



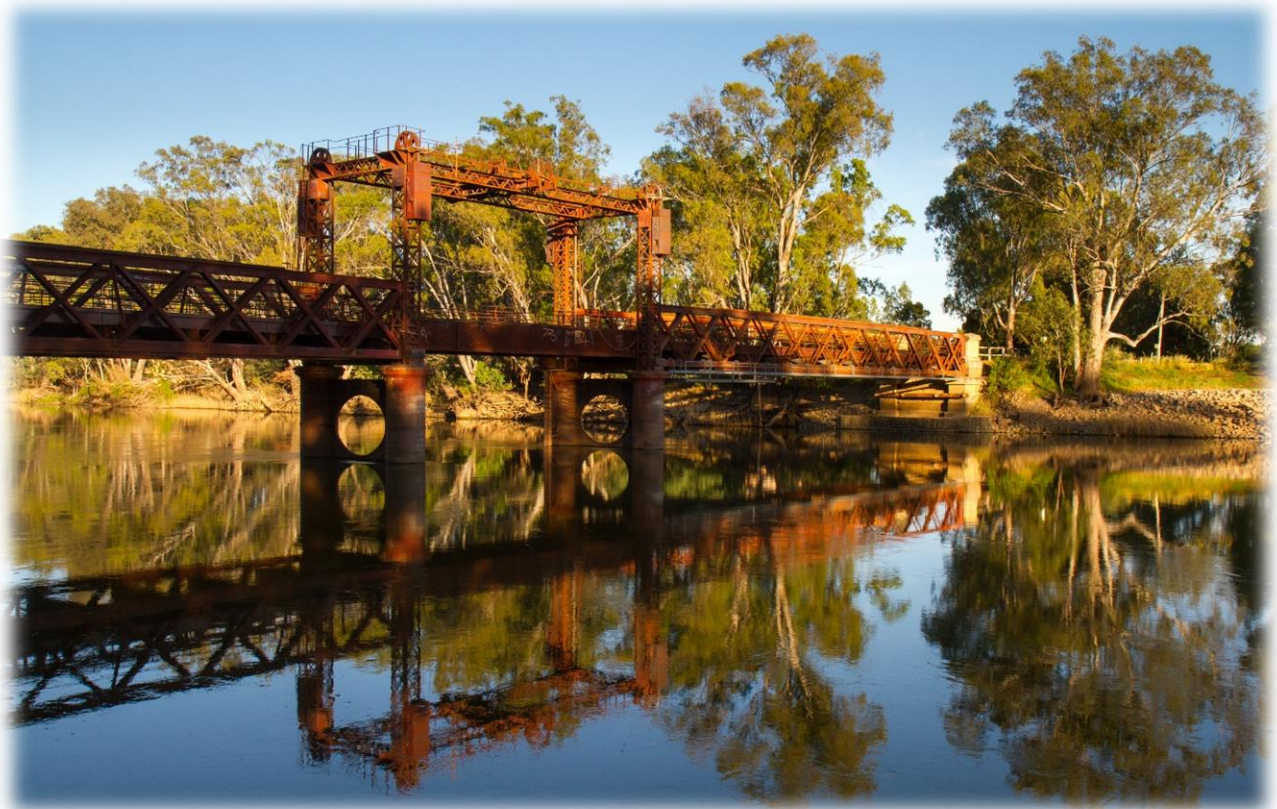
ORDINARY MEETING OF COUNCIL

Held on Wednesday 9 October 2019

at 11:00am

Council Chambers

56 Chanter Street, Berrigan



Minutes



Minutes of the Ordinary Council Meeting held
on Wednesday 9th October, 2019 commencing at 11:00am

Min. No.

