

C/O PO Box 88,
Berrigan NSW 2712

Mr Rowan Perkins
General Manager
Berrigan Shire Council

Dear Rowan,

re Drainage works Berrigan Sports Ground

BERRIGAN SHIRE COUNCIL

26 FEB 2016
EXE
DYS

FILE _____
REFER TO _____
COPY TO _____
ACTION / CODE _____

ACKNOWLEDGED BY IN

Appendix "A"
Secretary Bruce Rendell

Treasurer Andrew Parr

26th February 2016

The committee is writing to express their disappointment with the enclosed account, although lacking detail we understand it is in relation to provision and installation of a culvert, Stafford St Berrigan

Following expressed concern by council staff with regard safety traffic concerns with the entrance to Jerilderie Rd.(Main Road 564) About March 2015 the committee held an on sight meeting with Laurie Stevens, Michelle Koopman and Jo Ruffin regarding the issue and requested installation of either stop signage or give way signage for safe/improved traffic control.

The meeting resolved to relocate the entrance to Stafford street (south end of sportsground.) Following a meeting was held with the Roads Maintenance foreman and cadet engineer. Discussion took place in regard to costings and it was advised that costs could be kept to a minimum through use of damaged stock on hand ie, culvert and head walls.

Work was undertaken post football season and prior to Berrigan show 1st October 2015. On receipt of invoice dated 29th January 2016, which the committee believes excessive , we are most concerned and seek council support in the interest of security and safety to finance this project to completion.

A gate, fence and ticket box is required, which the committee had expected to provide however, now due to this initial account are unable to finance completion required. Approximate estimated Cost would be \$3,500. Voluntary installation can be provided.

The committee seeks council support for this public safety issue.

Please do not hesitate to contact the committee should further clarification be required.

Yours Faithfully



Ian Dickins

President Berrigan Sports Ground Committee



56 CHANTER STREET, BERRIGAN, NSW 2712
 TELEPHONE: (03) 5888 5100 FACSIMILE: (03) 5885 2092
 Email: mail@berriganshire.nsw.gov.au
 www.berriganshire.nsw.gov.au

BERRIGAN SPORTSGROUND COMMITTEE
 PO BOX 158
 BERRIGAN NSW 2712

Postal Address:
 Berrigan Shire Council
 56 Chanter St
 BERRIGAN
 NSW 2712
 ABN 53900833102

TAX INVOICE REPRINT

DATE	INVOICE NUMBER
29-01-2016	2036830

DETAILS	DEBIT	CREDIT	BALANCE
DRAINAGE WORKS	4,910.37		4,910.37
DUE DATE		BALANCE DUE	\$4,910.37
	28-02-2016		

*Heart of the
 Southern Riverina*

copy.

This invoice includes \$0.00 GST

Councils preferred method of sending invoices is via email. Please send email details to laurab@berriganshire.nsw.gov.au



Billers Code: 89961
 Ref: 30000129

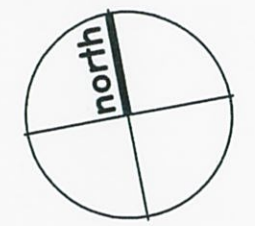
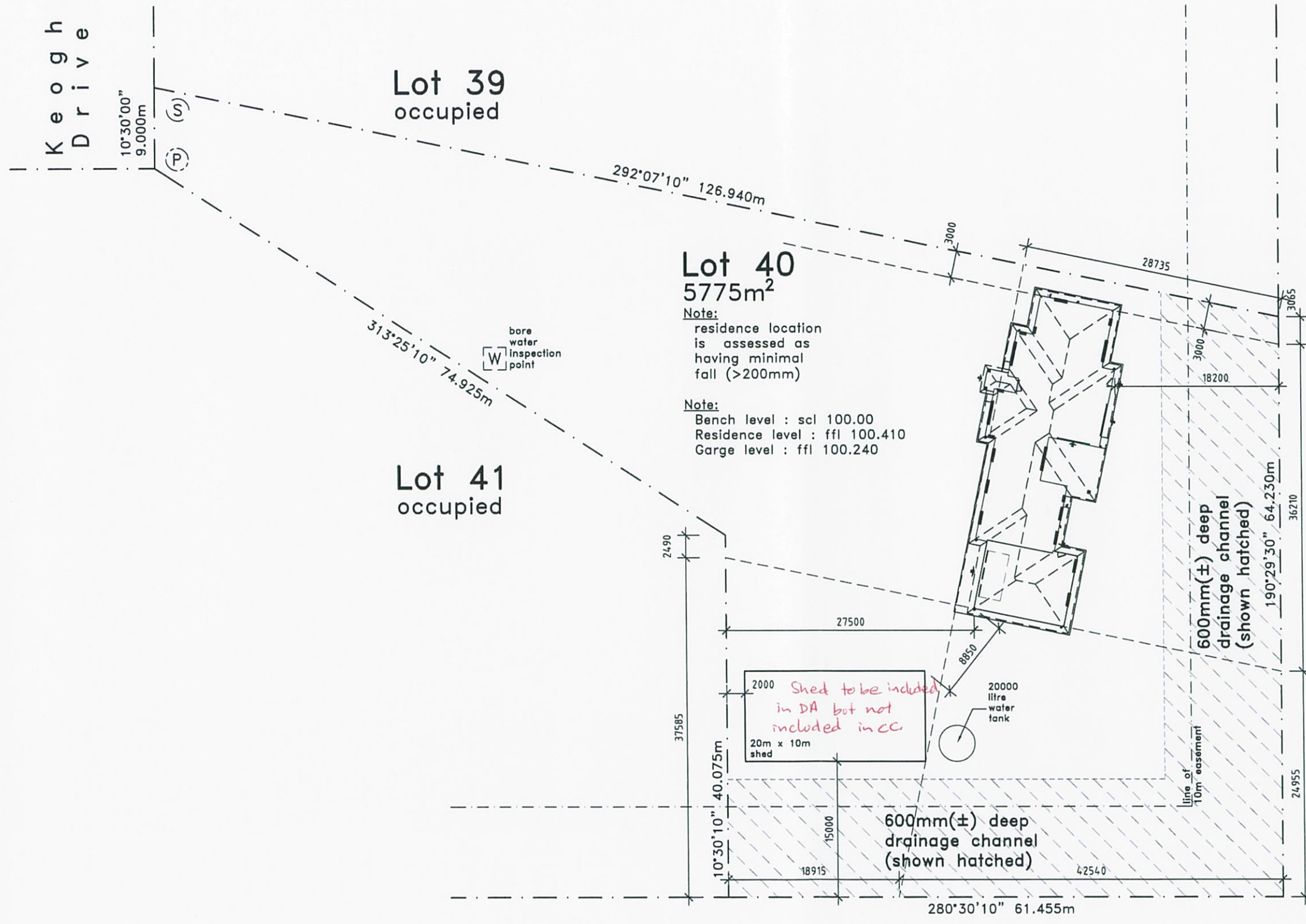
If receipt required mark X in this square.

REMITTANCE ADVICE

Please return with payment
 Please advise if these details are incorrect.

BERRIGAN SPORTSGROUND
 PO BOX 158
 BERRIGAN NSW 2712

Postal Address: Berrigan Shire Council
 56 Chanter St
 BERRIGAN
 NSW 2712
 ABN 53900833102



Contract Document
 Client: *Helen & Daryl McAllister*
 Davis Sanders: *D.A.*
 Date: *29-01-16*

Project/Client
Proposed residence for Helen & Daryl McAllister
 Lot 40 Keogh Drive
 Tocumwal, NSW 2714
 DP1118257

site plan

Scale 1:500
 Drawing Start 05.11.15
 Signed off *[Signature]*
 Project Number **P2344**
 Drawing Number **2 of 20**
 Plot date 27.01.16

DAVIS SANDERS HOMES
 Davis Sanders Homes Pty Limited.
 ABN 85-057-370-822
 Licence No's NSW 41757C & Victoria DB-U25641
 21 Bennu Circuit, Albury NSW 2640
 PO Box 7285, Albury East NSW 2640
 Telephone 02 6057 4777 Fax 02 6057 4778
 www.davissandershomes.com.au

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS03/15/16 - PROPOSED FOOTPATH CONSTRUCTION
TUPPAL STREET FINLEY (BOTH SIDES, MURRAY STREET TO DENISON
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 6 TUPPAL STREET, FINLEY NSW 2713 (LOT 2 DP794365) at an estimated cost to me of \$1246.91 which includes \$113.36 GST.

(*Strike out whichever not applicable.)

~~I~~ agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

- 1. Due to financial difficulties I am unable to ensure payment is made.
- 2. Having lived in the property for 15yrs I feel there is no need for a footpath along this street due to the low use by pedestrians in the area.

Please tick box if you feel a meeting of affected landowners is required.

Name: MS D MARTEN & MR G TESSIER

Signed: Gerard Tessier

Date: 1-02-16.

BERRIGAN SHIRE COUNCIL	
- 8 FEB 2016	
FILE	_____
REFER TO	<u>SO</u>
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS03/15/16 - PROPOSED FOOTPATH CONSTRUCTION
TUPPAL STREET FINLEY (BOTH SIDES, MURRAY STREET TO DENISON
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 65-69 MURRAY STREET, FINLEY NSW 2713 (LOTS 1 & 4 DP270701) at an estimated cost to me of \$1163.25 which includes \$105.75 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

.....
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Please tick box if you feel a meeting of affected landowners is required.

Name: MR DM SUTTON AND MRS KT SUTTON

Signed: *Dennis Sutton*

Date: *21/1/2016*

BERRIGAN SHIRE COUNCIL	
27 JAN 2016	
FILE	_____
REFER TO	<u>50</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS04/15/16 - PROPOSED FOOTPATH CONSTRUCTION
HENNESSY STREET, TOCUMWAL (CHARLOTTE STREET TO HANNAH
STREET - SOUTH SIDE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 79-81 HENNESSY STREET, TOCUMWAL NSW 2714 (LOT 1 DP758981) at an estimated cost to me of \$1986.93 which includes \$180.63 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

I do not agree to participate in the scheme and object on the following grounds:

*I do not have a need for this footpath.
The council policy that "allows" for such a
major contribution to costs by owners is unfair.
The cost is exorbitant, I am a casual worker
and do not have the capacity to meet these costs.*

Please tick box if you feel a meeting of affected landowners is required.

Name: MRS E A BALDWIN

Signed: *E. Baldwin (Baldwin)*

Date: *31/01/2016.*

BERRIGAN SHIRE COUNCIL	
- 8 FEB 2016	
FILE	_____
REFER TO	<i>30</i>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE - CONTRIBUTORY SCHEME

SCHEME NO. HCS04/15/16 - PROPOSED FOOTPATH CONSTRUCTION
HENNESSY STREET, TOCUMWAL (CHARLOTTE STREET TO HANNAH
STREET - SOUTH SIDE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 89 HENNESSY STREET, TOCUMWAL NSW 2714 (LOT 13 DP615436) at an estimated cost to me of \$995.94 which includes \$90.54 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

We would like a meeting to find out where/how the footpath will affect us.

Please tick box if you feel a meeting of affected landowners is required.

Name: MR D P HOWES AND MRS P J HOWES

Signed: *P J Howes*

Date: 4/2/16

BERRIGAN SHIRE COUNCIL


QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS04/15/16 - PROPOSED FOOTPATH CONSTRUCTION
HENNESSY STREET, TOCUMWAL (CHARLOTTE STREET TO HANNAH
STREET - SOUTH SIDE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 87 HENNESSY STREET, TOCUMWAL NSW 2714 (LOT 12 DP543113) at an estimated cost to me of \$995.94 which includes \$90.54 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~


 I do not agree to participate in the scheme and object on the following grounds:

I strongly refuse to participate in this proposed scheme. I will NOT be prepared to incur ANY cost to me.

I feel my RATES ARE MORE THAN ADEQUATE for the Berrigan Shire Council to make the improvements if you feel it is SO Necessary. I DONT. what are rates for if Not for this stuff??

Please tick box if you feel a meeting of affected landowners is required. For if Not for this stuff??

Name: MS KA MCPHERSON

Signed: 

Date: 22/1/16

BERRIGAN SHIRE COUNCIL	
28 JAN 2016	
FILE	_____
REFER TO	50
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS04/15/16 - PROPOSED FOOTPATH CONSTRUCTION
HENNESSY STREET, TOCUMWAL (CHARLOTTE STREET TO HANNAH
STREET - SOUTH SIDE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 83-85 HENNESSY STREET, TOCUMWAL NSW 2714 (LOT 2 DP758981) at an estimated cost to me of \$1986.93 which includes \$180.63 GST.

(*Strike out whichever not applicable.)

~~*I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

COST
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.....

Please tick box if you feel a meeting of affected landowners is required.

Name: MR A HART AND MRS M A HART

Signed: A Hart M Hart

Date: 24/01/2016

BERRIGAN SHIRE COUNCIL	
28 JAN 2016	
FILE	_____
REFER TO	<u>30</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

1/3 Jerilderie St Nth
TOCUMWAL NSW 2714

15th February, 2016

Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

Attention: Mr Matthew Clarke
Executive Engineer

Dear Sir,

I wish to advise that I am unable to attend the proposed Site Meeting for the proposed footpath construction in Bruton Street, Tocumwal on the 18th February 2016 as I will be in Tasmania fighting fires there.

I wish to STRONGLY OPPOSE the construction of this footpath in Bruton Street as I see it will not benefit anyone in this community as it is not on the main road into Tocumwal, it is only a normal quiet street. I also don't see any advantage for this as myself and my family will not use it as we rarely go down that street, and also it is adding another financial burden to myself as I am only on a pension.

If you have any queries please do not hesitate to contact myself and I eagerly await your response.

Yours faithfully,



John. P. Keleher.

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 1-5 PARKES STREET, TOCUMWAL NSW 2714 (LOT 7 SECTION 28 DP758981) at an estimated cost to me of \$959.56 which includes \$87.23 GST.

(*Strike out whichever not applicable.)


~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

This Footpath won't get used as
not many people walk along that
particular part of the road as it's
out of the way.

Please tick box if you feel a meeting of affected landowners is required.

Name: MS RG BEATT

Signed: 

Date: 3/2/16

BERRIGAN SHIRE COUNCIL
- 9 FEB 2016
FILE _____
REFER TO 30
COPY TO _____
ACTION / CODE _____
ACKNOWLEDGE Y / N _____

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 73 BRUTON STREET TOCUMWAL NSW 2714 (LOT 6 DP1068277) at an estimated cost to me of \$841.50 which includes \$76.50 GST.

*(*Strike out whichever not applicable.)*

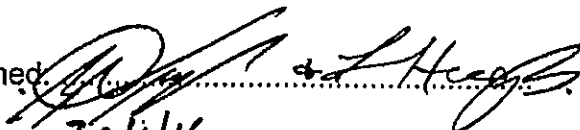
* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

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Please tick box if you feel a meeting of affected landowners is required.

Name: MR G HUGHES & MRS LJ HUGHES

Signed: 

Date: 30/1/16

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 63 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 1 DP1068277) at an estimated cost to me of \$886.05 which includes \$80.55 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme~~

* I do not agree to participate in the scheme and object on the following grounds:

THE PROPERTY IS CURRENTLY UNDER NEGOTIATION
FOR SALE.

Please tick box if you feel a meeting of affected landowners is required.

Name: ADVANTECH DESIGN P/L

Signed: 

Date: 30 / Jan / 2016

BERRIGAN SHIRE COUNCIL	
- 5 FEB 2016	
FILE	_____
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ACTION / CODE	
ACKNOWLEDGE	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 71 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 5 DP1068277) at an estimated cost to me of \$811.80 which includes \$73.80 GST.

(*Strike out whichever not applicable.)

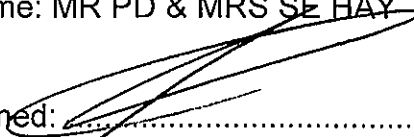
* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

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Please tick box if you feel a meeting of affected landowners is required.

Name: MR PD & MRS SE HAY

Signed: 

Date: 05-02-2016

BERRIGAN SHIRE COUNCIL	
- 5 FEB 2016	
FILE	_____
REFER TO	FX6
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

2 FEB 2016

FILE _____

REFER TO 30

COPY TO _____

ACTION / CODE _____

ACKNOWLEDGE Y / N

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 19-21 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 2 SECTION 26 DP758981) at an estimated cost to me of \$2,589.35 which includes \$235.40 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

It would be a financial burden on me, and if there has to be a footpath in Bruton St the north side would be better as there is only one cross road, on the south side there are six cross roads.



Please tick box if you feel a meeting of affected landowners is required.

Name: MR J HOWELL

Signed: *L Mansell*

Date: *28/1/16*

BERRIGAN SHIRE COUNCIL

- 2 FEB 2016

FILE _____

REFER TO SO

COPY TO _____

ACTION / CODE _____

BERRIGAN SHIRE COUNCIL
QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

ACKNOWLEDGE HEREBY

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 1-3 BAROOGA STREET NORTH, TOCUMWAL NSW 2714 (LOT 3 SECTION 26 DP758981) at an estimated cost to me of \$1,150.88 which includes \$104.63 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

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.....

Please tick box if you feel a meeting of affected landowners is required.

Name: MR DN PYLE AND MRS EF PYLE

Signed: Pyle

Date: 26/1/2016

BERRIGAN SHIRE COUNCIL

2 FEB 2016

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

FILE _____

REFER TO SO

COPY TO _____

ACTION / CODE _____

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

ACKNOWLEDGE

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 33-35 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 6 SECTION 28 DP758981) at an estimated cost to me of \$2,396.30 which includes \$217.85 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

.....
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.....

Please tick box if you feel a meeting of affected landowners is required.

He has passed away!

Name: MR JE VOLPE AND MRS MA VOLPE

Signed: *Michelle Volpe*

Date: *27/1/16*

BERRIGAN SHIRE COUNCIL

○ - 7 FEB 2016

FILE _____

REFER TO SO

COPY TO _____

ACTION / CODE _____

ACKNOWLEDGE Y/N _____

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
 BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 69 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 4 DP1068277) at an estimated cost to me of \$772.20 which includes \$70.20 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

.....

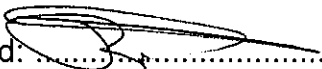
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Please tick box if you feel a meeting of affected landowners is required.

Name: MR BF BENBOW & MRS R BENBOW

Signed: 

Date: 25/1/16

BERRIGAN SHIRE COUNCIL

- 7 FEB 2016

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

FILE _____

REFER TO 30

COPY TO _____ SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION

ACTION / CODE BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO ANTHONY AVENUE)

ACKNOWLEDGE / N

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 2-4 PARKES STREET, TOCUMWAL NSW 2714 (LOT 5 DP537937) at an estimated cost to me of \$2261.66 which includes \$205.61 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

I THINK BERRIGAN SHIRE SHOULD FIX THE DRAINAGE OUT THE FRONT OF OUR HOUSE BEFORE EVEN THINKING ABOUT FOOTPATH. WE GIVE THE RAIN WATER BACK TO YOU, AND YOU DONT DO ANYTHING WITH IT. WE RING EVERY YEAR ABOUT THIS PROBLEM.

