



Minutes of the Council Meeting held in the Council Chambers on Wednesday, 21st October, 2015 commencing at 9:15am.

Min. No. Present: Cr. Bernard Curtin (Mayor)

Crs: John Bruce, Matthew Hannan, Denis Glanville, Colin Jones, Andrea O'Neill, Director of Corporate Services (Matthew Hansen), Director Technical Services (Fred Exton), Development Manager (Laurie Stevens) and General Manager (Rowan Perkins).

Apology

227 RESOLVED Crs: Jones and O'Neill that an apology for non-attendance be received from Cr. Daryll Morris and Cr. Brian Hill.

Declaration of Items of Pecuniary and other Interests

Cr O'Neill declared a Pecuniary Interest in Item 6.2 as she is an employee of Berrigan & District Aged Care Association Limited.

Confirmation of Minutes

4. CONFIRMATION OF MINUTES

228 RESOLVED Crs: Jones and O'Neill that the Minutes of the meeting held in the Council Chambers on Wednesday 16th September, 2015 and Extraordinary meeting held on 7th October, 2015 be confirmed.

5.1 FINANCE – ACCOUNTS

AUTHOR: Finance Manager

STRATEGIC OUTCOME: Good government

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

229 RESOLVED Crs: O'Neill and Glanville that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 30 September, 2015 be received and that the accounts paid as per Warrant No. 09/15 totalling \$3,476,237.91 be confirmed.

5.2 RMS BLOCK GRANT

AUTHOR: Director Technical Services

STRATEGIC OUTCOME: Sustainable natural and built landscapes

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

230 RESOLVED Crs: O'Neill and Glanville that the Council enter into the Regional Roads Block Grant Agreement 2015/16 with the NSW Roads and Maritime Services.

5.3 PECUNIARY INTEREST RETURNS

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

231 RESOLVED Crs: O'Neill and Jones that the Council note the tabling of Pecuniary Interest Returns received from Councillors and staff for the period 1st July, 2014 to 30th June, 2015.

5.4 FINLEY COMMUNITY HELP GROUP COMMITTEE OF MANAGEMENT

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

232 RESOLVED Crs: O'Neill and Glanville that the Council:
A) revoke existing members of the Finley Community Help Group Committee of Management.
B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Committee of Management:

President Barry Dawe

Secretary Penelope McNamara

Treasurer Louis Koschel

Committee Norm McColl, Joyce Thomas, Gwen James, Marj Kable, Joyce Lewis, Kaylene Dawe, Peter Larsen, Jenny Douglas, Brian Anderson, Ken Brown, Barbara Wilson, Julie Hannan, Erol Cicolini, Ken Gardiner, James Elliott, Denise Thomas, Di Crawford, Margaret Lacy and Mel Corcoran.

5.5 MARY LAWSON WAYSIDE REST COMMITTEE OF MANAGEMENT

AUTHOR: General Manager

Min. No.

STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by
Council of Council operations and
reporting

- 233** **RESOLVED** Crs: O'Neill and Glanville that the Council:
- A) revoke existing members of the Mary Lawson Wayside Rest Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the MARY LAWSON WAYSIDE REST Committee of Management:

President Henry Matheson
Secretary/ Madeleine Wark
Treasurer Maree Quirk
Committee Chris Braybon, Marjorie Kable, Colin Drury, Colin Breust, Allan & Maree Matheson, Ken Jenkins, Ivy Matheson, Graham & Veronica Dobie, Phillip Matheson, Neville Rees, Doug Delmenico, Doug Walker, Peter Horneman, Danny Wark, Jan & Bill Braybon, Marge Matheson, Marie Quirk, John Milne, Doug Thomas, Lois Harley, Allan Cowan, John Magill, Bernie Evans and Fergie Walsh.

5.6 BAROOGA ADVANCEMENT GROUP COMMITTEE OF MANAGEMENT

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.2 Ensure effective governance by
Council of Council operations and
reporting

- 234** **RESOLVED** Crs: O'Neill and Glanville that the Council:
- A) revoke existing members of the Barooga Advancement Group Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the Barooga Advancement Group Committee of Management:

President Darrell Bowden
Secretary Neil Duffield
Treasurer Nikki Foster
Committee Tash Bignell, Jackie Klaver, Barry Kennedy, Sue Kennedy, Tom Saggars, Jennifer Small, Bob Davis, Lyn Thatcher, Dennis Thatcher, Lyn Mountney, Trevor Ellison, Mel Bowden, Lee May, Ian Yeaman, Sheila Duffield, Lyn Woodhead.

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5.7 2014/15 ANNUAL FINANCIAL STATEMENTS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

235 RESOLVED Crs: O'Neill and Hannan that the Council defers consideration of this item until later in the meeting.

5.8 TENDER NO. T05/15/16 SUPPLY OF ROAD BASE – SILO ROAD

AUTHOR: Executive Engineer

STRATEGIC OUTCOME: Sustainable natural and built landscapes

STRATEGIC OBJECTIVE: 1.3 Connect and protect our
communities

236 RESOLVED Crs: O'Neill and Jones that, in relation to T05/15/16 – Supply of Road base – Silo Road, the Council:

1. accepts the tender submission of Andrew Goldman Excavations to supply the DGB20 road base for an estimated contract sum of \$193,600 inclusive of GST subject to sufficient information being provided to show that the materials will comply with the quality requirements of the specification.
2. accepts the tender submission subject of Lawrence Brothers to supply the DGS40 road base for the estimated contract sum of \$316,800 inclusive of GST subject to sufficient information being provided to show that the materials will comply with the quality requirements of the specification.
3. sign and seal contract documents relating to 1. and 2. above.

5.9 POLICY FOR THE PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR MAYORS AND COUNCILLORS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

237 RESOLVED Crs: O'Neill and Glanville that the Council, noting that no submissions were received during the statutory period of public exhibition, adopt the following "Payment of Expenses and Provision of Facilities" Policy as set out below:

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PART 1 INTRODUCTION

This policy for the payment of expenses and the provision of facilities for Mayors and Councillors is effective from 21 October 2015, being the date it was adopted by the Council.

The policy comprises four parts, being:

1. Part I Introduction – defines key terms and describes the legislative and reporting requirements that prescribe the policy’s purpose, objectives and scope;
2. Part II Payment of Expenses – describes the general and specific provisions, circumstances and Council procedures related to the payment of allowable expenses;
3. Part III Provision of Facilities – outlines the general and specific provisions, circumstances concerning Councillor use of Council facilities and resources; and
4. Part IV Other Matters – provides guidance on issues related to Councillor acquisition and return of facilities and superannuation

This policy is made under Sections 252-254 of the *Local Government Act 1993* (the Act), Section 403 of the *Local Government (General) Regulation* and in accordance with the Guidelines issued by the Office of Local Government (October 2009) in accordance with Section 23A of the Act.

Broadly, the Act requires that the Council must annually adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and the other Councillors in relation to discharging the functions of civic office.

This Policy must comply with the provisions of the Act, the Regulation and the Guidelines.

1.1. Purpose

The purpose of the Policy is to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.

1.2. Objectives and scope

1.2.1. Objectives

Berrigan Shire Council is committed to the following *Berrigan Shire 2023* strategic outcomes and objectives:

Good Government

2.2 *Ensure effective governance by Council of Council operations and reporting;*

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The objectives of this policy are:

1. To outline the details and range of benefits provided to Councillors by the Council in a transparent manner.
2. To ensure that Councillors are reimbursed for expenses reasonably incurred in their performance of their role as a Councillor in a manner that is acceptable to the community.
3. To encourage members of the community to seek election to the Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.
4. To ensure that Councillor use of Council facilities and resources is effective, efficient, appropriate, lawful and ethical.

1.2.2. Scope

The policy applies to all Councillors and if appropriate any Councillor administrators as well.

The policy does not apply to the receipt or expenditure of Councillors or Mayoral annual allowances.

The policy does not apply to Council staff. Council staff are regulated in similar matters by separate policy.

1.3. Making and adoption

Berrigan Shire Council is required on an annual basis to review and submit its policy to the Chief Executive of the Office of Local Government within 28 days of adoption by the Council, even if it is proposed to adopt an unchanged policy. Current policies must be submitted by 30 November each year.

Before adopting or amending this policy, the Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made prior to the adoption of the policy.

Even if changes that are considered not substantial are proposed, the required annual adoption of this policy must still be subject to the public notification process outlined above.

At any time, other than the required annual adoption of this policy and if the proposed amendment is not substantial the Council is not required to provide public notice. The term "not substantial" should be taken to mean minor changes to the wording of the policy, or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities. Any new category of expenses, facilities and equipment included in the policy will require public notice.

1.4. Legislative and other provisions

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1.4.1. Legislative provisions

- Sections 252-254 of the *Local Government Act* 1993 – Payment of expenses and provisions of facilities.
- Section 428 of the *Local Government Act* 1993 – Annual reports
- Clause 217 of the *Local Government (General) Regulation* 2005 – Additional information for inclusion in annual reports.
- Clause 403 of the *Local Government (General) Regulation* 2005 – Payment of expenses and provision of facilities.
- Local Government (State) Award 2014.

1.4.2. Other Government Policy Provisions

- Office of Local Government Guidelines (May 2009) issued under section 23A of the *Local Government Act* 1993.
- Office of Local Government Circulars to Councils
 - Circular 05/08 Legal assistance for Councillors and council employees
 - Circular 08/24 Misuse of council resources
 - Circular 08/37 Council decision making prior to elections
 - Circular 11/27 Findings from review of Councillor expenses and facilities policies
- Model Code of Conduct for Local Councils in NSW, particularly Use of Council Resources.
- ICAC Publication – *No Excuse for Misuse*, preventing the misuse of council resources.

