



BERRIGAN SHIRE COUNCIL

Minutes of the Council Meeting held in the Council Chambers on Wednesday, 19th March, 2014 commencing at 9.25 am.

Min. No. Present: Cr. Bernard Curtin (Mayor)
Crs: Matthew Hannan, Brian Hill, Denis Glanvill, Colin Jones, Darryl Morris, Andrea O'Neill, Director of Corporate Services (Matthew Hansen), Director Technical Services (Fred Exton), Development Manager (Laurie Stevens) and General Manager (Rowan Perkins).

Apology
33 RESOLVED Crs: Hill and Morris that an apology for non attendance be received from Cr John Bruce.

Declaration of Items of Pecuniary and other Interests
nil

4. CONFIRMATION OF MINUTES
34 RESOLVED Crs: Glanvill and O'Neill that the Minutes of the meeting held in the Council Chambers on Wednesday 19th February, 2014 be confirmed.

5.1 FINANCE – ACCOUNTS
AUTHOR: Finance Manager

35 RESOLVED Crs: O'Neill and Morris that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 28th February, 2014, be received and that the accounts paid as per Warrant No. 02/14 totalling \$1,811,556.19 be confirmed.

Mr. Matthew Hansen entered the meeting at 9.26 am.

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5.2 TOCUMWAL FRIENDS OF THE LIBRARY 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: 03.095.2

36 RESOLVED Crs: O'Neill and Hannan that the Council:

- A) Revoke existing members of the Tocumwal Friends of the Library Committee of Management.
- B) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the TOCUMWAL FRIENDS OF THE LIBRARY Committee of Management:

President Liz McLaurin
Secretary Esther Bryan
Treasurer Susan Tyler
Committee Lois Johnson, Josie Johnson, Gayle Blakey, Ann Way, Jan Whitten, Rosita Baker, Kathleen Ritchie and Barbara Davis

5.3 RETREAT PUBLIC HALL 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: 05.101.5

37 RESOLVED Crs: O'Neill and Hannan that the Council:

- A) Revoke existing members of the Retreat Public Hall Committee of Management.
- C) pursuant to Section 355 of the Local Government Act, 1993, appoint the following persons to the RETREAT PUBLIC HALL Committee of Management:

President Stephen Kydd
Secretary Rose Tilley

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Treasurer Kerry-Anne Kydd
Committee John Beer, Lorraine Beer, Colin Taylor, Gill Taylor,
Stephen Barnes, Marj Maxwell, Gary Wright, Dorothy
Wright.

5.4 CONTRIBUTION – LEGAL EXPENSES

AUTHOR: Director Corporate Services
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.3 Strengthen strategic
relationships and partnerships
with community, business and
government

FILE NO: 14.165.7

- 38** **RESOLVED** Crs: Hannan and O'Neill that the Council contribute \$248.74 to Local Government NSW towards the legal expenses of Canterbury City Council as requested.

5.5 2014 BUSINESS AND ENVIRONMENT AWARDS

AUTHOR: General Manager
FILE NO: 02.023.2

- 39** **RESOLVED** Crs: O'Neill and Glanvill that the Council, pursuant to the provisions of its Drug and Alcohol Free Workplace Policy designate the 2014 Business and Environment Awards as an "approved event" at which alcohol may be provided and consumed in accordance with the Policy.

5.6 NSW PUBLIC LIBRARY FUNDING CAMPAIGN

AUTHOR: Library Manager
STRATEGIC OUTCOME: Supported and engaged
communities
STRATEGIC OBJECTIVE: 3.2 Support community
engagement through life-
long learning, culture and
recreation

FILE NO: 03.095.2

- 40** **RESOLVED** Crs: Hill and Morris that the Council provide support to the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries by:

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- a. Making representation to the local State Member in relation to the need for additional funding from the NSW State Government for the provision of public library services;
- b. Writing to the Hon. George Souris, Minister for the Arts, calling upon the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries;
- c. Approving the distribution of NSW Public Library Associations campaign information in Council libraries;
- d. Taking a lead role in activating the campaign locally.

