



**Minutes of the Council Meeting held in the Council Chambers on
Wednesday 19th September, 2018 commencing at 9:35am**

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PRESENT: Cr Matthew Hannan (Mayor)
Crs: Daryll Morris, Roger Reynoldson, John Bruce, Colin Jones, Ross Bodey, John Taylor and Denis Glanville, Director Corporate Services (Matthew Hansen), Director Technical Services (Fred Exton), Development Manager (Laurie Stevens), Engineering Services Manager (Matthew Clarke) and General Manager (Rowan Perkins)

1. APOLOGIES

Nil

2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST

Matthew Hansen Director Corporate Services declared a non-pecuniary conflict of interest in Item 5.10 as he is a member of the organisation making the application.

4. CONFIRMATION OF MINUTES

175 RESOLVED Crs Reynoldson and Morris that the Minutes of the Council meeting held in the Council Chambers on Wednesday 15th August, 2018 be confirmed.

176 RESOLVED Crs Glanville and Bruce that the Council here suspend standing orders and deal with Item 5.13 Refurbishment of Finley School of Arts and War Memorial Hall.

5.13 REFURBISHMENT OF FINLEY SCHOOL OF ARTS AND WAR MEMORIAL HALL

AUTHOR: Development Manager

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 1.1 Support sustainable use of our natural resources and built landscapes

FILE NO: 8/19/DA/D8

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177 **RESOLVED** Crs Bruce and Reynoldson that Development Application No. 8/19/DA/D8 be approved subject to the following conditions:

1. Approved Plans

The development shall be implemented substantially in accordance with the details set out on the plans by GPG Architecture and Design drawing numbers 1630-A0001 to A0003, on the application form and on any supporting information received with the application except as amended by the conditions specified hereunder.

2. Appointment of PCA and Notice of Commencement

No work is to commence until the person granted development consent has:

- a) Obtained a Construction Certificate for each structure
- b) Appointed a Principal Certifying Authority
- c) Notified the Council of the appointment
- d) Appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential building work is involved.
- e) Given the Council at least 2 days notice of the intention to commence erection of the building. (Section 81A EP&A Act 1979)

3. Occupation

The structure must not be occupied or used until the Principal Certifying Authority has received and determined the application for an "Occupation Certificate."

A Final Occupation Certificate must not be issued unless all required certificates have been received and the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia. (Section 109C(1)(c) and 109H EP&A Act 1979)

4. Construction Certificate

No work is to commence until the person granted development consent has had the detailed plans and specifications endorsed by the Council or other accredited certifier and has received a "Construction Certificate." (Section 81A EP&A Act 1979)

5. Critical Stage Inspections

The Principal Certifying Authority for building or subdivision work carried out on a site is required to be satisfied that the work has been inspected on such occasions as are prescribed by the regulations or other occasions required by the principal certifying authority, before the issue of a Certificate of Occupancy or

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Subdivision Certificate for the building or work. (Section 109E
EP&A Act 1979)

6. Permitted hours for building work

All building work shall be carried out only between the hours of
7.00am and 6.00pm Monday to Friday inclusive, 8.00am and
5.00pm Saturdays. No work shall be carried out on Sundays and
public holidays.

7. Water and Sewer Connections

All water supply and sewer work must be carried out by a NSW
Licenced Plumber and Drainer. All plumbing and drainage works
must be carried out in accordance with AS3500 (National Plumbing
and Drainage Code) and any conditions applied to the approval to
do water and sewer work issued under Section 68 of the Local
Government Act 1993.

Such conditions may include the necessity for the Council to
undertake inspections of all drains and pipework before they are
covered or provision of Compliance Certificates or works as
executed drawings prior to issue of an Occupation or Subdivision
Certificate.

8. Compliance with Building Code of Australia

All building work must be carried out in accordance with the
provisions of the Building Code of Australia.

9. Excavations and backfilling

- a) All excavations and backfilling associated with the erection or
demolition of a building must be executed safely and in
accordance with appropriate professional standards.
- b) All excavations associated with the erection or demolition of a
building must be properly guarded and protected to prevent
them from being dangerous to life or property.

10. Protection of public places

- a) If the work involved in the erection or demolition of a building:
 - i. Is likely to cause pedestrian or vehicular traffic in a public
place to be obstructed or rendered inconvenient, or
 - ii. Building involves the enclosure of a public place,

A hoarding or fence must be erected between the work site and
the public place.

- b) If necessary, an awning is to be erected, sufficient to prevent
any substance from, or in connection with, the work falling into
the public place.

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- c) The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.
- d) Any such hoarding, fence or awning is to be removed when the work has been completed.

11. Signs to be erected on building & demolition site

- a) A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:
 - i. stating that unauthorised entry to the work site is prohibited, and
 - ii. showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
- b) Any such sign is to be removed when the work has been completed. (Clause 78H of Regulation)

12. Toilet Facilities

- a) Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.
- b) Each toilet provided:
 - i. must be a standard flushing toilet, and
 - ii. must be connected:
 - to a public sewer, or
 - if connection to a public sewer is not practicable, to an accredited sewage management facility approved by the Council, or
 - if connection to a public sewer or an accredited sewage management facility is not practicable, to some other sewage management facility approved by the Council.
- c) The provision of toilet facilities in accordance with this clause must be completed before any other work is commenced.

13. Sewer Extension Plan

A sewer extension plan must be submitted to Council for approval. All lots within the subdivision must then be provided with a sewer connection prior to the issue of a Subdivision Certificate.

14. Erosion & Sediment Control

Prior to the commencement of any site works appropriate erosion and sediment control measures are to be implemented to prevent any sediment from leaving the site, these measures are to be

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maintained during the construction phase and can only be removed once appropriate stabilisation has been completed.

15. Asbestos Material

Work involving the removal of more than ten (10) square metres of asbestos containing material, must be undertaken by a NSW licensed contractor as required by the NSW Work Health and Safety Regulations 2011.

Prior to commencement of any work, the Principal Certifying Authority must be provided with:

- a) A copy of a signed contract with a person licensed to remove asbestos,
- b) The contract must specify the landfill site to which the asbestos containing material is to be delivered.