PRESENT:

Crs: Matthew Hannan (Mayor), Daryll Morris (Deputy Mayor), John Bruce, Colin Jones, Denis Glanville, Ross Bodey, John Taylor and Roger Reynoldson

The following staff were also in attendance:

Rowan Perkins (General Manager), Matthew Hansen (Director Corporate Services), Matthew Clarke (Director Technical Services) and Laurie Stevens (Development Manager)

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

Nil

2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTERESTS

Nil

3. VISITORS

Nil

4. CONFIRMATION OF MINUTES

73 **RESOLVED** Crs Morris and Reynoldson that the Minutes of the meeting held in the Council Chambers on Wednesday 18th September, 2019 be confirmed.

5. MAYORAL MINUTES

Nil

6. NOTICE OF MOTION

Nil

7.1 FINANCE - ACCOUNTS

- 74 **RESOLVED** Crs Taylor and Glanville that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 30 September 2019, be received and that the accounts paid as per Warrant No. 09/19 totaling \$2,061,983.40 be confirmed.

7.2 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

- 75 **RESOLVED** Crs Bruce and Morris that Cr Hannan and the Director Technical Services attend the 2019 National Local Roads and Transport Congress to be held in Hahndorf, South Australia from the 18th to the 20th November, 2019.

7.3 NATIVE VEGETATION REMOVAL – SANDHILLS ROAD BERRIGAN

- 76 **RESOLVED** Crs Bruce and Taylor that the Council, having considered the content of the Test of Significance report prepared by DJC Environmental Consulting for The Upgrade Of Sandhills Rd, Berrigan, authorise the removal of native vegetation to allow for road construction to address safety issues pursuant to the authority provided in the *Roads Act 1993 – Section 88 Tree felling* and that all works be carried out in accordance with the guidance provided in the Test of Significance report prepared by DJC Environmental Consulting for The Upgrade Of Sandhills Rd, Berrigan.

7.4 PECUNIARY INTEREST RETURNS

- 77 **RESOLVED** Crs Morris and Jones that the Council note the tabling of Pecuniary Interest Returns received from Councillors and designated officers for the period 1st July, 2018 to 30th June, 2019.

7.5 MURRAY REGIONAL TOURISM BOARD

- 78 **RESOLVED** Crs Morris and Reynoldson that the Council approve a one year extension (1 July 2020 to 30 June 2021) to the funding agreement with the Murray Regional Tourism Board.

7.6 AUSTRALIAN CITIZENSHIP CEREMONIES CODE

- 79 **RESOLVED** Crs Morris and Taylor that the Council note the application of the new Australian Citizenship Ceremonies Code and require smart casual dress as a prerequisite for attendance at citizenship ceremonies.

7.7 PASSWORD POLICY

- 80 **RESOLVED** Crs Bodey and Reynoldson That the Council adopt the Password Policy as set out below.



Policy

00. PASSWORDS

Version 00

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 21/08/2019

Date for Review: 18/08/2021

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council is committed to maintaining a robust and secure Information and Communication Technology (ICT) environment. A key control measure used by the Council to meet this commitment is password control

2. PURPOSE

The purpose of this Policy is to:

- Ensure passwords gaining access to Council information and services are secure

3. SCOPE

This policy applies to:

- all passwords used on any item connected to the Council's Information Technology network
- all passwords used to access Council information and services hosted on the Cloud

4. OBJECTIVE

This Policy is designed to assist the Council meet the following Delivery Program objective



Policy

2.1.3.6 Provide information technology and associated support for Council operations

5. DEFINITIONS

Cloud:	Hosted information and communication services delivered over the internet
IT Network:	A group of computers and other equipment linked by physical or wireless connections.
Council officials:	as defined in the Berrigan Shire Council Code of Conduct

6. POLICY IMPLEMENTATION

6.1 General

All Council officials are to follow routine password security requirements.

Council officials must:

- Never share passwords across functions – i.e. use a different password for network access, for the Council's management software and for any cloud functions
- Never share passwords with other users – unless the password is a generic Council username **and** approved by the Director Corporate Services.
- Never re-use the same password twice
- Never write passwords down
- Always log off or lock IT equipment & devices when unattended

6.2 Register

The Council will maintain a register of all access points that require a password. The register will include at a minimum:

- an assessment of the risk of unauthorised access,
- the complexity requirements for the password, and
- maximum time between password changes.

