

# Berrigan Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2014

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“Heart of the Southern Riverina”



## Berrigan Shire Council

### General Purpose Financial Statements

for the financial year ended 30 June 2014

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#### Overview

- (i) These financial statements are General Purpose Financial Statements and cover the consolidated operations for Berrigan Shire Council.
- (ii) Berrigan Shire Council is a body politic of NSW, Australia - being constituted as a Local Government area by proclamation and is duly empowered by the Local Government Act (LGA) 1993 of NSW.

Council's Statutory Charter is detailed in Paragraph 8 of the LGA and includes giving Council;

- the ability to provide goods, services & facilities, and to carry out activities appropriate to the current & future needs of the local community and of the wider public,
- the responsibility for administering regulatory requirements under the LGA and
- a role in the management, improvement and development of the resources in the area.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

- (iii) All figures presented in these financial statements are presented in Australian Currency.
- (iv) These financial statements were authorised for issue by the Council on 15 October 2014. Council has the power to amend and reissue these financial statements.
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## Berrigan Shire Council

### General Purpose Financial Statements

for the financial year ended 30 June 2014

### Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these Financial Statements:**

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

**We are not aware of any matter that would render the Reports false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 15 October 2014.**

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Brian Hill  
DEPUTY MAYOR

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Matthew Hannan  
COUNCILLOR

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Matthew Hansen  
ACTING GENERAL MANAGER

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Carla von Brockhusen  
RESPONSIBLE ACCOUNTING OFFICER

## Berrigan Shire Council

## Income Statement

for the financial year ended 30 June 2014

Budget <sup>1</sup> 2014	\$ '000	Notes	Actual 2014	Actual 2013
<b>Income from Continuing Operations</b>				
<i>Revenue:</i>				
8,469	Rates & Annual Charges	3a	8,629	7,920
1,367	User Charges & Fees	3b	1,905	1,926
438	Interest & Investment Revenue	3c	740	825
519	Other Revenues	3d	712	727
4,208	Grants & Contributions provided for Operating Purposes	3e,f	5,036	6,914
240	Grants & Contributions provided for Capital Purposes	3e,f	1,710	572
<i>Other Income:</i>				
-	Net gains from the disposal of assets	5	181	74
-	Net Share of interests in Joint Ventures & Associated Entities using the equity method	19	-	-
<b>15,241</b>	<b>Total Income from Continuing Operations</b>		<b>18,913</b>	<b>18,958</b>
<b>Expenses from Continuing Operations</b>				
3,345	Employee Benefits & On-Costs	4a	7,085	6,282
28	Borrowing Costs	4b	34	38
5,433	Materials & Contracts	4c	4,076	4,951
5,149	Depreciation & Amortisation	4d	5,405	5,169
-	Impairment	4d	-	-
1,869	Other Expenses	4e	2,086	2,348
-	Interest & Investment Losses	3c	-	-
<b>15,824</b>	<b>Total Expenses from Continuing Operations</b>		<b>18,686</b>	<b>18,788</b>
<b>(583)</b>	<b>Operating Result from Continuing Operations</b>		<b>227</b>	<b>170</b>
<b>Discontinued Operations</b>				
-	Operating Result from Discontinued Operations	24	-	-
<b>(583)</b>	<b>Net Operating Result for the Year</b>		<b>227</b>	<b>170</b>
(583)	Net Operating Result attributable to Council		227	170
-	Net Operating Result attributable to Non-controlling Interests		-	-
<b>(823)</b>	<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>		<b>(1,483)</b>	<b>(402)</b>

<sup>1</sup> Original Budget as approved by Council - refer Note 16

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## Berrigan Shire Council

Statement of Comprehensive Income  
for the financial year ended 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
<b>Net Operating Result for the year</b> (as per Income statement)		<b>227</b>	<b>170</b>
<b>Other Comprehensive Income:</b>			
<i>Amounts which will not be reclassified subsequently to the Operating Result</i>			
Gain (loss) on revaluation of I,PP&E	20b (ii)	762	3,016
Adjustment to correct prior period errors		-	-
<b>Total Items which will not be reclassified subsequently to the Operating Result</b>		<b>762</b>	<b>3,016</b>
<i>Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met</i>			
Other Movements		180	-
<b>Total Items which will be reclassified subsequently to the Operating Result when specific conditions are met</b>		<b>180</b>	<b>-</b>
<b>Total Other Comprehensive Income for the year</b>		<b>942</b>	<b>3,016</b>
<b>Total Comprehensive Income for the Year</b>		<b>1,169</b>	<b>3,186</b>
<b>Total Comprehensive Income attributable to Council</b>		<b>1,169</b>	<b>3,186</b>
<b>Total Comprehensive Income attributable to Non-controlling Interests</b>		<b>-</b>	<b>-</b>

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## Berrigan Shire Council

## Statement of Financial Position

as at 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	6a	2,309	1,789
Investments	6b	14,000	16,000
Receivables	7	1,339	1,123
Inventories	8	462	271
Other	8	67	180
Non-current assets classified as "held for sale"	22	229	123
<b>Total Current Assets</b>		<b>18,406</b>	<b>19,486</b>
<b>Non-Current Assets</b>			
Investments	6b	-	-
Receivables	7	19	27
Inventories	8	-	-
Infrastructure, Property, Plant & Equipment	9	186,526	184,491
Investments accounted for using the equity method	19	-	-
Investment Property	14	-	-
Intangible Assets	25	-	-
Non-current assets classified as "held for sale"	22	-	-
<b>Total Non-Current Assets</b>		<b>186,545</b>	<b>184,518</b>
<b>TOTAL ASSETS</b>		<b>204,951</b>	<b>204,004</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	10	1,270	1,270
Borrowings	10	117	110
Provisions	10	2,171	2,099
<b>Total Current Liabilities</b>		<b>3,558</b>	<b>3,479</b>
<b>Non-Current Liabilities</b>			
Payables	10	-	-
Borrowings	10	237	355
Provisions	10	265	268
<b>Total Non-Current Liabilities</b>		<b>502</b>	<b>623</b>
<b>TOTAL LIABILITIES</b>		<b>4,060</b>	<b>4,102</b>
<b>Net Assets</b>		<b>200,891</b>	<b>199,902</b>
<b>EQUITY</b>			
Retained Earnings	20	92,451	92,404
Revaluation Reserves	20	108,440	107,498
Council Equity Interest		200,891	199,902
Non-controlling Interests		-	-
<b>Total Equity</b>		<b>200,891</b>	<b>199,902</b>

## Berrigan Shire Council

Statement of Changes in Equity  
for the financial year ended 30 June 2014

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non- controlling Interest	Total Equity
<b>2014</b>						
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		92,404	107,498	<b>199,902</b>	-	<b>199,902</b>
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
<b>Revised Opening Balance</b> (as at 1/7/13)		<b>92,404</b>	<b>107,498</b>	<b>199,902</b>	-	<b>199,902</b>
<b>c. Net Operating Result for the Year</b>		<b>227</b>	-	<b>227</b>	-	<b>227</b>
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	762	<b>762</b>	-	<b>762</b>
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
<b>Other Comprehensive Income</b>		-	<b>762</b>	<b>762</b>	-	<b>762</b>
<b>Total Comprehensive Income</b> (c&d)		<b>227</b>	<b>762</b>	<b>989</b>	-	<b>989</b>
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity	20b (ii)	(180)	180	-	-	-
<b>Equity - Balance at end of the reporting period</b>		<b>92,451</b>	<b>108,440</b>	<b>200,891</b>	-	<b>200,891</b>

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non- controlling Interest	Total Equity
<b>2013</b>						
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		92,234	104,482	<b>196,716</b>	-	<b>196,716</b>
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
<b>Revised Opening Balance</b> (as at 1/7/12)		<b>92,234</b>	<b>104,482</b>	<b>196,716</b>	-	<b>196,716</b>
<b>c. Net Operating Result for the Year</b>		<b>170</b>	-	<b>170</b>	-	<b>170</b>
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	3,016	<b>3,016</b>	-	<b>3,016</b>
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
<b>Other Comprehensive Income</b>		-	<b>3,016</b>	<b>3,016</b>	-	<b>3,016</b>
<b>Total Comprehensive Income</b> (c&d)		<b>170</b>	<b>3,016</b>	<b>3,186</b>	-	<b>3,186</b>
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
<b>Equity - Balance at end of the reporting period</b>		<b>92,404</b>	<b>107,498</b>	<b>199,902</b>	-	<b>199,902</b>

## Berrigan Shire Council

## Statement of Cash Flows

for the financial year ended 30 June 2014

Budget 2014	\$ '000	Notes	Actual 2014	Actual 2013
<b>Cash Flows from Operating Activities</b>				
<b>Receipts:</b>				
8,438	Rates & Annual Charges		8,623	7,833
1,379	User Charges & Fees		1,760	1,972
438	Investment & Interest Revenue Received		770	980
4,543	Grants & Contributions		6,707	7,503
-	Bonds, Deposits & Retention amounts received		32	-
669	Other		1,553	2,274
<b>Payments:</b>				
(3,345)	Employee Benefits & On-Costs		(7,248)	(6,174)
(5,698)	Materials & Contracts		(4,560)	(5,076)
(28)	Borrowing Costs		(37)	(42)
-	Bonds, Deposits & Retention amounts refunded		-	(3)
(1,888)	Other		(2,445)	(3,481)
<b>4,508</b>	<b>Net Cash provided (or used in) Operating Activities</b>	11b	<b>5,155</b>	<b>5,786</b>
<b>Cash Flows from Investing Activities</b>				
<b>Receipts:</b>				
1,717	Sale of Investment Securities		4,000	-
-	Sale of Real Estate Assets		261	-
679	Sale of Infrastructure, Property, Plant & Equipment		210	209
-	Deferred Debtors Receipts		16	13
<b>Payments:</b>				
(300)	Purchase of Investment Securities		(2,000)	-
(6,975)	Purchase of Infrastructure, Property, Plant & Equipment		(6,838)	(5,448)
-	Purchase of Real Estate Assets		(173)	-
<b>(4,879)</b>	<b>Net Cash provided (or used in) Investing Activities</b>		<b>(4,524)</b>	<b>(5,226)</b>
<b>Cash Flows from Financing Activities</b>				
<b>Receipts:</b>				
(110)	Proceeds from Borrowings & Advances		-	-
<b>Payments:</b>				
-	Repayment of Borrowings & Advances		(111)	(103)
<b>(110)</b>	<b>Net Cash Flow provided (used in) Financing Activities</b>		<b>(111)</b>	<b>(103)</b>
<b>(481)</b>	<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>		<b>520</b>	<b>457</b>
627	plus: Cash & Cash Equivalents - beginning of year	11a	1,789	1,332
<b>146</b>	<b>Cash &amp; Cash Equivalents - end of the year</b>	11a	<b>2,309</b>	<b>1,789</b>
Additional Information:				
	plus: Investments on hand - end of year	6b	14,000	16,000
<b>Total Cash, Cash Equivalents &amp; Investments</b>			<b>16,309</b>	<b>17,789</b>



## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

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## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below in order to assist users to understand the document.

These policies have been consistently applied to all the years presented, unless otherwise stated.

Under Australian Accounting Standards (AASBs), accounting policies are defined as those specific principles, bases, conventions, rules and practices applied by a reporting entity (in this case Council) in preparing and presenting its financial statements.

##### (a) Basis of preparation

###### (i) Background

These financial statements are general purpose financial statements which have been prepared in accordance with:

- Australian Accounting Standards and Australian Accounting Interpretations issued by the Australian Accounting Standards Board,
- the *Local Government Act 1993* and *Local Government (General) Regulation 2005*, and
- the Local Government Code of Accounting Practice and Financial Reporting.

For the purpose of preparing these financial statements, Council has been deemed to be a not-for-profit entity.

###### (ii) Compliance with International Financial Reporting Standards (IFRSs)

Because AASBs are sector neutral, some standards either:

- (a) have local Australian content and prescription that is specific to the Not-For-Profit sector (including Local Government) which are not in compliance with IFRS's, or
- (b) specifically exclude application by Not for Profit entities.

Accordingly in preparing these financial statements and accompanying notes, Council has been unable to comply fully with International Accounting

Standards, but has complied fully with Australian Accounting Standards.

Under the Local Government Act (LGA), Regulations and Local Government Code of Accounting Practice and Financial Reporting, it should be noted that Councils in NSW only have a requirement to comply with AASBs.

###### (iii) New and amended standards adopted by Council

During the current year, the following relevant standards became mandatory for Council and have been adopted:

- AASB 13 Fair Value Measurement
- AASB 119 Employee Benefits

AASB 13 Fair Value Measurement has not affected the assets or liabilities which are to be measured at fair value; however it provides detailed guidance on how to measure fair value in accordance with the accounting standards.

It introduces the concept of highest and best use for non-financial assets and has caused the Council to review their valuation methodology.

The level of disclosures regarding fair value have increased significantly and have been included in the financial statements at Note 27.

AASB 119 Employee Benefits introduced revised definitions for short-term employee benefits.

Whilst the Council has reviewed the annual leave liability to determine the level of annual leave which is expected to be paid more than 12 months after the end of the reporting period, there has been no effect on the amounts disclosed as leave liabilities since Council's existing valuation policy was to discount annual leave payable more than 12 months after the end of the reporting period to present values.

###### (iv) Early adoption of Accounting Standards

Council has not elected to apply any pronouncements before their operative date in the annual reporting period beginning 1 July 2013.

Refer further to Note 1 (ab) relating to a summary of the effects of Standards with future operative dates.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (v) Basis of Accounting

These financial statements have been prepared under the **historical cost convention** except for:

- (i) the write down of any asset on the basis of impairment (if warranted) and
- (ii) certain classes of non-current assets (e.g. Infrastructure, Property, Plant and Equipment and Investment Property) that are accounted for at fair valuation.

The accrual basis of accounting has also been applied in their preparation.

##### (vi) Changes in Accounting Policies

Council's accounting policies have been consistently applied to all the years presented, unless otherwise stated.

There have also been no changes in accounting policies when compared with previous financial statements unless otherwise stated [refer Note 20(d)].

##### (vii) Critical Accounting Estimates & Judgements

The preparation of financial statements requires the use of certain critical accounting estimates (in conformity with AASBs).

Accordingly this requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on Council and that are believed to be reasonable under the circumstances.

##### **Critical accounting estimates and assumptions**

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are set out below:

- (i) Estimated fair values of investment properties
- (ii) Estimated fair values of infrastructure, property, plant and equipment.
- (iii) Estimated remediation provisions.

##### **Critical judgements in applying Council's accounting policies**

- (i) Impairment of Receivables - Council has made a significant judgement about the impairment of a number of its receivables in Note 7.
- (ii) Projected Section 94 Commitments - Council has used significant judgement in determining future Section 94 income and expenditure in Note 17.

##### (b) Revenue recognition

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to it and specific criteria have been met for each of the Council's activities as described below.

Council bases any estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue is measured on major income categories as follows:

##### **Rates, Annual Charges, Grants and Contributions**

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

As unpaid rates represent a charge against the rateable property that will be recovered when the

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

property is next sold, a provision for the impairment on rates receivables will only be established where Council considers that the proceeds from the sale of a property (net of the costs of the sale) will not cover the outstanding rates on that property.

Control over granted assets is normally obtained upon their receipt (or a receipt) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Revenue from Contributions is recognised when the Council:

- (i) either obtains control of the contribution or the right to receive it, and
- (ii) it is probable that the economic benefits comprising the contribution will flow to the Council, and
- (iii) the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 3(g).

Note 3(g) also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

The Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of S94 of the *Environmental Planning and Assessment Act 1979*.

Whilst Council generally incorporates these amounts as part of the conditions for development consent, such developer contributions are only recognised as income upon their physical receipt by Council, due to the possibility that individual consents for development may not be acted upon by the applicant and accordingly would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required but the Council may apply contributions according to the priorities established in work schedules.

A detailed note relating to developer contributions can be found at Note 17.

#### User Charges, Fees and Other Income

User charges, fees and other income are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for the impairment of these receivables is recognised when collection in full is no longer probable.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided as at balance date.

#### Sale of Infrastructure, Property, Plant and Equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

#### Interest and Rents

Rental income is accounted for on a straight-line basis over the lease term.

Interest Income from Cash and Investments is accounted for using the effective interest rate at the date that interest is earned.

#### Other Income

Other income is recorded when the payment is due, the value of the payment is notified or the payment is received, whichever occurs first.

#### (c) Principles of Consolidation

These financial statements incorporate:

- (i) the assets and liabilities of Council and any entities that it **controls** (as at 30 June 2014), and
- (ii) all the related operating results (for the financial year ended the 30th June 2014).

In the process of reporting on Council's activities as a single unit, all inter-entity year end balances and

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

reporting period transactions have been eliminated in full between Council and its controlled entities.

##### (i) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund and other entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this report.

The following entities have been included as part of the Consolidated Fund:

- General Purpose Operations
- Water Supply
- Sewerage Service

Due to their immaterial value and nature, the following Committees, Entities and Operations have been excluded from consolidation:

- *Australia Day Committee*
- *Barooga Advancement Group*
- *Barooga Community Botanical Gardens*
- *Barooga Recreation Reserve*
- *Berrigan Conservation and Tidy Towns*
- *Berrigan Shire Heritage Committee*
- *Berrigan Shire Youth Development Committee*
- *Berrigan Sports Ground*
- *Berrigan War Memorial Hall*
- *Berrigan War Memorial Swimming Pool*
- *Berriquin Community Toy Library*
- *Boomanoomana Landcare Group*
- *Finley Community Help Group*
- *Finley Log Cabin*
- *Finley Community Help Group*
- *Finley Pioneer Rail*
- *Finley Railway Park*
- *Finley Recreation Reserve*
- *Finley Showground and Sporting Complex*
- *Finley Swimming Pool*
- *Finley Tidy Towns*
- *Finley War Memorial Hall and School of Arts*
- *Mary Lawson Wayside Rest*
- *Fullers Road Landcare*
- *Native Dog Landcare Group*
- *Retreat Public Hall*
- *Tocumwal Foreshore*

- *Tocumwal Friends of the Library*
- *Tocumwal Historic Aerodrome Museum*
- *Tocumwal Rail Preservation*
- *Tocumwal Recreation Reserve*
- *Tocumwal Swimming Pool*
- *Tocumwal War Memorial Hall*

##### (ii) The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these statements.

Trust monies and property held by Council but not subject to the control of Council, have been excluded from these statements.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

##### (iii) Joint Ventures

Council has no interest in any Joint Venture Entities, Assets or Operations.

##### (iv) Associated Entities

Where Council has the power to participate in the financial and operating decisions (of another entity), i.e. where Council is deemed to have "significant influence" over the other entities operations but neither controls nor jointly controls the entity, then Council accounts for such interests using the equity method of accounting – in a similar fashion to Joint Venture Entities and Partnerships.

Such entities are usually termed Associates.

##### (v) County Councils

Council is a member of the following County Council (a body politic under the *Local Government Act 1993*);

- **Central Murray County Council**  
*Responsible for noxious weed management*

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The governing body of each County Council is responsible for managing its own affairs.

Council is of the opinion that it neither controls nor significantly influences the above County Councils and accordingly these entities have not been consolidated or otherwise included within these financial statements.

#### (vi) Additional Information

Note 19 provides more information in relation to Joint Venture Entities, Associated Entities and Joint Venture Operations where applicable.

#### (d) Leases

All Leases entered into by Council are reviewed and classified on inception date as either a Finance Lease or an Operating Lease.

##### Finance Leases

Leases of property, plant and equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

The Council did not have any finance leases in the year ended 30 June 2013 and the year ended 30 June 2014.

##### Operating Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.

#### (e) Cash and Cash Equivalents

For Statement of Cash Flows (and Statement of Financial Position) presentation purposes, cash and cash equivalents includes;

- (i) cash on hand,
- (ii) deposits held at call with financial institutions,
- (iii) other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

#### (f) Investments and Other Financial Assets

Council (in accordance with AASB 139) classifies each of its investments into one of the following categories for measurement purposes:

- (i) financial assets at fair value through profit or loss,
- (ii) loans and receivables,
- (iii) held-to-maturity investments, and
- (iv) available-for-sale financial assets.

Each classification depends on the purpose/intention for which the investment was acquired and at the time it was acquired.

Management determines each Investment classification at the time of initial recognition and re-evaluates this designation at each reporting date.

##### (i) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss include financial assets that are "held for trading".

A financial asset is classified in the "held for trading" category if it is acquired principally for the purpose of selling in the short term.

The Council did not hold any investments classified as financial assets at fair value through profit or loss in the years ended 30 June 2013 and 30 June 2014.

##### (ii) Loans and receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

They arise when the Council provides money, goods or services directly to a debtor with no intention (or in some cases ability) of selling the resulting receivable.

They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets.

##### (iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

In contrast to the "Loans and Receivables" classification, these investments are generally quoted in an active market.

Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

##### (iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories.

Investments must be designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

The Council did not hold any investments classified as available-for-sale in the years ended 30 June 2013 and 30 June 2014.

##### Financial Assets – Reclassification

Council may choose to reclassify a non-derivative trading financial asset out of the held-for-trading category if the financial asset is no longer held for the purpose of selling it in the near term.

Council did not reclassify any non-derivative trading financial asset out of the held-for-trading category in the years ended 30 June 2013 and 30 June 2014.

##### General Accounting and Measurement of Financial Instruments:

##### (i) Initial Recognition and de-recognition

Investments are initially recognised (and measured) at fair value, plus directly attributable transactions costs.

Purchases and sales of investments are recognised on trade-date - the date on which the Council commits to purchase or sell the asset.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

##### (ii) Subsequent Measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

##### Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired.

A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

If there is evidence of impairment for any of Council's financial assets carried at amortised cost (e.g. loans and receivables), the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate.

There was no impairment of any of Council's financial assets carried at amortised cost in the years ended 30 June 2013 and 30 June 2014.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (iii) Types of Investments

Council has an approved Investment Policy in order to undertake its investment of money in accordance with (and to comply with) Section 625 of the *Local Government Act 1993* and Section 212 of the *Local Government (General) Regulation 2005*.

Investments are placed and managed in accordance with the Policy and having particular regard to authorised investments prescribed under the Ministerial Local Government Investment Order.

Council maintains its investment Policy in compliance with the Act and ensures that it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council funds.

##### (g) Fair value estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date.

If the market for a financial asset is not active (and for unlisted securities), the Council establishes fair value by using valuation techniques.

These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values.

The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

##### (h) Receivables

Receivables are initially recognised at fair value and subsequently measured at amortised cost, less any provision for impairment.

Receivables (excluding Rates and Annual Charges) are generally due for settlement no more than 30 days from the date of recognition.

The collectibility of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off in accordance with Council's policy.

A provision for impairment (ie. an allowance account) relating to receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of each receivable.

The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

Impairment losses are recognised in the Income Statement within other expenses.

When a receivable for which an impairment allowance had been recognised becomes uncollectible in a subsequent period, it is written off against the allowance account.

Subsequent recoveries of amounts previously written off are credited against other expenses in the income statement.

##### (i) Inventories

###### Raw Materials and Stores, Work in Progress and Finished Goods

Raw materials and stores, work in progress and finished goods in respect of business undertakings



## Berrigan Shire Council

### Notes to the Financial Statements for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

are all stated at the lower of cost and net realisable value.

Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity.

Costs are assigned to individual items of inventory on the basis of weighted average costs.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held in respect of non-business undertakings have been valued at cost subject to adjustment for loss of service potential.

#### Land Held for Resale

Land held for resale is stated at the lower of cost and net realisable value.

Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development.

When development is completed borrowing costs and other holding charges are expensed as incurred.

#### (j) Infrastructure, Property, Plant and Equipment (I,PP&E)

##### Acquisition of assets

Council's non current assets are continually revalued to fair value (over a 5 year period) in accordance with the fair valuation policy as mandated by the Office of Local Government.

At balance date, the following classes of I,PP&E were stated at their Fair Value;

- **Water and Sewerage Networks**  
(Internal Valuation by Mr Fred Exton - Director Technical Services, Berrigan Shire Council)
- **Operational Land** (External Valuation by Mr Martin Burns – Principal Valuer, Liquid Pacific)
- **Buildings – Specialised/Non Specialised**

(External Valuation by Mr Martin Burns – Principal Valuer, Liquid Pacific)

- **Plant and Equipment**  
(as approximated by depreciated historical cost)
- **Roads Assets incl. roads, bridges and footpaths**  
(Internal Valuation by Mr Fred Exton - Director Technical Services, Berrigan Shire Council)
- **Drainage Assets** (Internal Valuation by Mr Fred Exton - Director Technical Services, Berrigan Shire Council)
- **Bulk Earthworks** (Internal Valuation by Mr Fred Exton - Director Technical Services, Berrigan Shire Council)
- **Community Land** (External Valuation by Mr Martin Burns Principal Valuer, Liquid Pacific)
- **Land Improvements**  
(as approximated by depreciated historical cost)
- **Other Structures**  
(as approximated by depreciated historical cost)
- **Other Assets**  
(as approximated by depreciated historical cost)

#### Initial Recognition

On initial recognition, an assets cost is measured at its fair value , plus all expenditure that is directly attributable to the acquisition.

Where infrastructure, property, plant and equipment assets are acquired for no cost or for an amount other than cost, the assets are recognised in the financial statements at their fair value at acquisition date - being the amount that the asset could have been exchanged between knowledgeable willing parties in an arm's length transaction.

#### Subsequent costs

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably.

All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 1. Summary of Significant Accounting Policies

**Asset Revaluations (including Indexation)**

In accounting for Asset Revaluations relating to Infrastructure, Property, Plant and Equipment:

- Increases in the combined carrying amounts of asset classes arising on revaluation are credited to the asset revaluation reserve.
- To the extent that a net asset class increase reverses a decrease previously recognised via the profit or loss, the net increase is first recognised in profit or loss.
- Net decreases that reverse previous increases of the same asset class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the asset class, with all other decreases charged to the Income Statement.

Water and sewerage network assets are indexed annually between full revaluations in accordance with the latest indices provided in the NSW Office of Water - Rates Reference Manual.

For all other assets, Council assesses at each reporting date whether there is any indication that a revalued asset's carrying amount may differ materially from that which would be determined if the asset were revalued at the reporting date.

If any such indication exists, Council determines the asset's fair value and revalues the asset to that amount.

Full revaluations are undertaken for all assets on a five year cycle.

**Capitalisation Thresholds**

Items of infrastructure, property, plant and equipment are not capitalised unless their cost of acquisition exceeds the following;

**Land**

- council land	100% Capitalised
- open space	100% Capitalised
- land under roads (purchases after 30/6/08)	100% Capitalised

**Plant and Equipment**

Office Furniture	> \$1,000
Office Equipment	> \$1,000
Other Plant and Equipment	> \$1,000

**Buildings and Land Improvements**

Park Furniture and Equipment	> \$2,000
Building	
- construction/extensions	100% Capitalised
- renovations	> \$10,000
Other Structures	> \$2,000

**Water and Sewer Assets**

Reticulation extensions	> \$5,000
Other	> \$5,000

**Stormwater Assets**

Drains and Culverts	> \$5,000
Other	> \$5,000

**Transport Assets**

Road construction and reconstruction	> \$10,000
Reseal/Re-sheet and major repairs:	> \$10,000
Bridge construction and reconstruction	> \$10,000

**Depreciation**

Depreciation on Council's infrastructure, property, plant and equipment assets is calculated using the straight line method in order to allocate an asset's cost (net of residual values) over its estimated useful life.

Land is not depreciated.

Estimated useful lives for Council's I,PP&E include:

**Plant and Equipment**

- Office Equipment	5 to 10 years
- Office furniture	10 to 20 years
- Computer Equipment	3 years
- Vehicles	5 to 8 years
- Heavy Plant/Road Making equip.	5 to 8 years
- Other plant and equipment	5 to 15 years

**Other Equipment**

- Playground equipment	5 to 15 years
- Benches, seats etc.	10 to 20 years

**Buildings**

- Buildings: Masonry	50 to 100 years
- Buildings: Other	20 to 40 years

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

<b>Stormwater Drainage</b>	
- Drains	80 to 100 years
- Culverts	50 to 80 years
<b>Transportation Assets</b>	
- Sealed Roads: Surface	20 years
- Sealed Roads: Structure	50 years
- Unsealed roads	20 years
- Bridge: Concrete	100 years
- Bridge: Other	50 years
- Road Pavements	60 years
- Kerb, Gutter and Paths	40 years
<b>Water and Sewer Assets</b>	
- Dams and reservoirs	80 to 100 years
- Bores	20 to 40 years
- Reticulation pipes: PVC	80 years
- Reticulation pipes: Other	25 to 75 years
- Pumps and telemetry	15 to 20 years
<b>Other Infrastructure Assets</b>	
- Bulk earthworks	Infinite

All asset residual values and useful lives are reviewed and adjusted (if appropriate), at each reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount – refer Note 1(s) on Asset Impairment.

#### Disposal and Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in Council's Income Statement in the year the asset is derecognised.

#### (k) Land

Land (other than Land under Roads) is, in accordance with Part 2 of Chapter 6 of the *Local Government Act 1993*, classified as either Operational or Community.

This classification of Land is disclosed in Note 9(a).

#### (l) Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment.

#### (m) Intangible Assets

Council has not classified any assets as Intangible.

#### (n) Crown Reserves

Crown Reserves under Council's care and control are recognised as assets of the Council.

While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Representations are currently being sought across State and Local Government to develop a consistent accounting treatment for Crown Reserves across both tiers of government.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### (o) Rural Fire Service assets

Under Section 119 of the *Rural Fires Act 1997*, “all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed”.

However, the Council does not consider that this equipment meets the definition of an asset of the Council under SAC 4 in that the Council does not control of the use of these assets, nor does it control their acquisition or disposal.

At present, the accounting for such fire fighting equipment is not treated in a consistent manner across all Councils.

Until such time as discussions on this matter have concluded and the legislation changed, Council will continue to account for these assets as it has been doing in previous years, which is to exclude the assets, their values and depreciation charges from these financial statements.

##### (p) Investment property

Investment property comprises land and/or buildings that are principally held for long-term rental yields, capital gains, or both, that is not occupied by Council.

Council did not hold any investment property in the years ended 30 June 2013 and 30 June 2014.

##### (q) Provisions for close down, restoration and for environmental clean up costs – including Tips and Quarries

Close down, Restoration and Remediation costs include the dismantling and demolition of infrastructure, the removal of residual materials and the remediation of disturbed areas.

Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance.

Costs are estimated on the basis of a closure plan.

The cost estimates are calculated annually during the life of the operation to reflect known developments, eg updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Close down, Restoration and Remediation costs are a normal consequence of tip and quarry operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations.

Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

The amortisation or ‘unwinding’ of the discount applied in establishing the net present value of provisions is charged to the income statement in each accounting period.

This amortisation of the discount is disclosed as a borrowing cost in Note 4(b).

Other movements in the provisions for Close down, Restoration and Remediation costs including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment.

These costs are then depreciated over the lives of the assets to which they relate.

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each balance sheet date and the cost is charged to the income statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the balance sheet date.

These costs are charged to the income statement.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

Movements in the environmental clean up provisions are presented as an operating cost, except for the unwind of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations.

The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates.

As a result there could be significant adjustments to the provision for closed down and restoration and environmental clean up, which would affect future financial results.

Specific Information relating to Council's provisions relating to Close down, Restoration and Remediation costs can be found at Note 26.

#### **(r) Non-Current Assets (or Disposal Groups) "Held for Sale" and Discontinued Operations**

Non-current assets (or disposal groups) are classified as held for sale and stated at the lower of either:

- (i) their carrying amount, and
- (ii) fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

The exception to this is plant and motor vehicles which are turned over on a regular basis. Plant and motor vehicles are retained in Non Current Assets under the classification of Infrastructure, Property, Plant and Equipment - unless the assets are to be traded in after 30 June and the replacement assets

were already purchased and accounted for as at 30 June.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the balance sheet.

A Discontinued Operation is a component of Council that has been disposed of or is classified as "held for sale" and that represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

Council did not have any discontinued operations in the years ended 30 June 2013 and 30 June 2014.

#### **(s) Impairment of assets**

All Council's Infrastructure, Property Plant & Equipment is subject to an annual assessment of impairment.

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Where an asset is not held principally for cash generating purposes (e.g. Infrastructure Assets) and would be replaced if the Council was deprived of it then depreciated replacement cost is used as value in use, otherwise value in use is estimated by using a discounted cash flow model.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

Non-financial assets that suffered a prior period impairment are reviewed for possible reversal of the impairment at each reporting date.

##### (t) Payables

These amounts represent liabilities and include goods and services provided to the Council prior to the end of financial year which are unpaid.

The amounts for goods and services are unsecured and are usually paid within 30 days of recognition.

##### (u) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred.

Borrowings are subsequently measured at amortised cost.

Amortisation results in any difference between the proceeds (net of transaction costs) and the redemption amount being recognised in the Income Statement over the period of the borrowings using the effective interest method.

Borrowings are removed from the balance sheet when the obligation specified in the contract is discharged, cancelled or expired.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

##### (v) Borrowing costs

Borrowing costs are expensed.

##### (w) Provisions

Provisions for legal claims and other like liabilities are recognised when:

- (i) Council has a present legal or constructive obligation as a result of past events;

- (ii) it is more likely than not that an outflow of resources will be required to settle the obligation; and

- (iii) the amount has been reliably estimated.

Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date.

The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability.

The increase in the provision due to the passage of time is recognised as interest expense.

##### (x) Employee benefits

###### (i) Short Term Obligations

Short term employee benefit obligations include liabilities for wages and salaries (including non-monetary benefits), annual leave and vesting sick leave expected to be wholly settled within the 12 months after the reporting period.

Leave liabilities are recognised in the provision for employee benefits in respect of employees' services up to the reporting date with other short term employee benefit obligations disclosed under payables.

These provisions are measured at the amounts expected to be paid when the liabilities are settled.

Liabilities for non vesting sick leave are recognised at the time when the leave is taken and measured at

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

the rates paid or payable, and accordingly no liability has been recognised in these reports.

Wages and salaries, annual leave and vesting sick leave are all classified as Current Liabilities.

##### (ii) Other Long Term Obligations

The liability for all long service and annual leave in respect of services provided by employees up to the reporting date (which is not expected to be wholly settled within the 12 months after the reporting period) are recognised in the provision for employee benefits.

These liabilities are measured at the present value of the expected future payments to be made using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are then discounted using market yields at the reporting date based on national government bonds with terms to maturity and currency that match as closely as possible the estimated future cash outflows.

Due to the nature of when and how Long Service Leave can be taken, all Long Service Leave for employees with 4 or more years of service has been classified as Current, as it has been deemed that Council does not have the unconditional right to defer settlement beyond 12 months – even though it is not anticipated that all employees with more than 4 years service (as at reporting date) will apply for and take their leave entitlements in the next 12 months.

##### (iii) Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death.

Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

##### Defined Benefit Plans

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the balance sheet, and measured as the present

value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost.

The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

However, when this information is not reliably available, Council can account for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans – i.e. as an expense when they become payable.

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named the "Local Government Superannuation Scheme – Pool B"

This Scheme has been deemed to be a "multi employer fund" for the purposes of AASB 119.

Sufficient information is not available to account for the Scheme as a defined benefit plan (in accordance with AASB 119) because the assets to the scheme are pooled together for all Councils.

The last valuation of the Scheme was performed by Richard Boyfield of Mercer Consulting (Australia) Pty Ltd on 21/07/2014 and covers the period ended 30/06/2014.

However the position is monitored annually and the Actuary has estimated that as at 30 June 2014 the prior period deficit still exists.

Effective from 1 July 2009, employers are required to contribute additional contributions to assist in extinguishing this deficit.

The amount of employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense and disclosed as part of Superannuation Expenses at Note 4(a) for the year ending 30 June 2014 was \$ 194,893.80.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

The amount of additional contributions included in the total employer contribution advised above is \$ 90,470.

The share of this deficit that can be broadly attributed to Council is estimated to be in the order of \$ 361,880 as at 30 June 2014.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils.

For this reason, no liability for the deficiency has been recognised in these financial statements.

Council has, however, disclosed a contingent liability in Note 18 to reflect the possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

#### Defined Contribution Plans

Contributions to defined contribution plans are recognised as an expense as they become payable.

#### (iv) Employee Benefit On-Costs

Council has recognised at year end the aggregate on-cost liabilities arising from employee benefits, and in particular those on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include Superannuation and Workers Compensation expenses which will be payable upon the future payment of certain Leave Liabilities accrued as at 30 June 2014.

#### (y) Self insurance

Council does not self insure.

#### (z) Allocation between current and non-current assets and liabilities

In the determination of whether an asset or liability is classified as current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

#### Exceptions

In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months (such as vested long service leave), the liability is classified as current even if not expected to be settled within the next 12 months.

In the case of inventories that are "held for trading", these are also classified as current even if not expected to be realised in the next 12 months.

#### (aa) Taxes

The Council is exempt from both Commonwealth Income Tax and Capital Gains Tax.

Council does however have to comply with both Fringe Benefits Tax and Goods and Services Tax (GST).

#### Goods and Services Tax (GST)

Income, expenses and assets are all recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO).

In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the revenue / expense.

Receivables and payables within the Balance Sheet are stated inclusive of any applicable GST.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the Balance Sheet.

Operating cash flows within the Cash Flow Statement are on a gross basis; i.e. they are inclusive of GST where applicable.

Investing and Financing cash flows are treated on a net basis (where recoverable from the ATO); i.e. they are exclusive of GST. Instead, the GST component of investing and financing activity cash flows which are recoverable from or payable to the ATO are classified as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from (or payable to) the ATO.



## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

##### **(ab) New accounting standards and interpretations**

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2014.

**Council has not adopted any of these standards early.**

Council's assessment of the impact of these new standards and interpretations is set out below.

##### **Applicable to Local Government with implications:**

***AASB 9 Financial Instruments, associated standards, AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 and AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and transitional disclosures and AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments (effective from 1 January 2017)***

AASB 9 Financial Instruments addresses the classification, measurement and de-recognition of financial assets and financial liabilities.

The standard is not applicable until 1 January 2015 but is available for early adoption.

When adopted, the standard will affect in particular Council's accounting for its available-for-sale financial assets, since AASB 9 only permits the recognition of fair value gains and losses in other comprehensive income if they relate to equity investments that are not held for trading.

Fair value gains and losses on available-for-sale debt investments, for example, will therefore have to be recognised directly in profit or loss although there is currently a proposal by the IASB to introduce a Fair value through Other Comprehensive Income category for debt instruments.

There will be no impact on Council's accounting for financial liabilities, as the new requirements only affect the accounting for financial liabilities that are designated at fair value through profit or loss and Council does not have any such liabilities.

The de-recognition rules have been transferred from AASB 139 Financial Instruments: Recognition and Measurement and have not been changed.

The Council has not yet fully assessed the impact on the reporting financial position and performance on adoption of AASB 9.

##### **Applicable to Local Government but no implications for Council;**

***AASB 2013-3 Amendments to AASB 136 Recoverable Amount Disclosures for Non-Financial Assets (effective for 30 June 2015 Financial Statements)***

There are no changes to reported financial position or performance from AASB 2013 – 3; however additional disclosures may be required.

##### **Applicable to Local Government but not relevant to Council at this stage;**

***AASB 10 Consolidated Financial Statements, AASB 11 Joint Arrangements, AASB 12 Disclosure of Interests in Other Entities, revised AASB 127 Separate Financial Statements and AASB 128 Investments in Associates and Joint Ventures and AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (effective for 30 June 2015 Financial Statements for not-for-profit entities)***

This suite of five new and amended standards address the accounting for joint arrangements, consolidated financial statements and associated disclosures.

AASB 10 replaces all of the guidance on control and consolidation in AASB 127 Consolidated and Separate Financial Statements, and Interpretation 12 Consolidation – Special Purpose Entities.

The core principle that a consolidated entity presents a parent and its subsidiaries as if they are a single economic entity remains unchanged, as do the mechanics of consolidation. However, the standard introduces a single definition of control that applies to all entities.

It focuses on the need to have both power and rights or exposure to variable returns.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 1. Summary of Significant Accounting Policies

Power is the current ability to direct the activities that significantly influence returns. Returns must vary and can be positive, negative or both.

Control exists when the investor can use its power to affect the amount of its returns.

There is also new guidance on participating and protective rights and on agent/principal relationships. Council does not expect the new standard to have a significant impact on its composition.

AASB 11 introduces a principles based approach to accounting for joint arrangements.

The focus is no longer on the legal structure of joint arrangements, but rather on how rights and obligations are shared by the parties to the joint arrangement.

Based on the assessment of rights and obligations, a joint arrangement will be classified as either a joint operation or a joint venture.

Joint ventures are accounted for using the equity method, and the choice to proportionately consolidate will no longer be permitted.

Parties to a joint operation will account their share of revenues, expenses, assets and liabilities in much the same way as under the previous standard.

AASB 11 also provides guidance for parties that participate in joint arrangements but do not share joint control.

Council's investment in the joint venture partnership will be classified as a joint venture under the new rules.

As Council already applies the equity method in accounting for this type of investment, AASB 11 will not have any impact on the amounts recognised in its financial statements.

AASB 12 sets out the required disclosures for entities reporting under the two new standards, AASB 10 and AASB 11, and replaces the disclosure requirements currently found in AASB 127 and AASB 128.

Application of this standard by Council will not affect any of the amounts recognised in the financial

statements, but will impact the type of information disclosed in relation to Council's investments.

Amendments to AASB 128 provide clarification that an entity continues to apply the equity method and does not re measure its retained interest as part of ownership changes where a joint venture becomes an associate, and vice versa.

The amendments also introduce a "partial disposal" concept.

Council is still assessing the impact of these amendments.

Council does not expect to adopt the new standards before their operative date.

They would therefore be first applied in the financial statements for the annual reporting period ending 30 June 2015.

#### **Not applicable to Local Government per se;**

None

There are no other standards that are "not yet effective" and expected to have a material impact on Council in the current or future reporting periods and on foreseeable future transactions.

#### **(ac) Rounding of amounts**

Unless otherwise indicated, amounts in the financial statements have been rounded off to the nearest thousand dollars.

#### **(ad) Comparative Figures**

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been re classified or individually reported for the first time within these financial statements and/or the notes.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 2(a). Council Functions / Activities - Financial Information

Functions/Activities  \$000	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 2(b).												
	Income from Continuing Operations			Expenses from Continuing Operations			Operating Result from Continuing Operations			Grants included in Income from Continuing Operations		Total Assets held (Current & Non-current)	
	Original Budget	Actual	Actual	Original Budget	Actual	Actual	Original Budget	Actual	Actual	Actual	Actual	Actual	Actual
	2014	2014	2013	2014	2014	2013	2014	2014	2013	2014	2013	2014	2013
Governance	-	-	-	628	638	615	(628)	(638)	(615)	6	9	10,817	3,388
Administration	112	348	399	1,993	281	240	(1,881)	67	159	64	18	13	16,399
Public Order & Safety	78	153	141	410	438	474	(332)	(285)	(333)	130	156	515	539
Health	3	6	4	114	233	119	(111)	(227)	(115)	-	-	187	173
Environment	96	1	1,272	253	196	1,872	(157)	(195)	(600)	-	54	528	528
Community Services & Education	408	444	399	258	1,845	640	150	(1,401)	(241)	364	400	84	35
Housing & Community Amenities	763	1,611	404	2,146	740	650	(1,383)	871	(246)	142	29	12,303	11,230
Water Supplies	3,003	2,984	2,990	1,942	2,376	2,416	1,061	608	574	45	44	31,594	29,924
Sewerage Services	2,060	2,017	1,569	1,321	1,858	2,059	739	159	(490)	62	43	21,611	21,716
Recreation & Culture	325	1,191	379	1,570	2,312	1,877	(1,245)	(1,121)	(1,498)	870	82	22,302	17,812
Mining, Manufacturing & Construction	113	108	203	83	344	270	30	(236)	(67)	-	-	493	332
Transport & Communication	1,436	2,658	2,098	4,648	6,530	6,840	(3,212)	(3,872)	(4,742)	760	890	100,234	98,371
Economic Affairs	531	252	152	458	895	716	73	(643)	(564)	-	174	4,270	3,557
<b>Total Functions &amp; Activities</b>	<b>8,928</b>	<b>11,773</b>	<b>10,010</b>	<b>15,824</b>	<b>18,686</b>	<b>18,788</b>	<b>(6,896)</b>	<b>(6,913)</b>	<b>(8,778)</b>	<b>2,443</b>	<b>1,899</b>	<b>204,951</b>	<b>204,004</b>
Share of gains/(losses) in Associates & Joint Ventures (using the Equity Method)	-	-	-	-	-	-	-	-	-	-	-	-	-
General Purpose Income <sup>1</sup>	6,313	7,140	8,948	-	-	-	6,313	7,140	8,948	2,226	4,188	-	-
<b>Net Operating Result for the Year</b>	<b>15,241</b>	<b>18,913</b>	<b>18,958</b>	<b>15,824</b>	<b>18,686</b>	<b>18,788</b>	<b>(583)</b>	<b>227</b>	<b>170</b>	<b>4,669</b>	<b>6,087</b>	<b>204,951</b>	<b>204,004</b>

1. Includes: Rates &amp; Annual Charges (incl. Ex-Gratia), Untied General Purpose Grants &amp; Unrestricted Interest &amp; Investment Income.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 2(b). Council Functions / Activities - Component Descriptions

**Details relating to the Council's functions / activities as reported in Note 2(a) are as follows:**

##### **GOVERNANCE**

Costs relating to the Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of council and policy making committees, area representation and public disclosure and compliance.

##### **ADMINISTRATION**

Corporate Support and Other Support Services (not otherwise attributed to the listed functions / activities).

##### **PUBLIC ORDER & SAFETY**

Fire protection, animal control, beach control, enforcement of local government regulations, emergency services, other.

##### **HEALTH**

Inspection, immunisations, food control, health centres, other, administration.

##### **ENVIRONMENT**

Noxious plants and insect/vermin control, other environmental protection, solid waste management, street cleaning, drainage, stormwater management.

##### **COMMUNITY SERVICES & EDUCATION**

Administration, family day care, child care, youth services, other family and children, aged and disabled, migrant services, Aboriginal services, other community services, education.

##### **HOUSING & COMMUNITY AMENITIES**

Housing, town planning, street lighting, other sanitation and garbage, public cemeteries, public conveniences,

##### **WATER SUPPLIES**

Supply of filtered and unfiltered water

##### **SEWERAGE SERVICES**

Provision of sewerage services

##### **RECREATION & CULTURE**

Public libraries, museums, art galleries, community centres, public halls, other cultural services, swimming pools, sporting grounds, parks and gardens (lakes), other sport and recreation.

##### **MINING, MANUFACTURING & CONSTRUCTION**

Building control, abattoirs, quarries & pits, other.

##### **TRANSPORT & COMMUNICATION**

Urban roads, sealed rural roads, unsealed rural roads, bridges, footpaths, aerodromes, parking areas, bus shelters and services, water transport, RMS works, other.

##### **ECONOMIC AFFAIRS**

Camping areas, caravan parks, tourism and area promotion, industrial development promotion, saleyards and markets, real estate development, commercial nurseries, other business undertakings.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Rates &amp; Annual Charges</b>			
<b>Ordinary Rates</b>			
Residential		2,343	2,140
Farmland		1,687	1,634
Business		461	445
<b>Total Ordinary Rates</b>		<b>4,491</b>	<b>4,219</b>
<b>Special Rates</b>			
Nil			
<b>Annual Charges</b> (pursuant to s.496, s.496A, s.496B, s.501 & s.611)			
Domestic Waste Management Services		728	698
Stormwater Management Services		72	71
Water Supply Services		1,648	1,570
Sewerage Services		1,622	1,307
Waste Management Services (non-domestic)		68	55
<b>Total Annual Charges</b>		<b>4,138</b>	<b>3,701</b>
<b>TOTAL RATES &amp; ANNUAL CHARGES</b>		<b>8,629</b>	<b>7,920</b>

Council has used 2013 year valuations provided by the NSW Valuer General in calculating its rates.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(b) User Charges &amp; Fees</b>			
<b>Specific User Charges</b> (per s.502 - Specific "actual use" charges)			
Domestic Waste Management Services		113	105
Water Supply Services		920	940
Sewerage Services		10	7
Waste Management Services (non-domestic)		154	150
<b>Total User Charges</b>		<b>1,197</b>	<b>1,202</b>
<b>Other User Charges &amp; Fees</b>			
<b>(i) Fees &amp; Charges - Statutory &amp; Regulatory Functions</b> (per s.608)			
Building Regulation		134	155
Private Works - Section 67		127	72
Section 149 Certificates (EPA Act)		26	22
Section 603 Certificates		23	20
<b>Total Fees &amp; Charges - Statutory/Regulatory</b>		<b>310</b>	<b>269</b>
<b>(ii) Fees &amp; Charges - Other (incl. General User Charges)</b> (per s.608)			
Aerodrome		18	18
Aged Care		75	84
Cemeteries		88	98
Food Control Fees		6	4
Leaseback Fees - Council Vehicles		54	55
Sewerage		13	18
Swimming Centres		83	106
Water Supply		31	40
Other		30	32
<b>Total Fees &amp; Charges - Other</b>		<b>398</b>	<b>455</b>
<b>TOTAL USER CHARGES &amp; FEES</b>		<b>1,905</b>	<b>1,926</b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(c) Interest &amp; Investment Revenue (incl. losses)</b>			
<b>Interest &amp; Dividends</b>			
- Interest on Overdue Rates & Annual Charges (incl. Special Purpose Rates)		39	42
- Interest earned on Investments (interest & coupon payment income)		701	783
<b><u>TOTAL INTEREST &amp; INVESTMENT REVENUE</u></b>		<b><u>740</u></b>	<b><u>825</u></b>
<b>Interest Revenue is attributable to:</b>			
<b>Unrestricted Investments/Financial Assets:</b>			
Overdue Rates & Annual Charges (General Fund)		39	42
General Council Cash & Investments		384	499
<b>Restricted Investments/Funds - External:</b>			
Water Fund Operations		125	126
Sewerage Fund Operations		192	158
<b><u>Total Interest &amp; Investment Revenue Recognised</u></b>		<b><u>740</u></b>	<b><u>825</u></b>
<b>(d) Other Revenues</b>			
Rental Income - Other Council Properties		66	65
Fines		5	5
Legal Fees Recovery - Rates & Charges (Extra Charges)		35	64
Diesel Rebate		64	55
Insurance Rebate		27	65
Recycling Income (non domestic)		5	2
Sale of Gravel		102	197
Sale of Scrap Metal		23	12
Sales - General		27	-
Statecover OHS Incentives		17	-
Sale of High Security Water		201	166
Workers Compensation Recovery		29	56
Other - Roads Private Works Income		65	-
Other		46	40
<b><u>TOTAL OTHER REVENUE</u></b>		<b><u>712</u></b>	<b><u>727</u></b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	2014 Operating	2013 Operating	2014 Capital	2013 Capital
<b>(e) Grants</b>				
<b>General Purpose (Untied)</b>				
Financial Assistance - General Component	1,500	2,889	-	-
Financial Assistance - Local Roads Component	629	1,203	-	-
Pensioners' Rates Subsidies - General Component	97	96	-	-
<b>Total General Purpose</b>	<b>2,226</b>	<b>4,188</b>	<b>-</b>	<b>-</b>
<b>Specific Purpose</b>				
Pensioners' Rates Subsidies:				
- Water	45	45	-	-
- Sewerage	44	43	-	-
- Domestic Waste Management	38	37	-	-
Sewerage Services	-	-	18	23
Aged Care	212	308	-	-
Bushfire & Emergency Services	130	117	-	-
Community Care	167	3	-	-
Community Centres	(3)	3	-	-
Employment & Training Programs	-	10	-	-
Environmental Protection	57	107	-	-
Heritage & Cultural	5	2	-	8
Library	3	9	-	-
Library - per capita	30	32	-	-
Library - special projects	8	8	-	-
Recreation & Culture	5	-	547	96
Street Lighting	38	38	-	-
Transport (Roads to Recovery)	715	432	-	-
Transport (Other Roads & Bridges Funding)	351	556	-	-
Electronic Housing Grant	33	-	-	-
Other	-	22	-	-
<b>Total Specific Purpose</b>	<b>1,878</b>	<b>1,772</b>	<b>565</b>	<b>127</b>
<b>Total Grants</b>	<b>4,104</b>	<b>5,960</b>	<b>565</b>	<b>127</b>
<b>Grant Revenue is attributable to:</b>				
- Commonwealth Funding	3,195	4,539	383	31
- State Funding	908	1,407	182	96
- Other Funding	1	14	-	-
	<b>4,104</b>	<b>5,960</b>	<b>565</b>	<b>127</b>



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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 3. Income from Continuing Operations (continued)

\$ '000	2014 Operating	2013 Operating	2014 Capital	2013 Capital
<b>(f) Contributions</b>				
<b>Developer Contributions:</b>				
<b>(s93 &amp; s94 - EP&amp;A Act, s64 of the LGA):</b>				
S 94 - Contributions towards amenities/services	-	-	57	1
S 64 - Water Supply Contributions	-	-	8	91
Other Developer Contributions (Assets)	-	-	200	30
<b>Total Developer Contributions</b>	<b>17</b>	<b>-</b>	<b>265</b>	<b>122</b>
<b>Other Contributions:</b>				
Kerb & Gutter	-	-	38	8
Paving	-	-	35	26
Recreation & Culture	-	-	560	145
RMS Contributions (Regional Roads, Block Grant)	930	915	223	144
Parks & Gardens	-	-	24	-
Other	2	39	-	-
<b>Total Other Contributions</b>	<b>932</b>	<b>954</b>	<b>880</b>	<b>323</b>
<b>Total Contributions</b>	<b>932</b>	<b>954</b>	<b>1,145</b>	<b>445</b>
<b>TOTAL GRANTS &amp; CONTRIBUTIONS</b>	<b>5,036</b>	<b>6,914</b>	<b>1,710</b>	<b>572</b>

\$ '000	Actual 2014	Actual 2013
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## (g) Restrictions relating to Grants and Contributions

**Certain grants & contributions are obtained by Council on condition that they be spent in a specified manner:**

Unexpended at the Close of the Previous Reporting Period	542	541
<b>add:</b> Grants & contributions recognised in the current period but not yet spent:	92	128
<b>less:</b> Grants & contributions recognised in a previous reporting period now spent:	(36)	(127)
<b>Net Increase (Decrease) in Restricted Assets during the Period</b>	<b>56</b>	<b>1</b>
<b>Unexpended and held as Restricted Assets</b>	<b>598</b>	<b>542</b>
<b>Comprising:</b>		
- Specific Purpose Unexpended Grants	82	36
- Developer Contributions	516	506
	<b>598</b>	<b>542</b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Employee Benefits &amp; On-Costs</b>			
Salaries and Wages		5,715	5,400
Travelling		304	309
Employee Leave Entitlements (ELE)		763	542
ELE On-costs		175	-
Superannuation - Defined Contribution Plans		388	339
Superannuation - Defined Benefit Plans		239	232
Workers' Compensation Insurance		181	176
Fringe Benefit Tax (FBT)		19	12
Training Costs (other than Salaries and Wages)		142	75
Protective Clothing		29	25
Other		26	82
<b>Total Employee Costs</b>		<b>7,981</b>	<b>7,192</b>
less: Capitalised Costs		(896)	(910)
<b>TOTAL EMPLOYEE COSTS EXPENSED</b>		<b>7,085</b>	<b>6,282</b>
Number of "Equivalent Full Time" Employees at year end		87	87
<b>(b) Borrowing Costs</b>			
<b>(i) Interest Bearing Liability Costs</b>			
Interest on Loans		26	33
<b>Total Interest Bearing Liability Costs Expensed</b>		<b>26</b>	<b>33</b>
<b>(ii) Other Borrowing Costs</b>			
Discount adjustments relating to movements in Provisions (other than ELE)			
- Remediation Liabilities	26	8	5
<b>Total Other Borrowing Costs</b>		<b>8</b>	<b>5</b>
<b>TOTAL BORROWING COSTS EXPENSED</b>		<b>34</b>	<b>38</b>
<b>(c) Materials &amp; Contracts</b>			
Raw Materials & Consumables		3,615	4,550
Contractor & Consultancy Costs		3	-
- Domestic Waste and Recycling Collection Contract		372	305
Auditors Remuneration <sup>(1)</sup>		20	21
Legal Expenses:			
- Legal Expenses: Planning & Development		18	2
- Legal Expenses: Debt Recovery		48	63
- Legal Expenses: Other		-	10
<b>TOTAL MATERIALS &amp; CONTRACTS</b>		<b>4,076</b>	<b>4,951</b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(c) Materials &amp; Contracts (continued)</b>			
<b>1. Auditor Remuneration</b>			
During the year, the following fees were incurred for services provided by the Council's Auditor (& the Auditors of other Consolidated Entities):			
<b>(i) Audit and Other Assurance Services</b>			
- Audit & review of financial statements:		20	21
2014 RSD Chartered Accountants and 2013 Crowe Horwath			
<b>Remuneration for audit and other assurance services</b>		<u>20</u>	<u>21</u>
<b>Total Auditor Remuneration</b>		<u>20</u>	<u>21</u>

## (d) Depreciation, Amortisation &amp; Impairment

\$ '000	Notes	Impairment Costs		Depreciation/Amortisation	
		Actual 2014	Actual 2013	Actual 2014	Actual 2013
Plant and Equipment		-	-	761	780
Office Equipment		-	-	89	91
Land Improvements (depreciable)		-	-	16	11
Buildings - Non Specialised		-	-	15	10
Buildings - Specialised		-	-	614	559
Infrastructure:					
- Roads		-	-	2,060	2,006
- Bridges		-	-	80	80
- Footpaths		-	-	68	61
- Stormwater Drainage		-	-	257	211
- Water Supply Network		-	-	586	568
- Sewerage Network		-	-	548	547
- Swimming Pools		-	-	69	28
- Other Open Space/Recreational Assets		-	-	148	68
Other Assets					
- Heritage Collections		-	-	1	1
- Library Books		-	-	15	11
- Other		-	-	70	131
Asset Reinstatement Costs	9 & 26	-	-	8	6
<b>TOTAL DEPRECIATION &amp; IMPAIRMENT COSTS EXPENSED</b>		<u>-</u>	<u>-</u>	<u>5,405</u>	<u>5,169</u>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2014	Actual 2013
<b>(e) Other Expenses</b>			
Other Expenses for the year include the following:			
Advertising		39	53
Bad & Doubtful Debts		5	7
Bank Charges		25	25
Cleaning		4	2
Contributions/Levies to Other Levels of Government		-	27
- Emergency Services Levy (includes FRNSW, SES, and RFS Levies)		14	15
- NSW Fire Brigade Levy		47	46
- NSW Rural Fire Service Levy		89	117
- Other Contributions/Levies - ASPIRE		38	-
- Other Contributions/Levies		-	5
Councillor Expenses - Mayoral Fee		23	23
Councillor Expenses - Councillors' Fees		83	80
Councillors' Expenses (incl. Mayor) - Other (excluding fees above)		67	66
Donations, Contributions & Assistance to other organisations (Section 356)			
- Central Murray County Council		112	109
- Heritage and Cultural Programs		27	25
- Public Halls and Community Facilities		22	19
- RAMROC		13	13
- Swimming Pools		92	62
- Tourism and Area Promotion		85	107
- Sporting Grounds		61	130
- Other		7	9
Election Expenses		-	51
Electricity & Heating		401	440
Insurance		323	318
Street Lighting		156	220
Subscriptions & Publications		47	44
Telephone & Communications		62	67
Valuation Fees		37	35
Other		207	233
<b><u>TOTAL OTHER EXPENSES</u></b>		<b><u>2,086</u></b>	<b><u>2,348</u></b>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 5. Gains or Losses from the Disposal of Assets

\$ '000	Notes	Actual 2014	Actual 2013
<b>Property</b> (excl. Investment Property)			
Proceeds from Disposal - Property		24	-
less: Carrying Amount of Property Assets Sold / Written Off		(9)	(8)
<b>Net Gain/(Loss) on Disposal</b>		<b>15</b>	<b>(8)</b>
<b>Plant &amp; Equipment</b>			
Proceeds from Disposal - Plant & Equipment		112	209
less: Carrying Amount of P&E Assets Sold / Written Off		(18)	(122)
<b>Net Gain/(Loss) on Disposal</b>		<b>94</b>	<b>87</b>
<b>Infrastructure</b>			
Proceeds from Disposal - Infrastructure		-	-
less: Carrying Amount of Infrastructure Assets Sold / Written Off		-	(5)
<b>Net Gain/(Loss) on Disposal</b>		<b>-</b>	<b>(5)</b>
<b>Real Estate Assets Held For Sale</b>			
Proceeds from Disposal - Real Estate Assets		261	-
less: Carrying Amount of Real Estate Assets Sold / Written Off		(173)	-
<b>Net Gain/(Loss) on Disposal</b>		<b>88</b>	<b>-</b>
<b>Financial Assets</b>			
Proceeds from Disposal / Redemptions / Maturities - Financial Assets		2,000	-
less: Carrying Amount of Financial Assets Sold / Redeemed / Matured		(2,000)	-
<b>Net Gain/(Loss) on Disposal</b>		<b>-</b>	<b>-</b>
<b>Non Current Assets Classified as "Held for Sale"</b>			
Proceeds from Disposal - Non Current Assets "Held for Sale"		74	-
less: Carrying Amount of 'Held for Sale' Assets Sold / Written Off		(90)	-
<b>Net Gain/(Loss) on Disposal</b>		<b>(16)</b>	<b>-</b>
<b><u>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</u></b>		<b><u>181</u></b>	<b><u>74</u></b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6a. - Cash Assets and Note 6b. - Investments

\$ '000	Notes	2014 Actual Current	2014 Actual Non Current	2013 Actual Current	2013 Actual Non Current
<b>Cash &amp; Cash Equivalents (Note 6a)</b>					
Cash on Hand and at Bank		1,799	-	76	-
Cash-Equivalent Assets <sup>1</sup>					
- Deposits at Call		510	-	1,713	-
<b>Total Cash &amp; Cash Equivalents</b>		<b>2,309</b>	<b>-</b>	<b>1,789</b>	<b>-</b>
<b>Investments (Note 6b)</b>					
- Long Term Deposits		14,000	-	16,000	-
<b>Total Investments</b>		<b>14,000</b>	<b>-</b>	<b>16,000</b>	<b>-</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS &amp; INVESTMENTS</b>		<b>16,309</b>	<b>-</b>	<b>17,789</b>	<b>-</b>

<sup>1</sup> Those Investments where time to maturity (from date of purchase) is < 3 mths.

**Cash, Cash Equivalents & Investments were classified at year end in accordance with AASB 139 as follows:**

**Cash & Cash Equivalents**

a. "At Fair Value through the Profit & Loss"		2,309	-	1,789	-
--	--	-------	---	-------	---

**Investments**

b. "Held to Maturity"	6(b-ii)	14,000	-	16,000	-
<b>Investments</b>		<b>14,000</b>	<b>-</b>	<b>16,000</b>	<b>-</b>

**Reconciliation of Investments classified as "Held to Maturity"**

Balance at the Beginning of the Year		16,000	-	16,000	-
Disposals (sales & redemptions)		(2,000)	-	-	-
<b>Balance at End of Year</b>		<b>14,000</b>	<b>-</b>	<b>16,000</b>	<b>-</b>

**Comprising:**

- Long Term Deposits		14,000	-	16,000	-
<b>Total</b>		<b>14,000</b>	<b>-</b>	<b>16,000</b>	<b>-</b>

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of investments held.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 6c. Restricted Cash, Cash Equivalents &amp; Investments

\$ '000	2014	2014	2013	2013
	Actual Current	Actual Non Current	Actual Current	Actual Non Current
Total Cash, Cash Equivalents and Investments	16,309	-	17,789	-
<b>attributable to:</b>				
External Restrictions (refer below)	10,231	-	8,421	-
Internal Restrictions (refer below)	2,090	-	2,090	-
Unrestricted	3,988	-	7,278	-
	<b>16,309</b>	<b>-</b>	<b>17,789</b>	<b>-</b>

2014	Opening	Transfers to	Transfers from	Closing
\$ '000	Balance	Restrictions	Restrictions	Balance

## Details of Restrictions

## External Restrictions - Included in Liabilities

Nil

## External Restrictions - Other

Developer Contributions - General	(A)	68	10	438	516
Developer Contributions - Water Fund	(A)	425	-	(425)	-
Developer Contributions - Sewer Fund	(A)	13	-	(13)	-
Specific Purpose Unexpended Grants	(B)	36	46	-	82
Water Supplies	(C)	2,956	1,296	-	4,252
Sewerage Services	(C)	3,846	458	-	4,304
Domestic Waste Management	(C)	899	-	-	899
Other		178	-	-	178
<b>External Restrictions - Other</b>		<b>8,421</b>	<b>1,810</b>	<b>-</b>	<b>10,231</b>
<b>Total External Restrictions</b>		<b>8,421</b>	<b>1,810</b>	<b>-</b>	<b>10,231</b>

## Internal Restrictions

Plant & Vehicle Replacement		630	-	-	630
Employees Leave Entitlement		389	-	-	389
Capital Works Reserve		216	-	-	216
Economic Development		643	-	-	643
Finley Saleyard		80	-	-	80
Levee Bank Construction		72	-	-	72
Tourism Events		60	-	-	60
<b>Total Internal Restrictions</b>		<b>2,090</b>	<b>-</b>	<b>-</b>	<b>2,090</b>
<b>TOTAL RESTRICTIONS</b>		<b>10,511</b>	<b>1,810</b>	<b>-</b>	<b>12,321</b>

A Development contributions which are not yet expended for the provision of services and amenities in accordance with contributions plans (refer Note 17).

B Grants which are not yet expended for the purposes for which the grants were obtained. (refer Note 1)

C Water, Sewerage, Domestic Waste Management (DWM) & other Special Rates/Levies/Charges are externally restricted assets and must be applied for the purposes for which they were raised.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 7. Receivables

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Purpose</b>					
Rates & Annual Charges		469	-	472	-
User Charges & Fees		479	-	275	-
Accrued Revenues					
- Interest on Investments		141	-	171	-
- Other Income Accruals		274	-	145	-
Deferred Debtors		9	19	17	27
Net GST Receivable		-	-	82	-
Other Debtors		-	-	14	-
<b>Total</b>		<b>1,372</b>	<b>19</b>	<b>1,176</b>	<b>27</b>
<b>less: Provision for Impairment</b>					
Rates & Annual Charges		(6)	-	(15)	-
User Charges & Fees		(27)	-	(38)	-
<b>Total Provision for Impairment - Receivables</b>		<b>(33)</b>	<b>-</b>	<b>(53)</b>	<b>-</b>
<b>TOTAL NET RECEIVABLES</b>		<b>1,339</b>	<b>19</b>	<b>1,123</b>	<b>27</b>
<b>Externally Restricted Receivables</b>					
<b>Water Supply</b>					
- Rates & Availability Charges		101	-	109	-
- Other		229	-	233	-
<b>Sewerage Services</b>					
- Rates & Availability Charges		92	-	81	-
- Other		157	-	105	-
<b>Total External Restrictions</b>		<b>579</b>	<b>-</b>	<b>528</b>	<b>-</b>
<b>Internally Restricted Receivables</b>					
Nil					
<b>Unrestricted Receivables</b>		<b>760</b>	<b>19</b>	<b>595</b>	<b>27</b>
<b>TOTAL NET RECEIVABLES</b>		<b>1,339</b>	<b>19</b>	<b>1,123</b>	<b>27</b>

**Notes on Debtors above:**

- (i) Rates & Annual Charges Outstanding are secured against the property.
- (ii) Doubtful Rates Debtors are provided for where the value of the property is less than the debt outstanding.  
An allowance for other doubtful debts is made when there is objective evidence that a receivable is impaired.
- (iii) Interest was charged on overdue rates & charges at 9.00% (2013 10.00%).  
Generally all other receivables are non interest bearing.
- (iv) Please refer to Note 15 for issues concerning Credit Risk and Fair Value disclosures.