1.4.3. Other relevant Council documents and policies

- Private Use of Council Vehicles
- Communication Devices Policy
- Annual Schedule of Fees and Charges
- Berrigan Shire Council Code of Conduct
- Berrigan Shire 2023 (Community Strategic Plan)
- Berrigan Shire Council Delivery Plan 2013-2017
- Berrigan Shire Council Operational Plan 2014-15

1.5. Reporting

Section 428 of the Act requires councils to include in their Annual Report:

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- The Council's policy on the provision of facilities for, and the payment of expenses to, Mayors and Councillors.
- The total amount of money expended during the year on providing those facilities and paying those expenses.
- Additional information as required by the *Local Government (General) Regulation 2005*.

1.6. Definitions

Expenses:

Payments made by the council to reimburse councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions.

Expenses must be outlined in a council's policy and may be either reimbursed to a councillor or paid directly by a council for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.

Facilities:

Equipment and services that are provided by councils to councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as councillors.

Functions of civic office / civic functions:

Functions that councillors are required to undertake to fulfil their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or for the local government area.

Reasonable costs / expenses

A cost and expense that, in its amount and nature is consistent with what a reasonable person would incur, in the conduct of the same activity in the same or similar circumstance

PART 2 PAYMENT OF EXPENSES

2.1. General provisions

2.1.1. Payment of Expenses generally

Berrigan Shire Council is committed to ensuring that Councillors are reimbursed for expenses reasonably incurred in their role of Councillor so that they are not financially or otherwise disadvantaged in undertaking their civic duties.

To ensure consistency and transparency all expenses and costs claimed must be done so in accordance with the requirements of this policy.

Reimbursement of costs and expenses to Councillors will be processed following the submission of appropriate receipts and tax invoices, and the completion of the required claim forms.

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A claim form must include an itemized account of expenditure and should not be general in nature. Incidental expenses may not require specific receipts provided it can be demonstrated that expenditure was incurred, it was not general in nature, and that the Councillor certifies that the expense was for the purpose intended. Generally, this will only be acceptable when it was not possible to obtain a tax invoice or receipt, or proof of purchase was lost during the payment process (i.e. ticket taken and not returned by an automatic machine).

Where possible, expenses should be claimed as part of the Councillor monthly return. If waiting until the time of the monthly return would cause undue hardship, arrangements can be made to submit an earlier claim. All expenses must be claimed within 12 weeks of being incurred.

Berrigan Shire Council operates an internal requisition process that will enable most expenses associated with attendance at conferences, seminars and training courses to be directly invoiced to the council. This system can be used to cover expenses relating to registration fees, travel and accommodation.

Where possible, provision will also be made for the cost of meals and incidentals not covered by registration fees to be charged back to the Council. This system will help minimize out-of-pocket expenditures to Councillors.

In certain circumstances Councillors attending conferences, seminars and training away from home may request payment in advance, in anticipation of any additional expenses that may be incurred (i.e. meals not covered by registration fees, taxi fares etc.). In most cases the advance will be in the form of petty cash and will need to be pre-arranged with the Council's Finance Section. On their return, Councillors must fully reconcile all expenses against the cost of the advance within 14 days.

A general expense allowance will not be available under any circumstance.

All expense provisions have a monetary cap. This cap is to ensure that Councillors and the community can have a reasonable expectation as to what the scope of expected expenses may be and also to serve as a guide to Councillors.

Councillors should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as "Frequent Flyer" schemes or any other such loyalty programs while on Council business. However, it is acknowledged that incidental use of Council equipment or facilities may occur from time to time. Such incidental use is not subject to compensatory payment back to the Council.

Where more substantial private use does occur the Act provides that a payment may be made to cover the level of private use. Where this is expected or is likely to occur, specific expense and facility provisions reflect appropriate mechanisms to compensate the Council for such use.

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Participation in Council elections is a private matter and Councillors must not use Council resources in the course of this participation.

In circumstances where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business trip or when receiving visitors, these gifts should be of token value and in accordance with any policy developed by the Council. Clarification of what token gifts and benefits are can be obtained from the Council's Code of Conduct, clause 5.3.

While this policy attempts to clearly articulate circumstances concerning the payment of expenses and provision of facilities it is possible that a dispute may arise regarding these.

In circumstances where such a dispute does arise the dispute will initially be referred to the Council by the General Manager for the determination. In making its determination the Council may use the services of one of its appointed Conduct Reviewers, its Solicitor or other appropriate external resource to assist with that determination.

2.1.2. Spouse and partner expenses

On occasions, it will be appropriate, and in some cases a requirement, that Councillors will be accompanied by their spouse, partner or accompanying person¹ to official functions and activities. In these instances, certain costs incurred by the Councillor on behalf of their partner (meaning spouse, partner or accompanying person), are properly those of the Councillor in the performance of his or her functions and are thus reimbursable.

Berrigan Shire Council will meet the reasonable costs of a partner attending official council functions within the local government area where it could be reasonably expected that the partner would attend.

The Council will also meet the expenses for the partner of the Mayor (or a Councillor when they are representing the Mayor), when they are called on to attend an official function of council or carry out an official ceremonial duty outside of the council area.

Where partners accompany Councillors to seminars and conferences and the like, the Councillor will be personally responsible for all additional costs associated with their partner's attendance, including travel, accommodation, meals, partner's programs etc.

The payment of partner expenses for attending appropriate functions as permitted above will be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by partners are not considered reimbursable expenses.

2.2. Specific expenses

¹ An accompanying person is a person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.

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2.2.1. Travel

All travel by Councillors should use the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

The mode and method of transportation to be used shall be agreed with the Council or the Mayor and the General Manager prior to the travel taking place, and where possible Councillors should attempt to travel with other representatives from the Council in order to minimize costs.

Where possible, a Council fleet vehicle will be made available to Councillors traveling outside of the local government area. These vehicles will need to be booked with the General Manager.

On occasions, it may be appropriate for Councillors using council vehicles to leave from home or another pre-arranged location due to the departure time. In these circumstances it may be reasonable for the Councillor borrowing the council vehicle to obtain the vehicle the night before. Likewise Councillors returning to Berrigan after 5pm may arrange to return the vehicle the following morning.

2.2.2. Local travel arrangements and expenses

As a rural council it should be recognized that Councillors will need to travel in order to carry out their civic duties.

In addition to travel within the local government area, it may be necessary for Councillors to travel outside of the local government area in order to represent the Council at meetings or events, or to take part in conferences and training activities. In most cases transportation options are limited, and with little or no public transportation the majority of travel will be by private or council provided motor vehicle.

While the Council is committed to meeting the special needs of Councillors in order to maximize participation in civic duties, the inherent nature of local government in a rural setting makes it necessary for Councillors to provide their own transport for activities within the LGA.

Where Councillors use their private vehicle for attendance at local events as part of their official duties they will be reimbursed at a rate determined by the relevant State Industrial Agreement for vehicle expenses, and should claim reimbursement as part of their usual monthly return.

2.2.3. Travel outside the LGA including interstate travel

It is acknowledged that Berrigan Shire Council is a border community and that interstate travel to Victoria and the ACT will be essential in the carrying out of the council's official duties. As such, travel to official events and activities in Victoria will be regarded in the same way as travel to locations in NSW.

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As a rural LGA it is often necessary for Councillors to travel outside of the Shire in the conduct of their official duties. Councillors traveling to meetings and events within 200km of Berrigan Shire do not require the specific approval of the Council or General Manager.

Where possible, a council vehicle will be made available to Councillors traveling to events within 200km of the Shire. Where this is not possible Councillors will be reimbursed for the private use of their vehicle at the rate determined by the relevant Industrial Agreement for vehicle expenses and claimed as part of their monthly return.

Travel to meetings and events that are more than 200km from Berrigan Shire should be undertaken with the Council's or with the Mayor and the General Manager's consent. In these circumstances travel arrangements should be organized in consultation with the General Manager. If travel by motor vehicle is the most suitable method of transportation, the Council will endeavour to provide a council vehicle. If it is not possible to use a council vehicle, the Council may agree to the Councillor using his/her own vehicle.

Where the Council agrees for a Councillor to supply their own vehicle, the Councillor may claim a reimbursement for the use of their vehicle for the distance travelled at the rate specified in the Local Government (State) Award 2014. Alternatively, where a Councillor chooses to use their own vehicle, and the Council related travel only forms part of the overall travel, the Councillor may claim for reimbursement of travel costs only calculated on the basis of the average fuel consumption of the vehicle and the distance travelled that relates to the Council purpose.

If the Councillor chooses to use their own vehicle despite a council vehicle being made available, or without the prior agreement of the Council, they will be ineligible to claim a reimbursement for travel more than 200km from the Shire.

Approval to travel to destinations in states other than NSW, the ACT or Victoria for the conduct of council business requires the prior approval of the Council. The application for approval should include full details of the trip, including itinerary, costs and reasons for travel. Travel arrangements for interstate travel will be coordinated by the Council on behalf of the Councillor.

2.2.4. Overseas travel

Berrigan Shire Council will not undertake any overseas travel unless a direct and tangible benefit for the council and the local community can be established.