5.7 2014 CORPORATE WORKSHOP

AUTHOR: General Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 04.121.4

41

RESOLVED Crs: Morris and Jones that the Council;

1. Use the currently unallocated tourism budget funds of \$40k to fund development of a new tourism strategy based on the development of new tourism product and development of industry skills with such strategy development being driven by Economic Development Officer and supported by consultation with industry representatives; and further when the new strategy is developed and adopted use the Council's presently available tourism budget to implement the strategy, including funds presently allocated to the Tocumwal Visitor information Centre.
2. Reclassify the intended results of the "Optimise utilization of Council assets and facilities" section of its Volunteer Strategy and Action Plan to have the following intended results classified as a high priority:
 - a. Volunteers attend locally provided training in:
 - i. Fund Raising
 - ii. Marketing and Promotion

And the following be classified as a low priority:

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- b. Council assets and facilities meet user requirements and baseline requirements x facility for Asset Management Service Levels and Planning
 - c. Council and Volunteer Committee Asset Management Planning and expectations are aligned
 - d. Volunteers attend locally provided training in:
 - i. Volunteer Management
 - ii. Strategic Planning / Project Management
3. Reclassify the intended results of the “Review in consultation with users and with reference to WHO Age-Friendly Checklists Pedestrian Access and Mobility Plans (PAMPS)” section of its Ageing and Liveability Action Plan to have the following intended results classified as a high priority:
 - a. Age friendly pedestrian access in and between open space, public buildings and retail centres
4. Reclassify the issue of “Support the development of Age Care Industry cluster in Berrigan Shire” section of its Economic Development Strategy and Action Plan to a “deferred” status.
5. Reclassify the issue of “Invest in planned redevelopment of Tocumwal Foreshore” section of its Economic Development Strategy and Action Plan to a “deferred” status.
6. Reclassify the issue of “Invest in development of walking tracks and trails River Bank Reserves” section of its Economic Development Strategy and Action Plan to a “deferred” status.
7. Reclassify the issue of “Create live, work, and invest prospectus and promotional plan for each town” section of its Economic Development Strategy and Action Plan to a “high” priority status
8. Sets its performance targets at 100% for each strategic objective area in its Delivery Program on the basis that it would regularly review these to ensure that only those items of continuing relevance were included.
9. Adopt a policy position that its preference for future HACC services is that it exits a service delivery role, preferably, through the transition of the BSC service to another, relatively locally based, provider. In pursuing this direction the Council will consult with its staff and Jerilderie Shire Council.

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10. Continue to lobby for retention of funding for direct provision of Early Intervention funding to ensure that those in need of the service continue to be identified and serviced. In pursuing this direction the Council will consult with its staff and Jerilderie Shire Council.
11. Adopt a policy position that in relation to the funding proposal received by the Council it advise CBBTD Inc and Barooga Advancement Group that given its decision to develop a tourism strategy based on product development and industry skills development the Council does not support funding of the Cobram Barooga Visitor Information Centre and further, that the Council explain the rationale for its position to the two organizations
12. Staff further investigate the use of social media as a part of the Council's engagement strategies and report back to the Council.
13. Meet with Chambers of Commerce, Berrigan and District Development Association and Barooga Advancement Group to determine what contribution towards the proposed position of Executive Officer they can fund and that this information be considered as a part of the development of the 2014/2015 budget.
14. Continue to conduct regular community surveys and that the Water and Sewer Funds also contribute appropriately to the cost of such surveys.
15. Proceed with the purchase of additional Profile Id products at a cost of \$8,000.
16. Develop a strategic frame/policy to guide decision making when the future of community assets is considered.
17. Not support participation in a Country Living Expo.
18. Consult with Albury and Corowa Councils about development of a joint submission in relation our competitive disadvantage for delivery to State and Federal Governments.
19. Issue a Council Media Release to the effect that:

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- BSC supports RAMROC proposal retention of current ROC with increased authority scope prescribed by legislation
 - BSC position that it does not support any recommendation that it merge with neighbouring LGAS
 - BSC position that the Panel provided no evidence that ratepayers or region would benefit from an amalgamation
20. That staff provide some basic financial information regarding 50 metre pools to the Council.
21. Lobby the NSW to provided additional funds for learn to swim programs from its pool safety program.