Division

In Favour: Crs Hannan, Bruce, Jones, Glanville, Reynoldson & Bodey

Against: Crs Morris & Taylor

- 178** **RESOLVED** Crs Morris and Bodey that the Council here resume standing orders.

5.1 **FINANCE - ACCOUNTS**

AUTHOR: **Finance Manager**

STRATEGIC OUTCOME: **Good government**

STRATEGIC OBJECTIVE: **2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting**

FILE NO: **12.066.1**

- 179** **RESOLVED** Crs Morris and Taylor that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 August 2018, be received and that the accounts paid as per Warrant No. 08/18 totaling \$2,668,514.93 be confirmed.

5.2 **PERMANENT WATER SAVING**

AUTHOR: **Director Corporate Services**

STRATEGIC OUTCOME: **Supported and engaged communities**

STRATEGIC OBJECTIVE: **3.1 Create safe, friendly and accessible communities**

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FILE NO: 32.108.3

180 RESOLVED Crs Reynoldson and Morris that the Council:

1. revoke its existing policy for Permanent Water Saving
2. adopt the policy for Permanent Water Saving as set out below:

48 PERMANENT WATER SAVING

Version: 02
File Reference No: 32.108.3
Strategic Outcome: Supported and engaged communities
Date of Adoption: 19/09/2018
Date for Review: 20/09/2022
Responsible Officer: Director Technical Services

1. POLICY STATEMENT

The following permanent water saving restrictions and prohibitions have been introduced to regulate the responsible use of water resources and prevent waste and misuse

The policy will do this by:

- Setting out permanent restrictions and prohibitions on the use of water in areas of Berrigan Shire served by reticulated water; and
- Specifying principles for the consideration of applications for exemption from particular restrictions or prohibitions

2. PURPOSE

The purpose of the policy is to regulate the responsible use of water resources and prevent the waste and misuse of water within the Berrigan Shire local government area

3. SCOPE

The policy applies to water supplied by Berrigan Shire Council from all water reticulation pipes within the Shire.

This policy does not apply to water sourced from other sources such as:

- Recycled water supplied by Berrigan Shire Council; or
- Grey water; or
- Water sourced from a bore or well.

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- Rainwater collected by an occupier of land in a rainwater tank from the roof of a building on that land, provided that rainwater within the tank is not augmented in any way by water supplied by Berrigan Shire Council

It should be read in conjunction with the definitions.

4. OBJECTIVE

This Policy has been developed to assist the Council with Delivery Plan Objective 3.1.4

Coordinate and facilitate the delivery of potable water, public health and safety services

5. DEFINITIONS

Automatic Watering System: A watering system capable of being set to turn on and off automatically at pre-determined times, without human intervention.

Dripper: A device that drips water at a low rate of flow directly onto the root zone of plants.

DST: Daylight Savings Time

EST: Eastern Standard Time

Fountain: Any indoor or outdoor ornamental fountain:

- With a volume of less than 500 litres and that projects water more than 20cm above the water outlet; or
- With a volume greater than 500 litres and that emits water for ornamental purposes.

Greywater: Household waste water from bath tubs, showers, laundry troughs and clothes washing machines, but excludes water from kitchens, dishwashing machines and toilets.

Hand-held hose: A hose that is held by hand when it is used.

High pressure cleaning device: A machine which has a pump to increase the pressure of the water delivered from a trigger nozzle forming part of the device.

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Manual Watering System:	A watering system which is not an automatic system; or an automatic watering system, operated other than automatically.
Microspray:	A device that incorporates a nozzle made to emit a fine spray.
Paved Area:	Includes any courtyard, decking, footpath, driveway or other area, with a concrete, asphalt, brick, tile, bitumen, timber or similar impervious surface.
Person:	Includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity and any executor, administrator or successor in law of the person.
Public Authority:	Anybody constituted by or under an Act; or exercising powers under an Act, for a public purpose and includes a Council under the <i>Local Government Act 1993</i> .
Public Garden:	Any garden, lawn, nature strip, plantation, park or reserve (other than a sports ground) managed or controlled by a public authority, but does not include a residential or commercial garden.
Recycled Water:	Water supplied by Berrigan Shire Council that is recovered from sources such as stormwater or treated sewage.
Residential:	Land used or intended to be used as a garden or lawn, from which produce (including vegetables) is
Retail Garden Nursery	Any land primarily used to propagate, grow or display plants of any description, or their produce (including vegetables) for the purpose of sale or other distribution for profit, primarily to the public.
Season:	Summer, autumn, winter or spring.
Sprayer:	A device that incorporates a nozzle made to emit a broad spray.
Sprinkler:	A device designed to distribute, disperse, sprinkle or spray water.

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Test: A short, trial run of the equipment to make sure it is working correctly.

Trigger Nozzle: A nozzle controlled by:

- A trigger which must be depressed continuously, or locked in the “on” position, by hand for water to flow; or
- A discrete switch which can be turned off or on by hand, with a single movement.

Vehicle: Includes every type of vehicle and any vessel (including the hull, any attachment thereto and any trailer for that vessel) or aircraft.

Watering System: Every component of a system to distribute water to a garden, lawn or other vegetation, including sprinklers, sprayers, microsprayers and drippers.

Wholesale Garden Nursery: Any land primarily used to propagate, grow or display plants of any description or their produce (including vegetables) for the purpose of sale or other distribution for profit, primarily to retailers, rather than the public.

6. POLICY IMPLEMENTATION

6.1. Permanent restrictions and prohibitions

The following permanent water restrictions will apply in Berrigan Shire.