## Berrigan Shire Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 8. Inventories &amp; Other Assets

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Inventories</b>					
Real Estate for resale (refer below)		314	-	122	-
Stores & Materials		148	-	149	-
<b>Total Inventories</b>		<b>462</b>	<b>-</b>	<b>271</b>	<b>-</b>
<b>Other Assets</b>					
Prepayments		67	-	180	-
<b>Total Other Assets</b>		<b>67</b>	<b>-</b>	<b>180</b>	<b>-</b>
<b>TOTAL INVENTORIES / OTHER ASSETS</b>		<b>529</b>	<b>-</b>	<b>451</b>	<b>-</b>
<b>Externally Restricted Assets</b>					
<b>Water</b>					
Stores & Materials		56	-	62	-
<b>Total Water</b>		<b>56</b>	<b>-</b>	<b>62</b>	<b>-</b>
<b>Sewerage</b>					
Stores & Materials		4	-	4	-
<b>Total Sewerage</b>		<b>4</b>	<b>-</b>	<b>4</b>	<b>-</b>
<b>Domestic Waste Management</b>					
Nil					
<b>Other</b>					
Nil					
<b>Total Externally Restricted Assets</b>		<b>60</b>	<b>-</b>	<b>66</b>	<b>-</b>
<b>Total Internally Restricted Assets</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Unrestricted Assets</b>		<b>469</b>	<b>-</b>	<b>385</b>	<b>-</b>
<b>TOTAL INVENTORIES &amp; OTHER ASSETS</b>		<b>529</b>	<b>-</b>	<b>451</b>	<b>-</b>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 8. Inventories &amp; Other Assets (continued)

\$ '000	2014		2013	
	Current	Non Current	Current	Non Current
<b>Other Disclosures</b>				
<b>(a) Details for Real Estate Development</b>				
Residential	57	-	113	-
Industrial/Commercial	257	-	9	-
<b>Total Real Estate for Resale</b>	<b>314</b>	<b>-</b>	<b>122</b>	<b>-</b>
(Valued at the lower of cost and net realisable value)				
<b>Represented by:</b>				
Acquisition Costs	50	-	122	-
Development Costs	257	-	-	-
Other Properties - Book Value	7	-	-	-
<b>Total Costs</b>	<b>314</b>	<b>-</b>	<b>122</b>	<b>-</b>
<b>Total Real Estate for Resale</b>	<b>314</b>	<b>-</b>	<b>122</b>	<b>-</b>
<b>Movements:</b>				
Real Estate assets at beginning of the year	122	-	122	-
- Purchases and other costs	173	-	-	-
- Transfers in from (out to) Note 9	192	-	-	-
- WDV of Sales (exp)	(173)	-	-	-
<b>Total Real Estate for Resale</b>	<b>314</b>	<b>-</b>	<b>122</b>	<b>-</b>

**(b) Current Assets not anticipated to be settled within the next 12 months**

The following Inventories & Other Assets, even though classified as current are not expected to be recovered in the next 12 months;

	2014 \$'000	2013 \$'000
Real Estate for Resale	283	122
	<b>283</b>	<b>122</b>

**(c) Inventories recognised as an expense for the year included:**

Stores & Materials	363	342
--------------------	-----	-----

**(d) Inventory Write Downs**

\$2,434 was recognised as an expense relating to the write down of Inventory balances held during the year.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other assets held.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 9a. Infrastructure, Property, Plant &amp; Equipment

\$ '000	as at 30/6/2013				Asset Movements during the Reporting Period										as at 30/6/2014			
	At Cost	At Fair Value	Accumulated Dep'n	Carrying Value	Asset Additions	WDV of Asset Disposals	Depreciation Expense	WIP Transfers	Adjustments & Transfers	Other Movements	Tfrs from/(to) "Held for Sale" category	Tfrs from/(to) Real Estate Assets (Note 8)	Revaluation Decrements to Equity (ARR)	Revaluation Increments to Equity (ARR)	At Cost	At Fair Value	Accumulated Dep'n	Carrying Value
Capital Work in Progress	1,787	-	-	1,787	-	-	-	195	-	-	-	192	-	-	2,174	-	-	2,174
Plant & Equipment	-	7,702	5,078	2,624	1,085	(18)	(761)	(164)	-	-	-	-	-	-	-	7,604	4,838	2,766
Office Equipment	-	1,136	821	315	49	-	(89)	(3)	-	-	-	-	-	-	-	882	610	272
<b>Land:</b>																		
- Operational Land	-	6,874	-	6,874	71	-	-	(12)	-	-	(217)	-	-	-	-	6,716	-	6,716
- Community Land	-	1,498	-	1,498	-	-	-	(16)	-	-	-	-	-	-	-	1,482	-	1,482
- Land under Roads (post 30/6/08)	-	15	-	15	14	-	-	-	-	-	-	-	(8)	-	-	21	-	21
Land Improvements - depreciable	-	406	76	330	197	-	(16)	-	-	3	-	-	-	-	-	606	92	514
Buildings - Non Specialised	-	774	201	573	-	-	(15)	-	-	-	-	-	-	-	-	774	216	558
Buildings - Specialised	-	37,293	20,039	17,254	1,105	(9)	(614)	-	-	-	-	-	(181)	-	-	36,084	18,529	17,555
<b>Infrastructure:</b>																		
- Roads	-	119,373	31,230	88,143	2,489	-	(2,060)	-	-	-	-	-	(1,288)	-	-	119,900	32,616	87,284
- Bridges	-	6,432	2,993	3,439	-	-	(80)	-	-	-	-	-	-	-	-	6,432	3,073	3,359
- Footpaths	-	3,559	888	2,671	110	-	(68)	-	-	-	-	-	-	140	-	3,842	989	2,853
- Bulk Earthworks (non-depreciable)	-	2,976	-	2,976	-	-	-	-	-	-	-	-	-	-	-	2,976	-	2,976
- Stormwater Drainage	-	12,033	4,527	7,506	452	-	(257)	-	17	-	-	-	-	53	-	12,577	4,806	7,771
- Water Supply Network	-	40,546	14,660	25,886	261	-	(586)	-	-	-	-	-	-	572	-	41,782	15,649	26,133
- Sewerage Network	-	34,882	19,685	15,197	158	-	(548)	-	(17)	-	-	-	-	546	-	36,087	20,751	15,336
- Swimming Pools	-	2,082	1,285	797	31	-	(69)	-	-	-	-	-	-	1,015	-	2,838	1,064	1,774
- Other Open Space/Recreational Assets	-	7,116	4,512	2,604	511	-	(148)	-	1,060	-	-	-	(35)	-	-	7,380	3,388	3,992
<b>Other Assets:</b>																		
- Heritage Collections	-	70	18	52	-	-	(1)	-	-	-	-	-	-	-	-	70	19	51
- Library Books	-	809	654	155	35	-	(15)	-	-	-	-	-	-	-	-	843	668	175
- Other	-	6,912	3,250	3,662	159	-	(70)	-	(1,060)	-	-	-	(42)	-	-	7,232	4,583	2,649
<b>Reinstatement, Rehabilitation &amp; Restoration Assets</b> (refer Note 26):																		
- Tip Assets	-	148	41	107	-	-	(6)	-	-	-	-	-	(8)	-	-	140	47	93
- Quarry Assets	-	38	12	26	-	-	(2)	-	-	-	-	-	(2)	-	-	36	14	22
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIP.</b>	<b>1,787</b>	<b>292,674</b>	<b>109,970</b>	<b>184,491</b>	<b>6,727</b>	<b>(27)</b>	<b>(5,405)</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>(217)</b>	<b>192</b>	<b>(1,564)</b>	<b>2,326</b>	<b>2,174</b>	<b>296,304</b>	<b>111,952</b>	<b>186,526</b>

Additions to Buildings & Infrastructure Assets are made up of Asset Renewals (\$3,402) and New Assets (\$1,372).

Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other Infrastructure, Property, Plant & Equipment.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 9b. Externally Restricted Infrastructure, Property, Plant &amp; Equipment

\$ '000 Class of Asset	Actual 2014				Actual 2013			
	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value
<b>Water Supply</b>								
WIP	167	-	-	167	225	-	-	225
Plant & Equipment	-	7	4	3	-	-	-	-
Office Equipment	-	12	-	12	-	7	3	4
Land								
- Operational Land	-	565	-	565	-	545	-	545
Buildings	-	180	153	27	-	180	150	30
Infrastructure	-	41,782	15,649	26,133	-	40,546	14,660	25,886
<b>Total Water Supply</b>	<b>167</b>	<b>42,546</b>	<b>15,806</b>	<b>26,907</b>	<b>225</b>	<b>41,278</b>	<b>14,813</b>	<b>26,690</b>
<b>Sewerage Services</b>								
WIP	141	-	-	141	-	-	-	-
Plant & Equipment	-	163	78	85	-	163	60	103
Office Equipment	-	57	34	23	-	-	-	-
Land								
- Operational Land	-	1,174	-	1,174	-	1,174	-	1,174
Buildings	-	2	1	1	-	2	1	1
Infrastructure	-	36,659	21,382	15,277	-	34,882	19,685	15,197
Other Assets	-	57	2	55	-	-	-	-
<b>Total Sewerage Services</b>	<b>141</b>	<b>38,112</b>	<b>21,497</b>	<b>16,756</b>	<b>-</b>	<b>36,221</b>	<b>19,746</b>	<b>16,475</b>
<b>Domestic Waste Management</b>								
Plant & Equipment	-	-	-	-	-	17	17	-
Land								
- Improvements - depreciable	-	246	87	159	-	223	75	148
Buildings	-	121	86	35	-	121	83	38
Other Assets	-	350	107	243	-	246	82	164
<b>Total DWM</b>	<b>-</b>	<b>717</b>	<b>280</b>	<b>437</b>	<b>-</b>	<b>607</b>	<b>257</b>	<b>350</b>
<b>TOTAL RESTRICTED I,PP&amp;E</b>	<b>308</b>	<b>81,375</b>	<b>37,583</b>	<b>44,100</b>	<b>225</b>	<b>78,106</b>	<b>34,816</b>	<b>43,515</b>

## Note 9c. Infrastructure, Property, Plant &amp; Equipment - Current Year Impairments

Council has recognised no impairment losses during the reporting period nor reversed any prior period losses.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 10a. Payables, Borrowings &amp; Provisions

\$ '000	Notes	2014		2013	
		Current	Non Current	Current	Non Current
<b>Payables</b>					
Goods & Services - operating expenditure		683	-	812	-
Payments Received In Advance		84	-	93	-
Accrued Expenses:					
- Salaries & Wages		389	-	-	-
- Other Expenditure Accruals		-	-	279	-
Security Bonds, Deposits & Retentions		43	-	11	-
ATO - Net GST Payable		71	-	75	-
<b>Total Payables</b>		<b>1,270</b>	<b>-</b>	<b>1,270</b>	<b>-</b>
<b>Borrowings</b>					
Loans - Secured <sup>1</sup>		117	237	110	355
<b>Total Borrowings</b>		<b>117</b>	<b>237</b>	<b>110</b>	<b>355</b>
<b>Provisions</b>					
<b>Employee Benefits;</b>					
Annual Leave		791	-	729	-
Long Service Leave		1,324	41	1,331	41
Other Leave		56	-	39	-
Sub Total - Aggregate Employee Benefits		2,171	41	2,099	41
Asset Remediation/Restoration (Future Works) <sup>26</sup>		-	224	-	227
<b>Total Provisions</b>		<b>2,171</b>	<b>265</b>	<b>2,099</b>	<b>268</b>
<b>Total Payables, Borrowings &amp; Provisions</b>		<b>3,558</b>	<b>502</b>	<b>3,479</b>	<b>623</b>
<b>(i) Liabilities relating to Restricted Assets</b>					
		2014		2013	
		Current	Non Current	Current	Non Current
<b>Externally Restricted Assets</b>					
Water		118	237	-	-
Sewer		-	-	132	355
Liabilities relating to externally restricted assets		118	237	132	355
<b>Internally Restricted Assets</b>					
Nil					
<b>Total Liabilities relating to restricted assets</b>		118	237	132	355
<b>Total Liabilities relating to Unrestricted Assets</b>		3,440	265	3,347	268
<b>TOTAL PAYABLES, BORROWINGS &amp; PROVISIONS</b>		<b>3,558</b>	<b>502</b>	<b>3,479</b>	<b>623</b>

<sup>1</sup>. Loans are secured over the General Rating Income of Council

Disclosures on Liability Interest Rate Risk Exposures, Fair Value Disclosures & Security can be found in Note 15.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 10a. Payables, Borrowings &amp; Provisions (continued)

\$ '000	Actual 2014	Actual 2013
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**(ii) Current Liabilities not anticipated to be settled within the next 12 months**

The following Liabilities, even though classified as current, are not expected to be settled in the next 12 months.

Provisions - Employees Benefits	1,884	729
	<u>1,884</u>	<u>729</u>

## Note 10b. Description of and movements in Provisions

Class of Provision	2013		2014			
	Opening Balance as at 1/7/13	Additional Provisions	Decrease due to Payments	Remeasurement effects due to Discounting	Unused amounts reversed	Closing Balance as at 30/6/14
Annual Leave	729	308	(442)	196	-	791
Long Service Leave	1,372	183	(170)	(20)	-	1,365
Other Leave (enter deta	39	17	-	-	-	56
Asset Remediation	227	(3)	-	-	-	224
<b>TOTAL</b>	<b>2,367</b>	<b>505</b>	<b>(612)</b>	<b>176</b>	<b>-</b>	<b>2,436</b>

- a. Employees Leave Entitlements & On-Costs represents those benefits accrued and payable and an estimate of those that will become payable in the future as a result of past service.
- b. Asset Remediation, Reinstatement & Restoration Provisions represent the Present Value estimate of future costs Council will incur in order to remove, restore & remediate assets &/or activities as a result of past operations.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 11. Statement of Cash Flows - Additional Information

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Reconciliation of Cash Assets</b>			
Total Cash & Cash Equivalent Assets	6a	2,309	1,789
<b>BALANCE as per the STATEMENT of CASH FLOWS</b>		<b>2,309</b>	<b>1,789</b>
<b>(b) Reconciliation of Net Operating Result to Cash provided from Operating Activities</b>			
<b>Net Operating Result from Income Statement</b>		<b>227</b>	<b>170</b>
<b>Adjust for non cash items:</b>			
Depreciation & Amortisation		5,405	5,169
Net Losses/(Gains) on Disposal of Assets		(181)	(74)
Non Cash Capital Grants and Contributions		(255)	(30)
Unwinding of Discount Rates on Reinstatement Provisions		(3)	96
<b>+/- Movement in Operating Assets and Liabilities &amp; Other Accrual Items:</b>			
Decrease/(Increase) in Receivables		(204)	484
Increase/(Decrease) in Provision for Doubtful Debts		(20)	(23)
Decrease/(Increase) in Inventories		1	27
Decrease/(Increase) in Other Assets		113	(13)
Increase/(Decrease) in Payables		(129)	(152)
Increase/(Decrease) in Accrued Interest Payable		-	(4)
Increase/(Decrease) in other Accrued Expenses Payable		110	12
Increase/(Decrease) in Other Liabilities		19	16
Increase/(Decrease) in Employee Leave Entitlements		72	108
<b>NET CASH PROVIDED FROM/(USED IN) OPERATING ACTIVITIES from the STATEMENT of CASH FLOWS</b>		<b>5,155</b>	<b>5,786</b>
<b>(c) Non-Cash Investing &amp; Financing Activities</b>			
Developer Contributed Assets		255	30
<b>Total Non-Cash Investing &amp; Financing Activities</b>		<b>255</b>	<b>30</b>
<b>(d) Financing Arrangements</b>			
Nil			
<b>(e) Bank Guarantees</b>			
Nil			

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 12. Commitments for Expenditure

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Capital Commitments (exclusive of GST)</b>			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
<b>Property, Plant &amp; Equipment</b>			
Buildings		26	434
Plant & Equipment		115	77
Water Infrastructure		10	22
Sewer Infrastructure		-	54
Roadworks		61	172
Drainage Works		-	46
Aerodrome Subdivision		-	70
Other		-	19
<b>Total Commitments</b>		<b>212</b>	<b>894</b>
<b>These expenditures are payable as follows:</b>			
Within the next year		212	894
<b>Total Payable</b>		<b>212</b>	<b>894</b>
<b>Sources for Funding of Capital Commitments:</b>			
Unrestricted General Funds		57	96
Future Grants & Contributions		15	434
Sect 64 & 94 Funds/Reserves		15	93
Unexpended Grants		-	9
Externally Restricted Reserves		10	206
Internally Restricted Reserves		115	56
<b>Total Sources of Funding</b>		<b>212</b>	<b>894</b>

**(b) Finance Lease Commitments**

Nil

**(c) Operating Lease Commitments (Non Cancellable)**

Nil

**(d) Investment Property Commitments**

Nil



## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 13a(i). Statement of Performance Measurement - Indicators (All Funds)

\$ '000	Amounts	Indicator	Prior Periods	
	2014	2014	2013	2012
<b>Local Government Industry Indicators - All Funds</b>				
<b>1. Operating Performance Ratio</b>				
Total continuing operating revenue <sup>(1)</sup>				
<u>(excl. Capital Grants &amp; Contributions) - Operating Expenses</u>	<u>(1,664)</u>	<b>-9.78%</b>	-2.60%	4.19%
Total continuing operating revenue <sup>(1)</sup> (excl. Capital Grants & Contributions)	<b>17,022</b>			
<b>2. Own Source Operating Revenue Ratio</b>				
Total continuing operating revenue <sup>(1)</sup>				
<u>(less ALL Grants &amp; Contributions)</u>	<u>11,986</u>	<b>63.99%</b>	60.36%	57.14%
Total continuing operating revenue <sup>(1)</sup>	<b>18,732</b>			
<b>3. Unrestricted Current Ratio</b>				
Current Assets less all External Restrictions <sup>(2)</sup>	<u>7,253</u>	<b>4.05 : 1</b>	3.49	4.19
Current Liabilities less Specific Purpose Liabilities <sup>(3, 4)</sup>	<u>1,793</u>			
<b>4. Debt Service Cover Ratio</b>				
Operating Result <sup>(1)</sup> before capital excluding interest and depreciation / impairment / amortisation (EBITDA)	<u>3,775</u>	<b>26.03</b>	33.55	43.39
Principal Repayments (from the Statement of Cash Flows) + Borrowing Interest Costs (from the Income Statement)	<u>145</u>			
<b>5. Rates, Annual Charges, Interest &amp; Extra Charges Outstanding Percentage</b>				
Rates, Annual and Extra Charges Outstanding	<u>463</u>	<b>5.05%</b>	5.44%	4.56%
Rates, Annual and Extra Charges Collectible	<u>9,160</u>			
<b>6. Cash Expense Cover Ratio</b>				
Current Year's Cash and Cash Equivalents including All Term Deposits	<u>16,309</u>	<b>13.59</b>	14.35	15.04
Payments from cash flow of operating and financing activities	<u>1,200</u>			

## Notes

(1) Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and net share of interests in joint ventures.

(2) Refer Notes 6-8 inclusive.

Also excludes any Real Estate & Land for resale not expected to be sold in the next 12 months

(3) Refer to Note 10(a).

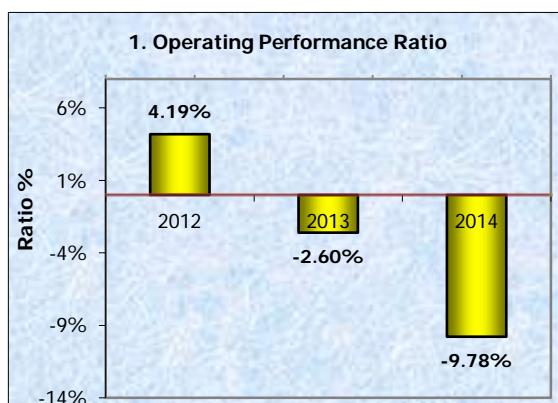
(4) Refer to Note 10(a)(ii) - excludes all payables & provisions not expected to be paid in the next 12 months (incl. ELE).

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 13a(ii). Local Government Industry Indicators - Graphs (All Funds)



— Minimum 0.00%

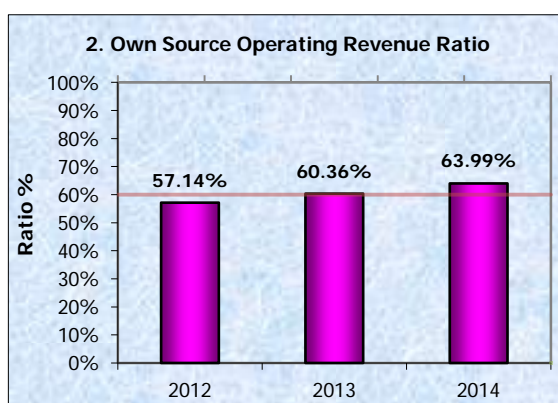
Source for Benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of Operating Performance Ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

**Commentary on 2013/14 Result****2013/14 Ratio -9.78%**

This ratio is focussing on operating performance, net of capital grants, contributions, fair value adjustments and revaluation decrements. The benchmark is greater than 0%. The change in timing of the Financial Assistance Grant has adversely affected the 2014 result



— Minimum 60.00%

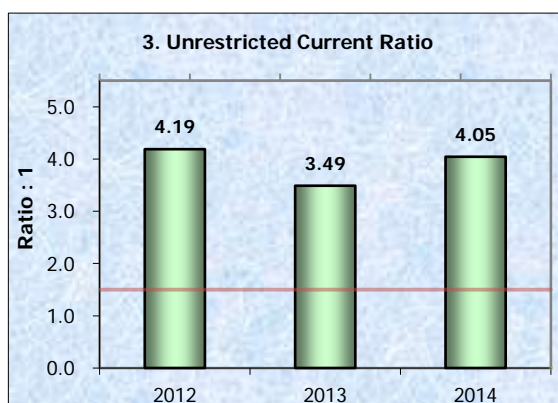
Source for Benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of Own Source Operating Revenue Ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.

**Commentary on 2013/14 Result****2013/14 Ratio 63.99%**

The benchmark is higher than 60% of Councils funding sources being other than external grants. Council is currently meeting this target.



— Minimum 1.50

Source for Benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of Unrestricted Current Ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

**Commentary on 2013/14 Result****2013/14 Ratio 4.05 : 1**

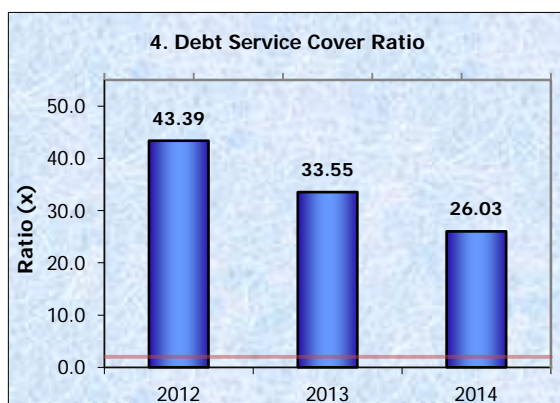
Council has low borrowings, and hence it's ability to meet short term obligations is sound. The benchmark is greater than 1.5

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 13a(ii). Local Government Industry Indicators - Graphs (All Funds)



— Minimum 2.00

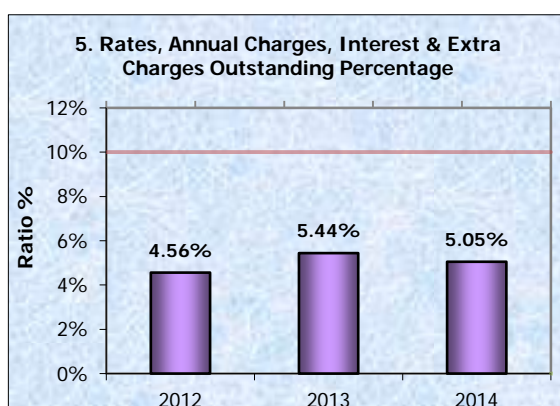
Source for Benchmark: NSW Treasury Corporation

**Purpose of Debt Service Cover Ratio**

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

**Commentary on 2013/14 Result****2013/14 Ratio 26.03**

Council is paying down the current loans, and has not taken out any new loans. The benchmark is minimum 2(x)



— Maximum 10.00%

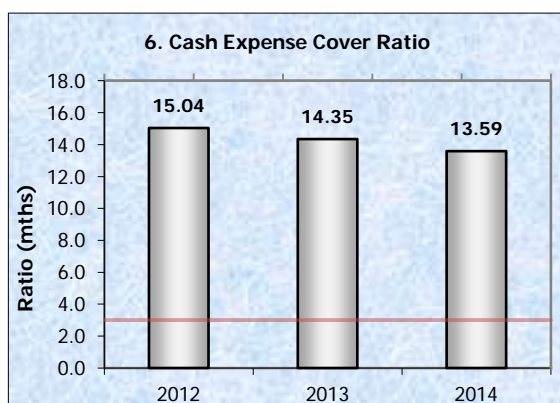
Source for Benchmark: Office of Local Govt - Comparative Information (10/11)

**Purpose of Rates & Annual Charges Outstanding Ratio**

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

**Commentary on 2013/14 Result****2013/14 Ratio 5.05%**

Council continues to maintain a relatively low ratio of outstanding rates and annual charges, the benchmark is below 10%



— Minimum 3.00

Source for Benchmark: Code of Accounting Practice and Financial Reporting

**Purpose of Cash Expense Cover Ratio**

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

**Commentary on Result****2013/14 Ratio 13.59**

The benchmark for this liquidity ratio is greater than 3 months, Council can currently cover over 13 months of expenses without additional cash flow.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 13b. Statement of Performance Measurement - Indicators (by Fund)

\$ '000	Water 2014	Sewer 2014	General <sup>5</sup> 2014
<b>Local Government Industry Indicators - by Fund</b>			
<b>1. Operating Performance Ratio</b>			
Total continuing operating revenue <sup>(1)</sup>			
<u>(excl. Capital Grants &amp; Contributions) - Operating Expenses</u>	<b>20.26%</b>	<b>1.54%</b>	<b>-18.88%</b>
Total continuing operating revenue <sup>(1)</sup>			
(excl. Capital Grants & Contributions)	prior period: 17.03%	-33.16%	-3.30%
<b>2. Own Source Operating Revenue Ratio</b>			
Total continuing operating revenue <sup>(1)</sup>			
<u>(less ALL Grants &amp; Contributions)</u>	<b>97.54%</b>	<b>91.37%</b>	<b>52.60%</b>
Total continuing operating revenue <sup>(1)</sup>			
	prior period: 95.46%	95.80%	49.12%
<b>3. Unrestricted Current Ratio</b>			
<u>Current Assets less all External Restrictions<sup>(2)</sup></u>	<b>39.31 : 1</b>	No Liabilities	<b>4.05 : 1</b>
Current Liabilities less Specific Purpose Liabilities <sup>(3, 4)</sup>			
	prior period: 28.67	No Liabilities	3.49
<b>4. Debt Service Cover Ratio</b>			
Operating Result <sup>(1)</sup> before capital excluding interest and depreciation / impairment / amortisation (EBITDA)			
<u>Principal Repayments (from the Statement of Cash Flows)</u>	<b>46.73</b>	<b>0.00</b>	<b>16.29</b>
+ Borrowing Interest Costs (from the Income Statement)			
	prior period: 33.18	0.00	33.11
<b>5. Rates, Annual Charges, Interest &amp; Extra Charges Outstanding Percentage</b>			
<u>Rates, Annual and Extra Charges Outstanding</u>	<b>6.13%</b>	<b>5.66%</b>	<b>4.59%</b>
Rates, Annual and Extra Charges Collectible			
	prior period: 6.89%	6.13%	4.86%
<b>6. Cash Expense Cover Ratio</b>			
Current Year's Cash and Cash Equivalents including All Term Deposits			
<u>Payments from cash flow of operating and financing activities</u> x12	<b>0.00</b>	<b>0.00</b>	<b>10.24</b>
	prior period: 0.00	0.00	12.17

## Notes

(1) - (4) Refer to Notes at Note 13a(i) above.

(5) General Fund refers to all of Council's activities except for its Water &amp; Sewer activities which are listed separately.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 14. Investment Properties

\$ '000

Council has not classified any Land or Buildings as "Investment Properties"

#### Note 15. Financial Risk Management

##### Risk Management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's Finance Section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's Financial Assets & Financial Liabilities recognised in the financial statements is presented below.

	Carrying Value		Fair Value	
	2014	2013	2014	2013
<b>Financial Assets</b>				
Cash and Cash Equivalents	2,309	1,789	2,309	1,789
Investments				
- "Held to Maturity"	14,000	16,000	14,000	16,000
Receivables	1,358	1,150	1,411	1,150
<b>Total Financial Assets</b>	<b>17,667</b>	<b>18,939</b>	<b>17,720</b>	<b>18,939</b>
<b>Financial Liabilities</b>				
Payables	1,186	1,177	1,187	1,173
Loans / Advances	354	465	354	465
<b>Total Financial Liabilities</b>	<b>1,540</b>	<b>1,642</b>	<b>1,541</b>	<b>1,638</b>

Fair Value is determined as follows:

- **Cash & Cash Equivalents, Receivables, Payables** - are estimated to be the carrying value which approximates mkt value.
- **Borrowings & Held to Maturity Investments** - are based upon estimated future cash flows discounted by the current market interest rates applicable to assets & liabilities with similar risk profiles, unless quoted market prices are available.
- Financial Assets classified (i) **"at fair value through profit & loss"** or (ii) **Available for Sale** - are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of financial assets & liabilities

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 15. Financial Risk Management (continued)

\$ '000

(a) Cash & Cash Equivalents, Financial assets 'at fair value through the profit & Loss'  
"Available-for-sale" financial assets & "Held-to-maturity" Investments

Council's objective is to maximise its return on cash & investments whilst maintaining an adequate level of liquidity and preserving capital.

The risks associated with the investments held are:

- **Price Risk** - the risk that the capital value of Investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest Rate Risk** - the risk that movements in interest rates could affect returns and income.
- **Credit Risk** - the risk that the investment counterparty) will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council - be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

The following represents a summary of the sensitivity of Council's Income Statement and Accumulated Surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

	Increase of Values/Rates		Decrease of Values/Rates	
	Profit	Equity	Profit	Equity
<b>2014</b>				
Possible impact of a 1% movement in Interest Rates	163	(163)	(163)	163
<b>2013</b>				
Possible impact of a 1% movement in Interest Rates	178	(178)	(178)	178

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 15. Financial Risk Management (continued)

\$ '000

## (b) Receivables

Council's major receivables comprise (i) Rates & Annual charges and (ii) User Charges & Fees.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates & annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2014 Rates & Annual Charges	2014 Other Receivables	2013 Rates & Annual Charges	2013 Other Receivables
<b>(i) Ageing of Receivables - %</b>				
Current (not yet overdue)	0%	64%	0%	76%
Overdue	100%	36%	100%	24%
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**(ii) Ageing of Receivables - value**

Current (not yet overdue)	-	710	-	557
Past due by up to 30 days	-	49	-	26
Past due between 31 and 60 days	196	7	183	33
Past due between 61 and 90 days	132	9	108	6
Past due by more than 90 days	141	147	181	109
	<b>469</b>	<b>922</b>	<b>472</b>	<b>731</b>

**(iii) Movement in Provision for Impairment of Receivables**

	2014	2013
Balance at the beginning of the year	53	76
+ new provisions recognised during the year	5	10
- amounts provided for but recovered during the year	(14)	(33)
- previous impairment losses reversed	(11)	-
<b>Balance at the end of the year</b>	<b>33</b>	<b>53</b>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 15. Financial Risk Management (continued)

\$ '000

## (c) Payables &amp; Borrowings

Payables & Borrowings are both subject to liquidity risk - the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended & overdraft facilities utilised as required.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's Payables & Borrowings are set out in the maturity table below:

\$ '000	Subject to no maturity	payable in:						Total Cash Outflows	Actual Carrying Values
		≤ 1 Year	1-2 Yrs	2-3 Yrs	3-4 Yrs	4-5 Yrs	> 5 Yrs		
<b>2014</b>									
Trade/Other Payables	43	1,144	-	-	-	-	-	1,187	1,186
Loans & Advances	-	117	126	111	-	-	-	354	354
<b>Total Financial Liabilities</b>	<b>43</b>	<b>1,261</b>	<b>126</b>	<b>111</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,541</b>	<b>1,540</b>
<b>2013</b>									
Trade/Other Payables	11	1,167	-	-	-	-	-	1,178	1,177
Loans & Advances	-	110	117	126	112	-	-	465	465
<b>Total Financial Liabilities</b>	<b>11</b>	<b>1,277</b>	<b>117</b>	<b>126</b>	<b>112</b>	<b>-</b>	<b>-</b>	<b>1,643</b>	<b>1,642</b>

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs & debt servicing requirements. Council manages this risk through the diversification of borrowing types, maturities & interest rate structures.

The following interest rates were applicable to Council's Borrowings at balance date:

	2014		2013	
	Carrying Value	Average Interest Rate	Carrying Value	Average Interest Rate
Trade/Other Payables	1,186	0.0%	1,177	0.0%
Loans & Advances - Fixed Interest Rate	354	6.8%	465	6.8%
	<u>1,540</u>		<u>1,642</u>	



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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 16. Material Budget Variations

\$ '000

Council's Original Financial Budget for 2013/14 was adopted by the Council on 18 June 2014.

While the Income Statement included in this General Purpose Financial Report must disclose the Original Budget adopted by Council, the Local Government Act requires Council to review its Financial Budget on a Quarterly Basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This Note sets out the details of MATERIAL VARIATIONS between Council's Original Budget and its Actual results for the year as per the Income Statement - even though such variations may have been adjusted for during each Quarterly Budget Review.

**Note that for Variations of Budget to Actual :**

Material Variations represent those variances that amount to **10%** or more of the original budgeted figure.

**F** = Favourable Budget Variation, **U** = Unfavourable Budget Variation

\$ '000	2014 Budget	2014 Actual	2014 Variance*		
<b>REVENUES</b>					
<b>Rates &amp; Annual Charges</b>	<b>8,469</b>	<b>8,629</b>	<b>160</b>	2%	<b>F</b>
<b>User Charges &amp; Fees</b>	<b>1,367</b>	<b>1,905</b>	<b>538</b>	39%	<b>F</b>
The Council is traditionally conservative when estimating revenues from user charges and fees, This is particularly the case with Water Consumption revenue which is highly vulnerable to climatic impacts ( i.e. floods, drought). Water consumption for the year was significantly higher than budgeted (\$920 actual, \$650 budgeted).					
<b>Interest &amp; Investment Revenue</b>	<b>438</b>	<b>740</b>	<b>302</b>	69%	<b>F</b>
The Council is traditionally conservative when estimating investment income as a result of its propensity to vary unpredictably.					
<b>Other Revenues</b>	<b>519</b>	<b>712</b>	<b>193</b>	37%	<b>F</b>
Other revenues included extraordinary unbudgeted items, including \$201K in Transfer in entitlement of High Security Water.					
<b>Operating Grants &amp; Contributions</b>	<b>4,208</b>	<b>5,036</b>	<b>828</b>	20%	<b>F</b>
The Council is traditionally conservative when estimating grant revenues.					
<b>Capital Grants &amp; Contributions</b>	<b>240</b>	<b>1,710</b>	<b>1,470</b>	613%	<b>F</b>
The Council included in its 2012/13 forecast grants and contributions toward the construction of a new facility at Finley Recreation Reserve, which was received in the 2013/14 year. Other contributions toward both the Finley and Barooga Recreation Reserves were also finalised.					
<b>Net Gains from Disposal of Assets</b>	<b>-</b>	<b>181</b>	<b>181</b>	0%	<b>F</b>
Council does not budget to receive income from the disposal of assets, as it is highly subjective.					

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 16. Material Budget Variations (continued)

\$ '000	2014 Budget	2014 Actual	2014 Variance*		
<b>EXPENSES</b>					
<b>Employee Benefits &amp; On-Costs</b>	<b>3,345</b>	<b>7,085</b>	<b>(3,740)</b>	(112%)	<b>U</b>
The Original Budget adopted by Council allocates costs of employees for capital jobs within materials and contracts, which is \$1,357 under budget. Some items included in the budget as capital wages were in fact expensed, and leave entitlements were grossed up for oncost.					
<b>Borrowing Costs</b>	<b>28</b>	<b>34</b>	<b>(6)</b>	(21%)	<b>U</b>
Borrowing costs associated with Remediation and Restoration expenses are not included in Budget forecasts.					
<b>Materials &amp; Contracts</b>	<b>5,433</b>	<b>4,076</b>	<b>1,357</b>	25%	<b>F</b>
Please see Employee Benefits & On-costs above					
<b>Depreciation &amp; Amortisation</b>	<b>5,149</b>	<b>5,405</b>	<b>(256)</b>	(5%)	<b>U</b>
<b>Other Expenses</b>	<b>1,869</b>	<b>2,086</b>	<b>(217)</b>	(12%)	<b>U</b>
Other expenses include all miscellaneous unbudgeted items, and is based on historical information.					

**Budget Variations relating to Council's Cash Flow Statement include:**

<b>Cash Flows from Operating Activities</b>	<b>4,508</b>	<b>5,155</b>	<b>647</b>	14.4%	<b>F</b>
Due to Council receiving more than budgeted in Capital Grants and contributions cash flows were consequently understated					
<b>Cash Flows from Investing Activities</b>	<b>(4,879)</b>	<b>(4,524)</b>	<b>355</b>	(7.3%)	<b>F</b>
<b>Cash Flows from Financing Activities</b>	<b>(110)</b>	<b>(111)</b>	<b>(1)</b>	0.9%	<b>U</b>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 17. Statement of Developer Contributions

\$ '000

Council recovers contributions, raises levies & enters into planning agreements on development works that are subject to a development consent issued by Council. All contributions must be spent/utilised for the specific purpose they were levied and any interest applicable to unspent funds must be attributed to remaining funds.

The following tables detail the receipt, interest and use of the above contributions & levies and the value of all remaining funds which are "restricted" in their future use.

## SUMMARY OF CONTRIBUTIONS &amp; LEVIES

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
S94 not under Plans	68	1	255	-	-	-	69	50	(69)	50	-
S64 Contributions	438	9	-	-	-	-	447				
<b>Total Contributions</b>	<b>506</b>	<b>10</b>	<b>255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>516</b>	<b>50</b>	<b>(69)</b>	<b>50</b>	<b>-</b>

## S94 CONTRIBUTIONS - NOT UNDER A PLAN

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	-	-	52	-	-	-	-	-	-	-	-
Roads	-	-	56	-	-	-	-	-	-	-	-
Parking	3	-	-	-	-	-	3	-	(3)	-	-
Open Space	65	1	-	-	-	-	66	-	(66)	-	-
Other - Water	-	-	21	-	-	-	-	-	-	-	-
Other - Sewer	-	-	112	-	-	-	-	-	-	-	-
Other - Footpath	-	-	14	-	-	-	-	-	-	-	-
<b>Total</b>	<b>68</b>	<b>1</b>	<b>255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69</b>	<b>-</b>	<b>(69)</b>	<b>-</b>	<b>-</b>

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 18. Contingencies & Other Assets/Liabilities Not Recognised

\$ '000

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge & disclosure is considered relevant to the users of Council's Financial Report.

#### LIABILITIES NOT RECOGNISED:

##### 1. Guarantees

##### (i) Defined Benefit Superannuation Contribution Plans

Council participates in an employer sponsored Defined Benefit Superannuation Scheme, and makes contributions as determined by the Superannuation Scheme's Trustees.

Member Councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

The Local Government Superannuation Scheme - Pool B (the Scheme) is a defined benefit plan that has been deemed to be a "multi-employer fund" for purposes of AASB119.

Sufficient information under AASB119 is not available to account for the Scheme as a defined benefit plan, because the assets to the Scheme are pooled together for all employers.

The amount of employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2013 was \$210,526

The last valuation of the Scheme was performed by Mr Martin Stevenson BSc,FIA,FIAA on 20 February 2013 and covers the period ended 30 June 2013. However the position is monitored annually and the Actuary has estimated that as at 30 June 2013 a deficit still exists.

##### (i) Defined Benefit Superannuation Contribution Plans (continued)

Future contributions made to the defined benefit scheme to rectify the net deficit position are recognised as an expense when they become payable - similar to the accounting for Defined Contributions Plans.

Effective from 1 July 2013, employers are required to contribute additional contributions to assist in extinguishing this deficit. The amount of additional contributions included in the total employer contribution advised above is \$90,470.

The share of this deficit that can be broadly attributed to the Council was estimated to be in the order of \$420,627 as at 30 June 2013.

Council has a contingent liability to contribute further equity in the event of the erosion of the Company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of Net Assets in accordance with its Licence Requirements.

##### (ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to Local Government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the Net Assets or Liabilities reflects Councils contributions to the pool and the result of insurance claims within each of the Fund Years.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 18. Contingencies &amp; Other Assets/Liabilities Not Recognised (continued)

\$ '000

**LIABILITIES NOT RECOGNISED (continued):****1. Guarantees (continued)****(ii) Statewide Limited**

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

**(iii) StateCover Limited**

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW Local Government Industry and specifically Council.

**2. Other Liabilities****(i) Third Party Claims**

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its Insurance Coverage and does not expect any material liabilities to eventuate.

**(ii) S94 Plans**

Council levies Section 94/94A Contributions upon various development across the Council area through the required Contributions Plans.

As part of these Plans, Council has received funds for which it will be required to expend the monies in accordance with those Plans.

As well, these Plans indicate proposed future expenditure to be undertaken by Council, which will be funded by making levies and receipting funds in future years or where a shortfall exists by the use of Council's General Funds.

These future expenses do not yet qualify as liabilities as of the Reporting Date, but represent Councils intention to spend funds in the manner and timing set out in those Plans.

**(iii) Other Guarantees**

Council has provided no other Guarantees other than those listed above.

**ASSETS NOT RECOGNISED:****(i) Land Under Roads**

As permitted under AASB 1051, Council has elected not to bring to account Land Under Roads that it owned or controlled up to & including 30/6/08.

## Note 19. Controlled Entities, Associated Entities &amp; Interests in Joint Ventures

Council has no interest in any Subsidiaries.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 20. Equity - Retained Earnings and Revaluation Reserves

\$ '000	Notes	Actual 2014	Actual 2013
<b>(a) Retained Earnings</b>			
<b>Movements in Retained Earnings were as follows:</b>			
Balance at beginning of Year (from previous years audited accounts)		92,404	92,234
a. Net Operating Result for the Year		227	170
b. Transfers between Equity		(180)	-
<b>Balance at End of the Reporting Period</b>		<b>92,451</b>	<b>92,404</b>
<b>(b) Reserves</b>			
<b>(i) Reserves are represented by:</b>			
- Infrastructure, Property, Plant & Equipment Revaluation Reserve		108,440	107,498
<b>Total</b>		<b>108,440</b>	<b>107,498</b>
<b>(ii) Reconciliation of movements in Reserves:</b>			
<b>Infrastructure, Property, Plant &amp; Equipment Revaluation Reserve</b>			
- Opening Balance		107,498	104,482
- Revaluations for the year	9(a)	762	3,016
- Other movements		180	-
<b>- Balance at End of Year</b>		<b>108,440</b>	<b>107,498</b>
<b>TOTAL VALUE OF RESERVES</b>		<b>108,440</b>	<b>107,498</b>

**(iii) Nature & Purpose of Reserves****Infrastructure, Property, Plant & Equipment Revaluation Reserve**

- The Infrastructure, Property, Plant & Equipment Revaluation Reserve is used to record increments/decrements of Non Current Asset values due to their revaluation.

**(c) Correction of Error/s relating to a Previous Reporting Period**

Council made no correction of errors during the current reporting period.

**(d) Voluntary Changes in Accounting Policies**

Council made no voluntary changes in any accounting policies during the year.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 21. Financial Result &amp; Financial Position by Fund

Income Statement by Fund \$ '000	Actual 2014	Actual 2014	Actual 2014
<b><u>Continuing Operations</u></b>	<b>Water</b>	<b>Sewer</b>	<b>General<sup>1</sup></b>
<b>Income from Continuing Operations</b>			
Rates & Annual Charges	1,648	1,626	5,352
User Charges & Fees	953	25	929
Interest & Investment Revenue	125	192	423
Other Revenues	250	44	418
Grants & Contributions provided for Operating Purposes	-	-	5,036
Grants & Contributions provided for Capital Purposes	29	130	1,551
<b>Other Income</b>			
Net Gains from Disposal of Assets	-	-	171
Share of interests in Joint Ventures & Associates using the Equity Method	-	-	-
<b>Total Income from Continuing Operations</b>	<b>3,005</b>	<b>2,017</b>	<b>13,880</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits & on-costs	332	279	6,141
Borrowing Costs	26	-	8
Materials & Contracts	1,099	813	2,509
Depreciation & Amortisation	590	593	4,232
Impairment	-	-	-
Other Expenses	323	161	1,569
<b>Total Expenses from Continuing Operations</b>	<b>2,370</b>	<b>1,846</b>	<b>14,459</b>
<b>Operating Result from Continuing Operations</b>	<b>635</b>	<b>171</b>	<b>(579)</b>
<b><u>Discontinued Operations</u></b>			
Net Profit/(Loss) from Discontinued Operations	-	-	-
<b>Net Operating Result for the Year</b>	<b>635</b>	<b>171</b>	<b>(579)</b>
<b>Net Operating Result attributable to each Council Fund</b>	<b>635</b>	<b>171</b>	<b>(579)</b>
<b>Net Operating Result attributable to Non-controlling Interests</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>606</b>	<b>41</b>	<b>(2,130)</b>

<sup>1</sup> General Fund refers to all Council's activities other than Water & Sewer.

NB. All amounts disclosed above are Gross - that is, they include internal charges & recoveries made between the Funds.

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## Berrigan Shire Council

## Notes to the Financial Statements

as at 30 June 2014

## Note 21. Financial Result &amp; Financial Position by Fund (continued)

Statement of Financial Position by Fund \$ '000	Actual 2014	Actual 2014	Actual 2014
<b>ASSETS</b>	<b>Water</b>	<b>Sewer</b>	<b>General<sup>1</sup></b>
<b>Current Assets</b>			
Cash & Cash Equivalents	2,252	1,764	1
Investments	2,000	2,540	7,752
Receivables	330	249	760
Inventories	56	4	402
Other	-	-	67
Non-current assets classified as 'held for sale'	-	-	229
<b>Total Current Assets</b>	<b>4,638</b>	<b>4,557</b>	<b>9,211</b>
<b>Non-Current Assets</b>			
Investments	-	-	-
Receivables	-	159	19
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	26,907	16,756	142,863
Investments Accounted for using the equity method	-	-	-
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as 'held for sale'	-	-	-
<b>Total Non-Current Assets</b>	<b>26,907</b>	<b>16,915</b>	<b>142,882</b>
<b>TOTAL ASSETS</b>	<b>31,545</b>	<b>21,472</b>	<b>152,093</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	1	-	1,269
Borrowings	117	-	-
Provisions	-	-	2,171
<b>Total Current Liabilities</b>	<b>118</b>	<b>-</b>	<b>3,440</b>
<b>Non-Current Liabilities</b>			
Payables	-	-	-
Borrowings	237	-	159
Provisions	-	-	265
<b>Total Non-Current Liabilities</b>	<b>237</b>	<b>-</b>	<b>424</b>
<b>TOTAL LIABILITIES</b>	<b>355</b>	<b>-</b>	<b>3,864</b>
<b>Net Assets</b>	<b>31,190</b>	<b>21,472</b>	<b>148,229</b>
<b>EQUITY</b>			
Retained Earnings	20,285	10,045	62,121
Revaluation Reserves	10,905	11,427	86,108
<b>Total Equity</b>	<b>31,190</b>	<b>21,472</b>	<b>148,229</b>

<sup>1</sup> General Fund refers to all Council's activities other than Water & Sewer.

NB. All amounts disclosed above are Gross - that is, they include internal receivables & payables between the Funds.



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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 22. "Held for Sale" Non Current Assets &amp; Disposal Groups

\$ '000	2014	2014	2013	2013
	Current	Non Current	Current	Non Current
<b>(i) Non Current Assets &amp; Disposal Group Assets</b>				
<b>Non Current Assets "Held for Sale"</b>				
Land	229	-	38	-
Buildings	-	-	85	-
<b>Total Non Current Assets "Held for Sale"</b>	<b>229</b>	<b>-</b>	<b>123</b>	<b>-</b>
<b>Disposal Group Assets "Held for Sale"</b>				
None				
<b>TOTAL NON CURRENT ASSETS CLASSIFIED AS "HELD FOR SALE"</b>	<b>229</b>	<b>-</b>	<b>123</b>	<b>-</b>

**(ii) Details of Assets & Disposal Groups**

The Council relocated the Finley library to new premises on Murray Street in 2011/12. The Council resolved to sell the old library building on Denison Street, and it was sold on the 25th November 2013.

The Council acquired a parcel of land in Flynn St Berrigan in June 2012 as a result of a sale of land for unpaid rates, under s.713 of the Local Government Act 1993 and another Parcel in June 2013 at Ingo Renner Dr, Tocumwal. Additionally council resolved to sell a property on the Newell Highway. The Council has the properties on the market.

\$ '000	Assets "Held for Sale"	
	2014	2013
<b>(iii) Reconciliation of Non Current Assets "Held for Sale" &amp; Disposal Groups - i.e. Discontinued Operations</b>		
<b>Opening Balance</b>	123	103
<b>less: Carrying Value of Assets/Operations Sold</b>	(111)	-
<b>Balance still unsold after 12 months:</b>	<b>12</b>	<b>103</b>
<b>plus New Transfers in:</b>		
- From Note 9a - IPP&E	217	21
- Rounding	-	(1)
<b>Closing Balance of "Held for Sale" Non Current Assets &amp; Operations</b>	<b>229</b>	<b>123</b>

Refer to Note 27 - Fair Value Measurement for fair value measurement information.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 23. Events occurring after the Reporting Date

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\$ '000

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Events that occur between the end of the reporting period (ending 30 June 2014) and the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of signing the Statement by Councillors as the applicable "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 15/10/14.

Events that occur after the Reporting Period represent one of two types:

##### **(i) Events that provide evidence of conditions that existed at the Reporting Period**

These financial statements (and the figures therein) incorporate all "adjusting events" that provided evidence of conditions that existed at 30 June 2014.

##### **(ii) Events that provide evidence of conditions that arose after the Reporting Period**

These financial statements (& figures therein) do not incorporate any "non-adjusting events" that have occurred after 30 June 2014 and which are only indicative of conditions that arose after 30 June 2014.

**Council is unaware of any material or significant "non-adjusting events" that should be disclosed.**

#### Note 24. Discontinued Operations

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Council has not classified any of its Operations as "Discontinued".

#### Note 25. Intangible Assets

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Intangible Assets represent identifiable non-monetary asset without physical substance.

Council is unaware of any control over Intangible Assets that warrant recognition in the Financial Statements, including either internally generated and developed assets or purchased assets.

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 26. Reinstatement, Rehabilitation &amp; Restoration Liabilities

\$ '000

Council has legal/public obligations to make restore, rehabilitate and reinstate the following assets/operations:

Asset/Operation	Estimated year of restoration	NPV of Provision	
		2014	2013
Finley Recycle Centre	2059	11	11
Tocumwal Inert Hard Waste Depot	2017	33	32
Berrigan Landfill	2059	127	131
Pine Lodge Gravel Pit	2038	53	53
<b>Balance at End of the Reporting Period</b>	10(a)	<b>224</b>	<b>227</b>

Under AASB 116 - Property, Plant & Equipment, where the use of an asset results in the obligation to dismantle or remove the asset and restore the site on which the asset stands, an estimate of such costs is required to be included in the cost of the asset.

An equivalent liability must be recognised under AASB 137 - Provisions, Contingent Liabilities and Contingent Assets.

The provision has been calculated by determining the present value of the future expenditures expected to be incurred. The discount rate used is the risk free borrowing rate applicable to Council.

**Reconciliation of movement in Provision for year:**

Balance at beginning of year	227	131
Amounts capitalised to new or existing assets:		
Effect of a change in discount rates used in PV calculations	(11)	91
Amortisation of discount (expensed to borrowing costs)	8	5
<b>Total - Reinstatement, rehabilitation and restoration provision</b>	<b>224</b>	<b>227</b>

**Amount of Expected Reimbursements**

Of the above Provisions for Reinstatement, Rehabilitation and Restoration works, those applicable to Garbage Services & Waste Management are able to be funded through future charges incorporated within Council's Annual Domestic Waste Management Charge.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement

\$ '000

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, Property, Plant and Equipment
- Investment Property
- Financial Assets & Liabilities

During the reporting period, Council has also fair value measured the following assets on a non-recurring basis:

- Non Current Assets classified as "Held for Sale"

Held for Sale assets are on the market and expected to be sold in the next 12 months - they therefore have a reasonably observable sale price in an open market.

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have been measured & recognised at fair values:

2014	Date of latest Valuation	Fair Value Measurement Hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
<b>Recurring Fair Value Measurements</b>					
<b>Financial Assets</b>					
Investments					
- "Held to Maturity"	30/06/14	14,000	-	-	14,000
Cash on Hand	30/06/14	2,309	-	-	2,309
<b>Total Financial Assets</b>		<b>16,309</b>	<b>-</b>	<b>-</b>	<b>16,309</b>
<b>Financial Liabilities</b>					
Payables	30/06/14	-	1,186	-	1,186
Loans / Advances	30/06/14	-	354	-	354
<b>Total Financial Liabilities</b>		<b>-</b>	<b>1,540</b>	<b>-</b>	<b>1,540</b>

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

\$ '000

(1) The following table presents all assets and liabilities that have been measured & recognised at fair values (continued):

2014	Date of latest Valuation	Fair Value Measurement Hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
<b>Recurring Fair Value Measurements (continued)</b>					
<b>Infrastructure, Property, Plant &amp; Equipment</b>					
Plant & Equipment	30/06/13	-	-	2,766	2,766
Office Equipment	30/06/14	-	-	272	272
Operational Land	30/06/13	-	-	6,716	6,716
Community Land	30/06/13	-	-	1,482	1,482
Land Under Roads (post 30/06/08)	30/06/14	-	-	21	21
Land Improvements - Depreciable	30/06/13	-	-	514	514
Buildings - Non Specialised	30/06/13	-	-	558	558
Buildings - Specialised	30/06/13	-	-	17,555	17,555
Roads	30/06/14	-	-	87,284	87,284
Bridges	30/06/14	-	-	3,359	3,359
Footpaths	30/06/14	-	-	2,853	2,853
Bulk Eathworks	30/06/14	-	-	2,976	2,976
Stormwater Drainage	30/06/14	-	-	7,771	7,771
Water Supply Network	30/06/14	-	-	26,133	26,133
Sewer Network	30/06/14	-	-	15,336	15,336
Swimming Pools	30/06/14	-	-	1,774	1,774
Heritage Collections	30/06/13	-	-	51	51
Library Books	30/06/14	-	-	175	175
Other Assets	30/06/14	-	-	6,641	6,641
Tip Assets	30/06/14	-	-	93	93
Quarry Assets	30/06/14	-	-	22	22
<b>Total Infrastructure, Property, Plant &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>184,352</b>	<b>184,352</b>
<b>Non-recurring Fair Value Measurements</b>					
<b>Non Current Assets classified as "Held for Sale"</b>					
Land	30/06/14	-	229	-	229
<b>Total NCA's classified as "Held for Sale"</b>		<b>-</b>	<b>229</b>	<b>-</b>	<b>229</b>

## (2) Transfers between Level 1 &amp; Level 2 Fair Value Hierarchies

During the year, there were no transfers between Level 1 and Level 2 Fair Value hierarchies for recurring fair value measurements.

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement (continued)

##### (3) Valuation techniques used to derive Level 2 and Level 3 Fair Values

Where Council is unable to derive Fair Valuations using quoted market prices of identical assets (i.e. Level 1 inputs), Council instead utilises a spread of both observable inputs (Level 2 inputs) and unobservable inputs (Level 3 inputs).

The Fair Valuation techniques Council has employed while utilising Level 2 and Level 3 inputs are as follows:

##### Financial Liabilities

**Payables:** Outstanding creditor payments, security bonds and deposits

Valuation technique – “Cost approach”  
Inputs used (Level 2) – Cost of product or service

**Loans/Advances:** Outstanding loan from bank

Valuation technique – “Cost approach”  
Inputs used (Level 2) – Amount of loan outstanding as advised by lender.

##### Infrastructure, Property, Plant & Equipment

**Plant and Equipment:** Major plant (graders, loaders, etc.), fleet vehicles (cars, utes, etc.) and minor plant (chainsaws, mowers etc.)

Valuation technique – “Cost approach”  
Inputs used (Level 3) – Fair value is approximated by depreciated historical cost.

**Office Equipment:** Computers, office furniture

Valuation technique – “Cost approach”  
Inputs used (Level 3) – Fair value is approximated by depreciated historical cost.

**Operational land:** Land under Council offices, depots, libraries, water and sewer treatment plants etc.

Valuation technique – “Market approach”  
Inputs used (Level 2) – Land area, rate per square metre, zoning, geographical location, sales of comparable land.

Council’s operational land has been valued at a market value, involving the inspection and analysis of sales evidence and comparisons with the subject property with adjustment for differences between key attributes of the properties.

Council’s operational land was valued by Mr Martin Burns of Liquid Pacific Pty Ltd, a registered valuer

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement (continued)

**Community land:** Land under parks, recreation reserves, public halls etc.

Valuation technique – “Market approach”

Inputs used (Level 2) – Land area, rate per square metre, zoning, geographical location, sales of comparable land

Council’s operational land has been valued at a market value, involving the inspection and analysis of sales evidence and comparisons with the subject property with an adjustment for differences between key attributes of the properties.

Council’s operational land was valued by Mr Martin Burns of Liquid Pacific Pty Ltd, a registered valuer

**Land under roads:** Land under roads acquired since 1 July 2008

Valuation technique – “Market approach”

Inputs used (Level 2) – Land area, rate per square metre, zoning, geographical location, sales of comparable land. (Level 3) – Alternate uses

Council’s operational land has been valued at a market value, involving the inspection and analysis of sales evidence and comparisons with the subject property with an adjustment for differences between key attributes of the properties. As the Council’s land under roads assets have no feasible alternate use, significant adjustments to the rate per square meter have been applied to the unobservable inputs and are based on a rate per square metre.

Council’s Land under roads was valued by Ms Kelly Wickham of AssetVal Pty Ltd, a registered valuer.

**Land Improvements - depreciable:** Car parks, netball and tennis courts, fences etc.

Valuation technique – “Cost approach”

Inputs used (Level 2) –, dimensions, specifications. (Level 3) – Unit rates, Condition, Remaining life, Residual value

These assets were valued at depreciated replacement cost. Available market data for recent projects and published cost guides are used to determine the estimated replacement cost of the asset, including preliminaries. A condition assessment is then applied based on factors such as the age of the asset, overall condition and remaining life. In some cases, residual values are factored into the calculation, which is the value at the time the asset is considered to no longer be available.

Council’s Land Improvements was valued by Ms Kelly Wickham of AssetVal Pty Ltd, a registered valuer

**Buildings (Non-specialised):** Residences

Valuation technique – “Market approach”

Inputs used (Level 2) – Sales evidence

Council’s non-specialised buildings have been valued at a market value, involving the inspection and analysis of sales evidence and comparisons with the subject building with adjustment for differences between key attributes of the properties. The land value is then subtracted from the market value of the property to measure the building asset fair value.

Council’s Buildings (non-specialised) was valued by Mr Martin Burns of Liquid Pacific Pty Ltd, a registered valuer

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement (continued)

**Buildings (Specialised):** Community halls, toilet blocks, Council office, libraries, depot buildings, sheds etc.

Valuation technique – “Cost approach”

Inputs used (Level 2) – Unit rates, dimensions, specifications. (Level 3) – Condition, Remaining life, Residual value

These assets were valued at depreciated replacement cost. Available market data for recent projects and published cost guides are used to determine the estimated replacement cost of the asset, including preliminaries. A condition assessment is then applied based on factors such as the age of the asset, overall condition and remaining life. In some cases, residual values are factored into the calculation, which is the value at the time the asset is considered no longer to be available.

Council's Buildings (specialised) was valued by Mr Martin Burns of Liquid Pacific Pty Ltd, a registered valuer

**Roads, Bridges, Footpaths:** Road surface, pavement, formation, road furniture, bridges, culverts.

Valuation technique – “Cost approach”

Inputs used (Level 3) – Unit rates, useful life, asset condition, specifications.

These assets were valued at depreciated replacement cost. Council's road infrastructure assets are segmented and componentised into the following categories:

- Seal
- Pavement
- Formation and earthworks
- Culverts
- Road furniture (signs, guideposts, guardrails)

Council has surveyed its entire road network to measure both length and width of pavement and seal.

Unit rates were based on Council's own cost data based on its average cost across its entire road network, benchmarked against rates provided in relevant construction cost guides. Unit rates are applied consistently across the road network regardless of topography, soil type and geographical location.

Condition assessments have been applied across the entire road network to establish remaining useful lives.

Bridges were valued on the basis of deck area, with composite deck being \$1,900 per square metre, and concrete \$2,200 per square metre.

Culverts were valued on their replacement cost from a relevant construction cost guide.

Council's roads, bridges and footpath assets were valued in-house by Mr Fred Exton – Director Technical Services.



## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement (continued)

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**Bulk earthworks:** Levee banks.

Valuation technique – “Cost approach”

Inputs used (Level 3) – Unit rates, dimensions, condition

The unit rates were determined by current replacement cost.

Council’s bulk earthworks were valued in-house by Mr Fred Exton – Director Technical Services.

**Stormwater drainage:** Kerb and gutter, drainage network, pumps and pump well, retention basins etc.

Valuation technique – “Cost approach”

Inputs used (Level 3) – Unit rates, useful life, asset condition, dimensions and specification

Council has surveyed its entire stormwater drainage network to measure both length and width of pipes and location and depth of pits.

Unit rates were based on Council’s own cost data based on its average cost across its entire stormwater drainage network, benchmarked against rates provided in relevant construction cost guides. Values for pumps are based on depreciated replacement cost.

Condition assessments have been applied across the entire drainage network to establish remaining useful lives.

Council’s stormwater drainage assets were valued in-house by Mr Fred Exton – Director Technical Services.

**Water Supply Network:** Treatment plants, mains, reservoirs etc.

Valuation technique – “Cost approach”

Inputs used (Level 3) – Unit rates, useful life, asset condition, dimensions and specification

The Council has surveyed its entire sewerage network to measure both length and width of pipes and their location.

Unit rates are based on the *NSW References Rates Manual: Valuation of Water Supply, Sewerage and Stormwater Assets*, including annual indexation.

Condition assessments were applied to individual assets based on inspection programs, including the use of cameras. Where inspections have not been, or are unable to be, made the life of the asset has been used to estimate condition.

Council’s water network assets were valued in-house by Mr Fred Exton – Director Technical Services

## Berrigan Shire Council

### Notes to the Financial Statements

for the financial year ended 30 June 2014

#### Note 27. Fair Value Measurement (continued)

**Sewerage Network:** Sewer pipes, pump stations, treatment plants etc.

Valuation technique – “Cost approach”

Inputs used (Level 3) – Unit rates, useful life, asset condition, dimensions and specification

The Council has surveyed its entire sewerage network to measure both length and width of pipes and location and depth of pits.

Unit rates are based on the *NSW References Rates Manual: Valuation of Water Supply, Sewerage and Stormwater Assets*, including annual indexation.

Condition assessments were applied to individual assets based on inspection programs, including the use of cameras. Where inspections have not been, or are unable to be, made the life of the asset has been used to estimate condition.

Council’s sewerage network assets were valued in-house by Mr Fred Exton – Director Technical Services

#### Other Assets

**Heritage collections:**

Valuation technique – “Cost approach”

Inputs used (Level 2) – Fair value is approximated by depreciated historical cost

**Library books:** Books and other collection items.

Valuation technique – “Cost approach”

Inputs used (Level 2) – Fair value is approximated by depreciated historical cost

Library books are valued as bulk annual purchases and depreciated using a standard useful life.

**Other Assets:**

Valuation technique – “Cost approach”

Inputs used (Level 2) – Fair value is approximated by depreciated historical cost

#### Non Current Assets classified as "Held for Sale"

Assets classified as “held for Sale” are actively being marketed and are therefore valued at their current market assessment.

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

\$ '000

## (4). Fair value measurements using significant unobservable inputs (Level 3)

## a. The following tables present the changes in Level 3 Fair Value Asset Classes.

	Operational Land	Community Land	Depriciable Land Impro- vements	Land Under Roads	Total
Adoption of AASB 13	6,874	1,498	330	15	8,717
Purchases (GBV)	71	-	197	14	282
Depreciation & Impairment	-	-	(16)	-	(16)
FV Gains - Other Comprehensive Income	-	-	-	(8)	(8)
WIP Transfers	(12)	(16)	-	-	(28)
Transfer to Held for Sale	(217)	-	-	-	(217)
Other movement (details here)	-	-	3	-	3
<b>Closing Balance - 30/6/14</b>	<b>6,716</b>	<b>1,482</b>	<b>514</b>	<b>21</b>	<b>8,733</b>

	Buildings Non Specialised	Buildings Specialised	Plant and Equipment	Office Equipment	Total
Adoption of AASB 13	573	17,254	2,624	315	20,766
Purchases (GBV)	-	1,105	1,085	49	2,239
Disposals (WDV)	-	(9)	(18)	-	(27)
Depreciation & Impairment	(15)	(614)	(761)	(89)	(1,479)
FV Gains - Other Comprehensive Income	-	(181)	-	-	(181)
WIP Transfers	-	-	(164)	(3)	(167)
<b>Closing Balance - 30/6/14</b>	<b>558</b>	<b>17,555</b>	<b>2,766</b>	<b>272</b>	<b>21,151</b>

	Roads	Bridges	Footpaths	Bulk Earthworks	Total
Adoption of AASB 13	88,143	3,439	2,671	2,976	97,229
Purchases (GBV)	2,489	-	110	-	2,599
Depreciation & Impairment	(2,060)	(80)	(68)	-	(2,208)
FV Gains - Other Comprehensive Income	(1,288)	-	140	-	(1,148)
<b>Closing Balance - 30/6/14</b>	<b>87,284</b>	<b>3,359</b>	<b>2,853</b>	<b>2,976</b>	<b>96,472</b>

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

\$ '000

## (4). Fair value measurements using significant unobservable inputs (Level 3) (continued)

## a. The following tables present the changes in Level 3 Fair Value Asset Classes. (continued)

	Stormwater Drainage	Water Supply Network	Sewerage Network	Swimming Pools	Total
Adoption of AASB 13	7,506	25,886	15,197	797	49,386
Transfers from/(to) another asset class	17	-	(17)	-	-
Purchases (GBV)	452	261	158	31	902
Depreciation & Impairment	(257)	(586)	(548)	(69)	(1,460)
FV Gains - Other Comprehensive Income	53	572	546	1,015	2,186
<b>Closing Balance - 30/6/14</b>	<b>7,771</b>	<b>26,133</b>	<b>15,336</b>	<b>1,774</b>	<b>51,014</b>

	Heritage Collection	Other Assets	Library Books	Tip & Quarry Assets	Total
Adoption of AASB 13	52	155	6,266	133	6,606
Purchases (GBV)	-	35	670	-	705
Depreciation & Impairment	(1)	(15)	(218)	(8)	(242)
FV Gains - Other Comprehensive Income	-	-	(77)	(10)	(87)
<b>Closing Balance - 30/6/14</b>	<b>51</b>	<b>175</b>	<b>6,641</b>	<b>115</b>	<b>6,982</b>

## b. Information relating to the transfers into and out of the Level 3 Fair Valuation hierarchy (as disclosed in the Table above) includes:

There are no transfers identified in the table above

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

## (4). Fair value measurements using significant unobservable inputs (Level 3)

## c. Significant unobservable valuation inputs used (for Level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various Level 3 Asset Class fair values.

## I,PP&amp;E

Class	Fair Value (30/6/14) \$'000	Valuation Techniques	Unobservable Inputs	Range of Inputs (incl probable)	Relationship of unobservable inputs to Fair Value
Plant & Equipment	\$2,766	Cost Approach	<ul style="list-style-type: none"> <li>Gross Replacement Cost</li> <li>Remaining Useful Life</li> </ul>	<p>Various</p> <p>1-10 years</p>	Any changes in the gross replacement value or pattern of consumption will have an impact on fair value
Office Equipment	\$272	Cost Approach	<ul style="list-style-type: none"> <li>Gross Replacement Cost</li> <li>Remaining Useful Life</li> </ul>	<p>Various</p> <p>3-25 years</p>	Any changes in the gross replacement value or pattern of consumption will have an impact on fair value
Operational Land	\$6,716	Market Approach	<ul style="list-style-type: none"> <li>Price per square metre, Land area, zoning, geographical location, sales of comparable land</li> </ul>	\$1,000-\$70,000 per hectare or \$1- \$180 per sq metre	Changes in land zoning restrictions can have significant impacts on land values per sq metre. Changes in comparable land sales and availability of land can also have significant impact
Community Land	\$1,482	Market Approach	<ul style="list-style-type: none"> <li>Price per square metre, Land area, zoning, geographical location, sales of comparable land</li> </ul>	\$1,000-\$70,000 per hectare or \$1- \$180 per sq metre	Any change in the average unimproved capital value will increase / decrease fair value

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## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

<b>Class</b>	<b>Fair Value</b> (30/6/14) \$'000	<b>Valuation Techniques</b>	<b>Unobservable Inputs</b>	<b>Range of Inputs</b> (incl probable)	<b>Relationship of unobservable inputs to Fair Value</b>
Land under Roads (post 30/06/08)	\$21	Market Approach	<ul style="list-style-type: none"> <li>Price per square metre, Land area, zoning, geographical location, sales of comparable land</li> <li>Alternate Uses</li> </ul>	\$1-\$100 per sq metre	Changes in land zoning restrictions can have significant impacts on land values per sq metre. Changes in comparable land sales and availability of land can also have significant impact
Land Improvements - Depreciable	\$514	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$1-\$1000 per sq metre Very Poor to Excellent 10-40 yrs	Any change in the component pricing and asset condition will have an impact on fair value
Buildings – Non Specialised	\$558	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$1-\$100,000 Very Poor to Excellent 5-50 years	Any change in the component pricing and asset condition will have an impact on fair value
Buildings - Specialised	\$17,555	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$1-\$5,000 Very Poor to Excellent 5-50 years	Any change in the component pricing and asset condition will have an impact on fair value

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## Berrigan Shire Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

Class	Fair Value (30/6/14) \$'000	Valuation Techniques	Unobservable Inputs	Range of Inputs (incl probable)	Relationship of unobservable inputs to Fair Value
Roads	\$87,284	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$3 to \$20 per sq metre (roads) \$120 (kerb & gutter) \$120 -\$400 per lineal meter (culverts) Very Poor to Excellent 20-100 years (roads) 80-150 years (kerb & gutter) 50 years (Culverts)	Any change in the component pricing and asset condition will have an impact on fair value
Bridges	\$3,359	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$1,900 composite \$2,200 concrete Excellent to Poor 80 years	Any change in the component pricing and asset condition will have an impact on fair value
Footpaths	\$2,853	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$8-\$120 per lineal metre Excellent to Poor 60 years	Any change in the component pricing and asset condition will have an impact on fair value
Bulk Earthworks	\$2,976	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$1-\$2,500 per sq metre Excellent to Poor 60-100 years	Any change in the component pricing and asset condition will have an impact on fair value

## Berrigan Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

Class	Fair Value (30/6/14) \$'000	Valuation Techniques	Unobservable Inputs	Range of Inputs (incl probable)	Relationship of unobservable inputs to Fair Value
Stormwater Drainage	\$7,771	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	\$50-\$1,500 per sq metre Excellent to Poor 50 years	Any change in the component pricing and asset condition will have an impact on fair value
Water Supply Network	\$26,133	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  50-100 years	Any change in the component pricing and asset condition will have an impact on fair value
Sewer Network	\$15,336	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  50-100 years	Any change in the component pricing and asset condition will have an impact on fair value
Swimming Pools	\$1,774	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  20-50years	Any change in the component pricing and asset condition will have an impact on fair value
Heritage Collections	\$51	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  80-100 years	Any change in the component pricing and asset condition will have an impact on fair value
Library Books	\$175	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  2-10 years	Any change in the component pricing and asset condition will have an impact on fair value



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## Berrigan Shire Council

Notes to the Financial Statements  
for the financial year ended 30 June 2014

## Note 27. Fair Value Measurement (continued)

Class	Fair Value (30/6/14) \$'000	Valuation Techniques	Unobservable Inputs	Range of Inputs (incl probable)	Relationship of unobservable inputs to Fair Value
Other Assets	\$6,641	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  2-50 years	Any change in the component pricing and asset condition will have an impact on fair value
Tip & Quarry Assets	\$115	Cost Approach	<ul style="list-style-type: none"> <li>Unit Rates</li> <li>Asset Condition</li> <li>Useful Life</li> </ul>	Various  Excellent to Poor  50-60 years	Any change in the component pricing and asset condition will have an impact on fair value

## Non Current Assets classified as "Held for Sale"

Class	Fair Value (30/6/14) \$'000	Valuation Techniques	Unobservable Inputs	Range of Inputs (incl probable)	Relationship of unobservable inputs to Fair Value
Land	\$229	Market appraisal	Set sale price in open market	Each parcel dependant on location	Any change in the component pricing and asset condition will have an impact on fair value

## d. The Valuation Process for Level 3 Fair Value Measurements

Refer Note 27 - part 3 (above).

