by Victorian associations that service the Murray – Goulburn region

3.5 Berrigan Shire – Service Delivery & Strategic Capacity

Council's current model of service delivery reflects its history, geography, community needs and expectations. It provides a range of traditional local government property services (water, sewer, development and road, rates and rubbish) and the sustainability of the delivery of its services are guided by its Financial Strategy 2012 objectives of:

1. Financial sustainability
2. Cost effective maintenance of infrastructure service levels
3. Financial capacity and freedom

In addition to traditional property services Council's community-building and business development services include: strategic and social planning activities, library services, multi – shire early childhood intervention services, and economic development services. Its tradition of co-production and working with its communities through Section 355 Committees is a strategic decision that supplements its revenue base and ensures that Council is responsive within its resources to the needs of its communities.

That this is an effective model is demonstrated by Council and community leadership and support for fundraising and volunteer management of recreation reserves, pools, and public

[4] <http://economy.id.com.au/berrigan/journey-to-work>

halls. The result of which has been in the past seven years Council has completed a \$6 million program of works funded from a combination of Council loans to its Section 355 Committees, grants of funds from other levels of government and community fund raising.

The range of services provided by Council and its use of committees and the support its committees receive from our communities suggests that there is a strong relationship between Council, community leaders and endogenous networks.

Monetised Value of Volunteer Work	Value of Volunteer Fund Raising for Capital Projects in the Past 7 years	
287 volunteers x 136 hours per annum x \$22.50	Berrigan Sports Ground	\$240,009
	Barooga Sports Ground	\$380,000
	Finley Sports Ground	\$580,000
	Tocumwal Sports Ground	\$700,000
Total \$880,000 per annum ^[5]	Total over 7 years	\$1.9 million

4. The Merger Business Case

4.1 The deliverable is a business case, which addresses the issue of scale and capacity for Berrigan Shire Council and Jerilderie Shire Council, and considers whether the proposed merged entity could become fit for the future over time.

4.2 The merger business case must contain a sufficient level of information to enable the Berrigan Shire Council and Jerilderie Shire Council to complete the [Council Merger Proposal - Template 1](#) should it agree to pursue the merger option.

4.3 At a minimum, the business case must:

1. Provide a high level strategic and economic appraisal of the proposed merger option to enable Berrigan Shire Council and Jerilderie Shire Council to complete the [Council Merger Proposal - Template 1](#).
2. Assess the **merged** Council's likely performance against the financial benchmarks set OLG in the [Council Improvement Proposal - Template 2](#)
3. Ensure the proposed merger option has regard to the factors set out in section 263 of the *Local Government Act 1993*. (Appendix A)
4. Take note of the staff protection provisions of section 218CA of the *Local Government Act 1993*. (Appendix B)

^[5] Berrigan Shire Volunteer Strategy 2013 - 2017

5. Include a high-level due diligence assessment of any risks or concerns identified by the councils which they require to be addressed to allow consideration of the merger option to be undertaken.

5. The Stand-alone Business Case

- 5.1 The deliverable is a business case, which addresses the issue of scale and capacity for Berrigan Shire Council as it is currently constituted and considers if the Council is currently fit for the future, or how it could become fit for the future over time.
- 5.2 The business case must contain a sufficient level of information to enable the Berrigan Shire Council to complete the [Council Improvement Proposal - Template 2](#) should it agree to pursue the stand-alone option.
- 5.3 At a minimum, the business case must:
 1. Provide a high level strategic and economic appraisal of the proposed improvement (stand-alone) option to support and assist Berrigan Shire Council to complete the [Council Improvement Proposal - Template 2](#)
 2. Assess the **stand-alone** Council's likely performance against the financial benchmarks set OLG in the [Council Improvement Proposal - Template 2](#)
 3. Ensure the proposed stand-alone option has regard to the factors set out in section 263 of the *Local Government Act 1993*. (Appendix A)
 4. Include a high-level due diligence assessment of any risks or concerns identified by the Council which they require to be addressed to allow consideration of the stand-alone option to be undertaken.

6. Analysis and comparison

- 6.1 The deliverable is a high level comparison between the two business cases – based on a reference point of the best interests of Berrigan Shire residents and businesses – to assist the Council and the broader community in the decision making process.

7. Request for Quote (RFQ) criteria

- 7.1 In responding to the RFQ, the applicant must provide:
 - a. A draft project plan specifying:
 - i. Methodology/project plan for preparing the deliverable
 - ii. Anticipated timeframes and milestones for completion.
 - iii. Final pricing (not including reasonable incidentals, which may be charged separately at the end of the engagement period, subject to the approval of the council).
 - b. Details of the project team members and structure, including:

- i. The names and role of each person, including whether they will be involved in the field or in a support capacity.
- ii. CVs for each team member.

8. Deliverables

The contractor will deliver the following:

- 8.1 **By the end of the first week following appointment by Berrigan Shire Council**, the contractor will commission a meeting of representatives of the Council to agree to the final scope of the engagement and fundamental principles of the Report, including any necessary financial and operating model assumptions.
- 8.2 **By the end of the second week following engagement, the contractor will provide Berrigan Shire Council with a Final Project Plan** which reflects the Draft Project Plan and outcomes of the abovementioned workshop, including agreed dates for each step of the process.
- 8.3 **At the end of each subsequent week** over the course of the project, the contractor will advise Berrigan Shire Council on the progress of the project.
- 8.4 **By 12 April 2015**, the contractor must provide, to Berrigan Shire Council and Jerilderie Shire Council, the final business cases and analysis, as described in section 3 of this document.

9 Exclusions

9.1 The Report will not consider the following matter:

- a. **Community consultation (e.g.: conduct or examination of surveys, polling regarding community attitudes to the proposed merger etc.)**
- b. **Detailed assessments of issues to be addressed by Local Transition Committees** (i.e.: to be undertaken after a proposal to merge has been approved by the Minister) - including detailed examinations of possible governance structures, ward arrangements etc.
- c. **Examination of alternate structural reform strategies** (eg: use of shared services, adjustments to the boundaries of existing local government areas etc).

10 Timetable

- 10.1 The anticipated project timetable is outlined in section 8.
- 10.2 Successful contractors must be available to commence work on the project by no later than 16 March 2015 where required.
- 10.3 All work on the project must be completed by 12 April 2015

- 10.4 Travel and incidentals must be invoiced separately. Berrigan Shire Council will reimburse contractors for expenses that are reasonably incurred as required to successfully deliver the project. These expenses will be agreed between Berrigan Shire Council and the contractor prior to being incurred and reimbursed at cost.
- 10.5 Applicants should also provide costing for any out of scope but related activity.

11 Responsibilities of participating councils

- 11.1 Berrigan Shire Council and Jerilderie Shire Council will:
- a. Provide access to all relevant information, documentation and data to assist the contractor to undertake the engagement, including but not limited to:
 - Annual financial reports and long-term financial plans
 - Organisational review and/or improvement plans
 - The suite of Integrated Planning and Reporting documents and any necessary supporting information
 - Any other previous documentation identified by the contractor as essential to the completion of the business case.
 - b. Participate in a commissioning workshop to establish the final scope and fundamental principles of the review by the end of the first week of engagement (see section 8.1)
 - c. Appoint a person to be the day to day contact during the engagement. This person will provide ongoing assistance by coordinating the flow of information and logistics to support the contractor in completing the business case
 - d. Provide advice and feedback quickly and expediently.
- 11.2 Berrigan Shire Council will negotiate a suitable contract management arrangement with the contractor, to ensure efficient information sharing and decision-making processes.