PURPOSE	RESTRICTION / PROHIBITION
Residential or Commercial Gardens (including lawns)	<ul style="list-style-type: none"> • An automatic watering system must not be used, except between 10.00pm and 10.00am on any day of the week. No restriction applies at any time to the testing of automatic watering systems to ensure that they are operating correctly. • A manual watering system must not be used, except between: <ul style="list-style-type: none"> ○ 8.00pm and 10.00am on any day of the week DST; or ○ 6.00pm and 10.00am on any day of the week EST. • No restriction applies at any time to the use of a

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PURPOSE	RESTRICTION / PROHIBITION
	hand-held hose fitted with a trigger nozzle, a watering-can or a bucket.
Public Gardens (including lawn) and Sports Grounds / Recreational Areas	<ul style="list-style-type: none"> • An automatic watering system must not be used, except between 10.00pm and 10.00am on any day of the week. No restriction applies at any time to the testing of automatic watering systems to ensure that they are operating correctly. • A manual watering system must not be used, except between: <ul style="list-style-type: none"> ○ 8.00pm and 10.00am on any day of the week DST; or ○ 6.00pm and 10.00am on any day of the week EST. • No restriction applies at any time to the use of a hand-held hose fitted with a trigger nozzle, a watering-can or a bucket.
Fountains	<ul style="list-style-type: none"> • A fountain which does not re-circulate water must not be operated. • No restriction applies to topping up a fountain at any time, provided that no more water than is necessary for that purpose is used.
Wholesale, Retail Garden Nurseries	<ul style="list-style-type: none"> • No restriction or prohibition applies to the watering of plants of any description (including vegetables).
Vehicle Cleaning (all vehicles)	<ul style="list-style-type: none"> • A hand held hose must not be used at any time to clean a vehicle unless it is fitted with a trigger nozzle. • No restriction applies to using a bucket. • No restriction applies to using a high pressure water cleaning device, a commercial car wash, or a Council run vehicle cleaning facility.
Paved Areas – Cleaning	<ul style="list-style-type: none"> • A paved area must not be cleaned with water from a hose unless cleaning is required as a result of: <ul style="list-style-type: none"> ○ An accident, fire, health hazard or other emergency; ○ An identifiable safety hazard that has developed and a hand held hose fitted with a trigger nozzle or a high pressure water cleaning device is used; ○ Staining to the surface has developed, and a hand held hose fitted with a trigger nozzle or a high pressure water cleaning device is used, and then only once per season; ○ Construction or renovation work to the surface and a high pressure water cleaning

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PURPOSE	RESTRICTION / PROHIBITION
	device is used.
Construction Industry	<ul style="list-style-type: none"> • A hose must not be used unless it is: <ul style="list-style-type: none"> ○ Fitted with a trigger nozzle; and ○ Is in good condition and does not leak.

6.2. Exemptions

6.2.1. General exemptions

Berrigan Shire Council may prepare, adopt and publish general exemptions that specify generally applicable exemptions from the restrictions and prohibitions set out in the above table and the conditions under which the exemption is granted.

Exemptions under this clause may be granted without a written application being made by an applicant for an exemption, and general exemptions may be amended or revoked by the Council at any time.

The following general exemptions apply to commercial operations supplied with reticulated water by Berrigan Shire Council:

PURPOSE	CONDITIONS
Finley Livestock Exchange	Paved areas may be cleaned at any time as long as: <ul style="list-style-type: none"> • The hose used is in good condition; and • Water wastage is minimized.
Commercial Car Wash Facilities	<ul style="list-style-type: none"> • An exemption to the restrictions on vehicle cleaning is available to commercial car wash facilities that have received development consent to operate. • The facility must be operated in a way that minimizes water wastage.
Commercial Truck Wash Facilities	Commercial truck wash facilities are exempted from the restrictions for “vehicle cleaning” as long as: <ul style="list-style-type: none"> • The hose used is in good condition; and • Water wastage is minimized.

6.2.2. Applications

A person may apply to the Council for a temporary or permanent exemption from a restriction or prohibition imposed by this policy. The application must be made in writing and addressed to the General Manager.

All applications for an exemption will be considered, and the Council may:

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- Grant the application in full or in part and subject to the conditions deemed appropriate; or
- Refuse the application.

The exemption ends at the date or time specified in the exemption, and may be amended or revoked at any time by the Council.

6.2.3. Assessment

Exemptions will not be granted in relation to a particular restriction or prohibition unless the Council officer determining the application is reasonably satisfied that the proposed exemption:

- Is necessary to avoid an inequitable and disproportionately adverse impact on the livelihood of the applicant, which would be caused by that restriction or prohibition, and is consistent with the water saving policy of the Council; or
- Is necessary to avoid any adverse effect on public health or safety.

6.3. Penalties

Section 637 of the *Local Government Act 1993* specifies that a person who wilfully or negligently wastes or misuses water from a public water supply or causes any such water to be wasted is guilty of an offence.

The penalty for an offence under this Section is set out in Schedule 12 of the Local Government (General) Regulation 2005. At the date this policy was adopted the penalty for an offence was \$220.

If an offence against this section is committed, the occupier of the premises on which the offence was committed is guilty of the offence as if the occupier were the actual offender unless the occupier proves that the waste or misuse constituting the offence:

- Was not reasonably within the occupier's knowledge; and
- Was caused by the act of the person other than a member of the occupier's household or other than a person employed on the premises by the occupier.

If the offending continues the offender may be prosecuted. At the date this policy was adopted the maximum penalty that could be issued was \$2200 or 20 penalty units

7. RELATED POLICIES

7.1. Legislation

- *Local Government Act 1993*
- Local Government (General) Regulation 2005

7.2. Policies and other Council plans

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- Integrated Water Cycle Management Plan
- Water Asset Management Plan
- User Fees and Charges Policy

5.3 WASTE COLLECTION AND DISPOSAL POLICY

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities
FILE NO: 03.160.3

181 RESOLVED Crs Glanville and Morris that the Council:

1. revoke its existing policy for Waste Collection and Disposal
2. adopt the policy for Waste Collection and Disposal as set out below:

78 WASTE COLLECTION AND DISPOSAL POLICY

Version 02

File Reference No: 31.160.3
Strategic Outcome: Sustainable natural and built landscapes
Date of Adoption: 19/09/2018
Date for Review: 21/09/2022
Responsible Officer: Director Technical Services

1. POLICY STATEMENT

Management of a waste collection disposal and recycling system for Berrigan Shire is one of the core responsibilities of Berrigan Shire Council.

This policy puts in place a framework under which the Council will deliver these services.

2. PURPOSE

The purpose of this policy is to plan and provide for an environmentally sustainable and effective system for waste disposal in line with the *Waste Avoidance and Resource Recovery Act 2001*, other legislation and community expectations.

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3. SCOPE

This policy applies to all waste management activities undertaken by Berrigan Shire Council

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 1.3.2:

Manage landfill, recycling and waste disposal

5. DEFINITIONS

Hardwaste – Includes waste that is neither putrescible (organic) or recyclable

Greenwaste – Includes garden waste, tree lopping and lawn clippings

Putrescible – Organic waste that is capable of decomposing (i.e. food scraps etc.)