5.8 FINANCIAL HARDSHIP POLICY

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

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

FILE NO: 25.138.1

- 42** **RESOLVED** Crs: O'Neill and Hill that the Council adopt the following Policy for Financial Hardship.

1. POLICY STATEMENT

This policy recognises that due to exceptional circumstances, ratepayers may at times encounter difficulty in paying their rates and charges. *The Local Government Act 1993* allows Council to provide a range of measures to assist those ratepayers.

This policy prescribes the procedures to be followed in providing financial assistance to those ratepayers and debtors who are suffering genuine financial hardship with the payment of their rates and / or charges.

2. PURPOSE

To provide a formal process for the administration of assisting those ratepayers who are experiencing genuine financial hardship with the payment of their rates and / or charges.

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To provide a decision making framework for the appropriate assessment of all financial hardship applications.

To fulfil the statutory requirements of the Local Government Act and other relevant legislation in relation to the recovery of rates, charges, fees and other debts owing to Council.

3. SCOPE

This policy is applicable to all property owners within the Shire boundaries.

4. OBJECTIVE

This Policy has been developed to assist the Council with Delivery Plan Objective 2.2.2.3 –
Coordinate Council Investments, financial management, financial operations & processing.

5. POLICY IMPLEMENTATION

5.1 POLICY GUIDELINES

- Council will treat all people fairly and consistently under this policy.
- Council will consider all matters relating to this policy with complete confidentiality.
- Council will treat people with respect and compassion in considering their circumstances.

5.2 HARDSHIP PROVISIONS / LEGISLATION

Section 564 of the *Local Government Act 1993* provides for Council to accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and also to write off or reduce interest accrued on rates or charges if the person complies with the agreement.

Section 567 of the *Local Government Act 1993* provides for Council to write off accrued interest on rates or charges payable by a person if, in Councils opinion the reasons that the person was unable to pay the rates or charges when they became due and payable were beyond the person's control, or that the person is unable to pay the accrued interest for reasons beyond their control, or that the payment of the accrued interest would cause the person hardship.

Section 582 of the *Local Government Act 1993*, as amended, provides for Council to waive or reduce rates, charges and interest

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due by any person prescribed by regulations who is in receipt of a pension, benefit or allowance under the *Social Security Act 1991* of the Commonwealth.

Section 601 of the *Local Government Act 1993* provides for ratepayers who incur a rate increase in the first year following a revaluation of land values to apply to Council for a rate relief if the increase in the amount of rates payable would cause them substantial hardship. In such circumstances Council has the discretion to defer payments or waive interest.

5.3 HARDSHIP CRITERIA

The following conditions apply to all applications under this policy:

- That the property for which the hardship application relates is the principal place of residency or occupancy of the applicant, in line with guidelines of Pensioner Concession Subsidy.
- That the actual hardship exists and is genuine.

5.4 MAKING AN APPLICATION FOR HARDSHIP

Consideration will be given to cases of hardship only on the following grounds:

- **Death / Terminal illness** – consideration will be given to waiving interest on rate and water accounts for a specific term.
- **Temporary illness / serious accidents** – consideration will be given to waiving interest on rate and water accounts for a specific term.
- **Financial Hardship** (extenuating circumstances) beyond the control of the ratepayer.
- **Unemployment** – this policy does not deem unemployment and consequent loss of incomes as automatic or entirely sufficient to support a claim for hardship; it will however be a consideration in the context of structuring a hardship payment plan. The debt obligation plus interest remains with the debtor, however their situation is assisted by way of a plan which is structured through consultation to recognise the financial constraints that exist.
- **For Natural Disasters** (bushfire, flooding, drought) - consideration will be given to waiving interest for rates and water accounts for a specific term.
- **Valuation Changes** - Under Section 601 of *the Act* which relates to Hardship resulting from certain valuation changes, Council has discretion to defer the payment of the whole or any part of the increase in the amount of the rate payable by

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the ratepayer, for such period and subject to such conditions as it thinks fit.