All overseas travel will be approved by a meeting of the full council prior to a Councillor undertaking a trip. Travel will be approved on an individual trip basis and retrospective re-imbusement of overseas travel expenses that have not previously been authorized will not be permitted.

Before a proposal for overseas travel is approved, a detailed proposal, including nomination of the Councillors undertaking the trip, purpose of the

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trip, expected benefits, duration, itinerary and approximate costs, will be furnished to the Council as part of a council business paper.

After returning from overseas, Councillors will provide a detailed report to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.

2.2.5. Reimbursement of motor vehicle expenses

Fuel costs associated with travel in a private motor vehicle will be reimbursed based on distance travelled at the rate specified in the relevant State Industrial Agreement, and not the cost of fuel.

Where travel is undertaken in a council fleet vehicle the vehicle should be refuelled with the fuel card supplied. If this option is not feasible, Councillors may use an alternative fuel distributor and claim reimbursement for the actual cost of fuel.

Fuel cards may be used for fuel and oil only and Councillors will need the password to use the fuel card. Receipts for all transactions are required.

See also Section 2.2.3

2.2.6. Infringement notices

Councillors are personally responsible for all traffic or parking fines incurred while traveling in private or council vehicles on council business.

2.2.7. Vehicle security

Where travel overnight is required, and it is necessary to leave either a council or private vehicle being used with council approval in a public place such as an airport, the staff member should, where possible, use a secure parking area and claim a reimbursement for the relevant parking fee on their return.

2.2.8. Travel using other forms of transport

Where a Councillor is traveling by transport other than a private motor vehicle, the Council will meet the full actual cost of travel to and from events, including any associated costs such as parking and road tolls. These arrangements cover travel by air, public transport, taxis, hire cars etc. and should be arranged in consultation with the General Manager.

2.2.9. Extending travel arrangements

Councillors wishing to extend their stay in a destination they have visited for council purposes, or to travel to an alternative location, will require the prior approval of the Council or the Mayor and the General Manager.

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In such instances Councillors should recognize that the Council's responsibility for their travel ends when the business activity ends and not when they return home. Any additional costs incurred following the completion of the business activity, including meal costs and accommodation, are not considered to be reimbursable expenses.

2.2.10. Accommodation

In carrying out their civic duties, Councillors will sometimes need to stay away from home. In these circumstances the Council will meet all reasonable accommodation expenses including breakfast and incidentals associated with attendance at events, save that partners shall be responsible for any additional accommodation, meals and incidental expenses incurred on their behalf.

The wide range of events and conferences that Councillors attend often means that there is a diverse range of prices and standards for accommodation. For example the costs of staying in accommodation of a similar standard can be considerably different from regional to urban areas. Similarly, it may sometimes be necessary for a Councillor to stay in cabin accommodation at a conference in a regional area, or at a 4½ or 5 star venue in the city if this is the venue for a conference or event.

The Council will not reimburse more than \$400 per night for accommodation, although Councillors are expected to select accommodation in conjunction with the General Manager and at a standard that is appropriate to the location and event.

Reasonableness will be determined by the Mayor and the General Manager and will depend on the location of the event and the standards of accommodation available. In considering which events it may be appropriate for Councillors to attend, the potential cost of accommodation will be taken into consideration before a decision to participate is made.

Where a Councillor attends events that require travel outside of Berrigan Shire that would necessitate leaving home before 6am, returning home after 10pm or an overall working day exceeding 10 hours, then the Councillor may include accommodation after the event in travel arrangements. This should be done in consultation with the General Manager.

Where the Council conducts Corporate Planning events at a location more than 200km from Berrigan Shire, it shall provide accommodation on the evening before and each day of attendance, or as appropriate within these guidelines.

2.2.11. Incidental expenses

Reasonable out of pocket or incidental expenses associated with attending official functions, conferences, seminars or training courses that

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Councillors incur may be reimbursed upon the presentation of official receipts and the completion of the necessary claim forms.

The Council will reimburse the actual cost of transport related expenses such as taxi fares, parking fees and road tolls. Other incidental expenses such as telephone or facsimile calls will be limited to \$20 per day, or such amount as may be negotiated with the Mayor and the General Manager in exceptional circumstances.

Where Councillors are required to carry out official duties outside of the LGA or sleep away from home, each Councillor may claim reimbursement for the actual cost of sustenance (food and beverages) to a maximum of \$200 per day.

The cost of meals not included in registration fees for conferences or similar functions may be reimbursed after reconciliation. Councillors who choose not to eat a meal provided as part of a conference registration or accommodation package or the like will not be reimbursed for any additional food costs incurred.

Councillors may also claim reimbursement for meal or refreshments expenses incurred while attending business functions or meetings. In some circumstances it may be appropriate to offer an appropriate level of hospitality to non-council employees attending the meeting/function at the Council's request.

Meals or refreshments of this nature should be modest and the costs of meals limited to those outlined above, unless prior approval has been received from the Mayor and the General Manager. In order for these expenses to be reimbursed, it is important that the Councillor involved organizes pre-approval of these expenses with the Council or the Mayor and the General Manager.

2.2.12. Attendance at conferences and seminars

The Council is to be represented at Annual Conferences as under:

Local Government New South Wales

- MAYOR
- Deputy MAYOR
- General Manager
- One other Councillor

National Roads Congress

- Director of Technical Services
- One Councillor

The Council may nominate and authorise elected members whilst the General Manager may authorize employees to attend the above conferences, as may be required.

Attendance of Councillors at seminars and conferences must be authorized by the Council.

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Requests to attend seminars and conferences not specified above should generally be made to the Council or, if urgent, the Mayor and the General Manager, outlining the benefits to the Council of attending the event.

Approval for discretionary trips and attendance at conferences and the like should, where possible be approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to attend seminars or conferences outside of council meetings it should be given jointly by the Deputy Mayor and the General Manager.

Where attendance at a conference or seminar has been approved, the Council will cover the actual cost of registration fees including costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of the Council. The reasonable cost of transportation and accommodation associated with attendance at the seminar or conference, and meals when they are not included in the registration fee, will also be met and as discussed elsewhere in this Policy.

2.2.13. Training and education expenses

Berrigan Shire Council encourages its Councillors to undertake relevant training and skills development to ensure they carry out their functions as effectively as possible. Where possible, the General Manager will make Councillors aware of training and educational opportunities.

Attendance at training activities will be by request to the Council or the General Manager who will determine the appropriateness of the request relative to the overall training requirements of all Councillors and budgetary levels established by the Council to provide Councillor training and development.

Where the Council is paying these expenses it is essential that the training or educational course is directly related to the Councillor's civic functions and responsibilities.

2.2.14. Attendance at dinners and other non-Council functions

Councillors attending dinners and other non-council functions are entitled to the reimbursement of their ticket or meal costs in accordance with this policy under the following circumstances:

1. The function is relevant to the council's interests; or
2. The Councillor receives an official invitation to attend a function organized by a community or business group operating within Berrigan Shire; or
3. The event will provide Councillors with a briefing on issues facing the local community.

The direct cost of attending such functions can be reimbursed as part of the Councillors normal monthly return. No payment will be reimbursed for any component of a ticket that is additional to the service cost of the

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function, such as a donation to a political party or candidate's electoral fund, or some other private benefit.

2.3. Communication costs

2.3.1. Communication devices installed in Councillors' residences

The Council will make available to each Councillor a mobile telephone and a tablet computer ("tablet") for use on official council business. The type of mobile telephone and table provided will be chosen by the General Manager. Councillors may choose to use the machines provided or, alternatively, use their own privately owned phone and tablet.

Use of these devises is to be in line with Council Policy on Communication Devices. Councillors are responsible for any use or misuse of these devices at any time.

The Council will meet all costs associated with the use of these machines to a maximum value of \$100 per Councillor per month. This amount includes telephone rental, other service charges, use of data services and the making of telephone calls related to official council business.

Where Councillors choose not to have a mobile telephone and/or a tablet provided, the Council will meet direct expenses associated with the use of mobile telephone services for official duties to a maximum of \$100 per Councillor per month.

2.3.2. Communication expenses while travelling

The Council will reimburse Councillors for all reasonable council business related communication costs incurred while traveling on council business. Councillors are encouraged to use their Council-provided mobile telephone to make any calls relating to Council business.

In certain circumstances it may be appropriate for Councillors to use communication devices provided by accommodation providers. Councillors are however reminded that communication charges charged by accommodation providers are often inflated and should therefore be used only when absolutely necessary.

Other than the use of a Council-provided mobile telephone, the total of communication related expenses whilst traveling will be included in the Councillors \$20 daily limit for incidentals. Should the Councillor anticipate that this limit will be exceeded, they should contact the General Manager to make alternative arrangements.

The Council acknowledges that family responsibilities may sometimes impact on the Councillor's ability to undertake their civic duties and therefore accepts that Councillors traveling away from home may need to maintain contact with family members while they are away. Where a Councillor incurs private call costs (including calls made on council provided mobile telephones) these should be limited to a maximum of 5

Min. No.

minutes and will be included in the maximum total for daily allowable incidental expenses.

2.3.3. Billing anomalies

Where anomalies in billing amounts become apparent, call costs may be audited and the Councillor asked to reconcile calls made with the account statement.

2.4. Care and other related expenses

To allow Councillors to undertake their council business obligations, Councillors are able to claim for the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members.

