



## ORDINARY COUNCIL MEETING

Wednesday 16 April, 2025

at 9:00am

Council Chambers, 56 Chanter Street, Berrigan



# Agenda

## Our Vision

*Our diverse population and productive natural landscape fuel a vibrant economy and a harmonious and thriving community.*

## COMMUNITY STRATEGIC PLAN

Berrigan Shire Council's Community Strategic Plan Berrigan Shire 2040 is a common framework for measuring the achievement of Berrigan Shire 2040 strategic outcomes of:

CO. Our Community

EC. Our Economy

EN. Our Environment

IN. Our Infrastructure

CL. Our Civic Leadership

The Community Strategic Plan can be found here: [Community Strategic Plan 2040](#)

## RISK MANAGEMENT POLICY & FRAMEWORK

Berrigan Shire Council is committed to managing its risks strategically and systematically in order to benefit the community and manage the adverse effects to Council.

Risk Management is everyone's responsibility. It is an activity that begins at the highest level and is applied consistently through all levels of Council. All workers are required to integrate risk management procedures and practices into their daily activities and must be competent and accountable for adequately managing risk within their area of responsibility.

*The Risk Management Policy & Framework can be found here:*

[Risk Management Policy and Framework](#)



## Ordinary Council Meeting

Wednesday 16 April, 2025

### BUSINESS PAPER

The Ordinary Council Meeting of the Shire of Berrigan will be held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 16 April, 2025 when the following business will be considered:-

#### ITEMS OF BUSINESS

1	OPENING OF MEETING .....	5
2	ACKNOWLEDGEMENT OF COUNTRY .....	5
3	APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO-VISUAL LINK BY COUNCILLORS.....	5
3.1	Apologies/Leave of Absence .....	5
3.2	Applications for Leave of Absence .....	5
3.3	Attendance Via Audio-Visual Link .....	5
4	CONFIRMATION OF PREVIOUS MINUTES .....	6
5	DISCLOSURES OF INTERESTS.....	6
6	MAYORAL MINUTE(S).....	6
	Nil	
7	REPORTS OF COMMITTEES.....	6
	Nil	
8	REPORTS TO COUNCIL.....	7
8.1	Correspondence March 2025 to April 2025.....	7
8.2	Development Determinations - March 2025 .....	9

8.3	Berrigan Public Toilets.....	13
8.4	Retreat Public Hall Committee of Management .....	17
8.5	Investment Report March 2025 .....	18
8.6	Actions from previous meetings .....	21
8.7	Exhibition and adoption of Integrated Plans and 2025-26 Rate Levy .....	22
8.8	Closed Circuit Television Policy .....	24
8.9	NSW Rural Doctors Network Bush Bursary Program 2025 .....	28
8.10	Sustainability Report - Chapter One Action Items.....	33
8.11	Financial Quarterly Business Review Statement 3 FY25 Q3 - Interim .....	35
8.12	Compliance Charter - Building and Planning.....	41
<b>9</b>	<b>NOTICES OF MOTION/QUESTIONS WITH NOTICE.....</b>	<b>45</b>
9.1	Notice of Motion - Audit of Council's financial position.....	45
<b>10</b>	<b>CONFIDENTIAL MATTERS.....</b>	<b>46</b>
10.1	Cost Saving Mechanisms .....	46
10.2	Service Review - Water Carting Service .....	46
10.3	Sale of land - Lewis Crescent and Flight Place.....	46
10.4	Tocumwal Aviation Museum Probity Report .....	46
10.5	T15-24-25 Snell Road upgrade - pavement and drainage works .....	46
<b>11</b>	<b>MOTIONS WITHOUT NOTICE / QUESTIONS WITHOUT NOTICE .....</b>	<b>47</b>
<b>12</b>	<b>COUNCILLOR REPORTS .....</b>	<b>47</b>
12.1	Mayor's Report .....	47
12.2	Verbal Reports from Delegates .....	47
<b>13</b>	<b>CONCLUSION OF MEETING.....</b>	<b>47</b>

No business, other than that on the Agenda, may be dealt with at this meeting unless admitted by the Mayor.



KARINA EWER  
CHIEF EXECUTIVE OFFICER



## **1 OPENING OF MEETING**

In the spirit of open, accessible and transparent government, Berrigan Shire Council's meetings are recorded. By speaking at a Council Meeting, members of the public agree to being recorded. Berrigan Shire Council accepts no liability for any defamatory, discriminatory or offensive remarks or gestures that are made during the course of the Council Meeting. Opinions expressed or statements made by individuals are the opinions or statements of those individuals and do not imply any form of endorsement by Berrigan Shire Council.

Confidential matters of Council will not be recorded.

Recordings are protected by copyright and owned by Berrigan Shire Council. No part may be copied, recorded, reproduced or transmitted without the prior written consent of the Chief Executive Officer. Any recording is not, and shall not, be taken to be an official record of Berrigan Shire Council meetings or the discussion depicted therein. Only the official minutes may be relied upon as an official record of the meeting.

A recording of the Council Meeting will be taken for administrative and minute preparation purposes only and is provided to the public for listening purposes to support Council's statutory obligations.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

"Berrigan Shire Council acknowledges the Traditional Custodians of the lands on which we live and thrive. We pay our respects to their elders; past, present and emerging. The peoples of these great Nations, their spirits and ancestors will always remain with our waterways and lands."

## **3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE VIA AUDIO-VISUAL LINK BY COUNCILLORS**

### **3.1 Apologies/Leave of Absence**

Nil

### **3.2 Applications for Leave of Absence**

### **3.3 Attendance Via Audio-Visual Link**

Nil



**4 CONFIRMATION OF PREVIOUS MINUTES**

**Recommendation:** That the minutes of the Ordinary Council Meeting held in the Council Chambers Wednesday 19 March, 2025 be confirmed.

**5 DISCLOSURES OF INTERESTS**

**6 MAYORAL MINUTE(S)**

Nil

**7 REPORTS OF COMMITTEES**

Nil



## 8 REPORTS TO COUNCIL

### 8.1 Correspondence March 2025 to April 2025

<b>Author:</b>	Chief Executive Officer, Karina Ewer
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.1. Improve Council processes to make doing business with Council easier.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	<ol style="list-style-type: none"><li>1. Incoming.pdf (under separate cover)</li><li>2. Outgoing.pdf (under separate cover)</li></ol>

*This report is for information only.*

### Report

The report is intended to ensure our work, such as advocacy, of the Mayor and CEO is transparent to the Council and the community.

All correspondence is grouped into one attachment (incoming and outgoing) to ensure appendices are manageable.

### INCOMING

DATE	FROM	TO	TOPIC	RESPONDED DATE
8 March 2025	Cheryl Prideaux	Mayor Julia	Tocumwal Dementia Alliance	N/A
12 March 2025	Monica Gibson, Deputy Secretary, Department of Planning, Land Use Strategy, Housing and Infrastructure	Karina Ewer	Statement of Expectation	N/A
13 March 2025	Ian Dickins, President,	Mayor Julia	Proposed Replacement/Upgrade	N/A



DATE	FROM	TO	TOPIC	RESPONDED DATE
	Berrigan Men's Shed Inc		of Public Toilets in Berrigan	
13 March 2025	Cameron Morley, Head of Public Library Services	Karina Ewer	Library Assessment Program	N/A
13 March 2025	Tom Pyle	Mayor Julia	Toilet Facilities Hayes Park and behind CWA Hall Toilets	N/A
13 March 2025	Marnie Steer, Secretary, Berrigan and District Heritage Museum committee	Mayor Julia	Toilet Facilities Hayes Park and behind CWA Hall Toilets	N/A
31 March 2025	Rachael McCallum, Electoral Commissioner	Karina Ewer	Berrigan Shire By-election	N/A

## OUTGOING

DATE	FROM	TO	REGARDS	TYPE
14 March 2025	Mayor Julia	Senator Deborah O'Neill	Federal issues for Berrigan Shire Council	Letter via Email
17 March 2025	Mayor Julia	Jill Ludford, Chief Executive Office, Murrumbidgee Local health District	Tocumwal Hospital Incident	Letter Via Email – omitted as it includes personal information
20 March 2025	Karina Ewer	Tony Tranter, Manager Business Development, Sporties Barooga	Letter of Support, NSW Sustainable Communities Program Early Investment Round	Letter Via Email
07 April 2025	Mayor Julia	The Hon Ryan Park MP	Tocumwal Ambulance Disappointment	Letter Via Email





## 8.2 Development Determinations - March 2025

Author:	Administration Support - Building & Planning, Kelly Milich
Strategic Outcome:	CO. Our Community
Strategic Objective:	CO-A. We're healthy and well with equitable access to services
Delivery Program:	CO.1. Deliver initiatives, facilities and services to advance health and wellbeing priorities
Council's Role:	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
Appendices:	Nil

### Recommendation

That Council receive and note this report.