Ratepayers seeking concessions for financial hardship are to submit an application using the attached form outlining their particular circumstances. The application will be reviewed by the Revenue Officer and Finance Manager with the final approval agreed by the Director Corporate Services.

A determination under this policy will be assessed against financial data provided by the applicant. Supporting documentation may include but is not limited to:

- A copy of recent bank / financial institution statements.
- Details of all income and expenditure (monthly budget analysis)
- Letter confirming financial hardship from a recognised financial counsellor or financial planner.
- A letter with details of the extent of the losses of property will be required with regards to apply under the natural disaster clause.

All applications for hardship caused through revaluation must be received within 1 month of the due date for payment of the first instalment notice where the new valuation has taken effect.

5.5 PROCEDURES

The following procedures will be followed with all financial hardship concessions:

- Any mutually acceptable repayment schedule will have a maximum 24 month term.
- All repayment schedules are to be reviewed at the end of each quarter and upon the raising of further rates and charges.
- Any future rates and charges raised against the property are due and payable on the due dates.
- Interest will be charged and then written off where a repayment schedule is adhered to and the arrangement provides for accrued interest to be waived.
- Where a scheduled repayment default occurs, interest will be calculated and levied from the date of the last payment made

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in accordance with the repayment schedule. The ratepayer will be contacted in regard to the repayment default.

5.6 AMOUNT OF HARDSHIP CONCESSION

The amount of any financial hardship concession will be determined on the merits of each individual application but will be limited to the waiving of interest charges that would otherwise be applicable during the period of a mutually acceptable repayment arrangement.

Council reserves the right to vary the terms and conditions of this policy.

5.7 REPORTING

A register of all applications received by Council will be kept.

Reports to Council will be provided on a quarterly basis outlining the shortfall in Council income as a result of assistance provided.

5.8 PRIVACY

As per the Council's Privacy Management Plan, Personal information collected as a consequence of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose or disclosed to any person unless we are required by law to do so or authorised to do so by the person whom the personal information relates.

6. RELATED POLICIES

6.1 LEGISLATION

- Local Government Act 1993
- Local Government Regulation 1994
- Privacy and Personal Information Act 1998

6.2 POLICIES

- Revenue Policy
- Pensioner Concession Policy
- Privacy Management Plan

Min. No.

5.9 OFF-LEASH AREA FOR COMPANION ANIMALS

AUTHOR: Development Manager

STRATEGIC OUTCOME: Supported and engaged communities

STRATEGIC OBJECTIVE: 3.1 Create safe, friendly and accessible communities

FILE NO: 11.011.1 & 21.101.10

- 43** **RESOLVED** Crs: Morris and Jones that the Kelly Street Nature Reserve is by order declared an off-leash area in accordance with the provisions of Section 13(6) of the Companion Animals Act 1998.

5.10 INTERNATIONAL CHILDREN'S GAMES – LAKE MACQUARIE

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

FILE NO: 02.036.7

- 44** **RESOLVED** Crs: O'Neill and Glanvill that the initial registration and any subsequent participation in the International Children's Games-Lake Macquarie be coordinated by the Council's Youth Development Committee.

5.11 LOCAL ENVIRONMENT PLAN AND RATING CATEGORIES

AUTHOR: Revenue Officer

STRATEGIC OUTCOME: Good government

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

FILE NO: 25.138.1

- 45** **RESOLVED** Crs: Hannan and Morris that the Council defer consideration of the report regarding Local Environment Plan and Rating Categories until a further report is provided to the Council by officers.