## (5). Highest and best use

All of Council's non-financial assets are considered to being utilised for their highest and best use.



# BERRIGAN SHIRE

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Ref: MH:AFS

15<sup>th</sup> October 2014

Mr. Philip Delahunty  
Partner  
Richmond Sinnott & Delahunty  
Po Box 30  
BENDIGO VIC 3552

Dear Mr. Delahunty

## **FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2014**

This representation letter is provided in connection with your audit of the financial report of Berrigan Shire Council for the year ended 30 June 2014 for the purpose of expressing an opinion as to whether the financial report presented fairly, in all material respects, the financial position of the Council as at 30 June 2014 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the Local Government Act 1993.

We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and the requirements of the Local Government Act 1993.

We confirm, to the best of our knowledge and belief and, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves, the following representations made to you during your audit.

1. We have provided you with:
  - (a) access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters
  - (b) additional information that you have requested from us for the purpose of the audit
  - (c) unrestricted access to persons within the Council from whom you have sought audit evidence
  - (d) minutes of all meetings of Council
  - (e) details of any off-balance sheet agreements or instruments, or confirmation that no such agreements or instruments exist.
2. All transactions have been recorded in the accounting records and are reflected in the financial report.

3. Proper accounts and records of the transactions and affairs of the Council and such other records as sufficiently explain the financial operations and financial position of the Council have been kept in accordance with the Local Government Act 1993, where applicable.
4. We have prepared the financial report as a not-for-profit entity for the purpose of reporting under Australian Accounting Standards.
5. We acknowledge responsibility for the design, implementation and maintenance of internal controls designed to prevent and detect fraud.
6. We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
7. There:
  - (a) has been no fraud involving management or employees who have a significant role in the internal control structure
  - (b) has been no fraud that could have a material effect on the financial report
8. There have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
9. We acknowledge responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. We have disclosed to you details of all deficiencies in internal control that we are aware of.
10. We have no plans or intentions that may materially affect the carrying values or classification of assets and liabilities.
11. We consider the measurement methods, including related assumptions, used to determine fair values relating to assets and liabilities to be appropriate and consistently applied and appropriately disclosed in the financial report.
12. We have considered the requirements of AASB 136 Impairment of Assets when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
13. Asset useful lives have been reviewed and any resulting changes accounted for as a change in an accounting estimate.
14. The following have been properly recorded or disclosed in the financial report:
  - (a) arrangements involving restrictions on cash balances, compensating balances and line-of-credit or similar arrangements
  - (b) agreements to repurchase assets previously sold
  - (c) losses arising from the fulfilment of, or an inability to fulfil, any sale commitments or as a result of purchase commitments in excess of normal requirements or at prices in excess of prevailing market prices.
15. All known or suspected instances of non-compliance with laws or regulations whose effects should be considered for disclosure when preparing the financial report have been disclosed to the auditor.

16. All known actual or possible litigation and claims whose effects should be considered when preparing the financial report have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework, including:
  - (a) material liabilities or contingent liabilities or assets including those arising under derivative financial instruments
  - (b) unasserted claims or assessments that our lawyer has advised us are probable of assertion.
17. The entity has satisfactory title to all assets (excluding those assets held in the name of the Crown), and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable.
18. The entity has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
19. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
20. The identity of all known related parties (including controlled entities), related party relationships and transactions have been made known to the auditor. All related party relationships and transactions have been appropriately accounted for and disclosed in the financial report in accordance with the requirements of the accounting framework including revenue, purchases, loans, transfers, leasing arrangements and guarantees (written or verbal).
21. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.
22. We believe that the significant assumptions used in making accounting estimates for inclusion in the financial report are reasonable.
23. With respect to publication of the financial report in hard copy, we will ensure that:
  - (a) the financial report accurately reflects the audited financial report and
  - (b) the audit report has been reproduced accurately and in full.
24. With respect to publication of the financial report on our website:
  - (a) we acknowledge that we are responsible for the electronic presentation of the financial report
  - (b) we will ensure that the electronic version of the audited financial report and the auditor's report on the website will be identical to the final signed hard copy version
  - (c) we will clearly differentiate between audited and unaudited information in the construction of the entity's website as we understand the risk of potential misrepresentation

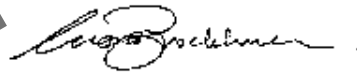
- (d) we have assessed the controls over the security and integrity of the data on the website and adequate procedures are in place to ensure the integrity of the information published and
- (e) we will not present the auditor's report on the full financial report with extracts only of the full financial report.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the entity taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully



Matthew Hansen  
ACTING GENERAL MANAGER



Carla von Brockhusen  
RESPONSIBLE  
ACCOUNTING OFFICER

DRAFT



BERRIGAN  
DEVELOPMENT CONTROL PLAN  
2014

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## 1. INTRODUCTION

### 1.1 Title

The title of this Plan is the Berrigan Development Control Plan 2014 (DCP).

### 1.2 Land to which this DCP applies

The DCP applies to all land within the Local Government Area of Berrigan.

### 1.3 Purpose

The purpose of the DCP is:

- to reflect the objectives of the Environmental Planning and Assessment Act 1979;
- to assist in the administration of Berrigan Local Environmental Plan 2013; and
- to provide good planning outcomes for development in the Shire.

### 1.4 Operation

The DCP has been prepared in accordance with Section 74C of the Environmental Planning and Assessment Act 1979.

It was adopted by Council on \_\_\_\_\_ and came into effect on the \_\_\_\_\_.

### 1.5 Relationship with other planning instruments

The DCP should be read in conjunction with:

- the Berrigan Local Environmental Plan (LEP) 2013; and

- any relevant State Environmental Planning Policies (SEPPs).

Where there is a conflict between a provision in the DCP and one in an Environmental Planning Instrument (EPI namely a State Environmental Planning Policy and Local Environmental Plan), the provisions of the EPI shall prevail to the extent of that inconsistency.

### 1.6 Structure

The DCP is made up of a number of chapters that address particular development matters. More than one chapter may be relevant to development proposals.

### 1.7 Application

Where a development application is required, a person shall not develop land except in accordance with the provisions of the DCP.

### 1.8 Variation to controls

Variations to the controls in the DCP may be considered by Council. Details as to the process of seeking a variation to a development control expressed in the DCP are detailed in each chapter.

### 1.9 Notes

Notes expressed in the DCP are for information purposes only and do not form a formal part of the DCP.

#### Record of amendments to the DCP

No.	Date commenced	Details of change

## 2. RESIDENTIAL DEVELOPMENT

This chapter of the DCP applies to all forms of residential development within and adjacent to existing urban areas in the Shire for which a development application is required.

The overall purpose of the controls in this chapter is to create well-designed residential environments for current and future residents of the Shire.

The specific objectives of the controls are as follows:

- To provide for a variety of residential development that caters for the housing needs of local residents.
- Encourage dwelling design that has minimal impact on adjoining neighbours.
- Ensure that residential buildings offer visual interest and variety in their appearance and style.
- Make sure that new development is sympathetic with the established form of an area to ensure that neighbourhoods with distinct character are developed over time.
- Ensure that new residential development is consistent and compatible with the desired future form and density of an area.
- Encourage residential development that is respectful to the character of areas which are developed over time.
- Maintain and enhance the amenity of residential areas in the Berrigan Shire.

The controls in this chapter are expressed firstly as the objective Council is seeking for residential development and secondly the development controls considered by Council to deliver these outcomes. Compliance with all development controls should result in consistency with the objective and consequently the granting of development consent (if SEPP and LEP requirements are also met). In exceptional circumstances Council may consider a variance to a development control but only where the applicant has demonstrated in writing and/or with plans that the objective can still be achieved.

The development controls are grouped under different components of residential development. Within each component there are general development controls that relate to all types of proposals as well as specific development controls for specific types of residential development. The specific types of residential development are:

- Higher density being generally but not exclusively groups of two or more dwellings on a single lot (regardless of lot size) or single dwellings on small lots (<600m<sup>2</sup>).
- Average density being generally but not exclusively single detached dwellings located on urban sized lots (600m<sup>2</sup> to 1500m<sup>2</sup>). The majority of residential development undertaken in the Shire is within this category.
- Lower density being generally but not exclusively single dwellings on larger lots (>1500m<sup>2</sup>).
- Rural being generally but not exclusively dwellings within the Primary Production (RU1) and Environmental Management (E3) zones as well as residential dwellings on large lots within a rural setting.

In applying the development controls to a particular development proposal, both the general and specific development controls to that particular type of development are applicable. Where there is conflict between a general and a specific development control, the specific development control shall apply to the extent of the inconsistency.

It is important to note that dwellings compliant with the controls expressed in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 ("the Codes SEPP") can be approved as 'complying development' and are exempt from the provisions of the DCP. Any proposed dwelling not compliant with the Codes SEPP will require a development application and be subject to the provisions of the DCP.

## 2.1 Neighbourhood character

### Objectives

- Provide for a mix of compatible dwelling types.
- Create aesthetically pleasing residential neighbourhoods.
- Residential areas providing high levels of amenity.
- Encourage higher density housing to be located in close proximity of town centres.
- Maintain a lower density residential character outside of the immediate town centres.
- Ensure a transition in density from lower to higher density residential areas.
- Maintain the character of existing average and lower density residential neighbourhoods.

### Controls

#### General

- The design of residential development is to suit the existing scale, density, setbacks and character of the neighbourhood.

#### Higher density

- High density residential development should be located in proximity to public open space areas, community services and commercial centres.
- Roofing materials utilised in urban residential areas is to be low reflective.

#### Previously used residences

- Previously used residences will generally only be considered appropriate as infill development in older established areas, not in newly established subdivisions or housing estates. Developers must satisfy Council that the project will be completed within an acceptable period of time and the structure will be required to have the external appearance of a new dwelling within 3 months of its relocation to any site.
- Where the proposed (previously used) residence is located on a site outside the Shire, the applicant must provide the Council with clear and current photographs of the structure as well as details of any proposed modifications and a written report from a suitably qualified and experienced building professional to state that the building is structurally sound and suitable for transportation by a competent person.
- Any building which was constructed elsewhere more than five years previously will be carefully scrutinized by the Council and applicants will need to provide a compelling submission to support the proposal to relocate.

## 2.2 Streetscape

### Objectives

- Residential design that makes a positive contribution to the streetscape.
- The provision of passive surveillance to the street.
- The integration of new development into the streetscape and neighbourhood.

### Controls

#### General

- Dwellings are to 'face' the primary street frontage.
- The rear or service areas of a dwelling (bathrooms, laundry, etc) shall not face the primary street frontage.
- Fences to primary street frontages are to be designed to complement the character of the area. Fences should be low (less than 1.2 metres in height) or if taller, provided with openings. Solid fences taller than 1.2 metres will fail the objective for streetscape and therefore are unlikely to be supported (see Figure 2.2).
- Bulk and scale should be kept of a compatible size with the existing or likely development in the residential precinct. Varying the pitch of the roof and angles of eaves and inserting parapet features is encouraged.
- High quality materials and finishes should be used for residential building exteriors as well as any fences constructed as part of the development.
- Retain existing trees in the streetscape.
- Retain and enhance heritage items where they make a positive contribution to the streetscape.

#### Average density

- The width of a garage (door) facing a public road is to be no greater than 7 metres, or 50% of the width of the building frontage, whichever is the lesser.

#### Higher density

- Residential flat buildings are to be designed in accordance with the requirements of SEPP 65 – Design Quality of Residential Flat Development.



Unsuitable front fencing



Preferred front fencing

Figure 2.2 –Front fencing characteristics

## 2.3 Landscaping

### Objectives

- Front landscaping that contributes to an attractive streetscape.
- Enhancement of the natural environment.
- Reduction in stormwater run-off from allotments.
- Landscaping that contributes to the solar efficiency of the dwelling.

### Controls

#### General

- At least 15% of the entire lot area is to remain penetrable to water.
- Existing mature trees should be incorporated in the development where possible.
- Where ever possible native plant species are to be utilised in landscaping with preference given to drought tolerant species.
- Deciduous species of trees to be used in open space located on the northern side of living areas.

#### Higher density

- A landscaping plan detailing the site features, hardstand areas, number and type of plant species and planting locations is to be submitted to the Council's satisfaction prior to the issue of the Construction Certificate.

## 2.4 Private open space

### Objectives

- A private outdoor space for residents.
- Practical and useable outdoor areas for residents.
- Outdoor areas that enhance residential amenity.
- Private outdoor areas to maximise solar access.

### Controls

#### General

- Private open space (i.e. space that is not visible at ground level from a public place or adjoining property) is to be provided at the rate of 50m<sup>2</sup> per dwelling with a minimum width of 4 metres.
- The principal private open space area must receive a minimum of three hours direct sunlight between 9am and 3pm at the Winter Solstice.
- The principal private open space is to be in close proximity to the main living area of the dwelling.

#### Higher density

- Private open space in the form of a balcony is to be provided at a rate of 8m<sup>2</sup> per dwelling with a minimum width of two metres for units that have no ground floor access from the living areas of the unit.
- Private open space (i.e. space that is not visible at ground level from a public place or adjoining property) is to be provided at the rate of 20m<sup>2</sup> per dwelling with a minimum width of 3 metres.

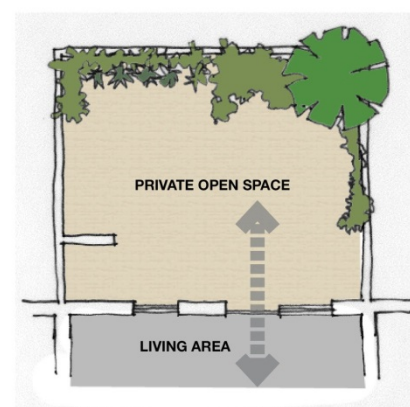


Figure 2.3 – Private open space should relate to principal living areas

## 2.5 Building setbacks

### Objectives

- Attractive streetscapes through consistency in front building setbacks.
- The maintenance of existing character in residential areas (e.g. average density, lower density, etc.).
- Adequate separation between dwellings through side setbacks.

### Controls

#### General

- An articulation zone is permitted in front of the building setback for a distance of 1 metre from the foremost edge of the building line and for 25 per cent of the overall building width. The articulation zone allows for building elements, such as porticos, awnings and the like where necessary or which enhance the quality of the building and/or contribute to the visual quality of the streetscape.
- In these controls, setbacks are measured to the building line which means the line of an existing or proposed external wall (other than a wall or roof of any building element within an articulation zone) of a dwelling house, closest to a boundary of a lot.

#### Controls

##### Average Density

- A dwelling must have a minimum building line setback from the front (primary) property boundary of;
  - The average building line setback of dwelling houses adjoining the subject allotment or a minimum of 4.5m.
  - If no dwelling houses exist 4.5m
- A minimum 3 metres from the side (secondary) property boundary on corner lots.
- Garages should not extend forward of the front building line. Where the front building setback is less than 6m, any garage must be setback a minimum of 1 metre behind the building setback. (see Figure 2.7)
- Side and rear setbacks from adjoining properties should comply with the standards detailed in the Building Code of Australia.

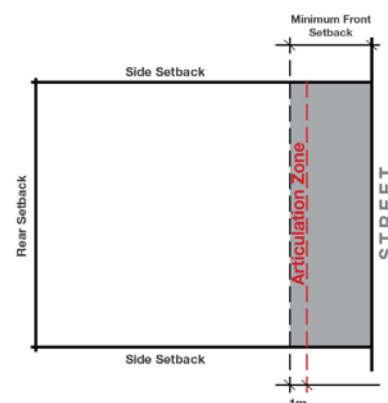


Figure 2.5 - Control lot setbacks

## Objectives

## Higher density

- A dwelling must have a minimum building line setback from the front (primary) property boundary of;
  - The average building line setback of dwelling houses adjoining the subject allotment, or a minimum of 4.5m.
  - If no dwelling houses exist 4.5m
- A minimum 3 metres to the side (secondary) property boundary on a corner site (does not apply to detached dwellings that face the second frontage to which the front setback applies).
- Garages should not extend forward of the front building line. Where the front building setback is less than 6m, any garage must be setback a minimum of 1 metre behind the building setback. (see Figure 2.7)
- A minimum 8 metres between the main entrance of a dwelling and the main entrance of another dwelling which is visible by direct line of sight.

## Lower density

- A dwelling must have a minimum building line setback from the front (primary) property boundary of;
  - The average building line setback of dwelling houses adjoining the subject allotment, or
  - if no dwelling houses exist 6.5m
- Within the RU5 (>1,500m<sup>2</sup>) zone, a minimum 1.5 metres from the secondary or side boundary and 5 metres from the rear boundary.
- Within the R5 zone, a minimum 5 metres from the secondary or side boundary and 10 metres from the rear boundary.
- Within the R5 zone, a minimum building setback of 20 metres from the top of the bank of a lake or dam.

## Rural

- A minimum 10 metres from any boundary for residential and farm buildings.

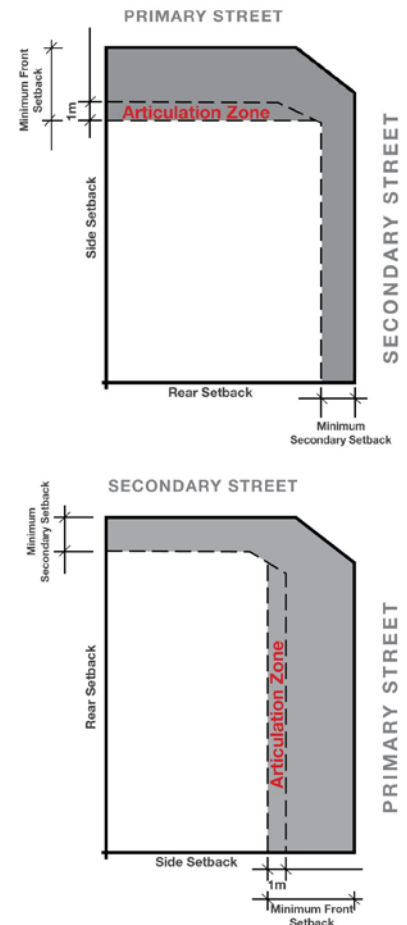


Figure 2.6 –Corner lot setbacks

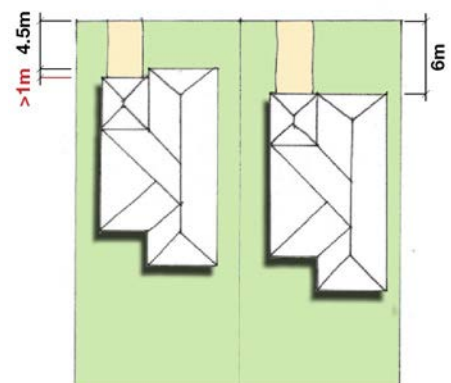


Figure 2.7 – Garage setbacks for Average and Higher Density



## 2.6 Car parking & access

### Objectives

- Sufficient on-site parking for residents and their visitors.
- Safe movement of vehicles within a site.
- Adequate space provided in front of garages for overflow parking.
- High control of construction and appearance of hardstand areas associated with vehicle movement and parking.

### General

- On-site parking at the following rates:
  - One bedroom dwelling: 1 space
  - Two or more bedroom dwelling: 2 spaces
- The parking spaces to be located in a safe and convenient location for residents and visitors.
- Driveways must be a minimum of 3 metres wide.
- Driveways are to be made from attractive and hard wearing paved surfaces.
- All driveways, exposed car parks and manoeuvring areas are to be constructed to provide stormwater drainage.
- Minimum dimensions for a single car garage to be 3 metres wide by 6 metres deep.
- Minimum dimensions for a double car garage is to be 5.5 metres wide by 6 metres deep.
- Access and parking on battle-axe allotments must be designed so that vehicles enter and exit in a forward direction.

### Higher density

- For every four dwellings on the one site: 1 visitor space.
- Shared driveways longer than 20 metres in multi-dwelling developments shall be 5 metres wide or provide passing bay(s).
- Access and parking within multi-dwelling developments featuring a shared driveway must be designed so that all on-site vehicle movements (apart from manoeuvring) are in a forward direction.
- Manoeuvring areas within the site must be designed to minimise the number of vehicle movements, and particularly rearward movements.
- Manoeuvring areas must be designed so that all movements can be contained within the hardstand areas provided for that purpose.

## 2.7 Site facilities

### Objectives

- Site facilities not to detract from the public aesthetics of the building.
- Site facilities not to be detrimental to residential amenity.

### Controls

#### Higher density

- External storage areas for each unit are to be located within the private open space.
- Clothes drying facilities are to be provided within the private open space of each dwelling.
- The mail box design and location should be complementary to the front setback landscaping and the dwelling design.
- Garbage bins for each unit are to be stored within the building or private open space. If a common bin storage area is proposed, it shall be located in a screened enclosure central to the development.

## 2.8 Security

### Objectives

- Living environments that enhance residents' feelings of safety and security.
- Building and layout designs that allow surveillance of common and public spaces by residents.
- Environments that reduce opportunistic crime.

### Controls

#### General

- The site layout enhances personal safety and minimises the potential for fear, crime and vandalism.
- The design of dwellings enables residents to survey streets, public areas and dwelling entries to enable surveillance of the neighbourhood to take place.
- Adequate lighting must be provided for all paths, access ways, parking areas and building entries.
- Private open space should only be accessed from within the site i.e. not accessible directly from the street or other public space.

## 2.9 Privacy

### Objectives

- The protection of privacy and amenity of neighbouring properties.
- Privacy and amenity for residents within medium density developments.

### Controls

#### General

- A window in a new dwelling house or a new window in any alterations or additions to an existing dwelling house must have a privacy screen if:
  - it is a window in a habitable room, that has a floor level of more than 1m above ground level (existing), and
  - the window has a sill height of less than 1.7m.
  - directly overlooks the living area or private open space of a neighbouring property
- A new balcony, deck, patio, pergola, terrace or verandah and any alterations to an existing balcony, deck, patio, pergola, terrace or verandah must have a privacy screen if it:

## Objectives

## Controls

- has a floor level more than 1 metre above ground level (existing), and
- directly overlooks the living area and/or private open space of an neighbouring property
- A detached deck, patio, pergola or terrace or any alterations or additions to an existing deck, patio, pergola or terrace must not have a floor level that is more than 600mm above ground level (existing).
- For two storey buildings, upper floor walls should be set back from the sides to reduce the amount of overshadowing on adjoining lots.
- Noise transmission between attached dwellings is to comply with the Building Code of Australia.
- External lighting (including tennis courts and outdoor living areas) shall be baffled so there is minimal light spillage onto adjoining properties.

## 2.10 Energy efficiency

## Objectives

- Buildings to meet projected user requirements for daylight access.
- Siting and design buildings to promote energy efficiency.

## Controls

## General

- Buildings should be oriented to make appropriate use of solar energy, be sited and designed to ensure energy efficiency of existing dwellings is not unreasonably reduced.
- Living areas and private open space should be located on the north side of development where practicable.
- Developments should be designed so that solar access to north facing windows is maximised.
- Buildings shall be designed to ensure living areas and private open space of adjoining residences maintain at least three hours direct sunlight between 9am and 3pm at the Winter Solstice. Overshadowing diagrams may need to be provided to demonstrate this development control can be achieved.

## 2.11 Outbuildings

## Objectives

- Outbuildings not to be detrimental to residential amenity.
- Outbuildings to be in proportion with the size of the lot they are placed.

## Controls

## General

- The use of shipping containers for sheds in urban areas will be considered by Council to be non-compliant with the objectives of this control.
- Outbuildings (except in rural areas) are to be clad in factory pre-coloured metal, timber, brick or masonry material.
- The colour of cladding used on outbuildings is to be low-reflective (except in rural areas).
- The total floor area and height of an outbuilding in the R5 and RU5 zones shall be considered on its merit and against the objectives of this section.

### 3. INDUSTRIAL DEVELOPMENT

This chapter of the DCP applies to all forms of industrial development within the Shire for which a development application is required.

The overall purpose of the controls in this chapter is to create well-designed precincts that cater for the wide range of industrial activities.

The specific objectives of the controls are:

- Focus the development of industries outside of commercial and residential areas so as to minimise conflict between the different uses.
- Direct different types of industrial development to locations best suited for that activity.
- Provide a level of amenity in industrial areas for those that visit and work there.
- Ensure that development incorporates safe and functional movement of vehicles on and off site.
- Ensure the implementation of landscaping for both screening and enhancement of industrial areas.

The controls in this chapter are expressed firstly as an objective Council is seeking for industrial development and secondly the development controls considered by Council to deliver these objectives. Compliance with all development controls should result in consistency with the objectives and consequently the granting of development consent (if SEPP and LEP requirements are also met). In exceptional circumstances Council may consider a variance to a development control but only where the applicant has comprehensively demonstrated in writing and/or with plans that the objective can still be achieved.

The development controls are grouped under different components of industrial development. Within each component there are general development controls that relate to all types of proposals.

### 3.1 Appearance

#### Objectives

- Buildings and sites to make a positive contribution to the streetscape.
- Buildings on sites fronting the highways to be designed to a high standard and make a positive contribution to the town entrances.
- Outdoor areas to be screened and/or landscaped so as to make a positive contribution to the streetscape.

#### Controls

##### General

- Buildings are to have their main building facade and entries addressing the primary street frontage.
- High quality materials and finishes should be used for building exteriors as well as any fences.
- Office components shall be located at the street frontage of the structure to enable the placement of windows and doors to 'break up' the façade.
- Industrial developments which are not located in industrial zones must be compatible with and minimize impacts on adjoining land uses.

### 3.2 Landscaping

#### Objectives

- To improve the visual quality and amenity of industrial development through the provision of effective, low maintenance landscaping.
- Landscaping as a means of screening outdoor areas from adjoining properties and from public places (including roads).
- A landscape buffer between industrial developments and adjoining or nearby non industrial land uses.

#### Controls

##### General

- All industrial sites are to be landscaped.
- Landscaping areas are to be identified on development application plans submitted to Council with a comprehensive landscape plan required to show all areas of vegetation, pathways and vehicles access areas.
- A range of plant species of various heights are to be used in the landscaping to create interest, improve visual amenity and help screen storage and car parking areas.
- Landscaping areas are to be protected from vehicle movement areas to prevent the damage to these vegetated areas.
- Landscaping must be designed to ensure low maintenance.
- Existing mature trees should be incorporated in the development where possible.
- Where ever possible native plant species are to be utilised in landscaping with preference given to drought tolerant species.
- See Figure 3.1 Site Landscaping for Industrial Sites (over).

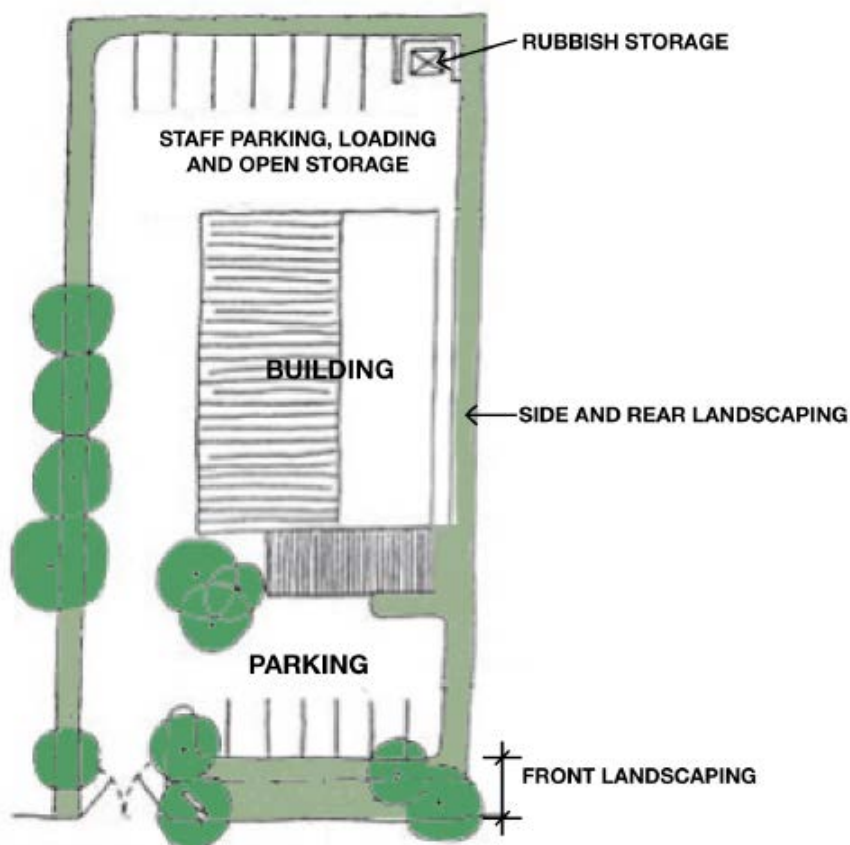


FIGURE 3.1 – SITE LANDSCAPING FOR INDUSTRIAL SITES

### 3.3 Building setbacks

#### Objectives

- Sufficient land is available for landscaping, vehicle parking and vehicle circulation.
- Buildings are appropriately sited to provide an attractive streetscape and reduce any adverse impact

#### Controls

##### General

- A minimum 10 metres from the front (primary) property boundary.
- A minimum 3 metres from the side (secondary) property boundary.
- Side and rear setbacks from adjoining properties should comply with the standards detailed in the Building Code of Australia.

## 3.4 Parking & access

### Objectives

- Sufficient on-site parking for employees and visitors.
- Safe movement of vehicles and pedestrians within a site.
- High standard of construction of areas associated with vehicle movement and parking.

### Controls

#### General

- Parking is to be provided on-site at the following minimum rates:
  - Industry component: 1 space per 100m<sup>2</sup> of gross floor area or part thereof.
  - Warehouse/storage component: 1 space per 100m<sup>2</sup> of gross floor area or part thereof.
  - Office/showroom components: 1 space per 50m<sup>2</sup> of gross floor area or part thereof.
  - Disabled: Minimum of 1 space in accordance with the Building Code of Australia.

The total minimum number of parking spaces to be provided on-site is the sum total of the components.

- Council may consider a reduction in these controls if it can be demonstrated the proposed use of the premises does not warrant such provision. However applicants must demonstrate there is sufficient room on the site to provide parking in accordance with the controls should the use of the premises change.
- Council may require on-site parking at a rate in excess of the above if the proposed use of the premises warrants such an outcome.
- Parking spaces must be physically separated from access ways, loading and unloading areas, and manoeuvring areas.
- All parking areas are to be constructed so as to allow for the catchment and disposal of stormwater to a point of discharge agreed to by Council.
- All parking, loading or unloading of vehicles is to be carried out on the development site.
- All vehicles (including trucks) must be capable of entering and exiting the site in a forward direction.
- Developments must be designed with sufficient turning areas for the vehicles expected to require access to the site. If the development is likely to be accessed by larger vehicles, the appropriate access and maneuvering areas are to be shown on plans provided with the development application.

It is expected that major expansion of existing developments and new developments will provide the required parking spaces. Should this not be the case, Council may require a financial contribution towards the provision of parking within the town area. To calculate these payments, refer to Council's s.94 Contributions Plan in force at the time.

### 3.5 Outdoor areas

#### Objectives

- Enhance the visual amenity of industrial areas.
- Screen outdoor storage and work areas as seen from public land and non industrial land uses.

#### Controls

##### General

- Outdoor storage and work areas are to be substantially screened from public roads and adjoining lots by landscaping, fencing etc.
- Outdoor storage and work areas must be suitably surfaced to prevent dust rising from vehicle movements or wind, should this be a potential impact dust suppression measures are to be employed.

### 3.6 Amenity

#### Objectives

- Locating industrial activities in locations that minimise detrimental offsite impacts.
- Minimise amenity impacts on residential and future residential areas.

#### Controls

##### General

- All development is required to comply with the requirements of the Protection of the Environment Operations Act 1997 (as amended) and it's Regulation.
- Applications for potentially hazardous or offensive development are to submit information demonstrating compliance with SEPP 33- Hazardous and Offensive Development.
- Outdoor areas must be treated and maintained to minimize the impacts of dust.
- All stormwater is to be appropriately managed.
- A trade waste agreement is to be entered into with Council for disposal of liquid waste to Councils sewerage system for certain activities.
- Land uses or development considered by Council to potentially have a detrimental impact on adjoining properties through noise or air emissions (e.g. dust or odour) are to provide information in respect to the likely impacts and proposed mitigation measures of these impacts.
- Land uses or development considered by Council to potentially have a detrimental impact on existing or future residential areas through noise or air emissions (e.g. dust or odour) will be discouraged without the submission of a relevant Impact Statement by the applicant demonstrating otherwise. Compliance with the Impact Statements will then become a condition of consent.



## 3.7 Signage

### Objectives

- Signage that is of a high professional standard.
- Signage that does not detrimentally affect the streetscape or highway corridor.
- Signage to the minimal extent necessary.

### Controls

#### General

- Signage to be restricted to identifying and promoting the business activity occupying the site and the goods and services it offers.
- Signage relating to a product, activity or service unrelated to the business on the site is not permitted unless it applies to the dominant use of the land.
- Signage must be maintained in good condition at all times.
- Advertising signs and structures shall be of a size, colour and design which are compatible with the building to which they relate.
- Signs should not visually dominate the area of building walls nor should they extend above the roof of the building.

## 4. COMMERCIAL DEVELOPMENT

This chapter of the DCP applies to all forms of commercial development within the Shire for which a development application is required.

The overall purpose of the controls in this chapter is to create attractive and functional buildings that contribute to the character of town centres.

The specific objectives are:

- to encourage orderly and economic development within the Shire having regard to its commercial and retail needs;
- to accommodate the expansion of retail, commercial, professional services and community facilities for local residents in convenient locations within the Shire;
- to promote pedestrian movement and connectivity within commercial areas;
- to ensure that new commercial development is compatible with the character of the area and enhances the streetscape;
- to promote a variety of uses within the Berrigan, Finley, Tocumwal and Barooga town centres that increases their role as a local centres;

- to consolidate the retail and commercial functions of the Berrigan, Finley, Tocumwal and Barooga town centres and discourage isolated retail development.

The controls in this chapter are expressed firstly as an objective Council is seeking for commercial development and secondly the development controls considered by Council to deliver these objectives. Compliance with all development controls should result in consistency with the objective and consequently the granting of development consent (if SEPP and LEP requirements are also met). In exceptional circumstances Council may consider a variance to a development control but only where the applicant has demonstrated in writing and/or with plans that the objectives can still be achieved.

## 4.1 Location

### Objectives

- To consolidate existing town centres.
- To discourage isolated commercial development.
- To encourage infill development within existing town centres.
- To increase retail expenditure in the Shire by enhancing the town centres.

### Controls

- New commercial activities are generally to be located within the existing commercial centres of Berrigan, Finley, Barooga and Tocumwal.
- Within Berrigan, the preferred location for 'shops' is on Chanter Street from the intersection with Carter Street and extending west to Mitchell Street as well as the Jerilderie and Carter Street localities. Council will consider retail proposals outside of this area as inconsistent with the objectives of this clause unless it can be adequately demonstrated that compliance with such objectives is unreasonable and unnecessary under the circumstances.
- Within Finley, the preferred location for 'shops' is in the vicinity of Murray Street between Woolamai Street to the north and Osborne Street to the south as well as Warmatta Street between Endeavour and Denison Street. Council will consider retail proposals outside of this area as inconsistent with the objectives of this clause unless it can be adequately demonstrated that compliance with such objectives is unreasonable and unnecessary under the circumstances.
- Within Barooga, the preferred location for 'shops' is along Vermont Street encompassing the intersection with Banker Street to the north and as far as Golfcourse Road to the south. Council will consider retail proposals outside of this area as inconsistent with the objectives of this clause unless it can be adequately demonstrated that compliance with such objectives is unreasonable and unnecessary under the circumstances.
- Within Tocumwal, the preferred location for 'shops' is on Deniliquin Road from the intersection with Dean Street to Murray Street and on Deniliquin Street from Morris Street to Murray Street as well as Murray Street from the intersection with Deniliquin Road to Bent Street. Council will consider retail proposals outside of this area as inconsistent with the objectives of this clause unless it can be adequately demonstrated that compliance with such objectives is unreasonable and unnecessary under the circumstances.
- Commercial activities are to be located in areas accessible to residents and visitors.

## 4.2 Appearance & design

### Objectives

- Encourage the use of a combination of materials articulation and fenestration when designing buildings.
- A positive contribution to the existing character and streetscape of the town centres.

### Controls

- Shopfronts predominantly in glass to be provided on commercial buildings constructed to the front building line.
- Shopfronts are to be inviting and active at street level, such as use of large glazed openings and activity at street level, to ensure buildings are inviting and attractive to pedestrians and contribute to the preferred 'main street' character of each town.
- Large expanse of walls along the street frontage will not be supported.
- Development is designed having regard to safety and where possible implements measure for Crime Prevention Through Environment Design.

### 4.3 Landscaping

#### Objectives

- Landscaping to a standard that enhances the amenity of the development and commercial areas.

#### Controls

- Developments which are set back from the street frontage shall incorporate appropriate landscaping within the front setback that enhances the visual quality and character of the street.
- Car parks in excess of 10 spaces are to be provided with appropriate internal landscaping.

### 4.4 Heritage

#### Objectives

- Ensure new development is compatible and sympathetic to heritage items.

#### Controls

- Developments adjoining and in the vicinity of a heritage item are to be designed to complement the item.
- Developments located within the heritage conservation areas of Berrigan and Tocumwal must be designed to complement the heritage value of the area and in accordance with the provisions contained within Clause 5.10 Berrigan Local Environmental Plan 2013.

### 4.5 Signage

#### Objectives

- Signage does not detrimentally affect the character and amenity of the area.

#### Controls

- Signage to be kept to a minimum and appropriate for the type of commercial activity being undertaken.
- Signage to be of a scale in proportion of the building (i.e. must not to dominate the building facade or street frontage).
- Signage not to be a hazard for pedestrians or motorists.
- Moving and/or flashing signs are to be avoided.

## 4.6 Parking

### Objectives

- To match the supply of off-street car parking with the demand likely to be generated by customers and employees.
- To ensure off-street car parking and maneuvering areas are to an acceptable standard.
- Minimisation of the visual impact of large areas of car park.
- Buffer between car parks and adjoining property.
- Safe car parks (particularly at night).
- Pedestrian and vehicular movement through commercial areas in a functional, safe and integrated fashion.

### Controls

- Surface car parking is to be located to the side or rear of the development if possible.
- Car parking to be provided at the rate required in Chapter 5 of the NSW Roads & Maritime guide, shown in Table 4.1 below.
- Parking spaces must be designed in accordance with Australian Standard 2890.1 and 2890.2.
- Car parks adjoining public land (including a road) shall be provided with a landscaped strip at the interface.
- Car parking is to be accessible at all times during the business hours of the premises.
- Lighting must be provided in accordance with the relevant Australian Standard to ensure the safety and security of car parks at night.
- Car parks to be designed to provide pedestrian connectivity and minimise conflicts between vehicles and pedestrians.
- Loading facilities are to be located at the rear or side of the building and not adjacent to any residential property.

It is expected that major expansion of existing developments and new developments will provide the required parking spaces. Should this not be the case, Council may require a financial contribution towards the provision of parking within the town area. To calculate these payments, refer to Council's s.94 Contributions Plan in force at the time.

TABLE 4.1 - CAR PARKING REQUIREMENTS

Land Use	Parking Requirements	
Casual accommodation		
Motels	1 space for each unit + 1 space per 2 employees. If restaurant included then add the greater of 15 spaces per 100m <sup>2</sup> GFA of restaurant/function room, or 1 space per 3 seats.	
Hotels (traditional or tourist)	Comparisons should be drawn with regard to similar developments.	
Office & commercial		
Commercial premises	Unrestrained situation: 1 space per 50m <sup>2</sup> GFA Restrained situation: consult with Council	
Retail		
Shopping centres	GLFA (m <sup>2</sup> )	spaces per 100m <sup>2</sup> GLFA
	0-10,000	6.1
	10,000-20,000	5.6
	20,000-30,000	4.3
	over 30,000	4.1
Service stations and convenience stores	The sum total of: 6 spaces per work bay, plus 5 spaces per 100m <sup>2</sup> GFA of convenience store If restaurant present, then greater of 15 spaces per 100m <sup>2</sup> GFA, or 1 space per 3 seats.	
Motor showrooms	0.75 spaces per 100m <sup>2</sup> site area plus + 6 spaces per work bay (for vehicle servicing facilities)	
Car tyre retail outlets	Whichever is the greater of: 3 spaces per 100m <sup>2</sup> GFA, or 3 spaces per work bay	
Roadside stalls	4 spaces	
Drive-in liquor stores	Nil	
Markets	2.5 spaces per stall (customers only).	
Bulky goods retail stores	Comparisons should be drawn with similar developments	
Video stores	6.1 spaces per 100m <sup>2</sup> GFA	

Land Use	Parking Requirements
Drive-in take-away food outlets	Developments with no on-site seating: 12 spaces per 100m <sup>2</sup> GFA Developments with on-site seating: 12 spaces per 100m <sup>2</sup> GFA or greater of: 1 space per 5 seats (internal and external), or 1 space per 2 seats (internal) Developments with on-site seating and drive through facilities: The greater of: 1 space per 2 seats (internal), or 1 space per 3 seats (internal and external) plus queuing area for 5 to 12 cars
Restaurants	Whichever is greater of: 15 spaces per 100m <sup>2</sup> GFA, or 1 space per 3 seats
Clubs	Comparisons should be drawn with similar clubs
Recreational	
Squash courts	3 spaces per court
Tennis courts	3 spaces per court
Bowling alleys	3 spaces per alley
Bowling greens	30 spaces for first green plus 15 spaces for each additional green
Gymnasiums	4.5 spaces per 100m <sup>2</sup> GFA (minimum)
Tourist Facilities	
Caravan parks	1 space per caravan site

## 5. TOURIST ACCOMMODATION

This chapter of the DCP applies to tourist accommodation in the Shire for which a development application is required.

The overall purpose of the controls in this chapter is to provide for well-designed, suitably located, sustainable and high quality tourist accommodation in the Shire.

The specific objectives of the controls are:

- to encourage and promote development of tourist accommodation within the Shire;
- to maximise utilisation and promotion of existing tourist resources;
- to protect the natural environment;
- to provide for tourist oriented activities that are appropriately located; and
- to promote diversification of development types and forms.

Compliance with all development controls should result in consistency with the development outcome and consequently the granting of development consent (if other DCP, SEPP and LEP requirements are also met). Council may consider a variance to a development control in this chapter but only where the applicant has demonstrated in writing and/or with plans that the development outcome can still be achieved.

For the purposes of this chapter, tourist accommodation includes the following types as defined 'Tourist and Visitor Accommodation' in the Dictionary of the LEP:

- Backpackers accommodation
- Bed & breakfast accommodation
- Farm stay accommodation
- Hotel or motel accommodation
- Serviced apartments

For the purposes of this chapter the following land uses are also considered to be types of tourist accommodation;

- Camping ground
- Caravan park
- Eco-tourist facility

### Controls

Tourist accommodation will only be permitted where adequate water supply, both quality and quantity, is available, having regard to the proposed use of the site. It will also only be encouraged where provision of a reticulated sewerage system is available. Where this is not available development will only be permitted if it can be demonstrated that soil types in the area are suitable for the installation and operation of an on-site wastewater treatment and disposal system.

The definition of 'Eco-tourist facility' in the LEP is very specific. To consider a proposal for an Eco-tourist facility, Council firstly has to be satisfied that it meets the land use definition with the key consideration being whether it is located in or adjacent to an area with "special ecological or cultural features". Council must then be satisfied the proposal meets the criteria of Section 5.13 of the LEP. Having regard for the extensive requirements of this section, Council would expect a detailed proposal to be submitted with a development application. The level of detail is likely to be considerably greater than what might be expected for other tourist accommodation proposals.

Development that has the potential to have a detrimental impact on the natural landscape or environment will not be supported.

The design and construction of caravan parks or camping grounds is to be in accordance with the provisions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. For other developments of a similar nature the provisions / principles of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 are to be considered and incorporated into the design where appropriate.



### Matters for consideration

Council shall not grant consent to the development of tourist accommodation unless it has been provided with sufficient detail in the application to determine whether the proposal is acceptable in terms of:

- (a) the impact of the development on the natural environment and the means of protection to be employed against any potential effect;
- (b) the impact of the development on the built environment, the character of the area and significant places of heritage value;
- (c) the proximity and means of access to an urban centre and facilities;
- (d) the impact of the development on adjoining land use activities and the amenity of nearby residents;
- (e) the potential economic benefit;
- (f) provision of suitable road access and egress;
- (g) provision of a potable water supply;
- (h) provision of wastewater disposal facilities;
- (i) the availability of electricity and telecommunication services;
- (j) natural hazards including flooding, bushfire or other risks to public safety and property; and
- (k) landscaping including retention of existing vegetation and proposed planting.

In respect to the conversion of existing residential dwellings to serviced apartments, proposals must:

- (a) not exceed 5 bedrooms or a capacity for 12 occupants for any one apartment;
- (b) provide at least one off street car parking space for each apartment and at least two spaces for apartments with three or more bedrooms;
- (c) install fire safety measures including fire extinguisher and fire blanket in the kitchen and emergency lighting and smoke alarms in accordance with the Building Code of Australia;
- (d) ensure privacy for the occupants and adjoining and nearby residents;
- (e) provide facilities or arrangements for adequate storage and removal of household waste;
- (f) implement measures to limit unreasonable impacts on the amenity of the surrounding areas;
- (g) be located within proximity of town services and tourist facilities; and
- (h) upgrade the building in accordance with the Premises Standards and Building Code of Australia in respect to disabled access and facilities.

## 6. HERITAGE ITEMS AND CONSERVATION AREAS

This chapter of the DCP applies to the Tocumwal and Berrigan Heritage Conservation Areas shown as red hatching on the Heritage Maps within the Berrigan Local Environmental Plan 2013.

This chapter does not apply to any development for which a Development Application is not required (e.g. exempt or complying development).

### OBJECTIVES

The objectives of the controls are:

- to set out matters which Council will consider in determining development applications that might affect the environmental heritage of a Conservation Area;
- to provide development guidelines to assist applicants in addressing the particular considerations for a Conservation Area;
- to detail specific considerations in relation to a Conservation Area;
- to provide residents, landowners and developers with a document which details Council's policies on building and associated development; and
- to protect and enhance the character of the towns and, in particular, that of a Conservation Area.

### DECISION GUIDELINES

Proposed developments will be considered on their merits in terms of heritage impacts. In considering development applications within a Conservation Area, Council will make an assessment of:

- the heritage significance of a heritage Conservation Area and the contribution which any building, work, relic, tree or place affected by the proposed development makes to this heritage significance,
- the impact that the proposed development would have on the heritage significance of a heritage Conservation Area,
- the compatibility of any proposed development with nearby original buildings and the character of a heritage Conservation Area, taking into account the size, form, scale, orientation, setbacks, materials and detailing of the proposed development,
- the measures proposed to conserve the significance of a heritage Conservation Area and its setting,
- whether any landscape or horticultural features would be affected by the proposed development,
- whether any archaeological site or potential archaeological site would be affected by the proposed development,
- the extent to which the carrying out of the proposed development in accordance with the consent would affect any historic subdivision pattern, and
- the issues raised by any submission received in relation to the proposed development in response to the notification or advertising of the application.

## 6.1 Inventory forms

### **Objective**

- To maintain a record of heritage items within Shire.
- To provide continuation of understanding of heritage significance in the Shire.

### **Standards**

1. For a development involving alteration, addition, renovation, restoration to an existing identified heritage building(s) or place(s), an assessment, where relevant, is required to be made of the inventory form applicable to the respective building or place and Council must be satisfied that the proposal is consistent with the building's heritage character.
2. Council may require an assessment of the heritage impact to be provided with an application or alter, add to, renovate, restore or demolish an existing identified heritage building(s) or place(s).

## 6.2 Verandahs & Awnings

### **Objective**

- Retain and reinstate the characteristic architectural elements of heritage items and within Conservation Areas.
- To respect and respond to the heritage context of particular areas of the Shire.

### **Standards**

1. Verandahs and upper floor balconies are required to remain open, other than by use of traditional lattice work or blinds.
2. Verandahs must be retained unless exhaustive research has been undertaken and the applicant is able to demonstrate that there is no other economic option available.
3. All new commercial development shall incorporate the continuation of existing awning levels and where appropriate existing styles.

## 6.3 Parapets

### **Objective**

- Retain and reinstate the characteristic architectural elements of the heritage items and Conservation Areas.

### **Standards**

1. All existing above awning parapets are to be retained or reinstated.

## 6.4 Building height

### **Objectives**

- Ensure new buildings contribute positively to the skyline of the townscape.

### **Standards**

1. The height of new buildings within a Conservation Area must not exceed plus or minus 10% of the height of the existing adjacent buildings.
2. Dwelling houses within a conservation area are not to exceed two storeys in height.

## 6.5 Roof forms & pitch

### Objectives

- Ensure roof forms and pitch integrate with existing and retain the heritage conservation value of the area.

### Standards

1. Alterations to existing buildings are to reflect and integrate with existing roof forms.
2. The roof forms for all new construction are to be similar to that of the existing adjacent forms.
3. The roof pitch for all new buildings and alterations are to be similar to that of the existing adjacent roof lines.

## 6.6 Setbacks

### Objectives

- Ensure a continuity of buildings lines within significant heritage areas of the Shire.

### Standards

1. Building setbacks for all new developments are to be relative to adjacent buildings.

## 6.7 Materials

### Objectives

- Retain architectural elements.
- Recognise and promote the heritage character of the Shire.

### Standards

1. Building materials used in construction of all alterations and additions to the exterior of existing buildings are to be compatible with those used in the original construction of the building; and
2. The colours to be used in construction of the building works should be in keeping with the original building's colour and in sympathy with the existing streetscape.

## 6.8 Fenestration

### Objectives

- Encourage architectural detailing and building features which recognise and respond to the identified heritage themes of the Shire.

### Standards

1. The building design for all works to be carried out on both new and existing buildings are to ensure an ordered symmetry or rhythm of wall area to window and door openings is achieved; including style, size, proportion and position of the openings for windows and doors.

## 6.9 Advertising & signage

### Objectives

- Ensure creative and sympathetic advertising and signage to enhance the appearance of the building and add vitality to the area.

### Standards

1. On buildings with awnings, advertising signage is required to be below awning advertising which complements the historical nature of the building, adjoining buildings or the historical streetscape.
2. The design of all signage must have regard to the controls contained within *State Environmental Planning Policy No. 64 – Advertising and Signage, State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* as well as *Clause 5.10 and Schedule 2 of Berrigan Local Environmental Plan 2013*.

## 6.10 Fences

### **Objectives**

- To ensure fences create a positive contribution to the sense of continuity in a streetscape.

### **Standards**

1. Fences must be uniform and reflect the historical period of the building.

## 6.11 Infill development

### **Objectives**

- Ensure infill development is compatible with existing buildings and streetscape.

### **Standards**

1. Council may seek the preparation, at the applicant's expense, of a Conservation Report for the proposed works to ensure the development successfully integrates with the existing historical development.

## 7. SUBDIVISION

This chapter of the DCP applies to the subdivision of land.

The purpose of the chapter is:

- to encourage a diversity of lot sizes for residential, industrial and commercial development that is compatible with the character of an area and appropriate for the proposed use
- to provide lots with areas and dimensions which protect environmental features and take account of site constraints.
- to have regard to energy conservation principles in the orientation of lots where for residential subdivisions at least 70% of the lots will have favourable solar orientation.
- to ensure public open space, of appropriate quantity and quality, is provided to meet the recreational and social needs of the community.
- to ensure all public utilities for the development of new lots are adequately planned as part of subdivision.
- to ensure the provision of utilities and infrastructure meets minimum standards.
- to provide a road network that places a high priority upon vehicular and pedestrian connectivity, convenience and safety.
- to encourage the use of other transport modes as an alternative to motor vehicle transport.

The controls in this chapter are expressed firstly as an objective Council is seeking for subdivision and secondly the development controls by which compliance will be considered by Council to deliver these objectives. In exceptional circumstances Council may consider a variance to a development control but only where the applicant has comprehensively demonstrated in writing and/or with plans that the objective can still be achieved.

The development controls are grouped under different components of subdivision development. Within each component there are general development controls that relate to all types of proposals as well as specific development controls for different types of subdivision, being:

- Residential being generally related to subdivision in the village zones.
- Industrial being generally related to subdivision in industrial zones.
- Rural being generally related to subdivision in rural zones.

In applying the development controls to a particular development proposal, both the general and specific development controls to that particular location of development are applicable. Where there is conflict between a general and a specific development control, the specific development control shall apply to the extent of the inconsistency.

All subdivision proposals (Torrens, Strata and Community Title) must be consistent with the objectives and should be consistent with the development controls.

### Minimum lot size

For minimum lot size requirements for subdivision refer to the minimum lot size maps associated with Berrigan Local Environmental Plan 2013 applicable to the zone.

### Exceptions to Minimum Lot Size

Section 4.6 of the LEP provides for exceptions to development standards, including minimum lot size for subdivision. Subsection (3) sets out the application requirements for where an exemption or variation to a development standard is sought and subsection (4) sets out Council's obligations when considering such a request. Requests for a variation of development standards relating to minimum lot size in the rural (with the exception of the RU5 Village zone) and environmental zones will be considered by Council in the first instance and will require the concurrence of the Director-General of the Department of Planning and Environment.

To assist Council in considering a variance to a minimum lot size development standard in the Village Zone (RU5) of the LEP the criteria contained within 7.8 'Lot Design' will be utilised.

Requests for reduction in lot size in other residential zones will be considered by Council not to be in the public interest.

All subdivision applications will be considered against the following objectives and controls. Consequently the objectives and controls should be addressed in a development application for subdivision to the extent they are relevant to the purpose of the subdivision.

## 7.1 Context

### Objectives

- To ensure that the layout and design of a subdivision is consistent with and implements any objective, policy, strategy or plan for the area.

### Controls

#### General

- Subdivision shall be consistent with the Berrigan Shire Strategic Land Use Plan.

## 7.2 Neighbourhood character

### Objectives

- To create urban places with identity and character.
- To design subdivisions that are consistent and compatible with existing development in the neighbourhood.
- Ensure a transition in density from lower to higher density residential areas.
- Maintain the character of average and lower density residential development in Berrigan Shire

### Controls

#### General

- Subdivision to be generally consistent with the theme and character of adjoining development relating to the same land use.

#### Residential

- Where land zoned RU5 adjoins land zoned R5 Council will regard any of the following as inconsistent with the objectives for neighbourhood character:
  - More than two lots in the RU5 zone adjoining a single lot in the R5 zone.
  - A lot with an area of less than 1300m<sup>2</sup> in the RU5 zone adjoining a lot in the R5 zone.
- Infill development of a higher density is to be compatible with the existing pattern and form of development in the area.

## 7.3 Staging

### Objective

- To ensure the timely and efficient release of urban land making provision for necessary infrastructure and sequencing.

### Controls

- Where staging of a subdivision is proposed, the lodgment of a staging plan with the development application.
- Consistency with Councils Strategic Land Use Plan.
- Council will consider any subdivision of a residential nature that is isolated from existing services and infrastructure or remote from existing urban development as inconsistent with the objective of this control.

## 7.4 Movement network

### Objectives

- To create compact neighbourhoods that are oriented around easy walking distances to activity centres, schools and community facilities, public open space and public transport.
- To allow easy movement through and between neighbourhoods for all people.
- To provide safe and direct movement through and between neighbourhoods by pedestrians and cyclists.
- To reduce car use, greenhouse gas emissions and air pollution.

### Controls

#### General

- Compliance with the Berrigan Shire Engineering Guidelines for Subdivisions and Development.
- The use of cul-de-sacs in subdivision design should only be contemplated in circumstances where constraints dictate a through street cannot be accommodated.

#### Industrial

- Streets and intersections to be designed to accommodate the movement and manoeuvring of heavy vehicles.

## 7.5 Activity centres & community facilities

### Objectives

- To provide for mixed-use activity centres, including neighbourhood activity centres, of appropriate area and location.
- To provide appropriately located sites for community facilities.

### Controls

#### General

- Subdivision shall be consistent with the Berrigan Shire Strategic Land Use Plan.



## 7.6 Public open space

### Objectives

- To provide a network of quality, well-distributed, multi-functional and cost effective public open space that includes local parks, active open space, linear parks and trails, and links to regional open space.
- To provide a network of public open space that caters for a broad range of users.
- To encourage healthy and active communities.
- To ensure land provided for public open space can be managed in an environmentally sustainable way and contributes to the development of sustainable neighbourhoods.

### Controls

#### General

- Compliance with the Berrigan Shire Engineering Guidelines for Subdivisions and Development.
- Dedication of land or payment of public open space contributions in accordance with Berrigan Shire Section 94 Development Contributions Plan as amended from time to time.

## 7.7 Landscaping

### Objective

- An overall landscaping strategy for the protection and enhancement of riparian areas and remnant vegetation, including visually prominent locations, and detailed landscaping for the public domain.

### Controls

#### General

- A Landscape Plan is required to be submitted to Council detailing proposed landscaping
- On land to which Council's Roadside Vegetation Management Plan applies, consistency with the provisions of that plan.

## 7.8 Lot design

### Objectives

- To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.
- To provide lot design that is consistent with the character and desired density of an area
- To ensure smaller lots are located only in areas suitable for higher density housing and will consistent with the direction of the LEP.
- To provide lots for industrial and commercial purposes that allow for the appropriate siting of buildings, landscaping, parking and the manoeuvring of vehicles.
- To ensure that subdivision of commercial or industrial land is appropriately sized for the expected use and would not compromise its productive or desired use.

### Controls

#### General

- Compliance with the Berrigan Shire Engineering Guidelines for Subdivisions and Development.

#### Residential

- For rectangular shaped blocks:
  - 16m frontage
  - 16m square width
  - 30m depth
  - 600m<sup>2</sup> area, 650m<sup>2</sup> for corner lots
- For radial shaped blocks:
  - 12m frontage
  - Chord width at 6 metres from street alignment tangential to curve – 16m
  - 600m<sup>2</sup> area
- For battle-axe allotments:
  - 4.5m minimum width access corridor
  - 700m<sup>2</sup> area
  - Access corridor will not constitute a nuisance to adjoining dwellings
  - Lot frontage to a public reserve or waterway
- Subdivisions are to be designed to maximise solar access and the number of rectangular shaped allotments
- A proposal to subdivide land that creates lots of less than 600 square metres in RU5 Village Zone must satisfy the following criteria:
  - Clause 4.1C of Berrigan Local Environmental Plan 2013 applies to the exception of minimum lot sizes for certain residential development and should referred to when considering potential development.
  - An application must address the impact of higher density development on the surrounding area.
  - Consideration may be given to any special circumstances relating to the land and/or development that justify the smaller lot.

#### Industrial

- For rectangular shaped blocks:
  - 25m frontage
  - 1000m<sup>2</sup> area, 1200m<sup>2</sup> for corner lots
- For battleaxe allotments:
  - 5.5m wide access
  - 1300m<sup>2</sup> area

#### R5 Large Lot Residential

- A minimum average width of 50m to ensure functionality for rural residential use.

## 7.9 Infrastructure & services

### Objectives

- To provide public utilities to each lot in an efficient manner.
- To design and implement infrastructure that minimises Council's ongoing maintenance burden.
- To minimise increases in stormwater run-off and protect the environmental values and physical characteristics of receiving waters from degradation by urban run-off.
- To encourage Water Sensitive Urban Design techniques in new subdivisions.
- To maximise the opportunities for shared trenching.
- To provide public lighting to ensure the safety of pedestrians, cyclists and vehicles.

### Controls

#### General

- Compliance with the Berrigan Shire Engineering Guidelines for Subdivisions and Development.
- Payment of infrastructure contributions in accordance with Councils Development Servicing and Development Contributions Plans.
- All services, including but not limited to the following, are to be considered for each subdivided allotment:
  - Water
  - Sewer
  - Power
  - Gas
  - Stormwater
  - Roads
  - Kerb and Gutter
  - Footpaths
  - Street lighting
  - Public open space
  - Road naming
  - Access
  - Effluent management
  - Fencing

## 7.10 Natural hazards

### Requirement

- Amelioration of natural and environmental hazards, including bushfire, flooding and site contamination and, in relation to natural hazards, the safe occupation of, and the evacuation from, any land so affected.

### Controls

#### General

- On land mapped as bushfire prone, compliance with the NSW Rural Fire Service document Planning for Bushfire Protection (2006).
- On land identified as flood liable in the LEP maps, compliance with clause 6.2 of the LEP and the State Government's Floodplain Development Manual (2005).
- On land that is potentially contaminated an investigation in accordance with the requirements of State Environmental Planning Policy No.55 – Remediation of Land. The investigation should be in accordance with the process detailed in the State Government's Managing Land Contamination – Planning Guidelines (1998).

## 7.11 Site management

### Objectives

- To protect drainage infrastructure and receiving waters from sedimentation and contamination.
- To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.
- To encourage the re-use of materials from the site and recycled materials in the construction of subdivisions where practicable.

### Controls

#### General

- Compliance with the Berrigan Shire Engineering Guidelines for Subdivisions and Development.
- Compliance with the Blue Book – Managing Urban Stormwater: Soils and Construction (2004).
- Payment of stormwater contributions in accordance with Councils Development Contributions Plans.

## 8. VEGETATION REMOVAL

This chapter of the DCP applies to vegetation removal and should be read in conjunction with sections 5.9 and 5.9AA of the LEP.

Section 5.9 of the LEP relates to the “preservation of trees or vegetation”. It requires a development application to be lodged to “ringbark, cut down, top, lop, remove, injure or wilfully destroy” certain species of trees or vegetation nominated in a DCP.

The purpose therefore of this chapter is to prescribe the species of tree and vegetation to which Section 5.9 of the LEP applies.

For the purpose of Clause 5.9 of the LEP, trees which meet the following criteria are prescribed:

- (1) located in one of the following zones or areas:
  - RU5 – Village
  - R5 - Large Lot Residential
  - SP2 - Infrastructure
  - IN1 - General Industrial
  - E3 - Environmental Management:
  - within riparian land as defined under clause 6.4 of the LEP
- (2) is five metres or more in height; or trunk diameter of 20cm or more one metre above the ground and;
- (3) is of the following species:
 

Acacia pendula	Weeping Myall
Allocasuarina iuehannii	Bulloak
Brachychiton acerfolius	Flame Tree
Brachychiton populneus	Kurrajong
Callitris glaucophylla	White Cypress Pine
Callitris gracilis	Murray Cypress Pine
Corymbia Maculata	Spotted Gum
Corymbia Ficifolia	Red Flowering Gum
Eucalyptus camaldulensis	River Red Gum
Eucalyptus largeiflorens	Black Box
Eucalyptus microcarpa	Grey Box
Jacaranda mimosifolia	Blue Jacaranda
Lagerstroemia species	Crape Myrtle
Ulmus species	Elms
Eucalyptus melliodora	Yellow Box

For trees and vegetation not covered by this chapter the relevant provisions of the:

- Native Vegetation Act 2003
- Threatened Species Conservation Act 1995
- National Parks and Wildlife Act 1974

still apply and consideration to applicable clauses within the LEP are still relevant to tree and vegetation removal required as part of a development application.

### NOTE:

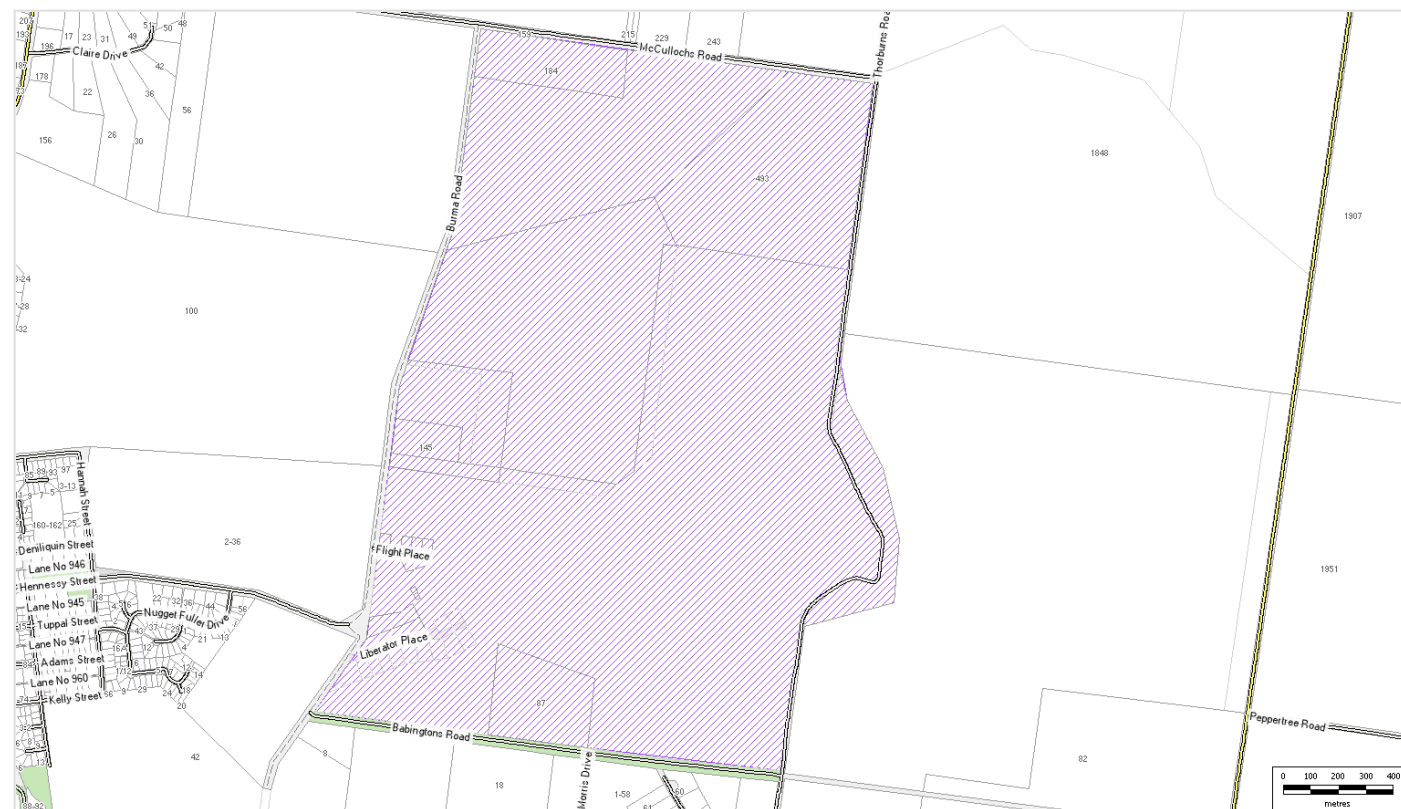
Although a particular species of tree or vegetation is nominated above, development consent may not require to ringbark, cut down, top, lop, remove, injure or wilfully destroy it in certain circumstances. Reference should be made to Section 5.9 of the LEP to ascertain these circumstances and clarification sought from Council if necessary.

Under Section 5.9AA of the LEP consent is not required to ringbark, cut down, top, lop, remove, injure or destroy any tree or other vegetation not nominated in the above list.

## 9. TOCUMWAL AERODROME

This chapter of the DCP applies to land shown hatched on the figure below and should be read in conjunction with Clause 6.8 and 6.9 of Berrigan LEP 2013.

The aims of the chapter are to ensure consideration is given to the availability of land adjacent to the Tocumwal aerodrome for aerodrome related uses when applications for development are considered and to restrict non-aerodrome related uses to temporary or short term tenure on land not suitable for aerodrome related uses.



### OBJECTIVES

The objectives of the controls are:

- to identify land considered critical to the long-term sustainability of the Tocumwal Aerodrome;
- to ensure consideration is given to the impact on the aerodrome when applications for development consent are being determined;
- to ensure that development does not preclude the long term-growth of the aerodrome.

### DECISION GUIDELINES

In assessing and determining applications for consent on the subject land Council must consider:

- the potential need for that land by future aerodrome related industry;
- the Obstacle Limitations Plan;
- the impact of aircraft using the aerodrome on that development;
- the impact of the development on aircraft using the aerodrome;
- the provisions of Council's Local Environmental Plan;
- any submission to Council by the Civil Aviation Safety Authority.

### NOTE:

Industrial zones that are located adjoining the Tocumwal Aerodrome are not constricted to aerodrome related activities however the decision guidelines above still apply.