Recyclables – Includes materials able to recycled in accordance with national standards e.g. cardboard, paper, plastics, metal, batteries, tyres and whitegoods etc.

Scavenging – the removal of items previously left as waste from a waste management facility by the public.

Special Event – A special event includes the following

- Picola Football Netball League and Murray Football Netball League Grand Finals (if held in Berrigan Shire)
- Berrigan and Finley Agricultural and Horticultural Shows
- Berrigan Gold Cup
- Finley Ricestrippers Ball
- Other events as determined by the General Manager on a case-by-case basis.

6. POLICY IMPLEMENTATION

6.1 Waste management facilities

6.1.1 Location

Berrigan Shire Council will operate the following facilities

- Berrigan Waste Management Facility – receives all waste
- Tocumwal Waste Management Facility – receives only clean hardwaste, recyclables and greenwaste
- Finley Recycling Centre – receives only recyclables

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6.1.2 Opening hours

Opening hours for these facilities are set as:

Facility	MON	TUES	WED	THURS	FRI	SAT	SUN
Berrigan	Closed	1:30pm – 4:00pm	Closed	1:30pm – 4:00pm	Closed	Closed	12:30pm – 4:00pm
Tocumwal	Closed	Closed	1:30pm – 4:00pm	Closed	1:30pm – 4:00pm	Closed	1:30pm – 4:00pm
Finley	Closed	Closed	Closed	Closed	Closed	Closed	8:30am – 12:00pm

Opening hours for these facilities will only be modified by resolution of the Council.

All waste management facilities will be closed on the following days:

- Christmas Day
- Good Friday
- ANZAC Day

While open, use of the facility will be supervised by an authorised Council employee at all times. Access to the facility outside normal opening hours is prohibited, except as otherwise allowed for in this policy.

6.1.3 Fees and charges

Fees and charges for these facilities will be set annually in the Fees and Charges Register.

As a general rule, all users of the facility will be charged the appropriate fee at the time of disposal. There is to be no free use of any of the waste management facilities.

Requests for the Council to donate the cost of use of the facility are to be directed to the Council for assessment under the Donations and Financial Assistance Policy. Unless the Council has expressly given notice that it will donate the cost of the fees, payment must be made at the time of disposal.

Commercial entities frequently using the Council's Waste Management Facilities may be granted credit facilities in line with the Council's Commercial Credit Policy. Until access to credit is expressly provided, payment must be made at the time of disposal.

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6.1.4 Opportunity and Second-Hand shops

On application, not-for-profit community-operated Opportunity Shops selling second-hand furniture may be allowed to dispose of up to 4m³ of non-putrescible waste per calendar year free of charge at the Council's Waste Management Facilities.

Organisations seeking this allowance must apply annually and in writing. The General Manager will determine the eligibility for this allowance. The Environmental Engineer will keep a register of those organisations eligible for the allowance

The Environmental Engineer will keep a record of the quantities of waste disposed by these organisations and submit this information to the Council by way of a report to a Council meeting on an annual basis as well as in the Council's Annual Report.

6.1.5 Special events

The Council will cooperate with the organisers of "special events" regarding collection and disposal of waste associated with the event.

Generally, this will be by way of providing bins to allow for the normal kerbside collection service to collect.

Where this is not possible or practicable, the Council may allow access outside normal hours to a waste management facility for "special events".

If access is allowed, the following arrangements will apply

1. Before the event an authorised representative of the organisers of the "special event" will arrange an suitable time with an appropriate Council representative for after-hours access to the facility.
2. Before the event, the representative will pay any appropriate tipping fees based on an estimate of the type and quantity of the refuse expected to be disposed of. An adjustment to these fees may be made after the event if the types and quantities are materially different.
3. The normal fee charged for opening the facility outside normal hours will be waived.

Requests for subsidised tipping fees and the like will be considered as per the Council's Requests for Donations and Financial Assistance Policy.

6.1.6 Scavenging rights

The Council will not allow any scavenging at any of its waste management facilities under any circumstances.

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6.2 Kerbside collection

6.2.1 Services

The Council will offer the kerbside collection services shown in the table below:

Name	Service
Domestic Waste Collected	1 x Weekly pick up of 120 litre small garbage bin. (Green) 1 x Fortnightly pick up 240 litre recycling bin. (Blue)
Additional Service (Collected)	1 x Weekly pick up of 120 litre small garbage bin (Green)
Uncollected (vacant)	Charged on vacant land within the collection zone – no service is provided.
Business / Non Residential Garbage	1 x Weekly pick up of 240 litre big bin. (Green)
Garbage and Recycling	1 x Weekly pick up of 240 litre big garbage bin. (Green) 1 x Fortnightly pick up of 240 litre recycling bin. (Blue)
Recycling Collected	1 x Fortnightly pick up of 240 litre recycling bin. (Blue)

6.2.2 Serviced area

The Garbage and Recycling services are normally only provided to those that are within the town boundary.

Under certain circumstances Council's service provider will collect outside the town boundary if a significant number of people request the service

6.2.3 Voluntary service

Residents outside the service area may avail themselves of the waste kerbside collection service. A request for this service will be passed on the Environmental Engineer to assess in line with this policy.

The Environmental Engineer will determine the nearest collection point where the resident will need to bring their bins for collection.

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Any property provided with a garbage service under this section will also receive a recycling collection service.

6.2.4 Fees and charges

Fees and charges for these facilities will be set annually, via the:

- Fees and Charges Register,
- Rating and Revenue Policy, and
- through the Council's rates and charges resolution.

6.2.5 Compassionate service

The Council will provide a larger 240 litre bin for the garbage service for Residents with special waste collection needs relating to their medical care – i.e. dialysis machine and adult incontinence aids etc.

Each request for a larger bin under this section will be assessed on their merits by the Environmental Engineer.