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**5.12 RESPONSE TO NEW SOUTH WALES INDEPENDENT
LOCAL GOVERNMENT REVIEW PANEL'S FINAL
REPORT**

AUTHOR: Strategic & Social Planning Coordinator
STRATEGIC OUTCOME: Good government
STRATEGIC OBJECTIVE: 2.3 Strengthen strategic
relationships and partnerships
with community, business and
government

FILE NO:

- 46 RESOLVED** Crs: O'Neill and Morris that the Council adopt the Response to *Revitalizing Local Government* the Final Report of the Independent Local Government Review Panel attached as Appendix "D".

**5.13 TENDER NO. T03/13/14 – AUDIT SERVICES TO THE
YEAR ENDING 30 JUNE 2016**

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

FILE NO: T03/13/14, 12.019.1

- 47 RESOLVED** Crs: Jones and Glanvill that the Council accepts the tender submission of Richmond Sinnott Delahunty for Contract No. T 03/13/14 for the contract sum of \$22,000 (inc GST) per annum.

ITEMS FOR NOTING

- 6.1 100 YEARS OF AUSTRALIAN RED CROSS
- 6.2 COMPARATIVE INFORMATION FOR NSW LOCAL GOVERNMENT
- 6.3 INTERNATIONAL WOMEN'S DAY
- 6.4 DEVELOPMENT DETERMINATIONS FOR MONTH OF FEBRUARY 2014

- 48 RESOLVED** Crs: Morris and Glanvill that Items for Noting numbered 6.1 to 6.4 Inclusive be received and noted.

- 49 RESOLVED** Crs: Hill and Morris that the Council here suspend standing orders and move to Item 8.1.

Min. No.

8.1 MINUTES OF A CORPORATE SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 5th MARCH, 2014 IN THE COUNCIL CHAMBERS COMMENCING AT 5.07 pm.

50 RESOLVED Crs: O'Neill and Hill that recommendations numbered 1 to 2 inclusive of the Corporate Services Committee Meeting held on 5th March, 2014 be adopted.

5. REQUESTS FROM COMMITTEES OF MANAGEMENT FOR INCLUSION IN FOUR YEAR DELIVERY PROGRAM

AUTHOR: General Manager

STRATEGIC OUTCOME: Supported and engaged communities

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

FILE NO:

RECOMMENDATION NO 1 - that the following items be referred to the draft budget for further consideration:

1. Barooga Botanical Gardens Committee of Management	Installation of minor playground equipment.	\$2,390 + installation
2. Tocumwal Recreation Reserve Committee of Management	Drainage works at the area immediately inside the Morris Street entrance	\$12,551 less \$5,020 local contribution
3. Finley War Memorial Hall and School of Arts Committee of Management	Air-conditioning in the School of Arts	\$5,000 loan \$5,000 local contribution \$5,000 grant

Min. No.

6. SOCIAL MEDIA POLICY

AUTHOR: Director Corporate Services

STRATEGIC OUTCOME: Good government

STRATEGIC OBJECTIVE: 2.3 Strengthen strategic relationships and partnerships with community, business and government

FILE NO: 2.103.1

RECOMMENDATION NO. 2 - that the Council adopt the following draft Policy for Social Media:

1. POLICY STATEMENT

Council recognises the benefits of using social media as a means for engaging our communities, marketing, promotion and disseminating time-sensitive information to the widest possible audience.

It is acknowledged that certain risks are associated with social media tools and that these risks are not limited to reputation and the legitimate interests of Council. Moreover, it is based on the notion that under law, online content is permanent and should never be considered private.

Therefore, this policy has been developed to assist staff use social media in a productive and responsible manner.

2. PURPOSE

The purpose of this policy is to:

- Guide and support Council officials responsible and productive use of social media
- Extend reach of Council messages online by strengthening its relationships with relevant audiences
- Seek feedback and suggestions from engaged residents, ratepayers, business and visitors
- Monitor social media activity as it relates to Berrigan Shire Council

3. SCOPE

This policy covers:

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- The establishment and content management of Berrigan Shire Council social media accounts
- The use of social media by Council officials on matters concerning the Council or likely to be viewed as concerning Council; and
- Describes appropriate use of social media by Council Officials in a private or work capacity

4. OBJECTIVE

This policy is developed to assist the Council with the following Delivery Plan Objectives:

2.2.2 Council operations support ethical, transparent and accountable corporate governance

2.2.3 Participate in networks that promote regional and cross-border collaboration, planning and service delivery

3.2.2 Provide opportunities for lifelong learning, cultural expression and recreation

4.2.3 Engage local business through regular meetings, electronic newsletter, Council bulletin and media publications

5. DEFINITIONS

Social Media – Software tools that allow groups to generate content and engage in peer-to-peer conversations and exchange of content.