Please tick box if you feel a meeting of affected landowners is required.

Name: MISS CM BRASHER

Signed: [Signature]

Date: 26-1-2016

BERRIGAN SHIRE COUNCIL

- 2 FEB 2016

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

FILE _____

REFER TO 30

COPY TO _____

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION

ACTION / CODE _____

BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO ANTHONY AVENUE)

ACKNOWLEDGE Y/N

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 18-32 DENISON STREET, TOCUMWAL NSW 2714 (LOT 6 DP537937) at an estimated cost to me of \$3,112.81 which includes \$282.98 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

- 1) Having spoken to Mr Clarke costing of project would amount to \$90,000. We consider this money would best be spent on guttering & drainage along Bruton St
- 2) As very little road & pedestrian traffic occurs on Bruton St this money could be spent in other areas in Tocumwal.



Please tick box if you feel a meeting of affected landowners is required.

Name: MR G MERRINGTON AND MRS M C MERRINGTON

Signed: M. Merrington

Date: 27th JAN 2016

- 3) Bruton St is lightly populated - thus why is a cement footpath necessary?

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO.HCS05/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BRUTON STREET, TOCUMWAL – SOUTH SIDE (CARAVAN PARK TO
ANTHONY AVENUE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 27-29 BRUTON STREET, TOCUMWAL NSW 2714 (LOT 6 SECTION 27 DP758981) at an estimated cost to me of \$2,992.28 which includes \$272.03 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the ~~scheme~~

* I do not agree to participate in the scheme and object on the following grounds:

..... DISCUSS AT MEETING
.....
.....
.....

Please tick box if you feel a meeting of affected landowners is required.

Name: MR L W REDFERN

Signed: *L. Redfern*

Date: *26.1.16.*

BERRIGAN SHIRE COUNCIL	
- 1 FEB 2016	
FILE	_____
REFER TO	<u>SO</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

 Davis, Jacq-Lyn

From: Mail
Sent: Wednesday, 27 January 2016 8:32 AM
To: Clarke, Matthew; Davis, Jacq-Lyn
Subject: FW: proposed footpath construction on bruton street tocumwal

From: drjmka@westnet.com.au [<mailto:drjmka@westnet.com.au>]
Sent: Tuesday, 26 January 2016 8:27 PM
To: Mail
Subject: proposed footpath construction on bruton street tocumwal

To whom it may concern

I am writing to reply to your questionnaire about the proposed construction of a footpath along bruton street tocumwal.

I do not wish to participate in the scheme and object on the following grounds:

I really dont see who is going to benifit from the construction of a footpath along bruton street and dont think it will benifit me or my family.

I also think that it is just another financial burden on my family.

I belive there should be a street meeting about the issue so that the concerns of me and the other residents can be voiced to council as i belive there will be a few concerns from other residents in the street.

Thank You

John Keleher

1/3 Jerilderie Street North Tocumwal.

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at DP24073 315 MURRAY STREET FINLEY NSW 2713 at an estimated cost to me of \$996.93 which includes \$90.63 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

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



Please tick box if you feel a meeting of affected landowners is required.

Name: MR KW KUCH

Signed: *Bill Kuch*

Date: *4-2-16*

BERRIGAN SHIRE COUNCIL
15 FEB 2016
FILE _____
REFER TO *SD*
COPY TO _____
ACTION / CODE _____
ACKNOWLEDGE Y / N _____

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION MURRAY STREET, FINLEY - WEST SIDE (SCOULLAR STREET TO TONGS STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 289-291 MURRAY STREET, FINLEY NSW 2713 (LOTS B & D DP103408) at an estimated cost to me of \$2,093.85 which includes \$190.35 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

NOT MY LAND, NOR MY ASSET.
ANY IMPROVED AMENITIES WILL BE FOR THE PEOPLE AND VISITORS OF FINLEY, WHILE FOR MY PROPERTY IT CAN ONLY MEAN A COUNCIL RATE INCREASE

Please tick box if you feel a meeting of affected landowners is required.

Name: MR K F O'SULLIVAN

Signed: [Signature]

Date: 4-2-16

BERRIGAN SHIRE COUNCIL	
- 9 FEB 2016	
FILE	_____
REFER TO	<u>SO</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 287 MURRAY STREET, FINLEY NSW 2713 (LOT D DP370594) at an estimated cost to me of \$1,046.93 which includes \$95.18 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

My house is being removed
because of "Mr Fluffy" (asbestos)
I will be moving out of the
house in 2-6 months.



Please tick box if you feel a meeting of affected landowners is required.

Name: MR RJ AMEER

Signed: 

Date: 16th Feb 2016

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at DP24073 311 MURRAY STREET FINLEY NSW 2713 at an estimated cost to me of \$996.93 which includes \$90.63 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

I do not agree with this scheme as:
I feel that as the road is higher than
my property my drainage will be affected

Please tick box if you feel a meeting of affected landowners is required.

Name: MR M J HICKEY

Signed: Michael T Hickey 311 Murray St Finley

Date: 2/2/16 M.O.S 0418128689

BERRIGAN SHIRE COUNCIL	
- 9 FEB 2016	
FILE	_____
REFER TO	SO
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE Y / N	_____

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

**SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)**

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 275 MURRAY STREET, FINLEY NSW 2713 (LOT 1 SECTION 23 DP758412) at an estimated cost to me of \$997.43 which includes \$90.68 GST.

(*Strike out whichever not applicable.)

I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

- ① LAND - THE LAND BELONGS TO COUNCIL, WHY WOULD I BE PAYING HALF FOR LAND I DO NOT OWN.
- ② COST - \$1,813.50 COST FOR THAT EXPANSE OF CONCRETE IS RIDICULOUS. FIND A CHEAPER CONCRETOR.

Please tick box if you feel a meeting of affected landowners is required. 5 FEB 2016

Name: MS WS PRUHA & MS MW FROST

Signed: *Merch Pruha*

Date: 2/2/2016

BERRIGAN SHIRE COUNCIL	
FILE	_____
REFER TO	<u>EXE</u>
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE Y / N	

- ③ WHEN LOOKING AT IMPROVED AMENITIES FOR OWNERS, RE - A PROPER DRIVEWAY TO OUR PROPERTY WOULD BE A START.

④ CONCRETE FOOTPATHS SPOIL THE LOOK OF THE TOWNSHIP'S MAIN THOROUGHFARE

⑤ THANKS FOR THE REPLY PAID ENVELOPE ???

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 269 MURRAY STREET, FINLEY NSW 2713 (LOT 4 SECTION 23 DP758412) at an estimated cost to me of \$997.43 which includes \$90.68 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

I'm a pensioner
-and the big tree cuts down
the sound of the traffic
and provides shade in the
summer

Please tick box if you feel a meeting of affected landowners is required.

Name: ESTATE LATE S G RANDS AND MRS V RANDS

Signed: V Rands

Date: 26-1-16

BERRIGAN SHIRE COUNCIL	
- 1 FEB 2016	
FILE	_____
REFER TO	<u>30</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOULLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 295-301 MURRAY STREET, FINLEY NSW 2713 (LOTS 6-8 DP29248 & LOT 12 DP546361) at an estimated cost to me of \$3,359.57 which includes \$305.42 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

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

Please tick box if you feel a meeting of affected landowners is required.

Name: NKBAMPY PTY LTD

Signed: 

Date: 28/1/16

BERRIGAN SHIRE COUNCIL	
- 4 FEB 2016	
FILE	_____
REFER TO	<u>50</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION MURRAY STREET, FINLEY - WEST SIDE (SCOULLAR STREET TO TONGS STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 255-295 MURRAY STREET, FINLEY NSW 2713 (LOTS 9 & 10 SECTION 23 DP758412) at an estimated cost to me of \$396 which includes \$36 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

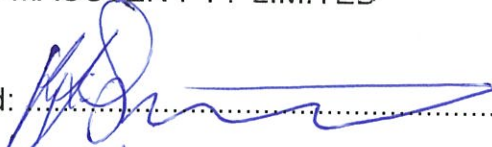
\$396.00

~~* I do not agree to participate in the scheme and object on the following grounds:~~

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

Please tick box if you feel a meeting of affected landowners is required.

Name: MAUSTEN PTY LIMITED

Signed: 

Date: 2.2.16

BERRIGAN SHIRE COUNCIL	
- 9 FEB 2016	
FILE	_____
REFER TO	50
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS06/15/16 - PROPOSED FOOTPATH CONSTRUCTION
MURRAY STREET, FINLEY - WEST SIDE (SCOLLAR STREET TO TONGS
STREET)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 319-321 MURRAY STREET, FINLEY NSW 2713 (LOTS 11 & 12 DP24073) at an estimated cost to me of \$1993.86 which includes \$181.26 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

~~* I do not agree to participate in the scheme and object on the following grounds:~~

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

Please tick box if you feel a meeting of affected landowners is required.

Name: MR JS RUFFIN & MRS JH RUFFIN

Signed: 

Date: 28/1/16

BERRIGAN SHIRE COUNCIL	
..... 28 JAN 2016	
FILE	_____
REFER TO	<u>SO</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 44 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 52 DP1045702) at an estimated cost to me of \$727.65 which includes \$66.15 GST.

(*Strike out whichever not applicable.)

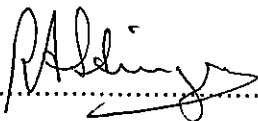
~~*I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

REQUIREMENT TO RELOCATE SPRINKLER SYSTEM
NO POINT TO DO BUCHANANS RD UNLESS ONE
SIDE OF LAWSON DRIVE IS CONSTRUCTED AT THE
SAME TIME
STORM WATER PIPE 1 CM BELOW GRASS

Please tick box if you feel a meeting of affected landowners is required.

Name: MR R STRINGER & MRS C STRINGER

Signed: 

Date: 17.2.16

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 54 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 57 DP1045702) at an estimated cost to me of \$574.20 which includes \$52.20 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

- Not in a position to afford the estimated costs.
- We will have to remove trees in our front yard.
- There are other areas that could be looked @ such as a footpath beside carwash. When we walk to post office we have to walk on busy

Please tick box if you feel a meeting of affected landowners is required.

road with pram around parked cars etc. This gives us an uneasy and unsafe feeling.

Name: MR A FANTIG

Signed: *A Fantig*

Date: 1/2/16

BERRIGAN SHIRE COUNCIL	
10 FEB 2016	
FILE	_____
REFER TO	<u>30</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 40 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 50 DP1045702) at an estimated cost to me of \$792.00 which includes \$72.00 GST.

(*Strike out whichever not applicable.)

* I agree to participate in the scheme.

* I do not agree to participate in the scheme and object on the following grounds:

I have a vacant block, will not use the path and plan on selling. Is of no interest to me at all. Not mention we can not afford it, and rates are already high enough for a vacant block paying for water and garbage disposal that I don't even use.

Please tick box if you feel a meeting of affected landowners is required.

Name: MS BS STEPHENS

Signed: *[Signature]*

Date: 2/02/16

There are better off places that could actually do with a foot path other than this street

BERRIGAN SHIRE COUNCIL

15 FEB 2016

FILE _____

REFER TO SO

COPY TO _____

ACTION / CODE _____

ACKNOWLEDGE Y / N _____

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 56 LAWSON DRIVE, BAROOGA NSW 3644 (LOT 1 DP1121364) at an estimated cost to me of \$796.46 which includes \$72.41 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

This does not benefit us.
.....
.....
.....
.....

Please tick box if you feel a meeting of affected landowners is required.

Name: MR JM HAMSON AND MISS SAJ RAZGA

Signed: *SKL*

Date: *1/2/2016*

BERRIGAN SHIRE COUNCIL	
15 FEB 2016	
FILE	_____
REFER TO	<i>30</i>
COPY TO	_____
ACTION / CODE	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 60 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 60 DP1045702) at an estimated cost to me of \$1,168.20 which includes \$106.20 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

There is no need for footpath. Should of been done long time ago. But do as you wish.

Please tick box if you feel a meeting of affected landowners is required.

Name: MR MJ SPENCE

Signed: *Muhen Spence*

Date: *31-1-2016*

BERRIGAN SHIRE COUNCIL	
- 8 FEB 2016	
FILE	_____
REFER TO	<i>30</i>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 35 HUGHES STREET, BAROOGA NSW 3644 (LOT 16 DP778361) at an estimated cost to me of \$396.00 which includes \$36.00 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

✓ * I do not agree to participate in the scheme and object on the following grounds:

The footpath is of no benefit to me
and dont understand why we are
paying our rates and for the footpath

Please tick box if you feel a meeting of affected landowners is required.

Name: MISS MH ATKINSON

Signed: M. Atkinson

Date: 31/1/16

BERRIGAN SHIRE COUNCIL	
- 5 FEB 2016	
FILE	_____
REFER TO	<u>EXE</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

- 8 FEB 2016

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
 BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
 LAWSON DRIVE)

FILE

REFER TO

COPY TO

ACTION / CODE

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 46 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 53 DP1045702) at an estimated cost to me of \$727.65 which includes \$66.15 GST.

ACKNOWLEDGE Y / N

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

It is not financially viable for us just moving to the area and budgeting for a mortgage / payments etc. We pay rates and footpaths by Shires own website come under what our rates pay for. We currently do not have one to upkeep so that is not a reason council can use. Only one side of the st is to incur this cost but it is to benefit the whole st and property values. I feel this is unfair not to share the

Please tick box if you feel a meeting of affected landowners is required.

Name: MR BT & MRS AL LUCAS

Signed: *Alucas Zepher*

Date: *1/2/16 1.2.16*

cost with both sides of Buchanans Rd. I also feel the paths could be put to better use in the main area of town. We are on the outskirts and by council's own admission, a low traffic / foot traffic area. The money would be better spent putting in another crossing near Barooga Public on the main Rd from Yarra to ensure the safety of the students. Please see over →

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 36 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 3 DP1121364) at an estimated cost to me of \$1,009.55 which includes \$91.78 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

DO NOT THINK IT IS NECESSARY FOR
F/PATH IN BUCHANANS RD. WE FEEL
AS A RATE PAYER OUR MONEY WOULD
BE BETTER SPENT ELSE-WHERE.

Please tick box if you feel a meeting of affected landowners is required.

Name: MR MJ PEARCE AND MRS DM PEARCE

Signed: *D & M Pearce*

Date: *28-1-16*

BERRIGAN SHIRE COUNCIL	
- 5 FEB 2016	
FILE	_____
REFER TO	<i>ACE</i>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 38 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 49 DP1045702) at an estimated cost to me of \$1,178.10 which includes \$107.10 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

The footpath on the West side is not feasible because all the underground services are there. Our trees which beautify the shed would need to be removed and we are unhappy about this as the shire gave us permission to plant them 12 years ago.



Please tick box if you feel a meeting of affected landowners is required.

Name: MR R THATCHER & MRS F THATCHER

Signed: *F. Thatcher, R. Thatcher*

Date: 1.2.16

BERRIGAN SHIRE COUNCIL	
- 8 FEB 2016	
FILE	_____
REFER TO	<u>50</u>
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 50 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 55 DP1045702) at an estimated cost to me of \$722.70 which includes \$65.70 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

THE HOMES ON OUR SIDE OF STREET HAVE MAINTAINED
THE FRONT OF MOST PROPERTIES WITH LAWNS, GARDENS OR GRAVEL
PARKSWAYS FOR CARS AT A COST. THE ROAD HAS NO HEAVY
TRAFFIC AND LITTLE LOCAL, WE COULD COUNT CHILDREN ON ONE
HAND THAT WALK TO SCHOOL SO SAFETY IS NOT AN ISSUE.
ALSO WE BELIEVE MOST AMENITIES ARE ON OUR SIDE.
WE ARE ALSO PENSIONERS WHO CAN NOT AFFORD THE COST
 Please tick box if you feel a meeting of affected landowners is required.
IF THE MAJORITY WISH WE ARE
WILLING TO ATTEND.

Name: MR RC BILL & MS H HALL

Signed: Helen Hall Raymond Bill

Date: 4.2.16.

BERRIGAN SHIRE COUNCIL

QUESTIONNAIRE – CONTRIBUTORY SCHEME

SCHEME NO. HCS07/15/16 - PROPOSED FOOTPATH CONSTRUCTION
BUCHANANS ROAD, BAROOGA - WEST SIDE (HUGHES STREET TO
LAWSON DRIVE)

I hereby acknowledge that the Berrigan Shire Council is proposing a contributory scheme to construct footpath adjacent to my property at 52 BUCHANANS ROAD, BAROOGA NSW 3644 (LOT 56 DP1045702) at an estimated cost to me of \$613.80 which includes \$55.80 GST.

(*Strike out whichever not applicable.)

~~* I agree to participate in the scheme.~~

* I do not agree to participate in the scheme and object on the following grounds:

.....
Please see attached.
.....
.....
.....

Please tick box if you feel a meeting of affected landowners is required.

Name: MR CE PEARCE AND MRS ME PEARCE

Signed: *[Handwritten signatures]*

Date: 20.2.16

BERRIGAN SHIRE COUNCIL	
- 5 FEB 2016	
FILE	_____
REFER TO	EXE
COPY TO	_____
ACTION / CODE	
ACKNOWLEDGE Y / N	

EMAILED
2 FEB 2016

Berrigan Shire
PO Box 137,
Berrigan. NSW 2712

Email : mail@berriganshire.nsw.gov.au

Attention : Matthew Clarke
Executive Engineer

Re: Scheme No. HCS07/15/16 – Proposed Footpath Construction Buchanans Road,
Barooga – West Side (Hughes Street to Lawson Drive)

We do not agree to participate in the scheme and we object to the proposal. We take serious issue with the following :

‘A need has been identified’

‘Will result in improved amenities for the properties concerned’

We find your opening comments both unsubstantiated and misguided. We don't even have a postal delivery, we are amazed you feel we need a footpath !!!

We would have thought ‘ a need ‘ should have been ‘identified’ for Pedestrian/School Crossings around the Barooga P.S. well before a footpath in Buchanans Rd. ??

No footpaths exist in any of the following streets, all of which are closer to the P.S. School or main shopping street of Barooga and all of which have been established residential streets long before ours.

Amaroo St, Collie St, McFarland St, Howard St, Vermont St, Wiruna St, just to name a few.

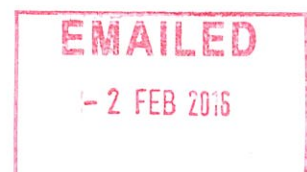
To be perfectly honest, it was easier to ‘identify’ a street without a footpath, than to find one with a footpath.

We find your proposal quite ridiculous, unnecessary and a complete waste of both our money and the money that we pay you in rates.

There is minimal foot traffic in our street and certainly fair less than the aforementioned streets listed.

Confused and Disappointed Rate Payers

Maxine & Cliff Pearce
52 Buchanans Road,
Barooga. NSW 3466



Major Event Funding Application Form



Information provided in this application will be used to determine Council funding.
Applications will be assessed by the Events Committee.