#### APPLICATIONS DETERMINED FOR MARCH 2025

Application	Proposal	Property	Status	Work Value
38/25/DA/DM	Tourist and visitor Accommodations	Golf Course Road Barooga	Approved	\$3,200,000.00
43/24/DA/DM-M	Modification	39 Burkes Road Finley	Approved	\$6,181,912.80
68/25/DA/D9	Subdivision	45 Racecourse Road Tocumwal	Approved	\$15,000

#### Key Performance Indicator – Development Assessment:

Average Lodgement Days - Berrigan	5
Average Assessment Days - Berrigan	33

*Note: Calendar days include weekends and public holidays in the day count.*

#### Lodgement Days

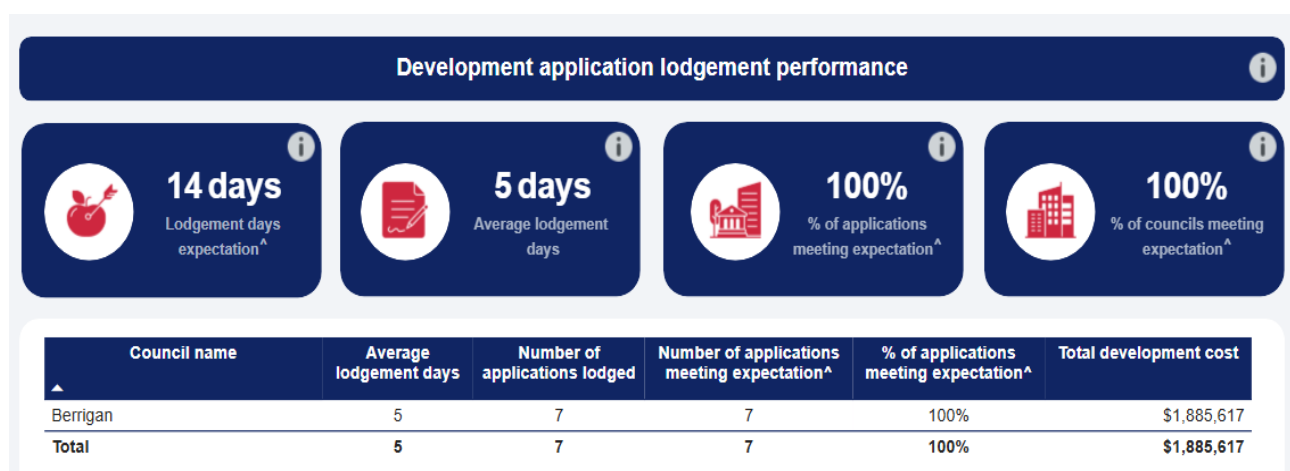
State Government Environmental Planning and Assessment (Statement of Expectations) Order 2024 focuses on housing deliverability and includes the Ministerial direction that Council Officers formally lodge a development application on the NSW Planning Portal within 14 days (average), from the date of submission.

Note: The average lodgement days is defined as “total between the submission date and lodgement date for all DA’s lodged divided by the total number of applications lodged within the selected time period. Calendar days include weekends and public holidays”.



Eager to respect the ministerial direction, staff brainstormed the internal process and workflows behind the lodgement day timeframe. It was determined that using the NSW Planning Portal to send an applicant the fee quote was starting the clock incorrectly— as it is not a complete application as per the Act until the fee is paid.

The NSW Planning Portal has not been designed to take payment and so there is no option at the preliminary stage of a DA process for staff to contact the applicant other than to choose the ‘request for further information’ dropdown option. In March, staff have been contacting the applicant about the fee quote via email. Once payment has been made and receipted staff are ‘formally lodging’ the DA on the Portal and the clock starts. This change in process has enabled Council to accurately record ‘lodgement’ days.



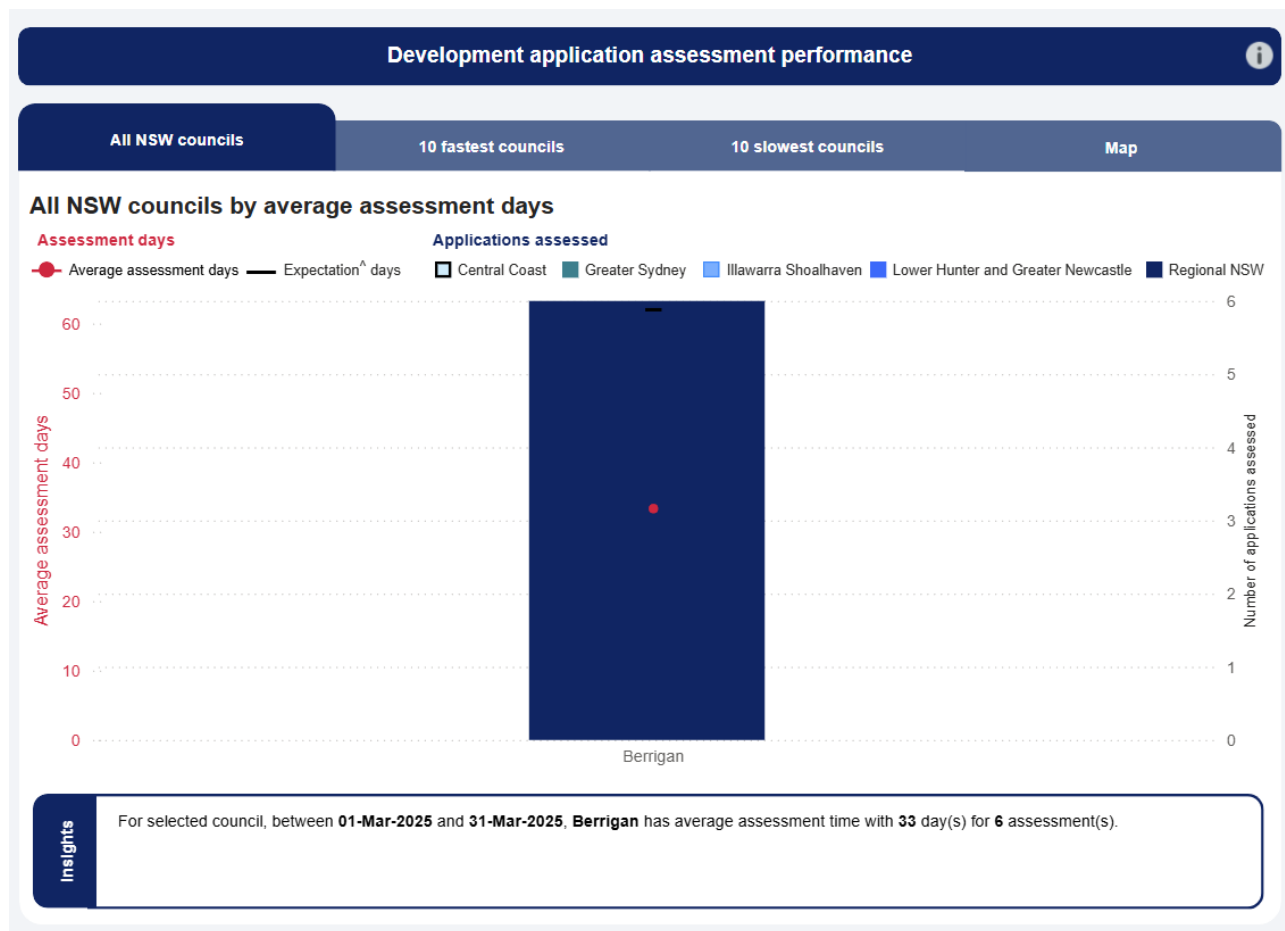
In the January 2025 report to Council, the average number of lodgment days (in December 2024) was 21 days. In the February 2025 report (January 2024 stats) this was 22 days. In this March 2025 report (February 2025 stats) the average number of days is 21 days, however this has been updated and the average lodgement days dropped to be 5 days – compliant with the Ministers direction.

### Assessment Days

The 1 July 2024 Order outlines the Minister’s expectation of determining a development application as soon as practical, or an average of 115 days, from lodgement; whichever is the lesser of Council’s previous financial year average.

Development applications in March 2025 had an average assessment timeframe (and were determined) within 33 days.

The Planning & Development team are well aware of the 40-day statutory timeframe requirement in the EP&A Act and Regulations for determining a development application. The Officers do try and process applications based on complexity, trying to ensure ‘easier/smaller’ applications are dealt with in an efficient and shorter timeframe.



The outstanding list of application yet o be determined is also provided below.