Residents will be asked to provide evidence – i.e. a medical certificate or a statutory declaration – in support of their request.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation and other documents

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Waste Avoidance and Resource Recovery Act 2001*
- Reducing Waste: Implementation Strategy 2011-2015

7.2 Relevant Council documents

- Fees and Charges Register
- Waste Management Asset Management Plan
- User Fees and Charges Policy
- Commercial Credit Policy
- Requests for Donations and Financial Assistance Policy

5.4 UNDETECTED LEAKS POLICY

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

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FILE NO: 32.101.5

182 RESOLVED Crs Jones and Glanville that the Council adopt the policy for undetected leaks:

94. UNDETECTED LEAKS POLICY

Version 01

File Reference No: 32.101.5

Strategic Outcome: Supported and engaged communities

Date of Adoption: 19/09/2018

Date for Review: 21/09/2022

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Undetected water leaks causing a number of higher than usual water consumption notices being issued to ratepayers can cause an amount of distress to ratepayers and places strain on Council resources.

While the Council is not legally or morally responsible for these leaks, the Council often receives requests from ratepayers for assistance or consideration on these matters.

2. PURPOSE

To provide a framework for processing and assessing requests for a reduction in significantly higher water charges resulting from undetected water leaks.

The objectives of this policy are to:

1. provide some financial relief to property owners when water is lost due to an undetected leak, whilst demonstrating to property owners that they have a responsibility for maintaining their private water infrastructure and services; and
2. provide a consistent and fair approach in dealing with requests for financial relief when water is lost due to an undetected leak.

3. SCOPE

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Council provides potable water to the boundary of a property; water that has subsequently passed through a metered service connection becomes the responsibility of that property owner.

This policy is not intended to provide full compensation to customers for water consumption, charges because of an undetected water leak on their property.

However, as an act of good faith and in the interest of good public relations, Council provides a means by which some assistance for higher consumption and treatment charges can be obtained, subject to the provisions of this policy being met.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 3.1.4

Coordinate and facilitate the delivery of potable water, public health and safety services

5. DEFINITIONS

Significant leak - the water consumption on the water notice issued immediately prior to or immediately after the repair being completed is 1.5 times greater than the previous three equivalent billing periods average consumption

Undetected leak - occurring within pipeline breaks or connections in the ground, under slabs or within walls, etc. and are clearly not visible to the owner

6. POLICY IMPLEMENTATION

6.1 Application

Claims for assistance under this policy must be made by application. Applications must include:

- A statutory declaration indicating that:
 - The abnormally high water consumption was attributable to an undetected water leak.
 - repairs have been made in accordance with Australian Standard AS/NZS 3500
 - a full check of internal plumbing has been made to ensure no other leaks exist, and

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- no internal plumbing is defective and requiring replacement
- supporting documentation that the water leak was repaired immediately (within 30 days of a notice being issued or after the customer learnt of its existence). This may include a statement or invoice from a licensed plumber indicating the cause and location of the water leak,
- acknowledgement that subsequent claims within five years under this policy will not be accepted

6.2 Eligibility

6.2.1 Eligible claims

A complying claim must meet the following criteria:

- The claimant must be the owner/s of the property for which the claim applies.
- Council must receive the claim within 30 days of the issue of the water notice being issued.
- The claim must involve a **significant leak** at the property.
- The application must involve an **undetected leak** in a pipeline.

6.2.2 Ineligible claims

The following claims will not be eligible for assistance

- Claims that are the result of a second occurrence at the same property and by the same owner regardless of whether it is a related event or separate undetected leak within five years of the first leak occurrence being determined by Council..
- Claims that are the result of a leak from an appliance, pump, hot water system, pressure release or float valves, solar panels or pool heaters, pool or pond lines or liners, taps, cisterns and other water fittings, etc. where the leak would have been reasonably detectable.
- Claims that involve a leak caused directly by way of accidental or wilful damage.
- Claims that are due to a change in consumption pattern by the occupier of the property.
- Claims that do not contain the documentation or meet the terms of a complying claim.

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6.3 Assessment

6.3.1 Authority to assess and approve claims

The Revenue Coordinator will initially assess for eligibility claims received under this Council. The Revenue Coordinator will then make a recommendation to the General Manager, who will approve the claim or otherwise.

Council will advise applicants in writing of the decision within 30 days of receipt of the application.

6.3.2 Eligible periods

Council will only consider adjustment to water notices issued for the billing periods immediately before and/or immediately after the leak has been detected and repaired.

It is at the discretion of the Revenue Coordinator to determine if an account warrants adjustment to more than one billing period where the applicant is unable to demonstrate definitively that a leak has occurred over more than one billing period.

6.4 Assistance

The limit to which Council will provide assistance under this policy will be a 50% reduction of the volume of the estimated leak.

This is calculated as the difference between the mean water consumption for the previous three equivalent billing periods and the consumption recorded on the water notice issued immediately after the repairs being completed for complying claims.

The maximum reduction that can be offered for water consumption charges is \$2,000 in aggregate.

Council will **not** waive interest charges accrued on unpaid water accounts that are subject to a claim under this policy.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 External legislation and standards

- *Local Government Act 1993*
- Australian Standard AS/NZS 3500: 2003 Plumbing and Drainage

7.2 Council policies and publications

- Operational Plan and associated Schedule of Fees and Charges

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- Statement of Revenue Policy
- Financial Hardship Policy
- Fraud Control Policy
- Permanent Water Saving Policy
- User Fees and Charges Policy
- Water and Sewer Supply Policy

**5.5 INFORMATION AND COMMUNICATION TECHNOLOGY
POLICY**

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives
and strategic actions facilitate the
effective governance by Council of
Council operations and reporting

FILE NO: 17.048.1

183 RESOLVED Crs Morris and Taylor that the Council adopt the
following policy for Information and Communication Technology:

95 INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Version: 01

File Reference No: 17.048.1

Strategic Outcome: Good government

Date of Adoption: 19/09/2018

Date for Review: 21/09/2022

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council needs to have an information technology framework that assists Council to carry out its duties to the public. The Information and Communication Technology (ICT) services need to be secure, functional, flexible and robust to meet the digital changes in local government.

2. PURPOSE

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This policy provides direction to Councillors and Council staff on the operation and facilitation of Council ICT infrastructure and services.

2. SCOPE

This policy applies to all Councillors, Council staff, third party vendors and Council's ICT department and functions.

3. OBJECTIVE

This policy was developed to assist the Council with the following Delivery Plan Action:

2.1.3.6 Provide information technology and associated support for Council operations

4. DEFINITIONS

Anti-virus - Software designed to detect and destroy computer viruses.