Part One – Details of Group/Organisation Making Application

1.1 Group/Organisation Details

Name of

Group/Organisation:

Lions Club of Finley, in conjunction
with Southern Riverina Vehicle and Machinery Club

Address of

Group/Organisation:

Finley, N.S.W., 2713

1.2 Contact Details

Name:

.....

William Joseph Rowlands

Position:

Secretary, Swap Meet Committee

Postal

Address:

141 Coree St, Finley, NSW, 2713

Telephone

No. (B/H)

03 5883 1354

(A/H)

03 5883 1354

Fax

No.:

Email

address:

lynbillrowlands@bigpond.com

1.3 Proof of Incorporation

Does the group or organisation have legal status of organisation (Incorporated, Association)?

Please tick appropriate box and provide registration number and date of establishment:

Yes Registration Number.....

Date of Establishment: March 1969.....

No

1.4 What is your Group/Organisation GST status? (Please tick one box below)

No ABN and not registered for GST (please attach a Statement by Supplier).

ABN but not registered for GST (please attach a copy of the ABN Certificate).

ABN and registered for GST (please attach a copy of the ABN Certificate).

Currently applying for ABN/GST registration (when received Council will require this information before funding can be made).

Section 355 Committee of Berrigan Shire Council.

1.5 Provide a brief description of nature and objectives of the group or organisation.

To provide an awareness and entertainment event for our community, and making use of our excellent facility, the Show grounds

Part Two – Event Overview

2.1 Event Title

Finley Show and Shine and Swap meet

2.2 Event Description (Briefly describe the proposed event in one or two sentences)

To run a competition for Vintage and Veteran vehicles, and supply Swap meet sites

2.3 Location of Event (Address)

Finley Show Grounds

2.4 Event Start Date:

10.10.4.2016

Finish Date:

10.10.4.2016

2.5 Has the event been held in previous years? If so, how many years?

No

2.6 Please specify any other assistance (financial and in-kind) that has been provided to the group or organisation by Council over the past three years and for which project/event.

Yes, cemetery maintenance

2.7 Has a representative of the group met with Council staff before lodging this application?

Yes

Staff

information:

Merran Sostic, Economic Development Officer

No

2.8 How many people are expected to attend this event?

400 - 500 Hopefully a lot more.

2.9 How did you estimate this number? (please provide any evidence from previous events)

400 - 500

From a similar function held in Benigan last year, and Cobram, when they started their event six years ago.

Part Three – Project Funding Assessment Criteria

It is important that all sections are completed to assist the Committee in their assessment, and that your responses target the assessment criteria contained in the Funding Guidelines. Attach additional pages if required.

3.1 Event Rationale

What is the main objective of holding this event?

To raise funds, and awareness of Vehicle Clubs for our community. An opportunity for vehicle enthusiasts to compete for a trophy and display their dedicated hobby.

3.2 Event Stakeholders

Please list all stakeholders that will be involved in staging the event, including tasks or role.

The Southern Riverina Vehicle and Machinery Club, organising the Show and Shine event.

The Finlay Lions Club, organising the Swap Meet, catering and administration.

3.3 Organisation Background

Please provide examples of previous events staged by your group or organisation

The Car Club have organised many rallies and fund raising events, recently one for Cystic Fibrosis research. The Lions Club has organised three V6 District Conventions and numerous smaller events.

3.4 Funding Requested from Council

Amount \$ 2500.00

Please explain what the funding will be used for?

Printing posters and Flyers, newspaper and radio advertising

3.5 Event Plan

Please provide a clearly identified project plan including event stages, action dates and responsibilities.

Event Stage Completion Date Responsibility Comments

Committee formed on 20th January 2016 with members of the Car Club and Finley Lions Club.

Event to be a one day event held on April 10th 2016 at the Finley Showgrounds from 6:00am to 5:00pm.

The event is being held the same weekend as the Finley Garage Sale, held on 9th April 2016, believing both functions will complement one another.

3.6 Economic Impact

Estimated number of visitors from outside the Berrigan Shire:..... 200 +

Estimated number of visitors from inside the Berrigan Shire:..... 300 +

How do you propose to attract visitation to the event?

Promotion through other Lions Clubs and surrounding Car Clubs. Newspaper and Radio advertising, and posters

What economic opportunities will the event provide in terms of local shopping, dining or accommodation?

Few, but some who attend the Garage Sale & football will stay over. Others will fuel up, eat and shop because of extended opening hours

3.7 Marketing and Promotion

List the activities that you will undertake to market and promote the event (how, when and through which mediums), identify who you are trying to attract by the activity (age, geographic location, special interest group), and how much each will cost. Enter total cost under Expenses "Advertising" in Section 4.1 Program

Budget.

Dates	Advertising medium (Print, TV, radio, internet, etc.)	Advertising reach (e.g. circulation, no. of flyers, no. of adverts, etc.)	Scope	Est. Cost
e.g. 21/07/11 - 21/08/11	Radio - StarFM,	60 x 15 sec ads	Wodonga, Shepparton, Wagga	\$2,500.00
	Local Newspaper articles and ads		4 x \$220	880.00
	Large posters	25 x \$3.00	6 x \$75	450.00
	Flyers, for upcoming events & drops	1000 x 50c		75.00
	Plus free radio coverage.	2QN+3SR		\$3200.00
	Total Advertising Cost			\$4905.00
				\$5105.00

What process will or have you put into place to engage co-operation with local businesses?

In the process of involving local business and organisation, a bit slow at the moment following the Tractor Pull and Reel.

3.8 Community Benefit

How will the event provide affordable entertainment?

Run as a Family Day, catering for all ages, including childrens entertainment, very affordable at \$5.00 entry.

How will the event promote partnerships with other community organisations?

Seeking local entertainment and local stall holders to be involved.

How will the event promote cultural awareness?

Information from exhibitors and stall holders.

How will the event promote youth involvement?

Promoted as a family day. Entertainment & education.

Will the event provide disability access?

all buildings and grounds are disability friendly and suitable refurbished toilets on site

Please list any community groups or organisations that will benefit from event profits and estimate approximate donation.

? Profit from this event will go back to community projects

How does the event demonstrate a commitment to waste wise/recycling program?

a swap meet is a great way to recycle unwanted articles. Restoration of older vehicles and machinery

Part Four – Financial Details of Project

A copy of the groups/organisations latest annual report and financial statement (including balance sheet) must be attached to this application.

4.1 Program Budget

INCOME		Total \$
Source		7750
Amount requested from Council (from Question 3.4)		2500
Funds provided from your organisation s		2000
Corporate sponsorship		
Business/philanthropic contribution		500
Other government contribution	NIL	
Fees/admission	450 x \$5.00	2250
Food and drinks		500 +
Raffles/Fundraising		
Other (please specify)		
		<u>7750</u>

Total Income of event

EXPENSES

Source	Total \$
Administration	150
Advertising (from Question 3.7)	150 5105.00
Printing	150
Marketing materials	
Hire fees	800
Entertainment	250
Food and drinks	750
Prizes/donations	350
Permit fees	
Other (please specify)	

Total expenditure of event ~~\$3355~~ \$7555.00

Part Five – Authorisation and Compliance

This is to be signed by two executive committee members of the group/organisation

I declare that the information supplied in this form is to the best of my knowledge accurate and complete.

Name: B. Home

Name: Carol Kennedy

Position: PRESIDENT

Position: Secretary

Address: "BUSHFIELD" FINLEY

Address: "Kelham" Berrigan

Phone: 0358852547 (A/H)

Phone: 0358852782 (A/H)

(B/H) 0428852547

Phone: 58831033 (B/H)

Signature: B. Home

Signature: Carol Kennedy

Date: 1-3-16

Date: 1/3/2016



Major Event Funding Application Form

Information provided in this application will be used to determine Council funding.
Applications will be assessed by the Events Committee.

Part One – Details of Group/Organisation Making Application

1.1 Group/Organisation Details

Name of Group/Organisation: [Southern Riverina Health & Wellbeing Committee](#)

Address of Group/Organisation: [119 Murray Street Finley NSW 2713](#)

1.2 Contact Details

Name: [Angela Peris](#)

Position: [President](#)

Postal Address: [PO Box 106 Berrigan NSW 2712](#)

Telephone No. (B/H) [0400 719 093](#)

(A/H) [0400 719 093](#)

Fax No.: [N/A](#)

Email address: srhwcommittee@gmail.com

1.3 Proof of Incorporation

Does the group or organisation have legal status of organisation (Incorporated, Association)?

Please tick appropriate box and provide registration number and date of establishment:

Yes Registration Number:.....
Date of Establishment:.....

No

1.4 What is your Group/Organisation GST status? (Please tick one box below)

- No ABN and not registered for GST (please attach a Statement by Supplier).**
- ABN but not registered for GST (please attach a copy of the ABN Certificate).
- ABN and registered for GST (please attach a copy of the ABN Certificate).
- Currently applying for ABN/GST registration (when received Council will require this information before funding can be made).
- Section 355 Committee of Berrigan Shire Council.

1.5 Provide a brief description of nature and objectives of the group or organisation.

[Our vision is to support & promote holistic approach to health & wellbeing to uplift community spirit & community togetherness by living life with a healthy body, a healthy mind and a healthy soul/spirit.
Many people are struggling with numerous health issues from depression to overweight and from heart disease to cancer.](#)

[The aim of the Southern Riverina Health & Wellbeing committee is to promote health, fitness and beauty and to maintain good health, positive mind set and harmony amongst the people within and outside our communities.](#)



Major Event Funding Application Form

Part Two – Event Overview

2.1 Event Title

Southern Riverina's Health, Fitness and Beauty Expo 2016

2.2 Event Description (Briefly describe the proposed event in one or two sentences)

Holding an annual Health, Fitness & Beauty expo (Weekend before Mother's day) bringing array of Natural therapy practitioners to promote and share their expertise and skills to promote health & wellbeing to people in our country towns. The event is attracting practitioners from far and wide. Natural health practitioners as well as healthy food and beverage stalls, will be promoting how to maintain good health, fitness and beauty from within. No alcohol is permitted at the event. There will be guest speakers sharing their experience in how to live a healthy life naturally.

2.3 Location of Event (Address)

Berrigan Race Course - Cobram Road Berrigan

2.4 Event Start Date: **30 / 04 / 2016 (Saturday)** Finish Date: **01 / 05 / 2016 (Sunday)**

2.5 Has the event been held in previous years? If so, how many years?

Yes, 2013 & 2014 at the Memorial Hall Chanter Street Berrigan

2.6 Please specify any other assistance (financial and in-kind) that has been provided to the group or organisation by Council over the past three years and for which project/event.

No financial support. There is always moral support and good advice from Council's event coordinators.

2.7 Has a representative of the group met with Council staff before lodging this application?

Yes, The members of the committee met with Merran Socha and Michelle Koopman 3rd September 2015.

No

2.8 How many people are expected to attend this event?

Approximately 350 - 500

2.9 How did you estimate this number? (please provide any evidence from previous events)

We hope to exponentially increase the attendance from previous year's events. We had over 100 people attend the past 2 years. It was a new concept and many people were not aware of the event. We also had limited resources then to promote the event. We feel the event is now something the community is looking forward to, as we have had many people enquire when the event will be – since we postponed 2015 event to 2016 – following our meeting with Merran last year.

This year we have formed a committee and have many members join our group to support the event. There has been an excellent response this year from health practitioners showing interest to showcase their products and services. We have also expanded the concept of the event this year by opening our vision to incorporate not only Health, but also FITNESS and BEAUTY, which will attract younger population as well.

Our biggest draw card for 2016 is the great venue we have been able to secure – The Berrigan Race course as the venue for 2016 Health, Fitness & Beauty expo. There has been a great response due to the venue change. We are very positive to market this event to draw people to Berrigan to promote healthy lifestyle for all ages and support Berrigan and surrounding towns with positive attitude and positive mind set to live a healthier and happier life. We aim to put Berrigan on the map as the 'Wellbeing town' of the Southern Riverina. This event will attract people to Berrigan to enhance and promote the local businesses.



Major Event Funding Application Form

Part Three – Project Funding Assessment Criteria

It is important that all sections are completed to assist the Committee in their assessment, and that your responses target the assessment criteria contained in the Funding Guidelines. Attach additional pages if required.

3.1 Event Rationale

What is the main objective of holding this event?

To encourage, inspire and maintain excellence in health & wellbeing of communities in the Southern Riverina and surrounding towns. As depression, mental health concerns and abuse of illicit drugs are dramatically increasing in the regional country towns, we aim to bring services and skills to help our local country folks to know about different modalities that may help bring harmony to their lives to live a healthy life.

3.2 Event Stakeholders

Please list all stakeholders that will be involved in staging the event, including task/s or role.

Angela Peris – President & the Treasurer of the SRHW Committee – Angela will be the main organizer of the event. Angela has organised 2 previous Heath & Wellbeing expos, here in Berrigan and she is passionate about promoting healthy body, healthy mind and healthy spirit to help people live a better life. She has a wealth of knowledge on holistic/natural health. Angela has excellent writing skills and has already written a lengthy editorial to the Whatz on Magazine/March issue. Angela is in touch with the SRN to bring this expo to the forefront of the country folks.

Tabatha Smith – Secretary of the SRHW Committee – Tabatha promotes healthy eating and is the owner of the iCrave Healthy Living store in Finley. She has helped many people learn about how to care for the body with healthy eating habits. Tabatha is passionate about helping people live and enjoy better health naturally. Her main role for the expo is liaising with the Race club for venue planning, correspondence, inviting special guests and to promote the event through social media.

Tabatha holds the position of Treasurer at the Finely Chamber of Commerce.

Margaret Graham – Membership Secretary of the SRHW Committee, Margaret is in many committees within the Berrigan shire and has connections with different organisations to link with all areas of the shire to draw people to the expo. She is caring and understanding to help people live a healthy life. Margaret also manages memberships and registration of the practitioners for 2016 expo.

Ryan Lock – Publicity Officer of the SRHW Committee – Ryan has great communication skills and is very keen to promote this event to people from far and wide with his links to people in Melbourne, South Australia and Canberra. Ryan is our fitness guru and recently awarded from his industry peers as the 'Personal trainer of the year'. We are so honoured to have Ryan in our team, as one of Australia's most successful fitness instructors.

Ryan is our media personnel who will connect with SRN and other media links for promotions and advertising.

3.3 Organisation Background

Please provide examples of previous events staged by your group or organisation

We are a newly appointed committee and this is the very first event that we are staging together. Angela Peris has hosted the opening ceremony of her Health Retreat in 2012 as well as holds many health seminars around the towns. She has hosted the last 2 health & wellbeing expos here in Berrigan, which were well organised, run professionally and well received by the community.

3.4 Funding Requested from Council

Amount **\$ 1700.00**



Major Event Funding Application Form

Please explain what the funding will be used for?

Funding will be used for marketing and promoting the event. SRN will give us an advertising package to promote the event through all Newspapers in the surrounding towns. If funding becomes available, we are planning to extend our advertising to place TV promotions on Shep TV. Funding will be used for other forms of promotions – Radio 2QN advertising to reach out to communities far and wide to draw people to the event.

3.5 Event Plan

Please provide a clearly identified project plan including event stages, action dates and responsibilities.

<i>Event Stage</i>	<i>Completion Date</i>	<i>Responsibility</i>	<i>Comments</i>
Book venue – Berrigan Race Course	10/2/16	Tabatha / Angela	Approved / Confirmed
Editorial & advert for what's on Magazine	2/2/16	Angela	Done/ for March issue
Apply for Grant – BSC	7/3/16	Angela /Tabatha	Applied
Send expression of interest to health Practitioners / stall holders	Still open	All members of committee	
Invite VIPs/ guest speakers	Before end March	Angela/Ryan	
Opening ceremony dancers	End March	Angela	Confirmed one /waiting for another to confirm
Recheck venue for stall allocation	End March	All members of committee	Will arrange with race club.
Draft banners and advertising flyers	15/3/16	Angela/Margaret	Flyer done for save the date
Registration for stall holders	15 th April 16	All members of the committee	Registrations will close 15/4/16
Music for event	3/3/16	Angela	Booked /to be confirmed
Food stalls	15/4/16	All members	Already have a few confirmed
Notify Berrigan Shire Council /events coordinators	March 2016	Angela	Informed Merran Socha & Michelle Koopman
Seek sponsorship for event funding	End March	All members	Ask local businesses to sponsorship – with benefits for their business as well.
Open bank account for the SRHW committee	February 2016	Margaret/ Tabatha	Opened with NAB Finley
SRN & other media advertising	Mid April 2016	Angela/Ryan	Booked with - Sarah Bain SRN
Inform local ambulance and police re event	By Mid March	Ryan/ Angela	Will sought their advice for event
Print Expo booklet	25/4/16	Angela/Tabatha	Will promote local businesses.
Cleaning of venue after the event	2 nd May 2016	All members	Will attend to cleaning & rubbish removal
Present Balance sheets/ summary of Expo	End May	Angela/Tabatha	Will email to Merran

3.6 Economic Impact

Estimated number of visitors from outside the Berrigan Shire: 150 est

Estimated number of visitors from inside the Berrigan Shire: 150 – 200 est

How do you propose to attract visitation to the event?

Social media advertising. Emails to all data bases. Promote through word of mouth. Flyer distribution. Banners at selected locations. Newspaper adverts throughout Southern Riverina. Editorial March issue of What's on magazine. If funding is available for us, we plan to extend our advertising through Shep TV / Albury radio and Radio 2QN.



Major Event Funding Application Form

What economic opportunities will the event provide in terms of local shopping, dining or accommodation?

There will be many visitors from interstate and surrounding towns. Health Practitioners and visitors will use local accommodation at the motel and caravan park. They will be dining at the local club/hotel and pubs. They will be here for 2 days to shop and see the town. We ultimately want people to visit Berrigan for its wellbeing and tranquil surroundings. We aim to put Berrigan on the map, as the 'Wellbeing town of the Southern Riverina/New South Wales.

3.7 Marketing and Promotion

List the activities that you will undertake to market and promote the event (how, when and through which mediums), identify who you are trying to attract by the activity (age, geographic location, special interest group), and how much each will cost. Enter total cost under Expenses "Advertising" in Section 4.1 Program Budget.

This is our desired marketing program however we are asking Council to support the radio advertising campaign and a portion of the Banners and Flyers.

Dates	Advertising medium (Print, TV, radio, internet, etc.)	Advertising reach (e.g. circulation, no. of flyers, no. of adverts, etc.)	Scope	Est. Cost
e.g. 21/07/11 – 21/08/11	Radio – StarFM,	60 x 15 sec ads	Wodonga, Shepparton, Wagga	\$2,500.00
March 2016	What's on Magazine	½ page editorial with advert	Echuca/Mildura/Albury	\$ 300
15/3/16 – 30/4/16	Banners and flyers	2-3 large banners/ 5-6 small banners to display within towns 2000 flyers	Surrounding towns	\$1000 approx. \$325 from funding
Now till 01/05/16	Social Media	Boost posts	Wide/nationally	\$500 approx
13/4/16 – 27/4/16	SRN/News media	½ page editorial/adverts		\$1200
April 2016	Strathy News	½ - 1 page advert	Strathy / Katanga etc	\$150 - \$200 approx
April 2016	TV advert (If funding available)	Shep TV		\$2500 approx
April 2016	2 QN radio(If funding available)	40x 30sec	See attached quote from 2QN	\$1375 from funding
By 25/4/16	Expo booklet	For all attendees	All attendees / surrounding towns	\$ 800 approx
30/4/16	Flyers (If funding available)	1500 - 2500	Griffiths/ Nagambie/Seymour	\$1000 approx
Total Advertising Cost				

What process will or have you put into place to engage co-operation with local businesses?