12 Assessment of submissions

- 12.1 Berrigan Shire Council reserves the right to determine the assessment process. A weighting system will be used to evaluate submissions. The criteria which will be used to assess submissions are as follows:
- a. Submissions lodged on time to mail@berriganshire.nsw.gov.au. The submissions should be marked "MQ 04/14/15 Attention: GENERAL MANAGER" (also see section 11 below regarding lodgement requirements).
 - b. The extent to which the submission addresses the RFQ requirements.
 - c. Qualifications held by the individuals in the project team

- d. Relevant experience, proven capability and successful outcomes in other projects by both the applicant and the personnel who will be involved in the project
- e. Demonstrated competency and experience to project manage the engagement
- f. Value for money.

12.2 It is also required that CV's of all personnel working on the project be provided.

13 Post-submission contact

13.1 Berrigan Shire Council may require additional information or wish to personally discuss submissions before any submission is accepted. A submission may not be further considered should an applicant fail to:

- a. Submit the additional information required by the required date; or
- b. Attend personally to discuss its submission at the date and time stipulated by the relevant councils.

14 Lodgement of submissions

14.1 Submissions must be lodged by 4:00pm Friday, 6 March 2015 at mail@berriganshire.nsw.gov.au marked "MQ 04/14/15 Attention: GENERAL MANAGER."

14.2 Submissions received after the closing time will be considered on a case by case basis at the discretion of Berrigan Shire Council.

15 Terms of Engagement

15.1 The Principal is Rowan Perkins – General Manager, Berrigan Shire Council.

15.2 Any change request or variation must be submitted in writing to the Principal and be approved in writing by the Principal before work is started.

15.3 The day-to-day management and contact point for the engagement will be the responsibility of Rowan Perkins – General Manager, Berrigan Shire Council.

16 Early termination/variation of contract

16.1 A decision may be made by Berrigan Shire Council to cease the business case process prior to the end of the timeframe set out in section 5 above.

16.2 In the event of early termination of the contract, Berrigan Shire Council may negotiate an appropriate termination payment with the contractor of no more than the quoted price.

17 Further information

17.1 Further enquiries about the project can be directed to Rowan Perkins – General Manager, Berrigan Shire Council.

APPENDIX A – Section 263(3) of the *Local Government Act 1993*

(3) When considering any matter referred to it that relates to the boundaries of areas or the areas of operations of county councils, the Boundaries Commission is required to have regard to the following factors:

- (a) the financial advantages or disadvantages (including the economies or diseconomies of scale) of any relevant proposal to the residents and ratepayers of the areas concerned,
- (b) the community of interest and geographic cohesion in the existing areas and in any proposed new area,
- (c) the existing historical and traditional values in the existing areas and the impact of change on them,
- (d) the attitude of the residents and ratepayers of the areas concerned,
- (e) the requirements of the area concerned in relation to elected representation for residents and ratepayers at the local level, the desirable and appropriate relationship between elected representatives and ratepayers and residents and such other matters as it considers relevant in relation to the past and future patterns of elected representation for that area,
 - (e1) the impact of any relevant proposal on the ability of the councils of the areas concerned to provide adequate, equitable and appropriate services and facilities,
 - (e2) the impact of any relevant proposal on the employment of the staff by the councils of the areas concerned,
 - (e3) the impact of any relevant proposal on rural communities in the areas concerned,
 - (e4) in the case of a proposal for the amalgamation of two or more areas, the desirability (or otherwise) of dividing the resulting area or areas into wards,
 - (e5) in the case of a proposal for the amalgamation of two or more areas, the need to ensure that the opinions of each of the diverse communities of the resulting area or areas are effectively represented,
- (f) such other factors as it considers relevant to the provision of efficient and effective local government in the existing and proposed new areas.

APPENDIX B – Section 218CA of the *Local Government Act 1993*

- (1) This section applies to a council (the "**transferee council**"):
- (a) that is constituted as a result of the amalgamation of two or more areas, where the council of one of those areas (the "**previous council**") employed regular staff at a rural centre in the area of the transferee council immediately before the amalgamation took effect, or
 - (b) whose geographical area is increased as a result of the alteration of the boundaries of two or more areas, where a council (the "**previous council**") whose geographical area is reduced as a result of the alteration employed regular staff at a rural centre in the area of the transferee council immediately before the alteration took effect.
- (2) The transferee council must ensure that the number of regular staff of the council employed at the rural centre is, as far as is reasonably practicable, maintained at not less than the same level of regular staff as were employed by the previous council at the centre immediately before the amalgamation or alteration of boundaries took effect.
- (3) Subsection (2) does not have effect, or ceases to have effect, in such circumstances (if any) as are prescribed by the regulations.
- (4) In this section:
- "regular staff"** of a council means:
- (a) staff appointed to a position within the organisational structure of the council, otherwise than on a temporary basis, and
 - (b) casual staff who are engaged by the council on a regular and systematic basis for a sequence of periods of employment during a period of at least 6 months and who have a reasonable expectation of continuing employment with the council,

but does not include senior staff.

"rural centre" has the meaning given by section 354B.

Preparation of FFTF business cases

Berrigan Shire Council
March 2015



Independent insight.

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1 INTRODUCTION

SGS Economics and Planning Pty Ltd (SGS) are pleased to submit this proposal to provide consultant services to Berrigan Shire Council to prepare a report on Council's structural options under the Office of Local Government's "Fit for the Future" program.

We understand that this report will include:

1. *A business case for an amalgamation with Jerilderie Shire Council, as per the recommendation in Fit for the Future.*
2. *A business case for Berrigan Shire Council to remain with its existing boundaries.*
3. *An analysis of the two options, based on a comparison between the two business cases.*

The aim of the report is to provide information about the options available to the Council to assist the Council and the broader community of Berrigan Shire Council in its deliberations regarding its future. This report will be commissioned directly by Berrigan Shire Councils and is not part of the OLG Fit for the Future assistance package.

As noted in the brief, both business cases need to address the issue of scale and capacity and must contain a sufficient level of information to enable the Council to complete the Council Merger Proposal - Template 1 or the Council Improvement Proposal - Template 2 should it agree to pursue this stand-alone option.

Also, at a minimum, each business case must:

1. Provide a high level strategic and economic appraisal of each option
2. Assess Council's future performance against the financial benchmarks set by OLG, should it merge with Jerilderie Shire Council or stay stand-alone
3. Ensure the proposed merger option has regard to the factors set out in section 263 of the Local Government Act 1993
4. Take note of the staff protection provisions of section 218CA of the Local Government Act 1993 (only applicable to the merger option)
5. Include a high-level due diligence assessment of any risks associated with the merger or stand-alone option, or concerns identified by the Council.

SGS has been involved in the strategic analysis of options for structural change for local government in NSW, as well as financial and economic (CBA) appraisal of merger options. This is based on the urban planning, economic development, spatial analysis and financial/economic capabilities of SGS, as well as an in-depth knowledge of and challenges facing local government.

Consultants at SGS hold relevant qualifications across a range of disciplines including business, finance, economics and strategic planning. Our team has extensive experience in: strategic and financial assessments, merger options and feasibility analysis, as well as a strong track record applying these skills successfully in a local government context.