Backup - A copy of a file or other item of data made in case the original is lost or damaged.

BYOD (Bring Your Own Device) - The practice of allowing the employees of an organisation to use their own computers, smartphones, or other devices for work purposes.

Cloud service – A cloud service is any service made available to users on demand via the Internet from a cloud computing provider's servers as opposed to being provided from a company's own on-premises servers.

Cryptographic key – A cryptographic key is a string of bits used by a cryptographic algorithm to transform plain text into cipher text or vice versa.

Data - The quantities, characters, or symbols on which operations are performed by a computer, which may be stored and transmitted in the form of electrical signals and recorded on magnetic, optical, or mechanical recording media.

Hardware - The machines, wiring, and other physical components of a computer or other electronic system.

Mail filter - Email filtering is the processing of email to organize it according to specified criteria.

Mobile device - A portable computing device such as a smartphone or tablet computer

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Software - The programs and other operating information used by a computer.

SSL Certificate - SSL Certificates are small data files that digitally bind a cryptographic key to an organisation's details.

Replication - The action of copying or reproducing something.

Virus - A piece of code, which is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

VPN (Virtual Private Network) - A virtual private network (VPN) is a technology that creates a safe and encrypted connection over a less secure network, such as the internet.

Wi-Fi - A facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area.

5. POLICY IMPLEMENTATION

Security

Council takes steps to ensure that its network and data is kept secure and its data integrity is maintained.

Access to Council server infrastructure and equipment is restricted in the server room and access will only be permitted by the General Manager, Directors and the IT Officer.

Council has in place an appropriate anti-virus and mail filtering systems.

Council blocks all ports other than those that are required for Council services to run. Council reviews the firewall access, remote access, logs and ports on an annual basis.

Council will provide remote access and Virtual Private Network (VPN) access where a business case is demonstrated. The IT Officer regularly reviews and revokes remote access where it is no longer required.

SSL certificates are purchased and renewed to ensure Council's website and public facing access points are secure.

Where Council makes use of cloud services it will ensure that those services are secure, have backups, are access controlled and if services cease Council has a way to maintain data integrity.

User Permissions

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User permissions can only be set or altered by the IT Officer on request from General Manager, Directors or the Finance Manager. Council have developed a procedure to ensure new council staff are given appropriate permissions and access levels (software, email, domain, Wi-Fi, network drives) to undertake their role and that permissions are removed as appropriate if they change roles or leave Council.

Council keep a register of user permissions and access levels for all Council officials and third parties. This is reviewed on a three monthly basis or as required.

Devices & Hardware

Procurement of devices and hardware i.e. PCs, mobile phones, tablets, printers and other peripherals to be purchased through Council's IT Officer. A business case is be demonstrated before procurement of new equipment (as opposed to replacements).

Procurement is done in line with the Council's procurement policy and framework.

Council keeps a register of all devices and hardware issued to Councillors and Council staff. Council officials are responsible for safe keeping and appropriate use of this equipment.

Bring Your Own Device (BYOD) may be permitted with permission from the Director of Corporate Services and is assessed on a case-by-case basis.

Data Usage can be monitored to ensure no inappropriate use occurs. Directors and Managers are notified of any anomalies with data usage.

Software

Procurement of software is obtained with permission of directors and advice from IT officer. A business case is to be undertaken before purchase of a new software product.

Procurement is done in line with the Council's procurement policy and framework.

Installation is undertaken by IT officer or by a third party with permission and access from the IT officer. Individuals are not permitted to purchase or install their own software.

All software installed by council is appropriately licensed and renewed. A register is kept by the IT officer of all software being used by Council. No unlicensed software is installed.

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Backup, Replication and Recovery

Backup and replication

Council has a backup and disaster recovery procedure in place. This consists of replication and frequent backups of the virtual server environment. Council runs incremental backups every workday on the hour between 8AM and 6PM and a full backup on Sunday. Backup logs are emailed to IT Officer for every backup and replication instance.

Daily backups are taken and transferred off-site on a daily basis. An End of Financial Year backup is taken and provided to the Finance Manager for safe keeping.

Councils Virtual Server environment are replicated two times every day.

Council has backups of its website. Monthly backups are taken and tested every three months or as required.

Disaster Recovery

Council tests backup data integrity every three months or as required. Virtual Server replication is tested on a daily basis.

Use and misuse

Information protection

The Council ensures that information stored on its Information Technology and Communications systems is stored, accessed and used in line with its legislative obligations and its Privacy Management Plan.

Private use

Council officials are expected to use Council's Information and Communications Technology resources in line with both the letter and the spirit of the Council's Code of Conduct and other appropriate Council policies relating to private use.

6. RELATED LEGISLATION, POLICIES AND STRATEGIES

External Legislation Policies and Strategies

- *Local Government Act 1993*
- *Workplace Surveillance Act 2005*
- *Privacy and Personal Information Protection Act 1998*
- *Audit Office of NSW – Detecting and Responding to Cyber Security Incidents*

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Internal Policies

- Code of Conduct
- Privacy Management Plan
- Procurement & Disposal Policy
- Payment of Expenses & The Provision of Facilities for Mayors & Councillors Policy
- Public Internet Usage Policy
- Risk Management Policy & Framework
- Expenses and Facilities Guidelines for Staff
- Communication Devices Policy
- Social Media Policy
- Fraud Control Policy

Min. No.

5.6 2018 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

AUTHOR: Director Technical Services

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 4.4 Connect local, regional and national road, rail, and aviation infrastructure

FILE NO: 04.039.1

184 RESOLVED Crs Taylor and Glanville that Cr Morris and the Director Technical Services attend the 2018 National Local Roads and Transport Congress to be held in Alice Springs, Northern Territory from the 20th to the 22nd November, 2018.

5.7 ANNUAL RETURNS – VOLUNTEER COMMITTEES OF MANAGEMENT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.2 Support community engagement through life-long learning, culture and recreation

FILE NO: 04.074.4

185 RESOLVED Crs Taylor and Bodey that the Council note the annual returns submitted by the following Volunteer Committees of Management:

Tocumwal Swimming Pool
Finley Showgrounds
Retreat Hall
Barooga Recreation Reserve
Finley War Memorial Hall and School of Arts
Berrigan Conservation Group
Tocumwal Historic Aerodrome Museum
Tocumwal Recreation Reserve
Tocumwal War Memorial Hall

Min. No.