Meeting with the local accommodation services to inform of bookings of practitioners. Provide opportunities for local businesses to promote and advertise in the Expo booklet. Sponsorship opportunities for local businesses to benefit from promoting their businesses to visitors.

3.8 Community Benefit

How will the event provide affordable entertainment?

This event will benefit our local communities to link and share how to promote health and wellbeing. It is a social family fun event as well as promoting health, fitness and beauty for all ages. We feel so positive already with the enthusiastic and interested people who are waiting for the event to take place. Our vision is to bring together practitioners who promote health, fitness and beauty to our children, the youth as well as the mature folks.

Admission fees are kept to a minimum with pensioner discounts, member discount and free for children under 12yrs.



Major Event Funding Application Form

How will the event promote partnerships with other community organisations?

Community organisations are officially invited to participate to promote their services – eg: Red Cross, Lions, Rotary club, Apex club. We are awaiting their response to participate. A small fee of \$10 is charged for the stalls to cover overheads. If a community group cannot afford a small fee that it is discretionary for the Committee to make that final decision based on their situation.

How will the event promote cultural awareness?

Culturally we will be recognising the respecting the origin of the land with an Aboriginal cultural dancers followed by Children's performance. We promote traditional and authentic cultural food and health products from and within the Australian country producers.

How will the event promote youth involvement?

We intend to draw people of all ages with fitness and beauty stalls. Event advertising at the HQ Gym and within the community groups to draw younger generation to seek good health for their body as well as the mind. There will be children's performances (JATS.) to attract young ones to be involved in healthy living mind set.

Please list any community groups or organisations that will benefit from event profits and estimate approximate donation.

We have not decided on the distribution of profits as yet. We intent to put or profits back to benefit the community to maintain & sustain better health naturally by promoting and sharing health, fitness and beauty with the local schools by having health talks and fitness sessions. We are passionate about helping our next generation live a healthy life. We have invited Jerilderie Arts & Talents (JAT's) group to perform at the expo. We will donate to these organisations to promote their worthy cause.

How does the event demonstrate a commitment to waste wise/recycling program?

Providing adequate waste bins and recycle bins with proper labelling of them. Cleaning up after the event and disposing all rubbish appropriately.



Major Event Funding Application Form

Part Four – Financial Details of Project

A copy of the groups/organisations latest annual report and financial statement (including balance sheet) must be attached to this application.

4.1 Program Budget

INCOME	
Source	Total \$
Amount requested from Council (<i>from Question 3.4</i>)	\$5000
Funds provided from your organisation	We have only just formed the organisation – therefore, have no funds collected yet. We will have funds through memberships and stall holders and as well as the admission fees. At this stage it is expected that the event will be able to fund any gaps with, fees from stall holders and membership fees.
Corporate sponsorship	Not confirmed
Business/philanthropic contribution	Nil
Other government contribution	Nil
Fees/admission	\$60/day for stall holders. Admission fee to public - \$10/day. Pensioners \$8 and children 12-18yrs - \$5
Food and drinks	Stall holders fees
Raffles/Fundraising	To be confirmed
Other – sponsors	To be confirmed
Total Income of event	

EXPENSES	
Source	Total \$
Administration	Generous time by the committee members
Advertising (<i>from Question 3.7</i>)	\$3000
Printing	\$1000
Marketing materials	\$2000
Hire fees (Venue)	\$500
Entertainment (Music)	\$600
Food and drinks	To be confirmed
Prizes/donations (For VIP Guests)	\$150
Permit fees	To be confirmed by the Council
Other (please specify) if security is needed	To be confirmed
Total expenditure of event	



Major Event Funding Application Form

Part Five – Authorisation and Compliance

This is to be signed by two executive committee members of the group/organisation

I declare that the information supplied in this form is to the best of my knowledge accurate and complete.

Name:.....	Name:.....
Position:.....	Position:.....
Address:.....	Address:.....
.....
Phone: (A/H).....	Phone: (A/H).....
(B/H).....	Phone: (B/H).....
Signature:.....	Signature:.....
Date:.....	Date:.....

Part Six - Checklist

	Yes (✓)	Committee Use Only
Required:		
All questions have been answered	yes	
Copy of budget for the project	yes	
Evidence of public liability insurance with coverage of \$20m, (noting Berrigan Shire Council as an interested party -will follow up with this if funding granted)	yes	
If applicable:		
Copy of incorporation (Copy of constitution of SRHW Committee)	yes	
Proof of ABN	N/A	
Details of registration for GST	N/A	
Copy of latest Annual Report	N/A	
Additional supporting information (Advertising quotes)	yes	
Letter/s of endorsement from contributing organisations	yes	
Letter/s from community groups/stakeholders supporting event	N/A	

Please forward completed applications to:

The Secretary
 Berrigan Shire Council
 Events Committee
 P.O. Box 137
 BERRIGAN NSW 2712



Premier
& Cabinet

Preparing for Change: Guidance for Councils

February 2016

Department of Premier and Cabinet

Preparing for Change: Guidance for Councils

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PART 1

Introduction

1.1 PURPOSE AND STRUCTURE OF THIS DOCUMENT

The NSW Government has been working with councils since 2011 to help strengthen local communities.

On 6 January 2016, the Minister for Local Government made 35 proposals for council mergers. The Minister has referred these proposals to the Chief Executive of the Office of Local Government for examination and report under the *Local Government Act 1993*. The Chief Executive has delegated this function to a number of people (Delegates). It is expected that the outcomes of the proposal examination and reporting processes will be known by around mid-2016.

Delegates are required to examine and report upon each merger proposal rigorously and fairly. Decisions on any merger proposals will only be made following the completion of this process.

This document provides guidance only to councils wanting to prepare for a potential merger while the proposal examination process is occurring and councils will need to obtain their own independent legal and other expert advice. The document may be used at the discretion of the council and is aimed primarily at council staff who are leading or contributing to preparations for a potential merger.

In some cases, councils may individually begin preparing for a potential merger. Ideally, councils will work together with other councils subject to the merger proposal. This document provides guidance for both councils who decide to work individually and councils working together.

Preparatory work undertaken during the proposal examination process can provide a positive foundation for the future without pre-empting the outcome of the examination process. Through Integrated Planning and Reporting, councils have experience with the benefits of planning for more than one potential future.

There is already extensive knowledge, experience and capability for innovation within councils and amongst other stakeholders including industry unions. This document respects this existing local capacity and seeks to complement it with guidance and advice.

Local Government NSW is leading the development of more detailed resources to assist merging councils, and it is likely that other industry and professional bodies will also provide a range of guidance, support and training.

The Office of Local Government has also issued a circular and guidelines to support council decision making during the proposal examination process.

The NSW Government will provide further direction for merging councils during 2016.

This document provides guidance for councils working individually and councils working together.

For ease of reference, this document is divided into three parts. Throughout the document, connections between sections and links to supporting resources are hyperlinked to aid navigation.

1

PART 1 INTRODUCTION

Provides high level guidance and contextual information which will be useful for all key staff to read.

2

PART 2 GUIDANCE

Provides targeted guidance for key areas:

- communications
- human resources
- finance
- legal matters
- services and systems.

It has been designed so that staff can focus on the sections that are most relevant to them.

3

PART 3 RESOURCES

A library of resources is provided at the end of the document. It contains tools such as checklists and sample tables of content for key documents. These resources are provided as a starting point to be adapted to suit local needs and circumstances.

Reference to legislation

Throughout this document the *Local Government Act 1993* is referred to as 'the Act' and the *Local Government (General) Regulation 2005* is referred to the 'the Regulation'.

Where other legislation is mentioned, the specific statute is made clear in the text.

1.2 PROCESS AND TIMING

This document focuses on the period during which merger proposals are being examined and reported upon. It refers to this as the **preparation phase**. It is expected that this phase may continue until mid-2016.

To help councils consider and plan for a potential merger, this document also makes reference to a potential **implementation phase**. This would be the period from which new councils are announced or proclaimed.

Should implementation progress, further guidance about the process will be released later in 2016.

1.3 PRINCIPLES

The following principles provide guidance to councillors, council staff and communities about the way the NSW Government expects both the preparation and implementation phases of potential mergers to be conducted.

Councils may wish to use these principles to help guide their preparation process and tailor them to suit local contexts.

Principle	Description
Service	Maintain seamless service delivery to communities
Opportunity	Embrace opportunities to improve services and infrastructure for communities
Cohesion	Bring together and build on the strengths of strategies, structures, staff and systems
Engagement	Inform and involve communities, staff and other partners, including industry unions, in planning and implementing change
Integrity	Ensure ethical, open and accountable governance and administration
Respect	Value the knowledge and contributions of staff, communities and other partners

1.4 LEADERSHIP AND COLLABORATION

Contemporary organisational research emphasises the importance of leadership, culture and teamwork in creating and maintaining high-performing organisations. Having strong leadership teams that work effectively together and with staff during times of change is particularly important.

For leadership teams this will mean working closely across the executive team and with key managers and staff. Ideally, it will also mean working with the leadership teams of other councils subject to the merger proposal.

For all councils, the process of preparing for a potential merger may be supported by:

- developing a shared vision of success for change, with a clear plan to get there
- regular face-to-face meetings to help maintain important relationships and partnerships
- drawing on the strengths and skills of staff throughout the organisation/s
- constantly monitoring and communicating progress and outcomes
- celebrating major milestones and other successes
- respecting the history and achievements of the council/s and the contribution of staff, communities and other partners.

1.5 KEY GOALS

Councils will use local knowledge and experience to determine the best way to prepare for change.

To support these planning processes, eight key goals have been identified to help councils consider and focus on the areas likely to be most critical in preparing for a successful potential merger.

1 Establish collaborative working arrangements within, and preferably between, councils

It will be particularly beneficial for councils working together to form a working group or committee to lead preparation for a potential merger. This could include councillors and/or senior cross-organisational representation from all councils working together. A transition working group could be chaired by one of the General Managers or Mayors for the entirety of the preparation phase—or by each of the General Managers or Mayors on a rotating basis.

It would also be beneficial for councils working individually to establish a cross-organisational working group or committee which may also include employee representatives and their unions to help lead preparations for a potential merger.

A transition working group or committee could have a range of functions, including overseeing:

- preparation of an Interim Transition Plan
- preparation and initial delivery of communication and engagement plans for the community and staff
- preparation of an Information and Communications Technology Plan
- a wide range of due diligence activities.

Councils may also want to form sub committees focused on preparing for key areas like human resources or finance.

2 Develop an Initial Transition Plan

It is suggested that councils preparing for a potential merger develop an **Initial Transition Plan** early in the preparation phase. It would be particularly beneficial for councils to work together on this preparation task.

An Initial Transition Plan developed together would assist councils to be well prepared and have a solid and agreed foundation in the event that an implementation process proceeds.

The Initial Transition Plan should be prepared:

- in accordance with the suggested **principles** guiding change
- in close consultation with key staff and ideally with councils working together
- with a focus on the key goals
- with a clear understanding of the costs and benefits of activities
- with risks and associated strategies identified
- with a clear framework for monitoring and communicating progress, closely linked to the identified risks.

A suggested table of contents for the Initial Transition Plan is included in **Resource A**. It is provided as a starting point to be adapted to suit local needs and circumstances.

While local circumstances will determine the areas that are most important to plan for in an Initial Transition Plan, priorities are likely to include service continuity and service improvements; communication with staff, communities and other partners; and matters related to service continuity such as information and communications technology (ICT), staff delegations and financial management.

3 Ensure service continuity and plan for potential service improvements

Councils should provide confidence to communities and customers that existing services will continue during the preparation and implementation phases. It is suggested that councils use a wide range of communication methods to inform communities and customers that services will continue as usual.

While many of the benefits of merging councils will be maximised over the medium to longer term, there may be opportunities for councils to identify and deliver smart service improvements in the early stages of the implementation process. These opportunities will vary from council to council.

Opportunities for service improvements could be identified and included in the Initial Transition Plan. Potential improvements may include:

- wider access to services and facilities, including customer service centres
- improved websites, with the possibility of additional functionality for some councils.

Guidance on service continuity is provided in **Section 2.5**.

4 Inform and engage community and other partners

Continuing strong relationships with the community and other partners will be critical to a successful preparation and implementation process. This includes:

- communicating comprehensively and frequently
- maintaining usual engagement processes including public meetings and sourced media, civic activities, committees and advisory groups.

It may also include engaging the community and other partners in planning for the new council, particularly around its vision, priorities and identity.

It is expected that Community Communication and Engagement Plans will be prepared by early 2016, with some initial communication activities delivered at that time. It is expected this plan would be closely monitored and updated frequently during the preparation phase. This plan will provide a story basis for community engagement undertaken to develop the first Community Strategic Plan of any new council.

Guidance on communicating and engaging with the community and other partners is provided in [Section 2.1](#).

5 Support staff to understand the potential change process

The success of a new council will increase with a positive and service-focused organisational culture. This will include staff feeling secure in their employment, understanding their roles in the new council and being excited by the potential for development and other opportunities. In this respect, developing ongoing transparent and productive relations with the industry unions will be important.

Staff Communication and Engagement Plans will help ensure communication with staff begins early and remains frequent.

Key milestones may include staff being clear about what the Act says about employment security and how vacancies may be managed during the preparation and potential implementation phases. Communication about the likely process, in accordance with legal obligations, for developing a new salary system and understanding how it is proposed they would transition into roles in the new organisational structure, should a merger occur, would also be beneficial.

Guidance on engaging and communicating with staff and managing cultural change is provided in [Section 2.2](#).

6 **Begin to analyse integrated planning and reporting documents**

The Integrated Planning and Reporting (IP&R) documents of existing councils will be key inputs to the development of the IP&R framework for the new council.

Councils working together during the preparation phase may want to conduct an initial analysis of the IP&R documents of the councils subject to the merger proposal. The focus at this early stage should be particularly on the Community Strategic Plan and, potentially, the Delivery Program.

Early analysis of IP&R documents will help councils to:

- document and express common values
- begin to develop a cohesive vision and direction for a new council.

Councils may also want to begin thinking early on about a Community Engagement Strategy to support the development of a new Community Strategic Plan. This will be a critical process for developing community ownership of a new council.

7 **Start considering a new council identity and website**

Councils may want to begin work on developing a new council identity and website. This is another preparation task on which it would be particularly beneficial for councils to work together. It is likely that the name of a new council area would be included in the proclamation.

The visual identity includes elements such as the logo, colour palette, fonts and other visual identifiers.

A new website will be an essential component of any new council and will also be an important contributor to maintaining service continuity, including the ability to do business online. The new website would feature the name and identity of the new council. It will be a key component of the launch of the new council.

Guidance on the development of the council identity and website is contained in [Section 2.1](#).

8**Plan for streamlined access to do business with council in person and online**

A wide range of people and organisations do business with councils. This business includes:

- paying bills, such as rates or childcare fees
- applying for permits and licences, such as parking and outdoor dining
- booking parks, sportsgrounds, halls and other facilities
- lodging development applications
- booking household services, such as a replacement bin or clean-up collection
- reporting issues, such as dumped rubbish and broken footpaths
- responding to tenders and other procurement processes.

Where mergers occur, residents, ratepayers, businesses, suppliers and other customers should be able to do business with councils without interruption. This includes the ability to access customer services centres in person and to do business online.

In many cases, customers may have an improved ability to do business with councils. They may be able to access Customer Services Centres in a wider range of locations and may also have access to an expanded range of online services.

Guidance on services and systems is provided in [Section 2.5](#).

1.6 ROLES AND RESPONSIBILITIES

Table 1 below summarises possible areas of responsibility and input for key council staff when preparing for potential change.

TABLE 1 POTENTIAL ROLES AND RESPONSIBILITIES	
Role	Areas of responsibility
General Manager	<ul style="list-style-type: none"> • Ensuring business and service continuity. • Coordinating development of key plans to help guide potential change. • Leading communication to staff, communities and other partners. • Maintaining a positive work culture during a time of potential change.
Executive Team	<ul style="list-style-type: none"> • Supporting the General Manager. • Supporting development of key plans to help guide potential change. • Ensuring business and service continuity. • Supporting communication to staff, communities and other partners. • Helping to maintain a positive work culture during a time of potential change.
Communication and engagement staff	<ul style="list-style-type: none"> • Supporting the General Manager, Executive Team and HR staff in preparing engagement and communication plans for community and staff. • Beginning preparing for a new visual identity and website. • Supporting effective communication to staff, communities and other partners.
Human resources staff	<ul style="list-style-type: none"> • Documenting existing employment arrangements. • Investigating possible approaches to developing a new salary system. • Supporting communication to staff. • Helping to maintain a positive work culture during a time of potential change.
Finance staff	<ul style="list-style-type: none"> • Supporting the General Manager and Executive Team in reviewing and preparing financial resources and systems, for both the potential creation of a new council and the wind up of the existing entity. • Contributing to preparation of information and communications technology reviews and plans.
Legal staff	<ul style="list-style-type: none"> • Coordinating assessment of current assets, rights and legal liabilities. • Reviewing key legal documents.
ICT staff	<ul style="list-style-type: none"> • Contributing to reviews of technology opportunities, services and systems, and other technology requirements. • Helping to review and maintain systems to support business and service continuity. • Supporting the Executive Team and communications and engagement staff in investigating requirements for council websites and other public interfaces. • Supporting preparation of information and communications technology plans.

PART 2

Guidance

2.1 COMMUNICATION AND ENGAGEMENT

This part focuses on likely key activities for communication staff during the preparation phase:

- preparing communication and engagement plans
- maintaining and reviewing existing communication activities
- considering a new council identity
- considering a new website
- thinking about future engagement.

PREPARING COMMUNICATION AND ENGAGEMENT PLANS

An important early priority for councils preparing for a potential merger will be to develop a planned approach to communication and engagement. During this time of uncertainty and potential change, it will be important to:

- maintain clear, factual and consistent communication with the community and staff about the potential change
- maintain usual communication about council services, projects and events

In the event that a merger proceeds councils will need to ensure appropriate mechanisms are put in place involving staff and industry unions to ensure that staff have effective input during the process.

In some cases, it may be appropriate to begin engaging the community and other partners about potential opportunities arising from a merger.

Separate communication and engagement plans for the community and staff will allow councils to communicate about potential change in a way that resonates with and is easy to understand by each audience.

For councils working together during the preparation phase, it may be appropriate to develop overarching communication and engagement plans for the community and staff, with actions and responsibilities for individual councils.

Alternatively, individual councils may prepare their own communication and engagement plans. It would be preferable for councils working together to have consistency in key messages and major milestones. It may also be useful to coordinate use of some communications tools, such as media releases and key social media channels.