## 10. WATERCOURSES & RIPARIAN LAND

The overall purpose of this chapter of the DCP is to provide controls for development and to minimise environmental impacts on land within or adjacent to a watercourse.

The chapter applies to land:

- mapped as “riparian land and waterways” on the Watercourse Map of the LEP being generally the bed and banks of a watercourse (Note whilst the boundary of the mapped “riparian land and waterway” may not align with the actual watercourse they should be regarded as one of the same for the purposes of applying this chapter of the DCP);
- within 40 metres of the “top of the bank” of a watercourse identified as a “riparian land and waterway” on the Watercourse Map of the LEP (Note whilst the boundary of the mapped “riparian land and waterway” may not align with the actual “top of the bank” they should be regarded as one of the same for the purposes of applying this chapter of the DCP);
- within 40 metres of the “top of the bank” of the Murray River in the R5 zones of the LEP; and
- within 100 metres of the “top of the bank” of the Murray River in the RU1 and E3 zones of the LEP.

The land to which this chapter of the DCP applies is aligned with the definitions and controls expressed in Sections 6.4, 6.6, and 6.7 of the LEP relating to development in “river front areas”, “riparian land” and “river bed and banks of the Murray river”. Consequently interpretation of this chapter should be undertaken with reference to these sections of the LEP.

The term “top of the bank” is not defined in planning legislation or any environmental planning instrument (including the LEP). Consequently it falls to Council officers to make this interpretation when required. In most cases the “top of the bank” will be easily discernible, often being the erosion line or point at which the principal bank has collapsed. This criterion is likely to be adequate to determine the “top of the bank” along most sections of river within the Shire. In other cases the bank can be identified simply by a distinct change in slope between land in the river bed and that which isn't.

It is appreciated that in some locations the bank may be difficult to identify in which case Council will make a determination based on the available evidence and information at hand.

The objectives of the controls within this chapter are:

- to ensure that appropriate consideration is given to development with the potential to adversely affect the riverine environment of the River Murray and watercourses within Berrigan Shire, including the cumulative impacts and to ensure the long term sustainability of their essential biophysical function;
- to establish a consistent and co-ordinated approach to environmental assessment of proposed river structures along the River Murray;
- to conserve and promote the better management of the natural and cultural heritage values of the riverine environment of the Murray River and watercourses;
- to manage rivers in ways which slow, halt or reverse the overall rate of degradation in their systems;
- to maintain the beneficial use of the rivers resources but not however at the expense of the environment; and
- to implement the objectives of the local provisions contained within Berrigan LEP 2013.

The controls in this chapter are expressed firstly as an objective Council is seeking for development within watercourses and riparian land and secondly the development controls considered by Council to deliver these objectives. Compliance with all development controls should result in consistency with the objective and consequently the granting of development consent (if other SEPP and LEP requirements are also met in particular Murray Regional Environmental Plan No.2 – Riverine Land). In exceptional circumstances Council may consider a variance to a development control but only where the applicant has demonstrated in writing and/or with plans that the objectives can still be achieved.

## 10.1 Visual amenity

### Objectives

- To protect the visual amenity created by the natural river environment.
- To avoid works and structures that have a detrimental visual impact.

### Controls

- All structures and buildings are to be designed to minimise the visual impact on the natural environment.
- Buildings and structures are to utilise building materials and colours that blend with the natural environment. Bright or reflective colours (unless necessary for safety reasons) and materials will not be supported by Council.
- Landscaping of native riparian vegetation is to be used to soften visual amenity impacts but not used as a substitute for appropriate siting of buildings and structures in the river environment

## 10.2 Boat ramps

### Objectives

- To restrict boat ramps to an appropriate density to provide for practical usage and accessibility.
- To preserve the riverine environment from artificial structures that have a detrimental affect on the ecological river system.

### Controls

- Not to be located within 10 kilometres of a public boat ramp measured via the most direct public road access.
- A comprehensive landscaping plan is to be submitted with the development application. This will restore the bank of the river with native vegetation or other less intrusive methods to the satisfaction of Council.
- Natural slopes are to be used as opposed to deep excavations so as to minimise erosion impacts.
- Ramps are to be located on inside bends or on straight sections of a waterway.
- The ramp is to be at an angle greater than 90 degrees to the downstream flow.
- The ramp is to be tied into the bed and bank of the river utilising a concrete apron into the bed and wing walls/aprons into the bank.
- All surface drainage from the boat ramp is to be directed to low flow water level by either a pipe or lined channel.
- All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into the adjacent waterway to the satisfaction of Council.



### 10.3 pontoons & walkways

#### Objectives

- To restrict floating pontoons, walkways and jetties on the Murray River.
- To preserve the riverine environment from unsightly, artificial structures that have a detrimental effect on the ecological river system.
- To ensure river structures do not impact on river traffic safety.

#### Controls

- pontoons, walkways and jetties for private recreational use are not permitted.
- pontoons and walkways will be assessed on their merits where they are fundamental and ancillary to large scale tourist developments.
- pontoons and walkways may still be permissible within private waterways/marinas and to provide safe access to approved mooring sites.
- pontoons and walkways for the placing of a water pumps will only be considered in exceptional circumstances where the pump is substantial and will service many properties.
- Walkways and landings are to be hinged to the high bank of the waterway and floating so they can rise and fall with the water levels.
- All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into the adjacent waterway.
- pontoons and walkways are to be fitted with reflective markers for the purposes of river navigation.

### 10.4 Retaining walls

#### Objectives

- To restrict retaining walls to be only installed where there are no other means of bank stabilisation.
- To preserve the riverine environment from artificial structures that have a detrimental effect on the river system in Berrigan Shire.

#### Controls

- Retaining walls will only be considered by Council if the following alternative solutions have been demonstrated to be unachievable:
  - limit access to the site
  - direct access to a small area which may be stabilised with one of the options below:
    - revegetation of the bank (particularly the toe) with aquatic reeds and grasses as well as shrubs
    - revegetate the riparian area with locally native grass, shrub and tree species (for a width of at least 20 metres from the high bank of the watercourse)
    - rock rip rap along the toe of the bank (where erosion is occurring at the toe) and revegetation of the bank face
    - construct timber groynes which allow the bank to re-establish and revegetate
- 'H' beams are to be driven into the bed of the watercourse to a minimum depth of two times greater than the height of the wall. If 'deadmen' are utilised to anchor the wall the depth of the 'H' beams can be minimised to one third that of the wall height (if designs differ from this then an engineering certificate is to be provided to prove stability of the structure).
- An engineering certificate is also to be provided for any structure exceeding one metre in height (so as to confirm structural stability).
- Geotextile material is to be placed between the wall and the bank so as water movement can occur freely but soil movement is hindered.

**Objectives****Controls**

- Clean fill only is to be utilised between the wall and the bank.
- The wall is to be adequately tied into existing bank at a stable point or to adjacent works to prevent any under or back cutting occurring.
- The bottom panel of the wall is to be sunk into the bed of the river so as undercutting is minimised.
- Drainage from the immediate surrounding area is to be conveyed by pipe or lined channel to low water level and not be discharged above this level.
- Any batters are to be constructed to a suitable grade (slopes should not be greater than 1 vertical to 3 horizontal). These batters are to be stabilised with suitable vegetation.

**10.5 Stairs****Objectives**

- To allow pedestrian access to the river that is both appropriate and non destructive to the river bank.

**Controls**

- If cut into the river bank the stairs are to be at an angle greater than 90 degrees to the downstream flow.
- All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into the adjacent waterway.

**10.6 Moorings****Objectives**

- To control the approval of new moorings and ensure that new moorings are appropriately located.
- To ensure new moorings do not adversely impact on river traffic safety.
- To minimise the environmental impact caused by moorings.

**Controls**

- Moorings cannot be transferred from private marinas to the Murray River.
- The mooring is to be constructed at a stable point in the river i.e. at a site not prone to erosion or an outside bend of a river.
- Moorings are to be hinged to the high bank of the waterway and floating so they can rise and fall with the water levels.
- Deep water or weir pools are the preferred location for moorings.
- All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into the adjacent waterway.
- All mooring locations are to be situated at a safe and appropriate location in consultation with relevant agencies.
- Moorings will be discouraged where snag removal is required.

Council will use the following criteria in assessing applications for moorings:

- If the mooring or mooring structure is located within the Murray River, whether it is located in a Roads and Maritime Services designated mooring zone.
- No more than one mooring or mooring structure per lot or holding is permitted (this does not apply to a marina).
- Site analysis and design response given location and site specific constraints.
- Written referral comments from relevant government departments and agencies.
- Whether the proposed works are likely to impact upon Aboriginal or European cultural heritage, including known maritime archaeological sites.

- Visual impact issues.
- Vehicle and pedestrian access issues.
- Waste management issues.
- Whether the connection of services is proposed and the impact of any necessary works.
- Whether there are any cumulative impacts.

## 10.7 Liability & public safety

### Objectives

- To protect the public from harm or injury from using approved river structures.

### Controls

- All pontoons or walkways are to be provided with an engineer's certificate validating the structural integrity.
- All private structures are to have restricted access and appropriate signage to prohibit unauthorised use.
- Owners of public facilities are to supply Council with a copy of their public liability insurance.

## 10.8 Landscaping

### Objectives

- To restore the riverine vegetation within the Berrigan Shire.
- To screen buildings and structures from the river.

### Controls

- All development applications are to include a landscaping plan.
- Landscaping must utilise indigenous species of riparian vegetation.
- Where land is degraded, landscaping shall include measures to rehabilitate these areas.
- Landscaping must be designed to screen or at least soften the appearance of buildings and structures.

## 10.9 Unauthorised Structures

### Objectives

- To remove any unauthorised structures.

### Controls

- All unauthorised structures must be removed from the watercourse. No retrospective development approvals will be issued on existing structures.
- All removal of structures and remediation work is at the expense of the landowner.
- Any disturbance to the bank of the watercourse or surrounding area shall be rehabilitated at the landowner's expense and undertaken to the satisfaction of Council and appropriate statutory authority.

## 11. FLOOD PRONE LAND

This chapter applies to land use and development on flood prone land within the Shire. For the purposes of this chapter, "flood prone land" is defined as land identified as 'flood planning area' on the flood planning map associated with Berrigan LEP 2013.

Outside of this flood planning area the extent of flooding in a Probable Maximum Flood is not known and consequently Council will use its discretion in applying this chapter of the DCP to land considered to potentially lie between the 1 in 100 year ARI flood level.

This chapter should be read in conjunction with Section 6.2 of the LEP.

including the protection of associated vegetation and wetlands;

- (k) inform the community as to the extent and hazard of flood affected land in Berrigan Shire;
- (l) deal consistently with applications for development on flood affected land, generally in accordance with the Floodplain Management Manual: The Management of Flood Liable Land issued by the New South Wales Government 2005; and
- (m) encourage the development and use of land which is compatible with the indicated flood hazard.

### 11.1 Objectives

The objectives of this chapter are to:

- (a) provide detailed controls and criteria for the assessment of development applications on land effected by flooding in Berrigan Shire;
- (b) consolidate existing flood planning principles and policies from relevant government agencies into a coherent framework for application at the development control level by Berrigan Shire Council;
- (c) reduce the impact of flooding and flood liability on individual property owners and occupiers;
- (d) reduce private and public losses resulting from flooding;
- (e) restrict the intensification of development below the Flood Planning Level (FPL);
- (f) limit development below the FPL to those activities and works considered to have an essential relationship with the river and its floodplain;
- (g) provide specific measures for the control of caravan parks and associated development types within flood affected areas;
- (h) provide for the consideration of the cumulative effects of any development on flood affected land, which in or of itself may be considered to be insignificant;
- (i) provide for and protect the natural passage, storage and quality of flood waters;
- (j) recognise and help sustain the natural ecosystems of floodplains and riparian zones

### 11.2 Decision guidelines

Proposed developments will be considered on their merits in terms of flooding impacts. Issues to be taken into consideration regarding the particular merits of development on flood liable land include the following:

- Whether the proposed development is reasonable having regard for the flood risk and resources available to the location. Applicants should place no reliance on the implementation of a condition specifying a private evacuation/flood management plan as a means to overcome an unacceptable flood risk.
- The need for a benefit/cost assessment that takes account of the full cost to the community of the flood response and flood damage likely to be incurred to the development and upon other development.
- Specific principles relating to flood liable land contained within Murray Regional Environmental Plan No.2 - Riverine Land (MREP2) including:
  - the benefits to riverine ecosystems of periodic flooding;
  - the hazard risks involved in the development of that land;
  - the redistribution effect of the proposed development on floodwater;
  - the availability of other suitable land in the locality not liable to flooding;
  - the availability of flood free access for essential facilities and services;

- the pollution threat represented by any development in the event of a flood;
  - the cumulative effect of the proposed development on the behaviour of floodwater;
  - the cost of providing emergency services and replacing infrastructure in the event of a flood; and
  - flood mitigation works constructed to protect new urban development should be designed and maintained to meet the technical specifications of the NSW government department responsible for such works.
- The Floodplain Development Manual – the Management of Flood Liable Land (2005)

is within the PMF and therefore subject to the controls of this chapter of the DCP.

Generally, it is not physically or economically possible to provide complete protection against this event and consequently the PMF is primarily for the purpose of flood awareness and emergency response rather than development control.

Council will utilise the State Government's 2005 Floodplain Development Manual as a guide to determine the impacts of an extreme flood or PMF on development.

### 11.3 Consultation

Council may consult with relevant authorities on any development proposal received for flood liable land which, in the opinion of Council, may affect the flow of floodwaters, including:

- MurrayLocal Land Services
- NSW Office of Water
- Murray Darling Basin Authority (MDBA)
- Authorities prescribed by Murray Regional Environmental Plan No.2 – Riverine Land

### 11.4 Flood Planning Area

For the purposes of applying development controls to the flood planning area, two hydraulic categories of flood prone land (flood storage and floodway) and two hazard categories (low and high) have been identified. In combination, these categories provide for four separate categories within which issues relating to land use and development in the flood planning area can be assessed. These categories are Low Hazard Flood Storage, High Hazard Flood Storage, Low Hazard Floodway and High Hazard Floodway (see Table 1).

Table 1 summarises their characteristics of these categories. The category which development will be assessed against will need to be determined at the development application stage, based on the flooding characteristics at the subject site.

It is not possible to accurately map the limits of flooding in a Probable Maximum Flood (PMF) event. Consequently Council will use its discretion in determining whether land outside of the flood planning area to which a proposal relates

## 11.5 Definitions

The definitions of terms used in this chapter are as follows.

Annual Exceedance Probability (AEP)	Is the chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example if a peak flood discharge of 500m <sup>3</sup> /s has an AEP of 5%, it means that there is a 5% chance (that is 1-in-20 chance) of a 500m <sup>3</sup> /s or larger events occurring in any one year (see ARI).
Average Recurrence Interval (ARI)	Is the long-term average number of years between the occurrence of a flood as big as or larger than the selected event. For example, floods with a discharge as great as or greater than the 20 year ARI flood event will occur on average once every 20 years. ARI is another way of expressing the likelihood of occurrence of a flood event (see AEP).
Flood Planning Area (FPA)	Is the area or areas to which planning controls relating to flooding apply (i.e. flood liable land).
Flood Planning Level (FPL)	The FPL is the level 500mm above a 1% AEP or 1 in 100 Year ARI flood event.
Flood storage areas	Flood storage areas are those parts of the floodplain utilised for the temporary storage of floodwaters during the passage of a flood. Substantial reduction of the capacity of flood storage in an area may cause a significant redistribution of flood flows or increase peak discharge downstream.
Floodway areas	Floodways are those areas where a significant volume of water flows during flood events and are often aligned with obvious natural channels. They are areas that, even if only partially blocked, would cause a significant increase in flood levels and/or a significant redistribution of flood flow, which may in turn adversely affect other areas. They are often, but not necessarily, areas with deeper flow or areas where higher velocities occur.
Probable Maximum Flood (PMF)	The PMF is the largest flood that could conceivably occur, usually estimated from probable maximum precipitation coupled with the worst flood producing catchment conditions. Generally, it is not physically or economically possible to provide complete protection against this event and consequently the PMF is identified for the purpose of flood awareness and emergency response rather than development control.
Low hazard	Low hazard refers to the depth and velocity of flood waters that if necessary, trucks could evacuate people and their possessions, able bodied adults would have little difficulty in wading to safety. Water depths are less than 1.0m
High hazard	High hazard refers to the depth and velocity of flood waters where there is possible danger to personal safety, evacuation by trucks difficult, able bodied adults would have difficulty in wading to safety, potential for significant structural damage to buildings. The depth of flood waters are generally 1.0m or more.

TABLE 1: GUIDANCE &amp; CONTROLS APPLICABLE TO TYPES OF DEVELOPMENT IN THE FLOOD PLANNING AREA

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
Low Hazard Flood Storage	<ul style="list-style-type: none"> <li>a) Water depths are less than 1.0m</li> <li>b) Should it be necessary, people and their possessions can be evacuated by trucks</li> <li>c) Able-bodied adults would have little difficulty in wading to safety.</li> <li>d) Damage potential is low</li> </ul>	<ul style="list-style-type: none"> <li>a) The impact of new development on flood storage and therefore flood behaviour needs to be addressed.</li> <li>b) Suitable for developments subject to evaluation of cumulative impact, except for some special use developments which by their nature are sensitive to flooding or where the use is especially necessary in times of flooding.</li> </ul>	<ul style="list-style-type: none"> <li>i. No intensification of existing development will be permitted which is likely to cause a significant reduction in flood storage capacity or change in flood behaviour.</li> <li>ii. Council may consult with the NSW Office of Water and the appropriate Victorian Catchment Management Authority in determining whether a development proposal is likely, either independently or in combination with other similar developments, to cause a significant reduction in flood storage capacity or change in flood behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>i. Some flood control works may be referred to the NSW Office of Water as integrated development. If approved, the NSW Office of Water will issue their General Terms of Approval (GTA's) that will appear as conditions on any consent granted by Council.</li> <li>ii. Construction will conform to an accredited standard approved by the NSW Office of Water and/or Council.</li> <li>iii. Existing licensed flood control works will not be limited in height.</li> <li>iv. Internal flood control works within a licensed levee are permitted in accordance with the restriction applying to the current licences.</li> <li>v. Ring levees protecting dwellings and associated outbuildings of unlimited height will be permitted up to 1ha in area.</li> </ul>	<ul style="list-style-type: none"> <li>i. Floor levels will be at least the height of the FPL.</li> <li>ii. Any part of the new dwelling or addition below that floor level shall be constructed from flood compatible materials.</li> <li>iii. Non-habitable and minor additions may be permitted on flood liable land provided any part of the new building or structure below that level is built from flood compatible materials.</li> </ul>	<ul style="list-style-type: none"> <li>i. Floor levels of any permanent structures/amenities will be atleast the height of the FPL.</li> <li>ii. Access roads will not be built up more than 100mm above natural ground level.</li> <li>iii. All services to the development shall be designed to withstand inundation and the force of floodwaters.</li> <li>iv. All services to the development shall be designed to be capable of being disengaged and sealed in times of flooding to prevent contamination of floodwaters.</li> <li>v. All applications shall be accompanied with a report from a suitably qualified engineer, demonstrating that all moveable dwellings can either be rapidly relocated to flood-free ground, or can withstand the force of flood waters without significantly affecting flood behaviour or river water quality.</li> </ul>

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
						<p>vi. Existing developments liable to flooding must have the ability to be evacuated at short notice in times of flooding. A flood emergency and evacuation plan will be required to be submitted with applications for new developments.</p> <p>vii. Existing developments shall be required to implement a flood emergency and evacuation plan.</p>
High Hazard Flood Storage	<p>a) The depth of floodwaters can generally be 1m or more.</p> <p>b) The velocity of floodwaters is low; in effect the floodwater forms a pond.</p> <p>c) Evacuation of people and persons may be difficult and require boat or helicopter, often at some risk to the operators.</p> <p>d) There may be danger to personal safety.</p> <p>e) Social disruption and financial loss could be high.</p>	<p>a) The impact of new developments on flood storage and flood behaviour needs to be addressed.</p> <p>b) Whilst new development is not generally considered appropriate in a high hazard area, it may be acceptable under certain conditions. Such conditions should be based on a detailed review of the impact of the development on flooding and the potential hazard to the proposed development.</p>	<p>i. No intensification of development on land below the FPL will be permitted which is likely to place the owner or occupants (including their property) at risk from flooding or generate demand for emergency services or place others involved in evacuation at risk.</p> <p>ii. Council may consult with relevant government agencies in determining whether a development proposal is likely, either independently or in combination with other similar developments, to cause a significant</p>	<p>i. Some flood control works may be referred to the NSW Office of Water as integrated development. If approved, the NSW Office of Water will issue their General Terms of Approval (GTA's) that will appear as conditions on any consent granted by Council.</p> <p>ii. Construction will conform to an accredited standard approved by the NSW Office of Water and/or Council.</p> <p>iii. Existing licensed flood control works will not be limited in height.</p> <p>iv. Internal flood control works within a licensed</p>	<p>i. Development shall be restricted to necessary rural dwelling houses and associated outbuildings.</p> <p>ii. Floor levels to be at least the height of the FPL. Any part of the new dwelling or addition below that floor level shall be constructed from flood compatible materials.</p> <p>iii. Non-habitable and minor additions may be permitted below the FPL, provided any part of the new building or structure below that level is built from flood compatible materials.</p>	<p>i. Special consideration should be given to caravan parks because :-</p> <ul style="list-style-type: none"> <li>- they are often difficult to evacuate, a fact compounded by permanent vans, visitors lacking flood awareness;</li> <li>- caravans are easily damaged; and</li> <li>- caravans can float away and obstruct bridge waterways or create other hazards</li> </ul> <p>ii. Primitive camping grounds will be considered provided that any permanent facilities associated with the provision of a water supply, toilet and refuse</p>



	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
			<p>reduction in flood storage capacity or change in flood behaviour.</p> <p>iii. Where new development has potential to cause a significant reduction in flood storage capacity or change in flood behaviour, the proponent will need to demonstrate the proposal will not cause a significant increase in flood levels or flood hazard. Need to also provide adequate compensating works for flood storage, together with an engineering report and a detailed environmental study to support the application.</p> <p>iv. The feasibility of effective evacuation is to be demonstrated to Council including permanent, fail-safe, measures to ensure the timely, orderly and safe evacuation of people from the area. It is also to be demonstrated that the displacement of these people will not significantly add to the overall cost and community disruption caused by the flood.</p>	<p>levee are permitted in accordance with the restriction applying to the current licences.</p> <p>v. Ring levees protecting dwellings and associated outbuildings of unlimited height will be permitted up to 1ha in area.</p>	<p>iv. All applications must be accompanied by a report from a structural or civil engineer, demonstrating that the building or structure can withstand the force and duration of flood waters in a flood of 0.5% AEP, including debris and buoyancy forces as appropriate. As part of the consulting engineers' report, it will be necessary to demonstrate to the satisfaction of Council that fail-safe access for the evacuation of occupants is available.</p> <p>v. The application must be able to demonstrate that the development would not impede the free flow of water so as to have an impact on adjoining properties or the distribution of floodwaters in the floodplain.</p>	<p>disposal are in keeping with the basic needs of the camping ground, and can be shown to withstand the force and duration of flooding in a flood of 0.5% AEP, and will not adversely impact on river water quality under flood conditions.</p> <p>iii. No approval will be considered for any permanent facilities associated with caravan parks or tourist accommodation, including:</p> <ul style="list-style-type: none"> <li>- permanent or non-flexible connection to services such as power, water and sewerage;</li> <li>- permanent residency areas of caravan parks;</li> <li>- relocatable homes (homes not being capable of being registered under the Traffic Act);</li> <li>- the subdivision of lots for separate occupation sites; and</li> <li>- permanent flood control works.</li> </ul>

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
Low Hazard Floodway	<ul style="list-style-type: none"> <li>a) Water depths are less than 1m</li> <li>b) Should it be necessary, trucks can evacuate people and their possessions.</li> <li>c) Able bodied adults would have little difficulty in wading to safety</li> <li>d) Damage potential would be low.</li> </ul>	<p>a) It is necessary to check the impact of new developments on the depth, velocity or distribution of floodwaters.</p>	<ul style="list-style-type: none"> <li>i. No intensification of development will be permitted which is likely to place the owner or occupants (including their property) at risk from flooding or generate demand for emergency services and placing others involved in evacuation at risk.</li> <li>ii. Council may consult with relevant government agencies in determining whether a development proposal is likely, either independently or in combination with other similar developments, to cause a significant reduction in flood storage capacity or change in flood behaviour.</li> <li>iii. The developer or property owner should demonstrate that any building or structure could withstand the force of flowing floodwaters, including debris, buoyancy forces as appropriate. A detailed report from an appropriate consulting engineer is required to support a development application.</li> <li>iv. New development will not</li> </ul>	<ul style="list-style-type: none"> <li>i. No new levees or flood control works to be permitted within floodways.</li> <li>ii. Individual ring levees of unlimited height around existing rural dwellings and associated outbuildings are permitted.</li> <li>iii. Ring levees shall not be located more than 10 metres from private dwellings.</li> <li>iv. Existing unlicensed flood control works and impediments to flood flows to be removed and no future flood control works to be permitted.</li> <li>v. Existing licensed flood control works are to be limited to their current height or equivalent 1993 flood level, which ever is the lower.</li> <li>vi. Internal flood control works within a licensed levee are permitted in accordance with the conditions applying to the current licence.</li> </ul>	<ul style="list-style-type: none"> <li>i. Commercial or industrial buildings are unsuitable for a low hazard floodway.</li> <li>ii. Dwelling houses must have a floor level at least the height of the FPL. Any part of the new dwelling or addition below that floor level shall be constructed from flood compatible materials.</li> <li>iii. Non habitable and minor additions may be permitted below the FPL provided any part of the new building or structure below that level is built from flood compatible materials.</li> <li>iv. Internal alterations, maintenance and minor repairs to existing structures are permitted.</li> <li>v. Minor additions to existing dwellings will be considered on merit for each individual application.</li> <li>vi. Non-habitable additions and outbuildings are not permitted.</li> <li>vii. Redevelopment of substantially damaged buildings by a flood event will only be permitted if the applicant is able to</li> </ul>	<ul style="list-style-type: none"> <li>i. Special consideration should be given to caravan parks because: <ul style="list-style-type: none"> <li>- they are often difficult to evacuate, a fact compounded by permanent vans and visitors lacking flood awareness;</li> <li>- caravans are easily damaged; and</li> <li>- caravans can float away and obstruct bridge waterways or create other hazards.</li> </ul> </li> <li>ii. Primitive camping grounds will be considered provided that any permanent facilities associated with the provision of a water supply, toilet and refuse disposal are in keeping with the basic needs of the camping ground, and can be shown to withstand the force and duration of flooding, and will not adversely impact on river water quality under flood conditions.</li> <li>iii. No approval will be considered for any permanent facilities associated with caravan parks or tourist</li> </ul>

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
			<p>be supported within floodway areas.</p> <p>v. Where new development is likely to cause a significant reduction in flood storage capacity or change in flood behaviour, proponent will need to demonstrate a proposal will not cause a significant increase in flood levels or flood hazard (including cumulatively with future similar developments).</p> <p>vi. Need to also provide adequate compensating works for flood storage, together with engineering report and a detailed environmental study to support the application.</p> <p>vii. The feasibility of effective evacuation is to be demonstrated to Council including permanent, fail-safe, measures to ensure the timely, orderly and safe evacuation of people from the area. It is also to be demonstrated that the displacement of these people will not significantly add to the overall cost and community disruption caused by the flood. Council may also consult</p>		<p>demonstrate that the proposed development will be reconstructed in a manner compatible with the flood risk.</p> <p>viii. Where a dwelling has previously existed on a property any replacement dwelling must have a similar building footprint. Additions/alterations to an existing building footprint must comply with appropriate conditions above.</p> <p>ix. New buildings should be aligned to minimise impacts on the flow and/or passage of floodwaters.</p>	<p>accommodation, including:</p> <ul style="list-style-type: none"> <li>- permanent or non flexible connection to services such as power, water and sewerage;</li> <li>- permanent residency areas of caravan parks;</li> <li>- relocatable homes (homes not being capable of being registered under the Traffic Act);</li> <li>- the subdivision of lots for separate occupation sites; and</li> <li>- permanent flood control works.</li> </ul>

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
			the SES, and be provided by the proponent with a detailed engineering report and environmental study to support the application.			
High Hazard Floodway	<p>a) The depth and velocity of floodwaters are such that buildings could sustain major structural damage and in extreme cases, light framed houses could be washed away.</p> <p>b) The depth of floodwaters are generally 1m or more</p> <p>c) There could be major difficulties and dangers in evacuating people and their possessions.</p> <p>d) There may be danger to personal safety. Social disruption and financial loss could be very high.</p>	<p>a) New development is generally not considered appropriate in a high hazard floodway.</p> <p>b) The impact of any proposed development on the floodway and therefore on flood behaviour must be addressed.</p>	<p>i. No intensification of development will be permitted which is likely to place the owner or occupants and their property, at risk from flooding or generate demand for emergency services and placing others involved in evacuation at risk.</p> <p>ii. Council will consult with relevant government agencies in determining whether a development proposal is likely, either independently or in combination with other similar developments, to cause a significant reduction in flood storage capacity or change in flood behaviour.</p> <p>iii. New developments are not suitable in high hazard floodways.</p> <p>iv. Where new development is likely to cause a significant reduction in flood storage capacity or change in flood behaviour, proponents will</p>	<p>i. No new levees or flood control works to be permitted within floodways.</p> <p>ii. Individual ring levees of unlimited height around existing rural dwellings and associated outbuildings are permitted.</p> <p>iii. Ring levees protecting private dwellings will be located no more than 10 metres from the building.</p> <p>iv. Existing unlicensed flood control works and impediments to flood flows to be removed and no future flood control works to be permitted.</p> <p>v. Existing licensed flood control works are to be limited to their current height or equivalent 1993 flood level whichever is the lower.</p> <p>vi. Internal flood control works within a licensed levee are permitted in accordance with the restriction applying to the</p>	<p>i. New dwellings, commercial and industrial buildings, are not suitable for high hazard floodway's.</p> <p>ii. Internal alterations, maintenance and minor repairs to existing structures are permitted.</p> <p>iii. Major additions are not encouraged and applicants must comply with all conditions listed in general above.</p> <p>iv. Minor additions to existing dwellings will be considered on merit for each individual application.</p> <p>v. Proposed buildings should be aligned to compliment the flow and/or passage of floodwaters.</p> <p>vi. Non-habitable additions and outbuildings are not permitted.</p> <p>vii. Redevelopment of substantially damaged buildings will only be permitted if the applicant is able to demonstrate</p>	<p>i. Primitive camping grounds will be considered provided that any permanent facilities associated with the provision of a water supply, toilet and refuse disposal are in keeping with the basic needs of the camping ground, and can be shown to withstand the force and duration of flooding, and will not adversely impact on river water quality under flood conditions.</p> <p>ii. No approval will be considered for any permanent facilities associated with caravan parks or tourist accommodation, including:</p> <ul style="list-style-type: none"> <li>- permanent or non flexible connection to services such as power, water and sewerage;</li> <li>- permanent residency areas of caravan parks;</li> <li>- relocatable homes (homes not being capable of being registered under the Traffic Act);</li> <li>- the subdivision of lots for</li> </ul>

	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
			<p>need to demonstrate proposal will not cause a significant increase in flood levels or flood hazard (including cumulatively with future similar developments).</p> <p>v. Need to also provide adequate compensating works for flood storage, together with engineering report and a detailed environmental study to support the application.</p> <p>vi. The feasibility of effective evacuation is to be demonstrated to the consent authority including permanent, fail-safe, measures to ensure the timely, orderly and safe evacuation of people from the area. It is also to be demonstrated that the displacement of these people will not significantly add to the overall cost and community disruption caused by the flood. Council may also consult the SES, and be provided by the proponent with a detailed engineering report and environmental study to support the application.</p> <p>vii. The developer or property</p>	current licences.	<p>that the proposed development will be reconstructed in a manner compatible with the flood risk.</p> <p>viii. Where a dwelling has previously existed on a property any replacement dwelling must have a similar building footprint. Additions/alterations to an existing building footprint must comply with appropriate conditions above.</p>	<p>separate occupation sites; and</p> <p>- permanent flood control works.</p>

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	Nature of flooding	Flooding implications	General	Flood control works	Residential, commercial & industrial development	Caravan parks & tourist developments
			owner should demonstrate that any building or structure can withstand the force of flowing floodwaters, including debris and buoyancy forces as appropriate. A detailed report from an appropriate consulting structural engineer is required to support a development application.			

## 12. NOTIFICATION POLICY

This chapter of the DCP applies to Council's policy for notifying development matters.

Whilst a Notification Policy does not relate to 'development control' as such, there are several references throughout the Environmental Planning and Assessment Act 1979 relating to the process of notifying various development matters via the requirements of a DCP.

The purpose therefore of this chapter is to ensure that notification procedures are incorporated in a DCP to allow for administration of the legislation.

building that will not result in changes to the height, elevations or facade;

- applications under section 96(1) of the Environmental Planning and Assessment Act 1979 being a modification to a development consent involving the

### 12.1 Objectives

The objectives of this chapter are to:

- establish an efficient and effective process for public notification and advertising, which will minimise delays in the processing of development applications and improve the quality of decisions;
- maintain the community's right to participate in the development assessment process;
- clarify the circumstances in which a development application does not require public notification or advertising; and
- detail the form of and requirements for public notification and advertising.

### 12.2 Development applications requiring notification

Notification or advertising will be required for development applications for development of a type listed in Table 12.1.

Notification or advertising will not be required for development proposals that:

- qualify as 'exempt development' (see section 3.1 of the LEP);
- are processed as 'complying development' (see section 3.2 of the LEP) and which don't require notification under the EP&A Reg. 2000;
- represent minor alterations to an existing

correction of minor errors, mis-descriptions or miscalculations;

- applications under section 96(1A) of the Environmental Planning and Assessment Act 1979 being a modification to a development application involving minimal environmental impact;
- in the opinion of the responsible Council officer, will not detrimentally affect the amenity of persons who own or occupy adjoining or neighbouring land, in terms of the matters, listed in 12.3 of this chapter.

### 12.3 Notification requirements - Who will be notified?

Notification or advertising will occur where, in the responsible Council officer's opinion, the enjoyment of adjoining or neighbouring land may be detrimentally affected, in terms of the matters listed below, by the proposed development. Where required, a notification letter will be sent to the affected owners of relevant land. In addition, in some instances it may be pertinent to notify the affected occupiers of the relevant land.

In identifying the owners of land, Council will rely on the information within its property system, as per the day of preparing the notification letter. In certain circumstances, Council will, at its discretion, undertake wider notification of a development application. During the exhibition period, exhibition material can also be viewed at Council's Office and the local library.

#### Determining the extent of notification

Council will give notice of a development application to owners or occupiers of adjoining or neighbouring land to the development site where, in the responsible Council officer's opinion, the enjoyment of the land may be detrimentally affected by or in relation to:

- a) views to and from the land;
- b) overshadowing;
- c) privacy;
- d) air pollution, in terms of dust, odour, smoke and the like;
- e) noise;
- f) the visual quality of the building in relation to the streetscape;
- g) the scale or bulk of the proposed building;
- h) the siting of the proposed development in relation to the site boundaries;
- i) hours of use;
- j) light spillage or reflection;
- k) means of access to or provision of parking on the development site;
- l) proposed changes to any easement that may impact the adjoining or neighbouring land;
- m) the height, materials and position of fences erected on a boundary;
- n) traffic generation; or
- o) suitability of the land for the proposed development.



## Public notification and advertising period

If notification is required, the exhibition period for a development application is a minimum of 14 days unless otherwise specified by the Environmental Planning and Assessment Act 1979 or Environmental Planning and Assessment Regulation 2000 or an environmental planning instrument such as the LEP or State Environmental Planning Policy (SEPP). This is further detailed in Table 12.1.

The public notification requirements, as detailed in Table 12.1, may consist of one or a combination of the following:

- notification letter(s),
- local newspaper(s) advertisement(s),
- site sign (at the discretion of the authorised officer), and
- public authority notification.

If land is owned or occupied by more than one person, a written notice to one owner or one occupier is taken to be a written notice to all the owners and occupiers of that land.

If land is a lot within the meaning of the Strata Schemes (Freehold Development) Act 1973, a written notice to the owners' corporation is taken to be a written notice to the owner or occupier of each lot within the strata scheme. If land is a lot within the meaning of the Strata Schemes (Leasehold Development) Act 1986, a written notice to the lessor under the leasehold strata scheme concerned and to the owners' corporation is taken to be a written notice to the owner or occupier of each lot within the strata scheme.

## Notification letters and plans

The notification letter will be posted or dispatched to affected persons before the exhibition period commences and is to contain the following information:

- a) the property address to which the development application relates;
- b) a description of the proposed development;
- c) an invitation to view the development application;
- d) the time during and the locations at which the development application can be inspected;
- e) the affected person's right to lodge a written submission in relation to the application;
- f) the closing date for making written submissions to Council;
- g) that the contents of written submissions may be included in reports; and
- h) a notification plan.

For the purposes of this section, the notification plan(s) are to:

- a) be prepared by the applicant and submitted with the development application;
- b) be contained in an A4 size sheet(s) and may be a reduced copy of the development plans submitted with the development application;
- c) be of a scale which will clearly delineate the features of the building;
- d) include a site plan, to scale, showing the relationship of the proposed building to the property boundaries;
- e) indicate any new buildings or additions to existing buildings by means of cross hatching;
- f) indicate the levels of floors, ceilings and ridges in relation to the existing and finished levels of the site;
- g) show the location of existing and proposed driveways, trees or other significant features; and
- h) include any other information which, in the opinion of the responsible officer, is appropriate to the application.

## Newspaper advertisements

Advertisements will be placed in the most appropriate local newspaper (namely Southern Riverina News and/or Cobram Courier). Contents of the advertisements will be in accordance with the Environmental Planning & Assessment Act 1979, Environmental Planning & Assessment Regulation 2000 and other statutory instruments.

### **12.4 Other notification requirements**

This chapter covers the main types of Development Applications received by Berrigan Shire Council. It does not cover all of the notification requirements for those Development Applications where other environmental planning instruments or other chapters of this DCP may apply.

Where other notification requirements apply (other than those identified by this chapter), those requirements will be applied to that particular Development Application. Where an application falls into more than one category of notification, the Development Application will be notified in accordance with the more onerous requirements.

TABLE 12.1 NOTIFICATION &amp; EXHIBITION REQUIREMENTS

Application Category	Definition	Local Paper	Adjoining/Adjacent Owners Notification	Public Authority notification (Integrated)	Public Authority notification (e.g. MREP2)	Exhibition period
Section 82A Review	See s82A EPAA, clause 113A	As per original DA	To any authors of submissions and as per original DA (cl 113A)	Not applicable as per s82A(1)(c).	As per original DA	14 days (commencing the day after notice is given)
Section 96(1) or 96AA(1) modification	Modifications involving minor error, mis-description or miscalculation.	Not required.	Not required.	See Act	See Act	
Section 96(1A) or 96AA(1) modification	Modifications involving minimal environmental impact.	Not required.	Not required.	See Act	See Act	
Section 96(2) or 96AA(1) modification	Relating to Designated Development	Yes	To any authors of submissions and as per original DA	See Act	See Act	14 days (commencing the day after notice is given)
Section 96(2) or 96AA(1) modification	All other Development Applications	As per original DA	To any authors of submissions and as per original DA	See Act	See Act	14 days (commencing the day after notice is given)
Section 96AB	Review where modification application refused or conditions imposed (within 28 days after modification determined -refer clause 123I)	As per original DA	To any authors of submissions and as per original DA	Not applicable as per s82A(1)(c).	As per original DA	14 days (commencing the day after notice is given)

Application Category	Definition	Local Paper	Adjoining/Adjacent Owners Notification	Public Authority notification (Integrated)	Public Authority notification (e.g. MREP2)	Exhibition period
Designated Development (s 79(1))	As defined in Sch 3 of the Environmental Planning & Assessment Regulation 2000	Yes	Yes	Where required.	Where required.	30 days (commencing the day after notice is first given in the newspaper)
Murray REP2	Development required to be advertised in accordance with clause 13. Consultation may also be required for any development in accordance with clause 12.	Yes – for “Advertised” development only	Yes (There is no requirement to notify adjacent privately owned Victorian property).	Where required.	Yes. As specified by clause 12 and/or 13 of MREP2.	21 days (commencing the day after notice is given)
Nominated Integrated Development (clause 5(1)(b))	Requires approval under s91(1) of the Act for: <ul style="list-style-type: none"> <li>• Heritage Act 1977,</li> <li>• Water Management Act 2000,</li> <li>• Protection of the Environment Operations Act 1997.</li> </ul>	Yes	Yes	Where required.	Where required.	30 days (commencing the day after notice is given)
Threatened Species Development	Development referred to in s78A(8)(b) EPAA.	Yes	Yes	Where required.	Where required.	30 days (commencing the day after notice is first given in the local newspaper)
Class 1 aquaculture	Development referred to in SEPP No. 62.	Yes	Yes	Where required	Where required.	14 days (commencing the day after notice is first given in the local newspaper)

Application Category	Definition	Local Paper	Adjoining/Adjacent Owners Notification	Public Authority notification (Integrated)	Public Authority notification (e.g. MREP2)	Exhibition period
Other	Any development that Council staff determine should be exhibited which may, in the opinion of the responsible officer, detrimentally affect adjoining land in relation to the matters detailed in clause 12.3 of this chapter.	To be determined by staff.  Notification / referral may also extend to other bodies such as the NSW Police Force, Local Aboriginal Land Council and other relevant public authorities that maybe affected by the development or able to provide special comment.				14 days

Note: Where an application falls into more than one of the above categories, the notification procedure followed shall be that with the higher requirements. For example, a Development Application for nominated integrated development that requires referrals under Murray REP 2 shall be notified and exhibited as per the requirements listed for Murray REP 2.

12 September 2014

The General Manager  
Berrigan Shire Council  
PO Box 137  
BERRIGAN NSW 2712  
[mail@berriganshire.nsw.gov.au](mailto:mail@berriganshire.nsw.gov.au)

To the General Manager,

**Re: Planning Permit Application – Strawberry Fields Music Festival**

As you will be aware, we have been privileged to hold the Strawberry Fields Music Festival in the Berrigan Shire each November since 2011. We are proud to submit our planning application for the event to continue in Tocumwal for 2014, and attach all relevant documentation to this letter. We note in particular substantial improvements to our waste management plans, and risk register analysis.

We look forward to building upon the success of previous events, drawing as much input from the local community as possible and maximizing benefits to the local area while minimizing any potential of future noise or other event-related complaints.

We are also excited to introduce an expanded management team in 2014, with an incredible amount of expertise in logistics, emergency services, security, and traffic being added to our production team.

Jeff Moss of Sound Event Group joins us as General Site Manager, with over 10 years' experience in logistics and planning for major music festivals such as Rainbow Serpent, Shine On and Let Them Eat Cake.

Bob Barks of Firetac joins us as Head of Emergency Services, with over 35 years' experience in fire and emergency management, including consultancy positions with the Victorian Government.

Mark Ludbrook of Aces Group joins us as Head of Security. Aces Group have been the principal security contractor for Big Day Out, Laneway, Soundwave, Vans Warped Tour, Let them Eat Cake and the Melbourne Festival.

Shane Russell, an IT developer in the Federal Government with over 10 years' experience in festival management and operations, will be continuing in an expanded Ticketing, Gate and Traffic Management role.

Taking into account feedback received from regulatory stakeholders, planning consultants, local residents and members of the public, we have been able continue to improve and adapt our planning, to most effectively and safely run the event. Changes to the event planning in response to feedback received from last year's event are incorporated across the following key themes:

- Community Engagement
- Health & Safety
- Security
- Environment & Sustainability

To ensure a safe and successful festival in 2014, we are committed to:

- Work in partnership with the Berrigan Shire Council, RFS, Ambulance New South Wales and the New South Wales Police and to involve all local authorities in agreeing priorities and setting standards.
- Provide a high standard of planning, organization and management.
- Provide a safe, enjoyable and successful festival of a leading standard.
- Facilitate community feedback and respond to the needs Tocumwal and residents in the area surrounding the festival. A local liaison committee will be set up to field queries and suggestions from the community, and to ensure a continuously high level of engagement and participation.

We look forward to working with you to create another fantastic event in the Berrigan Shire. If you have any questions in regards to our application, please do not hesitate to contact me directly via the contact details below.

Kind regards,



**William Staughton**  
Director, Strawberry Music Group

P: 0431 469 971

E: [info@strawberryfields.com.au](mailto:info@strawberryfields.com.au)

## APPENDIX A

### Debrief items from 2013 event

After last years debrief with all management staff and feedback from the local community and festival patrons, Strawberry Music Group Pty Ltd have identified the following issues emerging from operation of the 2013 event.

Below is a list of issues that we have identified, and strategies we will implement to counteract them.

**Issue:**            *Community engagement and support of local businesses.*

We were incredibly pleased to receive the support of the Tocumwal Chamber of Commerce in December 2013 after operation of the 2013 event – please refer attached article from the Southern Riverina News. However, we believe there is still much opportunity to maximize the benefits of the event to the Shire's business community.

**Resolution Strategy:**

We plan to engage with March's IGA in Tocumwal, and local providers of accommodation and food to promote their services directly to our punters prior to event via social media, radio and the festival guide.

After the success of the raffle operated in 2013, we will also be seeking a community partner (sporting club, schools group, local charity) to operate a BBQ at the event itself. The stall space will be provided free of charge, with access to electricity and water, and staffing support from our volunteer team, in order to raise funds for a local community organisation. This type of stall space is typically sold at over \$1,000 to food vendors, and we will be guaranteeing a minimum spend of \$2,000 in staff meal vouchers at the BBQ to kick start fundraising efforts.

**Issue:**            *Event patrons apprehended by roadblocks by the Victorian police en route to and from the event.*

It is well documented that in 2013, a number of event patrons were apprehended by police via roadblocks implemented under Operation Strawberry Fields. Charges included traffic violations, driving under the influence of drugs and alcohol, and possession of a drug of dependence.

**Resolution Strategy:**

While we believe that these activities represent a marginal segment of the attendee base, we fully support the activities of the Victorian and NSW Police and will do everything within our power to prevent patrons from engaging in any illegal activity whatsoever.

We will engage a new contractor in 2014 to encourage safe driving practices. Blow me first is an alcohol education and testing service aimed at empowering young people to make safe and responsible decisions about their drinking. At the core of this service is providing and encouraging voluntary breath testing in a positive social context.

Blow Me First will be in place at the Strawberry Fields gate to provide drug and alcohol tests to all departing patrons to ensure that they are not driving under the influence, a threat to themselves, their passengers or any other person on the roads. The breathalyser units used



are of the highest quality and provided by Draeger, commonly used by law enforcement globally. They are calibrated regularly to ensure accurate readings.

The Blow Me First staff are trained by Alcocups.com drug and alcohol education kits. This ensures that anyone facilitating breath testing out in the field has the knowledge and expertise to help educate and inform patrons with valuable facts and information relating to the test being conducted.

We will continue to broadcast loud and clear via all available channels that Strawberry Fields completely prohibits and strongly discourages the use or possession of any illegal substance, as well as unsafe driving practices. These channels include our website, Facebook page, on all ticket terms and conditions of sale, entrance gate signage, and in any media articles or interviews where representatives of Strawberry Music Group Pty Ltd are asked for comment.

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**Issue:**            *Trespassing by underage local residents into venue boundaries*

In 2013 there were a small number of incidences of underage persons from Berrigan, Finley, Cobram and Tocumwal walking through the neighboring properties to illegal access the event and venue. They proceeded to engage in antisocial and offensive behavior en mass, and were promptly apprehended by the security team and ejected from the property. The police escorted them out.

**Resolution Strategy:**

We plan to engage more members of the community in understanding the strain this places on event operations and the legal consequences for persons found to be trespassing. Following on from our increased engagement of those young people from the Shire who already purchase tickets to the event, we have already seen a decrease in the scale of trespassing from 2012.

We also plan to have a significantly higher security presence at this year's event, and have also employed a new contractor who will provide a higher quality level of service. There will be a new head of security and new security plans, doubling border patrols, and implementing stricter rules on trespassing. The increased security will also alleviate pressure on the local police force.

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**Issue:**            *Environmental impact of the event.*

The impact of patron activity at the event venue in terms of waste has been noted each year by the event organisers as an opportunity for continuous improvement.

**Resolution Strategy:**

We will be increasing the size, scale of activities and capability of the waste management team. Please refer to our attached Waste Management Plan for a detailed overview of the intended program for 2014.

All patrons will now be Environmental Sponsors of Strawberry Fields. A \$5 subsidy will be charged at the gate to support a refreshed environmental management plan. All ticketholders will receive an Environmental Sponsorship Certificate detailing how they have contributed to the environmental and waste management initiatives at Strawberry Fields, including but not limited to the recycling and sorting center, the biodegradable vendor materials program, site sweep and cleanup, and donations to the Wilderness Society. Upon entry to the event each car will also receive a large recycling bag for campsite waste.

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## APPENDIX B

### Community response to 2013 event in local media



## Tocumwal festival's local support

The Tocumwal Chamber of Commerce and its members have back the Strawberry Fields Festival, which was held on a property near Tocumwal from November 22 to 24.

December 6, 2013 4:14am

Recommend Share  Tweet

They say the strong police presence and the results of the Strawberry Fields police operation, which targeted drugs and drug use, has overshadowed the "unmeasurable" positive flow-on economic effects for the community.

Police laid more than 100 drug-related charges in and around the festival site.

Tocumwal IGA owner Clive March and Barefoot Boutique owner Kate McPherson said they want to highlight "the positives" of the festival.

Mr March said he was "very disappointed" with what he labelled negative publicity from regional media sources.

"We had one chamber member completely against it (the festival) but now has a completely different attitude," he said.

"It's getting better for the town – I think the big benefit was unseen and is unmeasurable."

Ms McPherson said the business community had come to welcome festival patrons as a great asset to the town. She said festival organisers were in Tocumwal for the week leading up to the event and spending money in the town.

"They have just been a pleasure to have around and have brought a lot to the table.

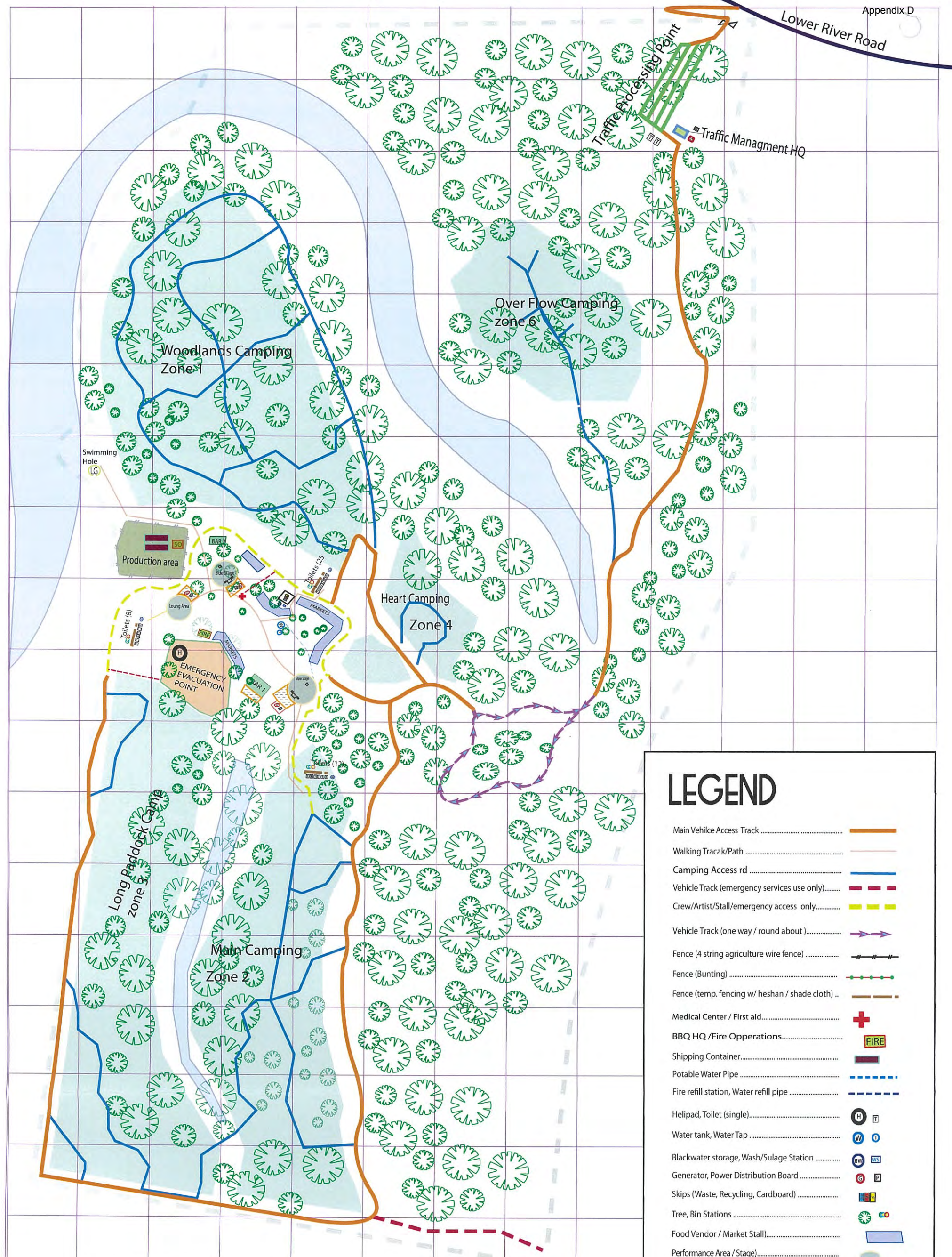
"The festival bringing 4000 or more people to town gives such a boost to every business and generates diversity and enthusiasm in the community. They should be applauded ... and are very trouble free.

"Think about this ... more than 4000 revellers together for three days and no assaults or violence, isn't that fantastic?"

Mr March said the police operation would likely get the same results "on any weekend" and was a misrepresentation of the festival.

Ms McPherson said police statistics do not differentiate between festival goers and other drivers stopped at road blocks.

Lower River Road



## LEGEND

Main Vehicle Access Track .....	
Walking Track/Path .....	
Camping Access rd .....	
Vehicle Track (emergency services use only).....	
Crew/Artist/Stall/emergency access only.....	
Vehicle Track (one way / round about).....	
Fence (4 string agriculture wire fence) .....	
Fence (Bunting) .....	
Fence (temp. fencing w/ heshan / shade cloth) ..	
Medical Center / First aid.....	
BBQ HQ /Fire Operations.....	
Shipping Container.....	
Potable Water Pipe .....	
Fire refill station, Water refill pipe .....	
Helipad, Toilet (single).....	
Water tank, Water Tap .....	
Blackwater storage, Wash/Sulage Station .....	
Generator, Power Distribution Board .....	
Skips (Waste, Recycling, Cardboard) .....	
Tree, Bin Stations .....	
Food Vendor / Market Stall.....	
Performance Area / Stage.....	
Restricted area (no public access) .....	
Waterway (presence of water not implied) .....	
Water body (lake or dam) / life gard post .....	
Event area boundary .....	
Back Stage area .....	
Site office, operations tent.....	

VERSION: 1.0 (DRAFT)  
01 Sept 2014

1: 1250

20MM

**M1: SITE MAP - FULL DETAIL**

**STRAWBERRY FIELDS FESTIVAL**  
NOVEMBER 21 - 24, 2014

PROPERTY: 'Belublua'  
Lot 129 - Lower River Rd. Tocumwal

Prepared by:  
Strawberry Music Group

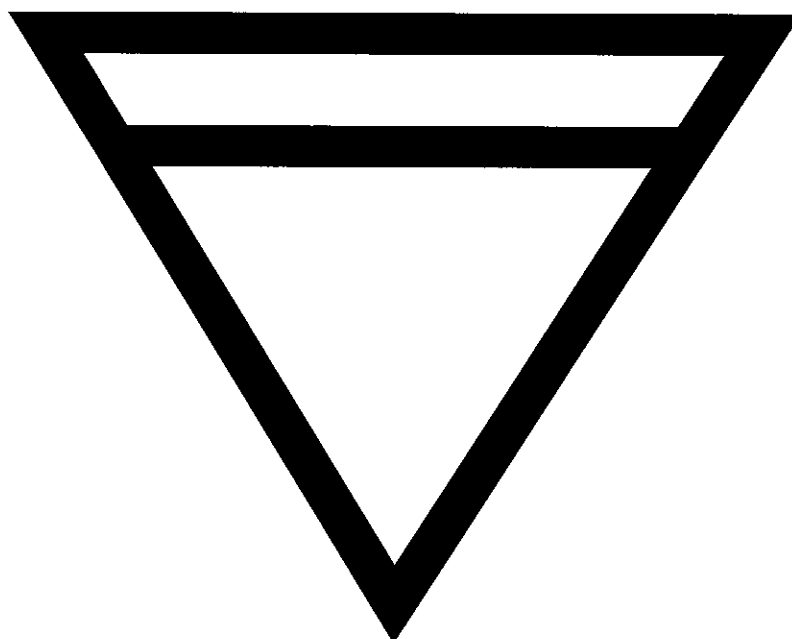
STRAWBERRY

## EVENT PLAN

# STRAWBERRY FIELDS FESTIVAL

21 November 2014 – 24 November 2014

Prepared by Strawberry Music Group Pty Ltd



**PRIVATE & CONFIDENTIAL**

**This Document is an overview and summary of plans for the proposed Strawberry Fields Festival. It contains the Executive Summary of the proposed event, background & historical operation, infrastructure, operational management plan and emergency procedures.**



## We are Australia's digital arts festival.

The smiles, the sunburn, the sounds, the sky and the clouds. The strangers, the friends, and the foreigners. The driving, the dancing, the laughing, and the falling over in the dark. The campsite envy, the forgetting of socks, the lack of ice and surplus of dirt. These are the things that will define the greatest weekend of your life. There will be no rules, save that you respect one another, the land and yourself. There will be no walls, only patchwork fences that do little to shut out the beauty of the surrounding Australian bush. For three days you will live with thousands of strangers, encountering the limits of human sight and sound and surpassing them, making new friends and experiencing all that life has to offer.

Welcome to **paradise**.

Welcome to the **wild world** of Strawberry Fields.

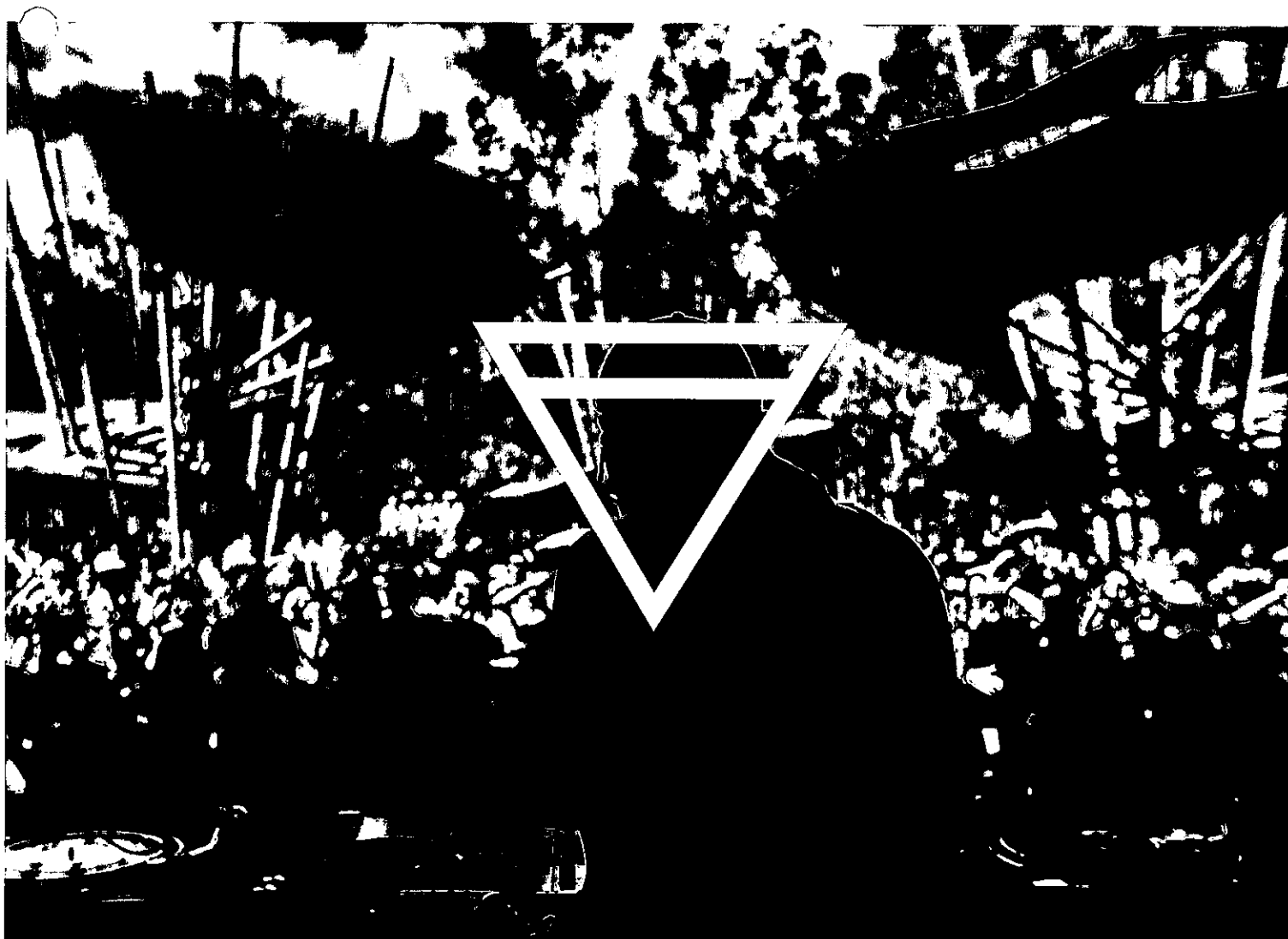
The Strawberry Fields Festival is a multi-day camping, arts and music event traditionally held at the end of November a few hours from Melbourne. Now in its fifth year of operation, the festival showcases a wide range of music, a growing cultural program featuring workshops on everything from yoga to the environment and youth initiatives, as well as a number of professional art installations funded by our grants program. Attendees also enjoy a large market area containing both retail and food stalls, as well as access to professional audio seminars.

This is a weekend that is intended to build new bridges and relationships through the shared experience of camping, arts, and entertainment. We hope that you will join us there.

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*“Imagine a 3 day escape to the Victorian bush that offers more incredible artists than you can poke a stick at, plenty of avenues to explore if you are creatively inclined, and a policy of loving thy fellow festival goer. Sound too good to be true? Well get yourself to Strawberry Fields.”*

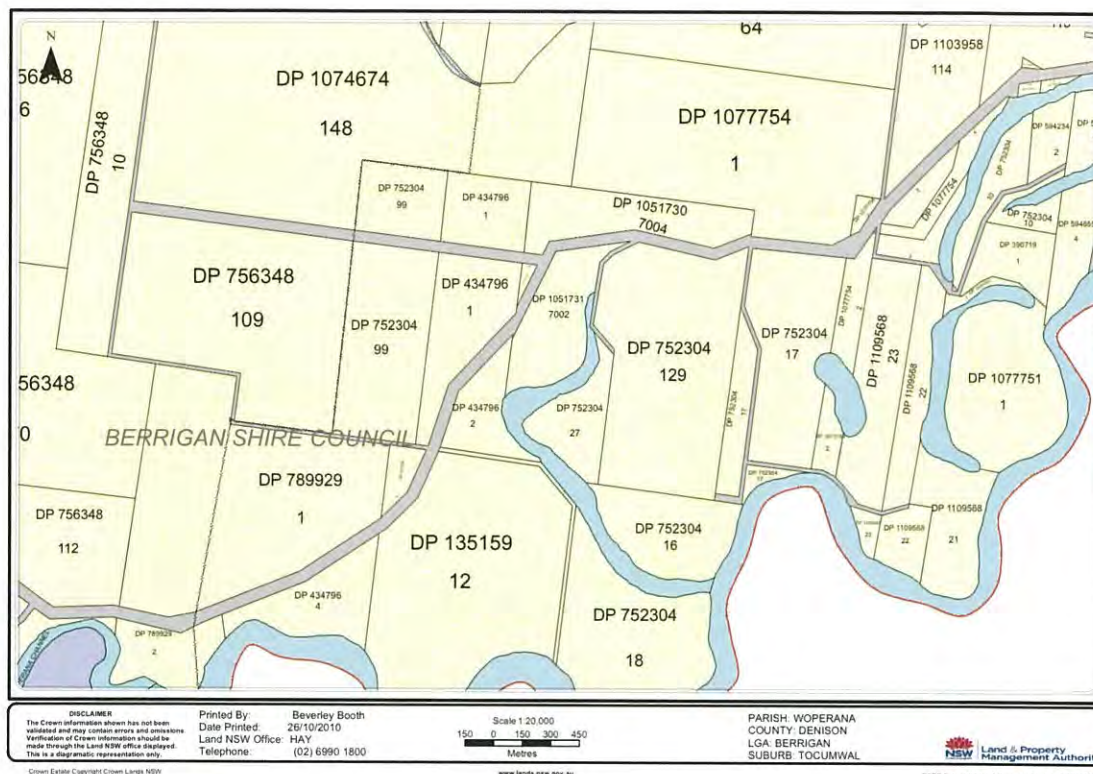
Voted No. 1 Festival of the Australian Summer  
**Pulse Radio, 2013**



# 1 Event Overview

## Location

"Belubula", Lot 129, No. DP 752304, Lower River Road, Tocumwal NSW 2714



All members of the public and their vehicles will be contained within this property. To encourage minimal traffic issues and continuity of site security, day tickets will not be available and pass-outs between the hours of 2:00am and 8:00am will only be issued in special circumstances.

## Running Times

### Public attendance -

Gates open Friday 21 November 12:00pm and close Tuesday 25 November 12:00pm.

During the event, the gates will be closed from 1:00am-9:00am with the exception of the movements of Event Staff, emergency services and other special circumstances.

All patrons must have vacated the property by 12:00pm Tuesday 25 November, after which time only Event Staff will remain in attendance to complete site cleanup and pack down.

### Main Entertainment -

Friday 21 Nov 4:00pm - 2:00am Saturday 22 Nov  
Saturday 22 Nov 9:00am - 3:00am Monday 24 Nov

## Capacity

This Year Ticket sales will be capped at 4000 with an additional approximate staff and volunteer roster of 500.

This patron capacity will provide generous allowance for:

- Efficient crowd control;
- Adequate personal space per patron;
- Adequate monitoring of patron behavior;
- Effective implementation of evacuation, emergency and fire risk management procedures.

## Type of Event

- Outdoor music festival with live performers, DJs and camping
- Cafe's, food and retail stalls trading throughout the weekend
- Speakers and workshops featured during the day time
- Garden bar serving craft ciders, beers and a limited range of spirits

## Audience

- The event attracts a multicultural and diverse audience, and intends to not only entertain our patrons but to encourage an appreciation of the environment, providing opportunities for youth to engage with environmentally focused and charitable initiatives.
- A survey of attendees in 2013 showed that around 70% of the audience is aged 21-24 and travel to the event from Melbourne and regional Victoria. The audience is almost equal parts male and female, and 90% of patrons purchase their tickets more than one month prior to the event.
- This year's event is aimed at the same audience as prior years, with a similar music policy. The audience is non-aggressive and the event itself is very relaxed. In 2013, we experienced no crowd control issues other than with underage persons trespassing on the property while trying to gain entry to the event illegally via perimeter fences.



*“One of the best niche festival experiences Australia has to offer.”*

Dylan McCarthy, Tone Deaf Magazine (2013)

## 2 Operational Infrastructure

### 2.1 Arts, music & cultural program

The major draw card for the event will be the music and broader arts program, both of which will be heavily invested in. In the primary portion of the program, DJs, bands and live acts will perform across three stages, commencing early Friday afternoon and finishing on Sunday evening at approximately 8:00pm. From this point onwards until Monday afternoon, a select program of chill out music will be played for those who are able to stay Sunday night and also to encourage safe driving practices. Musically, our patrons enjoy almost all genres, from rock to jazz to electronica.

Workshops will be run throughout the weekend, including everything from audio engineering classes to yoga and general discussion forums. The event will also feature paint, sculpture, video art and live movement performances.

### 2.2 Camping

All patrons will camp on the venue premises. The majority of the property has been designated for camping, complete with toilets, path lighting and access to free water.

There will be two distinct camping areas – general camping and a quieter camping area situated farther away from the stages. An overflow area will also be prepared for contingency scenarios. We strongly recommend that our patrons come equipped for all forms of weather, and bring all necessary provisions to remain comfortable throughout the weekend.

Tents, campervans, trailers and all other forms of shelter are permitted. A total ban on fuel generators, gas burners, gas lanterns, fire, candles and any form of naked flame will be strictly enforced throughout the campgrounds. Event Staff will be enforcing the ban during the operation of the event. The restriction will be clearly announced via all online mediums prior to the event, and will also be included on signage and materials distributed at the event itself.

Traffic Management Officers will also arrange for the orderly distribution and parking of cars throughout the camping area during the primary influx of patrons on Friday afternoon/evening. The event production staff will tow vehicles that become bogged or are otherwise blocking access roads.

Further details see: *Traffic Management Plan (TMP)*

### 2.3 Electricity

The event will utilize stand-alone electrical generator sources, powered by Bio-diesel to vastly reduce carbon emissions. These generators will be placed to most effectively distribute power across the event site.

There will be a total of 6 generators with an average rating of 40kva used across the site. Two of these will remain as back up in event of Machine failure. This ensures that power is always available to ensure the sight is safely lit and communications remain open.