#### APPLICATIONS PENDING DETERMINATION AS AT 31/03/2025

69/25/DA/D5	03-03-2025	RESIDENTIAL STORAGE SHED	35-39 COBRAM STREET, BERRIGAN NSW 2712 (Lot1//DP949021)
71/25/DA/D5	03-03-2025	CARPORT	12 WHITE AVENUE, TOCUMWAL NSW 2714 (Lot24//DP262468)
72/25/DA/D2	04-03-2025	Maintenance Outbuilding	134 GOLF COURSE ROAD, BAROOGA NSW 3644 (Lot1//DP134521)
73/25/DA/D5	12-03-2025	CARPORT	25-27 SUGDEN STREET, TOCUMWAL NSW 2714 (Lot5/5/DP6464)
74/25/DA/D1	12-03-2025	TRANSPORTABLE DWELLING	5 BALL COURT, TOCUMWAL NSW 2714 (Lot2//DP1280158)
76/25/DA/D6	21-03-2025	ADDITIONS TO DWELLING	6 MACFARLAND STREET, BAROOGA NSW 3644 (Lot19/2/DP758057)
48/25/DA/DM	29.11.2024	29 Lot Subdivision and Manufactured Home Estate (MHE)	32 BURMA ROAD TOCUMWAL 2714 (Lot 32/DP778129)



115/21/DA/D9-M	11/03/2025	Modification – 14 Lot Subdivision	HUGHES STREET BAROOGA 3644 (Lot 10/DP1257753
75/25/DA/D2	04.03.2024	Storage Premises	GOLF COURSE ROAD BAROOGA 3644 (Lot 1 / DP134521)

#### OTHER CERTIFICATES ISSUED FOR MARCH2025

	s10.7(2) Planning Certificate		s10.7(5) Certificate		735A Certificate		s9.34 Certificate		s6.24 Building Certificate		Swimming Pool Certificate	
	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total
BAROOGA	8	54	1	4	0	0	0	0	0	1	0	7
BERRIGAN	6	46	0	1	0	1	0	0	0	0	0	0
FINLEY	7	62	0	2	0	1	0	1	0	0	0	0
TOCUMWAL	15	117	2	8	0	0	0	0	0	1	1	3
TOTAL	36	279	3	15	0	2	0	1	0	2	1	10



### 8.3 Berrigan Public Toilets

<b>Author:</b>	<b>Director Community and Development, Andrew Fletcher</b>
<b>Strategic Outcome:</b>	CO. Our Community IN. Our Infrastructure CL. Our Civic Leadership
<b>Strategic Objective:</b>	CO-A. We're healthy and well with equitable access to services IN-C. Our community facilities are planned to meet community needs and enhance social connections CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CO.1. Deliver initiatives, facilities and services to advance health and wellbeing priorities IN.5. Community facilities are planned and maintained to meet the needs of our growing population and promote maximum use CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
<b>Appendices:</b>	Nil

*This report is for information only.*

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### Report

The purpose of this report is to provide information to the Councillors in relation to letters received from the community about toilet facilities with the township of Berrigan.

### Background

Council have received letters from the community outlining concerns about the condition and access to toilet facilities within the township of Berrigan. A similar concern was outlined last year, which Council considered in June 2024.

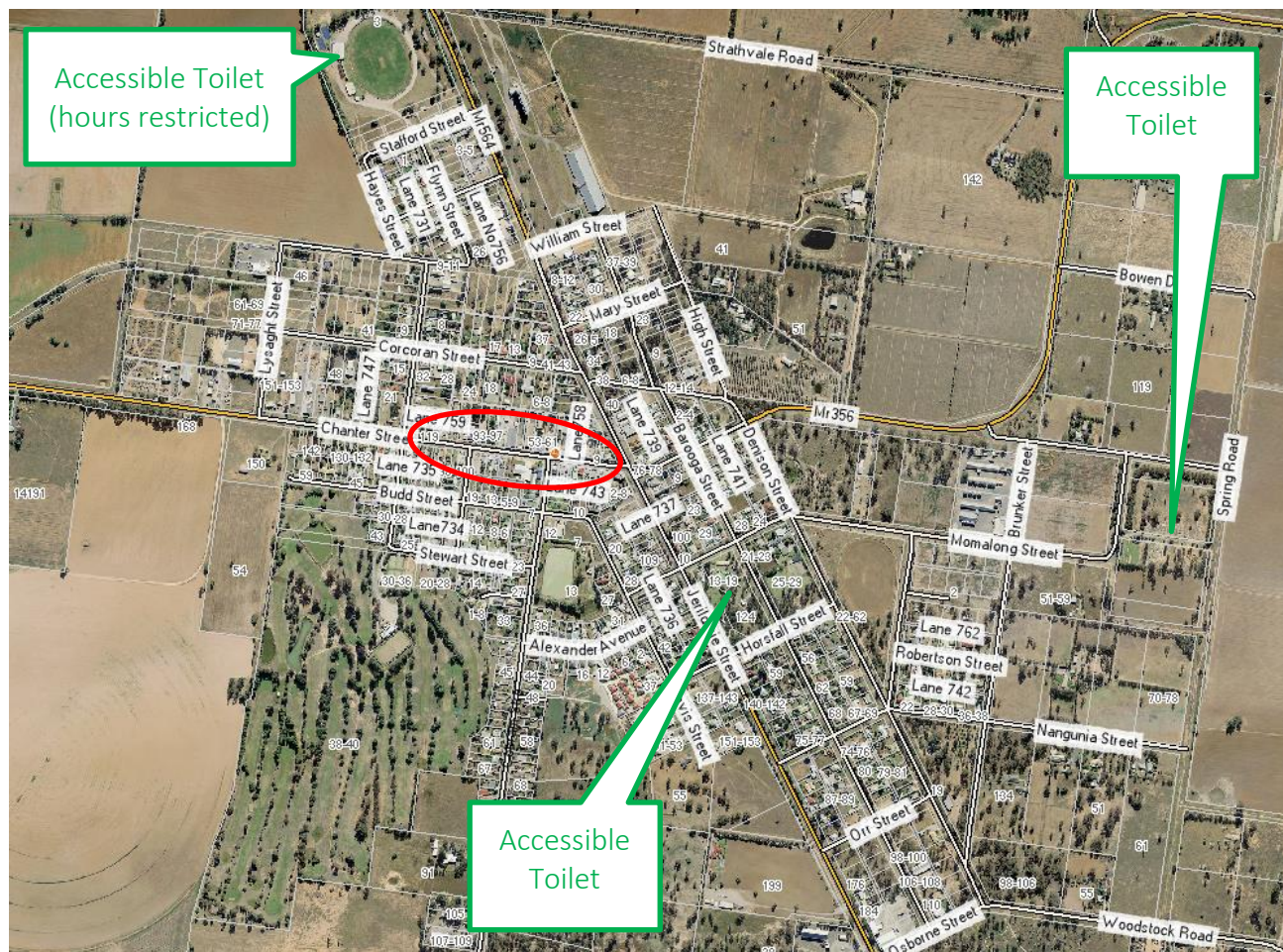
There are presently three compliant accessible toilets (AS1428.1) located in Berrigan: one at Hayes Park, one at the Berrigan Recreation Reserve (not always open) and one at the cemetery. None of the above facilities are within the area identified as the central business district for Berrigan.

The Australian Standard provides for multiuse facilities, making them more accessible to more people and decreasing the amount of cleaning required in general.





The toilet facility at Hayes Park is regularly vandalised and officers spend a considerable number of resources on cleaning (\$35,000+ per annum) and maintaining (\$8,000+ per annum) this one facility, due to its high use (tourists and people travelling through the town) and petty vandalism.



## Review

It was recognised there were no compliant accessible toilets within, or in proximity to, the main street and business district of Berrigan township. There are toilets located at the following:

- CWA – Two toilets.
- Library – One toilet which can only be accessed while the library is open.
- Council Offices – Two accessible toilets which can only be accessed while the office is open.

There are also no existing toilet facilities within proximity to the main street which could be retro fitted to comply with the relevant Australian Standard, without undertaking significant works.

Within the approved Maintenance Plan for 24/25 a new compliant DDA facility was proposed at the rear of the CWA Hall. This facility was to meet what was considered a service gap and potentially reduce the pressure on the other compliant toilet facilities.

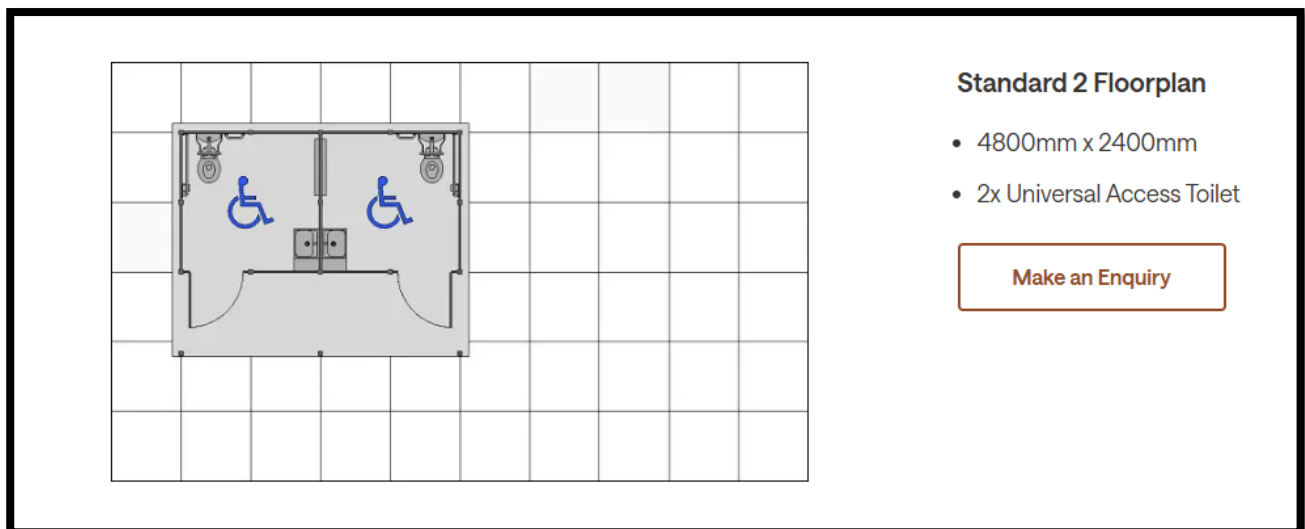
Officers have been successful in reallocating unspent funds from Local Roads and Community Infrastructure (LRCI4) to fund the replacement facility. The toilet facility met the requirements of LRCI and allows for the toilet to be delivered in this financial year.