Examples include:

- Social networking sites – for example. Facebook, MySpace, Bebo, Friendster
- Video and photo sharing websites – for example. Flickr, YouTube
- Micro-blogging sites – for example. Twitter
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
- Online encyclopaedias such as Wikipedia
- Any other web sites that allow individual users or companies to use simple publishing tools.

Council Official – as defined in the Council Code of Conduct. It includes Councillors, Council employees and Council volunteers.

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Council Social Media Accounts: – are only those social media accounts created with the express permission of the General Manager

Post – broadcast information in a public forum

6. POLICY IMPLEMENTATION

6.1. Use of Council accounts

6.1.1. General principles

Social media is a public forum and Council officials will act accordingly. Posting on social media is the equivalent of a letter in the newspaper or a public address. Council officials are bound by the Berrigan Shire Council Code of Conduct and this policy applies to postings and use of Council social media accounts. This policy also applies to postings made by Council Officials on non-Council social media on matters concerning the Council or likely to be viewed as concerning Council.

When using Council social media, Council officials will

- Act in accordance with the Council's Code of Conduct and not bring the Council into disrepute
- Take responsibility for their online activity
- Only use these services in accordance with this policy and Council's Communication Devices and the Internet Policy
- Not share or re-post publicly available information that may foreseeably harm or damage the reputation of Council, other entities or persons
- Post or cause the posting on social media Confidential and Personal information held by the Council.

6.1.2. Establishment and posting of Council accounts

In general, Council's activity on social media services will be via social media accounts established specifically for this purpose. Council social media accounts will only be established with the express permission of the General Manager.

Only Council officials expressly authorised by the General Manager will be permitted to add content to, and/or moderate a Council social media account and/or site. The principles of the Council's Media Policy apply to all use of Council's social media accounts.

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Therefore, all content posted online must be appropriately authorised.

6.1.3. Monitoring

The Council will take reasonable steps to monitor and/or moderate content posted on its social media platforms by third parties.

People making requests of the Council via social media accounts will be referred back to the Council's standard customer request procedures. The Council will not otherwise respond to requests on social media platforms other than the provision of straightforward publicly available information, i.e. opening hours etc.

The following inappropriate content posted on its social media platforms will be edited and/or removed:

- Personal attacks or defamatory statements or comments
- Profane or sexual language or content, or links to sexual content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Content that violates a legal ownership interest of any other party.
- Other material as determined by the Council's General Manager.

6.1.4. Owner's Rights and Records Management

The Council will respect the legal and moral rights of content owners when publishing third-party content on its social media accounts. This includes ensuring that the Council has consent to use the material and that appropriate credit is given to the creator.

Online Council statements can be held to the same legal standard as traditional media communications. The Council will establish a process to ensure that the Council meets its statutory and regulatory record keeping obligations when using its social media accounts.

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Council officials responsible for maintaining social media accounts will ensure that relevant procedures regarding copyright and consent and records management are followed.

6.1.5. Council services and committees.

Where appropriate, the General Manager may authorise a service-specific social media platform; for example Library, Home and Community Care, Economic Development etc. This policy equally applies to these dedicated accounts.

Volunteer committees of the Council may, with the express permission of the General Manager, establish dedicated social media accounts and /or sites. These accounts remain bound by this policy and the volunteers responsible for the accounts remain bound by the Council's Code of Conduct.

Social media accounts operated by volunteer committees must include a disclaimer clearly stating that the views expressed are not necessarily the views or the position of the Council.