These provisions only apply to council endorsed meetings (including working parties and committee meetings) and cover the period commencing 45 minutes prior to the meeting start and ending one hour after the completion of the meeting to an upper limit of \$20 an hour. All reimbursements are subject to the provision of an invoice and are paid on a "per Councillor" not "per care recipient" basis.

Councillors with a disability or special access needs will be provided with additional support to allow them to perform their normal civic duties and responsibilities. The level of support will be to a level comparable to that offered to staff members and reasonableness will be based on practicality and cost.

2.5. Insurance expenses and obligations

Councillors will receive the benefit of insurance cover to the limit specified in the Council's insurance policies for the following matters arising out of the performance of their civic duties and/or exercise of their council functions.

All insurances are to be subject to any limitations or conditions set out in the Council's policy of insurance.

2.5.1. Public Liability/Professional Indemnity

Public Liability and professional indemnity insurances apply in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors.

2.5.2. Councillors' and Officers' Liability

Min. No.

This policy covers Councillors against claims made against them for any alleged wrongful acts in the course of their duties.

Wrongful Act is taken to mean any act, error, misstatement, misleading statement, misleading conduct, omission, neglect or breach of duty made, committed, attempted or allegedly made, committed or attempted by the insured person.

2.5.3. Personal Accident

Councillors are covered, within specified limits, for any personal injury obtained while engaged in or on any activity related to their official council duties including travel to and from these activities.

Full details of the insurance cover are available from the Council's Insurance Officer.

2.5.4. Motor Vehicle

Berrigan Shire Council has an insurance policy to cover loss or damage to council fleet vehicles. Councillors using these vehicles are covered by the policy.

2.6. Legal expenses and obligations

The Council will reimburse the reasonable legal expenses of:

1. A Councillor defending an action arising from the performance in good faith of a function under Section 731 of the *Local Government Act* 1993; or
2. A Councillor defending an action in defamation provided that the outcome of the legal proceedings is favourable to the Councillor

Reasonable legal costs will also be available for an inquiry, investigation or hearing into a Councillor's conduct by an appropriate investigative or review body including:

- i) Local Government Pecuniary Interest and Disciplinary Tribunal
- ii) Independent Commission Against Corruption
- iii) Office of the NSW Ombudsman
- iv) Division of Local Government, Department of Premier and Cabinet
- v) NSW Police Force
- vi) Director of Public Prosecutions
- vii) Council's conduct Review Committee/Reviewer

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has

Min. No.

proceeded past any initial assessment phase to a formal investigation or review.

In the case of a conduct complaint made against a Councillor, legal costs will only be made available where a matter has been referred by a general manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model code of conduct.

In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government.

In addition, legal costs will only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a Councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

The Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

The Council will not meet the legal costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor.

No legal expense may be incurred by a Councillor without the express resolution of the Council prior to the expense being incurred.

2.7. Additional expenses for mayors

2.7.1. Communication costs – Mobile telephone

The Council will provide the Mayor with an additional \$150 business cost allowance for a mobile telephone - a maximum value of \$250 per month.

PART 3 PROVISION OF FACILITIES

3.1. General provisions

3.1.1. Provision of facilities generally

Berrigan Shire Council will provide Councillors with facilities equipment and services so that they can undertake their role as elected members of the Council.

Council facilities, equipment and services are not to be used to produce election material or for any other political purposes. Councillors should not generally obtain private benefit from the provision of equipment or facilities, nor from any travel bonus or other such loyalty scheme.

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3.1.2. Private use of equipment and facilities

It is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to compensatory payment.

Where more substantial private use occurs, Councillors will be expected to make a payment to cover the level of private use.

This payment will be made on a full cost recovery basis and where appropriate charged in accordance with the Council's adopted Annual Schedule of Fees and Charges (i.e. for photocopying, facsimile transmission etc.).

3.2. Specific facilities

3.2.1. Office equipment and supplies

The Council will make available for each Councillor a mobile telephone and tablet computer for use on official Council business. The Council will also provide associated hardware and software to facilitate electronic communication and storage of relevant Council documents.

Councillors will be provided with access to the photocopiers, facsimile machines, telephones and other relevant office equipment located at the council office in Berrigan for the purposes of official council business.

Each Councillor will be provided with a diary of a type and standard prescribed by the General Manager. The standard will be equivalent to diaries supplied to council staff members.

3.2.2. Office space

Councillors wishing to conduct formal meetings have access to meeting rooms at the Council office in Berrigan. These rooms must be booked through reception. See also the Council's policy on the use of the Council Chambers.

3.2.3. Secretarial support

All Councillors will be provided with adequate secretarial support so that the Council's official duties may be pursued in a professional manner.

3.2.4. Councillor name badges

All Councillors will be issued with a council name badge. Retiring Councillors will be permitted to retain their badges as a token of service to the Council.

Min. No.

3.2.5. Business cards

All Councillors will be issued with business cards to use during the performance of their official duties.

3.2.6. Meals and refreshments

Where Councillors attend meetings convened by the Council, minor refreshments may be provided in addition to any appropriate meals as determined by the General Manager.

3.2.7. Council vehicles

Access to a suitable vehicle (if available) will be provided for use on official duties. Vehicles will be sourced from the council's general fleet and bookings must be made in advance.

3.3. Additional Mayoral facilities

3.3.1. Mayoral vehicle

This section is to be read in conjunction with Council's general policy and in particular the Council's policy – Private Use of Council Vehicles.

The Mayor will be provided with a fully serviced and maintained executive standard council vehicle, including fuel card, for official duties and commuter use associated with such duties.

The Mayor shall be provided with full private use of the vehicle upon payment of a weekly amount as determined from time to time by the council as part of its Annual Schedule of Fees and Charges.

PART 4 OTHER MATTERS

4.1. Acquisition and returning of facilities and equipment

On the completion of their term of office, extended leave of absence or at the cessation of their civic duties and where requested, Councillors are required to return all equipment and facilities issued by the Council within 28 days. This includes mobile telephones and tablet computers provided to Councillors and associated peripherals, and the mayoral vehicle.

Dedicated mobile phone accounts provided by the Council for official purposes will be disconnected within 28 days of the cessation of duties.

Under certain circumstances the Councillor may be given the option to purchase the equipment previously allocated to them at an agreed fair market price.

4.2. Superannuation

4.2.1. Councillor contributions to superannuation

Min. No.

In accordance with the Australian Tax Office Interpretative Decision 2007/205, the Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

To establish this facility, a Councillor must submit a written request to the General Manager, using similar wording to that of a normal employee deduction request. The request cannot be retrospective.

Mr Camillus O’Kane (Town Planner) entered the Chambers at 9:20am.

**5.10 DEVELOPMENT APPLICATION 26/16/DA/DM STRAWBERRY
FIELDS MUSIC FESTIVAL**

AUTHOR: TOWN PLANNER

STRATEGIC OUTCOME: Diverse and resilient business

**STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local
economy**

238 RESOLVED Crs: O’Neill and Glanville that Development Application 26/16/DA/DM for the Strawberry Fields Festival 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 Strawberry Fields Site Map, Event Plan, Medical Plan, Management Procedures Manuals and on the application form and any supporting information received with the application except as amended by the conditions specified hereunder.

2. Pollution

All necessary precautions must be taken to ensure that pollution of waterways does not occur in accordance with the provisions of section 120 of the *Protection of the Environment Operations Act 1997*.

3. Impact on Adjoining Properties

Measures must be taken to minimise and control the emission of dust and noise from the property to ensure that there is minimal impact on adjoining properties.

4. Combustible Material

The event site and camping areas must be grazed and / or slashed prior to the event so as to reduce combustible material and reduce the risk of harm by fire.

5. Aboriginal Place or Objects

Min. No.

Activities on the site must not harm or desecrate any Aboriginal place or object in accordance with the *National Parks and Wildlife Act 1974*. Should any Aboriginal object be discovered and / or harmed in, on or under the land, the event organisers must notify the NSW Office of Environment and Heritage.

6. Mosquito Borne Diseases

Precautions must be undertaken prior to, and during, the event to reduce the potential for exposure to mosquito borne diseases given that there are large areas of stagnant water in close proximity to the site. The Murrumbidgee Local Health District of the NSW Department of Health in Wagga Wagga can be contacted on (02) 6933 9100 for advice.

7. Food Stall Holders

All food stall holders must operate in accordance with the *NSW Food Act 2003* to ensure that the health and well-being of patrons is maintained.

8. Emergency Services

All emergency service organisations in the locality must be notified at least two weeks prior to the event to ensure that all resources will be available in case of emergency.

9. Fencing

Appropriate fencing must be provided and maintained between the event site and adjoining properties throughout the event in order to contain patrons and prevent stock escaping.

10. Security

All security personnel must be licensed and boundaries with adjoining properties are to be monitored at all times with patrons warned upon entry that penalties apply if caught trespassing. Sufficient security personnel must be employed to achieve the above requirement and a security presence must be maintained from Thursday until Tuesday noon. This condition is added to maintain site safety and ensure patrons do not encroach on adjoining properties.

11. Native Vegetation

Any destruction or injury to native vegetation is to be undertaken in accordance with the provisions of the *Native Vegetation Act 2003* and where necessary an approval obtained from the Murray Catchment Management Authority.

12. Litter

Garbage bins must be provided throughout the area and the site must be inspected following the event to ensure all litter is collected and disposed of appropriately. At the cessation of the event a site inspection must be arranged with Council officers to ensure that there is no refuse remaining on site.

Min. No.