**5.8 FINLEY SHOWGROUND & SPORTING COMPLEX
COMMITTEE OF MANAGEMENT**

AUTHOR: General Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives
and strategic actions facilitate the
effective governance by Council of
Council operations and reporting

FILE NO: 04.074.1

186 RESOLVED Crs Taylor and Morris that the Council:

- A) revoke existing members of the Finley Showground & Sporting Complex Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Finley Showground & Sporting Complex Committee of Management:

President:	Rodger Sutton
Secretary/Treasurer:	Carol Kennedy
Committee:	
	Matthew Mueller
	Trent Royston
	Jake Rees
	Mick Wane
	Katy Wallace
	Troy Marshall
	Keith Kennedy
	David Webb
	Stacey Ware

**5.9 RETREAT HALL FINLEY COMMITTEE OF
MANAGEMENT**

AUTHOR: General Manager
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives
and strategic actions facilitate the
effective governance by Council of
Council operations and reporting

FILE NO: 04.074.1

187 RESOLVED Crs Taylor and Morris that the Council:

Min. No.

- A) revoke existing members of the Retreat Hall Finley Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Retreat Hall Finley Committee of Management:

President:	Steven Kydd
Vice President:	John Beer
2 nd Vice President:	Stephen Barnes
Secretary:	Rosemary Tilley
Treasurer:	Kerryanne Kydd
Committee:	
	Ruth Kydd
	Marg Maxwell
	Gill Taylor
	Lorraine Beer
	Dorothy Wright

**5.10 WATER CONSUMPTION CHARGES – BERRIGAN
COMMUNITY GOLF AND BOWLS CLUB**

AUTHOR: General Manager

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

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

FILE NO: 32.138.2

Matthew Hansen left the Chambers at 9:53am as he has a non-pecuniary conflict of interest in Berrigan Community Golf and Bowls Club.

- 188 RESOLVED** Crs Jones and Morris that the Council advise Berrigan Community Golf and Bowls Club that it will not reduce its ongoing by water consumption charges 90% as requested and determine that the Council work with the club to what is required to connect to and use dam water.

Matthew Hansen returned to the Chambers at 10:00am.

Min. No.

5.11 SUSPENSION OF ALCOHOL FREE ZONE – CHANTER STREET BERRIGAN

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Supported and engaged communities
STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 24.128.1

189 RESOLVED Crs Jones and Morris that the Council, subject to Police approval and development consent being given, suspend the Alcohol Free Zone for the area closed to traffic on Chanter Street, Berrigan from 6:00pm to 11:00pm on Friday 7 December 2018 in accordance with Section 645 of the *Local Government Act* 1993.

5.12 CLASSIFICATION OF COUNCIL'S BUSINESS ACTIVITIES

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO: 12.019.1

190 RESOLVED Crs Bruce and Jones that, for the purposes of National Competition Policy, the Council will continue to classify its Water Supply function and its Sewer Service function as Category 2 business activities.

5.14 CONTRIBUTION – LEGAL EXPENSES

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.2 Strengthen strategic relationships and partnerships with community, business and government

FILE NO: 14.165.7

191 RESOLVED Crs Morris and Glanville that the Council contribute \$1,788.41 to Local Government NSW towards the legal expenses of City of Sydney Council, North Sydney Council and Bayside City Council as requested.

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6. ITEMS FOR NOTING

- 6.1 FINANCIAL ASSISTANCE GRANT – 2018/19
- 6.2 NSW AUDIT OFFICE – 2018/19 WORK PROGRAM
- 6.3 DONATION TO MOIRA FOODSHARE
- 6.4 IPART DETERMINATION OF RATE PEG FOR 2019/20
- 6.5 T14/17/18 DESIGN AND CONSTRUCTION OF
TOCUMWAL SPLASH PARK
- 6.6 RIVERINA AND MURRAY JOINT ORGANISATION
- 6.7 BERRIGAN STREET TREE POLL
- 6.8 DEVELOPMENT DETERMINATIONS FOR MONTH OF
AUGUST 2018

192 **RESOLVED** Crs Glanville and Taylor that Items for Noting numbered 6.1 to 6.8 inclusive be received and noted.

8.1 **MINUTES OF THE TECHNICAL SERVICES COMMITTEE MEETING**

193 **RESOLVED** Crs Reynoldson and Taylor that recommendations numbered 5 of the Technical Services Committee Meeting held on 5th September, 2018 be adopted.

5. CHANTER STREET, BERRIGAN PEDESTRIAN CROSSING

AUTHOR: **Engineering Services Manager**

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

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

FILE NO:28.101.1

RESOLVED: Crs Reynoldson and Morris that the Council approves the removal of the existing informal pedestrian crossing on Chanter Street, Berrigan and replaces it with a crushed rock sealed pavement and that the works be carried out in conjunction with the water main works.

8.2 **MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING**

Min. No.

193 **RESOLVED** Crs Glanville and Taylor that recommendations numbered 5 to 8 inclusive of the Corporate Services Committee Meeting held on 5th September, 2018 be adopted.

5. REDEVELOPMENT OF TOCUMWAL VISITOR INFORMATION CENTRE

AUTHOR: General Manager
STRATEGIC OUTCOME: Diverse and resilient business
STRATEGIC OBJECTIVE: 4.2 Diversify and promote local tourism

FILE NO: 08.160.3

RESOLVED Crs Bodey and Morris that the Council:

- Commence the subdivision and lease process for the site at the proposed commercial facility at the Tocumwal Foreshore.
- Develop an entirely new commercial facility at the Tocumwal Foreshore including demolition of the existing Visitor Information Centre and public toilets.
- Seek independent advice regarding the commercial viability of a future commercial facility at Tocumwal Foreshore.

6. MANAGEMENT OF CORELLA'S

AUTHOR: General Manager
STRATEGIC OUTCOME: Sustainable natural and built landscapes
STRATEGIC OBJECTIVE: 1.2 Retain the diversity and preserve the health of our natural landscapes and wildlife

FILE NO: 11.011.4

RESOLVED Crs Reynoldson and Bodey that staff report back to the Council on cost of implementation on an intensified management of Corellas.