We have worked extensively with local government in NSW and around Australia on a range of projects which provided strategic and technical advice to councils in development of their integrated planning and reporting requirements. Our team has worked with local government in rural, regional and urban metropolitan areas.

Our team has extensive experience in business case preparation. We draw from a strong conceptual base to develop efficient strategies which are cognisant of key strategic considerations, as well as costs and benefits.

Our experience in working with local government demonstrates our ability to work with key stakeholders to collect key data and work through optimal merger solutions.

We provide well-designed stakeholder engagement strategies that ensure key stakeholders are identified and engaged appropriately at key project points. We work with councils at executive and elected representative levels and present complex data in an accessible format for all stakeholders.

For this project, SGS has also teamed with Graeme Felming, who will provide peer review and strategic inputs to the business case preparation.. .

The proposal is structured to meet the requirements of the RFQ. It includes the following sections

- Section 1:** Introduction.
- Section 2:** Understanding of the brief.
- Section 3:** Our proposed method.
- Section 4:** Introduction of the project team.
- Section 5:** Outlines our relevant experience.
- Section 6:** Fees and proposed timing.

For further information on this submission please contact:

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SGS Economics & Planning
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Email: ydeng@sgsep.com.au

2 UNDERSTANDING OF BRIEF

"Fit for the Future" reform package

The Independent Local Government Review Panel (ILGRP) released a final report titled "Revitalising Local Government" in October 2013. This report identified a reshaping of metropolitan governance arrangements and consolidation of local government in the Sydney metropolitan area. The preferred option for discussion and feedback at this stage of the review is shown below.

The objective for local government reform is to:

"Create strategic and Fit for the Future councils – Councils that are financially sustainable, efficient, with the capacity to effectively manage infrastructure and deliver services; the scale, resources and 'strategic capacity' to govern effectively and partner with the State; and has the capacity to reduce red tape and bureaucracy for business and of a scale and structure that is broadly in line with the Panel's recommendations."

In September 2014, the State Government announced a "Fit for the Future" package of local government reforms, which responds to the recommendations of the ILGRP.

The NSW Government is "committed to rebuilding NSW" and state that the ILGRP final report shows that "the system of local government is not working as well as it should be". Therefore, the State Government is releasing the "Fit for the Future" package – primarily a funding scheme designed to incentivise local governments by encouraging them to develop the scale and capacity the Government believes necessary to enable them to provide quality services and infrastructure into the future.

To that end the government have provided a blueprint that outlines how they will assist in the reform of local government. Key elements included in the blueprint that are relevant are set out below:

- \$258m to help councils who have decided to merge to make the transition and provide services and facilities communities need.
- \$13m to support local transition committees and ensure elected representatives are involved in the merger process.
- \$5.3m to get new regional Joint Organisations up and running.
- Up to \$600m potential savings from cheaper finance for Fit for Future councils to invest in local infrastructure.

In addition they will assist by providing access to expert assistance, access to the Office of Local Government One Stop Shop for local government reform, facilitators and technical support.

Fit for the future criteria

To become "Fit for the Future" Councils must perform a self-assessment of their financial management, service delivery and scale of operations in the coming months, and submit a proposal on how the plan to become "fit for the Future" by June 2015, using the self-assessment tool, templates and guidance provided by OLG.

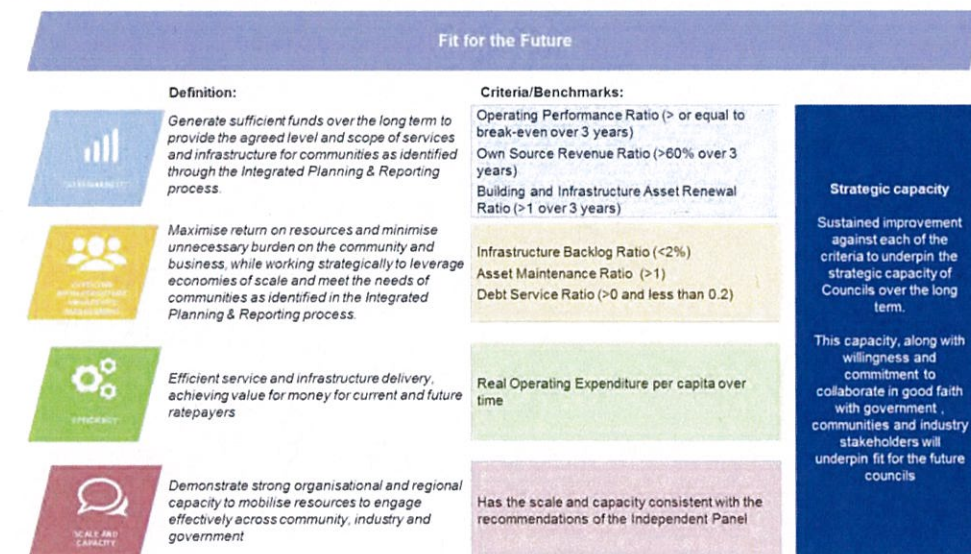
Submissions will be assessed by the Independent Expert Panel on the basis of criteria and benchmarks developed by the Office of Local Government. The Independent Expert Panel will make recommendations to the Minister for Local Government in December 2015. Councils will then begin to implement their approved roadmaps in March 2016, with support to ensure any new arrangements are in place by the next local government elections.

The four draft criteria to assess whether a Council is "fit for the future" are:

- financial sustainability – able to generate sufficient funds over the long term to provide an agreed level and scope of services and infrastructure.
- effective infrastructure and service management
- efficiency – achieves value for money from efficient service and infrastructure delivery
- scale and capacity – the Council has the scale and capacity to engage effectively across community, industry and government.

Figure 1 outlines the criteria and benchmarks proposed by OLG in the Fit for the Future program.

FIGURE 1. FIT FOR FUTURE – CRITERIA AND BENCHMARKS



Source: NSW Government, p.8.

Scale and capacity

The OLG argues that scale is a key component of strategic capacity – both in creating individual councils with the resources and skills to provide leadership on regional planning and to advocate on behalf of communities by creating a system of local government where State and Local Government partner effectively.

A council with appropriate scale and capacity can:

- save money on bureaucracy and administration, freeing up funds for front line services and community facilities
- contribute to projects and tackle issues that impact on its residents and extend beyond the council boundary
- has credibility and influence across different levels of government, and industry.

Preferred ILGRP option

In their final report (October 2013), the ILGRP propose the following merger and boundary change options for Berrigan Shire and Jerilderie Shire Council:

- Berrigan Shire Council: Merge with Jerilderie Shire Council
- Jerilderie Shire Council: Merge with Berrigan Shire Council or establish a Rural Council as part of the Mid Murray Joint Organisation.

The LGA boundaries for the preferred option can be seen in Figure 2.

FIGURE 2. ILGRP PREFERRED BOUNDARIES LGA



Source: SGS, 2015.

The following factors have been considered by the ILGRP in proposing LGA boundaries (Figure 3).