(See the Event Map For generator locations)

Generators with a rated power output of approximately 40KVa will be used over the event area to power the stages, markets, site lighting, sight office and emergency area. There will be lighting towers used through out the camping area to prevent excessive cable runs. Distribution of power is based on specific power requirements of each market, stage and area. The exact location of distribution boxes and cable runs is determined when all the specific information is submitted, closer to the event.

We recognize the fire risk posed by operating such equipment and in order to control it have appointed a permanent site electrician who will ensure the following:

- All electrical equipment will be installed, tagged, tested and maintained in accordance with industry standards.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.
- All electrical cabling spanning significant distance or crossing patron space will be buried underground and will be of a commercial-grade.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- All generators will be located in an area inaccessible to patrons and a safe distance from patron space. The respective area will be secured with temporary fencing and regularly patrolled by members of our employed security service.
- The Site Electrician will sign a handover certificate confirming that all testing has been completed and that in his professional opinion the electrical system is safe to use and that risks posed to employees and the public have been adequately controlled so far as is reasonably practicable.
- The Site Electrician will be on site or on call for the duration of the event from set up to striking site.

## 2.4 Environment & waste management

*Please refer to Section 4 – Environment and Sustainability and Section 7 – Waste Management Plan for more detail regarding these aspects of the event.*

As part of our ongoing planning developments we will be dramatically increasing the number of Waste Management Staff, so that we can strictly adhere to our 'leave no trace' policy

The event will implement an environmental harm reduction and waste management plan including but not limited to:

- Rubbish and recycling bins and larger skips located throughout the venue
- Regular staff patrols to ensure rubbish and recycling bins are not full nor overflowing
- Collection by truck of all rubbish from the event at event closure, and regular pumping of toilets during event
- All human waste product will be contained within toilet facilities and transported by the respective vendor to an appropriate disposal facility.

Taking into account the experience of 2011 & 2012, the litter picking and waste management contracts have been reviewed. The new contractor will guarantee:

- More frequent emptying of bins on site into skips and sorting of waste to emphasize recycling
- Added morning sweeps of the main stage and market areas

## 2.5 Food & Market Stalls

Each year the event features more than a dozen unique food stalls in our Strawberry Bazaar, with this number only increasing each year. From Moroccan food, to burgers, to fresh juices, noodles, barbeque, pizzas, coffee & chai, we try to supply as wide a range as possible to satisfy all dietary requirements. We strongly encourage local businesses to take part wherever possible.

Applications for market stalls are open to the public and we encourage local members of the community to apply. Applications tend to remain open until late October or otherwise when all available positions are exhausted – whichever occurs earlier. Due to limited capacity on site, there is a high demand for market places and in prior years we have not been able to accommodate all applicants. The hours of operation of the event provide scope for over 100 hours of active trading.

All food vendors will be required to obtain the requisite council permissions to trade during the festival. We require all vendors using cooking equipment to provide food safety accreditation, and maintain safe fuel storage practices. Known traders who have a bad safety record at previous events are not invited to trade. At the booking stage, traders are discouraged from bringing petrol generators, as they can be provided power on site from our Event generators which have been installed, tested and tagged by our Site Electrician.

In accordance with the Strawberry Fields food vendor policy:

- It is the responsibility of all food vendors to ensure compliance with the relevant Council authority in regards to obtaining health & safety and/or food vending permits. We will provide as much information as possible in order to assist vendors with this process.
- Obtaining such permits usually requires the vendor to hold a public liability insurance policy, current food handling certificate, registration of a food premises, and other practices in place to guarantee compliance with health and safety practices.
- Serving food without complying with Council regulations is a breach of the law, and any vendor identified by the event organizers to be causing such a breach will be requested to cease trading immediately and be ejected from the property if necessary.

A dedicated Market Manager has been assigned responsibility for distributing the above policy and ensuring its enforcement, in addition to fielding any general inquiries from existing or prospective stallholders. A list of all food outlets can be made available to the Council in advance of the event by contacting our Market Manager.

## 2.6 Health & safety

*(Further Details see: Emergency Management Plan)*

The event will adopt the following key infrastructure to ensure the health & safety of all patrons and staff:

- Professionally employed 24 hour security team
- Professionally employed 24 hour paramedic and first aid response team
- Emergency services exclusive use access roads
- Professionally staffed 24 hour Information Point located in the center of the festival area to provide a place for all patrons and staff to seek event information,

- assistance, or log items of lost property, theft, damage or any other perceived threat or danger for assessment by security.
- Hazard tape & signage for the prevention of patron access to the neighboring properties and to potentially hazardous areas (including natural forest, generator)
  - Event Staff will ensure that the hazard tape borders are enforced and will additionally report any anti-social, dangerous or negative patron behavior to security services.
  - Event Staff will be not be authorized to act on their instructions with physical force, however they will be equipped with two-way radios for effective and efficient communication with the site office and security services.
  - Extensive signage will be posted throughout the venue reminding patrons of safety precautions and behavioral expectations.

### **Introduction of improved road safety measures for all patrons**

It is well documented that in 2013, a number of event patrons were apprehended by police via roadblocks implemented under Operation Strawberry Fields. Charges included traffic violations, driving under the influence of drugs and alcohol, and possession of a drug of dependence.

While we believe that these activities represent a marginal segment of the attendee base, we fully support the activities of the Victorian and NSW Police and will do everything within our power to prevent patrons from engaging in any illegal activity whatsoever.

We will engage a new contractor in 2014 to encourage safe driving practices. Blow me first is an alcohol education and testing service aimed at empowering young people to make safe and responsible decisions about their drinking. At the core of this service is providing and encouraging voluntary breath testing in a positive social context.

Blow Me First will be in place at the Strawberry Fields gate to provide drug and alcohol tests to all departing patrons to ensure that they are not driving under the influence, a threat to themselves, their passengers or any other person on the roads. The breathalyser units used are of the highest quality and provided by Draeger, commonly used by law enforcement globally. They are calibrated regularly to ensure accurate readings.

The Blow Me First staff are trained by Alcocups.com drug and alcohol education kits. This ensures that anyone facilitating breath testing out in the field has the knowledge and expertise to help educate and inform patrons with valuable facts and information relating to the test being conducted.

We will continue to broadcast loud and clear via all available channels that Strawberry Fields completely prohibits and strongly discourages the use or possession of any illegal substance, as well as unsafe driving practices. These channels include our website, Facebook page, on all ticket terms and conditions of sale, entrance gate signage, and in any media articles or interviews where representatives of Strawberry Music Group Pty Ltd are asked for comment.

## 2.7 Insurance

Public liability insurance will be issued for the event by Action Insurance Group for the amount of \$20,000,000 AUD.

Continuing according to past practice, Strawberry Fields will indemnify the owner of the property against all claims relevant to the operation of the event, otherwise than in cases of negligence of parties without association with the event or its representatives.

## 2.8 Noise

By implementing techniques successfully used in prior years and after consultation with sound design professionals, we will continuously seek to minimize and contain any noise produced from the event. From Feedback in relation to last year's event, we believe that the sound containment strategies that we implemented in 2012, significantly reduced noise levels from 2011. We plan to reduce overall noise levels again this year, in our ongoing efforts of reducing potential negative impacts on the local area.

Through discrete placement of stages to take advantage of natural amphitheaters and audio barriers, sound should be inaudible from neighboring properties. Outputs will be monitored at all times for compliance with reasonable standards. We have also restructured and rescheduled late night entertainment to cut back on overall hours of operation.

In the event noise can be heard from a neighboring property, or the neighboring property is adversely affected in any way, affected parties will have 24 hour access to the direct phone line of our Offsite Manager who will be able to convey any message to staff on site. Wherever possible, measures will be made to compensate for the inconvenience.

## 2.9 Parking & traffic

*Please refer to Section 6 – Traffic Management Plan for more detail regarding this aspect of the event.*

After implementing serious improvements from 2011, there were no serious traffic problems with the 2012 event. The introduction of a new queuing zone at the entrance to the property, added lanes at the gate, improved lane markings and signage, and increased numbers of traffic management staff reduced the majority of strain placed on the entrance to the event during Friday's primary influx of traffic.

We will continue to improve our traffic management plans by again increasing the number of Queuing traffic lanes. We will also be increasing staff numbers at peak periods to accommodate the extra lanes.

- The event will employ staff that will be stationed throughout the camping area, car park and at the entrance to the event – three staff minimum will be on duty at any one time.
- Patron cars will queue within the event property to ensure no impact to traffic on the local main road. Signage will be employed extensively outside the venue to indicate the desired traffic flow (for both directions) and a speed limit of 5km p/h enforced at all times.
- Patron parking will be permitted within the allocated camping area unless it is seen that this area has become overly congested in which case the overflow will be used.
- In the event of any adverse weather or other obstacles, overflow parking will be available at the entrance.
- Parking space will be marked with hazard tape to ensure that access ways are not blocked off.



Due to the limited number of patrons and expected car-pooling, we estimate that the number of cars travelling to the event will be modest. Due to the implementation of an extensive parking plan and an effective crowd control strategy, it is expected that the event will have only a light impact on the local traffic conditions.

## 2.10 Public access

Public access to the festival site will commence from Friday at 12:00pm. No patrons will be granted access prior to this time - the only persons on premises will be event staff and those volunteers required to coordinate necessary setup and production. Tickets will remain open for sale at the gate, pending availability given the maximum patron capacity. The gate will be staffed at all times during the event to facilitate ticket purchase and handle general enquiries.

Patrons will be permitted to enter, depart from and re-enter the festival site once they have shown their ticket and received a wristband. Between the hours of 2:00am and 8:00am each night, the festival gates will be closed. This is to encourage safe driving practices, and also to minimize any disruption on the local roads during late night hours of operation.

To ensure that all patrons are well rested before departing the festival, camping will remain available at the venue for Monday night, with all patrons having vacated the site by Tuesday 12:00pm.

## 2.11 Security

The security team and security staff numbers will be dramatically increased this year, in response to issues we had last year with some festival patrons walking onto neighboring properties

The event will be employing the services of a local security company. At any one time a minimum of 16 professional security officers will be on duty, patrolling the perimeter, gate entry, primary traffic intersections, and festival area. We will comply with legislation outlining the ratio of security personnel to patrons. Security personnel will be in constant 2-way radio contact with the venue's site office, first-aid officer and event supervisors and will be advised to act at their own discretion.

Areas within the scope of security responsibility include but are not limited to:

- Patron admission
- Summoning of emergency services
- Handling of patrons displaying anti-social or disruptive behavior
- Effective and efficient entry-exit management
- Physical placement of security personnel

Professional security officials will determine an underage patron's admissibility based on these criteria. Under no circumstances will Event Staff influence employed security services' discretion of a patron's eligibility for entry or discretion of a patron's ejection from the venue. We have worked hard in the past three years to cultivate a culture of respect, honesty and cooperation amongst our patrons, and believe the audience we attract are distinct from those who attend single day commercial urban festivals. As a result, the security issues we experience are equally distinct from such events, and are insignificant by comparison.

### Trespassing onto property

In 2013 there were a small number of incidences of underage persons from Berrigan, Finley, Cobram and Tocumwal walking through the neighboring properties to illegal access the event and venue. They proceeded to engage in antisocial and offensive behavior en mass, and were promptly apprehended by the security team and ejected from the property. The police escorted them out.

We plan to engage more members of the community in understanding the strain this places on event operations and the legal consequences for persons found to be trespassing. Following on from our increased engagement of those young people from the Shire who already purchase tickets to the event, we have already seen a decrease in the scale of trespassing from 2012.

We also plan to have a significantly higher security presence at this year's event, and have also employed a new contractor who will provide a higher quality level of service. There will be a new head of security and new security plans, doubling border patrols, and implementing stricter rules on trespassing. The increased security will also alleviate pressure on the local police force.

Refer to: *Security Management Plan SMP*

## 2.12 Site Office / Emergency Management Center EMC

See map for location

Further details see: *Communications Plan*

This office will be attended at all hours during the event. Radio communications will be in effect and direct contact with Event Staff will be available to attendees both during the event and for general enquiries pre & post event. There will be a satellite phone located at the sight office. This phone will be used to ensure communication with emergency services is always open. This number will be available the week before the event.

All radio traffic will flow through the sight office / EMC head quarters. Any and all requests of staff, security or emergency assistance can be transfer to the relevant area. All incidences will be logged in the incidence logbook located in the site office.

The site office will coordinate the execution of responsibilities including but not limited to:

- Ticketing support
- On-site logistics & communication
- External communications
- First aid & emergency services
- Recording of incidences into log book
- Connecting all staff and services to one another via radio
- Contacting external services via satellite phone

## 2.13 Toilets

See map for locations, Further Details see: *Waste Management Plan WMP*

The event will hire an array of temporary, chemical-free toilets. The final quantity of toilet facilities will be based on one for every seventy patrons. Toilets will be transported to and from the venue by the respective hirer and all waste management

will be handled as part of the same facility hire agreement. Toilets are 'pumped out' twice per day, or when ever required by the toilet cleaning crew.

Toilets will be spread out between the camping and entertainment areas and will be located with ample access to roadways to ensure easy patron and service vehicle access. Toilets will be located in order to minimize perceived odor from the facilities, to maximize accessibility and to ensure no site contamination in case of hired equipment failure.

Hand Basins are contained within each toilet cubical. A dedicated toilet cleaning crew ensures that each cubical is stocked with hand sanitizer and toilet paper. The Cleaning crew also ensures that the toilets water levels are kept up and pump outs are on time.

## 2.14 Water

The supply and quality of potable water at an event such as Strawberry Fields is of paramount importance to all who attend and our contracted supplier has an outstanding record in providing water round the site, meeting all test requirements.

We have developed a basic plumbing network on site over the last two years that is able to supply both stage areas and the center of the market with running water.

- The event will provide clean drinking water with a minimum of 30,000 liters (allowing 4 liters per person per day for a full capacity event.)
- Water points will be clearly marked and care will be taken to prevent spillage.
- Drinking water will also be available near the stages, and stage managers will be made aware of the potential need for drinking water to be given out.
- Separate capacity will be made for stalls that are not fully self-contained with private water supplies.
- Ample bottled water will also be available for sale on site, and provided for free at the First Aid center.

*See map for tank location*

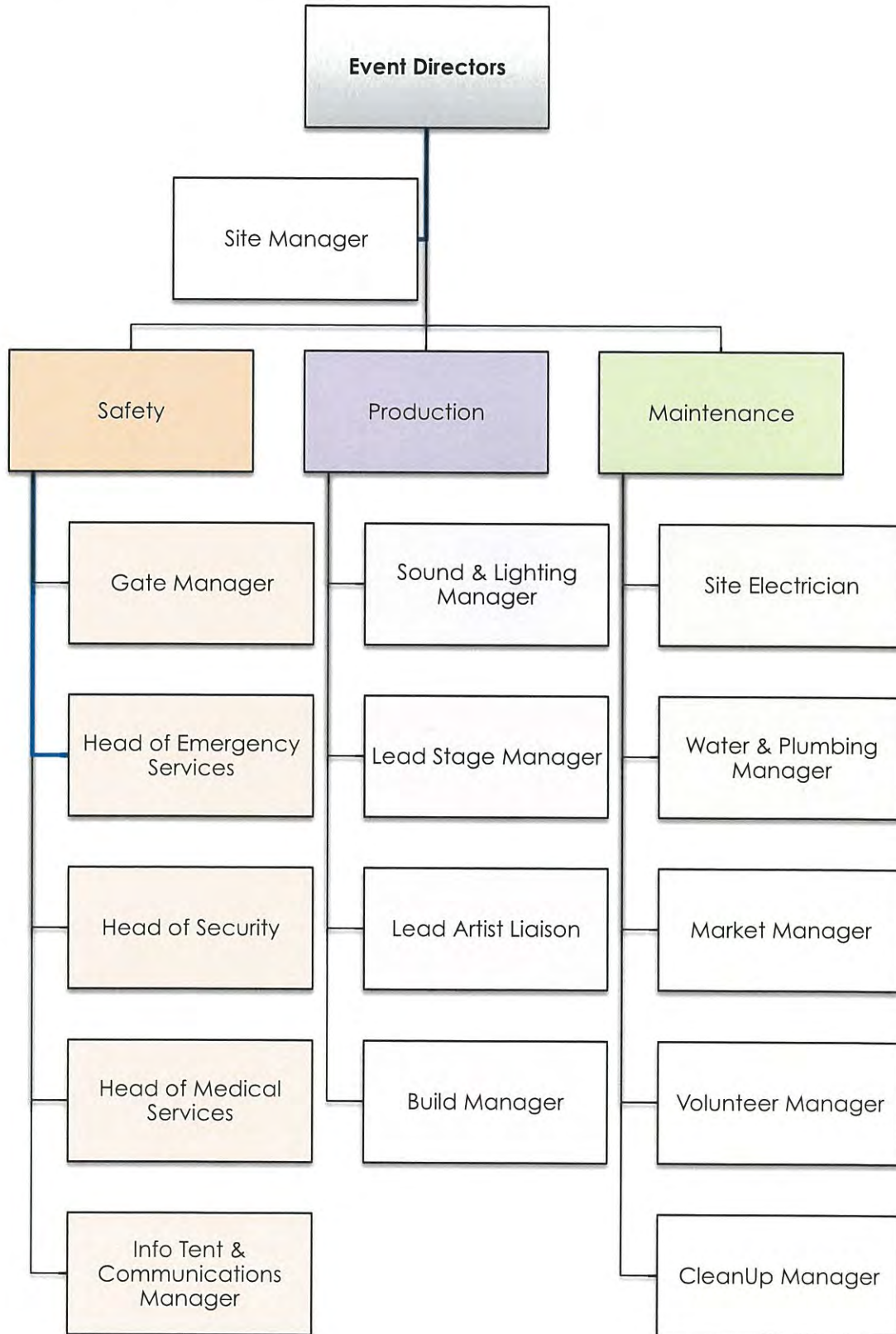


*“As the sun rose and the heat set in again, campers packed up their tents, gathered their belongings and drove back to civilization. It had been good, it had been damn good. But, like every other time, it was over too soon....”*

Morgan Richards, Pulse Radio (2013)

## 3 Operational Management

### 3.1 Management Structure



## 3.2 Event Directors

The Event Directors have overall responsibility for the entire operation of the event, including the safety of employees, contractors and festivalgoers, and have the overall responsibility to monitor the festival's business partners, contracted suppliers and service providers. This includes, but is not limited to:

- Making operational decisions and authorizing expenditure
- Ensuring sufficient resources to achieve compliance with legislative and Berrigan Council conditions.
- Attending all necessary consultations and leading the dialogue with the key outside authorities including the Berrigan Shire Council Council, the New South Wales Police, DSE, the Community Fire Authority and local residents
- Chairing Strawberry Fields management meetings and creating an open and supportive working environment to maximise the abilities and efforts of Area Organisers

Event Directors will also direct staff, equipment and other resources in response to incidents and activity on the site.

Event Directors have ultimate authority over strategic and operational decisions affecting the event before, during and after the Festival. In the event of a localised major incident the Event Directors will represent Strawberry Fields in meetings with Berrigan Shire Council Council, the Victorian Police, the Community Fire Authority, local residents and so on.

In 2014, the Event Directors are as follows:

William Staughton	Event Director
Elliot Rothfield	Event Director
Tara Benney	Event Director

## 3.3 Area Organisers

In support of the Event Directors, a variety of functional management posts will have twenty-four hour cover during the operation of the event. These roles are referred to as "Area Organisers".

The Area Organisers report directly to the Event Directors on all logistical, safety, creative & budget matters both before and after the event. During the event responsibility for management of their specific area is devolved to them, but, they will report through the line of management structure on issues which require referral, for example to the Head of Security Services on specific safety concerns, to the Market Manager on trading in their area, and so on. Not only is this viable in terms of organisation, but it reflects long established practice.

The lines of responsibility are quite clear. For example, if there is an issue regarding ejecting a patron during the event, the staff member who has identified the problem in the first instance will immediately contact the Head of Security Services to deploy staff to deal with the patron, and subsequently the Gate Manager to issue instructions

regarding the banning of that person from the site. The Communications Officer will then ensure that all staff are duly notified about the incident.

Area Organisers are required to ensure that sites are organised so that work is carried out with the minimum risk after proper assessment of all factors and to ensure that all contractors and staff receive a copy of the OH&S and Personal Indemnity Policy and, so far as reasonably practical, have the necessary competence and experience to complete work safely.

In 2014, the Area Organisers include:

<b>Management Area</b>	<b>Name</b>
Head of Security	Mark Ludbrook
Head of First Aid	Dima Gouraknik
Head Of Fire & Emergency Services	Bob Barks
Site & Logistics Manager	Jeff Moss
Gate & Traffic Manager	Shane Russell
Build & Production Manager	William Staughton
Information Tent Manager	Harry Brownbill
Sound & Lighting Manager	David Swinton
Lead Stage Manager	Brad Every
Lead Artist Liaison	Asher Lily Green
Market Manager	Eva Beke
Cleaning Services	Justin McCarthy
Waste Management Manager	The Wilderness Society

## 4 Environment & Sustainability

### 4.1 Our Commitment

The Strawberry team has a reputation for putting on an awesome weekend event, year in and year out. Our aim is to continue this reputation in all regards, in particular by maintaining an outstanding environmental track record and actively encouraging reduced greenhouse gas emissions and improved waste management year on year.

We believe that hosting a music event doesn't mean trashing the environment in which it operates. Further, we recognize how we have the ability to influence our audience members to protect, conserve and improve the beautiful environment in which Strawberry Fields operates.

This commitment is more relevant than ever as we apply for the event to be held in the beautiful surrounds of the Berrigan Shire Council, surrounded largely by native Australian rainforest reserves and catchment areas. Strawberry Fields takes full accountability for the preservation of these lands, and believes that our audience maintains the same respect and appreciation for the environment to make every effort to do so also.



### 4.2 Our Environmental Goals

Our goals for 2014 include:

- Avoid and reduce the amount of energy required to produce the festival. If we cannot avoid or reduce certain energy requirements we will aim to offset these carbon emissions to any extent possible;



- Assist our audience to offset part or all of their travel emissions to and from the festival by encouraging all punters to take up the TreeCreds Carbon Offset Ticket;
- Promote the use of public transport to and from the event;
- Promote carpooling and TreeCreds carbon offset passes to punters;
- Work with suppliers, caterers and food vendors to only use recyclable biodegradable materials;
- Promote environmental awareness and education through our brand and festival materials;
- Implement green initiatives across Strawberry's administration offices including waste avoidance, recycling and energy reduction programs;
- Measure, monitor and provide feedback on our environmental successes so that we can continuously improve our environmental impact

## 4.3 Our Initiatives

### **Sustainable Travel & TreeCreds Offset Passes**

TreeCreds was founded in 2008 with a primary motivation of reaching out to a diverse audience about the importance of climate change issues and the inherent role avoided deforestation plays in terms of mitigation. Its founders bring together a unique set of capabilities, networks and passion to facilitate sustainable events ranging from music festivals and performances to corporate meetings using various platforms to promote avoided deforestation projects.

A large component of Strawberry Fields' carbon emissions come from audience travel to and from the festival site. To help address this we are promoting the Strawberry Shuttle Bus and other public transport options. For those still wishing to travel by car, we are offering a carbon car pass via TreeCreds. At the front gate our friends from TreeCreds will be offering all vehicles a carbon car pass valued at \$10 which buys the 200kg of forest saving offsets. In 2012 almost 300 of these carbon passes were sold, and TreeCreds will be back with a vengeance at Strawberry Fields in 2014.

As an added initiative, for every patron who uses public transport to travel to the event and can show evidence of their ticket at the gate to TreeCreds staff, we will purchase an added Carbon Offset pass from TreeCreds in support for their green travel karma.

### **Re-usable Cutlery & Crockery**

We wish to reduce both landfill and water waste by encouraging all patrons to bring their own cutlery and crockery when visiting the Strawberry Bazaar to grab a bite to eat. To support this policy this year is the debut of our Green Eats program.

Each year thousands of paper & plastic plates and cutlery sets are thrown into landfill by hungry punters devouring the delicious treats in the Strawberry Bazaar. As of 2014, if a patron does not provide their own bowl, plate or cutlery set when purchasing food in the market area, they will need to make a 50c donation to the Green Eats tub in order to receive disposable cutlery and crockery from a vendor. All proceeds from the Green Eats tubs go to TreeCreds, who will continue to work to save threatened forests in Australia and overseas.

### **Leave No Trace**

We are ALL responsible for rubbish at Strawberry Fields. Buying a ticket doesn't mean you are too immature to clean up after yourself. Rubbish bins and skips are distributed

throughout the festival site for you to drop your rubbish into – just don't let it hit the ground!

Practicing a "Leave No Trace" ethic is very simple: leave the place you visit the same or better than you found it; leave no trace of your having been there, so that others – both human and animal – can enjoy the land the rest of the year. Some easy ways to "Leave No Trace":

- Plan and prepare ahead – pack rubbish & recycling bags, minimize the amount of packaging you bring
- Don't let it hit the ground! Put your rubbish directly into the bins and skips distributed throughout the site.
- Crush down cans and boxes to make the best use of each rubbish bag filled
- Consider every other person on the dance floor and at the festival – nobody likes dancing on bits of rubbish!
- Use greener, more sustainable products such as biodegradable packaging, salvaged wood and materials for your camp structures, energy efficient lighting, and solar energy.



## 5 Community Engagement

### 5.1 Our Commitment

To ensure that the event operates within the parameters of all applicable regulatory regimes, we guarantee that our operational plan for Strawberry Fields will be developed in consultation with the Berrigan Shire Council, CFA, New South Wales Police, Department of Sustainability and Environment, the residents of Tocumwal and all relevant objectors.

All stakeholders will have an opportunity to shape and grow the event to suit the standards of both the community and the law. We provide this guarantee in respect for the wishes of our hosts, and as a commitment to the sustainable operation and continuation of Strawberry Fields in the region.

Wherever possible, we are committed to achieving the following community goals:

- Ensuring local voices are heard
- Supporting local business
- Supporting local clubs & organizations
- Minimizing foreseen negative impact

### 5.2 Supporting Local Business

#### **Advertising Local Businesses**

We plan to engage with March's IGA in Tocumwal, and local providers of accommodation and food to promote their services directly to our punters prior to event via social media, radio and the festival guide.

#### **Accommodation Requirements**

Each year we require dozens of rooms for international artists, event operations, security and paramedic staff. In previous years we have rented out entire B&B's and local establishments to meet our accommodation requirements, and only expect this need to grow year on year. Interested suppliers should contact [tara@strawberry-fields.com.au](mailto:tara@strawberry-fields.com.au) for opportunities.

#### **Contractor Work & Equipment Hire**

The nature of Strawberry Fields necessitates the procurement of a wide range of equipment and technical contractor work. Areas include but are not limited to bin and skip hire, portable office and toilet hire, waste management services, cleaning services, heavy machinery hire, farming equipment hire, fencing hire, earthworks and water supply. Interested suppliers should contact [billy@strawberry-fields.com.au](mailto:billy@strawberry-fields.com.au) for opportunities.

#### **Complimentary Market Stalls**

All residents of Tocumwal will be invited to operate a market stall selling food or retail items at in the Strawberry Bazaar. Stall spaces typically cost between \$400 and \$1,200 to rent depending on the size of the stall, however we are offering all locals the

opportunity to place a stall for free. The hours of operation of festival provide scope for over 100 hours of active trading and access to 3,000 patrons.

Applications for stalls are limited only by available space. Applications tend to remain open until late October or otherwise when all available positions are exhausted – whichever occurs earlier. Due to limited capacity on site, there is a high demand for market places and in prior years we have not been able to accommodate all applicants.

Please note that all food vendors will be required to obtain the requisite council permissions to trade during the festival. We require all vendors using cooking equipment to provide food safety accreditation, and maintain safe fuel storage practices. In accordance with the Strawberry Fields food vendor policy:

If you are interested in running a market stall or simply want to hear more about what's involved please contact our Market Manager Eva Beke via [eva@strawberry-fields.com.au](mailto:eva@strawberry-fields.com.au).

### 5.3 Supporting local clubs & organizations

An event like strawberry fields festival is a great opportunity for local clubs and organizations to get involved raise some funds.

After the success of the raffle operated in 2013, we will also be seeking a community partner (sporting club, schools group, local charity) to operate a BBQ at the event itself. The stall space will be provided free of charge, with access to electricity and water, and staffing support from our volunteer team, in order to raise funds for a local community organisation. This type of stall space is typically sold at over \$1,000 to food vendors, and we will be guaranteeing a minimum spend of \$2,000 in staff meal vouchers at the BBQ to kick start fundraising efforts.

We would also like to offer all local community organizations and clubs the chance to be involved in this event, listed below are a number of ways in which this may be possible.

**Clean up** - All clubs would be very welcome to help with the post event clean up. This runs for about 2 days after the event. In exchange for the help, SFF would make a significant donation to the club.

**Selling Raffle tickets** – There is the opportunity for local clubs to raise funds by selling raffle tickets during and at end of the festival.

**Hosting a market stall** – A free market stall will be offered to all local clubs and organisation.

If there is any other way that your club or organization may like to get involved, please let us know via email – [info@strawberry-fields.com.au](mailto:info@strawberry-fields.com.au)

## 6 Traffic Management

In 2011 the Event experienced traffic duress on Lower River Road due to last minute emergency works that had to be completed on access roads to the event property to guarantee the safety of all patrons attending the event. Entry to the event was delayed by a number of hours and this causes traffic to queue onto public roads. This experience was avoided by implantation of significant improvements to traffic management in 2013.

This Traffic Management Plan (TMP) outlines all devices, policies and procedures to be implemented to safely and efficiently manage traffic flows related and incidental to the operation of the Event from 21 to 24 November 2014, taking into account our experience managing these demands in 2011, 2012 and 2013.

### 6.1 Gate Management

Due the heavy flow of incoming traffic expected on the Friday afternoon and evening there will be up to fifteen staff members at any one time including: three traffic attendees and one person overseeing the general running of the traffic management, supported in their marshaling of vehicles by security personnel. Traffic management staff will direct traffic onto the access road in an orderly manner, preventing congestion and facilitating effective traffic flow.

All queuing of traffic will be done within festival grounds. We will make significant additional provision for queuing on the property compared to 2011. While there is a single gate through which all traffic enters from Lower River Road, a minimum of 500m of lanes will be provided for to allow for queuing prior to entry to the site. Two additional gates for ticket processing will be set back approximately 800 meters from the entry gate, so that in total at least 1km of traffic should be able to queue within the festival grounds without creating any obstruction to Lower River Road.

The queuing infrastructure will be constructed with red and white striped plastic tape, held in place with metal fence posts, spaced at 5m intervals. Upon reaching these gates, each vehicle and its respective passengers shall be checked for tickets and informed about the event and assisting patrons with their parking queries and directing traffic to people checking tickets and making sure that there is no contraband coming onto the site, including. Advisory Speed limits with in festival grounds – where to camp – where to park.

The event staff will also inform all entrants into the event, of the parking arrangements with in festival parking and camping areas. The information will be in regards to the available parking, camping areas, what areas are least populated at that point in time, and how to access the required area. All other relevant information in regards to the event shall also be given.

After the aforementioned gates, traffic management and festival staff shall then help usher and guide the vehicles to the appropriate camping areas. All information on parking and camping arrangements shall be made readily available on the event web site well in advance of the festival date.

## 6.2 Traffic Volume

The phases of both incoming and outgoing traffic will be managed by appropriate increases in staff numbers in accordance with traffic flows. These phases have been easily handled by event staff at previous editions of the event.

### **Incoming**

Incoming traffic volume is greatest during the afternoon and evening of Friday 21 November, from the opening of the gate at 4:00pm. Low traffic will likely continue through until Sunday 23 November at 4:00pm. Due to the wide-ranging nature of the music and arts program available, there is no particular influx of patrons at any one time, and some patrons will attend for single days only.

### **Outgoing**

Outgoing traffic is expected to commence at around 4:00pm Sunday 23 November, when the primary portion of the music program will have been near complete. It is predicted that 50% of patrons will depart between the hours of 5:00 and 9:00pm, with an anticipated peak between approximately 4:30pm and 7:00pm. The remainder of patrons will camp again on Sunday night to enjoy the chillout program for Monday and ensure that they are fully rested and energized for the drive home.

## 6.3 Signage

Signs and devices shall be erected where they are needed to guide patrons (should be plotted on map) to dedicated areas and to keep them from entering areas deemed out of bounds. All signage will:

- Be properly displayed and securely mounted;
- Be within the driver's line of sight;
- Not obscure other devices from the driver's line of sight;
- Not become a possible hazard to event participants or vehicles; and
- Not deflect traffic into an undesirable path

## 6.4 Parking Arrangements

A sufficient proportion of the site will set aside purely for parking and camping offering ample room for the estimated 1,000 vehicles arriving. It is expected that there will be a slightly higher than average vehicle occupancy number of between 2.1 to 2.5 person per vehicle, to around 3.2. This is due to the festival adopting "sustainable" approach and its strong emphasis on car-pooling.

## 6.5 Traffic Officers

There will be up to 12 dedicated traffic management staff and up to 6 traffic management security staff on duty at any one time. The organisers will ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.

There will be a Gate Manager, who's responsibly it will be to ensure all traffic management staff are appropriately informed as to their responsibility. This person will also intercept all communications via two-way radios and maintain a real-time understanding of the current traffic conditions, and react accordingly.

Event Traffic management staff and Marshals shall:

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc), at all times whilst at the event site.
- Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or the general public.
- Enter and leave the event site by approved routes and in accordance with safe practices.
- Be briefed on their roles and responsibilities, access and parking arrangements around the site in accordance with the TMP
- Instruct event personnel on the relevant safety standards, including the correct wearing of high visibility safety vests, and other equipment as required.
- Render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance or the safety of road users and event participants
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

## 6.6 Communication

All event staff will be in possession of a hand held two-way radio. This will enable them to communicate in real time with any other staff member throughout festival grounds. All traffic management staff will use this radio network extensively to coordinate camping traffic into camping areas less populated.

In case of an accident involving vehicular traffic, traffic management staff are able to communicate directly with other traffic management staff members and event staff, to have the traffic flow halted immediately and for the situation to be dealt with and a swift and safe manner.

There will be regular face-to-face meetings between event organizers and traffic management staff in regards to systems efficiency and over all traffic management.

# 7 Waste Management

## 7.1 Overview

The following plan outlines waste management procedures and techniques at the Strawberry Fields Festival, which is proposed to be held at **Lower River Road, Tocumwal, 21-24 November 2014.**

It is the responsibility of Strawberry Music Group to effect and enact this Waste Management Plan and to enforce its guidelines for the full duration of the Festival, ensuring all requirements are fulfilled.

We recognize that it is also the role of the Organizer to ensure appropriate training of staff is undertaken as set out within this Waste Management Plan, for the full duration of the Festival.

## 7.2 Waste Management Objectives

As an organization that wholly endorses the "leave no trace" philosophy, the primary objective of this Waste Management Plan (WMP) is to negate any negative effect to the natural environment that could potentially be caused by human waste generated during the course of the event. The second major objective of the WMP is to provide the patrons and staff of SFF with clear guidelines towards maintaining a clean and safe environment in which to enjoy the music and festivities over the course of the weekend.

## 7.3 Key Strategies

The following key waste management strategies have been developed to respond to the specific requirements of multi day outdoor events, being the issues presented by accumulated hard rubbish, liquid waste generation, and management and disposal of both of the above from a largely remote area.

The key strategies we will implement to address our waste management objectives are as follows:

- Ensure that there is sufficient plant and machinery to process and collect hard rubbish and liquid waste
- Ensure there is sufficient storage and bins for waste disposal of both patrons and stallholders
- Keep and place all bins within short distance of major centers of human activity
- Employ a well trained and competent waste management team.
- Employ sufficient volunteers and staff to continuously manage the collection, storage and removal of both hard and liquid waste throughout the course of the weekend, and after the event.

## 7.4 Roles & Responsibilities

The Event will maintain a dedicated Waste Management Team, comprised of three core groups: Contractors, Environmental Team Leaders, and Volunteers.



## Contractors

Following practice from all prior editions of the event we will contract with third parties to arrange for the supply of sanitary facilities, portable rubbish bins, recycling bins and skips. A toilet hire company will provide all portable toilets and regular pump out of waste from these facilities will be coordinated by that contractor. The cleaning and servicing of the toilet facilities, including restocking with toilet paper and hand sanitizer, will also be contracted to a third party.

Toilets and bins will be transported to and from the venue by the registered sanitary company who will be contracted for the regular removal and disposal of the waste for the duration of the Festival.

By outsourcing these key functions to experienced professionals, we are able to allow our remaining staff to focus on the task of hard rubbish collection, transportation and storage.

## Environmental Team Leaders

The primary function of the Environmental Team Leaders is to manage the volunteer group in charge of hard rubbish collection. The Team Leaders play a significant role prior to the event in recruiting a team of over 100 environmental volunteers, and rostering those volunteers on rubbish collection shifts throughout the weekend and for the Final Site Clean.

During the event, the Team Leaders focus is to ensure that volunteers are attending rostered shifts and complying with agreed duties. They also ensure that all necessary equipment is provided to the volunteers, e.g. gloves, rubbish bags.

## Volunteers

The sole responsibility of a volunteer is to ensure that bin levels do not exceed their maximum capacity, and no rubbish is left on the ground of the event site. Volunteers are arranged into pairs or small groups to implement their duties, and are instructed at regular intervals to empty the two wheeled 240L bins into designated skips.

At any one time a minimum of 6 volunteers are assigned to roam the event grounds collecting loose rubbish and litter, which will be securely bagged and disposed of into the dedicated skips.

## 7.5 Sanitary Facilities

Our hire, distribution and management of sanitary facilities is based on the following guidelines:

- Provision of a minimum of 50 toilet cubicles throughout the event site.
- Toilet blocks will be placed in key areas outlying the main camping and festival areas in order to minimize perceived odor from the facilities, to maximize accessibility based on key activity centers and to ensure no site contamination in case of hired equipment failure. Please refer to map for more details.
- Toilet facilities will not be in the vicinity of food stands and will be readily visible and clearly signposted from all parts of the Venue. These facilities will also be well lit at night.
- Toilets will be regularly serviced to ensure that they are kept in a clean and hygienic state. Contracted and professional cleaners will regularly visit and service

the toilet block areas, ensuring that they are clean, safe and fully stocked with soap and toilet paper.

- The toilets proposed to be used are made from a highly durable polyethylene construction. Each toilet contains 2 toilet roll holders and a 390L waste holding tank (up to 800 uses) as well as 110L fresh water tank.

The following factors have been considered by the Organizers in determining the provision of toilets:

- Hire, distribution and management of toilets at prior editions of the event catering to similar numbers;
- The duration of the festival and festival program;
- The estimation of the consumption of food and drink by patrons and staff;
- Weather conditions, including the possible increased consumption of fluids in the event the weather conditions are hot.

## 7.6 Sewage Disposal / Grey Water

There will be no liquid waste or effluent waste stored at the event, other than that inside the individual cubicles. A licensed contractor shall be engaged to remove and dispose of effluent and liquid waste at a minimum of twice a day. (E.g. Once in the morning and once again in the early evening.)

Each individual licensed food vendor or Stallholder shall submit a plan to the Organizers, showing (amongst other things) estimated liquid and solid waste anticipated to be generated by his food stall. It shall be a contracted requirement that each food vendor shall be responsible for the disposal of their respective waste and the aforementioned plan must satisfy the Organizer and comply with guidelines as detailed herein, before a said food vendor may participate at the Festival.

A gray water depository for the market stalls shall be set up, with the contracted waste disposal company responsible for the collection and disposal. (See map for location.)

## 7.7 Hand Washing Facilities

- Hand washing facilities will be provided in the ratio of one per 15 toilets.
- Water with ordinary soap will be provided, as well as antiseptic bactericidal soap. (See map for location.)
- Hand sanitizer distribution units will also be placed adjacent to the main toilet blocks to encourage hand washing and sanitation procedures.

## 7.8 Solid Waste Management

### **Bin Types**

There will be a total of 60 two wheeled 240L bins placed strategically around festival grounds with a further 15 four wheeled 1000L bins placed in key rubbish collection areas. A minimum of three 30 cubic meter skips will be placed onsite away from the main festival area and outlying the camping areas, for the regular emptying of the wheelie bins (see Map for more detail).

### **Bin Placement**

The Key Rubbish Collections areas will be in proximity to the food and market stalls, and in proximity to the main stage area. As has been practice in previous years we encourage our patrons to regularly place any rubbish generated by their campsites directly into the skips which will be outlying these areas.

The Rubbish Collection Points are all easily assessable for the licensed Waste Contractor's collection vehicles. The pickup and disposal of all bins and skips will be take place on Monday the 24<sup>th</sup> of November at 12pm. Thereafter, the entire Event Location will be inspected by the Organizers to ensure that all litter has been removed. The Job of the rubbish collection team will not be finished until the organizers declare the site completely clean (see 6.9 Final Site Clean).

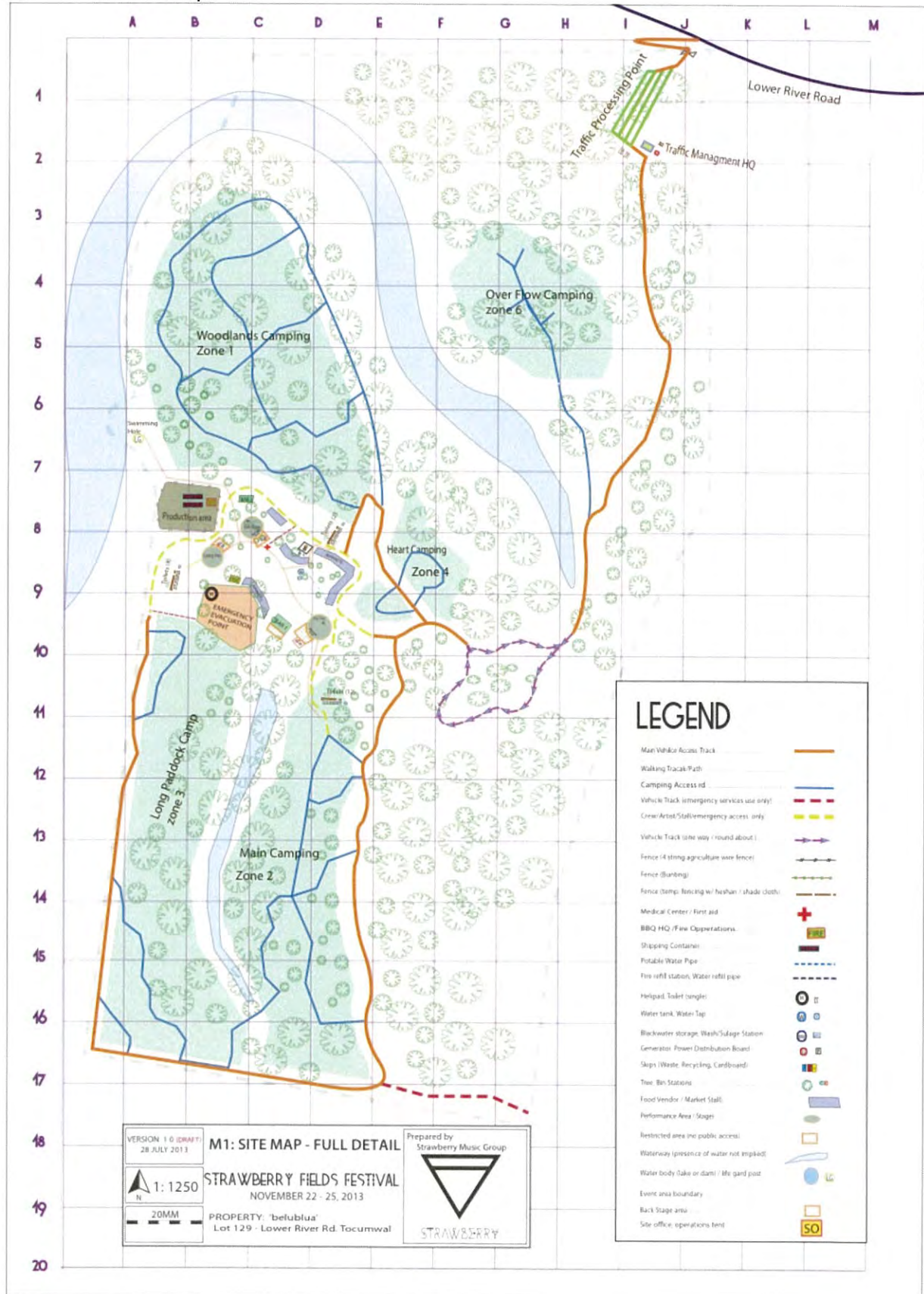
### **Solid Waste Storage**

Three 30 cubic-meter skips will be placed in central and easily accessible areas (see Map for more detail). The two wheel 240L bins will be emptied into these skips throughout the duration of the event, by a minimum of 4 members of the Waste Management Team. The Licensed Food Vendors and Stallholders will be required to dispose of their bagged solid waste regularly, directly into the supplied skips.

## **7.9 Final Site Clean**

As has been the practice at all prior years of the festival, a dedicated team of Event Staff and Volunteers shall remain on site immediately after the event to ensure that the site is comprehensively cleaned and restored in entirety to its original state. This team will be required to remain on premises as long as is necessary to attain this restoration of property.

# 8 Site Map

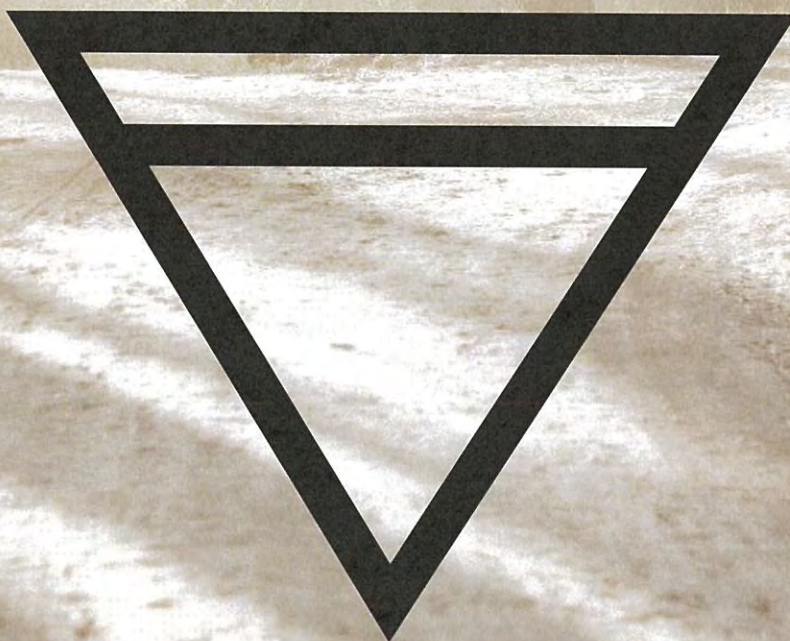


EMERGENCY PROCEDURES MANUAL  
(EPM)

**Strawberry Fields Festival**

21 NOVEMBER 2014 – 24 NOVEMBER 2014

Prepared by Strawberry Music Group Pty Ltd



**PRIVATE & CONFIDENTIAL**



All plans within have been produced in accordance with Australian Standard AS 3745.

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# Emergency Management Plan (EMP)

## Preface /Scope

### Distribution of Plan

All Strawberry Music Group staff and volunteers are required to read the Emergency Management Plan. In addition to training prior to event bump in, there will be a meeting with all staff, at 4.30pm Thursday 20 November. The meeting will go over all emergency plans and procedures and ensure everyone is familiar with the processes, and site layout.

Copies of the plan will be distributed to key locations throughout the event site, including but not limited to the front gate, head office and all stages. All production staff, fire team members, paramedics, security staff, market stallholders, and general managers will receive a copy.

### Objectives Of Plan

"Emergencies" can develop from a number of causes, including: fire, flood, bomb threat, structural fault, medical emergency, and leakage of gas or chemicals.

Emergency planning aims to prepare for and mitigate the impacts of an emergency. Preparedness requires identifying what to prepare for and how to respond. It therefore involves accumulating knowledge and skills, disseminating information about the management of potential emergencies, and providing and allocating facility resources and people to deal with the emergencies identified.

Through emergency planning, facility personnel improve their understanding of the plant, equipment, processes and materials, and their possible impacts in emergency situations. They also develop an understanding of the roles of emergency services organisations and other external agencies that could be involved in responding to an emergency. This understanding provides a basis for determining the most effective ways of using facility resources, including the development of a management system identifying the functions required to respond automatically to an emergency. It also provides a basis for informed decision-making during the emergency and for effective working relations with external agencies.

This plan has been developed by the Emergency Management Team to provide a set of responses to any potential emergency that might occur at the Strawberry Fields Festival.

This plan aims to:

- Establish the administrative structure and procedures for the handling of emergencies at 'Strawberry Fields Festival'
- Identify and allocate responsibilities to the Emergency Management Team and associated managers within the event on the declaration of an emergency on site
- Facilitate safe and orderly implementation of emergency procedures within the site, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service



# EMT: Summary Report

## General Principles

### Event Location / Site

Lot. 129 Lower River Tocomwal NSW. The Event Site is an undeveloped block of land, located about 15 minutes east of Tocomwal city centre.

### Hours of Operation

Gates: 12:00pm, Friday 21st November 2014 – 05:00pm, Monday 24th November 2014

### Emergency Management Centre / Site Office (EMC)

The 'EMC' or 'Communications office' acts as the central meeting and coordination point between all Emergency services, festival staff, security and organizers.

The site office will be attended for all hours during the event by the emergency services coordinator and operations staff. All communications between emergency services, festival staff, organizers and stake holders will be monitored and logged and relayed by staff, operating from within the office. This enables real-time and accurate emergency service coordination.

During the aforementioned time period, the emergency coordinator will be available 24/7 via the satellite phone. This number will be added to the registry and advertised to all organizations involved, prior to the event.

### Emergency Vehicle Access

The main access track leading into the festival will act as the primary emergency access road. This road has had significant work done in the previous year to allow for all weather access. Its width allows two cars along its entire length. In the event that the main access road is blocked or cut off, there is an easement leading in from the river on the south side of the block. This is to be used only in major emergency situations.

All internal roads and arterials will be maintained in good condition by SMG staff and security and kept clear of all cars and potential blockages. This means that they are accessible by emergency services at all times during the event.

### Communications

All event staff on duty will be in possession of a hand held two-way radio. This will enable them to communicate in real time with any other staff member throughout festival grounds. Each area of coordination will be assigned a channel as listed below:

<b>CH 1</b>	General Production
<b>CH 2</b>	Medical, Security & Fire
<b>CH 3</b>	Sound Stage & Lighting
<b>CH 4-6</b>	Open

All Radio Traffic will be monitored through the site office via a Radio Switch board. This enables the Office manager to be able to relay messages to any other staff member. It also allows all incidents to be recorded in the logbook.

### Emergency Phone Numbers





EMERGENCY 000  
 Tocumwal Police 03 5874 9399  
 Tocumwal Hospital 03 5874 2166  
 Tocumwal RFS 03 5885 2107

### Emergency Personnel

Management Area	Name
Head of Security	Mark Ludbrook
Head of First Aid	Dima Gouraknik
Head Of Fire & Emergency Services	Bob Barks
Site & Logistics Manager	Jeff Moss
Gate & Traffic Manager	Shane Russell
Build & Production Manager	William Staughton
Sound & Lighting Manager	David Swinton
Lead Stage Manager	Brad Every
Lead Artist Liaison	Asher Lily Green
Market Manager	Eva Beke

### List of Command & Responsibilities

#### *Emergency Services*

- Combat emergencies and liaise with the Site Office for site support
- Assume command in all emergency services

#### *Festival Directors / Chief Wardens*

- Assumes initial control of the situation
- Assesses situation and determines priorities
- Activates the relevant emergency plan
- Ensures area wardens are advised of the situation as appropriate

#### *Emergency Services Coordinator ESC / Deputy Chief warden*

- Ensures the appropriate services have been contacted on 000
- Monitor the situation and ensure
- Liaise with external emergency services upon arrival
- Ensures area wardens are advised of the situation as appropriate

#### *Zone Safety Reps / stage managers, traffic wardens, security managers, production staff, fire team members*

- Receive directions from chief warden and initiate appropriate action
- Search areas to ensure all people have evacuated
- Ensure orderly flow of people to nominated assemble areas
- Assist occupants with disabilities
- Report status of required activities to the chief warden on completion

#### *All other Staff & Volunteers*

- Carry out tasks as instructed by the chief warden
- Proceed to assembly area instructing all patrons to do the same
- Remain in assembly area until advised by warden or emergency personnel

### Emergency Procedures



During emergency situations, SMG personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and / or areas.

Such instructions are to be adhered to at all times by all employees, patrons and volunteers of the Festival. SMG personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a site where personnel act in good faith and in the course of their duties

### **Emergency Evacuation**

Once the Chief emergency warden, Event organizers or emergency services personnel have made the decision to evacuate the site, the following shall take place.

1. The chief warden will radio all traffic wardens, security managers, production staff and fire team members and instruct them to begin emergency evacuation procedures, as listed in this plan.
2. All stall holders will act in their capacity as emergency service personal and help guide all patrons to the emergency evacuation point.
3. Stage managers will then make appropriate announcements over their respective stages PA for all patrons of the event to make there way to the emergency evacuation point.
4. These messages will be issues over the loud speakers –

Code red Message:

*"Authorities have informed us that we are to begin the emergency evacuation of the site, dude to potential danger of (list threat)*

*To ensure everyone's safety we are requesting you to move immediately towards staff identified with vests reading 'ICC area marshal'. They will direct you to an assembly area where you should remain until further notified.*

*For safety reasons all people camping in bush camping are instructed to remain away from those areas until further notified.*

*We ask that you listen to the regular safety announcements and familiarize yourself with the emergency assembly areas.*

*Event organizers remain on high alert and are prepared to implement full emergency management procedures within very short notice.*

**DO NOT RETURN TO YOUR CAMPING AREA OR YOUR VEHICLE - GO DIRECT TO THE ICC AREA MARSHALS and to the DESIGNATED ASSEMBLY AREA."**

Once the assembly has amassed, continued updates will be made via mega phone and Emergency Personnel –

*"To ensure everyone's safety we are requesting you to remain in the amphitheater.*

**DO NOT RETURN TO YOUR CAMPING AREA OR YOUR VEHICLE – REMAIN IN THE DESIGNATED BUSHFIRE SAFE ASSEMBLY AREAS"**

The following shall then take place:



5. Primary assembly areas are the designated bushfire safety assembly areas
6. Monitor both exit points. Deploy two marshals to both emergency exits (must be on two way radio).
7. Protect assembly area – deploy first response team to patrol for hazards and put out spot fires to protect the assembly
8. From the evacuation point emergency evacuation can begin via the safest emergency access rd, depending on the situation. This path will be decided upon by the chief Emergency service warden.

**Disclaimer.** *These procedures are intended as a guide, as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorized officers during an emergency will not vary. Staffing, rosters and locations are subject to change outside of this document in recognition of circumstantial needs.*

## Fire Management Plan



**Important!** This is the operating plan for the strawberry fields festival. All Fire team members are to ensure they are familiar with all emergency procedures and job roles. If you have enquires or need more info, contact the Fire Team Manager.

## Fire Team Personnel

### General Team

The Festival will employ trained fire fighting personnel to ensure that recommended equipment is maintained and operated throughout the duration of the festival including the shoulder periods of arrival and departure of all patrons and staff.

It is anticipated that a minimum of 7 personnel (on-site) per shift would be required to operate the equipment on a 24-hour roster for the duration of the festival.

- A roster catering for at least 14 fully trained personnel to cover a 24/7 period.
- 4 x Trained first response personnel will be on stand by at the Fire head quarters at all times.
- 3 x fire team personnel will be on patrol at all times, continually moving around the festival grounds, scanning for potential hazards.

### Fire Team Manager

Will be located at the Fire HQ at all times. They will be equipped with a 2 way radio and will be receiving contact updates form the roaming fire team. He will also be contactable by all event staff via UHF. CH. 2 at all times. They will also be equipped with a high frequency radio that has direct contact with the local RFS for immediate communications in the event of an emergency.

The Fire Team Manager is responsible for contacting the emergency services and has been instructed to do so at their discretion

## Fire-Fighting Equipment Provision and Standards

All SFF owned or operated fire fighting equipment will comply with or be equivalent to comparable RFS fire fighting equipment standards.

### Equipment

Strawberry Fields Festival will provide the following on-site fire fighting equipment:

- 2 x utility vehicles with 1000l slip on fire fighting units
- 2 x quad bikes with slip on water tanks
- 1 x truck with 4000l capacity
- 2 x Water tanks up to 20 000L

Larger vehicles and quad bikes with slip on fire fighting units will remain at the Fire HQ. They will be kept as back up, first response in the event of fire. Select vehicles will remain on patrol.

Each vehicle will be equipped with a UHF radio, as well as each fire crew member being equipped with a hand held uhf.



## Fire Extinguishers

In addition there will be powder-based fire extinguishers located throughout the festival site where electrical or chemical fires could arise – All Stages, Site Office, Bar Areas, Traffic Management Office and Fire HQ. Also at all generators and the petrol storage area.

## Communication

- All Fire team members will be equipped with hand held Uhf radios.
- All Fire team radios will be set to dedicated Fire Ch. 08

The radio contact details of all involved – RFS, Police, contracted fire team, security staff, traffic management staff and festival organizers, will be printed and made available to all parties concerned. In the event of fire, services needing to attend the event will know who the first point of contact is and how to reach that person.

## Fire Prevention

### Risk Analysis

Risk Analysis	Treatment
Potential for significant forest fire impacts to occur on bush camping areas Camping 1 and Camping 2 and Main Events area	Create a fuel reduced area between campers and the bush and reduce the impact of direct flame contact and radiant heat on camping areas
Potential grassland fire effects to occur on the remainder of the festival site (particularly grassland fuel loads in seasons of increased growth)	Grassland fuel loads are slashed prior to the commencement of the festival to ensure fuel loads are less than or equal to 0.5 tonnes per hectare in all grassland areas.
Limited RFS and DSE response capacity to respond to the festival site due to other fire commitments or priorities. (Absence or withdrawal of RFS firefighting resources and personnel).	A "first attack" crew with appropriate equipment is stationed at the festival site for the duration of the event. (See existing inventory of crew and equipment)
Vehicle ignitions from movement of vehicles in grassland. Treatment	The area should be patrolled on set up of the festival and regularly (every 2 hours) by security

### Prevention Strategies

The following strategies will also be implemented to minimize the risk of a fire occurring and ensure that all patrons are properly informed about fire restrictions.

- SFF will liaise with the local RFS to arrange a site inspection and obtain recommendations as to fire prevention and management.
- SFF will enforced total fire ban on site with absolutely no naked flames of any kind allowed in the camping area.
- The total fire ban will be announced prior to the event and highlighted numerous times to all ticket purchasers. See below



- All patrons will be provided with a pamphlet on entry to the festival, which will include a site map highlighting the evacuation points and emergency assembly areas in the event of a fire.
- The only exception to the fire ban will be as to caterers in the market area, who will be responsible for securing permits for the use of commercial cooking and catering equipment such as gas bottles.
- The Fire Team will also be patrolling the festival grounds and assisting in enforcing the fire ban.
- The festival grounds will be heavily grazed by livestock in the weeks preceding the event to minimize the risk of fire spreading across the site.
- As an additional precaution all long grasses in the festival area will be slashed to 75mm- 100mm by commercial farming equipment.
- All dangerous flammables, ie petrol for the generators and gas bottles shall be stored in an area advised by the RFS authorities on the site inspection.

### Bushfire Threat Actions During Emergencies

Festival management provides updates of the threat of fire or actual fire, based on the criteria in the following Table 1A.

Fire event	Festival management action
<p>Fire confirmed in the area (grassland or forest) within 10 kilometres of the festival site.</p>	<p>Festival organizers make regular 15minute announcements to patrons emphasizing safety actions and assembly areas. Pre-recorded and written formats are to be used.</p> <p>Formal notification of RFS occurs as soon as practicable.</p> <p>Position Initial fire attack vehicles and personnel to nearest proximity of fire entry to the festival site. Patrol for embers and fire ignitions in campgrounds and grasslands.</p>
	<p>Festival organizers suspend the event and ensure safety actions are undertaken to enable patrons to go to emergency assembly areas until further notice. Pre-recorded and written formats are to be used.</p> <p>Formal notification of RFS occurs as soon as practicable.</p> <p>Position Initial fire attack vehicles and personnel to nearest proximity of fire entry to the festival site. Patrol for embers and fire ignitions in campgrounds and grasslands.</p> <p>Identify pedestrian chutes and assign 2 ICC Marshals with loud hailers (per pedestrian chute entry) in vests (assembly area marshal) to funnel</p>



<p>Fire confirmed in the area (grassland or forest) within 5 kilometers of the festival site.</p>	<p>patrons to the designated assembly area(s). One security person at each of the assembly area to indicate that patrons have arrived.</p> <p>All Ag bikes and Slip Ons to patrol each assembly area for ember attack.</p> <p>These assembly areas have been designated on the map and are appropriately located within the festival site. The pre-warning mechanisms for fires in the area and the monitoring of the FDI should allow progressive reports to be given to patrons. The organizers could then optimize their ability to effectively move people in an orderly fashion to the appropriate assembly area(s). Protection of patrons would consist of reduction of heat effects and patrolling of the assembly area perimeter for small spot fires in the grassland area.</p>
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### Safe Assembly Areas

Safe assembly areas have been identified on the site, shown as 'Emergency evacuation point' on the map.

#### ACTIONS:

- In the event of a major incident/emergency: There are Area coordinators in position to help marshal crowd to assembly areas.
- Primary assembly areas are the designated bushfire safe assembly areas.
- Monitor both exit points. Deploy two marshals to both emergency exits (must be on two-way radio).
- Protect assembly area - deploy first response team to patrol for hazards and put out spot fires to protect the assembly in the amphitheatre. Caterers should continue their operations as usual. Ensure drinking water is available.
- Re-deployment announcements (and where possible visual) at Main Stage, and by Site Office Area Marshals.
- Deploy area marshals into position (with marshal kit and two way radio) to make re-deployment messages in each area.
- Re-deploy security to amphitheatre to help secure the assemble area and to the campground to sweep the areas.

### Announcements In The Event Of Fire

These announcements will be made by The respective stage managers, when they are prompted to do so by the Chief warden.

#### Code Orange

*'We have been informed by authorities that the potential for a fire to start within and surrounding the festival site is increasing.*

*We ask that you listen to the regular safety announcements and familiarize yourself with the emergency assembly areas.*



To ensure everyone's safety, people in bush camping may be restricted access to these areas if the potential for a bushfire continues to increase.

No further action is required at this stage- stay tuned.'

#### Code red

"We have been informed by authorities that the potential for a fire to start within and surrounding the festival site is increasing.

For safety reasons all people camping in bush camping are instructed to remain away from those areas until further notified.

We ask that you listen to the regular safety announcements and familiarize yourself with the emergency assembly areas. No further action is required at this stage- stay tuned.

Event organizers remain on high alert and are prepared to implement full emergency management procedures within very short notice."

#### Nearby fire alert – 10km

Fire confirmed in the area (grassland or forest) within 10 kilometers of the festival site.

"We have been notified of a fire (or multiple) in the vicinity of the festival site. At this stage we are taking sensible precautions for everyone's safety. Fire authorities have been notified of the fire (s).

We ask that you listen to the regular safety announcements and familiarize yourself with the emergency assembly areas. You will be advised immediately if any further action is required.

Event organizers remain on high alert and are prepared to implement full emergency management procedures within very short notice."

#### Nearby fire alert – 5km

Fire confirmed in the area (grassland or forest) within 5 kilometers of the festival site.

"We have been notified of a fire (or multiple) in the vicinity of the festival site. Fire authorities have been notified of the fire (s).

To ensure everyone's safety we are requesting you to move immediately towards staff identified with High Vis production Vests. They will direct you to an assembly area where you should remain until further notified.

Festival organizers have implemented full emergency management procedures.

**DO NOT RETURN TO YOUR CAMPING AREA OR YOUR VEHICLE - GO DIRECT TO THE ICC AREA MARSHALS and to the DESIGNATED ASSEMBLY AREA."**

#### Nearby fire alert – immediate





Fire confirmed in and immediately around the festival site that requires first attack response to protect patrons and actively fire fight.

*'We have been notified of a fire (or multiple) in the vicinity and on parts of the festival site. Fire authorities have been notified of the fires and their locations.*

*Festival management have directed the on-site fire crews to protect the main amphitheatre and extinguish small fires.*

*To ensure everyone's safety we are requesting you to move immediately towards staff identified with vests reading 'ICC area marshal'. They will direct you to an assembly area where you should remain until further notified.*

*Festival organizers have implemented full emergency management procedures. DO NOT RETURN TO YOUR CAMPING AREA OR YOUR VEHICLE - GO DIRECT TO THE ICC AREA MARSHALS and to the DESIGNATED ASSEMBLY AREA.'*

During Evacuation (at the assembly area)

*"Please remain in the assembly area. Stay alert for any spot fires starting in the surrounding grasslands. We will be providing facilities and water. Firefighting operations are being conducted and we will keep you informed.*

*To ensure everyone's safety we are requesting you to remain in the amphitheatre. DO NOT RETURN TO YOUR CAMPING AREA OR YOUR VEHICLE – REMAIN IN THE DESIGNATED BUSHFIRE SAFE ASSEMBLY AREAS.*

*Festival organizers have implemented full emergency management procedures and will keep you regularly informed. Please notify Marshals or Security staff of any spot fires starting in the surrounding grasslands or festival site."*

### Response Trigger Points

The Fire Team Manager will be responsible for monitoring the Fire Danger Index during the festival. They will report directly to event management, so that if fire conditions unexpectedly worsen during the event, appropriate action can be taken.

Trigger points			
Code	FDI	Success of initial attack	Festival management actions to respond to a rise in FDI
Low - Moderate	0-5	No problems expected	No action required.
High	6-10	Raise awareness	No action required.
Very High	11-20	Expect first attack to succeed	Active monitoring begins. Festival safety officer notifies RFS brigade on site of FDI rating.
Severe	21-35	Expect first attack to	Festival Bushfire Safety Officer notifies RFS brigade on site and brigade direct some



		succeed, but be difficult	<p>brigade or festival personnel (fire fighting staff) to patrol perimeter areas of bush camping areas on an agreed frequency with the safety officer.</p> <p>Festival personnel patrol vehicle routes and areas of grassland on an agreed frequency with the safety officer.</p> <p>Bushfire Safety Officer maintains active engagement with fire watch and reporting mediums on fire threats. These include fire scanner, Commonwealth Bureau of Meteorology, RFS Regional HQ, ABC 774 reports. v</p>
Extreme	TFB or FDI > 35		<p>Bushfire Safety Officer notifies RFS brigade if on site and festival staff or brigade positions personnel on perimeter areas of bush camping areas until FDI reduces below 35.</p> <p>Festival fire fighting staff are on full alert.</p> <p>Fire Manager Officer requests from RFS an update on fire fighting resource capability to assess the continued coverage of the festival site.</p> <p>Festival organizers make regular 15minute announcements to patrons emphasizing safety actions and assembly areas. All patrons camping in the bush camping areas are instructed to remain away from those areas until further instructed. Festival organizers remain on high alert and prepared to implement full emergency management procedures within very short notice.</p> <p>These assembly areas have been designated on the Map 1 and are appropriately located within the festival site. The pre-warning mechanisms for fires in the area and the monitoring of the FDI should allow progressive reports to be given to patrons. The organizers could then optimize their ability to effectively move people in an orderly fashion to the appropriate assembly area(s).</p> <p>Protection of patrons would consist of reduction of heat effects and patrolling of the assembly area perimeter for small spot fires in the grassland areas.</p>
Code Red	FDI > 100	People and asset protection are the focus.	<p>SFF FMP fully activated to maximum capacity of fire fighting forces and ICC. Patron protection paramount. Liaison with the RFS is critical to determine on-going strategies for patron protection.</p> <p>Festival activities on hold until a change in FDI</p>



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### Review

The Strawberry Music Group Directors are committed to implementing a continuous improvement philosophy for all activities associated with the Strawberry Fields festival. After each festival, management debriefs are conducted to evaluate the performance of incident management policies and operational responses. Opportunities for improvement are documented and workshopped to alter or develop new and effective policies and procedures to be given to staff for following festivals.

**Important!** *These procedures are intended as a guide, as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorized officers during an emergency will not vary. Staffing, rosters and locations are subject to change outside of this document in recognition of circumstantial needs.*

## Medical Management Plan MMP



## Medical Team Personnel

### General Personnel

The Medical Team will provide the Event with an 'Advanced Life Support' (ALS) service. This involves the provision of an Emergency Department Doctor to be on duty at the event. By having the doctor onsite it allows us to perform advanced interventions (eg drug therapy, cardiac drugs, sedation drugs, anti vomiting drugs, restricted narcotic pain relief, fluid therapy and minor medical procedures such as suturing etc). This doctor can also write prescriptions for other medicines that patrons could then obtain from the locally pharmacy (eg antibiotics for urinary tract infections and other primary health issues).

### Chief Medical Officer

The Chief Medical Officer will be a trained medical professional and will lead a team of a total of 5 paramedics. Each paramedic refers to the doctor for treatment to all medical issues. The Medical Team has been working with a number of festivals and concerts recently in regards to their medical provision is well experienced in the cases which can occur in such environments.

The Chief Medical Officer has final authority over all medical related issues and is authorized and instructed to summon emergency services at their discretion.

## Infrastructure

### Mobile Triage Centre

The Medical Centre is located near the centre of the Festival area, in front of the side stage. (see map). It is situated near to the Staff access / emergency access rd for easy access by ambulance or mobile triage unit.

The Medical Centre will be a free standing Marquee 12m x 6m, with a non-slip rubber matting floor cover. The Marquee will be self light and self powered. It will be equipped with all necessary tables chairs, bins and storage as determined by the Chief Medical Officer.

In addition to being fully stocked with all necessary first aid, and medical supplies the Medical centre will also be offering free water and electrolytes to prevent dehydration. Fans and water mist spraying devices will be on hand where possible. This evaporative cooling system allows patron to cool down in the event of hot weather, significantly reducing the chance of hyperthermia. There will be ample signage and references to this in the event guide.