Communication and engagement plans, whether developed together or separately, should be monitored closely and updated frequently during the preparation phase.

Should a merger proceed, plans and processes from the preparation phase will provide a positive foundation for communication and engagement during the implementation phase.

A sample table of contents for a communication and engagement plan is provided in [Resource B](#). It provides a useful starting point for adapting to local circumstances.

It is likely that many councils will have their own communication and engagement plan templates, for example those prepared previously to support development of Community Strategic Plans or applications for special rate variations.

MAINTAINING AND REVIEWING EXISTING COMMUNICATION ACTIVITIES

It will be important that communities and staff are reassured that existing services, projects and events will continue while merger proposals are being examined.

Councils already use a range of methods to communicate with communities and other partners. Table 2 looks at how these methods can be used to communicate about service continuity and the merger proposal examination process.

TABLE 2 CONSIDERATIONS FOR KEY COMMUNICATION METHODS

Communication method	Considerations
Media	<p>Councils working together during the preparation phase may want to review existing media policies and procedures, particularly for matters relating to the potential merger. This may include:</p> <ul style="list-style-type: none"> • confirming designated council spokespeople • agreeing protocols for preparing and approving joint media releases • establishing approaches to managing media enquiries about the potential merger.
Newsletters and print media	<p>It is anticipated that councils will continue their regular schedule of community newsletters, 'council columns' and other regular advertisements in local print media.</p> <p>Existing requirements for advertising tenders and employment opportunities will also remain.</p> <p>Councils working together may want to consider ways to streamline and align the communication of information about the preparation process via newsletters.</p>
Social media	<p>Councils working together may want to review social media policies and procedures during the preparation phase to ensure consistency of key messages and major milestones.</p>
Website	<p>It is anticipated that websites of existing councils may be maintained for some time. Guidance on early work to prepare a new website is contained in Section 2.1.</p>
Events	<p>It is expected that councils will continue their regular schedule of community events during the preparation phase.</p>

CONSIDERING A NEW VISUAL IDENTITY

It may be appropriate for communications staff to begin thinking about the visual identity for the potential new council during the preparation phase, particularly where councils are working together. This may include elements such as the logo, colour palette, fonts and other visual identifiers.

The process for considering a new visual identity may include documenting and reviewing the visual identifiers of the existing councils and identifying common elements. It could also include some early engagement with staff and potentially the community, which could be built on with more comprehensive engagement should a merger proceed. It is likely that the name of a new council would be included in the proclamation.

CONSIDERING A NEW WEBSITE

If a merger proceeds, the new council will need to develop new internet and intranet sites. A new website will be an essential component of any new council and will also be an important contributor to maintaining service continuity, including the ability to do business with council online. The new website would feature the name and identity of the new council.

Preparing a new website will be one of the biggest tasks for communication staff in a new council.

Steps to developing new internet and intranet sites which could be undertaken during the preparation phase include:

- preparing website architecture
- designing a landing page
- prioritising information to transfer to the new structure
- ensuring functionality is maintained for payments, bookings, reporting forms, HR forms, online forums and other interactive elements.

Steps which should be prioritised during the implementation phase include registering a new domain name and finalising a landing page.

When decommissioning websites and existing online material, councils should ensure they meet the requirements of the [State Records Act 1998](#).

THINKING ABOUT FUTURE ENGAGEMENT

The Integrated Planning and Reporting (IP&R) documents of existing councils should inform the transition process, including development of a new Community Strategic Plan in consultation with the community.

Staged engagement with stakeholders and communities is often undertaken by councils over an extended period in the lead up to the preparation of a new Community Strategic Plan.

Councils working together may begin to analyse any engagement undertaken as part of recent processes including *Fit for the Future* and special rate variations as a foundation for the development of a future Community Strategic Plan, should a merger proceed.

Following analysis of recent engagement, councils working together may choose to begin preparing a Community Engagement Strategy to support the development of a Community Strategic Plan for a merged council.

2.2 HUMAN RESOURCES

This part provides information about employment arrangements during and after a merger proposal period. The information provides context for human resources staff during the preparation phase and when thinking about the potential implementation phase.

The remainder of this part focuses on likely key activities for human resources staff during the preparation phase, including:

- communicating with staff
- filling vacancies
- documenting current employment arrangements
- preparing for a potential merger.

This part concludes with some guidance for implementing successful change management. Where a merger proceeds it is important that councils work with staff and their unions during the change process.

INFORMATION ABOUT HUMAN RESOURCES

This section provides context for the preparation phase and when thinking about the potential implementation phase. It distinguishes between two types of council employees: senior staff and staff.

Senior staff of a council include the General Manager and holders of all other positions that have been identified in a council's organisational structure as senior staff positions.

Senior staff are employed under contracts that are performance-based and have a maximum term. Before and after any merger, senior staff can have their employment terminated or their positions changed in accordance with their contract.

Throughout the remainder of this part, the term 'staff' refers to non-senior staff.

For **staff**, 354C of the Act provides protection from forced redundancy during a proposal period. A proposal period is the period starting on the day an amalgamation proposal is made and ending:

- on the day the Minister decides to decline to recommend to the Governor that the proposal be implemented; or
- on the day specified in the proclamation implementing the proposal.

During this time, staff cannot be terminated on the grounds of redundancy unless they agree to the termination.

The Act also provides that if the employment of a staff member is transferred from an existing council to a new merged council, that staff member may not be involuntarily terminated on the grounds of redundancy within three years following the date the staff member's employment is transferred. In addition, the Act provides some further protection for staff based on location and employment conditions.

In the event of a merger, all staff employed by merging councils would be transferred to the new council entity, continuing on the same terms and conditions of employment.

Under s354E of the Act, any determination of the terms and conditions of employment of staff members while the proposal is being examined and prior to a new council being formed are not binding on the new council unless approved by the Minister. Under Regulation 406, an exception is made where the changed conditions:

- arise from an Award or Enterprise Agreement made before the proposal period began
- are part of an Award or Enterprise Agreement approved by the Industrial Relations Commission
- are the renewal of an employment contract entered into before the commencement of the proposal period.

Under these circumstances, Ministerial consent to change employment conditions is not required.

If a merger proceeds, there will be continuity of employment for all transferred staff. The Act provides that their length of service with the pre-merger council will be applied to the new council.

Under section 354I, staff cannot be required to transfer to a work base outside the boundaries of their former council area for three years if they would suffer unreasonable hardship. Factors to consider when determining whether a transfer would constitute 'unreasonable hardship' may include the:

- mode of transport used by the staff member to get to work
- available modes of transport to the staff member's home from the new location
- extent of the change in travel time and cost.

The fact it may take longer or cost more to travel to work does not necessarily make it 'unreasonable'.

There are some additional protections for staff in rural centres under section 218CA of the Act. A rural centre for this purpose is a centre of population that has a population of 5,000 people or less.

In such areas, any new council entity must ensure that the number of regular staff (permanent and casuals engaged on a regular and systematic basis) is maintained at the same level as before a merger occurs, as far as is reasonably practicable.

COMMUNICATING WITH STAFF

One of the most important roles for HR staff during the preparation phase is to support the General Manager and Executive Team to communicate with staff.

It will be important for all councils subject to a merger proposal to maintain clear and open communications with staff. This may include positive communication about opportunities created by the potential change.

Uncertainty and misinformation can occur in the absence of regular communication. Communicating quickly and frequently with staff so they have accurate information about the proposal examination process and potential merger will help to address fears and engender a more positive culture.

For all staff, regular communication and clear and fair processes will be important. For some staff, more will be required. This may include access to support through Employee Assistance Programs.

Job security is often the first concern for staff in a potential change process. It is important that staff are aware that, with the exception of senior staff, in most circumstances, the Act enshrines three years protection from forced redundancy for transferred staff. This is an essential piece of information to communicate to staff.

In addition to job security, staff should feel confident that their existing knowledge and contributions are recognised and valued. This in turn will help support a positive work environment for staff. Should a merger proceed, there will also be opportunities for development and promotion.

Important considerations for human resources staff as they communicate with staff include:

- supporting early communication, particularly to clarify employment arrangements
- supporting a positive workplace culture with strong staff engagement
- developing an early approach to managing potential staff vacancies
- documenting employment arrangements and conditions
- considering training needs for a range of staff, including customer services and finance staff
- considering how key HR and workforce management plans may be consolidated and potentially integrated
- considering how an interim joint Consultative Committee may be established.

FILLING VACANCIES

During the **preparation phase**, there may be staff turnover through retirements and other resignations. Councils will need to balance a number of factors when considering whether and how to fill vacancies:

- Can filling a vacancy be held over until the outcome of the merger proposal is known and, potentially, an organisational structure for the new council is resolved?
- Will this impact on service delivery?
- Can acting arrangements adequately fill the gap?

During an **implementation phase**, it will be important for staff from merging councils to have equal opportunity to apply for any temporary roles that may arise. Merit-based appointments—whether acting, temporary or otherwise—will be important to the success of the establishment of any new council.

If a new council is established, section 354H of the Act says that for three years following the transfer of staff to the new council, the new council must not externally advertise permanent non-senior staff positions if the General Manager is satisfied that one or more of the transferred non-senior staff are suitably qualified to fill the position. Existing staff must be notified and given reasonable opportunity to apply.

If, in the three years following the transfer of staff to the new council, council proposes to make an appointment to a non-senior staff position in circumstances where a transferred non-senior staff member was, immediately before being transferred to the new council, performing substantially the same duties for their former council:

- Council must not externally advertise the position;
- existing staff must be notified and given reasonable opportunity to apply; and
- preference must be given to any non-senior staff member who performed substantially the same duties for their former council.

In instances where there is more than one non-senior staff member who performed substantially the same duties, merit-based selection would apply.

DOCUMENTING CURRENT EMPLOYMENT ARRANGEMENTS

As part of their due diligence, councils preparing for a potential merger should consider collecting and reviewing the type of human resources documentation referred to in the Table 3. This will help obtain a complete picture of existing employment arrangements.

TABLE 3 HUMAN RESOURCES DOCUMENTATION

Area	Documentation suggested
Existing organisational structure	Councils should document the structure and lines of accountability, staff numbers, names, roles and positions.
Employment arrangements	<p>Councils should document:</p> <ul style="list-style-type: none"> • existing salary systems and their associated costs • positions and position descriptions • local agreements, local policies, any individual arrangements and the basis of the arrangement, as well as the costs.
Consultation arrangements	<p>Councils should document the way in which:</p> <ul style="list-style-type: none"> • staff have and their unions have typically been consulted on human resources, workplace safety and industrial matters • Consultative Committee representation has operated.
Workplace health and safety and workers compensation arrangements	<p>Councils should document existing:</p> <ul style="list-style-type: none"> • systems and processes • insurance arrangements • claims and unresolved matters.
Payroll arrangements	<p>Councils should document existing:</p> <ul style="list-style-type: none"> • ICT systems • frequency and cost of payroll • any specific or unusual arrangements • payment and banking arrangements.
Industrial issues	<p>Councils should document any active and unresolved matters.</p> <p>Councils should also prepare a brief summary of matters from the previous one to two years.</p>

ANALYSING EMPLOYMENT ARRANGEMENTS

Table 4 provides an overview of potential tasks to consider when analysing employment arrangements. In many cases, preparatory tasks can be progressed further when councils are working together.

TABLE 4 POTENTIAL TASKS WHEN ANALYSING EMPLOYMENT ARRANGEMENTS

Area	Potential tasks
Staff communication and engagement	<p>As discussed in Section 2.1, councils should prepare a staff communication plan and engagement plan. This may include:</p> <ul style="list-style-type: none"> • reviewing existing communication and engagement tools • establishing a staff consultative mechanism, with a broad remit to consider staff-related issues, excluding industrial relations matters. <p>Councils working together may consider bringing together key representatives from their joint Consultative Committees for initial briefings and/or discussion.</p>
Payroll	<p>Councils working together may begin to:</p> <ul style="list-style-type: none"> • evaluate payroll and information and communications technology systems • consider how a new payroll system could operate • consider how and when existing systems could be consolidated • consider how new systems should be tested prior to operation to retain integrity of employment records.
Staff training	<p>It is anticipated that 'business as usual' training will generally continue.</p> <p>Councils could also consider training which may need to be undertaken to enable the smooth establishment of a new council. This may include specific training for customer service, ICT and finance staff.</p> <p>Training is likely to encompass technical and professional training, as well as change management training.</p>
Organisational structure	<p>Councils working together may begin considering a potential organisational structure by:</p> <ul style="list-style-type: none"> • reviewing position numbers and descriptions • identifying opportunities for efficiencies and service improvements • planning ahead to ensure Award requirements are met • considering opportunities for potential staff transfers and redeployments. <p>The development of any new organisational structure must occur in consultation with staff and their unions.</p>

TABLE 4 POTENTIAL TASKS WHEN ANALYSING EMPLOYMENT ARRANGEMENTS

Area	Potential tasks
Salary system	<p>Councils working together may begin considering an approach to developing a new salary system. This process may take as long as 18 months. The development of any new salary system must occur in consultation with staff and their unions.</p> <p>They may also wish to consider how to develop an interim approach to salary and conditions for staff appointed should a new council entity be established.</p>
Human resources plans	<p>Councils working together may begin analysing:</p> <ul style="list-style-type: none"> • Equal Employment Opportunity Plans • Workplace Health and Safety Plans • Training Plans • Workforce Plans.

Implementing successful change management

Councils will have local approaches to change management based on the amount and type of change they have experienced. Councils may wish to build on previously successful methods or seek fresh ideas and additional support.

The following approach outlines eight key contributors to successful organisational transformation based on the work of change management and leadership expert John P Kotter.

Some points are relevant to the preparation phase while others would only be relevant should a merger proceed.

(1) ESTABLISH A SENSE OF URGENCY

Establish urgency while allowing time for key tasks to be undertaken to support each phase.

(2) FORM A POWERFUL GUIDING COALITION

Senior management teams will provide important local guidance and leadership.

(3) CREATE A VISION

Councils may wish to consider revising or supplementing the organisational vision or mission statement to help support positive change and provide a shared sense of purpose.

(4) COMMUNICATE THE VISION

Effective communication to staff about an organisational vision is fundamental to success and helps staff to understand how their roles contribute to the achievement of both organisational and community visions.

(5) EMPOWER OTHERS TO ACT ON THE VISION

Empower staff so they not only understand the organisational vision but can also realise the opportunities offered by a new council.

(6) PLAN FOR AND CREATE SHORT-TERM WINS

Improving services is an example of a 'quick win' that will help give confidence to staff and communities. It is vital these opportunities are identified early and valued: many benefits will be longterm but fresh ideas should be welcomed and shortterm gains planned.

(7) CONSOLIDATE IMPROVEMENTS AND PRODUCE STILL MORE CHANGE

Build on the individual and collective strengths of merged councils and recognise this is just the start of a longerterm change process that will promote a strong and sustainable local government sector.

(8) INSTITUTIONALISE NEW APPROACHES

Commence and consolidate the process of exploring new approaches to provide a strong foundation for ongoing, continuous improvement.

2.3 FINANCE

This part focuses on likely key activities for finance staff during the preparation phase:

- maintaining sound financial management
- preparing the budget
- documenting current finance arrangements
- preparing to integrate financial arrangements.

MAINTAINING SOUND FINANCIAL MANAGEMENT

Most financial planning, management and reporting processes will continue as usual during the preparation phase.

Councils will continue to undertake quarterly budgetary reporting throughout the preparation phase. Many councils choose to also report regularly on their Operational Plans. Councils are expected to continue their existing reporting commitments on Operational Plans during the preparation phase.

Auditing arrangements should also continue during the preparation phase, with Audit Committees continuing to meet as scheduled.

PREPARING THE BUDGET

Councils subject to a merger proposal should prepare an Operational Plan and budget for 2016-17. All requirements under s405 of the Act and Regulation 201 will continue to apply. This includes the requirement to exhibit the draft Operational Plan and statement of revenue policy and consider submissions before adopting the final Operational Plan.

The Operational Plan 2016-17 and associated budget, revenue policy and fees and charges should be based primarily on the direction

provided in the existing Delivery Program and Long Term Financial Plan.

Councils may want to provide commentary in the Operational Plan 2016-17 about the potential merger. This may include details of major budgetary assumptions that might change if a merger were to proceed. It may also include indicative costings for a potential merger.

Table 5 sets out assumptions that could be considered for key budget areas in 2016-17 for councils subject to a merger proposal.

TABLE 5 ASSUMPTIONS FOR KEY BUDGET AREAS	
Budget area	Suggested assumptions
Services	The budget should generally maintain the services and service levels in the Operational Plan 2015-16.
Staff establishment	The budget should maintain the staff establishment in the Operational Plan 2015-16.
Capital works program	<p>The budget should include capital works commitments identified in the Delivery Program and four year budget, particularly:</p> <ul style="list-style-type: none"> • grant funded projects • long term, staged projects. <p>Councils working together may consider collectively identifying any capital projects which could be deferred until a potential new council is in place.</p>
Rates	<p>The NSW Government's policy position is that existing rating structures will be maintained for a period of four years after a new council is formed.</p> <p>In the meantime, it is expected that the 2016-17 budget:</p> <ul style="list-style-type: none"> • rates may be increased by the rate peg • approved Special Rate Variations would continue • no new Special Rate Variation applications would be approved for councils subject to a merger proposal • applications to increase minimum rate levels above the statutory limit will not be approved for councils subject to a merger proposal • land revaluations due to take effect in 2016-17 will still apply.
Annual charges and user fees and charges	The budget should generally maintain the existing approach to annual charges and pricing methodologies for user fees and charges.
Financial Assistance Grants	<p>The budget should assume that Financial Assistance Grants will be maintained at existing levels for 2016-17.</p> <p>The national principle in relation to merged councils states, 'Where two or more local governing bodies are amalgamated into a single body, the general purpose grant provided to the new body for each of the four years following amalgamation should be the total of the amounts that would have been provided to the former bodies in each of those years if they had remained separate entities'.</p>

DOCUMENTING CURRENT FINANCE ARRANGEMENTS

It will be helpful during the preparation phase for councils to conduct an appraisal of their current financial assets and liabilities and evaluate all existing entities, operations and arrangements. This due diligence process will help identify and mitigate potential financial risks associated with a potential merger.

A typical due diligence process may include collection and analysis of documents such as:

- NSW TCorp's Financial Sustainability Assessment and Outlook
 - past annual financial statements
 - monthly investment reports
 - current Operational Plans, Delivery Programs, Asset Management Strategies and Plans
- The due diligence process may also include financial information contained within the *Fit for the Future* proposals of individual councils and the Assessment of council *Fit for the Future* proposals prepared by IPART.
- It is recommended that councils consider the:
- level and type of capital expenditure
 - value and condition of infrastructure, property and plant and equipment
 - amount of cash held
 - reserves and trust funds held
 - level and type of liabilities and commitments, including borrowings, bonds and deposits, and employee leave entitlements
 - status of accounts payable and receivable and any debt recovery actions that are underway or proposed
 - any industrial agreements and awards that apply
 - contracts and lease agreements already in place.

