



Council Chambers,  
BERRIGAN NSW 2712

Sir/Madam,

Notice is hereby given that an Extraordinary Meeting of the Council of the Shire of Berrigan will be held in the **Council Chambers**, Berrigan, on **7<sup>th</sup> June 2017 commencing at 9:00am, to consider and order upon the Tender T03/16/17 Lewis Crescent Subdivision Extension, T10/16/17 Lower River Road Causeway Construction and the Innovation Funding application.**

No business, other than that on the Agenda, may be dealt with at this meeting unless resolved by this meeting and the mayor has ruled it to be a matter of great urgency.

ROWAN PERKINS  
GENERAL MANAGER



**Extraordinary Council Meeting**

**Wednesday 7<sup>th</sup> June, 2017**

**BUSINESS PAPER**

---

---

- 1. PRESENT**
- 2. APOLOGIES**
- 3. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST**
- 4. TENDER T03/16/17 LEWIS CRESCENT SUBDIVISION EXTENSION**

**AUTHOR: Executive Engineer**

**STRATEGIC OUTCOME: Sustainable natural and built landscapes**

**STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities**

**FILE NO: T03/16/17**

**RECOMMENDATION: - that the Council**

- 1. accepts the tender submission from Fenhill Pty Ltd in the amount of \$65,955.61;**
- 2. sign and seal the contract documents in relation to 1 above;**
- 3. appoint the Director of Technical Services as the Contract Superintendent.**

---

**REPORT:**

This tender is for T03/16/17 Lewis Crescent Subdivision Extension. The subdivision consists of the development of four residential blocks in Finley.

### Items requiring Council Resolution

The works have been identified in the 2016/17 Capital Works Budget with a budget allocation of \$105,000.

The contract is a lump sum contract.

The total value of the contract based on Tender Price is \$65,955.61

Tenders closed at 2:00pm Wednesday 17<sup>th</sup> May, 2017. At the time of closing a total of 1 submission was received:

FENHILL PTY LTD

#### Consideration of the Tenders

All tenders were considered by the Tender Evaluation Committee:

Matthew Clarke

Executive Engineer

Fred Exton

Director of Technical Services

#### Consideration of Tenders

Each Tender was evaluated in accordance with the following evaluation Criteria:

Criteria	Highest Possible Score	Weighting
1. Price	4	5
2. Compliance with Specification	4	5
3. Track Record	4	2
4. Quality Systems	4	2
5. Availability of Appropriate Skills & Resources	4	2
6. Work Health & Safety Considerations	4	3
7. Contract completion date	4	3

Items requiring Council Resolution

---

A summary of each tenders evaluation by the tender assessment panel is provided in the confidential section.

Summary

Based on the evaluation criteria, the tender assessment panel has selected the tender submission of Fenhill Pty Ltd as the preferred tender.

Supervisor

The superintendent of the contract will be the Director of Technical Services and the superintendent's representative will be the Engineering Services Manager.

R  
E  
S  
O  
L  
U  
T  
I  
O  
N

## Items requiring Council Resolution

---

**5. TENDER T10/16/17 LOWER RIVER ROAD  
CAUSEWAY CONSTRUCTION****AUTHOR: Director Technical Services****STRATEGIC OUTCOME: Sustainable natural and built landscapes****STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities****FILE NO: T10/16/17****RECOMMENDATION: - To be determined following consideration of the confidential report.**

---

**REPORT:**

This tender is for T10/16/17 Lower River Road Causeway Construction. The works consist of the removal of an old one lane causeway that has substantial cracking and replacement of it with a two lane causeway with improved vertical alignment that will improve the safety of the roadway. The works have been included in the 2016/17 Capital Works Budget with a budget allocation of \$300,000 (GST excl.) and this has been supplemented with an allocation of around \$100,000 from disaster relief funding.

The tender evaluation and recommendation is included in item 7.2 in the confidential section of the report.

**R  
E  
S  
O  
L  
U  
T  
I  
O  
N**

Items requiring Council Resolution

---

**6. INNOVATION FUND ROUND 2**

**AUTHOR:** Director Corporate Services

**STRATEGIC OUTCOME:** Good government

**STRATEGIC OBJECTIVE:** 2.2 Ensure effective governance by Council of Council operations and reporting

**FILE NO:** 05.101.3

**RECOMMENDATION:** - that the Council submits an application for funding under the Office of Local Government Innovation Fund Round 2 for its “Improve and Modernise Back Office and Improve service delivery” project.