FIGURE 3. ILGRP CRITERIA FOR DETERMINING FUTURE LOCAL GOVERNMENT BOUNDARIES

Box 27: Criteria for Determining Future Local Government Boundaries	
<ul style="list-style-type: none"> <p>• Sustainability and Strategic Capacity Councils need a strong base to ensure their long-term sustainability; to achieve economies of scale and scope; to deliver quality services; to provide a pool of talented councillor candidates; to attract skilled staff; and to develop strategic capacity in governance, advocacy, planning, and management.</p> <p>• Efficiency and Effectiveness Councils should be able to operate efficiently and effectively within the limits imposed by their location, geography and the characteristics of the communities they serve. They should be able to provide 'value for money' to their ratepayers and external funding agencies.</p> <p>• Integrated Planning LGA boundaries should not unnecessarily divide areas with strong economic and social inter-relationships; they should facilitate integrated planning, coordinated service delivery, and regional development.</p> <p>• Local Identity and Sense of Place Consistent with the need for integrated planning, boundaries should reflect a sense of identity and place, including important historical and traditional values. (However, other mechanisms available to maintain local identity should be taken into account.)</p> <p>• Population Growth The boundaries of a local government area (LGA) should be able to accommodate projected population growth generated by the LGA over at least the next 25 years.</p> <p>• Accessibility As a general rule, it should be possible to drive to the boundaries of a LGA from a main administration centre within 60-90 minutes in country areas, and within 30 to 45 minutes in metropolitan areas.</p> <p>• Strong Centre Each LGA should have a substantial population centre that can provide higher order commercial, administrative, education, health and other services.</p> <p>• Key Infrastructure As far as possible, key transport infrastructure such as airports and ports, and those nearby urban and regional centres that are principal destination points, should be within the same LGA.</p> <p>• Combining Existing Municipalities Wherever practicable, amalgamations should combine the whole of two or more existing LGAs without the additional cost and disruption of associated boundary adjustments.</p> 	

Source: ILGRP, October 2013.

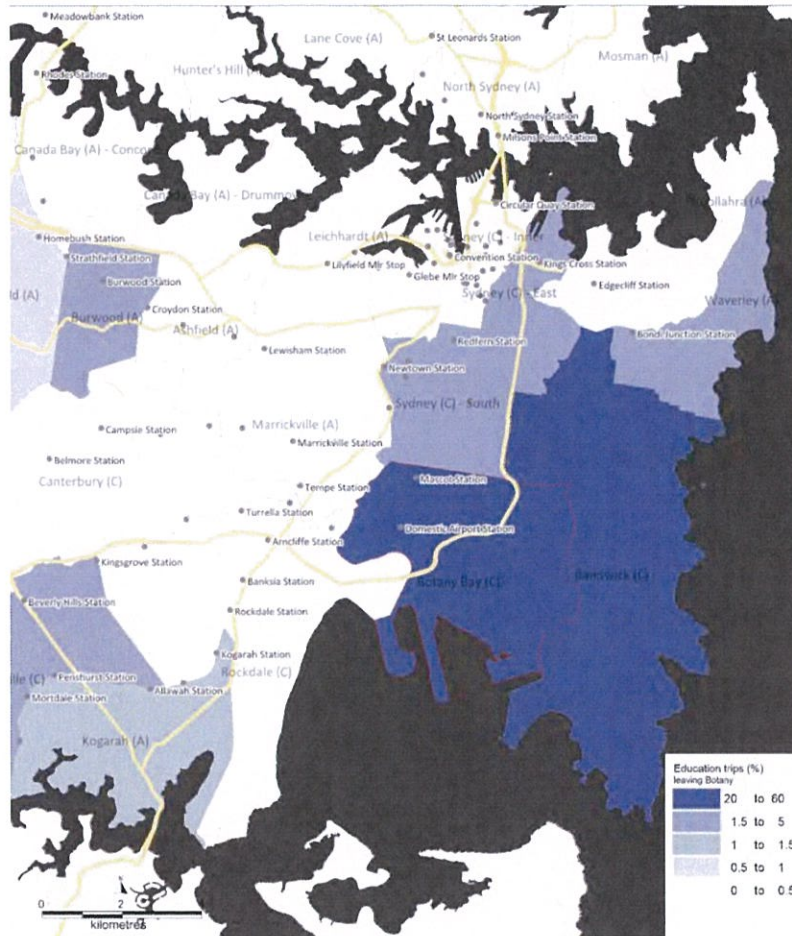
Analysis of functional regions

A key part of achieving enhanced strategic capacity is aligning functional areas administrative boundaries with "functional" regions for planning, service delivery or network infrastructure provision. Therefore analysis of functional areas and economic and social linkages is an important part in establishing local government boundaries.

SGS has completed analysis of functional areas in a number of cases. Examples of how functional areas may be defined can be seen below.

The map below demonstrates household travel patterns for education, based on information provided by the BTS Household Travel Survey.

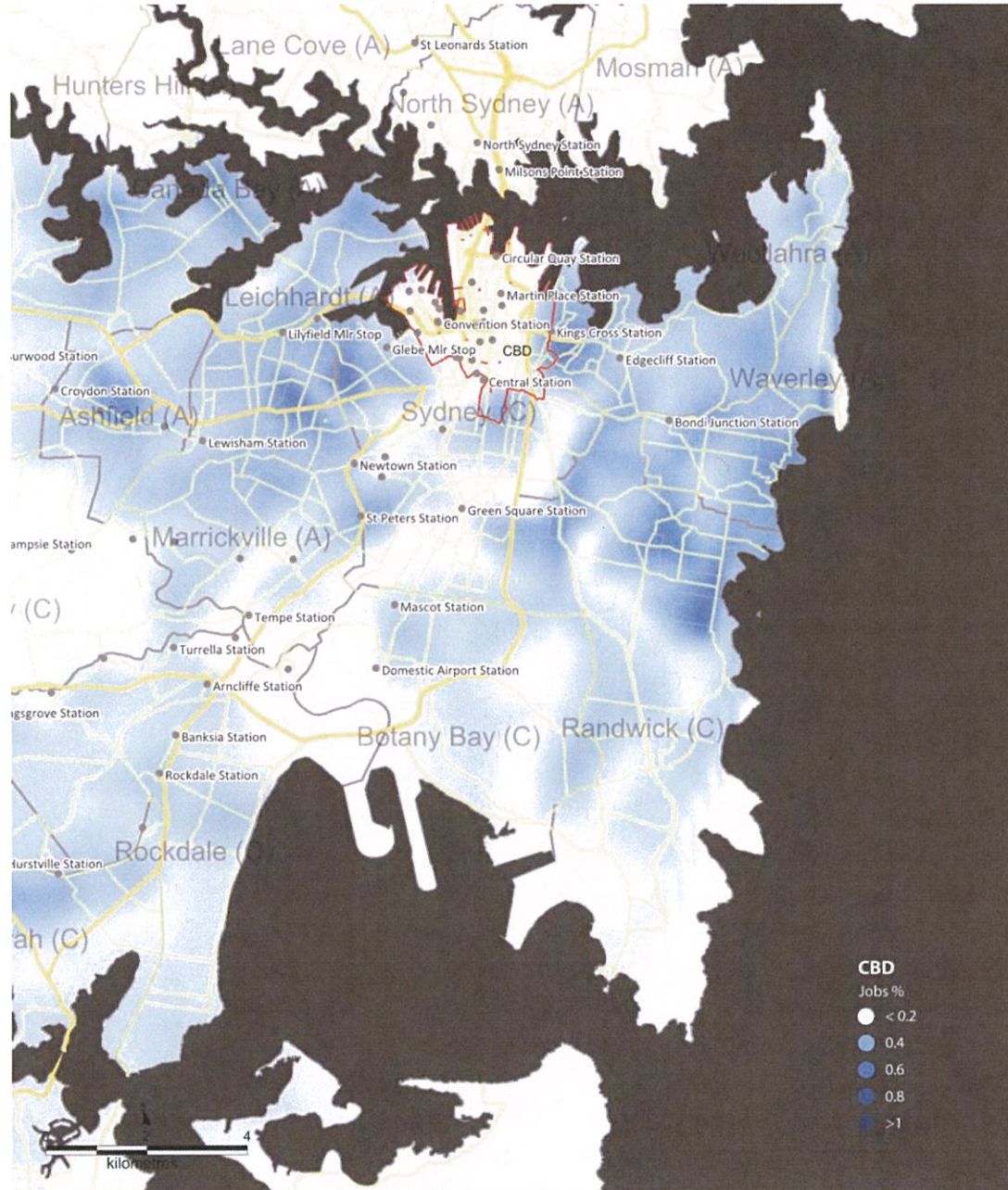
FIGURE 4. HOUSEHOLD TRAVEL PATTERNS – EDUCATION (BTS HOUSEHOLD TRAVEL SURVEY)



Source: SGS, 2014.

