

2011-2012 ANNUAL REPORT



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Berrigan Shire Vision

In 2022 we will be recognised as a Shire that builds on and promotes our natural assets and advantages to create employment and economic activity to attract residents, families and tourists.

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About this Annual Report

Each year the Council produces an Annual Report to review its performance and achievements for the past financial year. The document is designed to provide an insight into the Council's operations and financial position, and indicate how the Council has performed in achieving the activities it set for itself.

While the production of an Annual Report is a statutory requirement under the *Local Government Act 1993*, the Council also sees this document as a key indicator of the Council's commitment to open, transparent, and accountable governance.

The Council's Annual Report aims to provide its customers with a clear understanding of the Council's responsibilities and activities.

The following Annual Report includes information on:

- The achievements and challenges faced by the Council during the financial year;
- Information about Council operations during the 2011/2012 financial year;
- An outline of Council services;
- Performance against the objectives set out in the Council's 2011/2012 Corporate Plan;
- The Financial Statements for the 2011/12 financial year;
- Update to the 2008/2009 Comprehensive State of Environment Report and
- Other information required by the *Local Government Act 1993*.

Mayor's Report



It is with much satisfaction that I write this report on the final year of the now complete four year Council term.

The year has again been one of consultation as Council engaged with our communities in developing and finalising our ten year community strategic plans as required under the Integrated Planning and Reporting guidelines. It will be interesting to see where these Plans have taken the Shire by 2022.

Water Policy again dominated discussion within our rural communities as we wait on the final Murray Darling Basin Water Sharing Plan and its progress through the Federal Parliament.

How the environment will be watered in the future is of real concern, however, of much greater concern to our communities is by what means and in what quantity water continues to flow from irrigated agriculture to the environment, whether by infrastructure water efficiency projects or by direct Government buy-back. Whilst this continues there will always be uncertainty for our irrigation farmers.

The Council is now in possession of the final "Hyder & Deloitte Access Economics" report on the impacts of reduced water availability to our region, which was carried out in partnership with our neighbouring Shires as part of the Federal Government funded Strengthening Basin Communities Project.

The report clearly demonstrates real impacts to our region and I am somewhat amazed by the lack of interest in the report from the other participating Shires. The funding still available under this program does provide some real opportunities for us.

Mother nature intervened in February providing abnormal rainfall across the Shire creating wide spread flooding both in the rural areas and towns. Whilst only limited flooding occurred to buildings and homes, it did make the Council aware of the need to address a number of flood related issues to prevent future flood occurrences. The Council staff must be commended for the work they did during this flood event.

In March the new Finley Library was opened in what was formerly the Murray Irrigation building. The decision by the Council to purchase this building and refurbish it to house the library and the Early Intervention Centre resulted in a great outcome and completed a project started over a decade ago by the Council to provide new library buildings and facilities in all four towns across the Shire. A project which I believe the Council and staff have a right to be very proud of.

On the same day the opportunity was taken to officially open Railway Park at Finley. This Park when fully established will be a great attraction for the community of Finley and I am sure will attract many visitors.

The Shire also hosted celebrations on behalf of Deniliquin Area Command recognising 150 years of Policing in New South Wales. The occasion was marked by the unveiling of a plaque in honour of Sgt Whitely who was killed in Berrigan whilst on active duty in 1931.

Following consultation with stakeholders in the tourism industry, the Council resolved to change the direction by which it would fund tourism. The move to partner with Sun Country on the Murray promoting this region and to fund and support new events across the Shire should be good.

The Tocumwal Aerodrome again was on the agenda as the Council developed an Operations Management Plan in response to increased activity. However, I am encouraged by this activity and the positive attitude and level of co-operation that is now apparent between the Council and users of the aerodrome, after all the Council continues to invest heavily in this facility with the soon to be completed subdivision.

The Council's decision to again appoint an Economic Development Officer is, I believe, already showing real benefits for the Shire with a number of economic activities currently in the pipe-line.