13. Site Inspection

An inspection by Council officers prior to the event must be arranged and undertaken to ensure all conditions of consent have been met and the proposal has been implemented in accordance with the submitted documents.

14. Traffic Management

Provision must be made on site for extensive traffic queuing areas and a sufficient number of traffic management staff employed to direct traffic in an orderly manner to ensure that queuing on Lower River Road does not occur at peak times or in the event of access to the camping areas being obstructed.

15. Liquor Licensing

A valid liquor license issued by the NSW Independent Liquor and Gaming Authority must be in place for the event and all persons responsible for the sale of alcohol must possess accredited Responsible Service of Alcohol certificates. Evidence of this must be provided to Council prior to commencement of the event.

16. Access

A wide, all weather access track must be provided to ensure that response vehicles will be able to access the site in the case of an emergency.

17. Water Activities Management

No infrastructure of any type (e.g. buoy, netting or barrier) is to be placed in the river that might encourage persons to enter the water or swim out to hold on to it.

The current Water Activities Management Plan is to be amended to provide for additional safety vessels, with separate vessels located at the upstream and downstream boundaries of the swimming area during all official sun light hours and when any person is in the water.

The applicant is to ensure that signage is erected at boat ramps and access points upstream and downstream of the event location, warning boaters of swimmers in the area.

The applicant is to distribute safety advisory material (i.e. sourced from Royal Life Saving Australia) regarding water safety and drug/alcohol awareness around water at the event.

No pollution (including litter) from the development should enter or impact on the adjacent river (as required by the *Protection of the Environment Operations Act 1997*).

Division:

In Favour: Crs: Curtin, O'Neill, Glanville, Bruce and Jones

Against: Cr Hannan

Min. No.

5.11 DEVELOPMENT APPLICATION 32/16/DA/D2 GRAIN BUNKER

AUTHOR: TOWN PLANNER

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.2 Strengthen and diversify the local economy

239 RESOLVED Crs: Bruce and Jones that Development Application 32/16/DA/D2 for a Grain Bunker 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 application form and any supporting information received with the application except as amended by the conditions specified hereunder.

2. Internal roads

The internal roads must be constructed to an all-weather surface incorporating effective drainage measures and be suitably maintained to minimize noise impacts in the locality.

3. Dust

Dust suppression measures must be implemented on site during operations and at other times during dry and windy conditions to ensure that nuisance to surrounding properties is minimized.

4. Management of the site

The site must be maintained in a clean and tidy state at all times to ensure that grain refuse does not contribute to infestations of mice, birds and other vermin and to protect the amenity of adjacent residents.

5. Hours of operation

The hours of operation of the facility are restricted to 6.00am – 8.00pm to ensure that the amenity of adjacent residents is maintained.

6. Stormwater

All stormwater generated from the new bunker site must be directed to the existing stormwater retention basin and not cause nuisance to adjoining properties.

7. Property access

Vehicular access to the new bunker must be undertaken from within the existing grain handling facility. No additional ingress or egress from Strathvale Road is permitted.

8. Landscaping

Landscaping of the southern section of the site including solid fencing and the planting of screening vegetation must be undertaken to mitigate the impact of dust and noise upon adjacent residential properties.

Division:

In Favour: Crs: Curtin, O'Neill, Glanville, Bruce, Hannan and Jones

Min. No.

Against: Nil

Mr Camillus O’Kane (Town Planner) left the Chambers at 9:42am.

**5.12 INVITATION TO THE INTERNATIONAL CHILDREN’S GAMES
– NEW TAIPEI CITY**

AUTHOR: Strategic & Social Planning Coordinator

STRATEGIC OUTCOME: Supported and engaged communities

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

240 RESOLVED Crs: O’Neill and Jones that Council resolves

1. that the invitation from the City of New Taipei to the International Children’s Games 11 July 2016 – 16 July 2016 be accepted
2. that, as an approved Council event, that all activities related to the Berrigan Shire International Children’s Games and Council’s acceptance of this invitation be coordinated by the Berrigan Shire Youth Development Committee in consultation with the Council’s Enterprise Risk Manager.

**5.13 SUSPENSION OF ALCOHOL FREE ZONE – CHANTER
STREET BERRIGAN**

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

241 RESOLVED Crs: O’Neill and Glanville 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 4 December, 2015 in accordance with Section 645 of the *Local Government Act* 1993.

5.14 ESSENTIAL ENERGY - JOB LOSSES

AUTHOR: General Manager

STRATEGIC OUTCOME: Diverse and resilient business

**STRATEGIC OBJECTIVE: 4.1 Invest in local job creation, retention
and innovation**

242 RESOLVED Crs: Jones and Hannan refer to the matter of Essential Energy job losses to RAMROC for consideration on a regional basis.

Min. No.

Mr Phil Delahunty (Richmond Sinnott and Delahunty Advisors) and Carla von Brockhusen (Finance Manager) entered the Chambers at 9:55am.

Phil Delahunty:

1. Satisfied with financial position.
2. Need to review long term comparison.
3. Test is “can we afford to deliver reasonable level of service that is meeting the needs of the residents”.
4. Cost management is good.
5. Discussion of audit report.

5.7 2014/15 ANNUAL FINANCIAL STATEMENTS

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

243 RESOLVED Crs: O’Neill and Bruce that the Council, having satisfied itself in relation to the preparation of its financial reports and special schedules:

1. refer its financial statements to the Auditors for the audit report.
2. at its meeting to be held on Wednesday 18 November 2015, the Council present its audited financial reports and audited reports to the public and that the Council’s intention be publicly notified.
3. sign the attached General Purpose Financial Report “Statement by Council” and the Special Purpose Financial Report “Statement by Council”.
4. adopt the valuation of assets that Senior Officers have prepared in accordance with recognised valuation procedures as to a fair and reasonable value of those assets (see note 9).

The meeting adjourned at 10:47am.

The meeting reconvened at 11:12am.

Cr O’Neill left the Chambers at 11:12am.

ITEMS FOR NOTING

- 6.1 RATES AND CHARGES - 2015/2016 RATES COLLECTIONS AND OUTSTANDING DEBTORS BALANCES – 1ST QUARTER REPORT TO COUNCIL
- 6.2 DEVELOPMENT DETERMINATIONS FOR MONTH OF SEPTEMBER 2015
- 6.3 BERRIGAN SHIRE LIBRARY SERVICE – QUARTERLY REPORT
- 6.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Min. No.

- 6.5 EXECUTIVE CERTIFICATE FOR ELECTED MEMBERS
- 6.6 COUNCILLORS WEEKEND SEMINAR
- 6.7 LOCAL GOVERNMENT INTERNAL AUDIT FORUM
- 6.8 LOCAL GOVERNMENT NSW ANNUAL REPORT
- 6.9 MAYORS WEEKEND SEMINAR

244 **RESOLVED** Crs: Hannan and Glanville that Items for Noting numbered 6.1 to 6.9 inclusive be received and noted.

Cr O'Neill returned to the Chambers at 11:20am.

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.

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7.1 TENDER NO. T05/15/16 SUPPLY OF ROAD BASE – SILO ROAD

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 the commercial information provided to the Council regarding individual tender prices.

7.2 RESIGNATION FROM FINLEY SHOWGROUNDS COMMITTEE OF MANAGEMENT

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

(a) personnel matters concerning particular individuals (other than councillors)

It is not in the public interest to reveal details regarding individuals.

245 RESOLVED Crs: Jones and Glanville 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 NO. T05/15/16 SUPPLY OF ROAD BASE – SILO ROAD

7.2 RESIGNATION FROM FINLEY SHOWGROUNDS COMMITTEE OF MANAGEMENT

Council closed its meeting at 11:20am. The public and media left the Chamber.

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Open Council resumed at 11:31pm.

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:

7.1 TENDER NO. T05/15/16 SUPPLY OF ROAD BASE – SILO ROAD

AUTHOR: Executive Engineer

STRATEGIC OUTCOME: Sustainable natural and built landscapes

Min. No.

STRATEGIC OBJECTIVE: 1.3 Connect and protect our communities

FILE NO: T05/15/16

“that the Council note the report presented in relation to Tender T05/15/16 Supply of Road Base to Silo Road”.

7.2 RESIGNATION FROM FINLEY SHOWGROUNDS COMMITTEE OF MANAGEMENT

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 21.101.8

“that the Council accept resignation of Mr Rand Wilson from the Finley Showground Committee of Management and send letter of thanks to him for his long service”.

Min. No.

COMMITTEE REPORTS

**8.1 MINUTES FOR LOCAL TRAFFIC COMMITTEE MEETING
HELD ON MONDAY 26th SEPTEMBER, 2015 COMMENCING AT 11AM**

249 RESOLVED Crs: Hannan and Jones that recommendations numbered 1 to 12 inclusive of the Local Traffic Committee Meeting held on 26th September, 2015 be adopted.

**FINLEY ANGLICAN CHURCH ANNUAL FETE ROAD CLOSURE-
COREE STREET, FINLEY FROM PINNUCK STREET TO ULUPNA
STREET**

All agreed that the application be approved provided the following items are carried out and documentation provided to all traffic committee parties:

- Risk Assessment
- TCP is amended to incorporate a detour and no turning signs
- RMS and NSW Police are to be listed as interested parties on the certificate of currency.

RECOMMENDATION NO.1- The closure of Coree Street, Finley from Pinnuck Street to Ulupna Street be approved for the Finley Anglican Church Annual Fete on 10th of October 2015 between 9:00am and 3:00pm subject to receipt of the following additional documentation:

- Risk Assessment
- TCP is amended to incorporate a detour and no turning signs
- RMS and NSW Police are to be listed as interested parties on the certificate of currency.