6.3 Requirements



Policy

6.3.1 Time

All passwords providing access to Council's ICT network or information must be changed at regular intervals.

The following maximum periods between password changes apply:

Service	Requirement
IT network (including the mail server)	Every 42 days
Cloud websites & services	Every 6 months
Management software	Every financial year
Banking	Every financial year

Passwords granting administrator rights for the IT network and Council's management software are to be changed annually.

For other services, the length of the interval will be determined by the Director Corporate Services based on an assessment of the risk of unauthorised access.

6.3.2 Complexity

All passwords providing access to Council's ICT network or information must meet minimum complexity requirements.

The following complexity requirements apply;

Service	Requirement
IT network (including the mail server),	<ul style="list-style-type: none"> • At least eight (8) and no more than twelve (12) characters, and • At least one: <ul style="list-style-type: none"> ▪ Upper case letter ▪ Lower case letter ▪ Numeric (0-9) ▪ Non-alphanumeric character (Special character i.e. !, @, ^, [, > , ; , * , ~)
Cloud websites & services	
Management software	
Banking	



Policy

For other services, the complexity requirements will be determined by the Director Corporate Services based on an assessment of the risk of unauthorised access.

6.3.3 Multi-factor authentication

Where available multi-factor authentication will be used for access to key services.

Multi-factor authentication must be used to access the Council's banking service.

6.4 Enforcement

Where possible, the Council will use software-based tools to enforce compliance with this policy.

Where this is not possible, the onus is on the Council official to ensure that he/she complies with the requirements of the policy.

Initial breaches of this policy will be dealt with via education and training. Further breaches may lead to disciplinary action as per the Local Government (State) Award

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- [Local Government Act 1993](#)
- Local Government (State) Award 2017

7.2 Council documents

- [Berrigan Shire Council Code of Conduct](#)
- Information and Communication Technology Strategic Plan 2019-2024
- [Communication Devices Policy](#)
- [Information and Communication Technology Policy](#)

7.3 Other resources

- [NSW Office of Cybersecurity - password tips](#)

7.8 REQUEST FOR CONTRIBUTION - SPORTIES HEALTH AND FITNESS CENTRE

- 81 **RESOLVED** Crs Glanville and Bodey that the Council pursuant to s356 of the Local Government Act and having received no submissions in relation to its proposal to provide a grant to Sporties, grant \$8,850 to Sporties to prepare a compliance condition assessment of its health and fitness centre.

7.9 CODE OF CONDUCT GIFT BENEFIT LIMITS

MOVED Crs Glanville and Morris that the Council advise the Minister for Local Government that:

- i. It does not consider that \$50 is an appropriate cap on the value of gifts that may be accepted by Councillors;
- ii. It believes a cap of \$200 is an appropriate cap on the value of gifts that may be accepted by Councillors; and
- iii. It believes that the cap on gifts that may be accepted by Councillors should apply to all council officials.

AMENDMENT

- 82 **MOVED** Crs Reynoldson and Bodey that the Council advise the Minister for Local Government that:

- i. It does not consider that \$50 is an appropriate cap on the value of gifts that may be accepted by Councillors;
- ii. It believes a cap of \$500 is an appropriate cap on the value of gifts that may be accepted by Councillors; and
- iii. It believes that the cap on gifts that may be accepted by Councillors should apply to all council officials.

The amendment was carried and when put as the motion was again carried.

7.10 2020 COUNCIL ELECTION

- 83 **RESOLVED** Crs Bodey and Reynoldson that the Council:

1. *pursuant to s. 296(2) and (3) of the Local Government Act 1993 that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.*
2. *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.*
3. *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the*

Electoral Commissioner to administer all constitutional referenda of the Council.