Figure 5 shows an example of CBD connectivity for employment in south eastern Sydney, based on journey to work data.

FIGURE 5. CONNECTIVITY OF CBD FOR EMPLOYMENT (JTW DATA)



Source: SGS, 2014.

3 METHOD

Detailed method & timings

The method for the project is summarised in the following table.

Timeframes have been provided and are also outlined in an overall project timeframe in the following sections. This method may be refined in discussion with Council to identify specific milestone dates for the project, in order to meet the project timeline.

Task	Description	Timing
Inception meeting	<p>An inception meeting will be held at Council to confirm the method, discuss data requirements and templates and timing. Prior to this meeting SGS will prepare data requirement list necessary from Council staff for the study.</p> <p>The inception meeting will be used to agree on the final scope of the engagement and fundamental principles of the business case report.</p>	Week 1
Financial and operating model assumptions	<p>Following the inception meeting, SGS will meet with the relevant staff at Council to understand the necessary financial and operating model assumptions Council has used to prepare the forward financial projections.</p> <p>This discussion will focus on how Council is planning to improve performance against the FFTF benchmarks during the 2016-20 period, should it pursue the stand-alone option or the merger option.</p> <p>It is proposed that a data template will be prepared by SGS and provided to Council, following this discussion. This will outline all the financial data and information that is required for business cases.</p> <p>Also, a final project plan, including agreed dates for each step of the study, will be submitted to the client by end of the second week.</p>	Week 1-2
High level strategic appraisal	<p>A high level strategic analysis will be prepared for both the merger and stand-alone options. The analysis will include the relevant criteria for determining the future local government area boundaries recommended in the ILGRP's report.</p> <p>In particular, this analysis will examine:</p>	Week 2-3

Task	Description	Timing
	<ul style="list-style-type: none"> - Strategic capacity of the existing council and combined council - Community of interest through a comparison of the demographics in each council area and analysis of household travel patterns - Spatial analysis of accessibility based on travel time mapping - Economic linkages between the two council areas - Local identity and sense of place - Policy alignment through a comparison of current council's community and strategic plans. <p>This strategic analysis will provide a high level strategic appraisal of the recommended merger option, against the stand-alone option.</p> <p>The analysis will be prepared as a section in the business case for discussion with Council.</p>	
High level financial analysis	<p>A high level financial analysis will be conducted for the merger option and stand-alone option. This will be based on publically available information and data provided by Council.</p> <p>This analysis will include:</p> <ul style="list-style-type: none"> - An independent review of financial data provided by Council and their assumptions regarding how FFTF criteria ratios would be improved - Identification of the financial savings arising from the merger, based on assessment of the service levels and a regression analysis of current rural councils service expenditure and their scales - Identification of amalgamation costs based on previous case studies conducted by SGS and discussion with Council - Preparation of a consolidated 10 year financial forecast and NPV (present value) identified to compare the relative financial implication of two options - Assessment of the current and future performance against the FFTF criteria. <p>The independent peer review of the assumptions made by Council regarding the service improvement to meet the FFTF benchmarks will be completed jointly by SGS and Graeme Fleming.</p> <p>Graeme will provide expert advice to the team on</p>	Week 3

Task	Description	Timing
	the reasonableness of these assumptions, based on his senior management experience in local government.	
Assessment of the non-financial benefits, costs and risks	<p>To complement the financial analysis, the non-financial benefits and costs arising from the merger and stand-alone case will be identified and qualitatively discussed in the business case.</p> <p>A high level risk assessment will also be conducted for each option. This will take into account any typical risks associated with a council merger and concerns identified by the Council for each option.</p>	Week 3
Draft business cases and presentation	<p>A draft business case will be prepared for each option.</p> <p>This report will include all the draft findings from the tasks above and provide sufficient information to enable Council to complete the FFTF templates, should it agree to pursue either option.</p> <p>The business case report will also meet the minimum requirement outlined in section 4 of the RFQ.</p> <p>Presentation of the draft business cases by SGS to a Council briefing or executive meeting has been allowed for as part of the proposal. This will include a Powerpoint presentation that will summarise the analysis.</p> <p>The presentation will provide an opportunity for Council to provide feedback on the draft.</p> <p>Consolidated feedback in a written form will be requested following this briefing to allow for refinement and completion of final reports.</p>	Week 3 - 4
Final report	A final report, considering the comments on the draft will be provided to Council by 12 April.	Week 4

4 PROJECT TEAM

The table below provides an overview of the study team and their roles. The project team includes experience in strategic planning, economic and financial analysis and local government management and policy.

SGS team	–
Andrew McDougall [Principal and Partner]	<ul style="list-style-type: none"> – Project direction – Quality assurance – Strategic input & policy
Ellen Witte [Associate]	<ul style="list-style-type: none"> – Project management – Client liaison – Strategic and economic analysis – Report preparation
Yuan Deng [Associate]	<ul style="list-style-type: none"> – Economic analysis and modelling – Peer review of the financial analysis
Muheed Jamaldeen [Senior Consultant]	<ul style="list-style-type: none"> – Data collection and analysis – Econometric modelling – Strategic analysis – Report drafting
Sub-consultant	–
Graeme Fleming PSM [External Advisor]	<ul style="list-style-type: none"> – Peer review – Strategic advisory

An overview of the project team is included in the sections below. Full CVs are available on request.

Outline CVs

Andrew McDougall [SGS, Principal and Partner]

Qualifications

Diploma Company Directors Course
 Master of Planning & Design by Research
 Graduate Diploma Applied Finance & Investment
 Bachelor of Business Banking & Finance (Distinction)
 Bachelor of Business Management (Economics)

Career summary

Andrew is responsible for leading a wide variety of consultancy based projects, including:

- Formal business cases for government funding in line with Gateway procedures, as well as independent reviews of business cases (accredited Gateway reviewer)
- Financial and economic feasibility assessments of proposed projects and programs, including cost benefit analysis, financial analysis and socio-economic impact assessment
- Regional economic profiling and analysis, as well as strategy development, action planning and governance structures for optimising regional, urban and industry development



- Demand forecasting for specific development locales and corridors, including projections of residential, retail, commercial, industrial and institutional development requirements
- Strategies and business plans for tourism facilities, cultural institutions and community organisations
- Specialised public policy research surrounding urban, economic and industry competitiveness and strategies to maximise development potential within this context, and
- Formal evaluations of government programs.