**INTERSECTION OF JERILDERIE STREET NORTH AND BRUTON
STREET, TOCUMWAL**

All parties agreed to install line marking closer to the intersection of Bruton Street, Tocumwal to highlight the point of yield to drivers.

RECOMMENDATION NO.2- that the hold line for the Give Way sign on Jerilderie Street, Tocumwal be marked closer to the intersection of Bruton Street to allow greater visibility for vehicle drivers from the point of yield.

**2015/2016 COBRAM BAROOGA CYCLE CLUB RACE PERMIT
APPLICATION**

All parties agreed that it is necessary to have a proper staging area where riders would have a safe area to commence the race and finish the race. This area needs to be provided as part of a traffic management plan

Further information is required for approval:

- Traffic Control Plan

Min. No.

- Traffic Management Plan
- RMS to be listed as an interested party on the certificate of currency

RECOMMENDATION NO.3- That the application for Cobram Barooga Cycle Club be approved for 1 year and a defined staging area be used for starting and finishing all cycling events subject to the submission of:

- Traffic Control Plan
- Traffic Management Plan
- RMS to be listed as an interested party on the certificate of currency

PROPOSED NO STOPPING SIGN AT INTERSECTION OF MEMORIAL PLACE AND JERILDERIE STREET, BERRIGAN

All agreed that it is necessary to prevent vehicles parking close to the intersection to allow adequate sight distance for drivers exiting Memorial Place, Berrigan.

RECOMMENDATION NO.4- That two “NO STOPPING” signs be installed 25m north and south of the intersection of Memorial Place and Jerilderie Street Berrigan, to allow for improved sight distance along Jerilderie Street.

JERILDERIE STREET BERRIGAN SPEED ZONE

All parties agreed to move the 50km/hr zone further south on Jerilderie Street to the intersection of Osbourne Street. RMS is to conduct a speed review of the section of road in question on Jerilderie Street .Berrigan Shire is to conduct a community consultation regarding the speed zone.

RECOMMENDATION NO.5- That the speed limit of 50km/hr is pushed south along Jerilderie Street to the intersection of Osbourne Street, Berrigan to slow traffic earlier when approaching the residential area.

PROPOSED PEDESTRIAN SHARED ZONE AT THE INTERSECTION OF DENILQUIN ROAD- MURRAY STREET INTERSECTION

Both RMS and Police are reluctant to install a shared pedestrian zone at the intersection in question. There are adequate facilities to cross the road at this intersection; however, it is up to the pedestrians to make use of these facilities.

RECOMMENDATION NO.6 - That a third refuge island be installed on the northern leg of the roundabout on Murray Street, Tocumwal if additional crossings are required.

TRUCKS PARKING ON JERILDERIE STREET BERRIGAN

All parties agreed that truck parking needs to be restricted along this section of residential housing. A suitable location for truck parking needs to be identified by RMS and Berrigan Shire Council.

Min. No.

RECOMMENATION NO.7- To install trees in the parking lane along Jerilderie Street, Berrigan on the western side similar to what has been done on Dean Street, Tocumwal. Also, consultation is to be carried out with the affected residents regarding the location of trees.

INSTALLATION OF CHEVRONS ALONG STATE HIGHWAYS

All agreed that chevrons are to be installed along state highways to highlight intersections. Berrigan Shire Council is to determine the appropriate size of chevrons and install them at corresponding intersections at the expense of RMS.

RECOMMENDATION NO.8-That chevrons be organised and installed at intersections along state highways within the Berrigan Shire area by Berrigan Shire Council at the expense of RMS.

BUS PARKING FOR YALLAMBEE, 2 COREE STREET, FINLEY

Further information required regarding:

- Bus times
- Number of buses
- Sizes of bus zones required

No objections from any parties regarding pram ramp review for 2016-2017 financial year.

RECOMMENDATION NO.9 - That bus parking signs and line marking are installed along Coree Street, Finley once additional information regarding bus types, times and signs is provided. Also, pram ramps should be installed in the 2016-2017 Financial Year for pedestrian access to the bus stop on Coree Street.

CAR PARKING CHANGES AT FINLEY PRE SCHOOL

RMS is to forward information to Safety Around Schools (SAS) for comment regarding the requested 40km/hr speed zone. Response to be addressed at the next traffic committee meeting.

RECOMMENDATION NO.10-That bus stop signs be installed as requested by Finley preschool and the speed zone be addressed at the next traffic committee meeting with comment from SAS.

REDUCING THE SPEED LIMIT ON LOWER RIVER ROAD TO 60KM/H FOR DURATION OF STRAWBERRY FIELDS FESTIVAL

No objections from any parties provided:

- RMS and Police to be listed as interested parties on the certificate of currency

Min. No.

- An application is submitted for Works, Structures and Activities on a Council road as the event is classed as a special event due to the speed changes
- A risk assessment is carried out regarding vehicle movements and speed changes etc.
- A suitable traffic control plan and traffic management plan needs to be provided.

RECOMMENDATION NO.11-That the speed limit is reduced to 60km/hr for the Strawberry Fields Festival from the 18th November, 2015 to the 23rd November, 2015 along Lower River Road from 300m east of the first narrow bridge crossing to 2km west of the venue subject to receipt of additional information and application for event on road.

FURTHER BUSINESS

Dean Street Tocumwal Tree Planting and Truck Parking

Both RMS and Berrigan Shire Council need to determine a suitable location for truck parking as tree planting is addressing the resident's issues about noise pollution but is creating an issue for truck parking. This item will be on the next traffic committee agenda.

RECOMMENDATION NO.12- That proposed sites for truck parking along Dean Street Tocumwal are identified and brought to the next traffic committee meeting.

**8.2 MINUTES FOR CORPORATE SERVICES COMMITTEE
MEETING HELD ON WEDNESDAY 7th OCTOBER, 2015
COMMENCING AT 9:25AM**

250 RESOLVED Crs: Jones and Bruce that recommendations numbered 1 to 7 inclusive of the Corporate Services Committee Meeting held on 7th October, 2015 be adopted.

5.1 FENCING, SIGNAGE ETC BAROOGA CEMETERY

AUTHOR: General Manager

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 24.030.7

RECOMMENDATION NO. 1 - that the Council agree to contribute \$2,850 to the cost of providing a 1 metre high powder coated front picket fence, refurbishment and powder coating of the existing entry gates and construction of a new laser cut and powder coated entry sign at the

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Barooga Cemetery subject to the Barooga Advancement Group Committee of Management contributing \$15,000 to the project.

5.2 CHRISTMAS OFFICE CLOSURE AND DECEMBER COUNCIL MEETING

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 13.044.1

RECOMMENDATION NO. 2 - that the Council:

- Close the Shire Office from 4.00 pm on Thursday 24th December, 2015 reopening on Monday 4th January, 2016 with those days not being public holidays or weekends being deducted from staff leave entitlements.
- Close the Shire Libraries from close of business on Thursday 24th December, 2015 until Monday 4th January, 2016 with those days not being public holidays or weekends being deducted from staff leave entitlements.
- That the Council's December Council meeting be held on Wednesday 16th December, 2015.

5.3 FINLEY PIONEER RAIL PRECINT

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

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

FILE NO: 26.109.1

RECOMMENDATION NO. 3 - that the Council:

1. endorse the termination of the Heritage Asset Custody Agreement – Finley Pioneer Rail Precinct from 21 October 2015;
2. revoke its delegation to the Finley Pioneer Rail Precinct Committee of Management, and
3. dissolve the Finley Pioneer Rail Precinct Committee of Management.
4. Assist NSW Transport Heritage to coordinate with interested members of the public to recruit and establish an independent committee to maintain the precinct.

5.4 FINLEY SCHOOL OF ARTS AND WAR MEMORIAL HALL

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Supported and engaged communities

Min. No.

STRATEGIC OBJECTIVE: 3.2 Support community engagement through life-long learning, culture and recreation
FILE NO: MQ05/15/16

RECOMMENDATION NO. 4 - that the Council

1. note the report regarding the Finley School of Arts and War Memorial Hall.
2. endorse the project brief for the Finley School of Arts attached as set out below, and
3. appoint two members of the Finley War Memorial Hall and School of Arts Committee of Management, as nominated by the Committee of Management, to the working party progressing the redevelopment of the School of Arts site.
4. Reconsider redevelopment of the kitchen fit out being undertaken as a community project.

1. PRELIMINARIES

This brief applies to the provision of heritage advice and development of concept plans for the redevelopment of the Finley School of Arts.

Quotations and project plans are being sought from invited consultants.

2. PROJECT OUTLINE

The consultancy required in this instance relates to:

- the provision of general advice and assistance regarding the preservation and enhancement of the heritage values associated with the Finley School of Arts Hall, and
- the development of concept plans for the redevelopment of the Finley School of Arts Hall and the broader site

3. PROJECT BACKGROUND

Berrigan Shire Council has proposed a redevelopment of the Finley War Memorial Hall and School of Arts Hall site. The aim of the redevelopment is to provide modern toilets, disabled access and off-street parking at the site.

The site currently consists of two buildings,

- The Finley School of Arts Hall (built 1904), and
- The Finley War Memorial Hall (built 1957)

The two buildings are linked by an annex built at some stage between 1960 and 1990.