### Ambulance

There will be an ambulance on site throughout the duration of the event. This will be used in the event that a patron onsite is unable to walk to the Medical Centre due to injury or sickness. From the medical centre they will be assessed and attended to.

### Communications



The medial Center will be equipped with a Uhf radio. Each Medical Staff will also be equipped with a Uhf Radio. The Medical Channel will be set to Ch. 02 (see EMP)

The Medical centre will also be equipped with its own satellite phone. In the event of an emergency, the Chief Medical Officer will be able to call out for emergency assistance, with a direct line to the Hospital.

**Important!** *These procedures are intended as a guide, as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorized officers during an emergency will not vary. Staffing, rosters and locations are subject to change outside of this document in recognition of circumstantial needs.*

## Security Management Plan (SMP)



## Security Personnel

All security Personnel will have Minimum NSW Security License class 1c -. The Security Manager is in charge of implementing the security management plan, and will issue instruction through the head of security. The Security Manager has the authority to act autonomously in the event of security related issues. The security manager is authorized and instructed to call out side emergency assistance at their discretion.

### Security Zones

- Market area – The cleared area in between and around the market stalls. Security will roam this area, ensuring that the markets are kept secure. These security personnel will be available for first response in the event of a security issue.
- Bar area – Bar must have a security presence at all times . They will not be permitted to leave this post so long as alcohol is being served. The security personnel are to stand either side of the serving area and maintain vigilant watch of the area.
- Stage 1 and 2 – Security will locate at the front of the stage. They are to prevent patrons from getting back stage, or onto the front of the stage. They will also ensure good crowd behavior .
- Traffic Management – All traffic management security will be located at traffic management pos, at the front gate. They will be assisting the traffic management staff in the ordering and processing of the patrons entering the festival, as well as conducting contraband searches in cars. Traffic management security will also be ensuring that internal roads remain clear and preventing / managing any internal road blockages.
- Boundary Patrol – This incorporates all event boundaries and camping areas. The security team on Boundary Patrol are to ensure that no patrons are trespassing over the event boundary, and that no unauthorized persons are getting into the event area. This team will be equipped with small 4wd and quad bikes, to ensure they are able to cover the required areas. The team will maintain constant contact with the Security Manager to ensure that they are most effectively covering the entire area.

The Event Production staff and fire team members are also instructed to act as boundary security to ensure there is no unauthorized crossing of event boundary.

### Communications

All security Personnel will be equipped with UHF radios dedicated to Ch. 4.

The Head of security will be located with the Fire Team At the Fire HQ. The Site Office manager will be able to scan all radio traffic and detect any security related incidences. This information can be the relayed to Security Management, who will respond accordingly.

All staff are instructed to call for back up when needed. The nearest security personal will respond. The security manager will then ensure the security of the area the backup guard has vacated.





### RISK ASSESSMENT FRAMEWORK

- Controls have been applied to all identified potential environmental impacts associated with the event, using the following risk assessment framework:
- Any risk with a score of Medium (M) or above requires controls to be implemented.
- Proposed controls are identified in the risk register and a residual risk assessment undertaken to verify that following implementation of the controls, the level of risk will be to an acceptable level.
- An acceptable level is defined as Low (L).

#### Risk Analysis Matrix: Level of risk

Likelihood	Consequence				
	Insignificant (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1)
Rare (E)	L	L	M	M	H
Unlikely (D)	L	L	M	H	E
Possible (C)	L	M	M	H	E
Likely (B)	M	M	H	E	E
Almost Certain (A)	M	H	E	E	E

E = Extreme risk; immediate action required.

H = High risk; senior management attention needed.

M = Moderate risk; management responsibility must be specified.

L = Low risk; manage by routine procedure.

LIKELIHOOD DEFINITIONS		
Almost certain	A	Is expected to occur in most circumstances
Likely	B	Will probably occur in most circumstances
Possible	C	Could occur
Unlikely	D	Could occur but not expected
Rare	E	Occurs only in exceptional circumstances

CONSEQUENCE DEFINITIONS		
<b>Catastrophic</b>	1	<ul style="list-style-type: none"> <li>• Multiple or single deaths</li> <li>• International and National Media outrage</li> <li>• Significant detrimental long term impacts on the environment</li> </ul>
<b>Major</b>	2	<ul style="list-style-type: none"> <li>• Serious health impacts on multiple or single persons or permanent disability.</li> <li>• National media outrage</li> <li>• Long term detrimental impact on the environment</li> </ul>
<b>Moderate</b>	3	<ul style="list-style-type: none"> <li>• More than 10 days rehabilitation required for injured persons</li> <li>• Local media and community concern</li> <li>• Medium term social or environmental impact</li> </ul>
<b>Low</b>	4	<ul style="list-style-type: none"> <li>• Injury to person resulting in lost time and claims</li> <li>• Minor isolated concerns raised by stakeholders, customers</li> <li>• Minor social or environmental impact, not persistent.</li> </ul>
<b>Negligible</b>	5	<ul style="list-style-type: none"> <li>• Patrons requiring first aid treatment</li> <li>• Minimum impact to reputation</li> <li>• No lasting detrimental effect on the environment.</li> </ul>



## INITIAL AND RESIDUAL RISK ASSESSMENT (ENVIRONMENT)

Aspect/Potential Environmental Impact	Initial Risk			Proposed controls	Residual Risk		
	Likelihood	Consequence	Risk Level		Likelihood	Consequence	Risk Level
<b>Site preparation</b>							
Erosion of exposed surfaces leading to loss of soil	C	4	M	Installation of temporary construction exits	D	4	L
Nuisance noise to nearby residents and businesses	C	4	M	Limit works to 7.00 am - 7.00 pm Mon to Sat	D	4	L
Generation of waste going to landfill	C	4	M	Provide salvage / recycling bins during construction	C	5	L
<b>Establishment of event facilities, temporary structures, and infrastructure</b>							
Contamination of soil / water due to leaks / spills	C	3	M	All generators to include suitable containment.	D	4	L
Generation of smoke, odour, or fumes	C	4	M	Maintain equipment within operating parameters	D	4	L
Generation of greenhouse gasses from energy use	B	5	M	Maximise LED lighting & solar lighting options	C	5	L
Loss of amenity from music noise (24hrs)	B	5	M	Sufficient land separation & noise control techniques	D	5	L
<b>Traffic &amp; transport</b>							
Reduction in air quality through dust generation.	C	4	M	Water available from tanker for use if required	D	4	L
Reduction in air quality through exhaust emissions	C	4	M	Servicing of plant and equipment.	D	4	L
Greenhouse gas generation from fuel emissions	B	5	M	Promote car-pooling and high occupancy rates	C	5	L
Accessibility/social exclusion	C	4	M	Provide disabled access to the site and amenities	D	5	L
Erosion of exposed surfaces leading to loss of soil	C	4	M	Avoid erosive soils and erosion prone areas	D	4	L
Deterioration of local/access road surface	C	4	M	Undertake baseline survey and remediate if required	D	4	L
Mud on public roads	C	4	M	Maintain gravelled access/egress points	D	4	L
<b>Use of site for place of assembly (festival) purposes/patron attendance</b>							
Excessive generation of litter	C	4	M	Enforce site rules and undertake daily litter patrols	C	5	L
Loss of amenity /site contamination from waste	C	4	M	Apply and enforce leave no trace policy	C	5	L
Damage to riparian margins	C	4	M	Apply 200 metre exclusion zone to all waterways	C	5	L
Contamination of waterways	C	4	M	Prevent access to all waterways	D	4	L
Contamination of stormwater / drainage	C	4	M	Control small waste streams and drainage points	E	5	L
Loss of habitat	C	4	M	Retain and protect habitat on site & educate patrons	D	4	L
Loss of critically endangered species	C	4	M	Select site with no critically endangered species	E	4	L
Damage or destruction to species or habitat	C	4	M	Promote local biodiversity in event communications	D	4	L
Damage to cultural heritage sites or artefacts	C	4	M	Exclude zones of cultural heritage sensitivity	E	4	L
<b>Stallholders</b>							
Excessive generation of waste	C	4	M	Design out wastes that cannot be recycled in planning	C	5	L
Excessive use of plastic / packaging	B	4	M	Ban use of plastic in stallholder activities	C	5	L
Contamination from spills of dangerous goods	B	4	M	Require stallholders to remove & recycle used oil	D	5	L

## INITIAL AND RESIDUAL RISK ASSESSMENT (SAFETY)

Aspect/Potential Safety Hazard	Initial Risk			Proposed Controls	Residual Risk		
	Likelihood	Consequence	Risk Level		Likelihood	Consequence	Risk Level
<b>Patron attendance related safety hazards</b>							
Suicide	E	2	M	Maintain physical police / security presence Provide secure and safe environment / entertainment	D	4	L
Crowd Crush	C	4	M	Design event with easy access & clear pathways Crowd barrier with trained security at stage	D	4	L
Weapons	D	4	H	Search vehicles on entry / maintain security presence	E	4	L
Theft	C	4	M	Maintain physical police / security presence	D	4	L
Dehydration	C	3	H	Provide trained dedicated first aid staff on site Provide free drinking water at central location.	D	4	L
Epileptic Fit	C	3	M	Provide trained dedicated first aid staff on site Ensure lighting operators are aware of potential risks Remove source of problem (e.g. strobe lighting).	D	4	L
Drug Overdose	C	2	H	Provide appropriate education/training (e.g. Dance Wise) Provide experienced medical provider/facilities	D	4	L
Brawl	C	4	M	Advertising that unacceptable behaviour not tolerated Adequate Security and right to refuse entry policy	D	4	L
Missing Person	C	4	M	Prepare gridded map of event and hand out on arrival Promote buddy system & designated meeting points.	E	4	L
Overcrowding	C	4	M	Security and peacekeepers to maintain clear paths Enforce appropriate behaviour in site rules and signage	D	4	L
Explosion	D	2	H	Ban hazardous or explosive materials on site Undertake spot checks of vehicles	D	4	L
First Aid (minor)	C	3	M	Provide dedicated first aid and trained staff on site	D	4	L
First Aid (major)	C	4	M	Provide dedicated first aid and trained medical staff on site Provide helipad and maintain ambulance access / egress	D	4	L
Sexual Harassment	C	4	M	Maintain physical security presence Promote responsible behaviour	D	4	L
Violence	C	4	M	Maintain physical police / security presence Promote responsible behaviour	D	4	L
<b>Traffic and transport related safety hazards</b>							
Car Crash	C	2	H	Maintain clearly marked lanes showing direction Encourage patrons to drive safely & responsibly Provide direction map Restrict speed within the site Enforce safe driving on site via traffic crew	D	4	L

### INITIAL AND RESIDUAL RISK ASSESSMENT (SAFETY)

Aspect/Potential Safety Hazard	Initial Risk			Proposed Controls	Residual Risk		
	Likelihood	Consequence	Risk Level		Likelihood	Consequence	Risk Level
<b>Site related safety hazards</b>							
Tree Fall	C	4	M	Exclude camping within drip lines of significant trees Remove unsafe branches during site establishment	D	4	L
Needle Stick Injury/sharps	C	4	M	Provide dedicated first aid room and trained staff Remove or fence off hazards during site establishment	D	4	L
Snake bite	D	3	M	Provide trained dedicated first aid staff on site	D	4	L
Drowning	C	3	M	Exclude access to all dams/waterways	D	4	L
<b>Weather/climate related safety hazards</b>							
Dust Inhalation	C	4	M	Provide dedicated water tanker & adequate water supply. Dampen dance floors and roads as needed	D	4	L
Heat Exhaustion	C	3	M	Enforce appropriate behaviour in site rules and signage	D	4	L
Hypothermia	D	3	M	Enforce patrons have access to heated areas on site Encourage patrons to bring clothing to suit conditions	D	4	L
Bushfire	C	3	M	Provide Fire Commander/crew and fire suppression water Undertake fuel reduction activities across entire event area	D	4	L
Flood	C	2	H	Avoid selection of flood prone site Monitor weather conditions Exclude access to significant rivers/waterways	D	4	L
Sunburn	B	4	M	Shaded areas available. Sunscreen available at information desk.	D	4	L
<b>Hazards relating to event infrastructure and facilities</b>							
Toilet Malfunction	C	4	M	Use reputable providers and clean toilets daily	D	4	L
Stage Collapse	D	3	M	Ensure stability of structures and equipment rigging. Provide first aid officers and medical facilities on site	D	4	L
Electrical Failure	C	3	M	Provide trained electrician and first aid staff on site	D	4	L
Equipment Failure/Fall	C	3	M	Use licenced and experienced contractors	D	4	L
Electrocution	C	3	M	Trained electrician and first aid staff on site Ensure tall structures are appropriately earthed	D	4	L
Fire (minor)	C	3	M	Provide dedicated first aid and trained staff on site	D	4	L
<b>Hazards relating to Stallholders/licenced bars</b>							
Food Poisoning	C	4	M	Obtain relevant licences / dedicated first aid on site	D	4	L
Alcohol Poisoning	C	4	M	Alcohol served responsibly by bar staff (RSA) Search cars at random on arrival for excessive alcohol.	D	4	L
Theft	C	4	M	Maintain physical security presence Promote responsible behaviour Provide lost property facility	D	4	L

**MINUTES OF THE SPECIAL MEETING OF THE RIVERINA AND MURRAY REGIONAL ORGANISATION OF COUNCILS (RAMROC), HELD IN THE IAN GILBERT ROOM AT JERILDERIE SHIRE COUNCIL, ON WEDNESDAY 8<sup>TH</sup> OCTOBER 2014 AT 10.00 AM**

Appendix E

**PRESENT**

<b>Albury City:</b>	Cr Kevin Mack Mr Frank Zaknich
<b>Balranald:</b>	Mr Aaron Drenovski
<b>Berrigan:</b>	Cr Bernard Curtin Cr Brian Hill Mr Matt Hansen
<b>Carrathool:</b>	Cr Peter Laird Mr Ken Croskell
<b>Conargo:</b>	Cr Norm Brennan Mr Barry Barlow
<b>Corowa:</b>	Cr Fred Longmire Mr Chris Gillard
<b>Deniliquin:</b>	Cr Lindsay Renwick Mr Des Bilske
<b>Greater Hume:</b>	Cr Heather Wilton Mr Steven Pinnuck
<b>Griffith City:</b>	Cr John Dal Broi Mr Brett Stonestreet
<b>Hay:</b>	Cr Bill Sheaffe Cr Mick Rutledge Mr Allen Dwyer
<b>Jerilderie:</b>	Cr Ruth McRae Mr Craig Moffitt
<b>Leeton:</b>	Cr Paul Maytom Mr John Batchelor
<b>Murray:</b>	Ms Margot Stork
<b>Murrumbidgee:</b>	Cr Austin Evans Mr Matt Glover
<b>Narrandera:</b>	Cr Jenny Clarke Mrs Judy Charlton
<b>Urana Shire</b>	Cr Patrick Bourke Mr Adrian Butler
<b>Wakool:</b>	Cr Neil Gorey Mr Paul O'Brien
<b>Wentworth:</b>	Cr Peter Nunan Mr Peter Kozlowski
<b>RAMROC</b>	Ray Stubbs Executive Officer

**MRRR 1 - WELCOME TO MEETING**

The Deputy Chairman Cr Peter Laird welcomed Mayors, Delegates and General Managers to the meeting. He extended RAMROC's congratulations and welcome to newly elected Mayors Cr Ruth McRae (Jerilderie Shire) and Cr Austin Evans (Murrumbidgee Shire) and also congratulations to Cr Leigh Byron (Balranald Shire) who was unable to attend the meeting

Cr Laird informed the meeting that Chairman Cr Terry Hogan was unable to attend this meeting on account of his current illness.

**MRRR 2 - APOLOGIES:**

Cr Terry Hogan - RAMROC Chairman  
 Cr Tom Weyrich – Mayor Murray Shire  
 Cr Leigh Byron – Mayor Balranald Shire  
 Mr Rowan Perkins – GM Berrigan Shire  
 Mr Bruce Graham – GM Wakool Shire

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

**MRRR 3 – ROUNDTABLE DISCUSSION – NSW GOVERNMENT RESPONSE TO THE REPORT AND RECOMMENDATIONS OF THE INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL – “FIT FOR THE FUTURE” REFORM PROGRAM**

The meeting discussed the range of Local Government reform measures being proposed by the NSW Government in its “Fit for the Future” program.

The Executive Officer facilitated discussion in relation to the key issue of proposals for the establishment of Pilot Joint Organisations, for which the Office of Local Government has invited Expressions of Interest to be lodged by Friday 17<sup>th</sup> October 2014. In particular, discussion centred on whether an EOI should be lodged for a Pilot Study and formation of a pilot Joint Organisation within the region, and if so to determine a RAMROC position relating to the composition of the proposed Pilot JO.

During discussion, Greater Hume Shire and Urana Shire informed the meeting that their policy position was a preference to be included in a Riverina Pilot Joint Organisation because of strong ties over a long period of time with Councils in the REROC region, even though the FFF Joint Organisation proposals currently have Greater Hume and Urana included in an Upper Murray JO region.

Balranald and Wentworth Shires confirmed their preference to be included in a Joint Organisation aligned to the current RAMROC region, even though the FFF proposals provide for those two shires to be included in the Far West Region and noting that those Shires fall outside of the Department of Planning's Riverina and Murray Regional Growth areas.

Wakool Shire indicated that its position is to be included in the FFF proposal for a Mid-Murray Joint Organisation only.

Murray Shire's adopted policy position is not to part of any Pilot Joint Organisation.

Deniliquin Council's first preference is for a Pilot Joint Organisation for the Murray region only.

A number of Councils spoke about the strong and demonstrated benefits of submitting an Expression of Interest for one Pilot Joint Organisation that encompasses the RAMROC region as a whole.

**RESOLVED that this meeting of RAMROC resolves to submit an Expression of Interest to the Office of Local Government, proposing the design and establishment of one comprehensive Joint Organisation with no regional sub-groupings. The RAMROC Expression of Interest for the Pilot Joint Organisation proposes the inclusion of all RAMROC Councils across the Upper Murray, Mid-Murray and Murrumbidgee groupings as set out in the State Government's "Fit for the Future" roadmap for Joint Organisations, as well as incorporating Balranald and Wentworth Shire Councils**

**(Moved Albury and seconded Griffith)**

**(Wakool Shire, Murray Shire and Deniliquin Council requested that their vote opposing the resolution be recorded)**

**FURTHER RESOLVED that a small Working Group of General Managers comprising Frank Zaknich, Brett Stonestreet, Des Bilske, Judy Charlton and Craig Moffitt be formed to work with the EO in formulating the Expression of Interest  
(Moved Albury and seconded Griffith)**

**FURTHER RESOLVED that the Executive Officer seek further clarification from the Office of Local Government in relation to the planned workshops for potential “Rural Councils” and in particular which RAMROC Councils are proposed to be invited to the workshops  
(Moved Jerilderie and seconded Conargo)**

**FURTHER RESOLVED that the Executive Officer seek clarification from the Office of Local Government regarding the appointment of Facilitators and Technical Advisors and funding arrangements thereof to assist Councils in the FFF processes  
(Moved Greater Hume and seconded Deniliquin)**

#### **MRRR 4 – GENERAL BUSINESS ITEMS**

##### **4.1. – Proposed Coal Seam Gas Workshop with Land and Water Commissioner and State Government Officials**

The Executive Officer advised that tentative arrangements are in hand with the Office of the NSW Land and Water Commissioner Jock Laurie, for the holding of a RAMROC Information Workshop in relation to the range of issues associated with Coal Seam Gas exploration, which is proposed to be held at Narrandera on Wednesday 26<sup>th</sup> November 2014. Further details will be distributed as soon as arrangements are confirmed.

The General Manager of Deniliquin has sent the Executive Officer details of website links regarding CSG matters and the EO will distribute that information to Councils, Mayors and General Managers

**There being no further business, the RAMROC meeting concluded at 12.50 pm**

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# Library Services Strategic Plan

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Berrigan Shire  
Council

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October 2014

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DRAFT



DRAFT



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## 1 Introduction

Berrigan Shire Library Service is an independent rural library service supporting community engagement through life-long learning, culture and recreation. Our Library Services are delivered in accordance with the *Library Act* 1939 and as such no fee can be charged for core of library services.

Council's Library Service operates four multi-purpose branches:

- Berrigan
- Barooga
- Finley; and
- Tocumwal.

The staffing complement includes: Manager Library Services (1 EFT) and 4 part-time Library Officers. (2 EFT)

The branches reflect their community and with improved communication networks, updated technology and financial support are providing all age activities that promote life-long learning, support community engagement, and participation.

### 1.1 Strategy Objectives

This strategy aims to optimise our community's investment in library facilities:

- 1 By co-ordinating and delivering library services information and recreation provision in a contemporary format to meet the needs of the current and future community.
- 2 Conducting a range of activities designed to meet community needs and interests.
- 3 Through the delivery of high quality library service underpinned by professionally trained and supported staff.

### 1.2 Our Mission

A contemporary place making rural library service committed to excellence and inclusion in life-long learning, culture and recreation.

### 1.3 Strategic Alignment

Our mission supports and contributes to the following plans and strategic frameworks

#### NSW 2021

**Strategy:** Strengthen our local environment and communities

**Goal 27:** Enhance cultural, creative, sporting and recreation opportunities

**Goal 25:** Increase opportunities for seniors in NSW to fully participate in community life

**Goal 26** Make it easier for people to be involved in their communities

#### NSW State Library Strategic Framework Priorities 2013

- People and communities
- Staff and capability
- Collections and access
- Sustainability.

(NSW State Library , 2013)

#### Berrigan Shire 2023

**Strategic Outcome 3:** Supported and Engaged Communities

**Berrigan Shire Council Delivery Program**

**Objective: 3.2.1** Provide opportunities for life-long learning, cultural expression

### 1.4 Review Methodology

The Strategy has been informed by a literature review canvassing the social and economic impact of emerging trends and issues, a workshop held with library staff, Library Service activity data, a survey of library users, and focus groups which discussed and further explored survey results.

## 2 Contemporary Libraries: Policy and Practice

Council's investment and that of its communities, in its library service is in many respects unique and challenges prevailing policy and practice which has seen contraction in rural areas of library services to regional service centres. The challenges that face our Library Service are significant and relate to funding, sector change in the delivery of library services, cost shifting by State Government – in addition to ensuring that our Library staff have the technical support, skills, and knowledge to access Library NSW technologies.

These are challenges that confront the delivery of public library services irrespective of size and the population serviced. When thinking about the future of public libraries the issue of sustainability is one that is at the forefront of international, national, state and local debate and is informed by the experience of urban and regional libraries – with sustainability enhanced by policies that promote the convergence of libraries, art galleries and museums (Amberg, 2009; VanderBerg, 2012). There is however, limited research and information about rural libraries. Moreover, the sustainability of rural libraries or local libraries delivered by a rural Council, in the context of New South Wales, is not enhanced by policies or planning aimed at contracting services, centralising collections and promoting libraries as a virtual space.

Contemporary rural libraries, similar to regional and urban libraries are more than the repositories of the technological and cultural artefacts – sustainable rural libraries strengthen their communities, add to its liveability, and in our globalising world connect isolated residents in real time to cultural events, recreation and social activities.

Digital inclusion is a concept that describes the importance of individuals having access to digital technologies and developing competency with technologies that is digital literacy (Real, Bertot, & Jaeger, 2014, p. 8). Australian research suggests that there is increasing evidence to suggest that a lack of access to or competency with digital technologies 'severely limits education, employment and economic prospects' (Broadbent & Papadopoulos, 2013, p. 4). In rural NSW and for the foreseeable future, either through computer terminals or WIFI, libraries will continue to be the only source of publicly available internet access.

There are however real challenges experienced by rural libraries and these include having up-to- date technologies and specialist IT support, staff with the skills and time, (Real, Bertot, & Jaeger, 2014) in addition to sufficient space within which to conduct training in the use of a library's technologies. Internationally, research has given consideration to how libraries are used and the space needed to house collections and respond to different users with five types of user activity identified:

1. Information seeking
2. Recreation

3. Teaching and learning
4. Connection
5. Contemplation

Experience internationally and locally tells us that some library patrons ‘make use of all five types of space; others use only one or two. The environmental and social needs of each activity demand the development of separate spaces with specific characteristics—for example, spaces for silence and spaces for reading aloud; spaces for computers and spaces for books; spaces for meeting and for collaboration’ (Peterson, 2005).

In many respects and for many what may seem to be counter-intuitive digital technologies are not reducing the need for space in our libraries or indeed reducing the need for public libraries. The public value of libraries in its broadest sense and that prescribed in the *Library Act 1939* is in a ‘broad sense – equivalent to the public interest or *the common good*’ (Grant, Tan, Ryan, & Nesbitt, 2014). In the context of local government service delivery and decisions about the allocation of an ever diminishing pool of resources public value is more than delivering a common good – it is about recognising that decisions about what is publicly valuable are not determined by market models the ‘exercise of buying and selling goods and services’ (Grant, Tan, Ryan, & Nesbitt, 2014).

A cost benefit assessment of the public value of Council’s library service is outside the scope of this strategy. On the other hand what is not outside the scope is establishing the concept of public value and the application of this model to an independent rural library service. An independent rural library service that New Public Management proponents and whole of government system reform proponents suggest should become a core function of a regional approach or joint council approach to the delivery of local government services (Local Government Independent Review Panel, 2013, p. 83).

Research commissioned by the Australian Library and Information Association 2013 provides an estimate of the contribution public libraries make to community welfare and economic activity (SGS Economics and Planning , 2013) answering two distinctly different questions firstly whether libraries are good value investments and secondly how much economic activity is generated by libraries and their operations. According to this research ‘the larger the investment made into public libraries, the larger the benefits derived by the respective communities’ (SGS Economics and Planning , 2013, p. 6).

The State Library of New South Wales recognised with its (2009) *Bookends Scenarios* the multiple use of libraries by patrons and broadened conceptions of the public value of libraries. This publication noted that libraries are adept at meeting the challenge of change and that libraries’ do this by reinventing themselves and by doing so remain relevant to their communities (NSW State Library, 2009, p. 3). *Bookends Scenarios* describes a number

of scenarios designed to inform service planning and these scenarios were used with Library Staff as part of the development of this strategy.

In summary, contemporary library services in New South Wales must

- Continue to meet their statutory obligation,
- Respond to challenges associated with being financially sustainable as the costs associated with acquiring and
- Maintaining expertise with digital technologies and
- Meeting the space requirements associated with contemporary libraries increases; and
- Demonstrate public value.

For rural libraries run by a single local government the evidence is clear that the public good is digital inclusion (Broadbent & Papadopoulos, 2013; Real, Bertot, & Jaeger, 2014) with the public value being an increasing community benefit per capita return on investment (SGS Economics and Planning, 2013, p. 6).

### 3 Profile of Current Activity / Services

Council operates its library service 6 days per week and provides patrons with online access to its catalogue and a range of library services, which include homework assistance, e-books, reservations and loan extensions.

Compared to Councils of a similar size Council invests, at \$68 per capita, an additional \$ 15 per capita in its Library Services. It also receives a population based subsidy from the State Library.

#### Trends - NSW Libraries

Since 2000, the overriding trend with NSW public libraries is growth in usage. 2012 figures show<sup>1</sup>:

- 35 million visits to NSW public libraries (up 30%)
- 48.5 million loans (up 10.5%)
- over 3 million internet hours used by the public (up 564%)
- almost 3.2 million library members (44% of the NSW population)
- more than 52,000 public programs and events
- more than 1.2 million people attended public programs (up 38% since 2008).

Notable among these trends is the growth in the number of people coming through the doors and the increase in the lending of printed books and programs. Events are also a high growth service. In summary, the impact of technology has seen more onsite patrons, not fewer... Evidence shows that the importance of libraries to communities as a place and a destination has grown.

Older people and young people are the heaviest users of public libraries. The ageing of the NSW population and the rapid growth in the number of young families is a key contributor to the increase in public library demand. (Office of Local Government, 2014, p. 31)

**Table 1: Library Expenditure**

<b>2012-13</b>	<b>\$</b>
Subsidy	39,310
Council	588,507
Per Capita	68.50

Consistent with state trends visits to our libraries are increasing, more programs and activities are being held and internet hours are increasing. And, as our population ages programs and activities need to balance the needs of older users with young families.

Opening hours vary between library branches and are constrained by the staffing complement and current budget. Each library offers a full range of services and access to collections. All libraries also offer 24/7 Wi-Fi access for members who collect Wi-Fi access tickets during opening hours.

Council library facilities are less than 15 years old and for the most part fit for purpose and fully accessible. Moreover, all libraries are centrally located, adjacent to local playgrounds and within walking distance of shops.

Council's library branches are embedded not only in the street scape of each town the type of activities offered, additional collections held, and opening hours is also place based.

### **Barooga**

Situated adjacent to the Bullanginya Lagoon, part of the Murray Valley National Park, the new Barooga Library opened in March 2005, servicing Barooga and Cobram (VIC) residents and community groups. It is also the most multicultural of our libraries connecting through Wi-Fi access seasonal workers and backpackers to family and friends inter-state and overseas.

### **Berrigan**

Opened in July 2008, this branch reflects the character of Berrigan and history of Berrigan, as the birthplace of Federation. In addition to being the administrative heart of our Library Service, the accessibility of its meeting room, film screenings and holiday programs are reflected in the popularity and diversity of library programs, and the engagement of Berrigan community in the development of this strategy.



## Finley

Finley Library operates from the former and extensively renovated Murray Irrigation Limited building, and is co-located with the region's Early Intervention Service and the community-run Berriquin Toy Library. It is a new library, social and community meeting place in a town that also hosts the region's high school and TAFE.

## Tocumwal

Tocumwal Library was the first library to be replaced in 1998 and is now our busiest – highlighting the strength of community support for and the development trajectory of our Library branches. As the first library to be re-developed we have learnt from the experience and ensured that as each new library branch was developed its facilities included an all hours access meeting room. Despite having no meeting room, the Tocumwal branch is a vibrant community hub, attractive to locals and visitors, many of whom participated in our recent survey and requested that Council investigate meeting room options.

**Table 2: Hours Open Per Week x Library Branch**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Total Hrs Open</b>
<b>Barooga</b>	3.5		8.		3.5	2.5	<b>17.5</b>
<b>Berrigan</b>		7.5		7.5		2.5	<b>17.518.5</b>
<b>Finley</b>			7.5		7.5	2.5	<b>17.518.5</b>
<b>Tocumwal</b>		7.5		7.5	3.0	2.5	<b>20.521</b>
<b>Total Hours</b>							<b>73.</b>

## Membership:

Using a life course lens the use of library services reflects the age and life stage of patrons and consistent with state trends (Office of Local Government , 2014, p. 31) as our population ages and we continue to experience steady growth with young families and children demand for libraries will be maintained and may even increase.

The following tables provide an overview of library membership and library use. Notably 58% of children who live in the Shire and who are aged under 10 years are library users as are 68% of our older residents.

**Table 3: Library Membership**

Membership	No.	% of Total Library Membership	Shire Pop	% Library Members x age cohort
Under 10 years	564	16	994	58
Under 20 years	240	7	959	25
Under 60 years	1446	40	4505	32
over 60 years	1280	36	1946	68
<b>Total Membership</b>	<b>3530</b>		<b>8412</b>	
<b>Total Resident Members</b>	<b>3256</b>			.
<b>Non-Resident Members</b>	<b>274</b>	<b>8</b>		
<b>Door Count 2013-14</b>	30,158			
<b>Opening Hours per week</b>				

Our libraries hold a variety of items in general and age specific collections fiction and non-fiction books including large print, audio, graphic novel format and magazines. This is in addition to reference materials. The Library's digital collection is growing, with growth determined by take up of e-readers by the broader community.

**Table 4: Loans and Door Count 2013 - 14**

<b>Loans 2013-14</b>	35,330	
<b>Total Stock</b>	43, 556 items	
<b>Estimated Value</b>	\$ 1.29 million	
<b>Digital Loans 2013-14</b>		<b>% of Loans</b>
<b>e-book</b>	572	1.31%
<b>e-Audio</b>	355	.81 %
<b>Zinio</b>	382	.87 %

## 4 Informing the Strategy

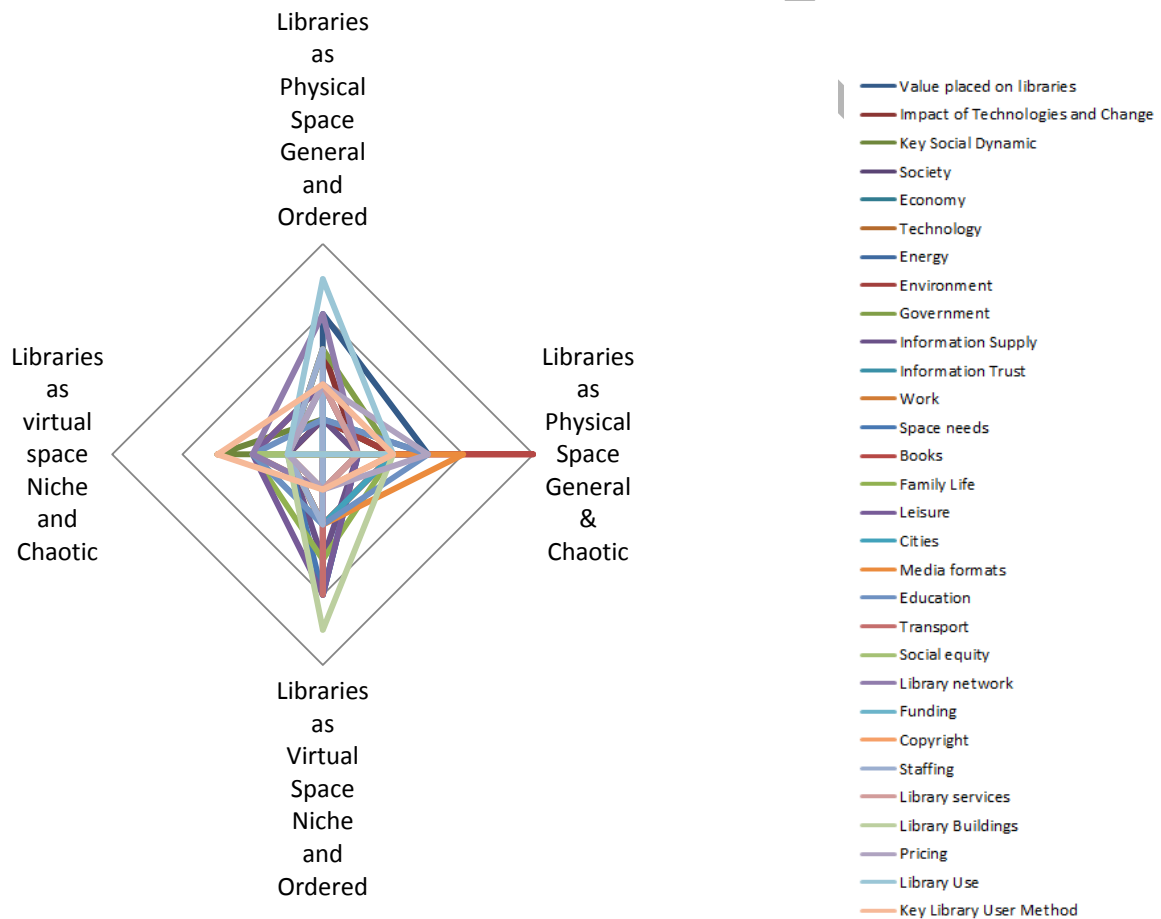
### 4.1 Staff Workshop

Using NSW Libraries *Bookends Scenarios* a workshop was conducted with Library Services staff. Rather than asking library staff to select a scenario based on their view of what our world could be like in future years. The characteristics that underpin each scenario were used and library services staff reflected on the likely future of Council's library services and their preferred future as it related to each characteristic. The insights gained corroborate the findings of a survey of library users and focus group results. Also apparent from the staff workshop was the demand being place on part time library staff to be sufficiently trained and knowledgeable in the use of technologies, digital information and responsive to all ages. All felt strongly that Library staff needed to be supported to

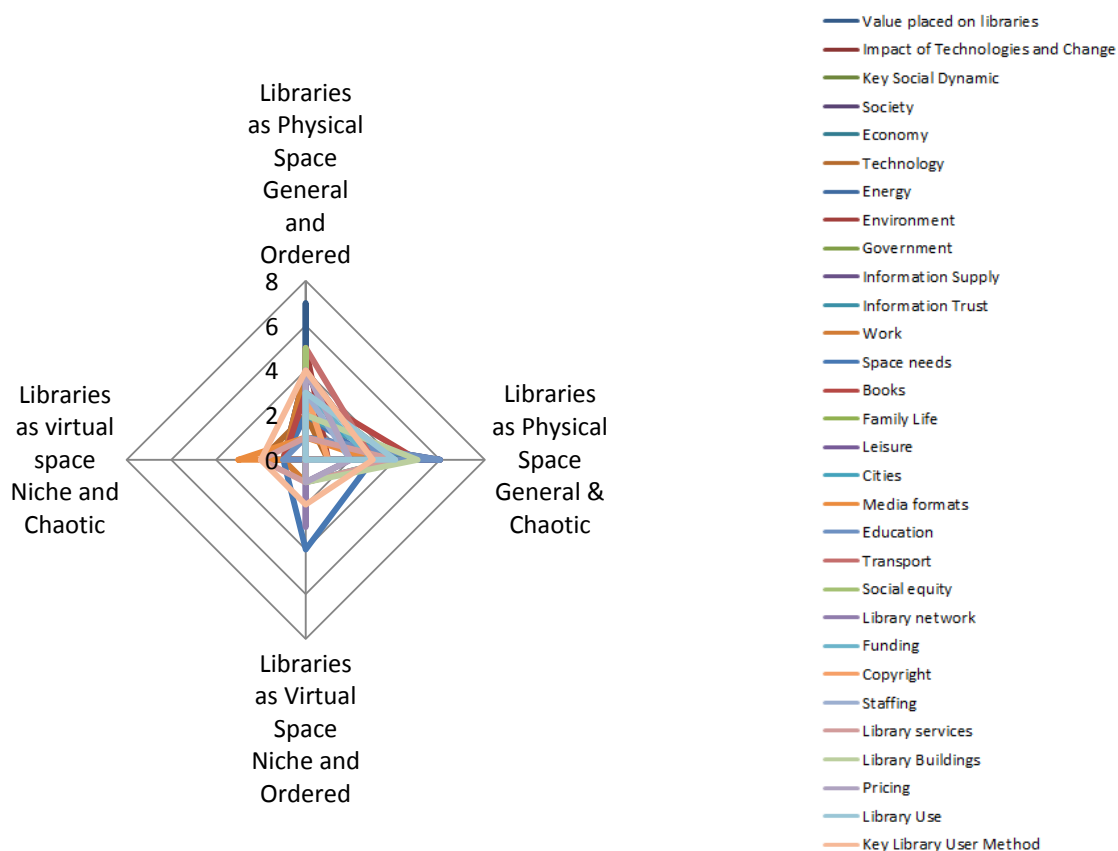
remain up to date in terms of their professional skills and knowledge.

Library Services staff are acutely aware that the likely future is significantly different from their preferred future. The spider's web suggests that library staff believe that library users will want a library service that can be all things – a virtual space, catering for niche interests in a chaotic world, while all being a physical space that is general and chaotic. Leisure and education appear almost equally in each quadrant of this future. Not surprisingly, current staff identified that their preference would be a library service that was predominantly well ordered viewed as a physical space but with ordered access and sufficient network capacity to cater for users who use the virtual services provided. This scenario essentially describes the current operations and model of the Library

**Figure 1: Staff Workshop Likely Future**



**Figure 2: Staff Workshop Preferred Future**



## 4.2 Survey Results

Library users and the broader community were invited to participate in a survey about Council’s Library Services. Conducted over an eight week period March – April 2013 respondents were able to complete on-line or request a hard copy which was subsequently returned to Council’s Libraries. A total of 216 surveys were completed.

Students from Finley High School also completed the survey after the formal close of the online survey as this group of library users had not accessed the survey online or through their local library. A copy of the survey and the results for each question are attached (Appendix I).

Briefly the results of this survey suggest that:

- 40% of respondents use the Library or its services including online at least once every two months

### *Where respondents live*

- *Barooga 11%*
- *Berrigan 30%*
- *Finley 24%*
- *Tocumwal 31%*
- *Other 4%*



### 4.3 Focus Groups

The Focus Group highlighted that the Library Service needs to market services better. Many participants were unaware of the online catalogue and the ability of members to renew or reserve items online using their membership card. The Webpage, the way we communicate with members regarding overdue notices and events, all need to be improved as patrons have requested a better and more consistent information strategy.

Suggested ways to inform patrons is a regular newsletter via email reinforced survey results. Also they would be interested in SMS notifications for overdue and reservation reminders.

Survey and Focus Group results indicate that the following areas are to be improved:

- To better promote the Service
- Space – particularly in the Tocumwal Library
- Communications about library activities, events
- Access – extension of opening hours and book deliveries for patrons who cannot access the library

## 5 Summary Analysis/ Recommendations

For the years to be covered by this Strategy it is apparent that no major changes are being envisaged or requested by service users in the delivery of the Shire's Library Services – other than meeting room space at Tocumwal. Furthermore, the public value of the service, its branch model, and its role in bridging for all age groups the digital divide has been reinforced by survey and focus group comments.

Council's library branches play a significant place making role and despite Library staff efforts to promote the service as a service – library users identify with their branch. In the context of this community and given the distances between our towns, the absence of any form of public transport between our towns this is not surprising.

Thinking about the future and the unlikelihood of rapid growth or change in our communities it is not surprising that survey results, focus groups and the preferred future of our Library Service is one that views libraries as being an ordered general physical and virtual space.

Put simply and when set in a strategic context of the 'likely future' of Library services in NSW (the vast majority of which are servicing communities subject to rapid change and growth) what is valued by survey and focus group respondents is a continuation of our current town based model with improvements in access, service promotion and the use of online communication about our Libraries and activities. Strategy Framework

Over the next four years Council's Library Services will be guided by the following strategic outcomes

**1: Contemporary Rural Library Service.**

The Library Service will co-ordinate the delivery of library services information and recreation provision and aims to do so in a format that is relevant to and meets the needs and wants of rural library users and the broader community.

As a rural, stand-alone library service, it will continue to offer traditional collections while increasing access to digital content and the digital literacy of the broader community.

**2: Responsive Community Hub.**

The Library has a strong role to play in supporting the wellbeing community agenda, particularly in terms of, stimulation, bringing older people together, reducing isolation and improving socialisation. It is well placed to support creative activities, innovation and access to cultural opportunities for community members.

**3: People Management.**

To ensure that the size and mix of library staff support a range of services and programs which meet the needs of the community, all staff to be trained in Library Studies or be undertaking library training via TAFE or university. Suitably qualified staff will be able to support the needs of a contemporary rural library service by offering technical advice and be able to implement changes and improvements where necessary for their particular community. Staffing levels to be sufficient to deliver the services set out in the Library Act 10 and other services appropriate for the library community needs

## 6 Library Services Strategic 4- year Action Plan

Berrigan Shire 2023: Supported and engaged communities Library Services Strategic Action Plan 4 yrs
<b>Berrigan Shire 2023 Strategic Objective:</b> Support Community engagement through life-long learning, culture and recreation
<b>Delivery Program Objective:</b> Provide Opportunities for life-long learning, cultural expression and recreation
<b>Operational Plan Action:</b> Coordinate and deliver local library services in accordance with Library Services Strategic Plan 2014- 2018
<b>Strategy Decision Making Framework</b> Council investment (human, physical and financial) in volunteer management of Council assets or service delivery using Council assets will: <ul style="list-style-type: none"> <li>• Be strategic;</li> <li>• Be financially sustainable;</li> <li>• Be evidence based;</li> <li>• Support risk management; and facilitate</li> <li>• Lifecycle asset planning and management.</li> </ul>
<b>Library Services Strategic Outcome: 1.0</b> Contemporary Rural Library Service
<b>Library Services Strategic Activity:</b> 1.1 Promotion

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1.	1.1.1	Improve marketing and promotion of the services offered	Increased use of library facilities and services	Community Satisfaction Survey	1-2 years	Library Team
	1.1.2	Actively use social media, email, and quarterly newsletter to communicate library events and service improvements		Quarterly Report of social media activity	Ongoing	

Adopted ....



Berrigan Shire 2023: Supported and engaged communities  
Library Services Strategic Action Plan 4 yrs

**Library Services Strategic Outcome: 1.0** Contemporary Rural Library Service

**Library Services Strategic Activity: 1.2** Strengthen skills and knowledge

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1.	1.2.1	Provide at each branch access to digital data bases, tutoring and communal study areas	Improved learning, health and wellbeing outcomes	Survey of Library Users	1-2 years	Library Team
	1.2.2	Use digital technology to improve health literacy of library users	Improved access to health data bases and health literacy library users	Better community health and education	1-2 years	Library Team
	1.2.3	Partner with local health professionals in the planning and delivery of health promotion activities	Increased use of library facilities and meeting rooms for health promotion	Annual Report	Ongoing	Library Manager
	1.2.4	Market and promote health promotion data bases				Library Team

**Library Services Strategic Activity:1.3** eSmart Accreditation

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1	1.3.1	Participate in eSmart Libraries accreditation	Improved cybersafety and awareness for all library users	eSmart Assessment	Ongoing	Library Manager

Berrigan Shire 2023: Supported and engaged communities  
Library Services Strategic Action Plan 4 yrs

**Berrigan Shire 2023 Strategic Objective:** Support Community engagement through life-long learning, culture and recreation

**Delivery Program Objective:** Provide Opportunities for life-long learning, cultural expression and recreation

**Operational Plan Action:** Coordinate and deliver local library services in accordance with Library Services Strategic Plan 2014- 2018

**Strategy Decision Making Framework**

Council investment (human, physical and financial) in volunteer management of Council assets or service delivery using Council assets will:

- Be strategic;
- Be financially sustainable;
- Be evidence based;
- Support risk management; and facilitate
- Lifecycle asset planning and management.

**Library Services Strategic Outcome: 2.0** Responsive community hub

**Library Services Strategic Activity: 2.1** Library Events and Programs

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1	2.1.1	Develop an annual program of Library Events: Literary Workshops, Travelling Exhibitions and School Holiday Activities	Engaged and informed communities	Quarterly Report	Ongoing	Library Manager Library Team
	2.1.2	Investigate options to increase floor space of Tocumwal Library	Access to space needed to conduct library programs/events	Suitable space identified	1-2 year	Library Manager
	2.1.3	Investigate and trial alternate opening hours	Opening hours matched to community interest	Alternate opening hours trialled	1-2 years	Library Manager/ DCS
	2.1.4	Partner with community groups and local museums in the digitalisation of local history	Local history is preserved	Website activity No: of collections digitalised	Ongoing	Library Team

**Library Services Strategic Outcome: 2.0** Responsive community hub

**Library Services Strategic Activity: 2.2** Opportunities for Seniors

<b>Op.Plan Ref.</b>		<b>What will we do about it? (Actions)</b>	<b>What will be the result?</b>	<b>How will it be measured?</b>	<b>Time Frame</b>	<b>Who will coordinate it?</b>
3.2.1.1	2.2.1	Increase opportunities for participation by Seniors in Library programs	Active and engaged older residents	Annual Survey of Library Users	Annual	Library Manager
	2.2.2	Develop, in consultation with library branch users, an annual branch program of cultural, creative and recreational programs for Seniors			Annual	Library Manager
	2.2.3	Foster community involvement and volunteerism through celebration and recognition of volunteer effort/stories	Improved rates of volunteerism in local community	Annual Survey of Participation in volunteer activities'	Annual	Library Manager / Director Corporate Services

Berrigan Shire 2023: Supported and engaged communities  
Library Services Strategic Action Plan 4 yrs

**Berrigan Shire 2023 Strategic Objective:** Support Community engagement through life-long learning, culture and recreation

**Delivery Program Objective:** Provide Opportunities for life-long learning, cultural expression and recreation

**Operational Plan Action:** Coordinate and deliver local library services in accordance with Library Services Strategic Plan 2014- 2018

**Strategy Decision Making Framework**

Council investment (human, physical and financial) in volunteer management of Council assets or service delivery using Council assets will:

- Be strategic;
- Be financially sustainable;
- Be evidence based;
- Support risk management; and facilitate
- Lifecycle asset planning and management.

**Library Services Strategic Outcome: 3.0** People Management

**Library Services Strategic Activity:** 3.1 Professional Development and Training

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1	3.1.1	All staff are trained in relevant library procedures and technologies	Professional and educated staff	BSC Staff Performance and Annual Review	Ongoing	Library Manager
	3.1.2	Develop a program of professional development – guest speakers and where possible include interested professionals from the broader community				

**Library Services Strategic Outcome: 3.0** People management

**Library Services Strategic Activity: 3.2** Communication and support between branches

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1	3.2.1	Daily Courier service will operate between branches	Cost Effective use of Library Collections	Courier deliveries	Ongoing	Library Manager

**Library Services Strategic Activity: 3.3** Strategic regional partnerships

Op.Plan Ref.		What will we do about it? (Actions)	What will be the result?	How will it be measured?	Time Frame	Who will coordinate it?
3.2.1.1	3.3.1	Identify funding, grant and sponsorship opportunities for collaboration between like associations	Collaboration and resource sharing	No. of projects developed	Ongoing	Library Manager
	3.3.2	Actively support established working groups set up to address professional issues	Enhanced knowledge, skills and expertise of staff	Staff survey No. and % staff attending working groups	Ongoing	Library Manager/Team

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DRAFT



**Australian Government**  
**Department of Infrastructure  
and Regional Development**



# GUIDELINES



## National Stronger Regions Fund

Promoting Economic Development in Australia's Regions



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The Australian Government is committed to building stronger regions. We understand the proud history of Australia's regions and their importance to our future economic prosperity. To strengthen communities and drive new growth in our regions, the Australian Government is inviting applications to the National Stronger Regions Fund.

The Fund will invest \$1 billion over five years and support investment in the priority economic and infrastructure areas – from freight and transport projects to convention centres and major multi-purpose sports facilities. These investments will also have a major focus on strengthening economies in Australia's regions by improving the productivity, employment, and workforce skills of Australians.

The Government's investment will enhance the economic growth, activity and output of our regions and sustain these gains into the future. The Fund will have a particular focus on assisting disadvantaged regions to achieve growth.

The Fund will invest in crucial infrastructure projects that will be conceived by local communities – and this approach will help Australia's regions invest in their own future.

As well as providing direct investment in major projects that deliver economic and social benefits, the Fund will have flow on benefits of improving the capacity of organisations to deliver projects. To best deliver critical infrastructure, the Fund will encourage the formation of strong partnerships that engage project proponents with the private sector, and local, state and territory governments.

Projects seeking funding will be considered in consultation with the Government's National Infrastructure Committee, which has a strong interest in, and commitment to, harnessing the potential of Australia's regions.

The Guidelines for the National Stronger Regions Fund provide the information you need about the type of project proposals we are seeking, how proposals will be assessed, critical dates, and how you contact our Department to assist you with further information.

We welcome your interest in the National Stronger Regions Fund, and wish you all the best with your proposal.

**The Hon Warren Truss MP**  
*Deputy Prime Minister and Minister for  
 Infrastructure and Regional Development*

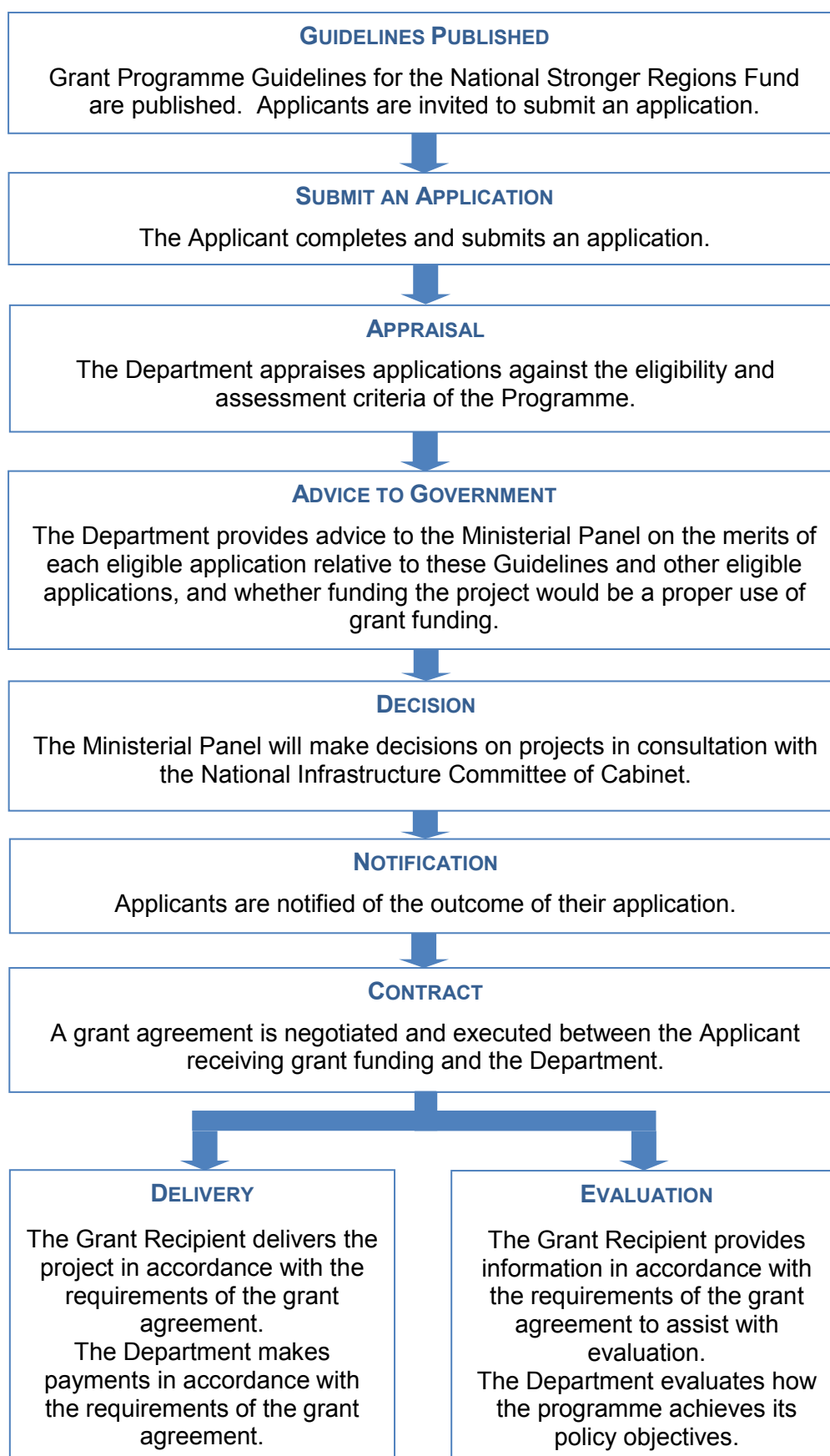
**The Hon Jamie Briggs MP**  
*Assistant Minister for Infrastructure  
 and Regional Development*

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## Grant Programme Process Flowchart



# 1. Introduction

## 1.1. Overview

The National Stronger Regions Fund (NSRF) is a new programme to promote economic development in Australia's regions. The Government is providing \$1 billion over five years, commencing in 2015-16, to fund priority infrastructure in local communities.

The NSRF is a competitive programme, with decisions on projects to be funded based on, amongst other things, information provided in the application and supporting documents.

Applications for grant funding will be appraised against the eligibility and assessment criteria of the NSRF programme and whether funding the project would be a proper<sup>1</sup> use of grant funding. Decisions on projects to be funded will be taken by a Ministerial Panel in consultation with the Government's National Infrastructure Committee of Cabinet.

These Grant Programme Guidelines (the Guidelines) apply to all projects seeking funding from the NSRF. The Guidelines outline the objectives and desired outcomes of the NSRF, eligibility and assessment requirements, the application and appraisal process, roles and responsibilities, and funding arrangements.

Applicants are strongly encouraged to read these Guidelines in conjunction with the Frequently Asked Questions and the Guide to Lodging an Online Application Form, which are all available on the Department of Infrastructure and Regional Development website at <http://www.infrastructure.gov.au/nsrf>.

## 1.2. Programme objective and outcomes

The objective of the NSRF is to fund investment ready projects which support economic growth and sustainability of regions across Australia, particularly disadvantaged regions, by supporting investment in priority infrastructure.

The desired outcomes of the programme are:

- improved level of economic activity in regions;
- increased productivity in the regions;
- increased employment and a more skilled workforce in regions;
- increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- improved partnerships between local, state and territory governments, the private sector and community groups; and
- more stable and viable communities, where people choose to live.

Not all projects will be able to contribute to each desired outcome, however collectively the projects will meet the NSRF objectives and desired outcomes.

---

<sup>1</sup> Proper' is defined in the *Public Governance, Performance and Accountability Act 2013* as meaning 'efficient, effective, economical and ethical'.

### 1.3. Roles and responsibilities

The *Process Flowchart* outlines the roles and responsibilities of each party.

The NSRF is administered by the Department of Infrastructure and Regional Development (the Department).

The Ministerial Panel considers the Department's advice, information provided by the Applicant, independent advice on projects, and consults with the National Infrastructure Committee of Cabinet before making decisions on projects to be funded. The Ministerial Panel comprises:

- the Hon Warren Truss MP, Deputy Prime Minister and Minister for Infrastructure and Regional Development;
- the Hon Jamie Briggs MP, Assistant Minister for Infrastructure and Regional Development; and
- the Parliamentary Secretary to the Prime Minister.

For the purposes of these Guidelines, the Applicant means the organisation that submits the application and will be the organisation which enters into the grant agreement if grant funding is approved. On entering into the grant agreement, this organisation will be referred to as the Grant Recipient.

## 2. Key Dates

Key Dates	
NSRF Announced	1 October 2014
NSRF Guidelines Published	1 October 2014
Round One Applications Open	1 October 2014
Round One Applications Close	28 November 2014
Round One Application Assessment Completed	31 March 2015
Announcements of Round One Projects to be Funded	May 2015
Round Two Applications Open	1 May 2015
Round Two Applications Close	31 July 2015
Round Two Application Assessment Completed	31 October 2015
Announcements of Round Two Projects to be Funded	December 2015

Decisions on further Rounds will be determined by Government subject to the outcomes of Rounds One and Two. All key dates will be published on the Department's website.

## 3. How to Apply

### 3.1. Application process

Applications for the NSRF can be submitted at any time between the opening and closing dates for each Round. Applications must be received by 5.00pm local time on 28 November 2014 for Round One and 31 July 2015 for Round Two (note local time refers to the Applicant's local time)

Late applications will not be accepted, unless the Department considers there were exceptional circumstances beyond the Applicant's control. The Department's decision will be final.

Only completed applications submitted by an authorised member of the organisation will be accepted and appraised. Incomplete applications will be deemed as ineligible.

Applicants may withdraw an application at any time, with written advice of the withdrawal to be provided to the Department via email to [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au).

### 3.2. Application requirements

Applications must provide all of the information required in the application form, including the mandatory documents listed in Section 4.1. Documents should also be provided to support the case made against the assessment criteria, although these are not mandatory.

Claims against the assessment criteria should be supported by evidence.

### 3.3. How to submit an application

Applications must be submitted via the online application form, which is accessed from the Department's Grant Management System (GMS) Portal at <http://gms.infrastructure.gov.au/UI>. Supporting documents are uploaded with the application, however each supporting document must not exceed 15 megabytes in size and must not exceed 45 characters in length for the file name. Separate arrangements for lodgement may be made in exceptional circumstances. Further information on lodging an application is available in the GMS Portal User Guide at [www.infrastructure.gov.au/nsrf](http://www.infrastructure.gov.au/nsrf)<sup>2</sup>.

### 3.4. Appraisal process

Applications will be appraised against the eligibility and assessment criteria by the Department. The appraisal will be based on information provided in the application form, supporting documentation and advice from other parties. Following advice from the Department on the individual and relative merits of eligible applications, the Ministerial Panel will make decisions on projects to be funded in consultation with the National Infrastructure Committee of Cabinet.

### 3.5. Support in identifying projects

Regional Development Australia (RDA) Committees may assist Applicants to identify infrastructure projects, particularly projects which contribute to long term economic growth and have been identified as priorities.

Committees may approach eligible organisations about developing an application for an infrastructure project or play a facilitation role by bringing key parties together, including those who may provide a financial contribution to the project. Committees may work with Applicants to prepare applications, supporting documents and evidence.

RDA committees will not be involved in the appraisal or prioritisation of projects.

<sup>2</sup> Requests for separate lodgement arrangements should be submitted in writing to [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au).



## 4. Eligibility

Applicants must satisfy all of the eligibility requirements.

Applications that do not satisfy all of the eligibility requirements will be deemed as ineligible. Ineligible applications will not be appraised against the assessment criteria or provided to the Ministerial Panel for consideration.

### 4.1. Documents to be provided to support eligibility

A number of documents must be provided to confirm that the application meets the eligibility requirements and to support the assessment of viability and sustainability. Applications which do not include all of the required documents will be deemed as ineligible.

Applicants seeking a grant of \$1 million or less will provide fewer and less detailed supporting documents. This reduces the compliance burden associated with small projects, whilst ensuring that the Department has sufficient information to conduct robust appraisals. The size and content of documents should be commensurate with the size, scope and nature of the project.

<b>Mandatory Documents For Grant Requests of \$1 million or Less</b>	<b>Mandatory Documents For Grant Requests of More than \$1 million</b>
Evidence of Incorporation (not-for-profit organisations only)	Evidence of Incorporation (not-for-profit organisations only)
Evidence to confirm capacity to deliver the project (not-for-profit organisations only)	Evidence to confirm capacity to deliver the project (not-for-profit organisations only)
Project Management Plan or a similar document	Project Management Plan
Business Case or a similar document	Business Case
Risk Management Plan or other document which includes any significant risks associated with the project and mitigation strategies	Risk Management Plan
Procurement Management Plan or other document which describes arrangements to procure major items	Procurement Management Plan
Written confirmation of all partner funding (cash) <sup>3</sup> . If partner funding is conditional on the provision of the funding grant, Applicants must provide a letter of intent from a senior member of the organisation providing funding	Written confirmation of all partner funding (cash) <sup>3</sup> . If partner funding is conditional on the provision of the funding grant, Applicants must provide a letter of intent from a senior member of the organisation providing funding
Written confirmation of all in-kind contributions	Written confirmation of all in-kind contributions
Evidence that the asset will be maintained in a viable and operational state for one year for projects with funding of less than \$250,000 and three years for projects with funding from \$250,000 to \$1 million	Evidence that the asset will be maintained in a viable and operational state for at least five years
Audited Financial Statements for two of the three most recent consecutive years	Audited Financial Statements for two of the three most recent consecutive years
	Evidence to confirm the Applicant's experience in delivering projects of similar size and scope
	Asset Maintenance or Asset Management Plan

<sup>3</sup> The certification in the application form is appropriate confirmation, where the Applicant is the only funding partner.

## 4.2. Who is eligible to apply for funding?

An eligible Applicant for funding must be:

- a legal entity with an Australian Business Number (ABN) or an Australian Company Number (ACN); and
- an organisation that is one of the following:
  - a Local Government body including the ACT Government, either in its own right or on behalf of a consortium; or
  - a not-for-profit organisation, either in its own right or on behalf of a consortium, that is not owned by a state or territory government.

Eligible local government bodies are defined in Attachment A. A consortium must be supported by appropriate legal arrangements, and must be led by a local government body or eligible not-for-profit organisation. A consortium may include ineligible organisations.

## 4.3. Who is ineligible to apply for funding?

The following organisations are not eligible for funding:

- NSW, VIC, QLD, WA, SA, TAS and NT governments;
- state and territory government-owned corporations, for example organisations that deliver services to communities that would normally be expected of a council and/or organisations that operate on a commercial basis and deliver services which support the day-to-day operation of the community;
- state and territory government-owned not-for-profit organisations;
- universities, technical colleges, schools and hospitals, and other organisations which are primarily supported by other Australian Government programmes or initiatives;
- Regional Development Australia committees; and
- all for-profit organisations.

## 4.4. What is eligible for funding?

NSRF funding will be provided for capital projects which involve the construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure. Examples of projects which may be considered for funding are at Attachment B.

## 4.5. What is not eligible for funding?

The NSRF will not fund infrastructure projects which:

- do not deliver sustainable economic benefits, including job creation;
- are eligible for funding under the National Disaster Relief and Recovery Arrangements;
- shift costs from state, territory or local governments to the Commonwealth; and/or
- are integral elements of hospitals, as they are funded by other Government initiatives.

Grant funding from the NSRF cannot be used for the following:

- expenditure incurred prior to the announcement that the project has been successful in its application for NSRF funding;
- provision of services and support activities;
- soft infrastructure, including computer software or hardware that is not an integral part of the funded capital project;

- payment of salaries for new or existing staff or contractors; or
- administrative overhead items, including office equipment, vehicles or mobile capital equipment, for example trucks and earthmoving equipment.

#### 4.6. Additional eligibility requirements

Applications must comply with all of the following requirements to be considered for grant funding:

- the Applicant must seek a grant of at least \$20,000 and up to a maximum of \$10 million;
- the Applicant must match the NSRF grant in cash on at least a dollar for dollar basis;
- the NSRF funded component of the project must be completed on or before 31 December 2019;
- the project must deliver an economic benefit to the region beyond the period of construction<sup>4</sup>; and
- the Applicant must submit a completed application, including the mandatory documents listed at Section 4.1.

Cash partner funding can be provided by any organisation including, but not limited to, the Applicant, local government, state or territory government, not-for-profit organisations and private sector companies.

An NSRF grant can be one component of a larger package of Australian Government funding. Grants from other Australian Government initiatives cannot be included as part of the Applicant's matching funding. Total funding for the project from the Australian Government cannot exceed 50 per cent of the total project cost.

## 5. Assessment Criteria

Each application that meets the eligibility criteria will be appraised against the assessment criteria. Applicants are strongly advised to present a strong case against each assessment criteria, with all claims supported by evidence. Each application must meet a minimum benchmark against each of the criteria to be recommended for funding to the Ministerial Panel.

Applications will be appraised against each of the following assessment criteria:

- Assessment Criterion 1: The extent to which the project contributes to economic growth in the region;
- Assessment Criterion 2: The extent to which the project supports or addresses disadvantage in the region;
- Assessment Criterion 3: The extent to which the project increases investment and builds partnerships in the region; and
- Assessment Criterion 4: The extent to which the project and proponent are viable and sustainable.

Consistent with the policy intent of the NSRF and given that all projects must deliver an economic benefit, Assessment Criterion 1 will be given an increased weighting in the appraisal process. Assessment Criterion 1 will be weighted at 50 per cent of the total assessment criteria. Remaining criteria will be weighted equally.

<sup>4</sup> The nature, scope and quantity of economic benefit is appraised as part of the assessment criteria.

### 5.1. Assessment Criterion 1: The extent to which the project contributes to economic growth in the region

The Applicant should demonstrate how the project contributes to economic growth in the region.

Economic benefit relates to those benefits generated by new or improved infrastructure, and can be described in terms of the ability to generate additional income through more efficient use of resources and improved trade opportunities. Economic benefits can include, but are not limited to:

- more efficient use of resources;
- increases to productivity or capacity;
- the creation of direct and indirect employment, beyond the construction phase of the project;
- increases to output, exports and import replacement, or market share;
- increases in industry and economic competitiveness, including by reducing costs;
- more efficient supply chains, including through more efficient transport networks;
- diversification of the industrial base and local businesses;
- increases to capability to access funding and deliver a project of a significant size and scale;
- use of local and nationally produced goods and services, where it is appropriate and cost effective; and
- the extent to which the project halts a mooted or foreseen decline in a region, or otherwise stems a decline in employment, operating businesses, output or population.

Economic growth also delivers social and community benefits. Applicants may describe how their project enhances the public good in the medium<sup>5</sup> and long<sup>6</sup> term. These benefits should be quantified and supported by evidence.

A Cost-Benefit Analysis supporting the Applicant's case will be highly regarded, particularly for projects seeking grant funding of more than \$1 million.

### 5.2. Assessment Criterion 2: The extent to which the project supports or addresses disadvantage in a region

Projects should support disadvantaged regions or areas of disadvantage within the region. Applicants should demonstrate that both their region (or part thereof) is disadvantaged and the project will address this disadvantage. There must be a direct relationship between the project seeking funding and the identified region or area of disadvantage. Evidence to demonstrate both the relationship and benefits of the project is encouraged.

To demonstrate disadvantage, Applicants may wish to consider using some or all the following indicators:

- the Socio-Economic Index for Areas (SEIFA Index), which is published by the Australian Bureau of Statistics;
- unemployment data, average income and average weekly earnings, number of welfare recipients and single income families;
- population change, including significant population increases and decreases;

<sup>5</sup> Medium term is considered to be five to ten years following completion of the project.

<sup>6</sup> Long term is considered to be ten to twenty years following completion of the project.

- age of the population, percentage of the population from a non-English speaking background, percentage of the population from Indigenous or Torres Strait Islander backgrounds;
- impact of restructuring or structural change, impact of climate change;
- distance from and ease of access to major service, trade and employment centres;
- price of housing and rents, availability of housing; or
- education standards and skill levels of the population.

### **5.3. Assessment Criterion 3: The extent to which the project increases investment and builds partnerships in the region**

Partner contributions ensure that the benefits of the Australian Government's funds are increased. Applicants should seek to attract contributions which are additional to the required 50 per cent matching funding. Both cash and in-kind contributions will be considered against this criterion.

The extent and nature of partnerships, including those of a non-financial nature, formed to develop and deliver the project will be considered under this criterion. Sustainable economic growth is underpinned by partnerships with and between governments, industry, representative organisations, the community, the education and training sector, the not-for-profit sector and philanthropic organisations. Partnerships can ensure proper planning, and support increases to the capacity and capability of the region to deliver major projects.