On the Local Government political front this year finally saw a vote conducted to form one Local Government Association in New South Wales. The vote being overwhelmingly in favour of one organisation.

Of interest also in the Review Panel which has been established to look at all aspects of Local Government across the State. The Panel's report is due in early 2013 and it will be interesting to see what it recommends for the Berrigan Shire.

I am strongly of the belief that the Council, in partnership with our staff, continue to provide the level of services to our residents and ratepayers that they are entitled and have come to expect.

This only comes about through the ability of Councillors and staff to work together in developing the policy and plans that enhance good governance, financial sustainability and a commitment to the service of our communities.

It has been a rewarding experience to be the Mayor of the Shire for the past four years and I take this opportunity to thank all staff on a job well done.

A special thankyou to General Manager, Rowan and senior management staff for your guidance and advice, not only to me personally, but to all councillors.

As this report marks the end of a Council term I would especially like to thank retiring Councillors Viv McGee on his contribution to the Council during his two terms.

Councillor Fred Cuthbert retires from the Council after spending almost three decades as a Councillor with the Berrigan Shire. I am sure that all join with me in thanking him in what has been a tremendous contribution to Local Government and the people of the Berrigan Shire.

Finally, thankyou to Deputy Mayor, Councillor Curtin and all Councillors for your support and commitment, it has been a pleasure to work with and be a member of this Council.

Cr John Bruce
MAYOR

General Manager's Report



This year's report marks the end of a Council term and also provides for the commencement of a new Council term. Given this, I would like to formally express my appreciation to the Council for its leadership, good grace, co-operation and goodwill that it has displayed over the past four years. The manner in which the Council conducted itself, both as a team and as individual members is something of which it should be proud.

In terms of the previous year the community has seen a continuation of the post drought conditions which should help build confidence and economic activity. Whilst that is the case, the Council area was severely affected by flooding rain at the end of February and while little actual property damage occurred it could have been a lot worse with very little more rainfall. As a result of this near miss, development of drainage improvement priorities has been confirmed by the Council to develop options to address key problem areas. Addressing these drainage issues will be a long term issue and will require long term commitment to bring key issues to fruition. The professionalism of staff in dealing with the flooding is commendable.

The floods impacted significantly on Berrigan, Finley and Tocumwal and were mainly an issue caused by rainfall from rural areas flowing into town stormwater systems. These town drainage systems are not designed to deal with the quantities of water that inundated them and simply could not cope. Realistically, while the Council can make improvements to the town drainage systems, purchase additional pumps and equipment, they will never cope with this type of event.

The last twelve months saw the completion of the Library Development Plan with the completion of the new library at Finley. In the last fourteen years the Council has replaced all of its libraries and allowed them to adapt to both increased usage and the provision of a wider range of available services. The redevelopment of the old Water Resources Commission and Murray Irrigation Ltd building into the Finley library has been a positive project that has not only protected significant local heritage but has also worker isolation and fragmented service delivery issues. Importantly, the completion of the Plan allows the Council to move on to new challenges.

While opening the new Finley Library the Council also took the opportunity the officially open Railway Park at Finley. While parks take a long time to develop into mature assets the Park as it stands is a great result that has provided a great community facility, addressed some local flooding issues and seen a successful Council/community partnership to develop. With ongoing commitment from both the Council and the local Committee of Management Railway Park should continue to develop into the future.

The draft Murray Darling Basin Plan has continued to be of major interest to the Council. The lack of appreciation or concern by the Commonwealth Government and the Murray Darling Basin Authority of the social and economic impacts of the draft Plan is breathtaking. Just how to effectively change this position is a key challenge for the future as is how to have the community appreciate the likely impacts and to take an interest in them. The community does not appreciate that this is not just a farmer issue – the key impacts will most likely be keenly experienced off farm.

