



BERRIGAN SHIRE HERITAGE STRATEGY 2014-2017

This Heritage Strategy for 2014-2017 has been prepared to meet the requirements of the NSW Heritage Branch 3 year funding agreement to support local government heritage management in NSW.

Berrigan Shire is located in the Riverina in Western NSW along the Murray River. The Shire includes the towns of Barooga, Berrigan, Finley and Tocumwal.

This strategy contains a series of objectives designed to ensure the effective management of the Shire's cultural heritage. The strategy covers the following key performance areas and outcomes proposed by the NSW Heritage Branch.

1. Caring for our heritage

- Increase community participation, awareness and appreciation of heritage.
- Increased community participation, and proactive heritage urban design and management.
- Increased community participation, and proactive conservation and management of heritage.
- Council, owners, and the community actively participate in active, attractive and well managed heritage main streets;
- Council proactively conserves and manages its heritage assets.
- Promote sustainable development as a tool for heritage conservation.

2. Knowing and valuing our heritage

- Increased knowledge and proactive management of heritage.

3. Valuing our heritage

- Increased awareness and appreciation of heritage by the Council, owners and the community.

Implementation of the Heritage Strategy will be the responsibility of relevant Council Managers and the Berrigan Shire Heritage Advisor. The Heritage Strategy is to be reviewed annually by Council.

1. Caring for our heritage

1.1 Increased community participation, awareness and appreciation of heritage

Aim: To encourage the community to be actively involved in the conservation and promotion of the cultural heritage of the Berrigan Shire

Actions:

- Maintain and promote the heritage advisory service
- Maintain a list of suitably qualified heritage consultants
- Maintain a list of suppliers to support heritage management.
- Lead by example and promote good heritage practice among community groups and managers of heritage items

1.2 Increased community participation in proactive heritage urban design and management

Aim: To encourage an ongoing dialogue between Council and the community regarding urban design and management of streetscapes in Berrigan Shire.

Actions:

- Provide free advice to property owners, including on-site consultations as required.
- Provide heritage/urban design advice to Council and property developers
- Provide advice on heritage/urban design issues prior to Development Applications being prepared.
- Provide Council with heritage urban design advice on development applications.

1.3 Increased community participation , and proactive conservation and management of heritage

Aim: To engage with and support the community in managing and promoting heritage places within the Berrigan Shire.

Actions:

- Continue and promote the local heritage fund to support conservation and restoration works on heritage places.
- Support the development of heritage projects that contribute to local tourism
- Support the development of heritage projects that contribute to the social and cultural fabric of the community.

1.4 Council, Owners and the community actively participate in active, attractive and well-managed heritage main streets.

Aim: To create vibrant, attractive and welcoming main streets in the historic centers of Berrigan, Finley and Tocumwal.

Actions:

- Explore the possibility of developing main street programs in Berrigan, Finley and Berrigan.

1.5 Council proactively conserves and manages its heritage assets

Aim: To ensure that Council is seen to be taking leadership in the responsible management of the community's heritage assets

Actions:

- Prepare conservation management strategies for Council owned heritage items
- Ensure annual works budgets cover heritage asset maintenance and repairs
- Monitor the condition of Council owned heritage items consistent with the requirements of conservation management strategies.
- Monitor the condition and maintenance of non-Council owned heritage items during travel around the shire.

1.6 Promote sustainable development as a tool for heritage conservation

Aim: To encourage practical approaches to heritage conservation to support sustainable development.

Actions:

- Work with property owners and developers to:
 - Encourage the adaptive re-use of heritage structures, rather than demolition and re-development.
 - Encourage re-generation projects and urban design that respects the cultural heritage of the shire.
 - Ensure infill development meets accepted sustainability requirements.
- Provide pre-Development application advice on matters affecting the sustainability of heritage sites
- Provide learning resources and learning opportunities for sustainability and heritage awareness to Councillors, Council officers, owners of heritage properties and the community.

2. Knowing and valuing our heritage

2.1 Increased knowledge and proactive management of heritage

Aim: To appropriately record and protect the cultural heritage of the shire.

Actions:

- Review of items on the Berrigan LEP 2013.
- Review of the 2008 community based heritage study
- Prepare a chapter in the Berrigan Development Control plan relating to Heritage Controls.