---

**REPORT:**

As part of the NSW Government’s overall reform package of local government – i.e. *Fit for the Future* – the Office of Local Government (OLG) has created Innovation Fund grant program.

OLG has described the program as:

*Providing up to \$4 million in Innovation grants to help rural councils with populations of less than 10,000 explore new ways of working. The Innovation Fund is a targeted program that supports small councils in regional NSW to develop new ideas and innovative ways of working to improve their performance to benefit their communities.*

Grants of up to \$150,000 are available with the Council required to commit 30% of the funding either in cash or in kind.

The first round of Innovation Fund grants were available to complying Councils who were not proposed for amalgamation in the Fit for the Future program. As a result the Council was unable to apply at that time.

The second round of funding is presently open with applications closing on 9 June 2017. This time, the Council is eligible to apply and Council staff have prepared an application for funding.

The application is based around improvements to the Council’s administration and back-office functions and tools – which has not been a priority in past years. Use of this grant program will allow the Council to put in place an integrated administration system.

### Items requiring Council Resolution

The Innovation Fund application seeks funding for the actions and items below:

Item	Software	Cost		
		Upfront	In-kind	Annual
1. Cross-border planning	Consultant	\$20,000	\$15,000	NIL
2. Agenda and Minute preparation	InfoCouncil	\$5,000		\$3,500
3. Online distribution of Agendas and Minutes	LGHub	\$5,600		\$4,600
4. Delegation and Policy Management	LGSS	\$6,500		\$3,500
5. Human Capital Management		\$28,000		\$8,000
6. Project Management		\$11,500		\$5,500
7. Risk Management		\$9,500		\$3,500
8. Online Dynamic Forms		\$14,500		\$5,500
9. Phone Tracking	PhoneControl	\$3,500		NIL
10. Electronic Document and Record Management System	HP Trim/Objective	\$12,425	\$30,000	\$12,425
11. Rates In-house debt collection	Debtrack	\$23,520*		\$6,000

\* Three years paid up front.

As an integrated whole, the project is designed to streamline and make more efficient the Council's back office functions and improve service delivery.

Item 1 aims to identify common planning issues between Berrigan Shire in NSW and Moira Shire in Victoria – in particular between Cobram and Barooga.

Items 2 and 3 aim to streamline the preparation of Council agendas and minutes and improve the way in which they are distributed to Councillors.

Items 4 to 8 aim to better manage and document some of the Council's statutory obligations such as delegations, human resources and risk management.

Items 9 and 10 aim to improve the Council's record keeping systems.

Item 11 is intended to bring most of the Council's debt collection activities in-house.

RESOLUTION

Items requiring Council Resolution

---

**7. CLOSED COUNCIL**

In accordance with the *Local Government Act 1993* and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

**Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.**

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

**7.1 TENDER T03/16/17 LEWIS CRESCENT SUBDIVISION  
EXTENSION**

This item is classified CONFIDENTIAL under section 10A(2)(C) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

R  
E  
S  
O  
L  
U  
T  
I  
O  
N



Items requiring Council Resolution

---

7.2 TENDER T10/16/17 LOWER RIVER ROAD CAUSEWAY  
CONSTRUCTION

This item is classified CONFIDENTIAL under section 10A(2)(C) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

It is not in the public interest to reveal details of personnel.

**RECOMMENDATION** - that the Council move into a closed session to consider the following business together with any reports tabled at the meeting.

And further that pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above and that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

7.1 TENDER T03/16/17 LEWIS CRESCENT SUBDIVISION  
EXTENSION

7.2 TENDER T10/16/17 LOWER RIVER ROAD CAUSEWAY  
CONSTRUCTION

Council closed its meeting at ..... The public and media left the Chamber.

RESOLUTION

Items requiring Council Resolution

---

Open Council resumed at .....

**RESOLUTIONS FROM THE CLOSED COUNCIL  
MEETING**

The following resolutions of the Council while the meeting was closed to the public were read to the meeting by the Mayor:

R  
E  
S  
O  
L  
U  
T  
I  
O  
N

There being no further business the meeting closed at .....