Posting on volunteer committee accounts does not fall under the banner of the Council's Media Policy and specific authorisation is not required for each individual item posted on those platforms. However, the Council reserves the right to direct a volunteer committee to remove inappropriate content or in the case of continual breach of this policy, require that it close and delete the account.

It is impractical for the Council to continually monitor activity on social media sites operated by its volunteer committees. When the Council is informed about inappropriate, offensive or otherwise objectionable material posted on these sites, it will take timely and appropriate action to rectify the issue.

6.2. Use of personal accounts

6.2.1. General principles

All Council officials are bound by the Berrigan Shire Council Code of Conduct. This includes their interactions on personal social media services.

When using personal social media accounts, Council officials will

- Take responsibility for their online activity. Social media is a public forum and Council officials must act accordingly.

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Council officials are bound by the Berrigan Shire Council Code of Conduct and this policy applies to postings to and uses of social media accounts.

- Only use these services in accordance with this policy and Council's Communication Devices and the Internet Policy. Use of social media from Council devices and/or Council internet connections is not considered private.
- Not use a personal social media account for Council purposes without the express permission of the General Manager
- Not share or re-post publicly available information that may foreseeably harm or damage the reputation of Council, other entities or persons
- Not create or establish fictitious names or identities with the intent to avoid compliance with this policy or Council's Code of Conduct
- Ensure that their postings on social media are clearly separated from their role as a Council official.
- Not present personal views in a manner to suggest that those views are endorsed or supported by the Council.
- Council officers must not use corporate email addresses, for example. "<name>@berriganshire.nsw.gov.au" to create personal accounts in sites unrelated to the Council.

6.2.2. Councillors

As members of the community, Councillors are entitled to use social media services to enter into public debate in their private capacity and make comment on Council affairs provided they clearly state that such public comment reflects their personal opinion and not that of the Council or a committee of Council.

6.2.3. Employees

Employees will ensure that their personal use of social media services does not undermine their productiveness and effectiveness at work. Employees will give their attention to the business of Council when on duty.

Employees must not use social media to communicate with other employees about Council business without express permission

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7. RELATED POLICIES OR STRATEGIES

7.1. Legislation

- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *State Records Act 1998*
- *Privacy and Personal Information Protection Act 1998*
- *Government Information (Public Access) Act 2009*
- NSW Government Social Media Policy and Guidelines.

7.2. Council policies and guidelines

- Berrigan Shire Council Code of Conduct
- Berrigan Shire 2023 (Community Strategic Plan)
- Communication Devices and the Internet Policy
- Equal Employment Opportunity, Workplace Bullying and Harassment policy
- Media Policy

Min. No.

8.2 MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD ON MARCH 5TH 2014 IN THE COUNCIL CHAMBERS COMMENCING AT 4.28 PM.

51 RESOLVED Crs: O'Neill and Morris that recommendations numbered 1 to 2 inclusive of the Events Committee Meeting held on 5th March, 2014 be adopted.

4. EVENT FUNDING APPLICATION – FINLEY FOOTBALL NETBALL CLUB

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. 1 - that the Events Committee does not fund the Finley Football Netball Club to host the MFL Grand Final Breakfast.

4. EVENT FUNDING APPLICATION – TOCUMWAL MOTHERS DAY CLASSIC

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. 2 - that the Council not support the Tocumwal Mothers Day Classic.

Min. No.

**8.3 MINUTES OF A MEETING OF THE RISK MANAGEMENT
COMMITTEE HELD WEDNESDAY, 5TH MARCH, 2014
COMMENCING 4.00 PM**

52 RESOLVED Crs: O'Neill and Jones that recommendation number 1
of the Risk Management Committee Meeting held on 5th March,
2014 be adopted.