## Replacement Toilet Facility

An accessible toilet facility should be located where there are existing services, close to town and adjoining other key community facilities (i.e., playground). The option to purchase a single modular toilet block, like Finley Memorial Park, was considered appropriate. This type of facility would be fit for purpose, be easily maintained and less prone to be vandalised.

Below is an example of the type of facility, noting the colour is likely to be muted and it will be finished in Colorbond (Yarra 2 – Toilet Building). The facility is built off site, while the foundation and preparation work are undertaken. The facility is then ‘shipped in’ and connected.



*Example – Yarra 2 Toilet Building from Modus Australia*

Letters from the community have outlined cameras (CCTV) should be included to reduce vandalism at the existing facilities. Cameras are permitted on the outside of facilities (subject to complying with relevant regulations); however, evidence has shown there needs to be multiple crime prevention interventions to enhance CCTV's impact.

[Updated findings on the impact of CCTV for crime prevention | Community Crime Prevention Victoria](#)

Cameras catch an image after the event but are still required to be reported to the Police, who generally will not and do not follow up on what is classified as 'petty' behaviour. Cameras are also



very expensive, are vandalised and require hard drive external storage, access and must be monitored (at a very high annual cost by an external provider).

Rather than install CCTV in what might be considered an ad hoc manner, there is an action to review the resources, risk, costs and the policy for CCTV at all Council owned and managed facilities. This is a separate report being considered at the Council Meeting in April.

## Conclusion

The replacement of the toilet facility at the rear of the CWA Hall within Berrigan township should help meet what was identified as a service gap in June 2024. The new purpose built facility will still require ongoing cleaning and maintenance, however as this is a replacement facility, there should be no significant additional cost for the next few financial years.

Officers will send further correspondence to each letter received, noting some of the information within this report.

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## 8.4 Retreat Public Hall Committee of Management

Author:	Recreation Officer, Christie Watkins
Strategic Outcome:	CO. Our Community
Strategic Objective:	CO-B. We have a vibrant, inclusive, and creative community life
Delivery Program:	CO.7. Our community groups are supported.
Council's Role:	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	Nil

### Recommendation

- Revoke existing members of the Retreat Public Hall Committee of Management
- Pursuant to Section 355 of the Local Government Act 1993, appoint the following persons to the Retreat Public Hall Committee of Management.

President:	Steven Kydd
Vice President:	John Beer/Stephen Barnes
Secretary:	Rose Tilley
Treasurer:	Kerryanne Kydd
Committee:	Lorraine Beer, Dorothy Wright, Ruth Kydd

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### Report

Advice of committee members has been received and can be endorsed by Council.

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## 8.5 Investment Report March 2025

Author:	Finance Team Leader, Grant Martin
Strategic Outcome:	CL. Our Civic Leadership
Strategic Objective:	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
Delivery Program:	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
Council's Role:	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
Appendices:	Nil

### Recommendation

That Council note the report on investments.

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### Purpose

This report is designed to meet Council's legislative monthly requirements in relation to Council's Investments as outlined in section 212 'Reports on council investments' in *Local Government (General) Regulation 2021* for the period ending 31 March 2025.

### Report

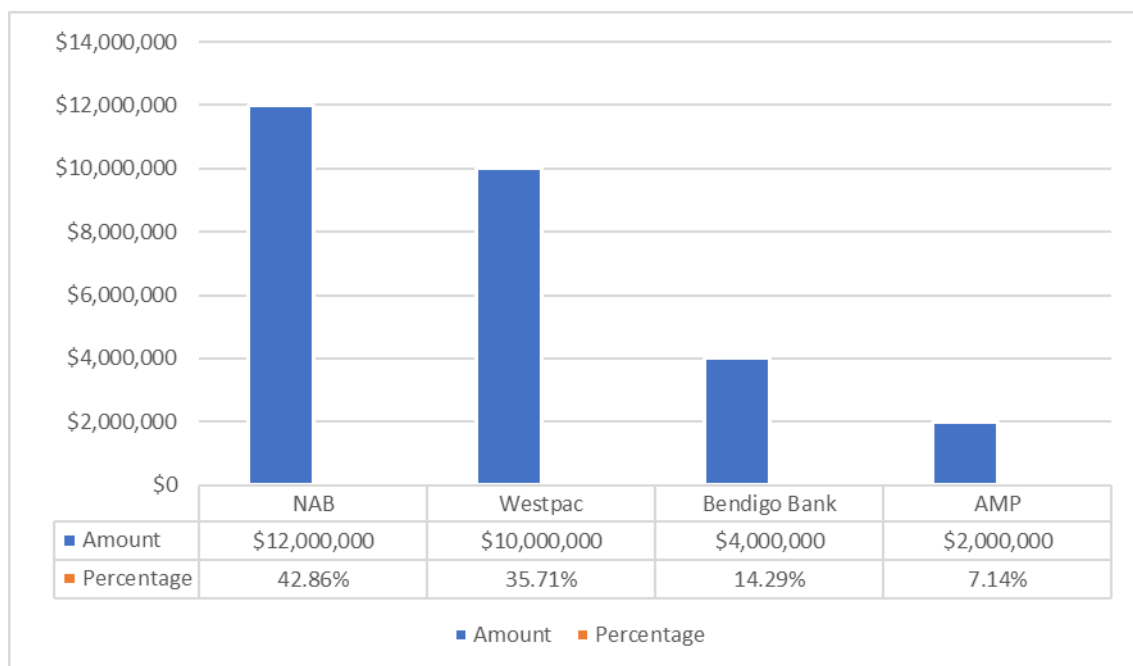
- a) The Finance Team Leader certifies all Investments have been placed in accordance with:
  - i. [Council's Investment Policy](#),
  - ii. [Section 625 of the Local Government Act 1993 \(as amended\)](#),
  - iii. [clause 212 of the Local Government \(General\) Regulations 2021](#), and
  - iv. Council's Instrument of Delegation.
- b) Council's cash and investment portfolio remained stable at \$28M in the month of March 2025 with one re-investment of funds as highlighted below.



## Investment Register

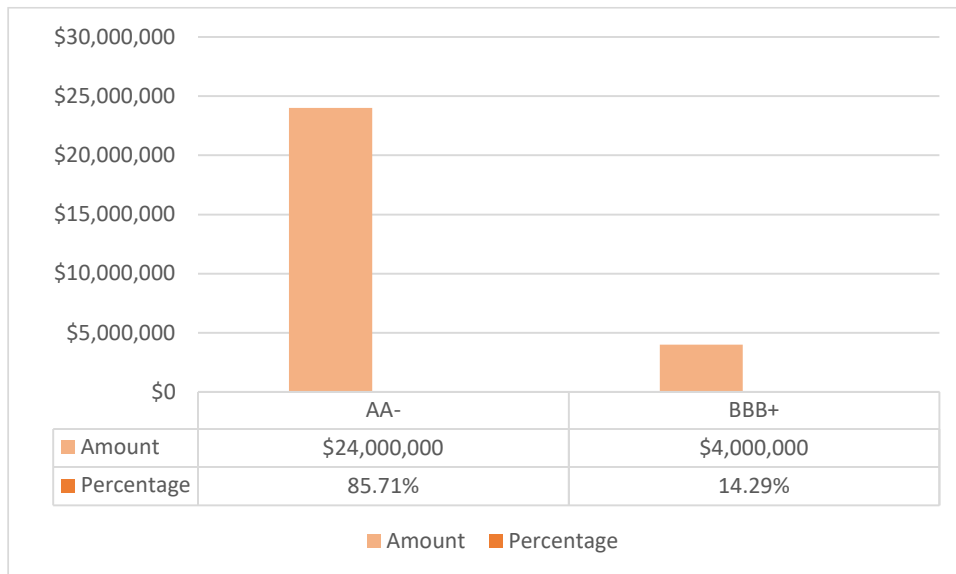
INSTITUTION	FUND	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL	S&P RATING
AMP	SEWER	167/24	365	5.10%	19/12/2025	\$ 2,000,000.00	AA-
Bendigo Bank	WATER	142/18	365	4.54%	26/03/2026	\$ 2,000,000.00	BBB+
Bendigo Bank	WATER	166/24	365	5.05%	18/11/2025	\$ 2,000,000.00	BBB+
NAB	GENERAL	161/24	214	5.07%	29/04/2025	\$ 2,000,000.00	AA-
NAB	WATER	162/24	242	5.04%	27/05/2025	\$ 2,000,000.00	AA-
NAB	WATER	163/24	334	4.95%	27/08/2025	\$ 2,000,000.00	AA-
NAB	GENERAL	156/24	368	5.25%	10/06/2025	\$ 2,000,000.00	AA-
NAB	SEWER	157/24	365	5.30%	30/07/2025	\$ 2,000,000.00	AA-
NAB	GENERAL	160/24	365	4.65%	27/02/2026	\$ 2,000,000.00	AA-
WESTPAC	GENERAL	150/23	365	4.82%	30/09/2025	\$ 2,000,000.00	AA-
WESTPAC	SEWER	144/19	552	4.95%	1/10/2025	\$ 2,000,000.00	AA-
WESTPAC	GENERAL	164/24	397	4.99%	12/11/2025	\$ 2,000,000.00	AA-
WESTPAC	GENERAL	165/24	551	4.85%	15/04/2026	\$ 2,000,000.00	AA-
WESTPAC	SEWER	158/24	729	4.95%	30/07/2026	\$ 2,000,000.00	AA-
						<b>\$ 28,000,000.00</b>	

## Cash & Investment by Institution





## Cash & Investment by Rating





## 8.6 Actions from previous meetings

<b>Author:</b>	<b>Deputy Chief Executive Officer, Matthew Hansen</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
<b>Appendices:</b>	<ol style="list-style-type: none"><li>1. Completed council action items - April 2025.docx (under separate cover)</li><li>2. Outstanding council action items - April 2025.docx (under separate cover)</li></ol>

### Recommendation

That Council receive and note this report.