CONSIDERING POTENTIAL INTEGRATION OF FINANCIAL ARRANGEMENTS

Table 6 provides an overview of potential tasks to consider when preparing to integrate financial arrangements. In many cases, preparatory tasks can be progressed further when councils are working together.

TABLE 6 POTENTIAL TASKS WHEN PREPARING TO INTEGRATE FINANCIAL ARRANGEMENTS	
Area	Potential tasks
Registrations and taxation	<p>To plan for a seamless changeover to a new council entity, councils should begin considering establishment requirements in advance. This may include planning for:</p> <ul style="list-style-type: none"> • new Australian Business Number/s and Tax File Number/s • registrations for tax requirements, such as GST, FBT and PAYG withholding • identification as an employer for superannuation benefits • advice from superannuation funds about transfer of staff to a new council.
Insurances	<p>Councils should conduct a thorough review of existing insurance arrangements to ensure there is continuity of coverage should a merger proceed. This may include:</p> <ul style="list-style-type: none"> • preparing a schedule of current insurance cover • reviewing all current insurance coverage • identifying any outstanding insurance claims or related issues • reviewing any existing industry insurance pool arrangements • evaluating existing workers compensation coverage and insurance arrangements • preparing to notify insurers.
Bank accounts and payment systems	<p>Councils should consider any changes that will need to be made to existing banking arrangements, including investments, loans and payroll issues.</p>
Responsible Accounting Officer (RAO)	<p>RAOs are responsible for reporting and advising on a council's financial position and ensuring appropriate accounting records, systems and controls are in place.</p> <p>Councils should consider identifying the potential RAO for a merged council.</p> <p>If no designation is made upon the commencement of a new council, in accordance with Regulation 196 the General Manager of the new council would be the RAO.</p>

TABLE 6 POTENTIAL TASKS WHEN PREPARING TO INTEGRATE FINANCIAL ARRANGEMENTS (CONT.)

Area	Potential tasks
Financial policies, procedures and forms	<p>Councils should consider existing financial policies, procedures and forms which may be consolidated. This may include identifying relevant policies, procedures and forms.</p> <p>Councils working together may want to:</p> <ul style="list-style-type: none"> • prioritise areas and consider a potential timeframe for reviewing policies, procedures and forms • consider potential interim arrangements for a new council. <p>Potential policy areas to focus on may include:</p> <ul style="list-style-type: none"> • those relating to tendering and procurement of goods and services • Investment Policy (Investment Order under s625 of the Act) • Borrowing Policy (Borrowing Order under s624 of the Act) • Statement of Revenue Policy (s405 of the Act) • asset accounting policies including capitalisations thresholds, depreciation methods and disposal policies • payment of fees and expenses and provision of facilities to councillors (under s252 of the Act).
Financial systems	<p>It will be important for both good governance and ensuring 'business as usual' that councils prepare a consolidated view of their financial information in advance of any potential merger.</p> <p>Councils working together may begin considering the:</p> <ul style="list-style-type: none"> • way in which key financial information, such as budgets, purchasing commitments and transactions, can be consolidated • least disruptive, most cost-effective interim arrangements for a new core financial system • systems which may need to be in place to issue financial documents, tax invoices, cheques, payment remittance advice, purchase orders, payslips, rates and charges notices and receipts.

TABLE 6 POTENTIAL TASKS WHEN PREPARING TO INTEGRATE FINANCIAL ARRANGEMENTS (CONT.)	
Area	Potential tasks
Communications	Councils may develop a plan or checklist for communicating the name, contact details and ABN of the potential new council entity to relevant organisations such as banks, utility providers, superannuation funds, Australian Taxation Officers and customers.
Auditing	<p>Should mergers proceed, the Auditor General of NSW would become the external auditor for merging councils. New councils may need to terminate existing external auditor contracts once the final financial statements for the pre-existing councils have been issued.</p> <p>Councils working together may want to hold a joint meeting of the Audit Committees during the preparation phase. This could provide relevant input to preparing or assessing the progress of the Initial Transition Plan, including the monitoring of risk.</p>

2.4 LEGAL MATTERS

This part provides information about legal issues to consider during the preparation phase and when thinking about the potential implementation phase.

The remainder of this part focuses on key activities for staff during the preparation phase:

- reviewing legal oversight and management
- documenting current legal arrangements
- preparing to integrate legal arrangements
- considering local regulation.

INFORMATION ABOUT LEGAL MATTERS

This part considers a range of initial work relating to legal matters which councils may want to consider in preparation for a potential merger. This includes work relating to the transfer of assets.

Section 218C of the Act provides that a merger proclamation may include such provisions as are necessary or convenient for giving effect to the proclamation merging local government areas, including amongst others, provisions relating to the transfer or apportionment of assets, rights and liabilities and the continuation or termination of anything existing before the proclamation takes effect. Usually, this would include provisions that transfer assets, contracts, liabilities and rights of existing councils to the new council.

Information in this section is of a general nature. Councils subject to a merger proposal should consider the need to obtain independent legal and financial advice on appropriate steps they should take to prepare for a potential merger.

REVIEWING LEGAL OVERSIGHT AND MANAGEMENT

During the preparation phase, councils may need to enter into or renew contracts that would bind a new council.

It is important to ensure that council business can continue efficiently and effectively. However, councils should consider the potential of a merger and minimise the likelihood that they might impose unreasonable burdens or limits on any new council during the preparation phase.

To ensure legal oversight is appropriate for a time of change, councils may need to consider, and where needed, review management processes.

One way of achieving this is to review and potentially adjust existing delegations that will operate during the preparation phase. An analysis of delegations could include:

- establishing a register of all current delegations
- identifying delegations that may give rise to a significant new liability, right or acquisition
- adjusting some delegation triggers to a more conservative setting.

Councils working together may also consider the oversight and management of processes which may eventually be required if councils are merged, particularly those that may give rise to new liabilities, rights and obligations.

This may include identifying any differences in approach to delegations across potentially merging councils and consider what delegations might be made by any potential new council.

DOCUMENTING CURRENT LEGAL ARRANGEMENTS

It is suggested that a stocktake process be undertaken to identify existing assets, liabilities and rights of councils and enable relevant documentation to be collected in a systematic way.

Typically, this process would include collection and review of the type of documents listed in Table 7.

TABLE 7 LEGAL DOCUMENTATION	
AREA	DOCUMENTATION SUGGESTED
Contracts	<p>Identify relevant contracts, for example:</p> <ul style="list-style-type: none"> • government contracts and funding agreements • construction contracts • supplier contracts • sales contracts • agency contracts • insurance contracts • consultant and contractor contracts • employment contracts. <p>For each contract it may be useful to summarise:</p> <ul style="list-style-type: none"> • date, parties and capacities • consideration • term • renewal provisions • change of control provisions • rights of assignment • confidentiality • protection of intellectual property • termination provisions.
Loan and security arrangements	<ul style="list-style-type: none"> • Identify the amount, debtor, interest and repayment schedules for all finance and credit agreements, as well as bank guarantees.
Real estate	<ul style="list-style-type: none"> • Identify the details of all property owned by the council, including the address, encumbrances and interests, current use, certificate of title, leases or licenses on the land. • Identify the details of all property leased by the council, including the address, encumbrances and interests, current use, lease documents.
Plant and equipment	<ul style="list-style-type: none"> • Identify all fixtures, fittings, plant and equipment and other property owned by the council, along with their location. • Identify all fixtures, fittings, plant and equipment and chattels leased or hired by the council, along with their location.

TABLE 7 LEGAL DOCUMENTATION	
AREA	DOCUMENTATION SUGGESTED
Computer systems and technology	<p>Document the details of all:</p> <ul style="list-style-type: none"> • computer hardware and software owned, leased or licensed by the council, including any related software licence agreements • telecommunications services or facilities and related access and use agreements.
Maintenance and service agreements	<ul style="list-style-type: none"> • Collate copies of any agreements.
Intellectual property	<p>Document all:</p> <ul style="list-style-type: none"> • registered and unregistered trademarks and certificates • patents and registered designs and certificates • copyrights and certificates • business and domain names and certificates • proprietary computer software • intellectual property rights granted • employment or confidentiality agreements that protect the confidentiality of intellectual property.
Legal and administrative proceedings	<p>List all:</p> <ul style="list-style-type: none"> • current and pending legal proceedings and tribunal actions, including the venue, jurisdiction and status • potential litigation and legal disputes • debt recovery actions underway or proposed. <p>Streamline access to all legal or other professional advice relating to any current or potential proceedings.</p>
Interests in other entities, agreements and affiliations	<p>List details of interests held in other entities as identified Note 19 of the Financial Statements, including:</p> <ul style="list-style-type: none"> • subsidiaries • joint arrangements • associates • unconsolidated structured entities. <p>Collate memoranda of understanding and interagency agreements with other parties.</p> <p>List any other organisational affiliations, such as:</p> <ul style="list-style-type: none"> • sister cities • resource sharing arrangements with regional bodies • memberships.

PREPARING LEGAL ARRANGEMENTS FOR A MERGER

Once a stocktake process has been completed, documents can be assessed in relation to:

- What would be the practical effect of any proclamation transferring an asset, right or liability?
- What would be the exact nature of the asset, right or liability being transferred?
- Would any current arrangements terminate or need to be terminated?
- What further actions would be required to ensure effective management of the asset, right or liability?

The review of this documentation and determination of the practical effect of any proclamation may require legal advice. Some

documents may require legal interpretation and others may potentially impose unforeseen obligations on a new council entity.

The issues and questions to be addressed will vary across the range of assets, liabilities and rights.

Councils may also be reviewing and assessing any statutory requirements that may be necessary for a new council entity.

Table 8 provides a general overview of potential tasks when preparing legal arrangements, including considering statutory requirements and the effects of any merger proclamation. It is not exhaustive. For ease of reference, the table is presented by area in alphabetical order.

TABLE 8	POTENTIAL TASKS WHEN PREPARING LEGAL ARRANGEMENTS FOR A MERGER (CONT.)
Area	Potential tasks
Common seal	Councils may consider how official documents will be properly executed. Should a merger proceed, existing common seals will need to be replaced.
Contracts	<p>Councils should consider:</p> <ul style="list-style-type: none"> • warranties, indemnities and liabilities which may apply to existing contracts • whether there are any contracts that should not be carried forward to a new council and identify any action required. <p>Councils should also identify issues relating to contracts that may be transferred to a new entity, such as:</p> <ul style="list-style-type: none"> • Is it clear that rights carry forward relating to contractual liabilities that arise after a new council is established? • Are there any material contingent liabilities arising from any contract? • Are there unusual provisions that place a burden or deliver a benefit to council? • What significant capital commitments arise from binding contracts? • Are any actions required in relation to any affected employment contracts?
Intellectual property	<p>Councils should confirm that all trademarks, patents, copyrights, designs, and required business names would be transferred to the new council entity as a result of the proclamation.</p> <p>Questions to consider include:</p> <ul style="list-style-type: none"> • Is existing intellectual property sufficiently protected? • Do any new arrangements need to be entered into? • Do confidentiality agreements need to be varied or extended?
Interests in other entities, agreements and affiliations	<p>Councils should confirm details of interests in other entities that would be carried forward to the merged council under the proclamation.</p> <p>Councils should also:</p> <ul style="list-style-type: none"> • determine whether a merger would affect continuation of the interest and identify any actions required • determine whether a merger would affect any commitments under the terms of any existing MOUs or interagency agreements and identify any action required • document any requirements to notify others of a merger.

TABLE 8 POTENTIAL TASKS WHEN PREPARING LEGAL ARRANGEMENTS FOR A MERGER (CONT.)	
Area	Potential tasks
Legal and administrative proceedings	<p>Councils should consider the prospects of success and potential costs of current and proposed legal proceedings. Questions to consider should a merger occur include:</p> <ul style="list-style-type: none"> • Will existing litigation be determined by the anticipated merger date or transferred? • Will there need to be an application or notification to the court for proceedings to be continued by a new council entity? • What is the status and likely outcome of existing debt recovery actions? <p>Councils should also consider the assignment of rights to potential litigation.</p>
Loan and security arrangements	<p>Councils should:</p> <ul style="list-style-type: none"> • confirm the loan and security arrangements which would will be transferred to a new entity • review the borrowings register, including the: <ul style="list-style-type: none"> › purpose of each loan source › amount borrowed › outstanding interest rates and repayment schedule › prepayment provisions and penalties › intended source of funds for repayment (e.g. special variation) • review internal loans, including their intended purpose, conditions and term interest payments • review loan agreements made by existing councils with other organisations, including their purpose, conditions and status • consider whether there are any agreements and arrangements that should not be carried forward to a new council and identify any action required.
Permits	<p>Ensure that information is available on how to have all necessary permits, registrations, licences, authorities and consents in place. Important elements will include:</p> <ul style="list-style-type: none"> • Australian Business Number/s and Tax File Number/s • environmental and planning approvals • identification as an employer for superannuation benefits. <p>Further information about integration of financial arrangements is contained in Section 2.3.</p>

TABLE 8	POTENTIAL TASKS WHEN PREPARING LEGAL ARRANGEMENTS FOR A MERGER (CONT.)
Area	Potential tasks
Privacy	<p>Councils working together may want to begin reviewing and preparing to consolidate privacy management plans and policies so they comply with:</p> <ul style="list-style-type: none"> • the public’s right to access council information, as regulated under the <i>Government Information (Public Access) Act 2009</i> (GIPA Act) • <i>Privacy and Personal Information and Protection Act 1998</i> (PPIP Act) and the <i>Health Records and Information Privacy Act 2002</i> (HRIP Act) in collecting, using and disclosing personal and health information.
Registers	<p>Councils may want to consider how they will comply with requirements to establish and maintain relevant registers including:</p> <ul style="list-style-type: none"> • Pecuniary Interest Register • Political Donation Disclosures • Land Register. <p>This may include considering how they might consolidate registers.</p> <p>The land registers of existing councils would need to be validated as part of the assets stocktake process before they are consolidated.</p>

CONSIDERING LOCAL REGULATION

Issues that can be considered in advance include:

- continuity and consistency of processes for undertaking responsibilities that are delegated to local councils under environment, health and safety-related legislation in NSW
- different approaches to local approvals and orders across councils which are part of a merger proposal.

Some key areas of delegated regulatory responsibility to consider include:

- Planning – including development controls, development consents, complying developments, and change of use approvals.
- Building and construction – including certification and compliance with building standards and fire safety.
- Environment protection – noxious weeds, native vegetation, noise control, waste management, coastal protection, underground petroleum storage, stormwater drainage, sewage systems, contaminated land and solid fuel heaters.

- Public health and safety – including food safety, mobile food vendors, cooling towers, and swimming pools.
- Parking and transport – including road openings and closures, traffic management and public car parks.
- Companion animal management – registration of dogs and cats, dangerous dogs and surrendered animals.

The principle of service continuity should ensure that a new council deals seamlessly with, for example, previously-submitted development applications, issuing of certificates for construction work underway and other regulatory activities that may have commenced prior to a merger occurring.

2.5 SERVICES AND SYSTEMS

This section focuses on likely key activities relating to services and systems during the preparation phase:

- maintaining service continuity
- planning for potential change
- documenting current services and preparing to integrate.

The information contained in this section may be particularly relevant for service managers and ICT staff.

MAINTAINING SERVICE CONTINUITY

The primary focus of managing services and systems during the preparation phase should be on service continuity. The first of the suggested **principles** for the preparation and implementation phases states that seamless service should be maintained to communities.

Many staff will be very busy preparing for a potential merger, while also ensuring existing services are maintained. Consideration should be given to the availability of key staff during the preparation phase, including possible arrangements for seconding staff to undertake particular roles.

Details of consultants and contractors providing services to councils could be documented. Consultant and Contractor commitments and availability could also be clarified.

PLANNING FOR POTENTIAL CHANGE

Section 1 discusses the preparation of an Initial Transition Plan. This should include key tasks and milestones relating to services and systems.

In addition, councils which are working together should consider preparing a consolidated ICT Plan. The purpose of the plan will be to enable a newly formed council to continue efficiently to provide its core functions and services.

An ICT Plan could include direction on:

- email systems
- financial systems
- intranet
- network integration
- voice systems
- website
- wide area network (WAN) connectivity.

A suggested table of contents for an ICT Plan can be found at **Resource C**.

DOCUMENTING CURRENT SERVICES AND SYSTEMS AND PREPARING TO INTEGRATE

During the preparation phase, councils preparing for a potential merger should document a wide range of existing services and systems.

Councils working together may also start reviewing some services and systems in preparation for integration. This will enable councils which proceed to merger to:

- support service continuity
- increase stability for customers and staff
- realise merger benefits as soon as possible.

Guidance for services and systems during the preparation phase is provided in Table 9. It includes information relevant to all councils, plus additional direction for councils working together. For ease of reference, the table is presented by area in A-Z order.

TABLE 9 DOCUMENTING AND REVIEWING SERVICES AND SYSTEMS (CONT.)

Area	Guidance
Applications	<p>Councils should start compiling a list of all current applications before them, including:</p> <ul style="list-style-type: none"> • development applications • Section 96 modification applications • Part 4A certificate applications • s82A review applications • any other applications made under the <i>Local Government Act 1993</i> and the <i>Environmental Planning and Assessment Act 1979</i>.
Assets	<p>Councils should document existing assets and their current condition.</p> <p>Councils working together may want to conduct a review of plant, equipment and vehicles and start to identify opportunities to rationalise.</p>
Authorised officers	<p>Councils should document the details of existing authorised officers.</p>
Business relationships	<p>Councils should document existing business relationships, including:</p> <ul style="list-style-type: none"> • relationships with regional organisations of councils, county councils and/or joint organisations • shared service arrangements with other councils • insurance pools • existing financial arrangements with local businesses and tourism organisations.
Business systems	<p>Councils should document details of all procedural manuals and systems relating to the conduct of existing council operations, including:</p> <ul style="list-style-type: none"> • standard operating procedures • quality control programs and manuals • compliance manuals • organisational codes and policies.
Customer requests and complaints	<p>Councils working together may consider future arrangements for managing customer requests and complaints, with a view to ensuring continuity and stability for customers and staff.</p>
Delegated authorities	<p>Councils should document existing delegated authorities.</p> <p>Councils working individually and together may want to begin reviewing delegated authorities.</p> <p>It may be useful to consider whether decisions made about delegated authorities may unreasonably bind a new council. Potentially binding decisions should be made at a senior level.</p>

TABLE 9 DOCUMENTING AND REVIEWING SERVICES AND SYSTEMS (CONT.)	
Area	Guidance
Environmental planning instruments	<p>Councils should document:</p> <ul style="list-style-type: none"> any environmental planning instruments and Development Control Plans for which the council is the consent authority any powers or responsibilities of existing planning panels, such as Independent Hearing and Assessment Panels any planning instruments, proposals and plans which are being progressed or are before the council. <p>This includes:</p> <ul style="list-style-type: none"> planning proposals, proposed instruments and draft Development Control Plans, including those proposed by third parties proposed voluntary planning agreements and Section 94 plans, including the material terms that may be impacted other relevant draft plans, policies and codes.
Hardware and software	<p>Councils should document details of all hardware and software they currently own, lease or license. This may include software licence agreements, and existing computer controls for disaster recovery, back-up and security. It may also include arrangements for access to and use of telecommunications services or facilities, including the internet.</p>
Local regulations	<p>Councils should document local regulations. Councils working individually and together may begin reviewing any changes to local regulations already underway or being considered.</p> <p>Further guidance on local regulations can be found in Section 2.4.</p>
Material contracts	<p>Councils should document existing contracts, including the names of the other parties, contact details, period of the contract, goods or services provided, and approximate annual value.</p>
Notices, orders and demands	<p>Councils should document any outstanding notices, orders or demands issued to by any regulatory authority concerning compliance with environmental, pollution or health and safety requirements.</p>
Policies and procedures	<p>Councils should document existing policies and procedures. Councils working together may begin early consideration of consolidated policies and procedures that may be required to support a new council.</p> <p>Section 2.3 provides more information about financial policies and procedures.</p>
Procurement of goods and services	<p>Councils working together may begin early consideration of existing systems for procurement of goods and services to determine what changes may be required.</p>
Records	<p>It is likely that existing council records systems would remain in place for some time, unless early opportunities for integration are identified.</p>
Service standards and performance indicators	<p>Councils should document service standards and performance indicators in a single location and easily accessible format.</p> <p>Councils working together may begin analysing the respective service standards of existing councils in preparation for bringing services together in a potential new council.</p>

PART 3

Resources

RESOURCES

- A INITIAL TRANSITION PLAN - SAMPLE TABLE OF CONTENTS
- B COMMUNICATION AND ENGAGEMENT PLAN - SAMPLE TABLE OF CONTENTS
- C ICT PLAN - SAMPLE TABLE OF CONTENTS

A INITIAL TRANSITION PLAN

Sample table of contents

A sample table of contents for an Initial Transition Plan is provided below as a starting point. It should be amended to suit local needs and requirements.