A plan of the existing site is attached as Appendix A

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The Council has made a decision to demolish and remove the Finley War Memorial Hall and the associated annex and male toilet building to allow for the redevelopment of the Finley School of Arts Hall. While the War Memorial Hall is not listed on the Berrigan Shire Heritage inventory, the Council is working with the Finley community to determine an appropriate method of recognising its significance to the town.

The Finley School of Arts Hall is listed on the Council's Heritage Inventory. The building is still used for theatrical and other cultural events as well as a standard community hall.

An extract of the Inventory Listing is attached as Appendix B

The School of Arts Hall itself is structurally intact and in reasonable condition.

A floor plan of the School of Arts Hall is attached as Appendix C.

Photographs of the School of Arts Hall are available as Appendix D. Additional photographs are available on request.

4. EXTENT OF PROPOSED WORKS

The Council proposes to:

- Demolish and remove the Finley War Memorial Hall, the annex and the existing toilet block
- Refurbish the newly exposed exterior area of the Finley School of Arts Hall in a manner sympathetic with the heritage value of the building.
- Construct new toilet facilities meeting current building standards and community expectations as an extension the School of Arts Hall
- Construct an off-street parking area on the site to service the School of Arts Hall

5. BASIC CRITERIA

In the provision of advice and development of concept plans, the following items must be considered.

1. The redevelopment must preserve and where possible enhance the heritage value of the Finley School of Arts Hall and associated site
2. The new toilet facilities must satisfy current building standards and meet modern community expectations. They must also be sympathetic with the heritage values of the School of Arts Hall
3. The new carpark must be sympathetic with the general streetscape and surrounds of the site.

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4. The design must allow for disabled access to the building from the carpark.
5. The design of the site must allow for passive surveillance from the street as far as possible.
6. The removal and/or redevelopment of the kitchen on the southern wall of the School of Arts Hall is specifically excluded. However, advice on improving the exterior of the kitchen area is sought – noting that this is not a priority item of the Council.
7. Excluded from the project scope is the demolition of the War Memorial Hall and/or recognition of the heritage value of that hall.

6. DELIVERABLES

1. One (1) meeting with Council staff to discuss the parameters of the project,
2. One (1) consultation session with a sub-committee consisting of Council staff, Councillors and community members.
3. Draft concept plans suitable for broad public exhibition, identifying the works required for the project.
4. A final report on the proposed works. At a minimum, the report must include:
 - a. estimated cost of the proposed works
 - b. heritage and other planning considerations,
 - c. final concept plans

7. DELIVERABLES

All works under this agreement to be completed by **26 February, 2016.**

8. QUOTATIONS

Consultants shall provide:

1. a quotation to deliver the above works
2. a projected program, outlining the stages and anticipated timing of the various components of the design process.
3. A sketch plan of an initial concept

9. LODGEMENT REQUIREMENTS

Quotations shall be submitted by either of the following methods:

Email: mail@berriganshire.nsw.gov.au

Quotations submitted electronically must be in a file format that can be read, and printed by Microsoft Word 2007, or in PDF format.

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The Subject field is to contain "MQ05-15-16 Finley School of Arts Concept Plans & General Heritage Advice"

Any CAD files submitted must be in DWG, or DXF format. The Principal uses AutoCAD and quotations must ensure that any CAD files submitted will correctly display and print in AutoCAD. Alternatively drawing files can be converted to PDF format where such conversion allows interpretation of drawing detail.

OR

Mailed to the following address:

The General Manager
Berrigan Shire Council
56 Chanter Street, Berrigan NSW 2712

Submission documents are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

"MQ05-15-16 Finley School of Arts Concept Plans & General Heritage Advice"

If more than one submission is made, mark each submission clearly as to whether it is a copy, an alternative, or whether the submission supersedes another submission.

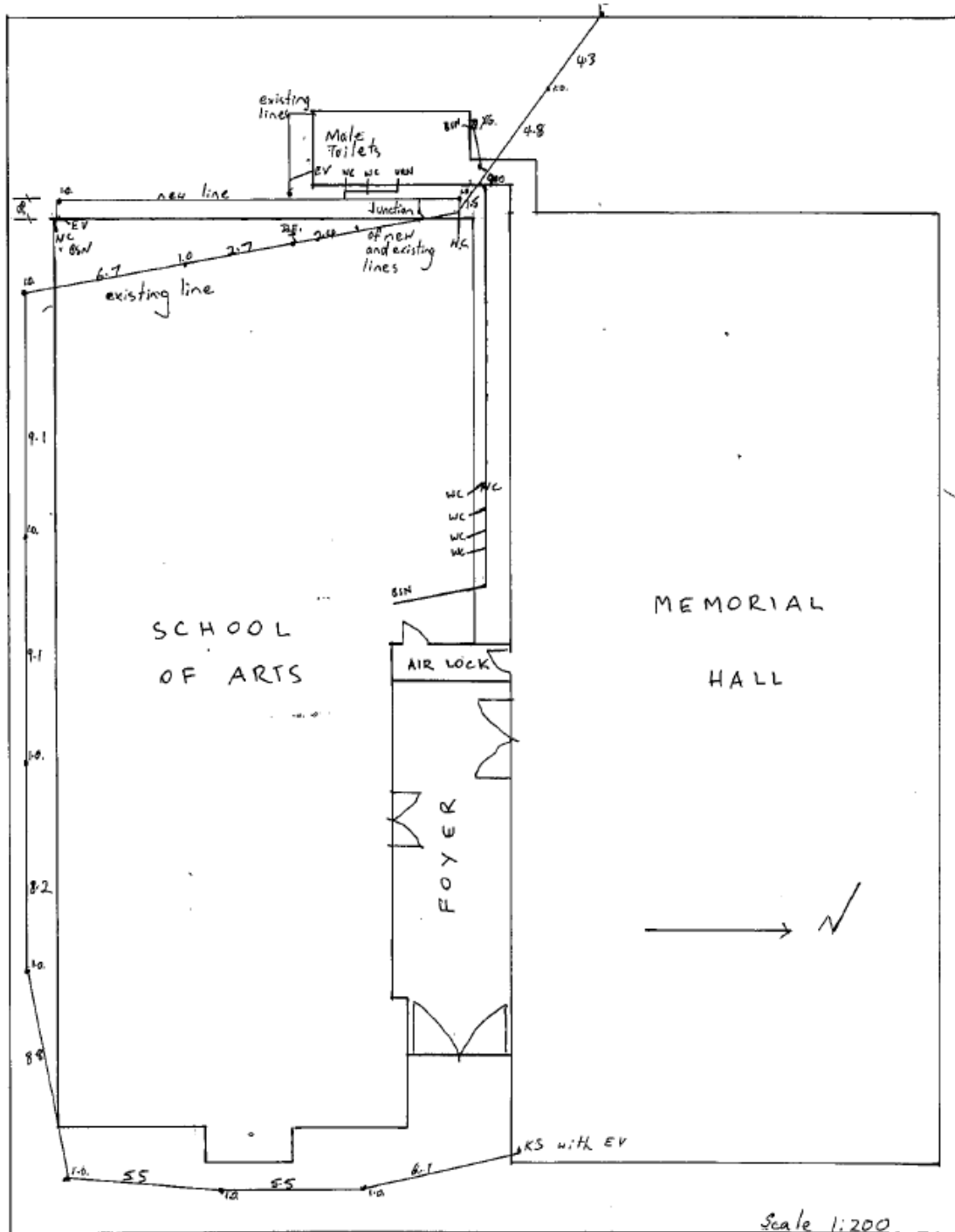
Quotations close at **2PM - WEDNESDAY 28 OCTOBER, 2015.**

10. ENQUIRIES

Enquiries should be directed to Mr Matt Hansen, Council's Director Corporate Services, on Ph: 03 5888 5100.

Min. No.

APPENDIX A – EXISTING SITE PLAN



MURRAY STREET

Drawn June 198

Min. No.

Created by staff on Thursday, 5 February 2015



Map Zoom: 104 m | Scale: 1:400

Min. No.

Created by staff on Friday, 6 February 2015



1987

AFTER 1970

PRE 1970


Min. No.