## Report

Attached as appendices to this report are the following reports on actions undertaken by council staff to implement the decisions from previous council meetings, including the expected timeframe for implementation.

- Outstanding actions as of 10 April 2025
- Completed Council Actions from 12 March 2025 to 10 April 2025.

Staff received enquiries from councillors as the status of the following items not included in this report.

Decision	Status
OCM 255/24 CCTV report	Report provided to this meeting
OCM 275/24 Tocumwal Football Club	Agreement providing to TFNC for signing. No response from TFNC as yet.
OCM 024/25 – Chanter St update	Incorporated into OCM 032/24
OCM 026/25 Barooga Street, Berrigan	Formal closure process underway.
OCM 028/25 Tocumwal mobile connectivity	Managed as part of the regional connectivity project



## 8.7 Exhibition and adoption of Integrated Plans and 2025-26 Rate Levy

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	CL. Our Civic Leadership
Strategic Objective:	CL-B. Our community is informed and engaged in decision-making CL-A. The community is serviced in an effective, financially sustainable and responsible manner
Delivery Program:	CL.3. Enhance communication channels between the council and residents. CL.1. Improve Council processes to make doing business with Council easier.
Council's Role:	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
Appendices:	Nil

### Recommendation

That Council

1. hold an extraordinary meeting at 9:00am on 30 June 2025 for the purposes of adopting:
  - a. 2025/2026 Operational Plan,
  - b. 2025-2029 Delivery Program,
  - c. the 2025-2029 Resourcing Strategy, including the Workplace Development Plan, Asset Management Strategy, and 2025-2034 Long Term Financial Plan, and
  - d. making and levying the 2025/26 rates and charges
2. direct the Chief Executive Officer to prepare a consultation plan for the Delivery Program Operational Plan and Long-Term Financial Plan for consideration at the ordinary meeting to be held on 21 May 2025.

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### Report

The Integrated Planning and Reporting guidelines require council to place its Operational Plan – including its Statement of Revenue Policy, Fees and Charges register and annual budget – on public exhibition for at least 28 days.

Submissions received by the council in this period must be considered by council before the final Operational Plan is adopted.

There is not sufficient time between the scheduled council meeting on 21 May 2025 and the scheduled council meeting on 18 June 2025 to allow for 28 days of exhibition.



The Operational Plan must be adopted and the rates levied no later than 31 July 2025. Ideally however, the plan should be adopted before 30 June 2025.

The options available to council include:

- **Move the May meeting forward to 14 May 2025** – this is not recommended as it will compress the timeframe available for staff to prepare the draft Operational Plan, placing excessive pressure on council staff to meet an already tight deadline.
- **Move the June meeting to 25 May 2025** – the Mayor and Chief Executive Officer will be at Australian Local Government Association's National General Assembly and therefore this is not recommended.
- **Hold an extraordinary council meeting on 30 June 2025** – While holding another meeting is not ideal, there does not appear to be an alternative.

At a minimum, council is required to place the Operational Plan and its other integrated planning and reporting documents on its website and invite public submissions. However, the council may wish to use other methods including social media, the Mayor speaking to camera, community surveys, listening posts etc.

A consultation plan may be useful to guide community discussion.

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## 8.8 Closed Circuit Television Policy

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	CO. Our Community
Strategic Objective:	CO-A. We're healthy and well with equitable access to services
Delivery Program:	CO.2. Strengthen community safety and disaster resilience
Council's Role:	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs <b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council
Appendices:	Nil

*This report is for information only.*

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### Report

This report provides council with some background on the requirements for installing CCTV cameras in public areas.

### Background

At its ordinary meeting in November 2024, council resolved the following:

**Resolved** OCM 255/24

*Moved: Mayor Julia Cornwell McKean*

*Seconded: Cr Renee Paine*

*That Council direct the CEO to bring a report on the installation of CCTV cameras to the January ordinary meeting of Council, including:*

- *A review of its CCTV Surveillance Policy*
- *A strategy to resource the consultation program identified in the CCTV Surveillance Policy, including staff time and costs.*
- *A timeframe for completion of the consultation program.*

### Policy review

The CCTV Surveillance Policy can be found at [council's website](#).

At the November meeting, the main items of concern from the council were:

- compliance with privacy obligations, and
- the requirement to only implement CCTV cameras as part of:





- “an integrated, multi-agency approach to crime control and community safety” and
- “a range of crime prevention measures, and not a stand-alone strategy”, and
- following a “Crime Prevention through Environmental Design audit”.

### **Privacy requirements**

Local government have some limited exemptions from privacy obligations under the *Privacy and Personal Information Protection Act 1998 (PIIP Act)* to operate CCTV cameras in public places.

The Information and Privacy Commission’s [fact sheet explains how these exemptions work](#).

*[Section 23 of the PIIP Act](#) provides an exemption from some IPPs for “law enforcement purposes”. This may apply to some circumstances where a local council has implemented a CCTV camera concerning law enforcement.*

*Sections 23(1)-(3) of the PIIP Act provides an exemption from the “collection” IPPs in sections 8,9 and 10 (IPP 1, 2 & 3), which require that personal information is collected for a lawful purpose related to the agency’s functions, collected directly from the individual concerned and that individuals are provided with information about the reasons why personal information is being collected and details of who it may be disclosed to. Section 23(5) provides an exemption from the “disclosure” IPP in section 18 (IPP 11) where a disclosure is made for law enforcement purposes. Section 18 imposes restrictions on who an agency can disclose information to.*

*The [PIIP Regulation](#) specifically exempts local councils from the “collection” IPP in section 11 of the PIIP Act (IPP 4), which requires agencies to ensure that personal information collected is not excessive, as well as the “disclosure” IPP in section 18 for the live transmission of that information to NSW Police from a CCTV camera. This would, for example, allow for the installation of CCTV monitors in local police stations.*

*The exemptions in the PIIP Regulation only to local councils in respect of filming in a public place and does not extend to CCTV cameras installed on privately owned land.*

*Local Councils are to avoid including private property within the camera view of the filming, unless it is not reasonably practicable to avoid filming the other land when filming the public place.*

The Local Government Act defines a public place as “a public reserve, public bathing reserve or baths or swimming pool; a public road, bridge, wharf or road-ferry, a Crown reserve, public land or Crown land.”

### **Crime strategy**

This policy was developed to comply with the [NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television \(CCTV\) in public places](#)

Compliance with these guidelines is encouraged but not mandatory.

These guidelines list the following steps to be followed in more or less chronological order, however some steps can be undertaken concurrently.

1. Identify that there is a crime problem which may be addressed by the introduction of CCTV.



2. Establish a Community Safety Committee (note that at a later stage of the process it may be appropriate to establish a sub-committee specifically to deal with the introduction and operation of CCTV).
3. Conduct a **Crime Assessment** to identify more accurately what crime problems are occurring, where and when.
4. **Consult** with the community, including local businesses and other specific groups, especially on matters relating to privacy.
5. Develop a Crime Prevention or **Community Safety Plan** which includes the operation of a CCTV scheme.
6. Set objectives for the CCTV scheme and develop evaluation mechanisms.
7. Determine the roles and responsibilities of the key players, especially the local authority and the police.
8. Develop a Code of Practice to set the standards for and guide the operation of the scheme.
9. Develop and implement Standard Operating Procedures.
10. Develop and implement ongoing monitoring and auditing mechanisms for the scheme.
11. Determine the technical requirements of the scheme.
12. Develop and implement a complaints mechanism.
13. Develop information strategies to inform the public about the operation of the scheme.
14. Install and trial the CCTV scheme.
15. Conduct an evaluation of the trial and its outcomes and disseminate the results to relevant parties.
16. Review the trial and its evaluation to determine the need for the CCTV scheme to be continued.

The core component of this process is the development of a **community safety plan**, informed by a crime assessment and community consultation.

### **Community safety plan**

Development of a community safety plan is a significant undertaking, requiring council to contribute both staff time and money. It requires an analysis of criminal activity as well as extensive consultation with the NSW Police Force and the local community

An example of a community safety plan is [this one developed by Penrith City](#).

This plan is built from the following:

- Research into crime and community safety in Penrith, informed by data from the [NSW Bureau of Crime Statistics and Research \(BOCSAR\) Crime Tool](#)
- Development of a “community safety snapshot”
- Development of a Community Safety Strategies Research Report listing evidence-based approaches to improving community safety.