1. Executive summary

2. Introduction

This section can set out the context for change and may include:

- purpose and objectives
- background and context
- timeline and major milestones
- roles and responsibilities
- resources and budget.

3. Principles

This can be a short section that sets out the principles guiding the preparation phase and the way they will be applied. These may be based on the suggested principles contained in [Section 1.3](#).

4. Key goals

This section could set out the approach councils plan to take to the eight key goals contained in [Section 1.5](#). It could also reference other key goals of the council or councils during the preparation phase.

5. Other important activities

This could be a brief section detailing actions for council areas, such as human resources, finance, administration, and services and systems.

6. Risk management

This section could outline strategic risks during the preparation phase as well as critical operational risks. It may include or append more detailed risk logs.

7. Monitoring and communicating progress

This final section could summarise the communication framework and responsibilities for monitoring progress. It should preferably align with and refer to key actions within engagement and communication plans for the community and staff.

B COMMUNICATION AND ENGAGEMENT PLAN

Sample table of contents

The following table of contents is provided as a starting point for councils and can be amended to suit local contexts and existing communication channels.

1. Introduction

- Background and context
- Principles guiding the preparation phase
- Overall timelines and milestones for the preparation phase
- Risks and opportunities
- Roles and responsibilities
- Resources and budget

2. Communication approach

- Purpose
- Communication and engagement objectives
- Communication and engagement milestones

3. Communication program

- Key stakeholder identification and analysis
- Existing communication and engagement methods
- Additional methods for consideration
- Resources and timeframes
- Mapping the program

4. Monitoring and communicating progress

This section can include a brief framework with responsibilities for monitoring progress aligned to key milestones or priorities. It will be useful for the communication program to be monitored frequently and reshaped if required to ensure it continues to achieve its objectives.

C ICT PLAN

Sample table of contents

1. Executive summary

2. Introduction

- Background and context
- Principles guiding the preparation phase
- Objectives for the integration of ITC systems
- Overall timelines and milestones for the preparation phase
- Risks and opportunities
- Roles and responsibilities
- Resources and budget

3. Overview of existing arrangements and implications for change

- Matrix with comparison of systems
- Risks and opportunities
- Approach to implementation requirements

4. ICT infrastructure and preparing for change

- Wide Area Network communication links
- Data centres
- Active directory
- Physical security
- Desktop

5. Communication systems

- Voice communications
- Email systems
- External website
- Intranet and other internal communication and collaboration systems

6. Business systems

- Asset management systems
- Customer request and complaint systems
- Financial management systems
- Geographic Information Systems (GIS)
- Human resources management, payroll and time keeping systems
- Property and rating systems
- Record management systems

7. Business unit systems

- Library management systems
- Other business/service unit systems

8. Integration of business systems

- Developing a detailed approach
- Budget, process and timing
- Detailed action plan for integration

Preparing for Change: Guidance for Councils

Department of Premier and Cabinet

www.dpc.nsw.gov.au



Faith
in a
Basin Future

Uniting



**uniting
church**

in Australia,
Synod of NSW & ACT



**Catholic
Earthcare**
AUSTRALIA

History

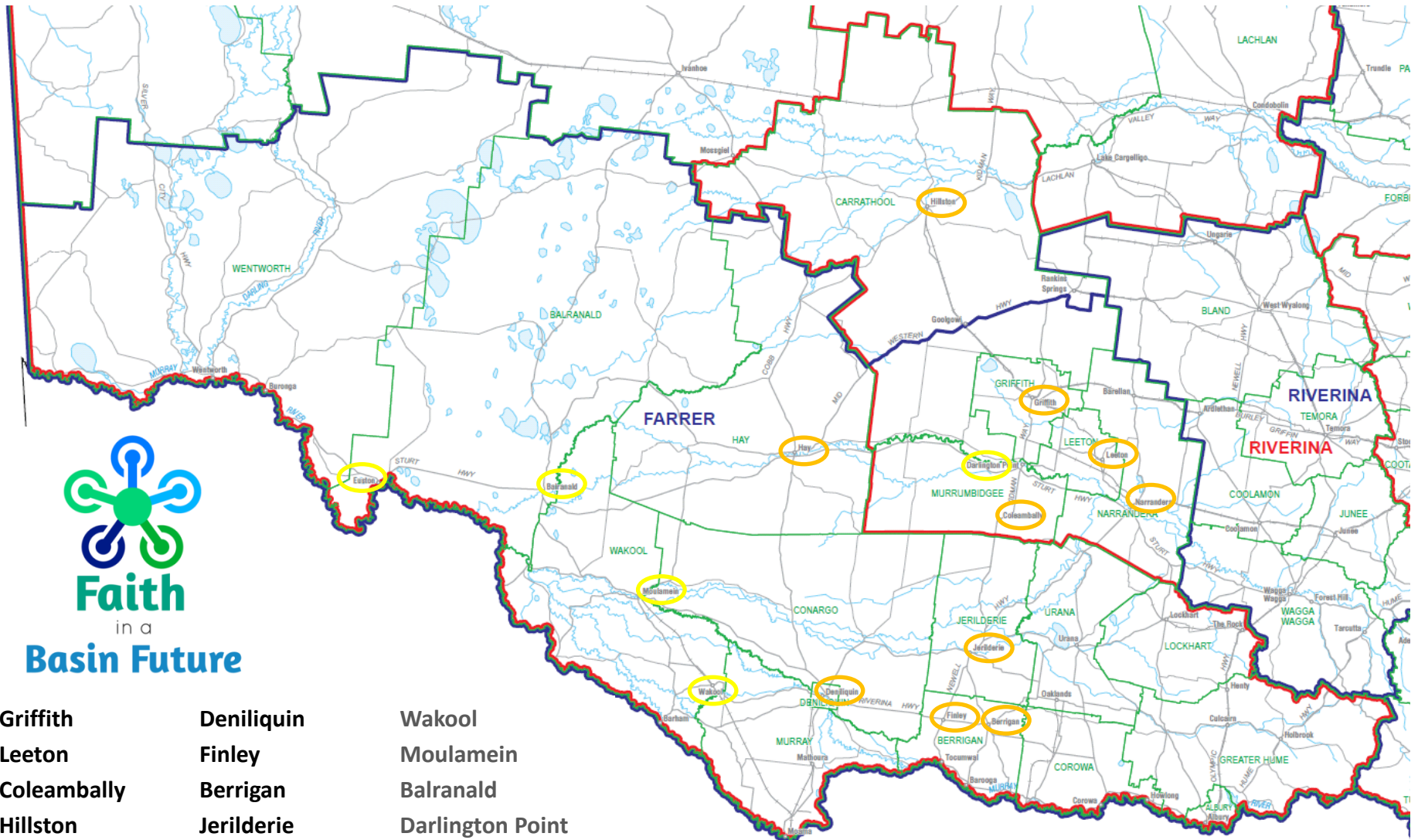
- Impact of MDBP on irrigation communities raised with Brian Brown (Pastoral Issue)
- Uniting Church MDB group formed to look at how the church might help
 - Ran tours with city dwellers visiting the Basin
 - 2014 Murray, 2015 Darling, (2016 Murrumbidgee)
- That group suggested the project and sought initial funding from UnitingCare

Project

- Form 5 groups in the Southern MDB in affected communities
- 16-35 age group
- Give training
 - Consensus Decision Making / Conflict Resolution
 - Appreciative Inquiry (Identification of Needs)
 - Project Planning/Writing
- Meet together to come up with positive ideas
- Meet with the other groups
- Decide on and write up projects
- Pitch idea(s) to possible funders
- Next 18 months – up to Q1 2017



Southern MDBP Affected Communities



- | | | |
|-------------|------------|------------------|
| Griffith | Deniliquin | Wakool |
| Leeton | Finley | Moulamein |
| Coleambally | Berrigan | Balranald |
| Hillston | Jerilderie | Darlington Point |
| Hay | Narrandera | Euston |

VICTORIA

Partners

Current

- Riverina and Canberra Region Presbyteries of the Uniting Church
- Uniting Church Synod of NSW & ACT (including UnitingCare)
- Catholic Earthcare Australia

Future

- Need to talk to Riverina Catholic Church (eg Bishop)
- Councils
- Charles Sturt Uni, University of Canberra
- Service Clubs – Rotary, Lions, Apex, CWA etc
- Chamber of Commerce
- FRRR?
- Vic/Tas Synod
- Other???

UnitingCare Support

- Community Development Co-ordinator
 - FBF Project Manager 4 days/week
- Neil Barber
- Based in Wagga - Covers most of this region
- Resources (office, car, phone etc) in place
- Skilled in Training (AI, Consensus etc)

Important Points

- Not a church only project
- Needs to have non church partners to work
- Participants do not need to be from church
 - Open to all
 - Program not “churchy”
- Unique Approach - Consensus decision making
- Focusing on positive
- Not for everyone

Timeline

- Now – Jan: talk to church and community groups
- Jan – Mar: Recruit groups
- Mar – Apr: Consensus Decision Workshop
- Apr – May: AI Workshop
- May – Jun: Groups doing AI Stage 1 Discovery
- Jun: AI Stage 2
- Jul: Project Planning Workshop
- Jul – Oct: Complete Project Plans
- Nov: Funding Pitch Forum

Logo

- The FBF Logo reflects the 5 target communities coming together to share strengths, learning and going outward to the future.
- Each node reflects the inclusive scope of project; Environment, Culture, Spirituality, Community, Economy.
- The colours are neutral to specific church but also are suggestive of water and diversity.
- The text is strong on emphasis of the word faith as verb and noun.
- There is a stylistic impression of the Vitruvian man by da Vinci – a representation of proportionality in all things in creation.



Frequently Asked Questions

- Why 5 groups – not more or less?
 - Target to put substance around it. Not set in stone
- Delivery of training?
 - Initial training in each town – Consensus & Groups
 - AI & Project - one session per topic in a central location for all participants from all 5 groups
- Why only 16-35 age group?
 - Target not exclusive. Community Mentoring Panel for others as well.



Talk to

- Riverina Presbytery - Done
- Canberra Presbytery - Done
- Uniting Congregations - Happening
- Catholic Congregations
- Other Denominations (if asked)
- RAMROC and Councils - Happening
- Irrigation Corporations - Happening
- Service Clubs – Rotary, Lions, Apex, CWA, etc
- RDA
- MDBA
- MDA
- Local Members
 - Sussan Ley – Done
 - Michael McCormack
 - Adrian Piccoli

Questions?



MINUTES OF THE GENERAL MEETING OF THE RIVERINA AND MURRAY REGIONAL ORGANISATION OF COUNCILS (RAMROC), HELD IN THE IAN GILBERT ROOM AT JERILDERIE SHIRE COUNCIL, ON WEDNESDAY 2ND MARCH 2016 AT 10.00 AM

PRESENT

Albury City:	Cr Henk van de Ven Frank Zaknich
Balranald:	Cr Leigh Byron Mr Aaron Drenovski
Berrigan:	Cr Bernard Curtin Cr Brian Hill Mr Rowan Perkins
Carrathool:	Cr Peter Laird Mr Phil Marshall
Conargo:	Cr Norm Brennan Mr Barry Barlow
Corowa:	Cr Paul Miegel Chris Gillard
Deniliquin:	Cr Ashley Hall Mr Des Bilske
Greater Hume:	Apology
Griffith City:	Cr John Dal Broi Cr Leon Thorpe Mr Brett Stonestreet
Hay:	Apology
Jerilderie:	Cr Ruth McRae Cr Terry Hogan (RAMROC Chair) Mr David Tamlyn
Leeton:	Cr Paul Maytom Ms Jackie Kruger
Murray:	Ms Margot Stork
Murrumbidgee:	Cr Austin Evans Mr Phil Pinyon
Narrandera:	Cr Jenny Clarke Ms Judy Charlton
Urana Shire	Mr Adrian Butler
Wakool:	Cr Neil Gorey
Wentworth:	Mr Peter Kozlowski
RAMROC	Mr Ray Stubbs Executive Officer

MEETING GUESTS:

Ms Shelley Scoullar - Chair West Berriquin Irrigators Inc and Speak UP Campaign
Ms Vicki Meyer - West Berriquin Irrigators Inc and Chair Homes Out West
Mr Gary Saliba CEO RDA Murray
Ms Jacqui Bright – Contaminated Land Management Project Officer

MRRR 1 - WELCOME TO MEETING

The RAMROC Chairman Cr Terry Hogan extended a warm welcome to Cr Henk van de Ven Mayor of Albury City, Phil Marshall General Manager Carrathool Shire and Phil Pinyon Acting General Manager Murrumbidgee Shire. He also welcomed the meeting presenters and guests Ms Shelley Scoullar, Ms Vicki Meyer, Ms Jacqui Bright and Mr Gary Saliba

MRRR 2 - APOLOGIES:

Cr Kevin Mack – Albury City
Cr Peter Nunan - Wentworth Shire
Cr Heather Wilton and Steven Pinnuck - Greater Hume Shire
Cr Bill Sheaffe and Allen Dwyer - Hay Shire
Cr Patrick Bourke - Urana Shire
Mr David Shaw - Administrator Murray Shire
Mr Craig Moffitt – Jerilderie Shire
Ms Lea Rosser – Wakool Shire

**RESOLVED that the apologies be received and accepted
(Moved Griffith and seconded Berrigan)**

MRRR 3 - MINUTES OF RAMROC MEETING HELD AT JERILDERIE ON 13TH NOVEMBER 2015

RESOLVED that the Minutes of the General Meeting held on 13th November 2015 be received and confirmed.

(Moved Albury and seconded Corowa)

MRRR 4 – MATTERS ARISING FROM MINUTES OF 13TH NOVEMBER 2015 MEETING

Item MRRR 4 - Traffic Accident Reporting

Cr Paul Maytom advised that no further responses had been received by his Council from the Police Minister's office and the Executive Officer advised that he would liaise with Council Officers to again follow up on the matter.

MRRR 5 – PRESENTATIONS

Item 5.1 – Ms Shelley Scoullar – Chair West Berriquin Irrigators Incorporated and Co-ordinator Speak Up Food Campaign and Murray Darling Basin Plan Impacts

Shelley addressed the meeting in relation to the grass roots "Speak Up" media and social media education campaign regarding the critical importance of food and fibre production in the Southern Basin region and to mitigate against the adverse impacts of the MD Basin Plan on communities, businesses and residents. A copy of Shelley's Powerpoint presentation will be distributed to Councils.

The Speak Up campaign aims to attract corporate and community financial support and RAMROC and local Councils are each being asked to contribute up to \$10,000. The Executive Officer advised that funding could be made available from RAMROC's 2016 \$20,000 budget allocation for "National Water and Food Security Advocacy". RAMROC can also interface co-operatively with the campaign through making available marketing collateral and web links to RAMROC's Water4Food campaign.

**RESOLVED that a RAMROC contribution of \$10,000 be made to the "Speak Up" campaign
(Moved Albury and seconded Griffith)**

Item 5.2 – Cr Austin Evans – Steering Committee Chairman for the “Faith in a Basin Future” Program”

Cr Evans addressed the meeting in relation to the vision, objectives and strategies of the program, which is being established in five communities across the Murray and Murrumbidgee regions to provide training programs for irrigation based communities impacted by the Murray Darling Basin Plan.

The Steering Committee is encouraging the support of RAMROC and Member Councils in the region, although a financial contribution is not being sought.

RESOLVED that RAMROC lend strong support to the “Faith in a Basin Future” program as outlined in the presentation.

(Moved Jerilderie and seconded Conargo)

Item 5.3 – Ms Jacqui Bright – Project Officer RAMROC and REROC Contaminated Lands Management (CLM) Program

Jacqui outlined to the meeting the current status of the 3 year CLM program funded by NSW EPA, which embraces 26 Local Government areas across the RAMROC and REROC regions and which provides for the development of individual Contaminated Land Management Plans, Policies and Procedures for each of the participating Councils. Jacqui is currently meeting face to face with Councils, as well as conducting Development Consent workshops for Councils’ Planning Officers.

MRRR 6 – EXECUTIVE OFFICERS REPORTItem 6.1 Fit for the Future – Minister’s Merger proposals applicable to RAMROC Councils

Consideration was given to the Executive Officer’s report in relation to merger proposals under consideration at the present time and to the action taken by the General Managers’ Group to draw the Minister’s attention to the need for an adequate transition period between a Governor’s Proclamation and the commencement date of a newly merged entity.

The meeting also discussed the issue of Joint Organisations and the Minister’s intention to invite in the near future Expressions of Interest for two additional “Pilot” or “Early Starter” Joint Organisations.