Andrew has completed projects for all tiers of government and across all of Australia's states and territories, and has also worked with the private and not for profit sectors. Andrew has also successfully delivered projects in New Zealand, Saudi Arabia, United Arab Emirates, Oman, and Malaysia.

Andrew has been involved in numerous business cases and economic appraisals, including:

Full business cases

-
- Frankston Regional Aquatic, Health & Wellness Centre (funded)
 - Establishment of Inner Melbourne Arts precinct (funded)
 - Revitalisation of the Puffing Billy Heritage Railway (part funded)
 - Introduction of an Environmental Upgrade Finance Scheme in SA (funded)
 - Revitalisation of Central Frankston through urban accessibility and amenity projects (funded)
 - Extension of the Creating Better Places Program (funded)

Economic appraisals

-
- Redevelopment of the former Mitsubishi site in southern Adelaide (funded)
 - Program of projects for saving stock and domestic water in the Murray Darling Basin (funded)
 - Melbourne Park upgrades (funded)
 - Geelong Ring Road economic and land use impact assessment (funded)
 - Reservoir Junction grade separation
 - Community value of public library services
 - Regional land use options – Melbourne, Sydney, Lower Hunter
 - Numerous expenditure programs (sports infrastructure, urban improvement, Men's Sheds, etc.)

Graeme Fleming PSM [External Advisor]

Graeme Fleming, Founding Director of 3610 Graeme Fleming Consulting is acknowledged as a leader, innovator and mentor/coach.

A 39 year career in local government management, combined with private sector business interests and Company Director Roles, provides a wealth of know-how, networks, relevance and results. With tertiary qualifications in Business, Local Government and Human Resources, and Industrial Relations, Graeme is also an accredited Mediator and Conciliator.

Graeme has worked for seven rural and regional Councils across NSW and now in a private consulting capacity. With 29 years' experience as a General Manager, he is well versed in the political, community, strategic and operational aspects of Local Government.

He has presented at State, National and International Conferences on a wide range of topics from Collaborative Leadership to Resource Sharing to Internal Auditing. He has undertaken study tours to England, USA and New Zealand and has been awarded an international scholarship to help build capacity in South African Local Government.

Graeme "retired" from Local Government in mid-2012. He has subsequently been appointed as a Commissioner with the NSW Local Government Grants Commission and elected as Chairman of the A R

Bluett Memorial Award which annually judges the best City/Metro Council and the best Rural Council in NSW.

The breadth of Graeme's Local Government experience, expertise and networks is widely acknowledged and he has gained a high credibility from the Local Government sector across NSW. In the 2012 Queens Birthday Honors, he was awarded a Public Service Medal for outstanding services to Local Government.

A Rotary Paul Harris Fellow, Life Member of Apex and Life Member and Fellow of Local Government Managers Australia, Graeme continues to play an active role in Community Business and Management.

Ellen Witte [SGS, Associate]

Qualifications

Master of International Economics & Economic Geography (Hons)
Bachelor of Human Geography

Career summary

Ellen is an Associate at SGS and has worked across Australia and internationally. Ellen is one of the national leaders for Policy Advisory at SGS.



Ellen has over 17 years of experience in consultancy. She has extensive experience in social, environmental and economic impact assessments, financial feasibility studies, cost benefit analyses and strategic assessments of facilities and land use projects. Ellen has advanced skills and experience in strategic policy advice and governance, including strategic planning, business case development and funding arrangements. Other key competences are strategic communication, workshop facilitation and consultation.

Before migrating to Australia in 2006, she worked with the Dutch Care Authority assessing and advising on financial viability and funding arrangements for health institutions. Ellen has undertaken a number of market appraisal and financial feasibility studies for private developers, State agencies and local governments. Ellen has extensive experience with local government throughout Australia. She has undertaken strategic plans for various councils, reviewed models for enhanced service delivery at the metropolitan level, including local council mergers, and reviewed regional planning systems.

Ellen is an experienced project manager and has successfully led various multidisciplinary teams.

Some of her recent project management experience with SGS includes:

- City of Hobart Strategic Plan, 2014-2024. Process management and Council staff and management team engagement to deliver the strategic plan.
- Launceston City Council Strategic Plan, 2014-2024. Process management and Council staff and management team engagement to deliver the strategic plan.

Business cases and related economic appraisals

- Feasibility assessment and business case for a nursing home and retirement village
- Financial viability and social, environmental and economic benefits of the Royal Tasmanian Botanical Gardens
- Business case for the Regional Devonport Gallery
- Business case for Battery Point Slipways redevelopment
- Business case for a hydrotherapy pool
- Feasibility and funding opportunities for tourism infrastructure on Bruny Island
- Hobart parking and pricing strategy

Economic appraisals

- Cost benefit analysis of coastal adaptation options for Nutgrove and Garden Island Sands
- Cost benefit analysis of urban redevelopment options for Corio-Norlane
- Cockburn Sound coast benefit analysis of coastal adaptation scenarios
- Redevelopment of the former Mitsubishi site in southern Adelaide (funded)
- Costs, Benefit & Priorities of Development Options for Cultural Precinct Geelong

Yuan Deng [SGS, Associate]

Qualifications

Associate of the Institute of Actuaries of Australia
 Master of Actuarial Studies
 Bachelor of Commerce (Distinction)



Career summary

Yuan is an economist and qualified actuary with over 7 years' experience in feasibility assessment, financial and economic analysis and policy evaluation. Yuan previously worked as a management consultancy analyst, assisting both public and private sector clients to improve their processes, reduce costs and develop business strategies. During his time at SGS, his work mainly involved economic and financial appraisals, facilities and infrastructure planning and analysis, local government financial sustainability analysis, market analysis, demographic profiling, economic development strategy, retail and economic impact assessment, employment land planning and housing affordability studies.

Yuan has managed various projects for local governments across Sydney, examining structural change options. These projects have included financial analysis of options and assessment of the drivers of local government reform, such as financial sustainability, strategic capacity, scale economies achieved by structural change. Yuan is currently undertaking an independent assessment against the 'Fit for the Future' criteria for a local government client in the St George Region. Yuan has also managed large-scale economic appraisal of major infrastructure projects for government.

Business cases and related economic appraisals

- Financial and economic appraisal for the SCG Master Plan
- Financial viability and social, environmental and economic benefits of the East Lake project in Canberra
- Business case for two pedestrian programs in TfNSW
- Financial and economic appraisal of various redevelopment options in Redfern Waterloo

Local government structural change appraisal

- Fit for the Future' financial appraisal for Hurstville City Council
- Strategic and financial appraisal of Eastern Suburbs' options for local government structural change for Randwick Council
- Strategic and financial appraisal of Northern Beaches' options for local government structural change for Warringah Council
- Review of ILGRP reform implications and analysis of TCORP financial sustainability indicators and options for Ryde City Council

Muheed Jamaldeen [SGS, Senior Economist]

Qualifications

Member of Economic Society of Australia
 PhD Economics (ongoing)
 Bachelor of Economics (Honours)



Career summary

Muheed is an Economist with extensive experience in economic analysis and policy evaluation. During his time at SGS, Muheed has developed consulting experience in housing and demographic studies, economic impact studies, employment land studies, feasibility studies, cost benefit analysis of projects (transport, infrastructure, and government regulation) and climate change adaptation studies. His experience in economic consulting is complemented by his experience in managing multidisciplinary teams and managing a range of projects while at SGS.

Muheed has completed projects for all tiers of government and across many of Australia's states and territories, and has also worked with the private and not for profit sectors. Many of these include financial, and economic appraisals, as well as feasibility studies.