- A comprehensive community and stakeholder engagement program, including specific consultation with young people, culturally and linguistically diverse people, indigenous people, people with disabilities and people experiencing domestic and family violence.

Obviously, a plan for Berrigan Shire would be scaled appropriately.

While council has staff capable of developing a community safety plan, it does not have the available time to dedicate to this work.

An external consultant would expect to cost approximately \$200 per hour and would spend between 60 to 80 hours on delivery, including engagement. Including other disbursements etc., development of the plan would cost in the range of \$18,000 to \$20,000.

## Options

There is no obligation on council to develop a community safety plan, or follow the steps listed in the NSW Government Policy Statement on CCTV systems. The guidelines are not mandatory, but they are best practice.

The council is only bound by its own adopted policy.

If the council is largely concerned about malicious damage at its parks and facilities – and believes installation of CCTV systems would deter further damage – it can proceed to install CCTV without developing a community safety plan or additional community consultation. It would however not be consistent with an evidence-based approach to crime.

Council staff are currently proceeding to install CCTV at Barooga water treatment plant as a trial program.

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## 8.9 NSW Rural Doctors Network Bush Bursary Program 2025

Author:	Director Community and Development, Andrew Fletcher
Strategic Outcome:	CL. Our Civic Leadership
Strategic Objective:	CL-C. A community where collaborative efforts enhance development and service delivery
Delivery Program:	CL.5. Build partnerships with state agencies, businesses, and non-profits
Council's Role:	<b>Advocate:</b> The Council may advocate to another government or other organisation for certain things to happen, this could range from a single event (such as writing to a Minister) through to an ongoing campaign
Appendices:	Nil

*This report is for information only.*

---

### Recommendation

That Council will not be part of the NSW Rural Doctors Network (RDN) Bush Bursary program for 2025 or in the future unless there is a change in service levels.

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### Purpose

This report proposes the Council is not part of the NSW Rural Doctors Network (RDN) Bush Bursary program for 2025 and for any future years, on the basis that Council have limited staff, this is not a core function of Council and other bodies should manage the program.

### Background

The NSW Rural Doctors Network (RDN) is a not-for-profit, non-government charitable organisation that *“works to create and sustain access to quality multidisciplinary healthcare for all Australians – no matter where they live.”*

RDN state its purpose is to *“improve the health and wellbeing of people living in remote, rural, regional, Aboriginal and disadvantaged communities, particularly those in New South Wales (NSW) and the Australian Capital Territory (ACT).”*

In support of this purpose, the RDN has an active in health workforce recruitment in rural areas. One initiative it administers is the [RDN - Health Workforce Scholarship Program](#)

The Bush Bursary and CWA Scholarships provide selected medical students in NSW and the ACT with funding to assist with costs associated with their studies. In return, students spend two weeks on a rural placement in country NSW during their university holidays.



The placement aims to provide a rural immersion experience by combining the enjoyable aspects of country life and rural medicine.

The scholarships are offered annually selected medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the Country Women's Association and NSW Rural Doctors Network (RDN).

### Council's role

Rural councils and council-assigned community contacts are encouraged to work collaboratively with RDN to facilitate placement programs.

In practice, the main responsibilities of councils participating in the program are as follows:

- provide accommodation for students for the duration of their stay in the LGA,
  - in the event that non-council and non-health service accommodation, and therefore payment, is required, a maximum of \$500 will be deducted from the student's funding amount, with RDN to pay the balance,
- work with health care facilities and other key stakeholders to be involved in the placement to determine an appropriate time to undertake the placement, specifically ensuring health care facilities will have the capacity to host the students during their stay,
- link with health care providers and services within the community to engage in the program and collaborate with them to arrange time(s) for students to undertake placements within the facilities,
- link with social and community groups (i.e. CWA, Rotary Club, etc.) to engage in the program and arrange time(s) for students to meet the respective groups and individuals, ensuring rich social and community engagement over the course of their stay,
- ensure all services, accommodation, and social/community groups are safe for student engagement,
- provide students with a placement itinerary at minimum two weeks before the start of their placement and
- be the main point of call to provide on the ground support within the community in the case of unforeseen circumstances (i.e. becoming locked out of accommodation).

### **Issues and Implications**

In 2020, Council's Economic Development Manager undertook a review of Council's scholarship programs in 2020.

The report made the following findings on the Bush Bursary:

*The Bush Bursary has failed to deliver an economic development outcome for the Berrigan Shire. The Council has participated in this program over an extended period of time with no direct result back into the LGA. Whilst participation in this program demonstrates the Council's preparedness to be a good corporate citizen it is felt that the value of the program was diluted in 2020 with two students participating for the same funding.*

*Recommendation: That the Council terminates its relationship with the Rural Doctors Network and the Bush Bursary.*



This recommendation was accepted in March 2020 and Council had not participated until 2024.

In 2024, the officer who managed the program has identified there is considerable work involved, which includes the weekends. The officer has outlined the following:

- **Accommodation** – Finding accommodation was extremely hard and often booked out by locum staff or could not provide in a local home, became so difficult that one of the students stayed at the officers home.
- **Maps** – Had to make maps of each town and destinations. Provided a full itinerary and contact details.
- **Tour** – On the first day take them around to each destination to meet with the hosts and give them a rundown of the facts, figures and economics of each town including Cobram with lunch in Tocumwal or Barooga dependent on what was open.
- **Contacts** – Have to contact and organise with multiple users, Berrigan Pharmacy, Berrigan Uniting, Berrigan Medical Centre, Cobram Medical Centre, Finley Dental Clinic, Finley Medical Centre, Finley Regional Care, Finley Hospital, Finley Ambulance, Finley Veterinary Centre and Tocumwal Medical Centre. Did not receive response or positions from all.
- **Other Options** – Tried to organise visits to schools (generally unsuccessful) and visit the Berrigan and Tocumwal Hospital who are usually only willing to spare an hour.
- **Weekend Activity** – Officer used to do the drive around to the wineries on the weekend and Corowa Chocolate Factory, markets, etc.

On the basis of staff shortages and resources Council chose not to participate in the program in 2024, but did outline that this should be reviewed.

### Financial

The main cost is staff time coordinating the placement before and during the visit. Given staff would be paid time and a half and double time as per Award for working on weekends, plus the time taken to arrange the visit and supervise during their stay, it is estimated the indirect cost to Council would be approximately a further \$6,000 - \$10,000 (based on an employee paid at \$32/hr).

The work includes two weekends full time work, around 20 hours each week of engagement and driving the person around and approximately 10 hours preparation work.

This 'cost' does not include consideration of the value to the community the work may provide.

### Community Engagement / Communication

Although not a Council service, the bursary provides an opportunity to support and advocate for improved access to health professionals in the area.

### Human Resources

As discussed above, the Council's role in supporting the bush bursary requires a significant input of staff time, noting presently we do not have an officer able or willing to assist.

There may be an opportunity to outsource this to a volunteer organisation. This has been briefly reviewed however there does not appear to be an appropriate provider.



## Risks

The following risks have been assessed as per the Council's [Risk Management Framework](#):

### 1. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

The likely cost would be \$4,500 to \$8,500 (minus the funding) considering the work on weekends but has not been accommodated with Councils budget.

### 2. Reputational

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

While most students placed at Berrigan Shire have been excellent, there has been an incident which reflected poorly on the Council and did not help Council in finding hosts for future placements.

### 3. People and culture

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

There would be an impost of any staff responsible for arranging the placement, however as outlined, there are no suitable staff members to fulfil the role (which would in effect require a volunteer as not part of any PD).



## Options

As can be seen above, to ensure its success, the role requires a dedicated officer and requires 'overtime' payment. There is no suitable officer able, or willing to provide this level of service. The weekend work, under the Award, should be paid at time and a half and double time and Council cannot ask, nor expect an employee to volunteer to undertake this role.

Council have also reviewed the services provided (Service Statements) across the organisation. This role was not identified as it is not a function of Council and is a potential 'cost shift' in providing an additional unfunded role. It is recognised that there is a community benefit, however Council may not be the most appropriate 'body' to run and manage these scholarships.

1. Council can choose to defer a placement in 2025 and in future.
  2. Council could choose to undertake a further review and ensure that this 'role' is a function that Council provides.
  3. Council can proceed with a RDN NSW Bush Bursary Placement for 2025 but would need to find a suitable volunteer or elected member who is willing to manage the placement.
-





## 8.10 Sustainability Report - Chapter One Action Items

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	CL. Our Civic Leadership
Strategic Objective:	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
Delivery Program:	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
Council's Role:	<p><b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council</p> <p><b>Advocate:</b> The Council may advocate to another government or other organisation for certain things to happen, this could range from a single event (such as writing to a Minister) through to an ongoing campaign</p> <p><b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs</p> <p><b>Strategic Partner:</b> The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.</p>
Appendices:	1. Chapter 1 (under separate cover)

### Recommendation

That Council:

1. acknowledge the changes to Chapter One of the Sustainability Report
2. endorse the recommended actions 1.1 to 1.11 and
3. make the due date for action item 1.2 as being XX.

---

### Report

The attached is the first chapter of Council's Sustainability Report. The chapter has been finalised to show the actions recommended as a table at the end of the chapter.

For Council's information section 3.4 has been updated to show only Central Darling Shire Council as remaining in administration, its declaration as a "Rural and Remote Council" under new provisions of the act which will see three community elected councillors and three minister appointed councillors. All other council's previously listed have returned to elected representatives at the September 2024 election.