RESOLVED that RAMROC endorse the resolution of the General Managers Group and the action taken to write to the Premier, the Local Government Minister and the appointed Delegates, in relation to the importance of an adequate transition period leading to the commencement date of a newly proclaimed Council entity

(Moved Murrumbidgee and seconded Albury)

FURTHER RESOLVED that at this stage no action be taken in relation to the question of additional “Pilot” or “Early Starter” Joint Organisations, pending receipt of further information from the Government regarding the Outcomes Report of the current 5 Pilot Joint Organisations and the invitation for Expressions of Interest for the proposed additional “Pilot” or “Early Starter” Joint Organisations

(Moved Griffith and seconded Leeton)

(Note: This resolution was carried as an amendment to a motion that RAMROC submit an Expression of Interest at the appropriate time for the proposed Murray and Murrumbidgee Joint Organisation (MAMJO) as one of the two Pilot/Early Starter Joint Organisations

FURTHER RESOLVED that letters be written to Premier Mike Baird MP and Local Government Minister Paul Toole MP, stressing the need for an early State Government decision on definite dates for the ensuing Local Government Elections, which are currently scheduled for September 2016

(Moved Albury and seconded Griffith)

Item 6.2 – Review of the Local Government Act Development – Phase 1 Explanatory Paper

The Office of Local Government has recently distributed to Councils the Phase 1 Explanatory Paper entitled *“Towards New Local Government Legislation”* and has invited feedback on the proposed amendments to the 1993 Local Government Act. This Phase 1 Explanatory Paper focuses principally on changes to Governance and Strategic Planning matters. The General Managers Group submitted for consideration by the RAMROC Board a number of suggested changes to be put forward as a regional response.

RESOLVED that RAMROC endorse the changes suggested by the General Managers Group to the meeting, with the exception of the comments contained in Section 3.1 (Role of the Mayor) and Section 3.7 (Mayor/Councillor Professional Development), and that a RAMROC regional response be lodged with OLG by the due date of 15th March 2016 (Moved Murrumbidgee and seconded Deniliquin)

Item 6.3 – RAMROC Regional Freight Transport Plan

Consideration was given to the Executive Officer’s report regarding the RAMROC Regional Freight Transport Plan, which has been developed through the Engineers Working Group. The document brings together road, bridge, intermodal and other infrastructure information which has been provided by Member Councils and the Plan will provide a valuable tool for Councils making applications for infrastructure funding. The Plan is a working document which will be updated on a regular basis through the ongoing input of participating Councils.

RESOLVED that the Executive Officer’s report be received and noted and that RAMROC endorse the Regional Freight Transport Plan as a working document to be updated on a regular basis (Moved Murrumbidgee and seconded Albury)

Item 6.4 – The Jerilderie Proposition – Official Recognition of Sir John Monash

Jerilderie Shire Council has sought RAMROC’s support of the Jerilderie Proposition, which seeks official recognition and posthumous promotion of General Sir John Monash to the rank of Australian Field Marshall with effect on 11th November 1930

RESOLVED that RAMROC resolve to support Jerilderie Shire Council in its representations to Prime Minister the Hon Malcolm Turnbull MP, seeking the official recognition and posthumous promotion of General Sir John Monash one step in rank to Australian Field Marshall with effect on 11th November 1930. (Moved Jerilderie and seconded Griffith)

FURTHER RESOLVED that RAMROC exhort the support of the Federal Member for Farrer the Hon Sussan Ley MP (Minister for Health, Aged Care and Sport) and the Member for Riverina the Hon Michael McCormack MP (Assistant Minister for Defence) (Moved Jerilderie and seconded Griffith)

Item 6.5 – MDBA Annual Report 2014-2015 and Commonwealth Environmental Water holder Summer Update Report

The Executive Officer reported on the key features of the MDBA and CEWH Reports and advised that arrangements are in hand to have a roundtable meeting at Deniliquin in the near future between the RAMROC Executive Group and the MDBA Chairman Neil Andrew and Chief Executive Phillip Glyde

RESOLVED that the Executive Officer’s report be received and noted and that the Executive Group to meet with MDBA comprise the RAMROC Chair Cr Terry Hogan, Deputy Chair Cr Kevin Mack, Secretary/Treasurer Margot Stork, Executive Officer Ray Stubbs, together with Mayor Cr Neil Gorey, Mayor Cr Austin Evans, General Manager Rowan Perkins and General Manager Des Bilske (Moved Berrigan and seconded Conargo)

Item 6.6 – Multicultural NSW - Appointment of Regional Advisory Councils

Multicultural NSW has invited RAMROC to nominate one representative for the Riverina RAC and one representative for the Murray-Lower Darling RAC.

The Mayor of Leeton Shire Cr Paul Maytom informed the meeting that he has already been nominated as a Member of the Riverina RAC. The Executive Officer will liaise with Councils in the Murray-Lower Darling region in relation to nominating an appropriate person as a Member of that RAC.

**RESOLVED that RAMROC support the nomination of Cr Paul Maytom as a Member of the Riverina Regional Advisory Council and that the Executive Officer make contact with Councils in the Murray-Lower Darling region for nomination of a Member to that Regional Advisory Council
(Moved Murrumbidgee and seconded Deniliquin)**

MRRR 7 – RAMROC FINANCIAL REPORTS FOR PERIOD ENDED 31ST DECMEBRE 2015

Consideration was given to the Financial Statements for all RAMROC Funds for the period ended 31st December 2015. The Executive Officer reported that the income and expenditure items are in line with the Budget Estimates and that no significant variations are expected through to the end of the financial year at 30th June 2016.

**RESOLVED that the RAMROC Financial Statements for the period ended 31st December 2015 be adopted
(Moved Albury and seconded Narrandera)**

MRRR 8 – RAMROC DRAFT STRATEGIC AND OPERATIONAL PLAN FOR PERIOD 2016-2018

Consideration was given to the draft Strategic and Operational Plan for the period 2016 to 2018. The General Managers Group has recommended that the draft Plan be now formally adopted by the RAMROC Board

**RESOLVED that the RAMROC Strategic and Operational Plan for the period 2016 through 2018 be formally adopted as the basis for policy and strategy implementation
(Moved Albury and seconded Jerilderie)**

MRRR 9 - REPORTS OF WORKING GROUP MEETINGS

The Minutes of the following Working Group meetings were submitted for notation and for endorsement of actions taken:-

- 9.1 RAMROC Engineers Group – 4th November 2015
- 9.2 RAMROC Integrated Planning and Reporting Network – 19th November 2015
- 9.3 RAMROC Riverina Waste Management Group – 2nd December 2015
- 9.4 RAMROC Murray Waste Management Group – 4th December 2015
- 9.5 RAMROC General Managers Group – 29th January 2016
- 9.6 RAMROC Murray Waste Management Group – 10th February 2016

**RESOLVED that the Minutes of the Working Group meetings be received and noted and that actions taken therein be endorsed
(Moved Murrumbidgee and seconded Albury)**

MRRR 10 – GENERAL BUSINESS ITEMS**Item 10.1 – Victorian State Government Legislation – Suspension of Individual Councillors**

Cr Jenny Clarke referred to recent legislation passed by the Victorian State Government, whereby the Local Government Minister is empowered to suspend individual Councillors responsible for serious misconduct, rather than having to suspend the entire Council.

**RESOLVED that RAMROC write to the Premier and to the Minister for Local Government, proposing that the NSW Government pass similar legislation to that recently enacted in Victoria, giving the Local Government Minister the power to suspend individual Councillors for serious misconduct, rather than having to suspend all Councillors.
(Moved Narrandera and seconded Griffith)**

Item 10.2 – Congratulations to Des Bilske and Terri Maguire

The meeting noted with pleasure the recent marriage of Deniliquin General Manager Des Bilske and Terri Maguire and passed on congratulations to them both.

Item 10.3 – Merger Proposals – Public Hearing Processes

Berrigan Shire Mayor Cr Bernard Curtin referred to the recent Public Hearing for the Minister's proposal to merge Berrigan Shire with the southern part of Jerilderie Shire and to a serious error by officers of NSW Premier and Cabinet and the Office of Local Government. Barooga residents were initially unable to register to attend and/or address the Delegate, because Barooga has a Victorian postcode and the online registration system only accepted people with an NSW postcode

Item 10.4 – Murray Darling Association

Deniliquin General Manager Des Bilske is a member of the MDA Executive and he advised that a recent weekend workshop was held to identify key issues facing the organisation and for the development of a new Strategic Plan which will be distributed to Councils in the near future.

Item 10.5 – Merger Proposals – access to IPART Report for Conargo Shire

Conargo Shire Mayor Cr Norm Brennan referred to endeavours by his council under the GIPA Act to gain access to the IPART Report assessment for Conargo Shire. The GIPA application has involved considerable expense and resulted in unacceptable delays, which has prevented the Council from receiving the IPART assessment in time for Council to address the matter in its final submission to the Delegate examining the Minister's Deniliquin/Conargo merger proposal.

Item 10.6 – 2016 Ministers' Awards for Women in Local Government

Narrandera Shire Mayor Cr Jenny Clarke informed the meeting that the Council's General Manager Judy Charlton has been announced as the winner of the 2016 Ministers' Awards for Women in Local Government in the category of "*Senior Staff Member – Rural or Regional Council*"

The meeting congratulated Judy on her outstanding achievement

Item 10.7 –Regional Living Expo at Sydney Showgrounds Olympic Park – August 2016

No action was taken in respect of a request from the Expo Co-ordinator Peter Bailey to address the 4th May RAMROC meeting in relation to potential participation by Councils in the 2016 Expo

There being no further business, the RAMROC meeting concluded at 12.15 pm

WORK HEALTH AND SAFETY COMMITTEE MINUTES OF MEETING

Minutes of meeting held at 8:00am 11th February, 2016 at the Berrigan Depot.

Present: Michelle Koopman, Kevin Dunn, Jeff Manks, Scott Ansell, Karen Hanna

Apologies: Aaron Chamberlain

Previous Minutes

Moved K. Dunn seconded J. Manks that the minutes from the previous meeting, held on 12th November, 2015 be accepted. MOTION ACCEPTED.

RAP

RAP reviewed. Items for discussion include:

- Outstanding Pool item needs to be finalised.
- Outstanding Workshop items need advice on progress.

Inspections Tabled

- Cemeteries
- Sewer Treatment Plants (All)

Incident Reports

- Strained back from removing tyre
- Punctured finger/infection

General Business

Workplace Rehabilitation Policy

Moved K. Dunn, seconded J. Manks that the Workplace Rehabilitation Policy be submitted to Council for adoption. MOTION ACCEPTED.

Further discussion around documentation requires the Job Demand Analyses to be updated to reflect Council practices. Currently Human Resource Officer using JDAs provided by StateCover, however these are not entirely accurate.

Aggressive and Potentially Violent Situations

Some staff are exposed to aggressive and sometimes potentially violent situations which has identified a need to offer training and strategies to deal with these situations. Several options have been considered with training hopefully finalised within the coming months.

Bullying in the Workplace

Concerns were raised and discussed over instances of bullying in the workplace. The Work Health and Safety Committee is not the forum to discuss individual cases of bullying but rather

to ensure that appropriate processes are in place to allow workers the opportunity to report cases of workplace bullying, and to promote a workplace **free** of workplace bullying.

Council has in place Contact Officers whom workers can approach to discuss workplace processes in response to bullying claims. The Contact Officers are:

- Karen Hanna
- Michelle Koopman
- Lisa Krebsler
- Matthew Hansen

Workers can also approach their Health and Safety Representative.

Suggestions

None tabled

Meeting closed : 8:55am

Next Meeting: TBA

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>Berrigan addressed, further chemical storage to be addressed at Tocumwal</i>	WSO			
Berrigan Depot	06/03/14	ID	Chainsaw equipment stored in shower	M		OM			
Berrigan Depot	06/03/14	ID	Outside areas of the Workshop are cluttered – poor housekeeping	M		OM			
Finley Recycling Centre	27/05/15	MK	Dump point for town maintenance into Cleanaway bins is dangerous	H	Barrier installation <i>Trench dug out in ramp at Tocumwal – waiting on Finley to be addressed.</i>	OM/EE			
Store	11/06/15	MK	Hazardous substances not being stored in accordance with SDS and Chemical Register	H	Provide additional storage shelving and cabinets to store chemicals in appropriate manner. <i>Storage requirements reiterated. Cabinets to be ordered.</i>	FM/DCS			
Store	11/06/15	MK	Ladder to mezzanine floor is non-compliant.	H	Remove ladder – area is not used, and storage capacity is unknown.	FM/DCS			
Store	11/06/15	MK	Standard Operating Procedures unavailable	L	Develop SOPs for Store Person role.	ERM/FM			
Workshop	11/06/15	MK	First Aid kit has out of date items	M	Inspect and replace necessary items.	TO-AM			
Workshop	11/06/15	MK	No First Aid sign to advise of First Aid cabinet	L	Erect First Aid sign above cabinet.	TO-AM			
Workshop	11/06/15	MK	Workshop Supervisor failing to utilise PPE	H	Enforce PPE rules for the Workshop – Supervisor must wear ear protection.	OM			
Workshop	11/06/15	MK	Hazardous substances not stored according to SDS	H	Arrange for additional storage room to store	OM			

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Workshop	11/06/15	MK	and Chemical Register Spill Kit not available for use.	L	hazardous chemicals. Spill kit sitting in Workshop – still wrapped in plastic – it needs to be ready for use	OM			
Workshop	11/06/15	MK	Eye Wash station has not been inspected	M	Ensure eyewash station is included on inspection list during next Fire Extinguisher/Eye Wash/Safety Shower inspection.	OM/DM			
Workshop	11/06/15	MK	Access to fire extinguishers inhibited by storage at the front of the office.	H	Remove storage in front of the office and allow clear access to the fire extinguisher	OM			
Workshop	11/06/15	MK	Non compliant ladder at mezzanine floor access above workshop office	H	Remove ladder and install compliant ladder, or remove ladder and prohibit access.	OM			
Workshop	11/06/15	MK	Poor housekeeping in office and side office/storage area.	M	Clean up areas and store items correctly.	OM			
Cemeteries	15/12/15	MK/KD	Graves in the lawn section have sunk considerably creating trip hazards and a high risk particularly for the elderly.	M	Graves in the lawn section at Tocumwal, Barooga and Berrigan require topping up. Topping up has already occurred at Finley	OM			
Cemeteries	15/12/15	MK/KD	Safe Work Method Statement not available for grave digging	L	Develop SWMS for all excavation activities – grave digging.	ERM			
Cemeteries	15/12/15	MK/KD	Manual handling issues are high for old graves, e.g. hand digging and use of steel rafters to support the grave.	H	Investigate alternative ways, if possible, of excavating and supporting old graves.	ERM/OM			
Cemeteries	15/12/15	MK/KD	Dead wattle tree at risk of failure at Tocumwal cemetery.	H	Need to remove dead wattle tree from boundary fence of	OM			

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
					cemetery.				
Sewer Treatment Plant - Berrigan	25/11/15	KH	First Aid Contents List missing and information regarding updating	L	Include current Contents List with First Aid kit and remove "update" label – no longer required	Technical Officer – Asset Management			
Sewer Treatment Plant - Berrigan	25/11/15	KH	Test and Tag items out of date	L	Items to be included on inspection regime and tested according to required time frames	AMO		<i>Completed</i>	
Sewer Treatment Plant - Berrigan	25/11/15	KH	Flammable gas sign not displayed at front gate	L	Install appropriate sign on gate	EE			
Sewer Treatment Plant - Berrigan	25/11/15	KH	Spill Kit not available for use.	M	Order and arrange for spill kit to be kept on site	EE			
Sewer Treatment Plant - Berrigan	25/11/15	KH	Eye Wash station not installed	L	Need to install eye wash stations at all sewer plants to meet requirements of SDS	EE			
Sewer Treatment Plant - Berrigan	25/11/15	KH	No Rehabilitation Policy	L	Ensure policy is displayed following development/issue	ERM			
Sewer Treatment Plant - Berrigan	25/11/15	KH	Inadequate storage facilities	L	Chemicals stored in lunch room; Shower being used as storage	EE			
Sewer Treatment Plant - Berrigan	25/11/15	KH	Poor housekeeping	L	Office requires cleaning	EE			
Sewer Treatment Plant - Finley	08/12/15	KH	First Aid Contents List missing, eye wash out of date, and no First Aid sign	H	Include current Contents List with First Aid kit, update eye wash and affix sign.	Technical Officer – Asset Management			
Sewer Treatment Plant - Finley	08/12/15	KH	Test and Tag items out of date	H	Items to be included on inspection regime and tested according to required time frames	AMO		<i>Completed</i>	
Sewer Treatment Plant - Finley	08/12/15	KH	No smoking signs need to be updated.	L	Arrange for new signs to be erected at Chlorine shed and Chlorine Storage shed.	EE			

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Sewer Treatment Plant - Finley	08/12/15	KH	Spill Kit not available for use.	L	Order and arrange for spill kit to be kept on site	EE			
Sewer Treatment Plant - Finley	08/12/15	KH	Eye Wash station not installed	L	Need to install eye wash stations at all sewer plants to meet requirements of SDS	EE			
Sewer Treatment Plant - Finley	08/12/15	KH	No Rehabilitation Policy	L	Ensure policy is displayed following development/issue	ERM			
Sewer Treatment Plant - Finley	08/12/15	KH	Poor housekeeping	L	Office requires cleaning	EE			
Sewer Treatment Plant - Barooga	08/12/15	KH	Fire Extinguisher has not been tested since 4/14	L	Ensure extinguisher is included on inspection regime	DM			
Sewer Treatment Plant - Barooga	08/12/15	KH	No First Aid kit on site	M	Assess need for first aid kit – if required install kit.	Technical Officer – Asset Management			
Sewer Treatment Plant - Barooga	08/12/15	KH	No trespassing signs need to be updated.	L	Arrange for new signs to be erected at Chlorine shed and Chlorine Storage shed.	EE			
Sewer Treatment Plant - Barooga	08/12/15	KH	Eye Wash station not installed	L	Need to install eye wash stations at all sewer plants to meet requirements of SDS	EE			
Sewer Treatment Plant - Barooga	08/12/15	KH	No Rehabilitation Policy	L	Ensure policy is displayed following development/issue	ERM			
Sewer Treatment Plant - Barooga	08/12/15	KH	Poor housekeeping	L	Office requires cleaning	EE			
Sewer Treatment Plant - Tocumwal	08/12/15	KH	Fire extinguisher has not been tested since February, 2015	M	Ensure extinguisher is included on inspection regime	DM			
Sewer Treatment Plant - Tocumwal	08/12/15	KH	First Aid Contents List missing.	M	Include current Contents List	Technical Officer – Asset Management			
Sewer Treatment	08/12/15	KH	Test and Tag items out of	H	Items to be included on				<i>Completed</i>

Area	Date	Inspector/s	Hazard/Non-Compliance	Risk Level	Recommended Action	Person Responsible	Proposed Completion Date	Actual Completion Date	Verification
Plant - Tocumwal			date		inspection regime and tested according to required time frames				
Sewer Treatment Plant - Tocumwal	08/12/15	KH	No Entry signs needs to be installed; Sign on Chlorine Shed needs replacing; No Smoking signs need replacing.	L	Arrange for new signs to be erected at entrances.	EE			
Sewer Treatment Plant - Tocumwal	08/12/15	KH	Spill Kit not available for use.	L	Order and arrange for spill kit to be kept on site	EE			
Sewer Treatment Plant - Tocumwal	08/12/15	KH	Eye Wash station not installed	L	Need to install eye wash stations at all sewer plants to meet requirements of SDS	EE			
Sewer Treatment Plant - Tocumwal	08/12/15	KH	No Rehabilitation Policy	L	Ensure policy is displayed following development/issue	ERM			

- Shaded areas include items requiring immediate action, or advice on progression.