He has also completed a range of Local Government review studies for a number of NSW Councils. This includes strategic analysis of functional regions, economic geography modelling, high-level service review models, and options design. His analytical work in these areas is also complemented by financial and economic appraisals of amalgamation options.

Relevant project experience

Muheed has been involved in numerous economic appraisals and cost benefit analysis, including:

Sydney Cricket & Sports Ground Trust (2013): Prepared financial and economic appraisals of the SCG Master Plan updated by Cox Architects in 2012. The revised appraisals also took into account a Master Plan Staging Strategy for the proposal works.

NSW Planning and Infrastructure (2012): Lead modeller for cost benefit analysis of proposal BASIX stringency changes. The analysis involved examining direct cost and benefit implications for a number of representative BASIX developments differing target and policy settings proposed as well as broader implications for the state of NSW at large and over time.

NSW Department of Premier and Cabinet (2011): Lead modeller for full financial and economic appraisals for a major redevelopment proposal for a sports and entertainment precinct in Sydney. The financial appraisal involved the preparation of detailed discounted cash flow (DCF) models to calculate the present values of all future cost and revenue streams, including attendee and member related revenues. The economic appraisal was completed using a cost benefit analysis framework, which considered a full list of social, economic and environmental effects from a society-wide view.

Housing NSW (2012): Prepared financial and economic appraisals of various redevelopment options for social and affordable housing estates. This involved modelling of various asset allocations, and portfolio mixes.

Local government reviews (2012-2014): For a number of confidential clients, Muheed has conducted review of local government. These projects include strategic analysis of functional regions, economic geography modelling, high-level service review models, and options design. His analytical work in these areas was complemented by financial and economic appraisals of amalgamation options.

5 EXPERIENCE

About SGS

SGS is a member-governed college of professionals whose purpose is to shape policy and investment decisions to achieve sustainable places and economies. Our vision is to be Australia's premier independent advisory firm in this field.

SGS has offices in Canberra, Hobart, Melbourne and Sydney. It has a core professional staff of 50 (consultants) and has been in continuous operation since 1990.

Further information on SGS can also be obtained from www.sgsep.com.au.

Our expertise

SGS offers a range of consultancy services for organisations in the public, private and non-profit sectors across Australia and around the world.

Our core service areas are:

- Economic and Social Analysis
- Urban and Regional Planning
- Infrastructure and Facilities Planning
- Policy Advisory.

Specialist areas

Our specialist expertise covers:

- Econometric modelling and impact assessment
- Infrastructure funding policy
- Demographic and socio-economic profiling and analysis
- Community infrastructure needs analysis
- Socio-economic development strategy
- Socio-economic modelling, forecasting and impact assessment
- Metropolitan strategy formulation and management
- Indigenous policy analysis
- Housing policy analysis
- Climate change impact and adaption policy analysis
- Retail impact and needs assessment
- Commercial and industrial land use planning.

Projects

Fit for the Future' financial appraisal for Hurstville City Council (current)

SGS was engaged to undertake an independent assessment of Hurstville and its neighbouring councils against the 'Fit for the Future' criteria and benchmarks. This also included review of current collaborative initiatives, comparison of rating structures, assessment of possible merger options using the 'Fit for the Future' tool and calculation of annual gaps in meeting the OLG benchmarks.

'Fit for the Future' strategic and financial appraisal for Liverpool City Council (current)

SGS was engaged to provide consultant services to Liverpool City Council to complete an independent assessment of the appropriate scale and capacity solution for the boundaries of a local government area that both supports and is supported by Liverpool City as the regional city for South West Sydney. The scope of the project seeks analysis to support the recommended scale and capacity solution for a reconfigured local government area. As part of this, SGS has utilised strategic analysis of transport, employment, housing to understand the functional region as a basis for administrative boundary determination. High level financial analysis, option identification, and implications are also examined.

Strategic and financial appraisal of Eastern Suburbs' options for local government structural change for Randwick Council (2012-13)

SGS was engaged to undertake analysis of options for structural change to local government boundaries within the Sydney Metropolitan Area. This included strategic assessment, financial analysis and the development of criteria for the assessment of options for local government reform.

Strategic and financial appraisal of Northern Beaches' options for local government structural change for Warringah Council (2013)

SGS was engaged by Warringah Council to conduct a strategic analysis to review the rationale for structural change for the area. This structural analysis considered social, economic and environmental linkages relevant to consideration of LG administrative boundaries.

The study included a high level financial appraisal of the options for amalgamation. This financial appraisal was based on consideration of the 10 year balance sheet for each option identified. This included an assessment of potential service cost savings under each option, assessment of potential one off savings and changes to governance and structural arrangements.

Review of ILGRP reform implications and analysis of TCORP financial sustainability indicators and options for Ryde City Council (2013-14)

SGS was engaged to evaluate the ILGRP's proposal for Ryde City Council and undertake a desktop review of the publicly available information. This review included financial analysis, analysis of rating, and review of current service and asset information (including TCorp and IPART asset assessments) of the ILGRP preferred option. In addition, a thorough analysis of the current base case local government structure (business as usual option) and an option to link CoR with the NRSOC council groupings was considered.

Belmore Multicultural Arts and Sports Centre**Canterbury Council**

In 2014 SGS was commissioned to prepare a preliminary business case for a multi-million dollar arts and sports centre at the Belmore Sportsground, to expand the sporting facilities available there and provide an arts complex with a performing arts centre and gallery. The aim for the Centre was to provide a facility specialising in multicultural arts and sport engagement, given the multicultural background of Canterbury residents.

SGS prepared an assessment of the arts facilities in the region and found that Canterbury was underserved in arts facilities. Feedback from sporting groups who use Belmore suggested that they had outgrown the existing sporting facilities, and more seating, office space and amenities were necessary. SGS engaged an architect and a quantity surveyor to design, cost and evaluate several options for the Centre. This evaluation included discounted cash flow analysis and cost benefit analysis.

Penrith Lakes development**NSW Office of Sport**

In 2014 SGS was commissioned to prepare a business case for proposed parkland development in Penrith. The quarries in Penrith are reaching the end of their useful life, and it is proposed that the location will be redeveloped as a series of lakes with parklands, native wildlife sanctuaries, lakefront housing developments, new businesses and recreational activities. SGS' role is to prepare different options for parkland development. Assessing the benefits of this requires a thorough knowledge of measures for non-financial benefits, for example, the utility value from using the park, the environmental benefits of different parkland options and health benefits from increased physical activity encouraged by the park.

Puffing Billy Railway**Victorian Government**

In 2009 SGS was commissioned to revise the Business Plan for Puffing Billy Railway in consideration of the Railway's market environment and operational challenges.

Following this revision SGS was asked to prepare a Master Plan of the Railway's corridor, which was to cater for a proposed Discovery Centre and other developments that were prescribed in the Business Plan. In essence, the Master Plan needed to provide a spatial framework for the solutions for overcoming the Railway's key challenges; i.e. existing revenue from ticket sales, while sufficient to cover day to day operational expenses, was insufficient to cover the maintenance and replacement of an ageing locomotive fleet and other infrastructure items.

Ultimately SGS was commissioned to prepare a full business case for the funding of the Master Plan, which was developed accordance with DTF guidelines and which was subjected to gateway Review team scrutiny.