3. Valuing our heritage

3.1 Increased awareness and appreciation of heritage by the Council, owners and the community.

Aim: To ensure that the community of the Berrigan Shire understands the benefits and cares for its cultural heritage.

Actions:

- Making heritage information available to the public by maintaining heritage information links on the Council web site.
- Works with community organizations to develop and conduct heritage promotional events.
- Ensure relevant Council Officers have skills appropriate to the effective management of cultural heritage by providing a budget for and access to appropriate training.



Office of the Hon Warren Truss MP

Deputy Prime Minister
 Minister for Infrastructure and Regional Development
 Leader of The Nationals
 Member for Wide Bay

01 SEP 2014

PDR ID: MC14-001658

Mr Rowan Perkins
 General Manager
 Berrigan Shire Council
 PO Box 137
 BERRIGAN NSW 2712

BERRIGAN SHIRE COUNCIL	
01 SEP 2014	
FILE	_____
REFER TO	<u>GM</u>
COPY TO	_____
ACTION / CODE	_____
ACKNOWLEDGE Y / N	

Dear Mr Perkins

Thank you for your letter dated 23 June 2014 to the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss MP, regarding the Coalition Government's decision to pause the indexation applied to the Financial Assistance Grant programme for local government. The Deputy Prime Minister has asked me to reply on his behalf. I apologise for the delay in responding.

Further to the Deputy Prime Minister's letter to all Mayors in early June, local governments across Australia will be significant beneficiaries of the Government's record investment in infrastructure.

This Budget begins the task of restoring budget integrity for the long-term, making savings in recurrent expenditure so we can invest in the infrastructure necessary to rebuild our national economy.

The Coalition Government's 2014-15 Budget outlined a \$50 billion investment across Australia to deliver vital transport infrastructure for the 21st Century. This includes many large scale commitments which will trigger more than \$125 billion in infrastructure investment with a significant boost to road funding at the local level.

In relation to your specific concerns on the Financial Assistance Grant programme, the Government has continued the programme which will provide an estimated \$9.3 billion in untied funding to local government over the period 2014-15 to 2017-18 (approximately \$2.3 billion per year). There will be a pause to the indexation applied to the programme from 2014-15 to 2016-17, although as a result of population adjustments, \$30 million extra will be provided to local government in 2014-15. Additional funding for infrastructure investment, along with an extra Roads to Recovery payment, the new Bridges Renewal programme, the Heavy Vehicle Safety and Productivity programme, and the Black Spot programme, is expected to offset the indexation pause for many councils.

The first \$575 million quarterly payment of the 2014-15 Financial Assistant Grant programme was made on Friday 15 August 2014.

Councils will also benefit substantially from the abolition of the carbon tax, saving millions of dollars on new construction costs, waste management emissions taxes, electricity and street lighting costs.

We understand that this is a tough Budget and we have not hidden from that. All Australians are being asked to play a part in repairing our nation's financial woes, including local government.

Thank you for raising this matter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David L. Whitrow'. The signature is fluid and cursive, with a long horizontal stroke at the end.

David L. Whitrow
Chief of Staff



Georgie Hanson
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Email: georgiehanson@hotmail.com

Dear Berrigan Shire Council

In November 2014, I am embarking on a medical work experiment placement in Tanzania with Gap Medics. My trip is set for a three-week stay in Tanzania's city of Morogoro and will no doubt be a trip of a lifetime. During my stay I will be spending my time shadowing doctors in the Morogoro Region.

This experience will not only allow me to gain a deeper insight into the medical profession but will hopefully propel me into my future career in Medicine and help to me to sustain a place in the top Universities. This experience will also help me to understand the differences in healthcare and daily life and to give me new insight of the world over in Africa.

In my spare time I hope to immerse myself in the local culture, learn about their life and hopefully have the opportunity to volunteer at the local orphanage to give back to their local community.

I am writing this letter to you as in order to achieve my goal to travel to Tanzania and take part in this amazing opportunity I've been given, I must first raise the sufficient funds. I understand that your organization is enthusiastic about supporting the local community, and helping young people to achieve their potential.

It would be amazing if you were in any way be able to assist me on my journey to Africa. If you would like to help my ambition to become reality please contact me with my above details as I am more than happy to answer any questions you may have about my trip. Thank you for taking the time to read this letter; I hope to hear from you soon.