1. TOCUMWAL POOL INCIDENT REPORT

AUTHOR: Enterprise Risk Manager

STRATEGIC OUTCOME: Good government

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

FILE NO: 27.151.1

RECOMMENDATION NO. 1 - that the Council:

1. Note the report as detailed below;
2. Adopt a structured Hire Agreement process of Council's pool facility whereby user groups:
 - a) Must complete an Annual Hire Agreement of the pool facility;
 - b) Advise Council of weekly event timetables, and changes to events;
 - c) Provide lifeguards or enter a contracted or negotiated agreement with Council to provide lifeguards.
3. Minimise the risks associated with incident response and provide First Aid/CPR/Oxygen Administration training to members of Council's Pools Committees of Management.
4. Implement and document Emergency Evacuation procedures which accurately reflect relevant practice.
5. Provide additional refresher training to all lifeguard staff during the pool season.
6. Review existing staff recruitment practices.

Min. No.

MAYORS REPORT

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

- Corporate Workshop, Bendigo
- Grafton Health information meeting, Berrigan
- Berrigan & District Development Association meeting
- Planning meeting, Wagga
- Grafton Health information meeting, Finley
- RAMROC meeting, Jerilderie
- International Women's Day, Berrigan
- Murray Valley Cricket presentation night, Barooga
- Country Mayor's meeting, Sydney
- Local Government NSW Panel review, Albury
- Seniors Week afternoon tea, Finley

53 **RESOLVED** Crs: Morris and Glanvill that the Mayors report be received.

DELEGATES REPORTS

Cr Hill

- Corporate Workshop, Bendigo
- Finley Showground Committee of Management meeting
- Youth Development Committee meeting
- RAMROC meeting
- Finley Farmers Market
- Central Murray County Council meeting

Cr O'Neill

- International Women's Day
- Barooga Advancement Group meeting

Cr Morris

- Corporate Workshop, Bendigo
- Finley Chamber of Commerce & Agriculture meeting

Cr Hannan

- Youth Development Committee meeting
- Farmers market x 2
- Finley Chamber of Commerce & agriculture meeting
- Finley Recreation Reserve Committee of Management meeting

Cr Glanvill

- Corporate Workshop
- Ageing and Livability meeting

Min. No.

- Tocumwal Golf and Tocumwal Bowls Club meetings
- Leaders Forum at Albury

Cr Jones

- Corporate Workshop
- Tocumwal chamber of Commerce & Tourism meeting
- Central Murray County Council meeting
- Leaders Forum at Albury
- Tocumwal Farmers Market

The meeting adjourned at 10.31 am and reconvened at 10.55 am.

GENERAL BUSINESS

Cr Hill

- "Hilltop" presentation to Finley Lions Club

Cr O'Neill

- nil

Cr Morris

- nil

Cr Glanvill

- Rotary address by Phil Nunn – Mothers Day run

Cr Jones

- Aerobatics – good operations
- River levels dropping
- Enforce parking at Tocumwal post office

Cr Curtin

- Water allocations
- Sun Valley

Development Manager

- nil

Director Technical Services

- Riverina Highway reconstruction
- National Heavy Vehicle Register
- Flood Management Association conference at Deniliquin 21-23
May

Director Corporate Services

- nil

Min. No.

General Manager

- contaminated land at Tocumwal now cleared and progressing to sale
- Country Mayors meeting – outline of presentations
- Leaders Forum at Albury – outline of presentations
- ARCAV, loan agreement updated
- Tocumwal Chamber of Commerce & Tourism – update of meeting attendance

- 54** **RESOLVED** Crs: Hannan and Jones that the Council revert to standing orders to consider Confidential Item 7.1.

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

Min. No.

- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

7.1 TENDER NO. T03/13/14 – AUDIT SERVICES TO THE YEAR ENDING 30 JUNE 2016

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

(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

It is not in the public interest to reveal details of submitted tenders provided to the Council as commercial in confidence.

- 55 RESOLVED** Crs: Jones and Hill 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. T03/13/14 – AUDIT SERVICES TO THE YEAR ENDING 30 JUNE 2016

Council closed its meeting at 11.45 am. The public and media left the Chamber.

Min. No.

Min. No.

Open Council resumed at 11.52 am.

RESOLUTIONS FROM THE CLOSED COUNCIL MEETING

No resolution of the Council was made while the meeting was closed to the public.

There being no further business the meeting closed at 11.52 am.