Regional Aquatic Centre**Victorian Government**

SGS prepared a full business case for a multi-million dollar regional aquatic health and wellness centre in Frankston Central. This business case met gateway specifications, as well as those published by the DTF.

The core logic for the business case was that:

Frankston Central's development is crucial if Government's urban policy aspirations are to be met; Strategic facilities such as those proposed not only address urban development opportunities but will also help Frankston overcome its underlying socio-economic challenges, which have led to poor health, education and workforce participation outcomes;

Significant Commonwealth funding could be leveraged if local and state agencies could commit to delivery within the short timeframes required by the Commonwealth.

Melbourne Arts Precinct

Victorian Government

SGS was commissioned to produce a strategic assessment and options analysis for the future of a former technical school site in Inner Melbourne, including problem, solution and benefit definitions, and A comparative assessment of different models for delivering the preferred option including future management of the facilities.

Subsequently SGS was commissioned to develop the business case for the preferred use of the site; a multi-arts facility, which included galleries, performance development spaces, artist studios, design studios, compatible hospitality and retail uses and small scale offices.

Docklands Harbour Esplanade

Victorian Government

SGS prepared a full business case for options for upgrading Harbour Esplanade; an integral piece of public space in the Melbourne Docklands which underperformed on a variety of fronts.

This business case was required to be supported by the Places Victoria Board and signed off by Treasury given the cost of the project is in the vicinity of \$60 million. The overall aim of the project was to improve the civic connection between Melbourne CBD and the Docklands, and to create a vibrant community and visitor destination at Harbour Esplanade.

6 FEES & TIMING

Project fees

SGS Economics and Planning is pleased to propose that the total lump sum for the project would be **\$55,000 (plus GST and expenses)**. The likely expenses for this project will include air fares and accommodation costs for SGS team to attend the meetings at Berrigan, and will be charged at cost. We estimate the total expenses will be around \$2000.

In regards to project management SGS would prepare timeline in a final work plan that would be submitted to Council by end of the 2nd week. The Project Manager would update Council on the progress against this work plan on a weekly basis during the project by email and follow-up issues on the phone if required.

The proposal allows for two visits to Berrigan by the core study team. These will enable the SGS team to have face-to-face meetings with the Council staff. The proposed meetings include an inception meeting/Council workshop and a presentation of the draft report to the Council/s. Additional visits can be made at SGS standard hourly rates (can be provided on request).

SGS proposes the following invoicing schedule for the project:

- 10% payment at commissioning of the project
- Monthly billing of tasks completed
- Expenses as per costs itemised as part of monthly invoicing.

Timing

SGS proposes the following timeframe for the project. According to this, all the work will be completed by 12 April 2015.

Tasks	week	1	2	3	4
	date	16/3/15	23/3/15	30/3/15	6/4/15
Inception Meeting		O			
Model assumptions discussion		O			
Strategic appraisal			■		
Financial appraisal			■	■	
Non-financial benefits/costs and risks			■		
Draft report and presentation					O
Final report					O

Task	■
Client meeting	O
Progress reporting	O
Deliverable	O

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WORK HEALTH AND SAFETY COMMITTEE MINUTES OF MEETING

Minutes of meeting held at 8:00am 12th March, 2015 at the Berrigan Depot.

Present: Michelle Koopman, Kevin Dunn, Jeff Manks, Andy Reeves, Karen Hanna, Scott Ansell

Apologies: Aaron Chamberlain

Previous Minutes

Moved J. Manks seconded K. Dunn that the minutes from the previous meeting, held on 11th December, 2014 be accepted. MOTION ACCEPTED.

Matters arising:

Traffic Counters – WHS issues

The radar traffic counters have proved to be unacceptable, and band counters will continue to be used.

RAP

RAP reviewed. Items for discussion include:

- Chemical storage at the Pools still an issue – currently outstanding now for four years;
- Steps down to River Pump at Barooga will be a long term issue to resolve;
- Alternatives to burial site for euthanized pound animals to be considered in view of manual handling issues and public exposure.

Inspections Tabled

- None tabled

Inspection schedule to be revisited at next meeting with many areas still outstanding.

Incident Reports

- Dog bite – no lost time
- Strained back – no lost time

General Business

Work Health and Safety Awareness Sessions in Wagga

Awareness sessions are being co-ordinated by StateCover, USU, Workcover NSW, IPWEA, and RMS for Managers and Supervisors and are to be held across NSW. Still waiting on interested Managers to register. Session will be held in Wagga on Thursday, 19th March.

Personal Injury – Return to Work Management

An enquiry was made to the Work Health and Safety Committee over appropriate duties for staff who have returned to work following a personal injury/illness, and the role that the WHS

Committee have in this. Whilst this is outside the scope of the WHS Committee, and whilst personal injuries do not fall under the Workers Compensation Return to Work Co-ordination, where it is possible for workers to return to work under reduced capacity, alternative duties may be made available.

However, this should only be arranged where the work available does not aggravate the individual's injury/illness, that their return is suitable to the work environment, and only if alternative duties are available. This will be an arrangement between the worker and their Manager, and in accordance with the Local Government (State) Award.

Weedspraying

Recent incidents have resulted in a review of weedspraying practices within Council. From a work health and safety perspective, workers involved in these practices must ensure they have completed Chemical Handling training.

Environmental risks and risks to the public are being addressed through changes to spraying practices and public notification.

Pressure Vessels

Pressure vessels of a certain class must be registered with Workcover NSW. Recent renewals of registrations highlighted some issues with one of our pressure vessels. Committee members must ensure that when conducting workplace inspections that they are checking plant and recording any issues.

Suggestions

None tabled.

Meeting closed : 8:45am

Next Meeting: 9th April, 2015

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Pools	25/10/11	MK/PG	Hazardous substances not stored correctly.	Low	Toc/Berrigan – bags of chemical powder stored in unlabelled bins – bins to be labelled. <i>Completed in Tocumwal – Paul to follow up and advise re Berrigan</i>	WSO			
Barooga Water Treatment	23/10/12	MK	Steps down to River Pump – covered in weeds and presents a severe trip hazard	High	Steps to be replaced under capital works program. <i>Tender process underway</i>	EE	TBA		
Berrigan Depot	06/03/14	ID	Evacuation procedures for Berrigan Depot not available	L	Re-issue procedures and place in Smoko Room	ERM			
Berrigan Depot	06/03/14	ID	Chainsaw equipment stored in shower	M					
Berrigan Depot	06/03/14	ID	Outside areas of the Workshop are cluttered – poor housekeeping	M					
Berrigan Depot	06/03/14	ID	Boundary fenceline needs addressing: <ul style="list-style-type: none"> - East side – low mesh and heavy vegetation; - General barbed wire needs maintenance 	M					
Pound	22/07/14	MK	Open drain in the dog sheds is a trip hazard	H	Place removable cover over the pit hole	DM			
Ranger	22/07/14	MK	Euthanasia procedures need to be reviewed. Current practice results in manual handling issues, and on site practice results in reputational issues.	M	Review the procedures: <ul style="list-style-type: none"> • If euthanizing on site, then screens to be used; • Large animals must be euthanized on site; • If euthanizing on site, defined procedures on 	DM			

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
					<p>how animals will be restrained must be developed;</p> <ul style="list-style-type: none"> • Small animals can be euthanized at the pound. 				
Office	30/09/14	JM	No SDS available for ink cartridge toner.	L	Arrange for SDS to be delivered with toner orders.	AO			

- Shaded areas include items requiring immediate action, or advice on progression.