Kind Regards

Georgie Hanson

BERRIGAN SHIRE COUNCIL
11 SEP 2014
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ACKNOWLEDGE Y / N

Appendix 2 - Risk Treatment Action Plan Review

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe	Comments
A Tree Management System must be established that identifies and assesses risks associated with trees in urban areas.	High (22)	Develop Tree Management Policy addressing Council's position on tree management.	Consultation group; Best Practice Manual	ERM/ ExE/ DTS	30/06/13	Completed – policy to be adopted at Council's Feb meeting.
		Develop tree selection, planting and management procedure	Consultation group; Best Practice Manual; Horticultural advice.	ERM/ ExE/ DTS	30/06/13	Completed and included in policy.
		Tree management flowchart developed to support Council policy.	Consultation group.	ERM/ ExE/ DTS	30/06/13	Completed and included in policy.
		Develop risk management hazard identification procedure for trees in all Council areas including urban areas, nature strips, parks and rural roadsides.	Consultation group.	ERM/ ExE/ DTS	31/12/12	Completed.
		Identify and train staff to effectively assess hazardous trees.	Training budget; Council staff	DM	31/08/12	Completed.
		Develop a Tree Register which identifies tree groups or individual trees.	Consultation group.	ERM/ ExE/ DTS	31/12/13	Progressing.
		Complaints, assessments and tree management works recorded in the Tree Register.	Consultation group.	ERM/ ExE/ DTS	Ongoing	Progressing.
A Volunteer Management System addressing workplace health and safety issues must be established.	High (21)	Review and redevelop current Volunteer Policy in line with Volunteer Management Strategy.	Volunteer Management information; Consultation group.	ERM/CPO/ DRM/GM	30/06/13	
		Review Managing Volunteer Safety Procedure in OHS Manual in accordance with WHS changes.		ERM	30/06/13	Completed
		Audit Volunteer Register against current volunteer members, and HACC workers.		ERM/DCS	31/12/13	
		Consult with volunteer groups and attend meetings to discuss WHS changes and volunteer requirements.	OHS Committee	ERM	31/12/13	Partially completed
		Conduct risk assessments on all S355 Committee volunteer activities and review those procedures already developed.	Access to Committees; OHS Committee	ERM	31/12/13	Partially completed

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe	Comments
		Contact and consult with HACCC volunteers to assess activities.	Access to Volunteers; OHS Committee	ERM/HACC Supervisor	30/06/13	Partially completed
		Eliminate unsafe activities and implement additional controls as required.	Consultation OHS Committee	ERM	31/12/13	
		Document and issue safe work procedures.		ERM	30/06/14	Partially completed
		Identify training needs and liaise with HRO to arrange training as required.	Training allocation	ERM/HRO	30/06/14	
		Expand Workplace Inspection system to include Volunteer activities.	OHS Committee	ERM	Ongoing	
		Expand Incident and Investigation system to include volunteers.	Staff availability	ERM/HRO	Ongoing	
		Public safety issues on all Council controlled buildings must be identified and assessed.	High (17)	Develop checklist combining risk and structural issues		ERM/AMO
Perform risk assessments using checklists and develop Building Risk Treatment Plan	Staff availability			ERM/AMO/DM	31/12/13	Completed
Risk Management Committee adopt Building Risk Treatment Plan	Risk Management Committee			ERM	30/06/14	Risks assessed and treated progressively.
Works implements in accordance with plan.	Budget			ERM/DM	31/12/14	Risks implemented as identified.
Information Management System encompassing Document Control and Gathering Information requires further development, in accordance with the Statewide Best Practice Manual.	High (17)	Develop Gathering Information and Document Control Policy which reflects Council's position on information management and control.	Statewide Mutual BPM Gathering Information for Information Management	ERM	30/09/13	Currently in draft form.
		Identify documents internally generated by Council, ensure departments include them on listings and that minimum requirements are met.	Statewide Mutual BPM Gathering Information for Information Management	ERM	31/12/13	Gradually completed.
		Establish a central external document listing to ensure only current referral material is used.	Library database established.	ERM	31/12/13	Not required.
		Establish regular monitoring mechanism whereby listings are audited against actual documents used.	Staff availability	ERM	Ongoing	
The Integrated Management System requires further review, development and implementation.	High (14)	Review Design Manual and re-issue	Staff availability	ExE	30/06/14	To be developed
		Review and re-issue Quality Procedures and Environmental Procedures.	Staff availability	ERM/ExE/DTS	30/06/14	To be developed
		Develop Standard Operating Procedures for all	Staff	ERM	31/12/13	Developed and in draft