APPENDIX B – HERITAGE INVENTORY EXTRACT

Berrigan Heritage Inventory			
Item Name	Finley School of Arts		SHI Number 1120122
Other Names/s	NA		
Group Name	Finley Conservation Area	Local Government Areas	
Location	83-87 Murray Street FINLEY 2713	Berrigan	
Corner location	NA Wollamai Street	Assessed Significance	Local
Item Type	Built	Statement of Significance	
Sub Type	School of Arts	A rare example of a 19th century school of arts that is still used for dramatic productions in a western NSW rural town. A very important social and cultural venue for the people of Finley and surrounding areas and a unique façade on Murray Street at the northern entrance to Finley business area	
State Theme/s	Cultural sites		
Study Theme/s			
Property description	Lot 1 Section 3, DP 758412		
Owner	Local Government		
Current Use	Hall and Theatre		
Former Use	Hall and Theatre		
Years	1904	Circa No	Physical Description
Designer	Unknown		A rendered brick building with corrugated iron roof. The entrance is via a small porch with gable end and various details including a defined arch. Either side of the entrance are 2 double hung windows with additional detail under each of their sills
Builder	J T Close		
Physical Condition and/or Archaeological Potential	Good		
Modification Dates	NA		
Further Information	NA		Historical Notes
	The first school of arts was originally 23 April 1894 at 20 Finley Street. It was destroyed by fire on 12 July 1894. The current building was opened by Jim Moodie on 24 August 1904. It was the first building in this section of the town and when open was basically a shell and little else. In 1912 the ceiling had been lined, a permanent stage had been installed and the walls had been lined. Dressing rooms were not provided until the adjacent Memorial Hall was constructed in 1957.		
Date: 19/05/2007	Date First Entered: 17/05/2007	Date Updated: 17/05/2007	Status: Partial
			Page: 1

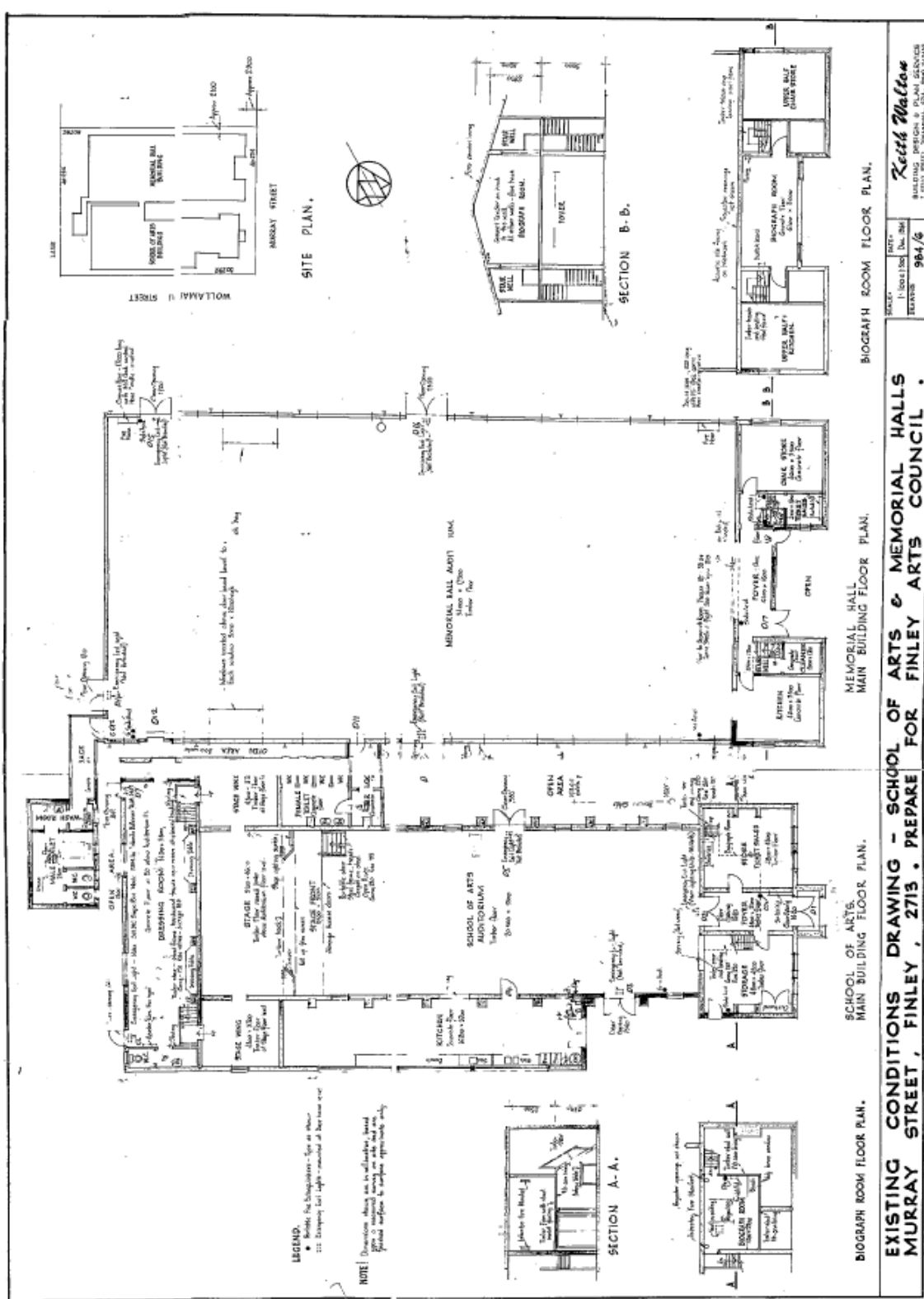
This report was produced using State Heritage Inventory database software provided by the Heritage Office of New South Wales. [1]

Min. No.

Berrigan Heritage Inventory												
Item Name Finley School of Arts		SHI Number	1120122									
Other Names/s NA												
Group Name Finley Conservation Area		Local Government Area/s										
Location 83-87 Murray Street FINLEY-2713		Berrigan										
Corner location NA Wollamai Street		Assessed Significance	Local									
<p>Images</p>  <p>Caption</p> <p>Copyright:</p> <p>Image by: Berrigan Shire</p> <p>Date:</p> <p>Number:</p>		<p>Listings</p> <p>References</p> <table border="1"> <thead> <tr> <th>Author</th> <th>Title</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>Norman McAllister</td> <td>Looking Back on Finley</td> <td>1978</td> </tr> <tr> <td>Unknown</td> <td>Finley 1983-1993</td> <td>1993</td> </tr> </tbody> </table> <p>Studies</p>		Author	Title	Year	Norman McAllister	Looking Back on Finley	1978	Unknown	Finley 1983-1993	1993
Author	Title	Year										
Norman McAllister	Looking Back on Finley	1978										
Unknown	Finley 1983-1993	1993										
<p>Assessment Degree Criteria</p> <p>Rarity A rare example of a 19th century school of arts that is still used for dramatic productions in a western NSW rural town.</p> <p>Representative NA</p> <p>Intactness / Integrity Fair</p>		<p>Assessment Criteria</p> <p>Historical Significance A very important social and cultural venue for the people of Finley and surrounding areas</p> <p>Aesthetic Significance A unique façade on Murray Street at the northern entrance to Finley business area.</p> <p>Social Significance A very important social and cultural venue for the people of Finley and surrounding areas</p>										
<p>Recommended management List in LEP</p>		<p>Technical/ Research Significance NA</p>										
<p>Date: 19/05/2007 Date First Entered: 17/05/2007 Date Updated: 17/05/2007 Status: Partial Page: 2</p> <p style="font-size: small; text-align: center;">This report was produced using State Heritage Inventory database software provided by the Heritage Office of New South Wales. (1)</p>												

Min. No.

APPENDIX C – FLOOR PLAN



Min. No.

APPENDIX D – PHOTOGRAPHS



Min. No.

5.6 DRAFT ANNUAL REPORT 2014/15

AUTHOR: Strategic & Social Planning Coordinator

STRATEGIC OUTCOME: Good government

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

FILE NO:

RECOMMENDATION NO. 5 - that the Council review and provide comment on the draft Annual Report

5.7 EVENT FUNDING APPLICATION – GOLF NSW

AUTHOR: Economic Development Officer

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.063.3

RECOMMENDATION NO. 6 - that the Council allocates \$10,000 sponsorship from its Events Funds to the 2017 NSW Men's and Women's Mid-Amateur Championships to be held at Tocumwal Golf Club.

5.8 EVENT FUNDING APPLICATION – MASSIVE MURRAY PADDLE

AUTHOR: Economic Development Officer

STRATEGIC OUTCOME: Diverse and resilient business

STRATEGIC OBJECTIVE: 4.3 Diversify and promote local tourism

FILE NO: 08.063.3

RECOMMENDATION NO. 7 - that the Council fund the Massive Murray Paddle at the requested amount of \$5000.

Min. No.

MAYORS REPORT

Cr. Curtin reported that he had attended the following during the period:

- Extraordinary and Committee meetings
- Local Government NSW Conference
- Fit For the Future announcement
- Murray Art Museum Albury Opening
- Amaroo Annual General Meeting
- The Berrigan Show

251 **RESOLVED** Crs: Glanville and Jones that the Mayors report be received.

DELEGATES REPORTS

Cr O'Neill

- nil

Cr Hannan

- ICE Forum follow up
- Tocumwal Visitor Information Centre
- Finley Farmers Market

Cr Glanville

- International Childrens Games
- Local Government NSW Conference

Cr Jones

- Local Government NSW Conference

Cr Bruce

- Finley hall Meeting
- Qld Fruit Fly Forum
- Tocumwal Visitor Information Centre
- Barooga Advancement Group

GENERAL BUSINESS

Cr O'Neill

- nil

Cr Hannan

- Red Cross Hall needs clean up
- Tocumwal Visitor Information Centre
 - not happy with Tocumwal Chamber of Commerce support
 - couldn't make reasonable return

Min. No.

Cr Glanville

- nil

252 **RESOLVED** Crs: O'Neill and Glanville that the Council install solar at the Berrigan Water treatment plant.

253 **RESOLVED** Crs: Bruce and Jones the the Council call for expressions of interest from existing businesses interested in either relocating to the Tocumwal Visitor Information Centre and provides tourist information services or providing tourist information from their existing business premises.

254 **RESOLVED** Crs: Bruce and O'Neill that the Visitor Information Centre remains closed until above process complete.

Cr Curtin

- Keep Australia Beautiful Campaign dinner and awards
- Finley hospital reconfiguration

Development Manager

- nil

Director Corporate Services

- nil

Director Technical Services

- Road name Sixth Company Road – commence statutory process

General Manager

- Water sales revenue and possible further solar installation

There being no further business the meeting closed at 12:32pm.