In section 3.5 I have added Balranald Shire Council, Wingecaribee Shire Council and Central Coast Council to the list of having Performance Improvement Notices. All three councils came out of administration during the September 2024 election and have these notices in place as a way of ensuring their reporting directly to the minister remains in place.

Section 7 has been added with an Action list (taken from the original final chapter). The Action list has timeframes and accountable officers included in the list.

The purpose of this report then is to confirm with council they agree with these timeframes. It should be noted no timeframe has been provided for Action 1.2. I would like Council to determine when councillors would like to see this completed, noting our Communications Co-ordinator will be on maternity leave from May 2025.

I also want to check the council agrees the Advocacy Plan should be updated at least biannually. It will be updated should advocacy pieces be completed (through successful deliver etc) but it may not be updated as new issues come online other than where council direct that to occur.

These action items, once finalised, will be added to our Pulse Audit module to allow reporting against each outstanding item. These reports come to council quarterly with notes regarding progress and the traffic light system noting those actions on target, those that have been delayed and those that are late.

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## 8.11 Financial Quarterly Business Review Statement 3 FY25 Q3 - Interim

<b>Author:</b>	Director Corporate Services, Simon Walsh
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.2. Manage people, assets, resources, and risks responsibly to support the Council's ongoing viability and maximise value for money for ratepayers.
<b>Council's Role:</b>	<b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
<b>Appendices:</b>	1. Apr-25 Council Meeting - QBR3 interim report attachment.pdf <a href="#">↓</a>

### Recommendation

That the council:

1. note the FY25 QBR3 interim 'Cash & Investments Budget Review Statement' that will be subject to finalisation at provision at May-25 Ordinary Council Meeting.
2. endorse a \$2.5M internal loan from the Water fund to the General fund to provide required funds for FY24/25 and FY25/26 Digital Transformation program costs.

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### Purpose

Interim update to Council as to the financial position of Council in the current 2024/25 financial year and seek Council approval for necessary actions to finalise review in line with legislative requirements.

### Summary

Council received at the February Council meeting the FY24/25 Quarterly Business Review #2 financial position and were briefed on the potential challenges in the second half of FY25 due to projected cash reserves and fund restrictions of council.

Council officers have analysed the basis of each funds restricted reserve elements and this report provides an interim break-even projection and outlines a necessary General fund loan arrangement to enable the delivery of the multi-year Digital Transformation project.

It is important that council finalises its funding strategy for FY24/25 as it will take several months to resolve once Council endorses borrowing approach.

Council will at the May 2025 meeting receive the FY24/25 Quarterly Business Review #3 position and an update to end of financial year projections.



## Background – Legislative

Requirements under the Local Government Act 1993 (the Act) that then determine the import of maintaining reserves for each funds restricted purpose is substantiated by:

- **Division 1 – Funds**

- **Section 409 (3):**

- (a) money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied, and*

- (b) money that is subject to the provisions of this or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose, and*

- (c) money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose.*

- **Loans**

- **Section 410(4) – Alternate use of money raised by special rates or charges:**

- Money that is not yet required for the purpose for which it was received may be lent (by way of internal loan) for use by the council for any other purpose if, and only if, its use for that other purpose is approved by the Minister.*

- **Part 12 Loans - Section 622:**

- A council may borrow by way of overdraft or loan or by any other means approved by the Minister.*

## Report

### Consolidated

Per the attached, the reported QBR2 position showed sufficient cash liquidity held in the consolidated position for ongoing operational (working capital) purposes projected to 30 June 2025 but a (\$9.4M) deficit \ shortfall in available 'Cash and Investment' funds after allowing for all notional external and internal restricted reserve balances.

Subsequently, an urgent review and rationalisation of restricted fund balances as per notes to table (Page 2 of attached) provides an updated interim QBR3 projection of a \$13K surplus in unrestricted funds at 30 June 2025 representative of a satisfactory financial position at time of this report.

Note: Interim position as 'Total Cash & Investments' projection (\$28.8M) remains that QBR2 review and will be subject to change in April with the completion of the QBR3 review.



## Internal Loan – Digital Transformation

As per the adopted FY24/25 Budget and accompanying Revenue statement, Councils commitment to 3-4 year Digital Transformation was proposed to be supported by an external loan for \$4M to be drawn down in full in 2024/25.

Accessing internal surplus funds is preferable for Council as all interest due (as required) will be retained within Council rather than be provided to a third-party lender. Internal funding also reduces the previous justification for full draw-down in advance of future financial years.

A \$2.5M internal loan would support the funding of the following past/present and future expenses across the current and forward financial year:

Digital Modernisation Estimates				
Stream	Categorisation		FY24/25	FY25/26
Applications	Altitude		\$ 381,412	\$ 384,000
	AMS			\$ 300,000
	CRM			\$ 20,000
	DMS			\$ 110,000
	EFT Sure	\$ 7,250		
	GIS	\$ 15,000		\$ 60,000
	InfoCouncil	\$ 60,000		
	Intranet			\$ 25,000
	MS			\$ 15,000
	Planning Portal	\$ 15,000		\$ 10,000
<b>Applications Total</b>			<b>\$ 478,662</b>	<b>\$ 924,000</b>
Infrastructure	Altitude		\$ 13,250	
	Cloud migration		\$ 40,000	
	Cybersecurity			\$ 40,000
	Design	\$ 81,000		\$ 48,000
	Site Hardware	\$ 48,000		\$ 48,000
<b>Infrastructure Total</b>			<b>\$ 182,250</b>	<b>\$ 136,000</b>
Modern Workspace	Chambers Hardware	\$ 184,000		
	Cybersecurity			\$ 45,000
	Design			\$ 10,000
	MS	\$ 79,000		
	Site Hardware			\$ 170,000
	Telephony			\$ 50,000
<b>Modern Workspace Total</b>			<b>\$ 263,000</b>	<b>\$ 275,000</b>
Networks & Comms	Site Hardware	\$ 73,000		\$ 8,000
<b>Networks &amp; Comms Total</b>			<b>\$ 73,000</b>	<b>\$ 8,000</b>
Security	Cybersecurity			\$ 40,000
	MS	\$ 45,000		
<b>Security Total</b>			<b>\$ 45,000</b>	<b>\$ 40,000</b>
<b>Annual Totals</b>			<b>\$ 1,041,912</b>	<b>\$ 1,383,000</b>
<b>Two Year - Sub-total</b>				<b>\$ 2,424,912</b>
Proj Mgt \ Contingency			3.1%	\$ 75,088
<b>Total</b>				<b>\$ 2,500,000</b>



The review of council reserves undertaken has identified that sufficient surplus cash is held within the Water fund to support this proposal. On suitable endorsement of Council, Council officers are required to liaise with the suitable Office of Local Government (OLG) representatives to facilitate request for ministerial approval of internal loan. Ministerial approval would be sought prior to finalisation of current year financial accounts.

The structure of the internal loan proposed is as follows:

Loan amount:	<b>\$2,500,000</b>
Annual interest rate:	1.48%
Term in years:	10
Payments per year:	1
First payment due:	30/06/2026

A NSW LG Council lending market comparative interest rate is not suitable for the purposes of this internal loan as there are significant and direct benefits to Water operations via the Digital transformation program that are not being accounted for elsewhere. This is due to the inherent difficulty to measure / apportion shared ICT infrastructure.

The investment income forgone by Water fund if these surplus funds were invested in line with Councils Investment Policy can be seen as a proxy for such a contribution and based on a comparative baseline interest rate of 4.5% represents a \$450K cost allocation to water fund in interest income forgone which would appear reasonable.

In relation to reporting, of the total internal loan amount of \$2.5M:

- \$1M would be reconciled to the deliverables as outlined as at 30 June 2025 with any unexpended amounts to be carried forward; plus
- the \$1.5M representative of FY25/26 works;

being held in a General fund internally restricted reserve as at 30 June 2025.



Berrigan Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/24 to 31/12/24

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2024

(\$000's)	Opening Balance 2024/25	ENDORSED - FEB-25		
		Variations for this Dec Qtr	Notes	Projected Year End Result
<b>Externally Restricted <sup>(1)</sup></b>				
Water fund reserve	15,263	2,127	1	17,390
Sewerage fund reserve	6,001	216		6,217
Domestic Waste Management	4,103	(858)	2	3,245
Open Space s.94	-	-		-
Developer Contributions s.64	2,608	-		2,608
Specific Purpose Grants	5,049	(3,850)	3	1,199
Financial Assistance Grant (FAG) advance payment	3,951	389	4	4,340
				-
				-
				-
<b>Total Externally Restricted</b>	<b>36,975</b>	<b>(1,976)</b>		<b>34,999</b>
(1) Funds that must be spent for a specific purpose				
<b>Internally Restricted <sup>(2)</sup></b>				
Capital Works	5,228	(5,228)	5	-
Employee Leave	289			289
Plant Replacement	2,244	(327)		1,917
Aerodrome	114			114
Information Technology	162			162
Risk Management	191			191
Section 355 Committees	498			498
<b>Total Internally Restricted</b>	<b>8,726</b>	<b>(5,555)</b>		<b>3,171</b>
(2) Funds that Council has earmarked for a specific purpose				
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>(3,071)</b>		*	<b>(9,359)</b>
<b>Total Cash &amp; Investments</b>	<b>42,630</b>			<b>28,811</b>

Notes:

- 1 - Net result of Water fund after allowing for current financial year operational and capital expenditure.
- 2 - Release of funds to offset significant uplift in Kerbside waste collection costs now under contract.
- 3 - Release of grants held in reserve for current year expenditure.
- 4 - Recognition of FAG as externally restricted as funds provided in advance explicitly for next financial year.
- 5 - Reconciliation of capital works brought forward allowing for full release of funds restricted for purpose.