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe	Comments
		outdoor positions within Council.	availability; Consultation			form. To be issued.
		Review and re-issue Inspection and Test Plans in accordance with Document Control procedures, and user feedback.	Staff availability; Consultation	ERM	31/12/13	Completed.
Procedures for conducting regular inspections of the work environment, and the testing/maintenance of plant and equipment must be developed and documented.	High (14)	Expand procedures on workplace inspections to encompass plant and equipment, and adherence to Standard Operating Procedures.		ERM	30/06/14	
		Review testing and maintenance procedures and expand to include internal and external testing and inspection.		ERM	30/06/13	
		Monitor internal testing, inspection and maintenance regimes to ensure compliance with procedures, including Plant and Equipment, and Electrical equipment.	Staff availability	ERM/ OHS Committee	30/06/14	
Purchasing procedures must be developed and implemented to ensure potential hazards associated with the purchase of plant, equipment, goods and services are identified.	Medium (8)	Purchasing policy developed and adopted by Council.	Staff availability	DCS/FM/ERM	30/06/14	Completed.
		Purchasing procedures developed and communicated to all staff	Staff availability	DCS/FM/ERM	30/06/14	
		Training provided to all staff regarding purchasing procedures and protocols	Staff availability; Training budget	DCS/FM/ERM HRO	30/06/14	
Planning processes and the setting of objectives and targets for work health and safety must be developed for all levels within Council, and subjected to periodic review.	Medium (8)	Develop, document and implement procedures for WHS planning which outline the planning process and what must be taken into consideration when setting objectives and targets, and include in the OHS Manual.	Consultation	ERM	30/06/14	
		Review WHS objectives in position descriptions for all staff, in accordance with current legislation, and issue to all staff.		ERM/HRO	30/06/14	
		Consult with and develop targets for each relevant Manager and their staff in relation to WHS.	Staff availability	ERM/ Managers	30/06/14	
Mechanisms for disseminating information to staff, contractors and volunteers must be established to ensure all workers have access to current and accurate information.	Medium (8)	Develop, document and implement procedure for disseminating information to staff, contractors and volunteers in relation to WHS and include in OHS Manual.		ERM	30/06/14	
Review existing OHS Manual and procedures in accordance with newly released Codes of Practice to identify areas of non-compliance, and introduce changes accordingly.	Medium (5)	Review all sections of the OHS Manual against Codes of Practice and Australian Standards where applicable, and re-issue. Specific areas include: <ul style="list-style-type: none"> Electrical Testing and Tagging First Aid Working at Heights Workplace Stress (Bullying and Harassment) Hazardous Noise 		ERM	30/06/15	Updated as Codes of Practice are gradually adopted.

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe	Comments
		<ul style="list-style-type: none"> Traffic Access and Egress 				
		Conduct information and training sessions for relevant staff in relation to: <ul style="list-style-type: none"> Contractor Management Construction Safety 	Staff availability	ERM	30/06/14	
A workplace health and safety auditing function must be established to identify compliance shortfalls and improvement opportunities.	Low (5)	Conduct relevant training in WHS Auditing for relevant staff	Training budget	ERM	30/06/15	At present one trained staff to implement function.
		Develop, document and implement a procedure for the conduct of periodic audits that evaluate the quality and effectiveness of the WHS Management System.	Staff availability	ERM	30/06/16	
A system of identifying and reporting hazards must be established in addition to current mechanisms with control measures implemented in accordance with the hierarchy of controls.	Low (5)	Review and redevelop the existing workplace inspection and reporting process.	Consultation	OHS Committee	30/06/16	
		Explore alternative hazard reporting mechanisms, consult and decide upon best methods, and implement.	Consultation	OHS Committee	30/06/16	
		Review hazard reporting procedure and ensure reference to hierarchy of controls is stipulated in accordance with legislation.		ERM	30/06/16	
Procedures covering health monitoring require further review and development to ensure health issues are identified and monitoring measures implemented accordingly.	Low (5)	Review existing health monitoring procedures, and workplaces to ensure health issues are identified and current monitoring is sufficient, and make recommendations where required.		ERM/HRO	30/06/16	