### **5.4. Assessment Criterion 4: The extent to which the project and Applicant are viable and sustainable**

All eligible projects will be appraised for the viability of the Applicant and viability and sustainability of the project. The appraisal will consider all of the following:

- the Applicant's financial position, which determines whether the Applicant has sufficient funds to meet its obligations, fund any cost overruns and maintain the project in the medium term;
- the quality of supporting documents which gives confidence that the project will be delivered on time, on budget and to the required standard;
- whether all appropriate planning, construction, zoning, environmental and/or native title approvals are in place or will be in place within six months of execution of the funding agreement, to help confirm that the project will commence and be completed on time and according to the agreed scope;
- whether the project is investment ready, that is will be able to commence within 12 months of signing the funding agreement;
- the Applicant's history in managing grant funding (if any), which provides confidence that the grant will be expended according to the grant agreement; and
- risks associated with project delivery and ongoing management.

## **6. Decisions**

### **6.1. Advice from external parties**

The Department may request advice on applications from state and territory governments, other Australian Government agencies, independent experts and other external parties.

Advice will be requested on, but not limited to, the history of the Applicant in delivering projects, viability of the project and Applicant, the extent to which the project aligns with or delivers priorities in state and territory plans, confirmation of funding contributions and impact of the project on the region.

## 6.2. Value for money

Value for money is achieved when the processes, actions and behaviours employed by the Australian Government and Grant Recipients result in public resources<sup>7</sup> being used in an efficient, effective, economical and ethical manner.

The NSRF seeks to promote value with relevant money by selecting for funding, those projects that:

- have met all of the published eligibility requirements;
- have demonstrated the greatest relative merit in terms of the published assessment criteria;
- involve a reasonable (rather than excessive) cost having regard to the quality and quantity of deliverables that are proposed; and
- have a risk profile that is acceptable to the Australian Government, with any identified risks able to be efficiently and effectively managed.

Value for money will also be considered on an ongoing basis during and after the delivery of the project, including by ensuring that Australian Government funding is expended and acquitted in accordance with contracted requirements and all other conditions of funding are met, and through monitoring and evaluating the extent to which a funded project achieves its objectives and contributes to the outcomes of the NSRF.

## 6.3. Decisions on projects to be funded

Following an appraisal of the application, the Department provides advice to the Ministerial Panel on the individual and relative merits of each application and whether, based on its analysis, funding the project would be a proper use of public resources. Copies of each application, supporting documents, outcomes of the Department's appraisal and any other information which the Department considers relevant will also be provided.

The Ministerial Panel will consider the advice of the Department and supporting information, and make decisions on projects to be funded in consultation with the National Infrastructure Committee of Cabinet.

In addition to the application, supporting material and outcomes of the Department's appraisal, the Ministerial Panel and the National Infrastructure Committee may take other factors into account when making decisions on projects to be funded, including:

- the broader regional reach of the project;
- other similar existing or planned infrastructure in the region to ensure that there is genuine demand and/or no duplication of facilities or services;
- other infrastructure or planned infrastructure projects in the region, and the extent to which the proposed project supports or builds on those projects and the services that they offer; and

<sup>7</sup> Public resources is defined in the *Public Governance, Performance and Accountability Act 2013* as 'relevant money, relevant property, or appropriations'

- the Australian Government's priorities.

The Ministerial Panel may require additional conditions and management strategies be attached to the grant funding based on its own knowledge, the outcomes of the assessment and the risk analysis. It may also offer a different amount of grant funding to that requested by the Applicant.

#### 6.4. Advice to the Applicant

Applicants will be advised in writing of the funding decision. The Department will offer feedback to all Applicants on request.

Letters to successful Applicants will detail any specific conditions attached to the funding. Funding approvals will be announced by the Deputy Prime Minister and Minister for Infrastructure and Regional Australia, the Assistant Minister for Infrastructure and Regional Australia or a representative of the Ministers. Funding approvals will also be listed on the Department's website.

## 7. Conditions of Funding

### 7.1. Contractual arrangements

Applicants that have been selected to receive grant funding will be required to enter into a grant agreement with the Commonwealth of Australia, represented by the Department. The grant agreement states the obligations of the Grant Recipient and of the Department. Grant Recipients are advised to be aware of the obligations and requirements set out in the grant agreement, and should seek legal advice where needed. A template of the grant agreement is available on the Department's website at [www.infrastructure.gov.au/nsrf](http://www.infrastructure.gov.au/nsrf).

The grant agreement will set out:

- any specific conditions attached to the funding approval as a result of the appraisal process or further considerations by the Ministerial Panel. These will be identified in the offer of funding or during agreement negotiations;
- arrangements to report on the progress of the project and acquit the expenditure of funding;
- branding and recognition requirements; and
- arrangements to manage the delivery of the project, including reporting requirements and site visits conducted by the Department or representatives of the Department.

The Grant Recipient should not make financial commitments for funded activities based on the approval of funding or public announcements. Financial commitments entered into before a grant agreement has been executed with the Department are done so at the risk of the Grant Recipient.

## 7.2. Compliance with the Building Code 2013 and Australian Government Building and Construction OHS Accreditation Scheme

Project funding specifically relating to building and construction activity, as defined in the Building Code 2013<sup>8</sup>, as amended from time to time, must comply with the Building Code 2013 subject to any threshold requirements. Construction activity must be undertaken by an accredited builder as specified under the Australian Government Building and Construction OHS Accreditation Scheme<sup>9</sup>.

## 7.3. Evaluation

A Monitoring and Evaluation Strategy forms part of the Department's programme delivery arrangements, and will assess the extent to which the NSRF is achieving its policy objectives and provide valuable input to the development of future programmes.

Questions in the application form, as well as requests for data in the negotiation of the grant agreement, the delivery of milestones and following completion of the project will form key inputs to the evaluation. Applicants are required to provide information, as requested, to support the collection of baseline data and inform the evaluation of the NSRF.

# 8. Payment of Funding

## 8.1. Payment arrangements

Payments will be made on achievement of agreed milestones. Before any payment can be made, Grant Recipients will be required to provide:

- a tax invoice for the amount of the payment; and
- evidence of meeting the requirements for payment, as stipulated in the grant agreement.

## 8.2. GST and tax implications

It is recommended that Grant Recipients seek guidance about the implications in receiving NSRF funding from a tax advisor or the Australian Taxation Office at [www.ato.gov.au](http://www.ato.gov.au) prior to submitting an application.

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made by a government related entity to another government related entity do not attract GST. Payments to other entities may attract GST.

# 9. Probity

The Australian Government is committed to ensuring that the process for providing funding from the NSRF is transparent and in accordance with published Guidelines. The Guidelines may be varied from time-to-time by the Australian Government, as needed or to reflect its priorities. Amended Guidelines will be published on the Department's website.

<sup>8</sup> The Building Code 2013 can be found at <http://www.fwbc.gov.au/building-code>

<sup>9</sup> The Australian Government Building and Construction OHS Accreditation Scheme can be found at <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>.



## 9.1. Conflict of interest

A conflict of interest may exist if, for example, the Applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application appraisal process, such as a Department staff member;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the Applicant in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the NSRF.

Each Applicant will be required to declare, as part of its application, existing conflicts of interest or confirm that, to the best of its knowledge, there is no conflict of interest that would impact on or prevent it from entering into a grant agreement with the Commonwealth of Australia (as represented by the Department).

Where an Applicant subsequently identifies an actual, apparent, or potential conflict of interest in relation to the application for funding, the Applicant must inform the Department in writing immediately.

Department employees will manage any conflict of interest in accordance with the Department's Accountable Authority Instruction for probity.

Further information on conflicts of interest is included in the grant agreement.

## 9.2. Confidential information

Information submitted by the Applicant may be provided to other organisations for the purposes of eligibility and project proposal appraisal.

Applicants should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential.

The Privacy Act 1988 applies to the handling of personal information about individuals obtained in the course of the delivery of the NSRF.

Grant Recipients must not act or engage in any practice which, if done or engaged in by the Commonwealth, would be a breach of an Information Privacy Principle contained at Section 14 of the *Privacy Act 1988*.

## 10. Contact Details

Questions about the NSRF, including the eligibility criteria and the application process can be emailed to [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au). Questions should be clear and concise. Questions that are directly relevant to the NSRF will be added to a Frequently Asked Questions document and placed on the Department's website.

To ensure equity and fairness in the assessment process, the Department cannot respond to questions on the eligibility of individual Applicants or projects.

Any enquires relating funding decisions or complaints should be directed to:

General Manager  
Regional Programmes Branch  
Department of Infrastructure and Regional Development  
GPO Box 594  
CANBERRA ACT 2601  
E: [nsrf@infrastructure.gov.au](mailto:nsrf@infrastructure.gov.au)

## 11. Attachments

- A: Eligible Local Government Bodies
- B: Overview of Projects which Applicants may Consider Requesting Funding

## Attachment A

### Eligible Local Government Bodies

#### Local Government

A *local governing body* is defined by the *Local Government (Financial Assistance) Act 1995* (Cwlth) as either:

- a) a local governing body established by or under a law of a State, other than a body whose sole or principal function is to provide a particular service, such as the supply of electricity or water ('State' in the *Local Government (Financial Assistance) Act 1995* (Cwlth) includes the Australian Capital Territory and the Northern Territory); or
- b) a body declared by the Minister, on the advice of the relevant State Minister, by notice published in the *Gazette*, to be a local governing body for the purposes of this Act.

In addition, for the purposes of the NSRF, the following organisations will be considered local governing bodies:

- Five Indigenous local governing bodies in South Australia (Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata);
- The Outback Communities Authority, formerly the Outback Areas Community Development Trust, in South Australia;
- The Trust Account in the Northern Territory;
- The Silverton and Tibooburra villages in New South Wales;
- Cocos (Keeling) Islands Shire Council;
- The Shire of Christmas Island;
- Norfolk Island Administration; and
- Lord Howe Island governed by New South Wales.

## Attachment B

### Overview of Projects which may be Considered for Funding

Grant funding of between \$20,000 and \$10 million (GST exclusive) will be provided for infrastructure projects which provide economic benefit and have an identifiable and sustainable impact on a region. Projects must be capital in nature and could involve the construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure.

Projects may involve a number of elements, however these elements should be cohesive, related to each other and meet the objectives of the programme.

Projects seeking funding from the NSRF could, for example:

- improve or upgrade transport networks to support connectivity and freight movement, such as transport hubs, intermodal services, airports, or upgrades to wharves or cargo loading facilities which cannot be funded by the market;
- enhance the efficient movement of freight, support an industrial estate or strengthen supply chains;
- increase access to water and waste services, support improved water management or enhance irrigation services (routine upgrades and repairs will not be funded);
- extend or enhance services to regions, for example deliver gas pipelines to new industrial estates, upgrade water pipes to support irrigation and industrial growth, or more efficiently manage waste water;
- convention centres and community or performance centres which deliver economic benefits or support increases in tourism; or
- construct large flagship or signature multi-purpose sporting facilities which generate significant long term economic and social benefits and/or support leadership in local communities, for example a state-of-the-art facility which will act as the state hub and will host national, state and elite events on a regular and ongoing basis
  - upgrades to or the expansion of local sporting facilities or the construction of sporting facilities which are otherwise available in the state or territory are unlikely to be supported; or
  - facilities which support a single sport or which can be funded by state and national bodies are unlikely to be supported.

Applicants should note that these are examples only and projects supporting these activities will not be given priority in the appraisal process. Applicants should identify and seek funding for those projects which are priorities in their region.



**Hansen, Matthew**

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**From:** Mail  
**Sent:** Thursday, 9 October 2014 11:04 AM  
**To:** Hansen, Matthew; Curtin, Bernard; Spence, Alva  
**Subject:** FW: Assistance to drought affected farmers in northern NSW - fourth Charity Hay Run

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**From:** Ray Stubbs [mailto:rstubbs@alburycity.nsw.gov.au]  
**Sent:** Thursday, 9 October 2014 11:01 AM  
**To:** Info; Balranald Shire Council ; Mail; Carrathool Shire; Conargo Shire; Corowa Shire; Deniliquin Council; Greater Hume Shire; Griffith City Council; Hay Shire; Jerilderie Shire; Leeton Shire Council ; Murray Shire; Murrumbidgee Shire; Narrandera Shire; Urana Shire Council ; Wakool Shire; Wentworth Shire Council  
**Cc:** office@sydneyrotary.com; Cr. Austin Evans; Curtin, Bernard; Cr. Bill Sheaffe ; Cr. Don McKinnon ; Cr. Fred Longmire; Cr. Heather Wilton ; Cr. Jenny Clarke ; Cr. John Dal Broi - Mayor ; Cr. John Dal Broi (jdalbroi@griffith.com.au); Kevin Mack; Cr. Leigh Byron ; Cr. Lindsay Renwick; Cr. Neil Gorey; Cr. Norm Brennan ; Cr. Patrick Bourke ; Cr. Paul Maytom ; Cr. Ruth McRae ; Cr. Tom Weyrich ; Aaron Drenovski; Adrian Butler ; Allen Dwyer ; Barry Barlow ; Brett Stonestreet; Bruce Graham ; Chris Gillard ; Craig Moffitt ; Des Bilske ; Frank Zaknich; John Batchelor; Judy Charlton; Judy Charlton GM office; Ken Croskell ; Kerri Keogh (EA Murray Shire); Margot Stork ; Mathew Glover (gm@murrumbidgee.nsw.gov.au); Matt Glover ; Peter Kozlowski ; Perkins, Rowan; Steve Pinnuck  
**Subject:** FW: Assistance to drought affected farmers in northern NSW - fourth Charity Hay Run

ATTENTION RAMROC COUNCILS, MAYORS AND GENERAL MANAGERS,

Further to my email to RAMROC Councils below on 2<sup>nd</sup> September 2014, the matter of assistance by Councils and communities to drought affected regions in north west parts of the State was again discussed at a meeting of Member Councils in Jerilderie yesterday.

It was decided to encourage Councils and communities to assist in the program, preferably by way of a financial contribution which is very much required to provide fuel for the charity hay run and to assist needy families in the affected areas..

It was also decided that if Councils are able to make a cash contribution, suggested at say \$500 to \$1000, then they might send their payment to RAMROC in the first instance, so that RAMROC can then forward a lump sum payment and details of the contributions on to the Sydney Rotary Club which is administering the Assistance Package Fund.

It would be appreciated if Councils could consider this matter at the earliest opportunity.

Kind regards  
 Ray Stubbs  
 Executive Officer  
 RAMROC Councils  
 Phone 02 6023 8791  
 Mobile 0408 498 534  
 Email [rstubbs@alburycity.nsw.gov.au](mailto:rstubbs@alburycity.nsw.gov.au)  
 Website [www.ramroc.org.au](http://www.ramroc.org.au)

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**From:** Ray Stubbs  
**Sent:** Tuesday, 2 September 2014 5:02 PM  
**To:** Albury City; Balranald Shire Council ; Berrigan Shire; Carrathool Shire; Conargo Shire; Corowa Shire; Deniliquin Council; Greater Hume Shire; Griffith City Council; Hay Shire; Jerilderie Shire; Leeton Shire Council ; Murray Shire; Murrumbidgee Shire; Narrandera Shire; Urana Shire Council ; Wakool Shire; Wentworth Shire Council  
**Cc:** 'office@sydneyrotary.com'; Cr. Bernard Curtin; Cr. Bill Sheaffe ; Cr. Don McKinnon ; Cr. Fred Longmire; Cr. Heather Wilton ; Cr. Jenny Clarke ; Cr. John Dal Broi - Mayor ; Cr. John Dal Broi ([jdalbroi@griffith.com.au](mailto:jdalbroi@griffith.com.au)); Cr. Kevin Mack ; Cr. Lindsay Renwick; Cr. Neil Gorey; Cr. Norm Brennan ; Cr. Patrick Bourke ; Cr. Paul Maytom ; Cr. Peter Laird ; Cr. Phillip Wells ; Cr. Steve O'Halloran ; Cr. Terry Hogan; Cr. Tom Weyrich ; Aaron Drenovski; Adrian Butler ; Allen Dwyer ; Barry Barlow ; Brett Stonestreet; Bruce Graham ; Chris Gillard ; Craig Moffitt ; Des Bilske ; Frank Zaknich ;

John Batchelor; Judy Charlton; Judy Charlton GM office; Ken Croskell ; Kerri Keogh (EA Murray Shire); Margot Stork ; Mathew Glover ([gm@murrumbidgee.nsw.gov.au](mailto:gm@murrumbidgee.nsw.gov.au)); Matt Glover ; Peter Kozlowski ; Rowan Perkins ; Steve Pinnuck

**Subject:** Assistance to drought affected farmers in northern NSW - fourth Charity Hay Run

ATTENTION RAMROC COUNCILS, GENERAL MANAGERS, COMMUNITY SERVICES MANAGERS AND ECONOMIC DEVELOPMENT MANAGERS

At the last RAMROC meeting, the Mayor of Narrandera Shire Cr Jenny Clarke encouraged RAMROC Councils and their communities to provide assistance to farmers affected by the severe drought conditions in northern New South Wales, by supporting the truck convoy delivery of hay to those affected regions.

Over the past year or so, the organisers of the hay charity runs have arranged three separate convoys of trucks and a further fourth run in now being planned to leave **Burrumbuttock for the Brewarrina area on Friday 26<sup>th</sup> September 2014.**

There are two specific ways in which Councils, communities and farmers can assist in the program, these being:-

1. By the donation of hay – in this regard the contact person is the hay run organiser Brendan Farrell a farmer from Stanbridge near Whitton. Brendan can be contacted direct on mobile 0467 808 229
2. By the donation of money – in this regard cash donations are being received through the Rotary Club of Sydney. The donations are primarily used for fuel expenses for the trucks and for assistance to farmers in need. The Rotary Club acknowledges all donations. Contact details are as follows:-
  - Address GPO Box 1523, Sydney NSW 2001
  - Phone 02 8014 8073
  - Email [office@sydneyrotary.com](mailto:office@sydneyrotary.com)

Councils can also assist by promoting the program to the general public through its regular newsletters, office displays, libraries and media articles etc.

I am sure that any assistance which your Council can provide would be greatly appreciated

Kind regards  
Ray Stubbs  
Executive Officer  
RAMROC Councils  
Phone 02 6023 8791  
Mobile 0408 498 534  
Email [rstubbs@alburycity.nsw.gov.au](mailto:rstubbs@alburycity.nsw.gov.au)  
Website [www.ramroc.org.au](http://www.ramroc.org.au)

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# BERRIGAN SHIRE COUNCIL ANNUAL REPORT







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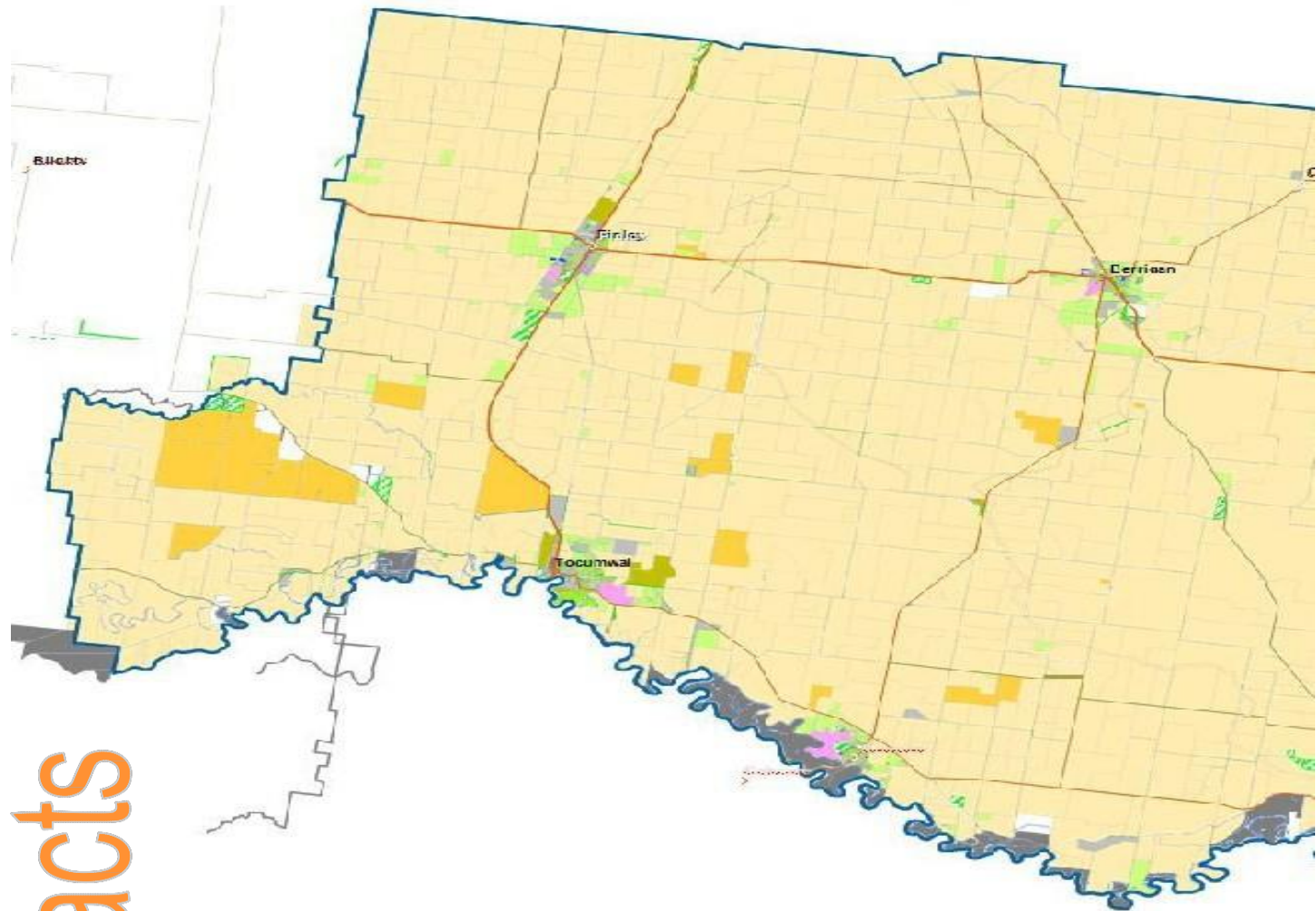


The Berrigan Shire on the New South Wales and Victorian border is three hours or 270 km north of Melbourne and approximately 8 hours south west of Sydney. It is a rural area with Murray River based tourism and excellent recreational facilities in its four towns:

- Barooga
- Berrigan
- Finley; and
- Tocumwal

The Shire was established in 1906 and during its early years as now, the population of the Shire fluctuated in response to economic conditions. Our recent and continued population growth is in the border towns of Barooga and Tocumwal attracting families to lifestyle blocks in addition to retirees from Melbourne





# Fast Facts

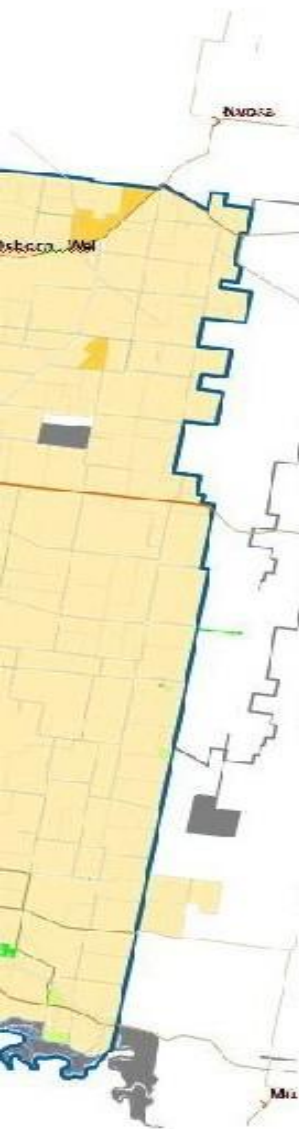
Gazetted as a Shire:	1906
Forecast Population 2014:	8,412
Number of Councillors:	8
Length of our roads:	1,316 km

# Our Vision

In 2023 we will be recognised as a Shire that builds on and promotes our natural assets and advantages to create employment and economic activity to attract residents, families and tourists

Developed at the Shire's Futures Conference June 2011 our vision reflects the top 5 'preferred futures' of our communities that:

1. Families with young children will want to live in or come to the area
2. People will be more concerned about their health and wellbeing
3. Tourists will go out of their way to come to the area
4. There will be more business owned and run by local people
5. Transport connections between here and other places will be faster and or busier







# Mayor's Message

The Council has now reached the half way mark of its four year term and in the preceding two years much has been achieved. Our vision as a Shire together with the Communities Strategic Plan continues to be a framework for measuring our achievements.

Council has and continues to address drainage issues that were emphasised in the late Summer/Autumn a couple of years ago. Considerable expenditure has been directed to drainage improvement with extensive work being done around the Finley Township. In addition to drainage, Council has continued its focus on maintaining the standard of our road network.

Recreation Reserves in each of our towns are used through the year and in February of this year; we witnessed the completion of the Sporting Pavilion at the Barooga Recreation Reserve. This together with refurbishing the existing Change Rooms has given a boost to the Barooga Community to attract District and Regional sporting activities. Likewise, the Council committed its support to the Finley Recreation Reserve financially and making a successful recommendation to the Federal Government for their financial support.

As has been reported throughout the year, the Federal Government's Budget will have a detrimental effect on Councils by pausing the indexing of the Federal Assistance Grants over the next four years. This simply means that services are expected to be maintained at present day costs over the next four years which, I believe, will be impossible to deliver. Add to this the Energy Supplier increasing the Street Lighting Programme by some ninety five per cent, makes the maintaining of services extremely difficult. Ratepayers can be assured that Council will do their utmost to contain costs and continue to offer a satisfactory level of service.

I thank my fellow Councillors for their support and co-operation during the past twelve months and also thank the staff of the Council for their support over that time.

Cr Bernard Curtin

MAYOR

# General Manager

This year's report effectively reflects the half way term of the current Council's four year term. The Council has from my perspective continued to work effectively and as a team that has a variety of strengths and passions.

The Council's operating environment is often strongly influenced or in fact dictated by others and this obviously affects its ability to it strategic directions and the needs and wants of the community or community sectors. In a general sense the operating environment is positive however the ability of others to hamper the community's aspirations and development continues to be regularly experienced.

While flooding has not occurred since February 2012 response to that and previous floods continues to demand the attention and resources of the Council. With previous works at the downstream end of the Finley stormwater drainage system completed the Council has focussed on creating additional storm water detention capacity at the upstream end to reduce the effect of rural runoff entering the town drainage system. These works in the vicinity of Loco Dam are now basically complete with

commissioning and beautification works still required to complete the actual process.

At Tocumwal, works have commenced to upgrade the capacity of the storm water pumping capacity to increase outflows over the levee system. Again, this is to mitigate the impact of rural overland inflows in the the town drainage system.

To accelerate the completion of the Council's overall package of drainage improvements it has applied to the State Government for a loan interest subsidy as a part of the Local Infrastructure Renewal Scheme. If approved the Council has committed to borrow \$1.623m for those priority drainage works. At the time of writing approval of the Council's application had not been received.

Two of the Council's most significant capital projects were completed, or largely so, in the last year.

Firstly the Barooga Recreation Reserve additional facilities were completed. This facility is primary aimed at attracting significant sporting events to the Reserve. This project was accompanied by renovation of the existing facilities.

Secondly the replacement facilities at Finley Recreation Reserve recently achieved practical completion.

Both of these projects were partnerships between the Council and the community with Finley also including the Federal Government and the AFL. These projects complete the Council's program of upgrading key Recreation Reserve facilities and complement those also completed at Berrigan and Tocumwal.

The Council's next long term project is the enhancement of its town entries. Funding of \$100,000 has been committed each year into the future will Tocumwal and Finley entrances the first priorities. A consultation process has commenced to develop plans for these improvements.

The last twelve months also saw the completion of the review of NSW Local Government by the Independent Local Government Review Panel. The Panel's final Report made a significant number of recommendations for the future a great majority of which have generally been supported on an industry wide sector. The Council awaits the NSW Government's response to the Reports' recommendations.

As a part of the Local Government Independent Review Panels investigations, it engaged TCorp to review the sustainability of NSW Councils. In the case of Berrigan Shire Council the TCorp review found that the Council was "moderately sustainable" and that its asset backlog was 3.3%. By comparison this was a good result for the Council.

A significant milestone was achieved this year with the adoption and approval of the Council's new Local Environmental Plan. This was the third attempt to achieve this outcome over many years. The new Plan has catered for the future development of the Shire area and has addressed many of the Council's and the community's aspirations.

The past year has also seen the Council adopt usage of social media in an attempt to expand engagement with the community. While it is early days in this foray, the results have been positive and have, at times, provided a useful way to provide immediate feedback to the community in times of emergency.



# General Manager

The Council has continued with its efforts to maximize the value of the Tocumwal Intermodal. While pursuit of the master plan for the area has been difficult because of the competing priorities of the multitude of stakeholders, the Council has focused on the areas that it controls. This focus has seen the redevelopment of Silo Road submitted for funding under the NSW "Fixing Country Roads" and the Council resolving to submit road and rail improvements for consideration under the Murray Darling Basin Regional Economic Diversification Program.

Following significant changes to the local tourism industry operating environment and new initiatives developed by the Murray Regional Tourism Board the Council has adopted a new tourism strategy. The focus of the strategy is primarily upon industry development and product development and will see the Council enhancing tourism infrastructure and amenity and facilitating development of new opportunities and skill development for the local tourist industry.

Finally, I could not leave the implementation of the Murray Darling Basin Plan unmentioned. The implementation of this Plan continues to raise significant issues for the communities of the Shire whether they tourism or agriculturally focused. The

complete lack of regard for communities by the Murray Darling Basin Authority and the Commonwealth Environmental Water Holder is deplorable and is characterized by creating an impression of consultation and listening whilst in reality ignoring the legitimate needs of communities, and indeed the environment at times, and proceeding with reckless abandon.

In hindsight the year has been a relatively successful one with good outcomes and longer term strategic projects such as drainage works, the adoption of the new Local Environmental Plan and the completion of the Barooga and Finley Recreation Reserve projects.

These results would not have been achieved without the co-operation and commitment of the Council to whom I extend my thanks and appreciation.

I would also like to express my appreciation to the Council, all of the Council staff, especially the senior management team without whom goals could not be delivered.

Rowan Perkins

GENERAL MANAGER



<b>Our Top Industries of Employment</b>	<b>%</b>
<b>Sheep, Beef Cattle and Grain Farming</b>	<b>10.1</b>
<b>School &amp; Education</b>	<b>5.7</b>
<b>Road Freight and Transport</b>	<b>3.7</b>
<b>Residential Care</b>	<b>3.5</b>



Median Age	48 years
Number of Families	2,187
Average Number of Children per family	2
Number of Private Dwellings	4,030
Average people per household	2.2
Median monthly mortgage	\$ 1,170

Council meetings are open to the public and held on the third Wednesday of the month commencing at 9.00 am in the Council Chambers, 56 Chanter Street, Berrigan. Residents and ratepayers are encouraged by Council to attend Council meetings.

Eight Councillors, representing the whole Shire are elected to Council and ordinarily serve a four year term. Council's mayor and deputy mayor are elected on an annual basis by Councillors.

Committees of Council meet on the Wednesday two weeks prior to a Council meeting. Major working Committees of Council are:

- Corporate Services
- Technical Services
- Business and Economic Development
- Risk Management

Council decision making is guided by Council's Strategic Planning framework and its plans:

- 10+ yr Community Strategic Plan: Berrigan Shire 2023;
- 10yr Resourcing Strategy;
- 4yr Delivery Program; and
- Annual Operational Plan

These plans describe the scope of Council services and the resources (human, physical and financial) needed to ensure the public safety and wellbeing of residents, local businesses and visitors to our Shire



**Councillor Bernard Curtin**  
**Mayor**  
 Elected: 27 March 2004

**Council Committees**

Corporate Services  
 Technical Services  
 Business & Economic  
 Development  
 Consultative  
 Risk Management

**Regional / Other  
 Organisations**

Murray Darling Association  
 Rural Fire Service District  
 Liaison Committee  
 Bushfire Management  
 Riverina Murray Regional  
 Organisation of Councils  
 Inland Rail Alliance  
 Narrandera to Tocumwal  
 Railway Working Party  
 Western Joint Regional  
 Planning Panel



**Councillor Brian Hill**  
**Deputy Mayor**  
 Elected: 13 September 2008

**Council Committees**

Corporate Services  
 Technical Services  
 Finley Tidy Towns Committee of  
 Management  
 Finley Recreation Reserve  
 Committee of Management  
 Youth Development Committee  
 Finley Showground and Sporting  
 Complex Committee of  
 Management

**Regional / Other  
 Organisations**

Central Murray County  
 Council  
 Inland Rail Alliance  
 Narrandera to Tocumwal



**Councillor John Bruce**  
 Elected: 14 February 1998

**Council Committees**

Corporate Services  
 Technical Services  
 Business & Economic Development

**Regional / Other  
 Organisations**

Sun Country on the Murray



**Councillor Denis Glanville**  
 Elected: 8 September 2012

**Council Committees**

Corporate Services  
 Technical Services  
 Tocumwal Swimming Pool  
 Committee of Management



**Council Committees**

Corporate Services  
 Technical Services  
 Finley Recreation Reserve  
 Committee of Management  
 Youth Development Committee

**Regional / Other Organisations**



**Councillor Matthew Hannan**  
 Elected: 13 September 2008

**Council Committees**

Corporate Services  
  
 Technical Services  
 Business & Economic Development  
 Consultative  
 Barooga Advancement Group  
 Tocumwal Swimming Pool  
 Committee of Management

**Regional / Other Organisations**

Central Murray County  
 Council  
 Murray Darling Association

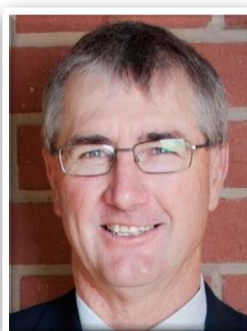


**Councillor Colin Jones**  
 Elected: 13 September 2008

**Council Committees**

Corporate Services  
 Technical Services  
 Business & Economic Development

**Regional / Other Organisations**



**Councillor Daryl Morris**  
 Elected: 8 September 2012

**Council Committees**

Corporate Services  
 Technical Services  
 Barooga Advancement Group

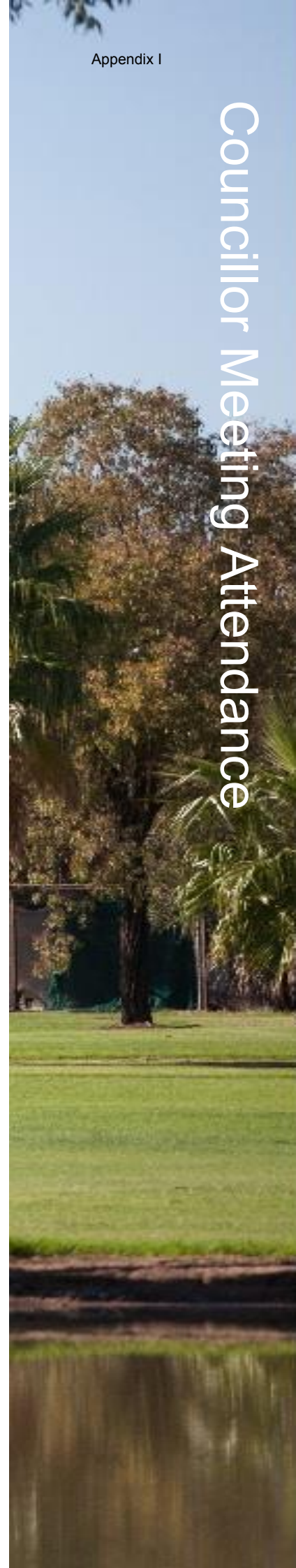
**Regional / Other Organisations**

Rural Fire Service District  
 Liaison Committee  
 Bushfire Management  
 Western Joint Regional  
 Planning Panel



**Councillor Andrea O'Neill**  
 Elected: 8 September 2012

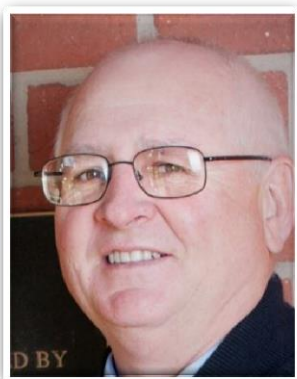
Councillor	Council Meetings Attended
Bernard Curtin	15 out of 15
Brian Hill	13 out of 15
John Bruce	13 out of 15
Denis Glanville	14 out of 15
Matthew Hannan	13 out of 15
Colin Jones	14 out of 15
Daryl Morris	15 out of 15
Andrea O'Neill	14 out of 15





**Rowan Perkins**  
General Manager

Council Management / Operations  
Risk Management  
Strategic and Social Planning  
Economic Development  
Councillor Support



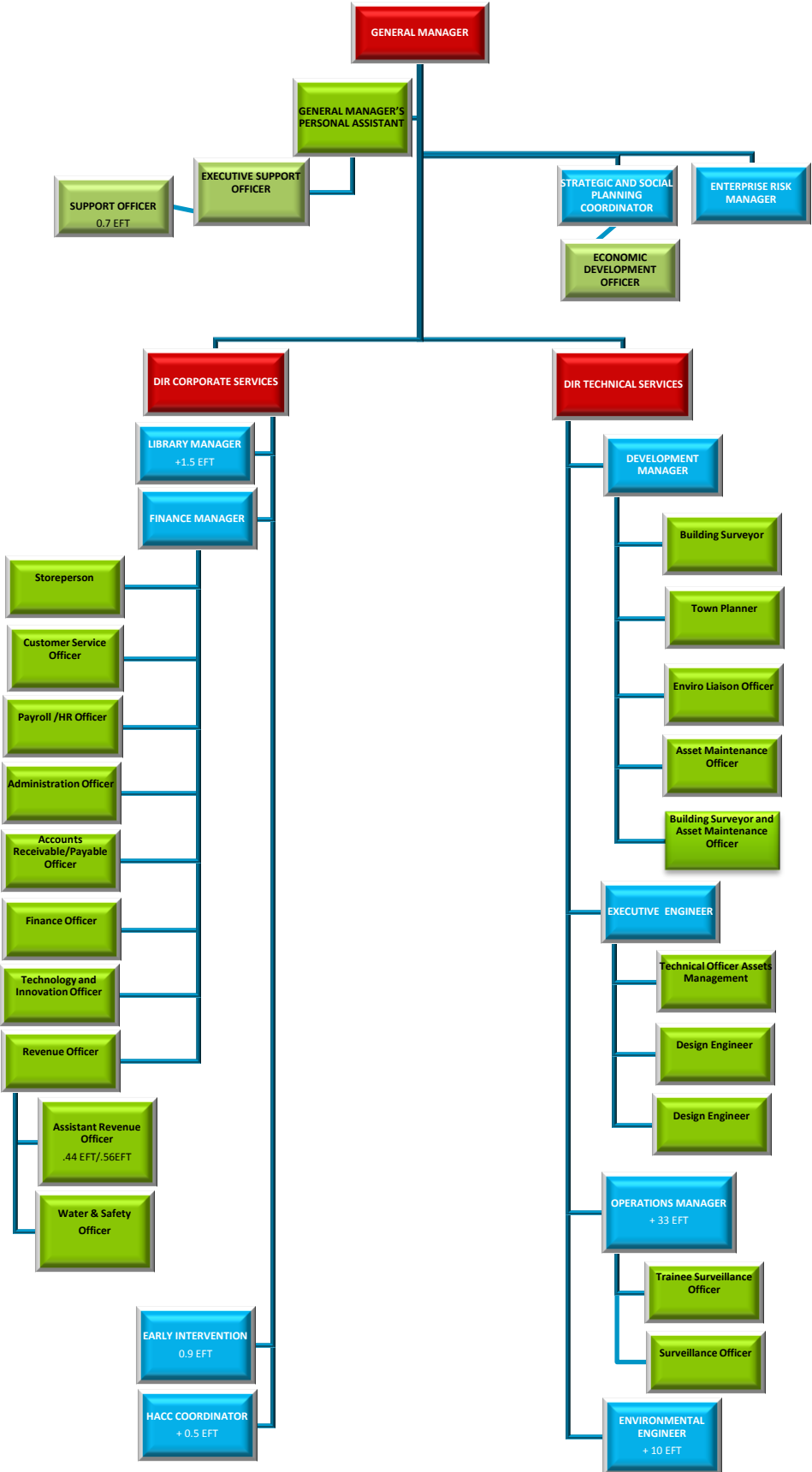
**Fred Exton**  
Director Technical  
Services

Roads, Bridges, Footpaths, Drainage  
Depot & Council Buildings  
Animal Control  
Parks & Gardens  
Water & Sewerage  
Health Services  
Town Planning, Development & Building Control  
Waste Control  
Aerodrome



**Matthew Hansen**  
Director Corporate  
Services

Finance, Administration & Human Resources  
Rates & Charges  
Land Sales  
Saleyards  
Early Intervention  
Public Interest Disclosures & Requests for  
Information  
Community Assistance  
Libraries  
Swimming Pools  
Bush Fire Control  
HACC Services  
Tourism & Caravan Parks  
Cemeteries



Organisational Structure








COUNCIL, IN THE PAST YEAR HAS 107 COUNCIL ACTIONS HAVE BEEN FULLY COMPLETED AND OR ARE ON TARGET OUT OF 122 SCHEDULED ACTIONS. NOT ON TARGET AND CARRIED FORWARD ARE A FURTHER 9 ACTIONS THAT ARE PART OF COUNCIL'S ONGOING OPERATIONS.

A SMALL NUMBER OF 2013/14 ANNUAL OPERATIONAL PLAN ACTIONS WERE DEFERRED BY COUNCIL AT ITS REVIEW OF THE DELIVERY PROGRAM. IN THE CONTEXT OF COUNCIL'S FOUR-- YEAR DEVLIVERY PLAN 2013 - 2017 THESE ARE ACTIONS THAT ARE UNFUNDED AND WHICH COUNCIL HAS DETERMINED WILL BE INCLUDED IN COUNCIL'S OPERATING PLAN SHOULD EXTERNAL FUNDS BECOME AVAILABLE FOR THESE PROJECTS

## Snapshot of our performance

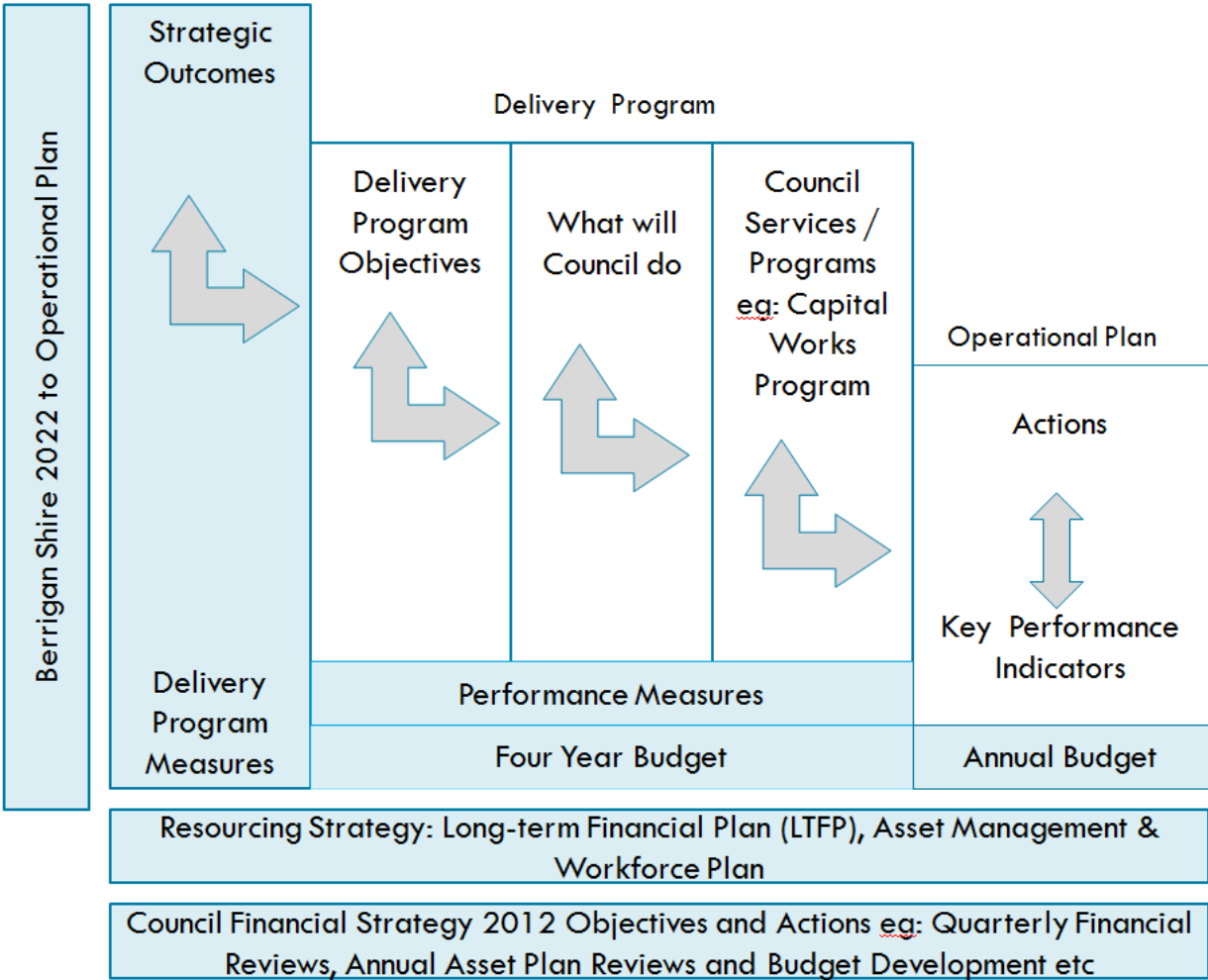
### Number and Status of Operational Plan 2013/14 Actions

85 Complete	
22 On Target	
9 Not on target / carried forward	
0 Past Due	
8 No status / Deferred	

THE SHIRE COUNCIL’S ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM DESCRIBE THE FULL RANGE OF COUNCIL SERVICES. IT IS THEMED ACCORDING TO BERRIGAN SHIRE 2023 STRATEGIC OUTCOMES AND IS COUNCIL’S BLUE PRINT ABOUT HOW COUNCIL SERVICES, PROGRAMS AND INITIATIVES CONTRIBUTE TOWARD OUR STRATEGIC OUTCOMES

- SUSTAINABLE NATURAL AND BUILT LANDSCAPES
- GOOD GOVERNMENT
- SUPPORTED AND ENGAGED COMMUNITIES
- DIVERSE AND RESILIENT BUSINESS

Our Planning Framework



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THE FOLLOWING DESCRIBES OUR STRATEGIC OUTCOMES AND INCLUDES COMMENTS ON SIGNIFICANT OR NEW PROJECTS UNDERTAKEN AND COMPLETED IN THE PAST YEAR

THE TRAFFIC LIGHT REVIEW PROVIDES A VISUAL UPDATE ON THE STATUS OF COUNCIL’S ANNUAL OPERATIONAL PLAN AND COUNCIL’S PROGRESS TOWARD FULL IMPLEMENTATION OF ITS 4-YEAR *DELIVERY PROGRAM*. YOU SHOULD READ IT USING THE FOLLOWING KEY:

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**KEY**

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED
--	---	---	--	--



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# Sustainable natural and built landscapes

Development decisions made today about how we move around and between our communities and use our natural resources – the River, wildlife, forests, agricultural and urban land, and water shape the future of our communities

Council's Delivery Program and strategic objectives are:

- 1.1 Support sustainable use of our natural resources and built landscapes
- 1.2 Retain the diversity and preserve the health of our natural landscapes and wildlife
- 1.3 Connect and protect our communities

Our traffic light review of Sustainable natural and built landscapes Operational Plan 2013/14 actions describes whether Council in the past 12 months has *done what it said it would do and if not Officers comments provide guidance on why not?*

Additional comment is also provided by Council Officers on significant achievements or projects commenced and or completed in the past 12 months



# Highlights

## Domestic Waste Management

Council's waste facilities have been operated effectively during the past 12 months. Dedicated staff have provided excellent service to stakeholders resulting in minimal complaints and positive feedback.

The RAMROC Waste Group, chaired by Council's Environmental Engineer have adopted a Regional Waste Strategy that will provide guidance with the preparation of Council Waste Strategy in 2015.

Contractors have completed the renewal of external fencing at Berrigan and Tocumwal with works still proceeding to renew external fencing at Finley waste facility. A new site office has been delivered and installed at the Tocumwal facility to ensure compliance with Council's obligations under the new WH&S Act.

Earthmoving contractors also completed the extension of the landfill cell at Berrigan to ensure adequate capacity for operations. A new cell will be constructed in 2015 to ensure ongoing operation of the site



## Barooga Recreation Reserve


The construction of the Ray Nye pavilion at the Barooga Recreation Reserve was the Council's largest building infrastructure project for the year. The new pavilion includes two change rooms suitable for cricket, a storage area for a roller and covers, a function room with kitchen and bar facilities and facilities for media and corporate groups.






The project was a joint venture between the Council, the Barooga community, the Barooga Recreation Reserve Committee of Management and





their member clubs. The project was built without any state or federal government funding, with the Council contributing \$720,000 and the Barooga community raising an additional \$260,000. The new pavilion will assist the Council, the Recreation Reserve committee and the Barooga Sports Club attract quality sporting events and tournaments to Berrigan Shire.





The pavilion was named after Ray Nye, a volunteer of many years standing at the Recreation Reserve and the driving force behind the initial concept of this project.








Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
1.1.1 Coordinate strategic land use planning and effective development assessment and control	(Environmental Services)	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 06/07/14
1.1.1.1 Develop a local environment plan that reflects community values and aspirations  <i>Comments on Status: LEP gazetted</i>	Development Manager	01/07/13, 30/06/14	100% LEP the framework for orderly development	100%	 As of 18/12/13
1.1.1.2 Develop land-use strategy  <i>Comments on Status: Finalisation of strategy to be completed December 2014.</i>	Development Manager	01/07/13, 30/06/14	100% Land use strategy reviewed	100%	 As of 06/07/14
1.1.1.3 Process and approve / refuse development applications in accordance with relevant legislation, codes and policies  <i>Comments on Status: Progressing in accordance with statutory requirements.</i>	Development Manager	01/07/13, 30/06/14	100% Applications assessed and processed within statutory timeframes	100%	 As of 06/07/14
1.1.2 Enhance the visual amenity, heritage and liveability of our communities (Environmental Services)  <i>Comments on Status: Completed</i>	Environmental Services	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 06/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
1.1.2.1 Continue annual Heritage Grants Program  <b>Comments on Status:</b> Grants allocated 1.1.2.2	Development Manager	01/07/13, 30/06/14	100% % of works successfully completed from grant funding	100%	 As of 06/07/14
1.1.2.2 Commence a rolling program of works - town entrances  <b>Comments on Status:</b> Tree planting in Dean Street, Tocumwal has been commenced with 16 trees planted on the Eastern side between George Street and the Roundabout. Public consultation is planned for October. Public consultation has been carried out in Tocumwal and Finley and a landscape consultant has been engaged to prepare draft plans and planting proposals to present to further public meetings in July 2014..	Director Technical Services	01/07/13, 30/06/14	90% % of works included in Annual Capital Works Program completed	40%	 As of 03/04/14
1.1.2.3 Establish rolling program of works - public amenities upgrades  <b>Comments on Status:</b> This is an ongoing process. Mary Lawson Wayside Stop toilets were refurbished last year and it is has been decided to build a new toilet facility at Barooga Botanical Gardens next year rather than update the existing toilets. All work required for this financial year has been completed.	Director Technical Services	01/07/13, 30/06/14	100% Program established and costed	100%	 As of 03/04/14
1.2.1.2 Participation in roadside vegetation enhancement projects  <b>Comments on Status:</b> Direct seeding of roadsides completed	Development Manager	01/07/13, 30/06/14	100% Increased health of native flora / fauna reported by Road Side Vegetation Project	100%	 As of 06/07/14
1.3.1 Coordinate flood levee, local road network and stormwater asset management and planning (Technical Services)  <b>Comments on Status:</b> All asset management plans are current and being implemented, Roads and Transport Asset Management Plan has been reviewed and adopted	Technical Services	01/07/13, 30/06/17	80% % network covered by up to date and relevant asset management plan	0%	 -80 As of 28/01/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>1.3.1.1 Develop and implement asset plans which maintain a balance between improving and maintaining flood levees, stormwater, local roads, paths and trails</p> <p><b>Comments on Status:</b> Roads, Streets and Bridges Asset Management Plan has been reviewed and adopted by Council</p>	Director Technical Services	01/07/13, 30/06/14	95% Service levels met as set out in adopted Asset Management Plans	75%	 As of 08/07/14
<p>1.3.1.2 Design, construct and maintain stormwater systems that safely capture and remove water</p> <p><b>Comments on Status:</b> Projects at Berrigan Road, Finley and Barooga Road, Tocumwal are progressing satisfactorily and maintenance is being carried out as required - Completion of these works carried forward to be completed in August 2014</p>	Director Technical Services	01/07/13, 30/06/14	95% Service levels met as set out in adopted Storm Water Asset Management Plan	65%	 As of 08/07/14
<p>1.3.1.3 Design, construct and maintain flood protection network</p> <p><b>Comments on Status:</b> Condition inspections of the levees have been carried out by both Council staff and NSW Public Works. A report will be presented to Council when sufficient information is available. Levee has been maintained in serviceable condition</p>	Director Technical Services	01/07/13, 30/06/14	1 Annual Inspection for defects and performance in recognised flood events	50	 As of 8/07/14
<p>1.3.1.3.1 Continue remediation Tocumwal Foreshore Levee</p> <p><b>Comments on Status:</b> Defects other than trees growing in the levee system have been corrected. Proposals for tree affected areas are being considered. A comprehensive audit of the levees has been carried out by NSW Public Works and will require further consideration to scoping of these works once it is finalised. Move to 30/6/14</p>	Director Technical Services	01/07/13, 30/06/14	1 Annual inspection for defects	50	 As of 8/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
1.3.1.4 Maintain the safety of Council roads and walkways  <b>Comments on Status:</b> Assets have been maintained in line with adopted standards.	Executive Engineer	01/07/13, 30/06/14	95% Asset Management Plan identified service levels and standards are met	50%	 As of 8/07/14
1.3.1.4.1 Review 2009 Roads, Streets and Bridges Asset Management Plan  <b>Comments on Status:</b> Condition ratings still being completed. Document review continuing	Executive Engineer	01/07/13, 30/06/14	100 Council adopts Roads, Streets and Bridges Asset Management Plan 2014	20	 As of 8/07/14
1.3.1.5 Exercise delegated functions Road Act 1993  <b>Comments on Status:</b> delegations exercised during the year	Executive Engineer	01/07/13, 30/06/14	100 Annual Review	50	 As of 8/07/14
1.3.2.1 Reduce waste in landfill  <b>Comments on Status:</b> Regional Waste Strategy to be adopted in July 2014	Environmental Engineer	01/07/13, 30/06/14	100% % Berrigan Waste Management Plan Diversion targets achieved	75%	 As of 8/07/14
1.3.2.2 Deliver township garbage collection and street cleaning services  <b>Comments on Status:</b> Contractor engaged and collections underway as per Contract		01/07/13, 30/06/14	100% Garbage is collected within agreed timeframes and budgets	75%	 As of 8/07/14

## Sustainable natural and built landscapes Operational Plan 2013/14 progress report

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED	TOTAL
15	4	-	-	-	19



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# Good government

Good government is about making good decisions over time. These decisions involve managing our financial, economic, and environmental risks and the social implications of decisions made.

Council's Good government Delivery Program and strategic objectives are:

- 2.1 Berrigan Shire 2023 objectives and strategies inform Council planning and community led projects
- 2.2 Ensure effective governance by Council of Council operations and reporting
- 2.3 Strengthen strategic relationships and partnerships with community, business and government

Our traffic light review of 2013/14 actions describes whether Council in the past 12 months has *done what it said it would do and if not Officers comments provide guidance on why not?*

Additional comment is also provided by Council Officers



# Highlights

## Risk Management with our communities and for our staff

- Development and implementation of the Tree Management Policy and Preferred Species List
- Assessments for the Proposed Barooga Walking Track Risk
- Event Risk Management Planning for Barooga Advancement Group activities;
- Demolition and Asbestos Removal works at Finley Recreation Reserve and Berrigan Sportsground;
- Tree removal and risk mitigation works at Loco Dam;
- Signage at Tocumwal Boat Ramp; and internally
- Identification and replacement of unsafe equipment;
- Installation of electrical safety switches at all high risk locations;
- Code of Conduct Training for all staff;
- Adoption of revised Discrimination, Bullying and Harassment Policy; and in recognition of our commitment to risk management
- Improved results in the StateCover WHS Audit



## Financial Fast Facts

### Overall performance

Operating surplus	\$0.2m	↑ \$0.06m
Operating deficit before capital grants and contributions	(\$1.5m)	↓ \$1.1m

### Revenue and expenses

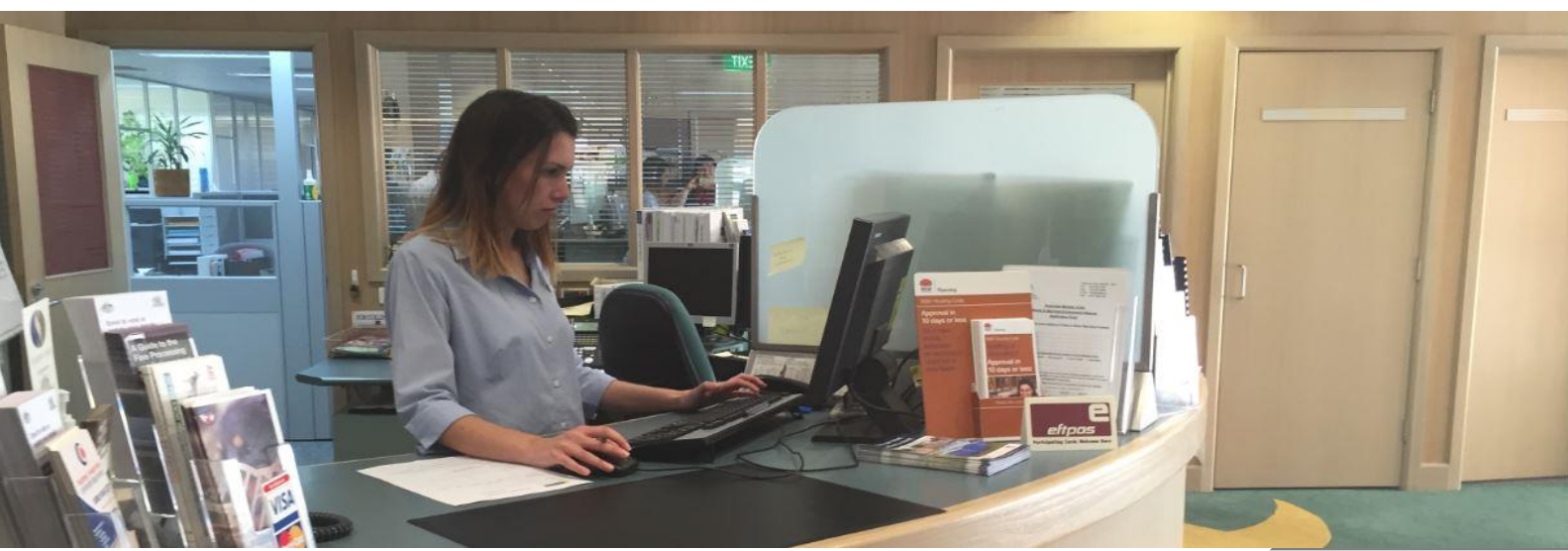
Total revenue	\$18.9m	↓ \$0.05m
Total expenses	\$18.7m	↓ \$0.2m




### Cash and investments






Cash and cash equivalents	\$2.3m	↑ \$0.5m
Investments	\$14.0m	↓ \$2.0m






### Balance Sheet





Total assets	\$204.9m	↑ \$0.9m
Total liabilities	\$4.1m	↓ \$0.05m
Total equity	\$200.9m	↑ \$1.0m
New assets 2013/14	\$6.7m	









Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p><b>Comments on Status:</b> Quarterly quarter reporting commenced, Corporate Workshop held Feb 2014. Work commenced on updating and reviewing Delivery Program and actions, budget and capital works program for 2014/15 Operational Plan. Council's suite of IP for 2014/15 reviewed, exhibited, submissions received and adopted by Council 18 June 2014. Outstanding actions - June 2014 quarter review scheduled for July/August 2014 Council meeting</p>					
<p>2.1.1.1 Promote and support the engagement of Shire residents, local business and agencies in the development, implementation and review of Berrigan Shire 2023</p>					
<p><b>Comments on Status:</b> 1. Engagement strategy developed and implemented re: road re-naming. 2. Consultation and survey undertaken as part of the Ageing and Liveability Strategy's development 3. Town Entrance Engagement Strategy developed and consultation undertaken with Tocumwal community 4. Engagement strategy developed and is being implemented re: Roads, Kerbs, Bridges and Paths Asset Management Plan' 5. Street Stall Meetings held Barooga, Tocumwal, Finley and Berrigan re: Asset Plans and Pedestrian Access and Mobility Plans 6. Town Entrance Engagement Strategy developed and consultation undertaken with Finley community 7. Assisted Library Services with engagement / survey young people as part of the development of the Library Services Strategy</p>					
	Council Governance	01/07/13, 30/06/14	No. of new partnerships / projects reported in Annual Report	6 7	 As of 24/06/14
<p>2.2.1 Meet legislative requirements for Council elections, local government and integrated planning and reporting (Council Governance)</p>					
<p><b>Comments on Status:</b> All legislation requirements met ie IP&amp;R updated, policies codes etc reviewed or being reviewed etc Ongoing issue RAMROC meeting with alternative election manager. Input to Local Government Act Taskforce to update legislation relating to conduct of elections.</p>					
	Council Governance	01/07/13, 30/06/14	Supporting Operational Plan actions are undertaken and the outcome reported	100% 100%	 As of 8/07/14
<p>2.2.1.1 Provide facilities and support including financial to elected Council</p>					
<p><b>Comments on Status:</b> Facilities</p>					
	General Manager	01/07/13, 30/06/14	90% Council meeting attendance	100%	 As of 8/7/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<i>provided and expenses met in accordance with Council policies. Electronic devices provided where required. Allowances provided. Access to training and conferences provided. Ongoing</i>					
2.2.2 Council operations support ethical, transparent and accountable corporate governance			100%		
<b>Comments on Status:</b> Privacy Management Plan adopted and being implemented. Code of conduct training provided for all staff in November. Agency Information Plan adopted. On-line privacy training undertaken.	Corporate and Community Services	01/07/13, 30/06/17	Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 31/03/14
2.2.2.1 Implement and further develop the Berrigan Shire Integrated Management System			100%		
<b>Comments on Status:</b> System development is progressing with most procedures sitting in draft and awaiting review and feedback from the Management Group	Enterprise Risk Manager	01/07/13, 30/06/14	Procedures developed in accordance with Action Plan and Audit results	75%	 As of 23/06/14
2.2.2.1.1 Standard Operating Procedures (SOPs) to be developed for outdoor positions					
<b>Comments on Status:</b> Draft documents have been developed for all outdoor roles and currently sitting with Managers for further comments before issuing	Enterprise Risk Manager	01/07/13, 30/06/14	No. of draft SOPs developed for approval	75	 As of 23/06/14
2.2.2.1.2 Design Manual, Quality Procedures, Environmental Procedures to be reviewed and reissued			100%		
<b>Comments on Status:</b> Quality and Environmental Procedures have been included in the IMS. Design Manual is currently under review with Survey staff.	Enterprise Risk Manager	01/07/13, 30/06/14	Review conducted and Manuals reissued	50%	 As of 23/06/14
2.2.2.1.3 Inspection and test plans reviewed and reissued					
<b>Comments on Status:</b> Documents currently undergoing review with	Enterprise Risk Manager	01/07/13, 30/06/14	No. of Inspection and Test Plans to be reviewed	75	 As of 23/06/14


Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<i>Document Controller. This will be an ongoing process with discrepancies highlighted during internal audits.</i>					
2.2.2.2 Coordinate Council investments, financial management, financial operations and processing					
<b>Comments on Status:</b> <i>Financial statements for 2012/13 complete by due date. Unqualified audit report received. Investment Policy reviewed and adopted. Rate levy processed. QBRS for December quarter complete. LIRS application submitted. LTFP review complete. Budget works complete</i>	Director Corporate Services	01/07/13, 30/06/14	100% % Financial Indicator Targets met and reported to Council	100%	 As of 02/06/14
2.2.2.2.1 Control and monitor operational compliance with relevant Council financial management (finance and investment) standards and policies.					
<b>Comments on Status:</b> <i>Investment Policy reviewed and re-adopted. Audit complete. New Procurement and Disposal policy adopted and work on procurement processes continuing. New auditor appointed</i>	Director Corporate Services	01/07/13, 30/06/14	100% External audits reporting on staff compliance with relevant controls / policies	100%	 As of 02/06/14
2.2.2.2.2 Coordinate and manage Council, Water, Sewer, and Domestic Waste Rating and Revenue Services					
<b>Comments on Status:</b> <i>Rate levy processed. Third quarter water consumption bills sent. Collection process working well. New valuations received from Valuer-Generals office. Re-categorisations complete. New rates and charges for 2014/15 adopted.</i>	Director Corporate Services	01/07/13, 30/06/14		100	 As of 02/06/14
2.2.2.2.3 Timely and efficient delivery of Payroll Services					
<b>Comments on Status:</b> <i>Payroll processed in line with statutory obligations. Finance Manager and other staff have filled vacancy caused by Long Service Leave absence admirably</i>	Director Corporate Services	01/07/13, 30/06/14		100	 As of 02/06/14
2.2.2.2.4 Monitor, control and coordinate - cash receipting, creditor and debtor management activities					
	Director Corporate Services	01/07/13, 30/06/14		100	 As of 02/06/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p><b>Comments on Status:</b> Cash receipting and banking undertaken as per procedure. There is a need to look at a reallocation of work to address timeliness</p>					
2.2.2.3 Deliver responsive Customer Service	Director Corporate Services	01/07/13, 30/06/14	85% Customers satisfied by Council response - survey complaints system	100%	 As of 02/06/14
2.2.2.4 Manage human resource and work-force development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2013 - 2017	Director Corporate Services	01/07/13, 30/06/17	100% Workforce Development Plan is implemented	50%	 As of 29/01/14
2.2.2.4.1 Recruit, train and manage employees and volunteers in accordance with legislative requirements and Council policy	Director Corporate Services	01/07/12, 30/06/13		100	 As of 01/07/13
2.2.2.4.2 Ensure safe workplace for all employees, visitors, contractors / consultants and volunteers	Enterprise Risk Manager	01/07/12, 30/06/13		75	 As of 24/06/14








Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>2.2.2.4.3 Facilitate workplace training and professional development for Council employees and volunteers in accordance with Council policy and job requirements.</p> <p><b>Comments on Status:</b> Code of conduct training delivered to all staff. Other training delivered as needed per training plan. Privacy training rolled out.</p>	Director Corporate Services	01/07/12, 30/06/13		100%	 As of 02/06/14
<p>2.2.2.5.1 OHS Manual to be reviewed and reissued in accordance with new legislation</p> <p><b>Comments on Status:</b> WHS issues have now been included in the IMS Manual</p>	Enterprise Risk Manager	01/07/13, 30/06/14	100%	100%	 As of 24/06/14
<p>2.2.2.5.2 Conduct information and training sessions for relevant staff re: Reviewed and reissued Manual</p> <p><b>Comments on Status:</b> Not yet completed</p>	Enterprise Risk Manager	01/07/13, 30/06/14	80 No of Staff who attend sessions		 As of 25/09/13
<p>2.2.2.5.3 Establish Volunteer Management System addressing workplace and health and safety issues. Tasks will include: review of volunteer policy, review of volunteer procedures, development of consultation mechanisms/training for volunteers</p> <p><b>Comments on Status:</b> Waiting on review of S355 committees</p>	Enterprise Risk Manager	01/07/13, 30/06/14	4 No. of activities undertaken		 As of 09/07/13
<p>2.2.2.6 Provide information technology and associated support for Council operations</p> <p><b>Comments on Status:</b> Large scale computer replacement program complete. New photocopier/printer solution installed. IT working extremely well at present</p>	Director Corporate Services	01/07/13, 30/06/14	90% % of IT assistance requests resolved	75%	 As of 09/07/14
<p>2.2.2.7 Maintain and sustainably redevelop existing infrastructure and community assets</p> <p><b>Comments on Status:</b> New multi-purpose facility at Barooga Recreation Reserve completed. Construction of new building at Finley Recreation Reserve Funding received for replacement of the "Red Shed" at Berrigan.</p>	Director Corporate Services	01/07/13, 30/06/17	95% % of Planned Corporate/Community Services Asset Management Plan works completed	60%	 As of 29/01/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>2.2.2.8 Coordinate and manage maintenance and renewal of Council plant and equipment</p> <p><b>Comments on Status:</b> <i>Ongoing</i></p>	Director Technical Services	01/07/13, 30/06/17	Annual Capital Works Plan	75	 As of 03/04/14
<p>2.2.3 Participate in networks that promote regional and cross-border collaboration, planning and service delivery (Council Governance)</p> <p><b>Comments on Status:</b> <i>GM and Mayor attendance at RAMROC forums Staff attendance at RAMROC special interest networks Participation in LGMA function Joint meeting with "Mid Murray" councils to discuss "Joint Organization" Proposed meeting with Corowa and Albury Councils 4/4/14 to discuss cross border competitiveness GM and Council Officers in April-June quarter attended meetings re: Regional Action Plan Development with Council Officers also attending meetings convened by Planning re: Regional Growth Planning</i></p>	Council Governance	01/07/13, 30/06/17	100% Supporting Operational Plan Actions completed and outcomes reported	75%	 As of 24/06/14
<p>2.2.3.1 Develop resources and establish partnerships that improve local assessment of the social and economic implications of cross-jurisdictional decision-making and policy</p> <p><b>Comments on Status:</b> <i>Murray Now subscription and Research commissioned (Jerilderie, Cobram and Berrigan Shire focus) re: economic impact of ageing population Partnership initiated with University of Canberra - regional wellbeing survey Resource Directory being updated Regional Needs based social assessment developed to support initial scoping works undertaken by Grafton Australia</i></p>	Council Governance	01/07/13, 30/06/17	100% Annual publication of Berrigan Shire Health and Wellbeing Profile	100%	 As of 24/06/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>2.2.3.2 Actively lobby all levels of government and industry re: Murray Darling Basin Plan</p> <p><b>Comments on Status:</b> MDBA and Sussan Ley lobbied in relation to holiday river levels. input given to "Constraints Management" Strategy River flows maintained over tourist season Rhondda Dickson to visit Shire area on 14/4/2014 Met with MDA Chairman Craig Knowles at Echuca Liaising with Tocumwal Chamber of commerce and Barooga Advancement Group to commence community action campaign. Working with RAMROC to lobby for amendment to Water Act to recognize or respect social and economic values. RAMROC working group meeting with Commonwealth agencies 16/7/2014</p>	General Manager	01/07/13, 30/06/17	Annual No. of submissions / representations made	2 75%	 As of 8/07/14

## Good government Operational Plan 2013/14 progress report

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED	TOTAL
15	16	7			28

# Supported and engaged communities

Safe, healthy, accessible and inclusive communities are child and older person friendly.