7. ACTION PLAN – AUDIT MANAGEMENT LETTERS

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.1 Berrigan Shire 2027 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting

FILE NO:12.019.1

Min. No.

RESOLVED Crs Morris and Jones that the Committee note the Action Plan – Audit Management Letters September 2018 review attached as **Appendix “C”**

8. 2019 BERRIGAN SHIRE BUSINESS AWARDS LAUNCH

AUTHOR: Economic & Industry Development Liaison
STRATEGIC OUTCOME: Diverse and resilient business
STRATEGIC OBJECTIVE: 4.1 Strengthen and diversify the local economy and invest in local job creation and innovation

FILE NO:02.023.2

RESOLVED Crs Morris and Jones that:

1. Council allocates up to \$10,150.00 to finance the “launch event” for the new concept of the Business Awards.
2. A theme for the 2019 Business Awards be explored at the launch.

9. MAYORS REPORT

Cr Matthew Hannan reported that he had attended the following during the period:

- Soccer Grand Final Presentation at Cobram
- Speak Up forum
- Councillor Induction
- Drought meeting
- Young agent for change Finley High School
- School of Arts & Finley War Memorial Hall
- RAMJO
- Barooga Advancement Group Annual General Meeting
- Finley Hospital emergency department opening
- School of Arts briefing with Councillors
- Water meeting in Deniliquin

194 RESOLVED Crs Glanville and Taylor that the Mayors report be received.

10. DELEGATES REPORTS

Cr Ross Bodey

- Speak Up forum
- Murray Darling Association Conference

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- Tocumwal Chamber of Commerce & Tourism meeting

Cr Glanville left the Chambers at 10:30am.

Cr Glanville returned to the Chambers at 10:32am.

Cr John Taylor

- Nil

Cr Daryll Morris

- Nil

Cr Roger Reynoldson

- Finley Chamber of Commerce meeting

Cr Denis Glanville

- Council briefing

Cr Colin Jones

- Speak Up forum
- Murray Darling Association Conference

Cr John Bruce

- Barooga Advancement Group meeting

The meeting adjourned at 10:35 for morning tea.

The meeting reconvened at 10:55am with Cr Reynoldson absent at that time.

11. GENERAL BUSINESS

Cr Ross Bodey

- Tarago mine
- Community Solar Farm – get guest speaker for Corporate Workshop

Cr John Taylor

- Thanks to staff – developer

Cr Daryll Morris

- Nil

Cr Colin Jones

- Tocumwal Foreshore project

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Cr John Bruce

- Jerilderie Street trees – shouldn't leave pruned trees

I Cr John Bruce hereby give notice that at the meeting of the Council to be held on 17th October 2018 I intend to move the following:

1. That the Council rescind its decision made on 15th June 2016 as set out below and recorded as minute number 152:

RESOLVED that, subject to receipt of a grant of \$200,000, the Council proceed to develop the Finley School of Arts in accordance with the concept plan set out below and further that:

- The Finley War Memorial Hall be separated from the Finley School of Arts;
 - The angle parking proposed for Wollamai Street be referred to future budgets for consideration if it cannot be contained within the existing Council budget and grant funds;
 - When the two halls are separated and all works are completed, the Council appoint a new Committee of Management to manage the Finley War Memorial Hall and the delegated authority of the existing Committee of Management be amended to reflect its ongoing responsibility for the Finley School of Arts only;
 - The current annual grant provided to the existing Committee of Management be divided between the two Committees of Management on the basis that the Finley School of Arts Committee of Management receive two thirds of the current grant and that the Finley War Memorial Hall Committee of Management receive one third of the current grant;
 - If the Finley War Memorial Hall Committee of Management can demonstrate to the Council that over a three year period that the Finley War Memorial Hall operation is sustainable the Council will consider constructing toilets within the hall
 - That the Council engage GPG Architecture and Design to prepare detailed construction plans and specifications satisfactory to implement construction of the concept and suitable to call tenders for the construction with GPG Architecture and Design to supervise the construction by the successful tenderer.
2. That the Council proceed to develop the Finley School of Arts in accordance with the concept plan known as Option 3 and further that:
 - The Finley War Memorial Hall be separated from the Finley School of Arts;

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- The angle parking proposed for Wollamai Street be referred to future budgets for consideration if it cannot be contained within the existing Council budget;
 - When the two halls are separated and all works are completed, the Council appoint a new Committee of Management to manage the Finley War Memorial Hall and the delegated authority of the existing Committee of Management be amended to reflect its ongoing responsibility for the Finley School of Arts only;
 - The current annual grant provided to the existing Committee of Management be divided between the two Committees of Management on the basis that the Finley School of Arts Committee of Management receive 50% of the current grant and that the Finley War Memorial Hall Committee of Management receive 50% of the current grant;
 - That the Council engage GPG Architecture and Design to prepare detailed construction plans and specifications satisfactory to implement construction of the concept and suitable to call tenders for the construction with GPG Architecture and Design to supervise the construction by the successful tenderer.
3. That the Council retain the Finley War Memorial Hall and subject to the approval of the Finley War Memorial and School of Arts Committee of Management and subject to the Committee funding based on the Council's Policy $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ funding the Council agree to the construction of toilets at the Finley War Memorial Hall.

Development Manager

- Nil

Director Corporate Services

- Barooga library hours

Engineering Services Manager

- Nil

Cr Matthew Hannan

- Solar meeting at Finley 20 September

Cr John Taylor

- Away for a week from tomorrow

General Manager

- Attending Business Awards
- Pecuniary Interest disclosures
- KMP Related Parties Transactions disclosure

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- Developer Concession

195 **RESOLVED** Crs Bruce and Morris that the Council agree to the request from Crawfords P/L to allow developer contributions related to its 43 lot subdivision at Bruton Street, Tocumwal for development contributions to be paid as each lot is sold subject to Crawfam P/L entering into a legally binding agreement with the Council and to the satisfaction of the General Manager.

Cr Reynoldson returned to the Chambers at 11:25am.

Cr John Bruce

- Contributions for kerb and gutter during subdivision
- SEGRA Conference

Cr Roger Reynoldson

- Column in Berrigan News

There being no further business the meeting closed at 11:30am.