Berrigan Shire Council

**Quarterly Budget Review Statement**  
for the period 01/01/25 to 31/03/25

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 March 2025 (INTERIM)

(\$000's)	Opening Balance 2024/25	INTERIM - APR-25		
		Variations for this Qtr	Notes	Projected Year End Result
<b>Externally Restricted <sup>(1)</sup></b>				
Water fund reserve	15,263	(3,808)	1	11,455
Sewerage fund reserve	6,001	(2,254)	2	3,747
Domestic Waste Management	4,103	(4,103)	3	-
Open Space s.94	-	-		-
Developer Contributions s.64	2,608	(27)	4	2,581
Specific Purpose Grants	5,049	(3,850)	5	1,199
Financial Assistance Grant (FAG) advance payment	3,951	38		4,340
				-
				-
				-
<b>Total Externally Restricted</b>	<b>36,975</b>	<b>(13,653)</b>		<b>23,322</b>
(1) Funds that must be spent for a specific purpose				
<b>Internally Restricted <sup>(2)</sup></b>				
Capital Works	5,228	(5,228)		-
Employee Leave	289	1,272	6	1,561
Plant Replacement	2,244	(327)		1,917
Aerodrome	114	(114)	7	-
Information Technology	162	1,338	8	1,500
Risk Management	191	(191)	7	-
Section 355 Committees	498			498
<b>Total Internally Restricted</b>	<b>8,726</b>	<b>(3,250)</b>		<b>5,476</b>
(2) Funds that Council has earmarked for a specific purpose				
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>(3,071)</b>		*	<b>13</b>
<b>Total Cash &amp; Investments</b>	<b>42,630</b>		*	<b>28,811 *</b>

Notes:

- 1 - Net result of Water fund after allowing for prior year balance corrections and current year projection QBR2.
- 2 - Net result of Sewer fund after allowing for prior year balance corrections and current year projection QBR2.
- 3 - Funds not held for domestic waste management purposes and thus deemed 100% unrestricted general funds for release.
- 4 - Q4 reconciliation to validate whether prior year expenditure enables acquittal and release of restricted DCP funds.
- 5 - QBR3 not undertaken at time of interim reporting in Apr-25.
- 6 - Current Employee Leave provisions as at 30 June 2024 at 80%.
- 7 - Internally restricted funds no longer valid and released to general surplus.
- 8 - Internal Loan from Water to General fund to pay for FY26 ICT Modernisation Year 2 (subject to April Council meeting endorsement).

\* - The QBR3 interim reporting position relies upon QBR2 project 30 June 2025 cash position of \$28.811M  
This projection will be subject to revision on completion of QBR3 review and changes in financial forecasts.





## 8.12 Compliance Charter - Building and Planning

<b>Author:</b>	<b>Manager Planning and Development, Sarah Griffiths</b>
<b>Strategic Outcome:</b>	CL. Our Civic Leadership
<b>Strategic Objective:</b>	CL-A. The community is serviced in an effective, financially sustainable and responsible manner
<b>Delivery Program:</b>	CL.1. Improve Council processes to make doing business with Council easier.
<b>Council's Role:</b>	<b>Regulator:</b> The Council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery), government grants etc)
<b>Appendices:</b>	1. Compliance Charter (under separate cover)

### Recommendation

That Council adopt the Building and Planning Compliance Charter for Berrigan Shire.

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### Report

For Council to review and adopt the Compliance Charter for Council's regulatory and compliance functions (building and planning compliance investigations), to assist the community and assist Council staff to undertake Council's regulatory and compliance functions in an appropriate, consistent and effective manner. The Compliance Charter provides clear guidelines and expectations for all involved. It outlines the process and matters to be considered, from receipt of an alleged unlawful activity through to resolution.

### Summary

Council does not support unlawful activities and regulatory breaches. In the context of this Compliance Charter, 'unlawful activities' means any regulatory requirement, activity or work that has been, or is being, carried out contrary to a requirement of an Act, Regulation or environmental planning instrument; without development consent or approval; or contrary to the conditions of a development consent or approval.

There is currently a gap in procedure and there is no Compliance Charter for staff or the community to follow for regulatory and compliance investigations.

The Compliance Charter therefore provides a written, structured framework for the effective processing of building and planning investigations. It focuses on outlining expectations for everyone involved and providing fair and timely resolutions. By implementing the Compliance Charter, Council can make sure compliance investigations are appropriately managed, transparent and timely. This will improve service delivery and strengthen community trust and engagement.



## Background

There is currently a gap in procedure, and there is no Compliance Charter for staff or the community to follow for regulatory and compliance investigations.

## Relevance to Community Strategic Plan and other Strategies/Master Plans/Studies

The Compliance Charter supports the Delivery Program Objective CL.1: Improve Council processes to *make doing business with the Council easier*. This aligns with Council's commitment to enhance community engagement and service quality in everything we do.

## Issues and Implications

### Policy

The Compliance Charter aligns with Council's strategic objectives and enhances service delivery.

### Financial

There are no implementation costs.

### Legal / Statutory

Council has an obligation under section 8 of the *Local Government Act 1993* No 30 - NSW Legislation to ensure the exercise of its regulatory power is carried out with consistency and without bias.

The Compliance Charter will provide a legal and administrative framework to assist Council in its regulatory, compliance and enforcement functions.

## Community Engagement / Communication

Council engaged the community via a Have Your Say on Council's website in February / March 2025. No submissions or feedback was received.

Council will provide clear communication about the Compliance Charter after Council has adopted it and when publishing the Compliance Charter on Council's website.

## Human Resources / Industrial Relations

Not applicable.



## Risks

The risks have been assessed as per the Council's [Risk Management Framework](#).

### 1. Reputational

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

The Compliance Charter aims to mitigate reputational risks by enabling timely and effective compliance resolution.

### 2. Governance

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Non-compliance with Council's statutory obligations could see action taken against Council.

### 3. Financial

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Implementing a Compliance Charter will reduce financial risk, in terms of liability from a mishandled compliance investigation / resource allocation.



## Options

1. Council adopt the Compliance Charter as attached (Appendix) – **Recommended.**
2. Council make revisions to the Compliance Charter, or request staff to make them, and list for another Council meeting.
3. Council do not adopt the Compliance Charter.

## Conclusion

The adoption of a Compliance Charter will ensure Council meets its obligation under the *Local Government Act 1993* and ensure the exercise of its regulatory powers (compliance and enforcement functions), are carried out with consistency and without bias.

The adoption of the Compliance Charter provides a structured approach to addressing community concerns and enhance the service quality provided by Council.



## 9 NOTICES OF MOTION/QUESTIONS WITH NOTICE

### 9.1 Notice of Motion - Audit of Council's financial position

Author:	Mayor, Julia Cornwell McKean
Council's Role:	<b>Service Provider:</b> The full cost (apart from fees for cost recovery, grants etc) of a service or activity is met by Council  <b>Asset Owner:</b> As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	Nil

I, Councillor **Julia Cornwell McKean**, hereby submit the following Notice of Motion to the Berrigan Shire Council's Ordinary Meeting of Council to be held on 16 April 2025.

#### Motion

That Council direct the Chief Executive Officer to:

1. engage an external independent auditor to review its accounts to clarify and provide assurance regarding council's financial position as at 31 March 2025 with a report to be provided to council by no later than the June council meeting
2. determine and approve a scope that meets the requirements of the stated output with out of session input from councillors and the ARIC chair
3. allocate a budget of no more than \$15,000, funded from council's own source revenue.

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#### Background

With a change in council's financial approach (cash to accrual) and in its financial systems, it is an appropriate juncture for an external review to be undertaken of council's accounts to provide assurance to councillors regarding council's financial position.

It is important that this review is undertaken as soon as possible to inform budgetary decisions for coming fiscal years.

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## **10 CONFIDENTIAL MATTERS**

### **Recommendation**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

#### **10.1 Cost Saving Mechanisms**

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

#### **10.2 Service Review - Water Carting Service**

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

#### **10.3 Sale of land - Lewis Crescent and Flight Place**

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### **10.4 Tocumwal Aviation Museum Probity Report**

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### **10.5 T15-24-25 Snell Road upgrade - pavement and drainage works**

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.



**11            MOTIONS WITHOUT NOTICE / QUESTIONS WITHOUT NOTICE**

**12            COUNCILLOR REPORTS**

**12.1        Mayor's Report**

**12.2        Verbal Reports from Delegates**

**13            CONCLUSION OF MEETING**

The next Ordinary Council Meeting will be held on Wednesday 21 May 2025 from 4:30pm in the Council Chambers, 56 Chanter Street, Berrigan.

There being no further business the Mayor, Mayor Julia Cornwell McKean closed the meeting at [type time](#).