Lifelong learning, cultural expression, services for older residents and recreational activities provide opportunities for people with a diverse range of interests to become involved and engaged in their local communities

Council's Supported and engaged communities Delivery Program and strategic objectives are:

3.1 Create safe, friendly and accessible communities

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

Our traffic light review of Operational Plan 2013/14 actions describes whether Council in the past 12 months has *done what it said it would do and if not Officers comments provide guidance on why not?*

Council Officers have also commented on significant achievements or projects commenced in the past 12 months



# Highlights

## International Women's Day

Council Library Services hosted another very successful International Womens' Day Literary Luncheon, Saturday 8<sup>th</sup> March 2014.

At our first weekend luncheon one hundred and nineteen guests were entertained by authors: Ber Carroll; Di Blacklock; and Liane Moriarty.

All three spoke about their lives and the 'women who inspire us'.

## Seniors Week

This year's Seniors Week Activity crossed the generations and was a wonderful partnership with Finley High School.

The Berrigan Shire Bake-Off and High Tea teamed eight Year-10 students and eight Seniors from across the Shire in a High Tea bake –off judged by cooking judge, Marge Maxwell. Mrs Inara Fox and Miss Samatha Bauer of Berrigan won the Bake-Off while our Seniors enjoyed a fantastic High Tea.



## Water Supply

Council Water Services have been busy this year with the potable water supply, maintenance and renewals needed to keep our water supply safe for residents and visitors.




Works have included:





- The commissioning of new fluoridisation units in Berrigan and Finley
- Replacement and installation of an additional water main in Finley complementing Roads and Maritime Services NSW reconstruction of Tuppal Street.

- Refurbishment of the Tocumwal Water Treatment Plant







The Tocumwal Water Treatment Plant work involved the removal and replacement of 20 tonnes of filter sand and the repainting of the internal surfaces of the steel tank. A novel approach to the replacement of the filter sand was, with this project, the use of a 50 tonne crane to lift 1 tonne “bulker” bags into the tank, rather than the previously used auger unit.















Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>3.1.1 Build communities that are home to more families and young people</p> <p><b>Comments on Status:</b> Planning commenced for the following community events targeting young people and families:            1: Children's Week - partner community agencies include: Intereach, Centacare, Council Libraries and Early Intervention 2: Youth Development: Youth Committee formed for Friday Night Dance Party scheduled for November 3: Children's Week conducted October 2013 - 4 events in each town conducted in partnership with local schools, library services, Family Support Services 4. Youth Committee planned and staged Friday Night Dance Party. 5. Berrigan Shire Youth Development Committee has funded bus to transport young people to Turn it Up Mulwala an /u18 youth event 21 December 2013 6; Youth Development Committee Projects International Children's Games</p>	Strategic and Social Planning Coordinator	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 09/07/14
<p>3.1.1.1 Support and promote the healthy development and wellbeing of children and young people</p> <p><b>Comments on Status:</b> Youth Development Committee sponsorship Children's Week planning Commenced and 4 events held Oct 2013 Youth Committee planned and staged Friday Night Dance Party Dec 2013 Youth Grant and sponsorship of Finley Fun Run - Youth run event raising funds for Timore Leste Youth Week planning commenced with young people - street art project Berrigan Skate Park International Childrens Games - Liaison with Lake Macquarie Council and local committee for Dec 2014 participation Youth Week activities completed - Street ARt Project and Finley High School Youth Day International Children's Games - Registration Completed and Team Selections commenced</p>	Strategic and Social Planning Coordinator	01/07/13, 30/06/14	\$5,000 Value of Council social development projects: engaging children and young people	\$2,500	 As of 03/07/14
<p>3.1.1.2 Deliver on behalf of the funder Early Childhood Intervention Services</p> <p><b>Comments on Status:</b> Service being delivered with the possibility of expansion.</p>	Director Corporate Services	01/07/13, 30/06/14	100% Funding and service targets are met	100%	 As of 02/06/14





Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>3.1.1.3 Develop Children and Families Strategy</p> <p><b>Comments on Status:</b> <i>To commence on completion of Ageing and Healthy Living Strategy; Literature Review commenced; Deferred until the completion of the Library Services Strategy</i></p>	Director Corporate Services	01/01/14, 30/06/14	90% Children and Families Strategy developed	20%	 As of 03/07/14
<p>3.1.2 Facilitate all age healthy lifestyles and ageing in place</p> <p><b>Comments on Status:</b> <i>Work on an "Ageing in Berrigan and Jerilderie Shires" guide underway. Seniors Week activities included: attending Finley Regional Care Expo, liaising with Library Services re: Seniors Week Bake Off. Publication and distribution of the Living Well in Berrigan Shire August 2014</i></p>	Corporate and Community Services	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 03/07/14
<p>3.1.2.1 Provide on behalf of the funder integrated in-home services and support to frail, aged and the disabled including service coordination, information and referral</p> <p><b>Comments on Status:</b> <i>The service is being delivered extremely well under the existing bulk-funding arrangements. The move to individualized funding will see the Council withdraw from service provision by June 2015. Work on finding a partner well underway</i></p>	Director Corporate Services	01/07/13, 30/06/17	100% Funding and service targets are met	100%	 As of 02/06/14
<p>3.1.2.1.1 Deliver and provide meals for older people and people with disabilities</p> <p><b>Comments on Status:</b> <i>The service has moved to a frozen meal service in Finley. The frozen meals offer more variety to clients and allow them to have their meal at a time of their choosing. The change has been popular with clients. Changes with Finley Regional Care CAPS packages have seen increased demand for the Meals on Wheels service.</i></p>	Director Corporate Services	01/07/13, 30/06/14	100% Funding and service targets are met	100%	 As of 02/06/14











Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
3.1.2.1.2 Facilitate social contact and participation in community life for older people and people with disabilities  <b>Comments on Status:</b> Service working well	Director Corporate Services	01/07/13, 30/06/14	100% Funding and service targets are met	100%	 As of 02/06/14
3.1.2.1.3 Deliver home maintenance and modification services for older people  <b>Comments on Status:</b> Service working well	Director Corporate Services	01/07/13, 30/06/14	100% Funding and service targets are met	100%	 As of 02/06/14
3.1.2.1.4 Deliver health related transport for eligible residents and their carers  <b>Comments on Status:</b> Service working well	Director Corporate Services	01/07/13, 30/06/14	100% Funding and service targets are met	100%	 As of 02/06/14
3.1.2.2 Develop Liveability and Healthy Ageing Strategy  <b>Comments on Status:</b> Liveability and Ageing Strategy endorsed by Council; training conducted for Sec 355 volunteers on 'enhancing the age friendliness of facilities'. Implementation of Strategy and associated actions is the next step	Director Corporate Services	01/07/13, 31/12/13	100% Liveability and Ageing Strategy developed	100%	 As of 28/01/14
3.1.2.3 Provide recreation facilities which support active lifestyle and ageing in place  <b>Comments on Status:</b> Work on Barooga Recreation Reserve complete. Finley Recreation Reserve work on target	Director Corporate Services	01/07/13, 30/06/14	100% Implementation and review Corporate & Community Services Asset Management Plan	70%	 As of 03/07/14
3.1.3 Strengthen the inclusiveness and accessibility of our community  <b>Comments on Status:</b> Ageing and Liveability Strategy consultation - identified a range of issues that will strengthen the inclusiveness and accessibility of our communities' Training held for Sec 355 Committees on improving the ageing friendliness of facilities"	Corporate and Community Services	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	50%	 As of 03/07/14


Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>3.1.3.1 Promote the social and economic wellbeing of the Shire through social planning and community development activities</p> <p><b>Comments on Status:</b> <i>Childrens Week events x 4 October Masquerade Dance - November Finley Fun Run - February Youth Event International Womens Day 8 March Seniors Week - attended Finley Regional Care Expo - Library Information and Marketing of PAMPS/Ageing Strategy; High Tea joint project Libraries involving Young People / Older Residents Planning commenced with High School for Youth Week Mens Health Week - Mens Health Forum held June 2014 at Finley Golf Club community development project with Mens Shed, Finley Community Health, Riverina Bluebell and Finley Medical Centre</i></p>	Corporate and Community Services	01/07/13, 30/06/14	No. of activities held	5	 As of 03/07/14
<p>3.1.4 Coordinate and facilitate the delivery of potable water, public health and safety services (Environmental Services)</p> <p><b>Comments on Status:</b> <i>Completed</i></p>	Environmental Services	01/07/13, 30/06/17	Supporting Operational Plan actions are undertaken and the outcome reported	100%	100%  As of 06/07/14
<p>3.1.4.1 Ensure potable water and sewer network is safe and functional</p> <p><b>Comments on Status:</b> <i>Staff operating all plants to achieved acceptable treatment outcomes</i></p>	Environmental Engineer	01/07/13, 30/06/14	Compliance Public Health water standards & standards for sewerage treatment	75%	100%  As of 8/07/14
<p>3.1.4.1.1 Generate sufficient income from fees and charges to provide for the renewal of sewer, water supply and distribution assets</p> <p><b>Comments on Status:</b> <i>New sewer charges take effect from this year.</i></p>	Director Corporate Services	01/07/13, 30/06/14	Funds in Water and Sewer Reserve Accounts	100%	 As of 02/06/14
<p>3.1.4.2 Monitor, control and report upon environmental contaminants and hazards - water, fire, refuse, buildings and air</p> <p><b>Comments on Status:</b> <i>Completed</i></p>	Development Manager	01/07/13, 30/06/14	Assess and report on impacts associated with contaminations	100%	100%  As of 06/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
3.1.4.2.1 Develop and implement inspection programs for food premises, building works, water/sewerage treatment, fire safety/hazard reduction <b>Comments on Status:</b> <i>Completed</i>	Development Manager	01/07/13, 30/06/14	100% Annual report describing number of programmed inspections by type & outcome	100%	 As of 06/07/14
3.1.4.3 Coordinate and facilitate local emergency management committee <b>Comments on Status:</b> <i>Emergency Management Committee meetings held as scheduled</i>	Director Technical Services	01/07/13, 30/06/14	100% LEMPan is maintained	100%	 As of 7/07/14
3.1.4.3.1 Provide and maintain local emergency operations centres and associated infrastructure <b>Comments on Status:</b> <i>LEOC's at Berrigan and Tocumwal are functional. New roof for Tocumwal is waiting on funding from NSW SES.</i>	Director Technical Services	01/07/13, 30/06/14	100% LEOCs found fit for purpose during emergencies and / or training operations	80%	 As of 7/07/14
3.1.4.3.2 Participate in the implementation and review of Local Disaster Management Plan-DisPlan <b>Comments on Status:</b> <i>Updated DISPLAN document adopted 12th July, 2012.</i>	Director Technical Services	01/07/13, 30/06/14	100% Plan reviewed and adopted Local Emergency Management C'tee at least every 5 yrs	100%	 As of 24/09/13
3.1.4.5 Control and promote responsible ownership of companion animals <b>Comments on Status:</b> <i>Completed</i>	Development Manager	01/07/13, 30/06/14	100% % Customer service complaints resolved within 3 working days	100%	 As of 06/07/14
3.2.1 Provide opportunities for life-long learning, cultural expression and recreation <b>Comments on Status:</b>	Corporate and Community Services	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	25%	 As of 29/09/13
3.2.1.1 Coordinate and deliver local library services <b>Comments on Status:</b> <i>Library service operating within guidelines. Work on the new strategic plan is underway. Patronage is up in all libraries except Berrigan</i>	Director Corporate Services	01/07/13, 30/06/14	2% Annual % increase in library usage - patronage	2%	 As of 02/06/14






Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>3.2.1.1.1 Conduct activities that respond to and reflect local needs and interests</p> <p><b>Comments on Status:</b> <i>Knit with Love, Mosaic Madness, Tech Savvy seniors - iPad training. New Library Strategic Plan underway</i></p>	Director Corporate Services	01/07/13, 30/06/14	100% Survey of Library patrons conducted	100%	 As of 7/07/14
<p>3.2.1.1.2 Provide programs that strengthen residents' connection to each and place</p> <p><b>Comments on Status:</b> <i>Tech Savvy seniors has enabled older people to use technology to stay in touch with family and other loved ones. Local history programs have been popular. Simultaneous Storytime was a huge success as was International Women's Day</i></p>	Director Corporate Services	01/07/13, 30/06/14	100% Survey of library users is conducted	100%	 As of 02/06/14
<p>3.2.1.1.3 Partner in the collection and preservation of local history</p> <p><b>Comments on Status:</b> <i>History of Berrigan Show Society on display</i></p>	Director Corporate Services	01/07/13, 30/06/14	100% Local history activities are planned and undertaken	100%	 As of 02/06/14
<p>3.2.1.1.4 Be the information and digital gateway for shire residents, students and visitors</p> <p><b>Comments on Status:</b> <i>Public access computers and hotspot available to all. Tech Savvy seniors, Broadband for Seniors operating at Tocumwal. Social media strategy underway</i></p>	Director Corporate Services	01/07/13, 30/06/14	100% Develop social media strategy	100%	 As of 02/06/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>3.2.1.2 Strengthen community engagement and participation in Council activities</p> <p><b>Comments on Status:</b> Engagement activities undertaken year to date include: Website publications Monthly Bulletin Street Meetings x 10 Road Renaming Project Community BBQ Town Entrance Publication Annual Report Publication Community Report and its distribution to all residents / households Street Stall: Road, Bridges, Kerb Asset Management Plan and PAMPS Sec 355 Committee management of community facilities and reserves Review of Social Media Policy Town Entrance Meeting Finley - Bowls Club Establishment of Facebook, Twitter and Instagram Accounts - Facebook social media as an engagement platform trial commenced June 2014</p>	Director Corporate Services	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 03/07/14
<p>3.2.1.2.1 Conduct community consultations in accordance with the Shire Council's Community Engagement Framework</p> <p><b>Comments on Status:</b> Issues requiring community consultation are being identified and program of consultation will be finalised November 2012: Survey/s engagement Dec – March include: Youth Week Survey (149 respondents); Barooga Public School Playground Consultation (10 students); International Women's Day ( Next Years Event ; Q's re: Library &amp; Business Week 60 Respondents); Preliminary Ageing Survey (38 respondents)</p>	Council Governance	01/07/13, 30/06/14	6 No. of engagement activities held	7	 As of 9/07/14
<p>3.2.1.2.3 Lead strategic management and planning for the development and renewal of recreation and open space assets and facilities</p> <p><b>Comments on Status:</b> Needs thorough review at Manex level</p>	Director Corporate Services	01/07/13, 30/06/14	No. of Committees with a Strategic Plan		 As of 29/09/13

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
3.2.1.2.4 In accordance with Asset Management Plans - plan the development and renewal of recreation and open space assets and facilities  <b>Comments on Status:</b> Barooga Recreation Reserve redevelopment complete. Finley Recreation Reserve redevelopment underway. Work on renewal of "Red Shed" at Berrigan Sports ground commenced	Director Corporate Services	01/07/13, 30/06/14	100% No. and % of scheduled projects completed	50%	 As of 9/07/14
3.2.1.3 Financially contribute to and support South West Arts programs and activities  <b>Comments on Status:</b> 2013/14 contribution paid and action plan provided. Faces of the South West project to be rolled out shortly	Director Corporate Services	01/07/13, 30/06/14	3 No. of activities held in the Shire	1	 As of 31/03/14
3.2.2 Facilitate and partner with local communities in the development of township plans (Council Governance)  <b>Comments on Status:</b> Community Groups applying for grant funds (Club and Participation and Facilities Grants) encouraged to align their application with township plans. Town Plans have been referenced by Community Groups where advice has been sought e.g:- Berrigan Cricket Club, Berrigan Tidy Towns Committee, Finley Lake Trust, Tocumwal PreSchool	Council Governance	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 03/07/14
3.2.2.1 Coordinate and align community projects and activities with township plans  <b>Comments on Status:</b> Tidy Town Projects - Berrigan and Barooga, Assistance with community events (rubbish removal) eg: Barooga Carols, Finley Chamber Xmas Festival, RexPo	Director Corporate Services	01/07/13, 30/06/14	6 No. of town plan projects undertaken with in-kind support from Council	6	 As of 03/07/14
3.2.2.1.1 Partner with our communities on the development of walking and cycling tracks along rail trails and river bank reserves  <b>Comments on Status:</b> First review not held yet	Director Corporate Services	01/07/13, 30/06/14	Value of in-kind support from Council re: community development of trails/tracks	0%	 As of 07/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
3.2.2.1.2 Review with relevant staff and Committees Corporate and Community Services Asset Management Plan 2011 recommendations	Director Corporate Services	01/07/13, 30/06/14	Recommendations considered	0%	 As of 29/09/13
<b>Comments on Status:</b> Needs thorough review at Manex level					

## Supported and engaged communities Operational Plan 2013/14 progress report

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED	TOTAL
31	2	1	-	4	38

## Diverse and resilient business

Our lifestyle, climate, existing facilities and proximity to Melbourne present a range of agricultural, tourism, retail and health industry opportunities.

Council's Delivery Program and diverse and resilient business strategic objectives include:

- 4.1 Invest in local job creation, retention and innovation
- 4.2 Strong and diverse economy
- 4.3 Diversify and promote local tourism
- 4.4 Connect local, regional and national road, rail and aviation infrastructure

Our traffic light review of Operational Plan 2013/14 actions describes whether Council in the past 12 months has *done what it said it would do*.





## Highlights

Council supports the Finley High School each year being the key driver of the Careers and Employment Expo that, this year was held in early April. The theme for the day was Youth Futures – Regional living, working and studying.

The keynote address was delivered by with Finley High School Alumni and Paralympian, Don Elgin. Don developed an instant rapport with the Year 10, 11 and 12 students relating to them as a local talking about the opportunities and

benefits that came to him from growing up in rural Australia. Many local business owners contributed to the Expo by being part of discussion panels or attending the lunch and heading up discussion with the students about their particular industry.

The programme for the day also delivered session on business etiquette, how much does it cost to leave home and job interview skills. The Australian Business Apprenticeships Centre representative was also kept busy with inquiries.








## Highlights



The Berrigan Shire Business and Environment Awards nominations went online in 2014 as part of Council's focus on recognising sound, innovative and sustainable business practices. This year's awards winners were eligible for state level awards. As many businesses were nominated by someone from outside their



business we are pleased to report that the business owners' then chose to complete a submission.




Businesses were also asked to nominate an outstanding employee or apprentice. The standard of entries in all categories was very high and all entrants are to be commended on their efforts.




Category	Winning Entry	Operator
Excellence in Environment	Old Woperana Open garden	Maryanne Ryan
Excellence in Events	Finley Farmers Market	Finley Farmers Market Committee
Excellence in Tourism	Langford House Tocumwal	Spencer and Corrie Rutherford
Employee of the Year	Raymond Braybon	Finley Bowling Club
Apprentice of the Year	Kimberley Fitzpatrick	Cobram Barooga Golf Club
People's choice	David Walsh Gas	David Walsh
Young Business Executive	Amanda Cardillo	Amanda Cardillo
Business leader	Darrell Bowden	D and M Bowden Construction
Excellence in Small Business	K and A Foods	K and A Tengstrom
Excellence in Business	D and M Bowden Construction	Darrell Bowden.




Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>4.1.1 Identify opportunities for strategic investment and job creation</p> <p><b>Comments on Status:</b> <i>The key opportunities that have been worked on in 2013/14 are:</i>            *The Tocomwal Intermodal            * Dairy Feed Lots            * The Grafton Project - Finley            * A new grain handling site in Tocomwal            *Tocomwal Aerodrome            * Other projects that are commercial in confidence</p>	Economic Development	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and completed	100%	 As of 03/07/14
<p>4.1.1.1 Support the development of the Agriculture Industry</p> <p><b>Comments on Status:</b> <i>A business case was prepared for the "purchase" of the Economy id suite of data that includes a detailed statistical look at the Agriculture industry in Berrigan Shire.</i></p>	Economic Development Officer	01/07/13, 30/06/17	100% Annual Report of Industry Data	100%	 As of 03/07/14
<p>4.1.1.2 Support collaborative planning, shared resourcing local industry and business development projects</p> <p><b>Comments on Status:</b> <i>An online business survey has been designed and will be distributed immediately after the peak holiday season. March The business survey was well supported and the report was distributed to all Chambers of Commerce who in turn forward the report to their members. The development of the Tourism Strategic Plan has commenced with the industry consultation phase well under way. June A second Business Survey was conducted after the Easter/Anzac Day holiday period and the report distributed through the Chambers of Commerce.</i></p>	Economic Development Officer	01/07/13, 30/06/14	100% Business Survey conducted	100%	 As of 03/07/14
<p>4.1.1.3 Support the development of aged care industry cluster in the Berrigan Shire</p> <p><b>Comments on Status:</b> <i>March 2014 The development of an aged care industry cluster was deferred by the Council at the Corporate Workshop in Bendigo</i></p>	Economic Development Officer	01/07/13, 30/06/14	Jobs growth measured by ABS employment data		 As of 27/03/14
<p>4.1.1.4 In conjunction with local business and employers develop an innovative labour attraction and local skills retention and employment</p>	Economic Development Officer	01/07/13, 30/06/14	100% Feedback from industry groups	100%	 As of 03/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>program</p> <p><b>Comments on Status:</b> Local skills and labour retention will be addressed as a key theme of the Finley High School Careers Expo that I will facilitate. The date for this event has been set (April 9) and 2 meetings with the teachers prior to the end of the school year have the plan in progress. March The program for the Finley High School Careers Expo - Berrigan Youth Futures - is confirmed and ready for delivery on the 9th of April. The program includes Don Elgin as a motivational speaker, breakout sessions dealing with financing tertiary study, apprenticeships, business etiquette and how to tackle employment interviews. June The feedback from this program has been collated and will inform the development of the 2015 program.</p>					
<p>4.2.1 Partner with government and industry to renew and promote the development of the Shire's economic assets (Council Governance)</p> <p><b>Comments on Status:</b> Continuing to work with public and private sector partners in relation to Tocumwal Intermodal. Developed draft LEP in conjunction with the community, government and private sector agencies to allow for economic development of the area. Working with private sector to establish site for machinery trade and maintenance at Finley. Trying to collaborate with Moira Shire Council and Victorian and NSW agencies to combat fruit fly threat from residential properties. Council met with business operators from the Tocumwal aerodrome to discuss future development of the facility. The discussions were positive and indicated a genuine desire on the part of the business to work with Council to expand the marketing of the aerodrome. From this meeting Council has formed and funded a Committee of Management to be responsible for promoting the aerodrome to aviation industry.</p>	Council Governance	01/07/13, 30/06/14	100% Supporting Operational Plan actions are undertaken and the outcome reported	25%	 As of 03/07/14
<p>4.2.1.1 Develop and implement Berrigan Shire Economic Development Plan</p> <p><b>Comments on Status:</b> The Berrigan Shire Economic Development Plan to</p>	Economic Development Officer	01/07/13, 30/06/14	100% Adopted by Council and actions implemented	100%	 As of 03/07/14




Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>2016 is now being implemented. My 2013/14 Work plan reflects items that are detailed in the plan. March The implementation of my 2013/1014 Work plan has been reviewed and I am well on track to complete all actions June All actions in the work plan were addressed</p>					
<p>4.2.1.2 Develop and implement action plan to promote business opportunities, location advantages and competitiveness of Tocumwal Aerodrome and its industrial precinct</p> <p><b>Comments on Status:</b> Throughout the Economic Development Strategy the development of an action plan and/or prospectus to promote business opportunities is mentioned on a number of occasions. The first step in the process will be the successful integration of the economy id data within the Berrigan Shire website. Once this is done, the need for other types of collateral will be reviewed. March Sale of land at the aerodrome is continuing overseen by the General Manager June A promotions committee has been developed and they will be responsible for a marketing plan for the aerodrome. As EDO I will be a member of this committee and will oversee the implementation of the marketing plan. It has been decided that this is a more proactive measure than developing prospectus.</p>	Economic Development Officer	01/07/13, 30/06/14	100% Prospectus developed	100%	 As of 03/07/14
<p>4.2.1.3 Lobby NSW Parks for investment in the enhancement of facilities and signage in and around National and Regional Parks</p> <p><b>Comments on Status:</b> I have raised the issue with the Barooga Advancement Group for input from the community. I will also target visitor feedback during the holiday season in an effort to discover what the areas of greatest need are. March I have had regular contact with Joanne Peddler from Parks NSW with regard to signage. The reality of the situation is that there is little or no money in the Parks and Wildlife Service budget to address the signage issue. There is signage ordered for Ski beach and delivery is expected before Easter. June The Ski beach signage and new Quicks beach signage is in place</p>	Economic Development Officer	01/07/13, 30/06/14	Signs installed by NSW Parks	100%	 As of 03/07/14




Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
4.2.1.4 Invest in the development of walking and cycle tracks  <b>Comments on Status:</b> <i>Deferred - per discussion at Corporate Workshop February and Council resolution 19 March</i>		01/07/13, 30/06/17			 As of 30/03/14
4.2.2 Support local enterprise through economic development initiatives  <b>Comments on Status:</b> <i>The Local Employment Expo and Business Awards are initiatives that have commenced and will be completed before the end of the financial year. Plans are in place to revitalise the Tocumwal Intermodal project. March The Expo and Business Awards are will on track for delivery on the 9th and 16th of April. The awards moved to an online entry portal and businesses had to answer questions in line with those that are expected at State and regional level. The awards process is an effort to get business operators to take a good look at their business and work on their business rather than in the business. June</i>	Economic Development	01/07/13, 30/06/17	100% Number of economic development initiatives commenced per calendar year	100%	 As of 03/07/14
4.2.2.1 Facilitate the operation of vibrant business support groups within the shire  <b>Comments on Status:</b> <i>I have commenced the development of a database of businesses in the Berrigan Shire. This will take some time but is an essential tool if we are to communicate effectively with the local business community. At December 30 I have over 100 local businesses entered into the database with an average of 5 or 6 completed forms coming in each day. I have attended meetings of all the local business chamber groups and will continue to do so. March 2014 The local business survey that was undertaken in late December and early January was well supported by the business community. The data was collated and the report circulated back to the industry within 10 days of the survey closing. The local papers - SRN and Cobram Courier picked up the report and wrote articles based on the information. June The Business Survey was run again after the Easter/Anzac day holiday period and the report circulated back to the community</i>	Economic Development Officer	01/07/13, 30/06/14	100% Local Business Surveys	100%	 As of 03/07/14



Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>4.2.2.1.1 Facilitate the effective operation of Chambers of Commerce, Tourism Associations and other business groups through the development and implementation of business plans</p> <p><b>Comments on Status:</b> I have started meeting with the Chambers however I'm unsure of the status of business plans etc. March I have assisted Tocumwal on the Murray Tourism to complete their documentation for the Tourism Accreditation Program June I have written the Event plan for the Chamber presidents group and the marketing plan for the Aerodrome promotions committee. BSC is in the process of adopting a Strategic Plan for Tourism</p>	Economic Development Officer	01/07/13, 30/06/14	Business plans completed, adopted and implemented	100%	 As of 03/07/14
<p>4.2.3 Engage local business through regular meetings, electronic newsletter, and Council bulletin and media publications</p> <p><b>Comments on Status:</b> Meetings with local business operator are being held on a regular and ongoing basis. An electronic newsletter will be developed as the database grows and we are able to communicate with a decent percentage of our local businesses. 2 media releases have been published in the local newspaper March I have attended at least 3 Business Chambers meetings each month I have found an online newsletter template and am trialing it at the moment June I have attended at least 3 Business Chamber meetings each month Attended a variety of businesses with the mayor whilst interviewing nominees for the apprentice and employee of the year.</p>	Economic Development	01/07/13, 30/06/17	100% Supporting Operational Plan actions are completed	100%	 As of 03/07/14
<p>4.2.3.1 Host Berrigan Shire Business and Environment Awards</p> <p><b>Comments on Status:</b> Planning for the 2014 Berrigan Shire Business and Environment Awards is well underway. The date has been set, venue booked and the advertising plan with the major sponsor, the SRN, has been put in place. The method of entry for the awards is changing and all entrants will be encouraged to self-nominate through the online portal. Our aim will be to move the awards to the model used by the NSW Business Chamber in 2015.</p>	Economic Development Officer	01/07/13, 30/06/14	100% Attendance at Awards	100%	 As of 03/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p><i>March 2014 All entries have been completed on line and we have a total of 42 entrants. The voting on the People's Choice Awards closes this week. Bookings for the presentation dinner have just opened. We have down sized the ticket allocation to nominees to one pre entry to try and make the dinner a les expensive evening for Council. The quality of entries are mixed but there has been a very good acceptance of the on line process and the need to answer questions rather than make it a popularity contest. June The Awards presentation evening was held on the 16th of April and those attending have reported it to be successful night. Winners and finalists have been given material to promote the fact that they are winners.</i></p>					
<p><b>4.3.1 Implement the Berrigan Shire Visitor Events Plan</b>  <b>Comments on Status:</b> <i>The Visitor Events Plan continues to be implemented however some changes have occurred with the community committee being disbanded. The Events Committee is now a committee of Council. Total funds available for distribution \$60,754 and so far \$39,500 has been allocated to 6 Events with the Tuppal Food and Fibre Event being the largest recipient. \$21,254 remains in the funding pool. The Events committee funded the Finley Monster Weekend, and Finley Rodeo.</i></p>	Economic Development	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 03/07/14
<p><b>4.3.1.1 Convene and facilitate the Berrigan Shire Events Coordinating Committee</b>  <b>Comments on Status:</b> <i>The Events committee is now a committee of Council and has met 3 times to consider funding applications. March The Council considered two funding aquitals that were submitted The Council funded the Finley Monster Weekend The Council declined two funding applications - one from the Tocumwal Mother Day Fun Run and the other from the Finley Football Club for the Grand Final Breakfast</i></p>	Economic Development Officer	01/07/13, 30/06/14	100% Committee established	100%	 As of 03/07/14
<p><b>4.3.1.2 Provide support to event proponents and organisers</b>  <b>Comments on Status:</b> <i>6 Events have been supported through the funding</i></p>	Economic Development Officer	01/07/13, 30/06/14	100% No. of events supported by Council	100%	 As of 03/07/14








Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>application process. The Tuppal Food and Fibre Festival has also had in-kind support with me writing their Business Plan. Assistance was provided to the Finley Rexpo and Big Boys Toys</p>					
<p>4.3.2 Partner regional Tourism Boards (Sun Country and Murray River)</p> <p><b>Comments on Status:</b> With the demise of Sun Country on the Murray the Murray Regional Tourism Board has become the only tourism partner available to Berrigan Shire. We will continue to monitor industry sentiment and will review tourism support in 2014. Berrigan Shire Council has made a 3 year commitment to the Murray Regional Tourism Board with a 80% increase in the funding requested. We have made good use of our membership in teh past few months with Tom Smith presenting to Coucil at the Corporate Workshop and now facilitating the consultation for the development of the Tourism Strategic Plan</p>	Economic Development	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 03/07/14
<p>4.3.2.1 Maintain membership and benefit of regional tourism boards to increase local visitation and economic activity</p> <p><b>Comments on Status:</b> I have attended the forums of the Murray Regional Tourism Board and have acted on information that I've gained from those meetings. The key issue that we are looking to address is the extent of our involvement in the digital platform that is now under development. The MRTB has supported our efforts to lobby Sussan Ley regarding river levels during the peak holiday seasons. March Berrigan Shie Council is participating in the MRTB Murray River Touring Map Berrigan Shire Council was represented at the Melbourne Caravan and Camping Show and will also be at the Sydney Show I have attend all the MRTB Forums June I continue to be involved in the MRTB Forums and I'm working on our involvement in the MRTB Digital Platform</p>	Economic Development Officer	01/07/13, 30/06/14	80% Meeting attendance Regional Tourism Boards	100%	 As of 03/07/14
<p>4.3.2.1.1 Participate in Sun Country on the Murray development of Town based Tourism Strategy Destination and Marketing Plans</p>	Economic Development Officer	01/07/13, 30/06/14	Town Tourism and Destination Plans / projects are		 As of 03/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<b>Comments on Status:</b> With the demise of Sun Country on the Murray this action needs to be reviewed			undertaken by local operators		
<p>4.3.2.2 Encourage and support local tourism body / operator activities which, foster and promote increased local tourism industry growth and development</p> <p><b>Comments on Status:</b> A number of Tocumwal business operators have supported media visits with free accommodation and entry to attractions. In 2014 the region will benefit from free press articles in the Royal Auto magazine and The Weekly Times. This will be a valuable exercise for businesses to see the value in supporting visiting journalists. A Finley based business, Aussie Wool Quilts, has been supported through the process of joining the now well established Farm Gate Trail. June Tocumwal chamber was assisted with their participation in the Golf Getaway TV program</p>	Economic Development Officer	01/07/13, 30/06/14	100% Murray Regional Tourism Board Data - report to Council	100%	 As of 03/07/14
<p>4.4.1 Develop and promote Berrigan Shire regional transport and freight infrastructure (Council Governance)</p> <p><b>Comments on Status:</b> Supporting Operational Plan actions completed</p>	Council Governance	01/07/13, 30/06/17	100% Supporting Operational Plan actions are undertaken and the outcome reported	100%	 As of 09/07/14
<p>4.4.1.1 Develop design concept, and investment case, to improve traffic entry and egress to, and within precinct, and storage areas, and associated infrastructure at Tocumwal</p> <p><b>Comments on Status:</b> March 2014 The phasing document is now being developed by Opus International to give Council the road map required to move this project forward. It is expected that we will receive this document in mid-April. June Opus delivered the phasing document and it has formed the basis of representation to Federal Govt. for funding under the MDBP</p>	Economic Development Officer	01/07/13, 30/06/14	100% Design concept and investment case developed	100%	 As of 03/07/14

Operational Plan / Actions & Comments	Responsible Officer	Start Date End Date	Target Measure	YTD	Status
<p>4.4.1.2 Locate sources of funds for investment into facility</p> <p><b>Comments on Status:</b> Now that NSW has signed up to the Murray Darling Basin Plan it is expected that this project will be put forward to Sustaining Basin Communities Fund in the next financial year. The project has been flagged with NSW Trade and Investment and also with Susan Leys office.</p>	Economic Development Officer	01/07/12, 30/06/16	100% Funds to undertake works are identified	100%	 As of 03/07/14
<p>4.4.1.3 Lobby for upgrade of rail facilities, associated with Tocumwal rail line including the line to Shepparton and Melbourne ports</p> <p><b>Comments on Status:</b> Contact has been made with Melbourne Ports and contact will be made with the rail authorities when required</p>	Economic Development Officer	01/07/12, 30/06/16	Investment by government in facilities		 As of 03/07/14
<p>4.4.1.4 Participate actively in efforts to upgrade Newell Highway and Midland Murray Valley Highways particularly the Shepparton bypass road</p> <p><b>Comments on Status:</b> I have read the latest Newell Highway report and will continue to watch developments with this initiative. May 2014 - Developed the Council response to the Draft Newell Highway Corridor strategy with a special focus on parking and rest area upgrade around Tocumwal. BSC submitted an opinion document on the NSW state Government draft Newell Highway Corridor Strategy</p>	Economic Development Officer	01/07/12, 30/06/16	Highway upgrades demonstrative of progress	100%	 As of 03/07/14
<p>4.4.1.5 Operate and maintain the Tocumwal Aerodrome</p> <p><b>Comments on Status:</b> Aerodrome operating normally</p>	Director Technical Services	01/07/13, 30/06/14	100% Annual report to Council on activity and operating costs	75%	 As of 07/07/14

## Diverse and resilient business Operational Plan 2013/14 progress report

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED	TOTAL
24	-	1	-	2	27

# STATUTORY REQUIREMENTS

Council's Annual Report is one of the key points of its accountability between Council and its community

It is not a report to Government but a report to the community.

And while, this Report focuses on the implementation by Council of its Delivery Program and Operational Plan 2013/14 the information in the following section includes information that is prescribed by the Local Government (General) Regulation 2005.

This information is included in the regulations that govern Local Government in New South Wales because the Government believes that it is important for communities to build their understanding of how Council is performing



Table A: Number of applications by type of applicant and outcome\*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	1	0	0	0

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	1	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

\*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

**Reporting Requirement Reference:** *Local Government Act 1993 s 125 (1) Local Government (General) Regulation 2005 cl 219 Schedule 2*

## Privacy and Personal Information Protection Act 1988

The collection, use, storage and disclosure of personal information is governed by the the Privacy and Personal Information Protection Act 1998 (PPIPA). The collection of personal information from Councillors, employees, volunteers, contractors, ratepayers and member of the public is needed for the effective delivery or a range of Council services.

Further information regarding PPIPA can be found on the Information and Privacy Commission Website.

## Carers Recognition Act 2010

The Carers Recognition Act 2010 requires that Council as a funded Human Services Agency develop and implement a Carers Recognition Policy.

Council's Home and Community Care and Early Intervention Services have policies and deliver services that support, value and recognize the importance of carers in our communities.

**Reporting Requirement:** *Carers Recognition Act s8 (2)*

# Privacy and Personal Information Protection Act 1998 & Carers Recognition Act 2010

July 2013 – June 2014	
Number of public officials who made PIDs	0
Number of PIDs received	0
Of PIDs received, number primarily about:	
Corrupt conduct	-
Maladministration	-
Serious and substantial waste	-
Government information contravention	-
Local government pecuniary interest contravention	-
Number of PIDs finalised	-

Note: The number of PIDs finalised only refers to PIDs that have been received since 1 July 2013.

## Additional Information

The Council adopted its Internal Reporting Policy in September 2013 which is the policy that deals with public interest disclosures. The policy is due for review in August 2016.

All staff received the policy at its adoption with pay slips. Copies of the policy are also available in common areas and on the Council common drive. Similarly, new staff also review the policy as a part of their induction.

<b>Mayor and Councillor Fees</b>			
<b>Councillor</b>	<b>\$ Amount</b>	<b>Mayor</b>	<b>Car Hire (Deduction)</b>
B. Curtin	10,436.93	22,776.66	3,120.00
B. Hill	11,411.11		
J. Bruce	10,697.06		
M. Hannan	11,247.09		
C. Jones	11,613.41		
A. O'Neill	11,423.41		
D. Morris	11,037.73		
D. Glanville	12,034.45		
<b>Total</b>	<b>\$ 89,901.19</b>	<b>\$ 22,776.66</b>	<b>\$ 3,120.00</b>





## Councillor Facilities and Expenses

<b>Councillor Facilities and Expenses</b>		<b>2013 - 2014</b>
<b>FACILITIES</b>		\$
Office Equipment		-
Telephone		6,736.24
Meals & Refreshments at meetings convened by Council		6,528.67
Council Vehicles		20,846.41
<b>FACILITIES TOTAL</b>		<b>\$ 34,111.32</b>
<b>EXPENSES</b>		
Telephone - Calls		-
Conferences & Seminars		5,036.38
Training		10,757.15
Interstate Travel		-
Overseas Travel		-
Spouse/partner/accompanying person expenses		-
Carer of other related expenses		-
Legal expenses		-
Subscriptions		55.00
Insurance		1,999.25
Local Travel		10,573.00
Travel outside the LGA		4,159.08
Miscellaneous		3,316.00
<b>EXPENSES TOTAL</b>		<b>\$ 35,895.86</b>
<b>TOTAL FACILITIES AND EXPENSES</b>		<b>\$70,007.18</b>

Reporting Requirement *Local Government (General) Regulation 2005 cl 217(1) (a) (a1)*

<b>Senior Staff Remuneration</b>	
<b>Number of senior staff</b>	1
<b>Package Component</b>	<b>\$</b>
Salary	155,064
Bonus or other payments (non-salary)	0
Superannuation (salary sacrifice and employer contribution)	25,000
Value non-cash benefits	2,458
Fringe benefits tax payable for no-cash benefits	1,760
<b>Total Value of Contract</b>	<b>\$ 184,282</b>

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217(1)(b) – (c)*



# Equal Employment Opportunity

In April, 2014, Council reviewed its Equal Employment Opportunity requirements under the *Local Government Act 1993, Ch. 11, Part 4*, and implemented changes that included:

- Separation and development of the Discrimination, Workplace Bullying and Harassment Policy, and the Equal Employment Opportunity Policy;
- Development of the Equal Employment Opportunity Management Plan.

The Equal Employment Opportunity Policy outlines Council's commitment to EEO practices, and responsibilities for ensuring our workplace is fair and free from discrimination.

The Equal Employment Management Plan (EEO Plan) has been designed to work in with the Berrigan Shire Council Workforce Development Plan, incorporating the provisions as outlined in the *Local Government Act 1993*, and states Council's objectives for achieving compliance and eliminating discrimination in the workplace.

The EEO Plan is a dynamic document outlining actions for Council which include:

- Ongoing policy review
- Distribution of information and awareness sessions relating to equal employment opportunity
- Ongoing position description review
- Succession planning, training opportunities and career progression for EEO target groups
- Collection of relevant EEO information

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1)*

## Committees of Management exercising functions delegated by Council

- Australia Day Committee
- Barooga Advancement Group
- Barooga Community Botanical Gardens Committee
- Barooga Recreation Reserve
- Berrigan Conservation & Tidy Town
- Berrigan Shire Heritage Committee
- Berrigan Shire Youth Development Committee
- Berrigan Sportsground Committee
- Berrigan War Memorial Hall
- Berrigan War Memorial Swimming Pool
- Berriquin Community Toy Library
- Boomanoomana Landcare Committee
- Finley Community Help Group
- Finley Pioneer Rail Committee
- Finley Railway Park
- Finley Recreation Reserve Committee of Management
- Finley Showground Sporting Complex Committee
- Finley Tidy Towns
- Finley War Memorial Hall & School of Arts
- Finley War Memorial Swimming Pool
- Fullers Road Landcare
- Mary Lawson Memorial Wayside Rest Committee
- Native Dog Landcare Group
- Retreat Public Hall
- Tocumwal Aerodrome Business & Economic Development Committee
- Tocumwal Foreshore
- Tocumwal Friends of the Library Group
- Tocumwal Historic Aerodrome Museum
- Tocumwal Rail Preservation Committee
- Tocumwal Recreation Reserve Committee
- Tocumwal Swimming Pool Committee
- Tocumwal War Memorial Hall

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (a6)*

Partnerships, Co-operatives or Other Joint Ventures	Role	Purpose
Murray Irrigation	Shareholder	Requirement to take water from Murray Irrigation Infrastructure
StateCover Mutual and Statewide Mutual	Member	Council Insurers
Sun Country on the Murray Inc	Association Member (until October 2013)	Moira Shire (Vic), Corowa Shire and Berrigan Shire Tourism Promotion and Development. Unilaterally dissolved by Moira Shire Council
Riverina and Murray Regional Organisation of Councils (RAMROC)	Member	Local Government Service Coordination and regional advocacy
Local Government NSW	Member	Local Government Sector Peak Body: high level intergovernmental advocacy, procurement and strategic support
Central Murray County Council	Member	Control of noxious weeds Berrigan, Conargo, Deniliquin and Murray Shires
South West Arts	Member	Promotion of the arts

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (a8)*

Summary Resolutions Section 67 – Works carried out on Private Land <b>Reporting Requirement</b> <i>Local Government (General) Regulation 2005 cl 217 (1) (a4)</i>	Nil
Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which council held a controlling interest <b>Reporting Requirement</b> <i>Local Government (General) Regulation 2005 cl 217 (1) (a7)</i>	Nil

<b>Section 356 Grants / Contributions</b>	<b>\$</b>
Cobram Secondary College – CSC Presentation Night	100.00
Finley TAFE – Outstanding Student Award	100.00
Finley High School Presentation Night	100.00
Cobram & District Artist Society Hall Hire	200.00
Cancer Council – RFL Corporate Sponsor	227.27
Berrigan Tennis Club Donation Rates	2,283.12
Berrigan Lions Club – Caravan Park	5,000.00
Lions Club Berrigan – Cemetery Honorarium	3,130.00
Lions Club Finley – Cemetery Honorarium	5,395.00
Lions Club Tocumwal – Cemetery Honorarium	3,205.00
Lions Club Tocumwal – Skate Park Maintenance	1,000.00
NSW Rural Doctors Network	3,000.00
Tocumwal on the Murray Tourism Board	8,184.00
Tocumwal Chamber of Commerce	55,000.00
Finley High School Youth Day	600.00
Berrigan Mens Shed	2,200.00
Other Various	300.00

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217(1) (a5)*



This summary includes the amount, costs and expenses paid or received by way of out of Court settlements, other than those the terms of which are not to be disclosed in addition to a summary of the status of each legal proceeding and the result (if finalized) for the 12-monthly period 1 July 2013 to 30 June 2014. The Council was not party to any legal proceedings during 2013/14.

## Legal Proceedings

Details of Legal Proceedings	Amount Incurred	Amount Recovered	State of Progress	Result
Nil	Nil	Nil	Nil	Nil

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (a3)*

The follow table is a summary of routine legal action taken for the collections of outstanding debt.

## Debt Recovery (Outstanding Rates and Charges)

	Number	\$ Cost
Summons	77	30,837.55
Other Legislation	143	18,816.81
<b>Total</b>	<b>220</b>	<b>49,654.36</b>

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (a3)*

## Rates and Charges Written Off

	\$
Ordinary/General Rates / Interest	1,007.59
Annual Water Charges / Interest	1,201.89
Water Consumption Charges / Interest	996.41
Annual Sewer / Pedestal Charges / Interest	1,151..97
Garbage / Domestic Waste Charges / Interest	206.05
Stormwater / Drainage Charges / Interest	282.00
Interest / Legal & Other Charges	0.00
<b>Total</b>	<b>4,845.91</b>

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 132*

	<b>NUMBER</b>
Total Dogs Seized	96
Dogs returned to owner	27
Dogs impounded	69
Dogs released	27
Dogs Sold	2
Dogs Released to organisations to rehome	0
Dogs Euthanized – Unable to rehome	51
Cats impounded	33
Cats returned to owner	1
Cats euthanized – Unable to rehome	32
Penalty Infringement Notices Issued – COMP. ANIMALS	41
Penalty Infringement Notices Issued – LIVESTOCK	2
Reportable Dog Attacks	2
Dangerous Dog Declarations	0
Off-Leash Areas in the Shire:	2
<b>OTHER ANIMAL MANAGEMENT ACTIVITIES</b>	
Community Education Programs as required Council Bulletin	
De-sexed animals attract a reduced registration fee	
<b>EXPENSES 2013/14</b>	<b>\$</b>
Companion Animal and Livestock Impounding – Staff Salaries	76,446.50
Companion Animal and Livestock Impounding – Vehicle operating costs	18,207.53
Companion Animal and Livestock Impounding – Telephone expenses	769.96
Dog Food Expenses	1199.87
Government Registrations and levies	6,518.00
Other Operating Expenses	1,302.94
Capital Works Improvements to Pound Facility	-
<b>REVENUE 2013/14</b>	<b>\$</b>
Companion Animal Registration Fee Reimbursement	11,931.00
Penalty Notices – Fines Received	10,715.14

**Reporting Requirement** Clause 217(1) (f) of the NSW Local Government (General) Regulation 2005





# STATE OF OUR ASSETS

Council's *Asset Management Strategy* 2013 – 2023 assists Council monitor the delivery of services from Council infrastructure including:

roads, bridges, footpaths, stormwater drainage, and flood protection levees; corporate and council community service facilities - parks , reserves, pools, libraries, halls and other council buildings; commercial facilities – caravan parks, sale yards, quarries and aerodrome; waste management, sewerage , water distribution and supply.

Council assets also include plant and Council business operations technology and systems.

As at 30 June 2014 Council's infrastructure assets have a replacement value \$ 234,814,000.

We use the *Asset Management Strategy* to show:

- How its asset portfolio will meet the service delivery needs of its community into the future,
- What Council's asset management policies are to be achieved, and to
- Ensure the integration of Council's asset management with Berrigan Shire 2023 our communities' and Council's long term strategic plan

Each year Council in its Annual Report provides a snapshot of its capital works program, the assessed value and condition of Council assets and contracts awarded by Council to build, maintain or plan new assets



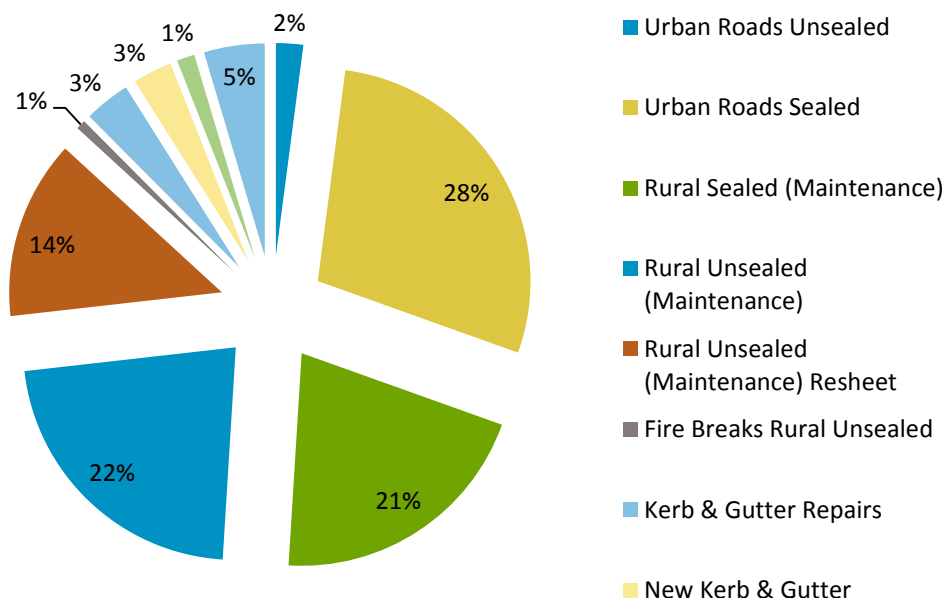
<b>Contracts – includes Contracts over \$150,000</b>		
<b>Name and address of Contractor</b>	<b>Contract description</b>	<b>Tendered amount (including GST)</b>
Kennedy Builders PO Box 92 MULWALA NSW 2647	Design and construction of Community Centre at Finley Recreation Reserve	\$1,322,280.00
Auselec Cnr Karook & Markey Street COBRAM VIC 3644	Supply of electrical services for 2013/14	Schedule of fees
Cobram Data and Electrical 30 Dillion Street COBRAM VIC 3644	Supply of electrical services for 2013/14	Schedule of fees
PBS Power Services PO Box 1007 MOAMA NSW 2731	Supply of electrical services for 2013/14	Schedule of fees
Pace Electrics PO Box 208 TOCUMWAL NSW 2714	Supply of electrical services for 2013/14	Schedule of fees
P A & J L Scott 47 Townsend Street FINLEY NSW 2713	Supply of electrical services for 2013/14	Schedule of fees
RSD Chartered Accountants P.O. Box 30 BENDIGO VIC 3552	Provide Audit Services to Council	\$22,000

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (a2)*

Council in the past year has continued its commitment to maintain our road and footpath network to a high standard and in addition to its works program – reviewed

<b>Value of Road Works Completed</b>	<b>\$</b>
Urban Roads Unsealed	49,567
Urban Roads Sealed	679,714
Rural Sealed (Maintenance)	491,109
Rural Unsealed (Maintenance)	532,068
Rural Unsealed (Maintenance) Re-sheet	325,704
Fire Breaks Rural Unsealed	17,360
Kerb & Gutter Repairs	83,860
New Kerb & Gutter	71,476
Footpath Maintenance	32,447
New Footpath	110,426
<b>Total</b>	<b>\$ 2,393,731</b>

**% of Road Works Budget x Type of Work**



There were no major capital items completed in the 13/14 financial year although there were a number of significant smaller asset renewal projects as follows:

<b>Water Services Asset Renewals</b>	<b>\$</b>
Replace fluoride dosing systems at Finley and Berrigan	50,000
Re-furbish Tank at the Tocumwal Water Treatment Plant	50,000

<b>Sewer Services Asset Renewal Projects</b>	<b>\$</b>
Upgrade telemetry systems – all towns	10,000
Re-line concrete at Tocumwal Sewerage Treatment Plant	100,000
Re-line concrete at Berrigan Sewerage Treatment Plant	30,000

Council operates two business units – its water supply service and its sewer service. Each service is required to raise sufficient funds from its own activities to fund its operations.

The water supply service has increased its operating surplus with the (\$635,000) 2013/14 result due to continued increase in water consumption revenue.

Council's sewer service in response to increased sewer charges is now returning an operating surplus of \$171,000.

# Stormwater Management Plan – Statement of Works 2013 – 14

\$	

**Reporting Requirement** *Local Government (General) Regulation 2005 cl 217 (1) (e)*



# FINANCIAL MANAGEMENT

After Capital Grants and Contributions the Berrigan Shire Council generated a small surplus for the 2013/14 financial year.

This report provides a brief overview of Council's revenue and expenditure. More detailed information is included in council's audited financial statements which are the final part of this report



# Financial Performance

	2009/10	2010/11	2011/12	2012/13	2013/14
Revenue	\$17.1m	\$17.7 m	\$19.5 m	\$19.0 m	18.9
Expenditure	\$16.5m	\$17.8 m	\$17.6 m	\$18.8 m	18.7
<b>Surplus</b>	<b>\$0.6m</b>	<b>(\$0.1 m)</b>	<b>\$1.9 m</b>	<b>\$0.2 m</b>	<b>0.2m</b>
Surplus before Capital grants & contributions	(\$0.7 m)	(\$0.7 m)	\$1.4 m	\$(0.4)m	\$(1.5)

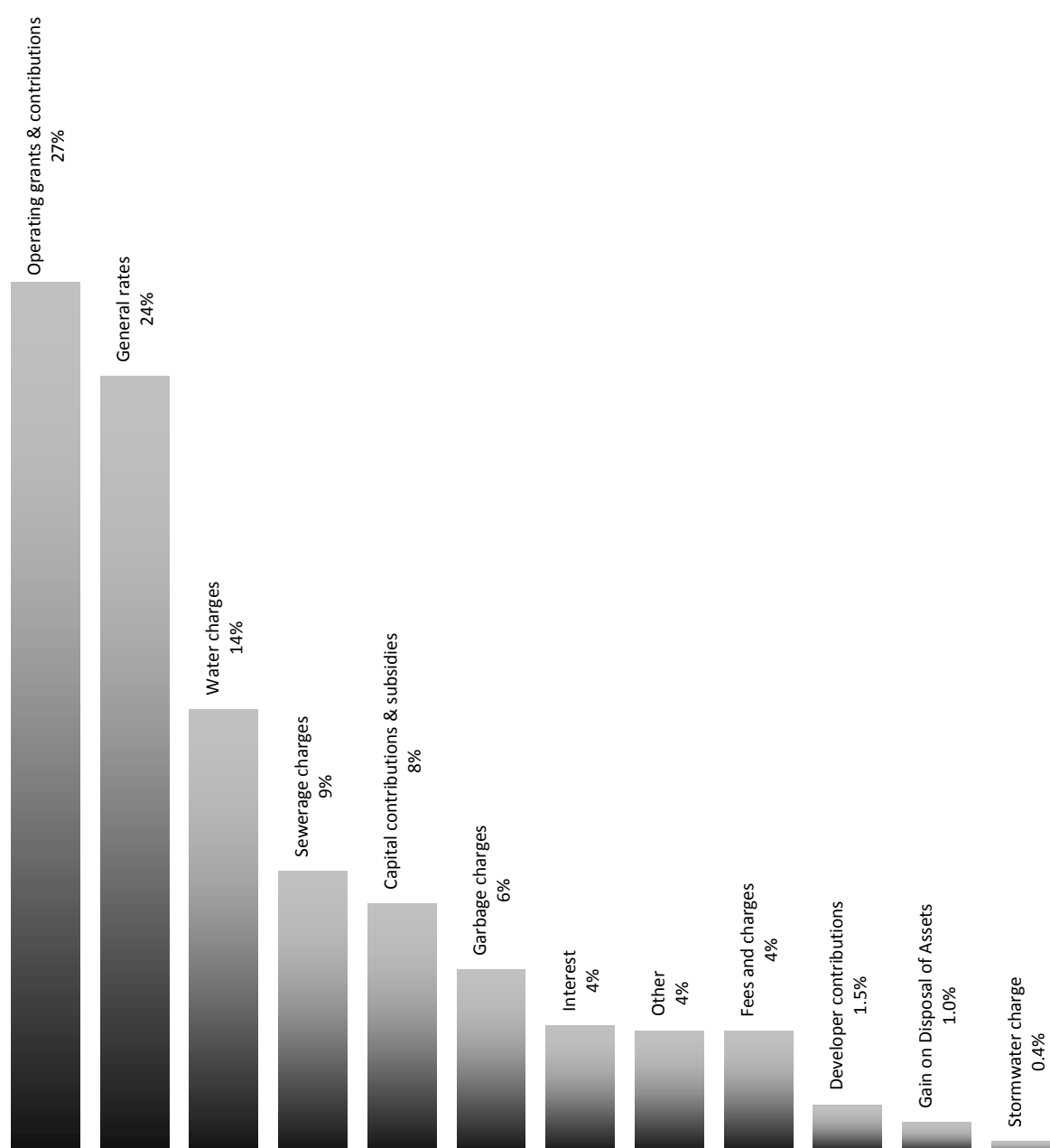


## Revenue - Where did the money come from?

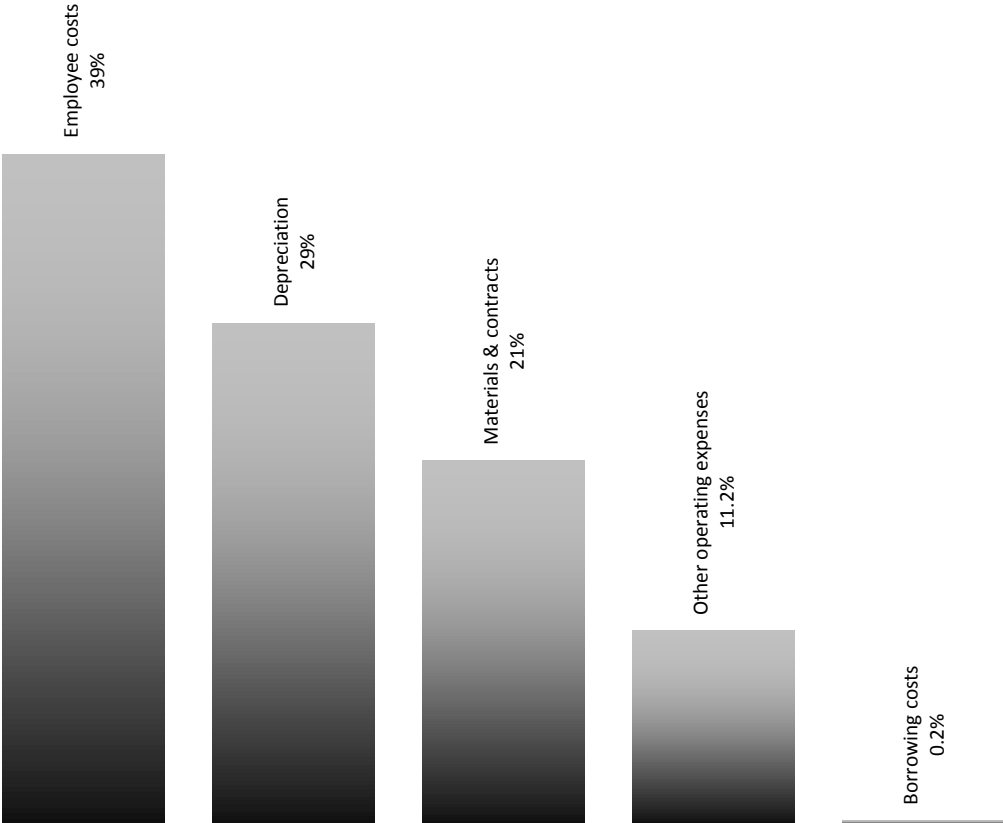
Ordinary rates provide 24% of the Council's revenue, with the total of all rates and charges contributing to 52% of total consolidated revenues.

The balance is made up of user charges, government grants, interest and developer contributions.

After council rates and charges (52%) operating grants and contributions (27%) are the next most important source of revenue.



# Expenses – How was the money spent?



## Balance Sheet

Council's balance sheet describes what it owns and owes to relevant stakeholders which, when taken together determines the net wealth of the community.

The increase in the Council's net

asset (equity) position is due to Council's operating surplus and the revaluation of pre-existing assets most of Council's assets are roads and associated infrastructure.

	2009/10	2010/11 <sup>1</sup>	2011/12	2011/13	2013/14
Assets	\$190.9 m	\$197.7 m	\$200.8 m	\$204.0 m	205.0m
Less Liability	\$3.9 m	\$4.0 m	\$4.1 m	\$4.1 m	4.1 m
Equity	\$187.1 m	\$193.7 m	\$196.7 m	\$199.9 m	200.9 m

<sup>1</sup>These figures were adjusted correcting an earlier period error re: assets

## Assets & Liabilities

ASSET	%
Infrastructure, Property, Plant and Equipment	91%
Investments	7 %
Cash and Cash equivalents	1%
Receivables	0.7%
Inventories	0.2%
Non-Current Assets Held for Sale	0.0%
Other	0.1%

**Cash assets** include the Council's bank deposits, term deposits, managed funds and other cash holdings held for future use.

**Receivables** are the funds owed to the Council by other parties, including ratepayers, government departments and other organisations.

**Inventories** include the goods held by the Council for use in its operations such as gravel, pipes and the like as well as developed land held for sale.

LIABILITIES	%
<b>Provisions</b>	60 %
<b>Payables</b>	31%
<b>Borrowings</b>	9%

**Provisions** cover the amounts put aside by the Council for future commitments such as employee entitlements (annual leave, etc) and remediation of the Council's tips and quarries.

**Payables** are amounts that the Council owes other parties and including government departments and suppliers. It also accounts for rates and charges paid in advance

**Borrowings** include those amounts borrowed by the Council to fund investments in community assets.

## Council's Liquidity, Cash and Investments

Council's unrestricted current ratio examines the value between short-term assets and liabilities. A 1-1 or better ratio tells us that Council has sufficient funds to meet its commitments and maintain cash flow. This means Council has the ability to pay its debts when they are due.

	2010	2011	2012	2013	2014
<b>Liquidity Ratio</b>	3.69	3.96	4.19	3.45	<b>4.04</b>
<b>Cash &amp; Investment Balances</b>	\$13.4 m	\$15.6 m	\$17.3m	\$17.8 m	<b>16.3m</b>

## Council's Debt Strategy

Council actively manages its level of debt and limits the use of loan funds. Council borrows funds when it will see a financial return on the asset e.g.: water supply, sewerage and property development. The following table describes Council's ongoing commitment to its debt strategy and the continuation of its capital works program and associated expenditure. Berrigan Shire Council has one outstanding external loan - \$1 million for the reservoir at Finley Water Treatment Plant. At 30 June 2014 the balance outstanding was \$ 465,000.

	2010	2011	2012	2013	2014
<b>Debt (\$ mil)</b>	0.8	0.7	0.6	0.4	<b>0.4</b>
<b>Capital Expenditure (\$ mil)</b>	6.305	3.940	5.241	5.452	<b>6.8</b>
<b>Debt per Capita \$</b>	87.74	76.70	64.83	55.78	<b>42.32</b>
<b>% of Assets funded by Debt</b>	0.4%	0.3%	0.3%	0.2%	<b>0.2%</b>

It is due to be repaid in full by the end of the 2016/17 financial year.

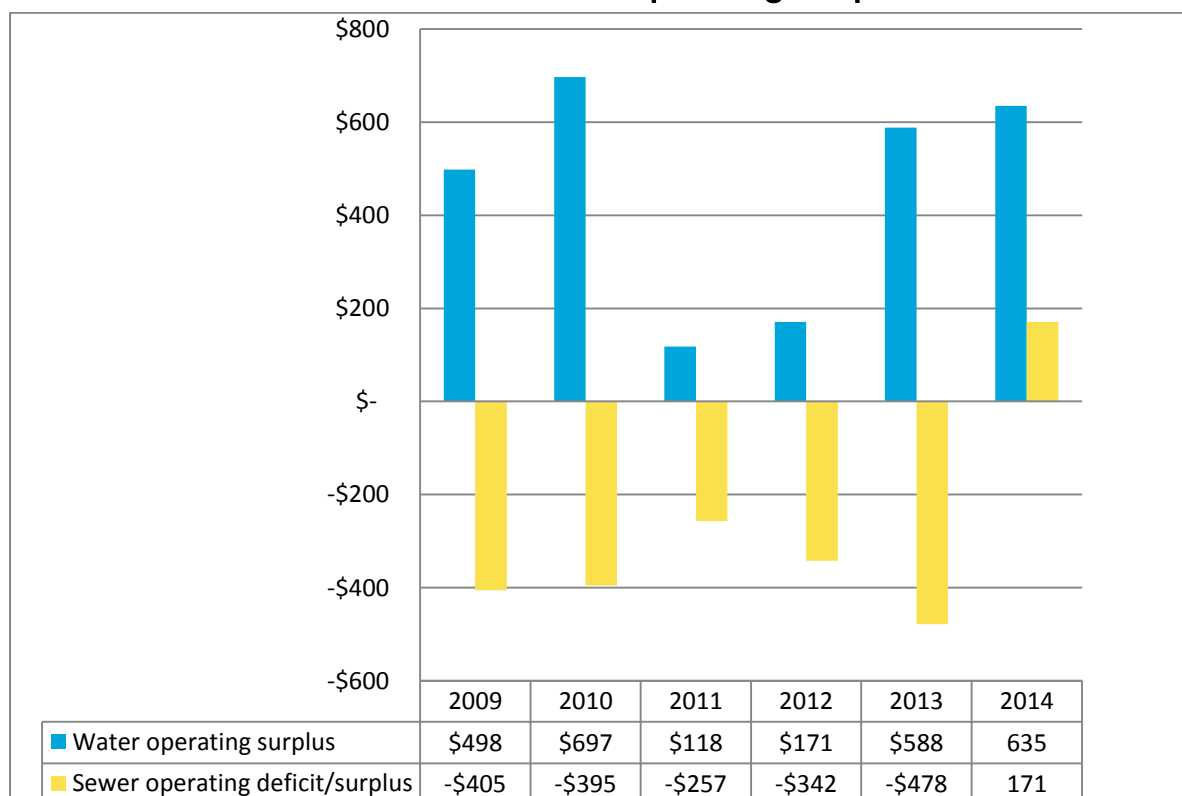
## Water and Sewer Funds

Council operates two business units – its water supply service and its sewer service. Each service is required to raise sufficient funds from its own activities to fund its operations.

The water supply service has increased its operating surplus with the (\$635,000) 2013/14 result due to continued increase in water consumption revenue.

Council's sewer service in response to increased sewer charges is now returning an operating surplus of \$171,000.

**Water and Sewer Services Operating Surplus / Deficit**



# AUDITED FINANCIAL STATEMENTS





**Richmond  
Sinnott &  
Delahunty**

Chartered Accountants

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Bendigo, VICTORIA  
PO Box 30, Bendigo VICTORIA 3552

Ph: (03) 5445 4200  
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rsd@rsdadvisors.com.au  
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14<sup>th</sup> October 2014

Mayor and Councillors  
Berrigan Shire Council  
PO Box 137  
Berrigan NSW 2712

Dear Mayor and Councillors,

### Salary Packages

In accordance with our audit services contract with Council we confirm that we have reviewed the current salary packages for the year ended 30 June 2014 of the:

- General Manager (Rowan Perkins);
- Director of Technical Services (Frederick Exton), and
- Director of Corporate Services (Matthew Hansen).

The contracts have been reviewed for the correct treatment of their total salary packages via the payroll system, inclusive of fringe benefits tax adjustments.

Arising from our work we noted the following:

- All employment contracts were signed and on file;
- A performance bonus was paid to Fred Exton. Documentary evidence was available to support the approval of this bonus.
- Council may be over paying its Superannuation Guarantee Contributions obligation by paying SGC on the car element of the salary package. SGC is payable on Ordinary Time Earnings (OTE), benefits fall outside of this definition. It is noted however that SGC is paid in accordance with terms of the respective employee contracts and is consistent with the practice applied in the prior year.
- The reportable fringe benefits for motor vehicles for all employees appear to be correctly stated on the PAYG payment summaries for each employee. We understand that their vehicles are considered 'pool cars'.

Subject to the above and, based on our review we are satisfied that the salary packaging has been appropriately calculated to 30 June 2014.

Should you have any queries, please do not hesitate to contact this office.

Yours sincerely,

**P. P. Delahunty**  
Richmond, Sinnott and Delahunty  
Partner