4. *Advise the Minister for Local Government that as elections are a cornerstone of a democratic society the cost of any election the cost per vote should be applied uniformly across New South Wales.*
5. *Advise the Minister for Local Government, the Treasurer, the Premier and the Member for Murray of its concerns with the level of cost increase being applied to Councils by the State Government which is the single largest annual cost impost for this Council.*

7.11 CENTRAL MURRAY COUNTY COUNCIL DEMERGER

84 RESOLVED Crs Bruce and Jones That the Council:

1. Receive quarterly reporting of progress against the weeds action plan in line with the current Integrated Planning and Reporting frequencies;
2. Engage private works for weed and pest control at the discretion of the General Manager; and
3. Develop fees and charges for the engagement of private works for weed and pest control

8. ITEMS FOR NOTING

85 RESOLVED Crs Glanville and Morris that Items for Noting numbered 8.1 to 8.7 inclusive be received and noted.

9. COMMITTEES

Nil

10. MAYOR'S REPORT

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

- Famil tour
- Murray Football League Grand Final
- Finley Historical Museum & Log Cabin Annual General Meeting
- Bob Brown and Matt Henderson
- Finley Recreation Reserve Grand Final debrief
- Solar Farm tour
- Informal Dinner at Returned Services Club
- Strathvale Road Opening
- Berrigan Show – Melbourne Show changing date – need letter
- Closes Foundry Lane Opening

86 RESOLVED Crs Glanville and Bodey that the Mayor's Report be received.

10. DELEGATES REPORT

Cr Ross Bodey

- Solar Farm visit
- Informal Dinner at Returned Services Club
- Tocumwal Protest meeting
- Tocumwal Chamber of Commerce & Tourism meeting

Cr John Taylor

- Murray Football League Grand Final

Cr Daryll Morris

- Informal Dinner at Returned Services Club
- Tocumwal Protest meeting

Cr Roger Reynoldson

- Solar Farm visit
- Strathvale Road Opening
- Murray Darling Basin Authority round table
- NSW Irrigators Council meeting

Cr Denis Glanville

- Informal Dinner at Returned Services Club

Cr Colin Jones

- Solar farm visit
- Informal Dinner at Returned Services Club
- Tocumwal Chamber of Commerce & Tourism meeting
- Tocumwal Protest meeting

Cr John Bruce

- Strathvale Road Opening
- Barooga Advancement Group meeting

11. BUSINESS ARISING

Cr John Bruce

- Pull down old Barooga sign – Barooga Advancement Group request
- Prune tree in front of new Barooga sign
- Struggle street tonight
- Water trading briefing notes
- Adventure Park - Shade structure
- School of Arts looks great

Cr Colin Jones

- Hayes Street kerb & gutter of road – different levels

Cr Denis Glanville

- Nil

Cr Roger Reynoldson

- Nil

Cr Daryll Morris

- Nil

Cr John Taylor

- Refugee relocation

Cr Ross Bodey

- When will Splashpark be open
- Water wharf area
- Aerodrome development
- Tap at Splashpark for hose

Development Manager (Laurie Stevens)

- Nil

Director Corporate Services (Matthew Hansen)

- Council microphones – get alternative costs
- Darren Bell on leave

87 RESOLVED Crs Morris and Bruce that the Council further investigate webcasting costs and estimates be referred back to the Council for further consideration.

- State Government cost
 - Press Release
- Sale of land for unpaid rates
- Bendigo Bank at Finley closing
- Drought Communities grant
- Finley Arts Network opening

Director Technical Services (Matthew Clarke)

- Roads Congress on Council meeting date

General Manager (Rowan Perkins)

- Annual Leave 1st November to 19th November, 2019
- Recognition & Appreciation Awards presentation tomorrow
- Meeting with property owner at Tocumwal
- Milcast is to be sold

Cr Matthew Hannan

Nil

There being no further business the meeting closed at 12:30pm.