The last twelve months also saw unprecedented community consultation undertaken by the Council as it commenced development of the Community Strategic Plan.

The Community Strategic Plan has been developed for the community under the Integrated Planning and Reporting program that has been rolled out throughout NSW. While the Council is the custodian of the community's Plan it will shape the future actions of the Council and provide strong accountability measures for the wider community to monitor. Now that the Community Strategic Plan has been developed the Council will move into the implementation phase over the next four years.

This Council has commenced a fresh subdivision at the Tocumwal Aerodrome. The aim of the development of twelve new lots is to attract more business to the aerodrome and help both sustain its future and build economic activity in the wider Shire area. It is recognized that the Aerodrome will probably never be financially self sustaining however it may be possible to generate a level of economic activity that can justify the continued investment in its operation.

With increasing and more diverse use of the Aerodrome the Council developed the Tocumwal Aerodrome Management Plan. A key role of the Plan is to both establish operation procedures for some uses but also to minimize impacts of those uses upon residents of the area. The initial Plan will be reviewed during December 2012.

The last twelve months also saw the Council develop a new approach for support of the tourism industry. The Council has moved towards a model of direct co-operation with Sun Country on the Murray and the Murray Regional Tourism Board in an attempt to leverage some of the Council's tourism budget into bigger, professionally driven tourism campaigns and structures. The change in direction has impacted upon the Tocumwal on the Murray Regional Tourism Board in particular and the Council has worked with it in an attempt to mitigate this and to help it adapt to a new, smaller funding model. The success or otherwise of the shift in policy direction is yet to be seen and will require ongoing monitoring by both the Council and the tourism community.

The Council has continued its commitment to redevelopment of recreation facilities by providing funding allocations for both Barooga and Finley Recreation Reserves. These facilities play a key role in the community for the obvious recreation and social capacities but also have the potential to drive a level of new economic activity into the future. When these projects are completed the community will have four first class facilities available.

Progress has continued with the Council's Local Environmental Plan (LEP) replacement. Whilst progress has been slow with the LEP there is no doubt that the recent change of State Government has allowed the Council to negotiate changes to the LEP that would not have otherwise been available. The Council is presently waiting for the certificate from the State that will allow the LEP to go on public exhibition.

The key road construction project for the year was the widening and reconstruction of The Rocks, Adcocks and Browns Roads to improve access for trucks to the grain receival depots at Tocumwal.

The Council has also completed all of its asset management plans (which are a critical component of the Integrated Planning and Reporting program) this year. This is a significant achievement and one that places this Council well ahead of most others. The Plans have been completed in a pragmatic and practical manner that will assist with both the implementation and also ongoing cost and sustainability issues.

The Council's continued investment in its water service saw the completion of its reservoir roofing program which should improve the quality of stored water.

On a positive note the Council's staff is basically at full complement after many difficult years trying to attract staff particularly to professional and para-professional positions. This will

have a positive impact on the Council's ability to complete its required tasks both in terms of direct output and also on the time and cost consumed by staff recruitment process.

Lastly, I would like to thank the Council for its cooperation and assistance in achieving many of its goals over the last year. There have been many great achievements over the term and while there have been some disappointments these have been progressed professionally and impartially by the Council which is something they can be proud of.

I would also like to express my appreciation to all of the Council staff, especially the senior management team without whom goals could not be delivered.

Rowan Perkins
GENERAL MANAGER

The Year in Review

JULY

- The Council considers a proposal to partner with tourism body Sun Country on the Murray
- Futures Conference considers rate reprieve and land package deals to increase industry investment and population growth
- assignment of the lease of Tocumwal Caravan Park to Alkeen Pty Ltd
- Council participates in the Waste Watchers School Education Program at an estimated cost of \$1,000.
- Council notes the report provided by the Barooga Recreation Reserve Committee of Management and agrees to fund the installation of natural gas under the Council's Capital Grants and Contributions Policy.
- Council agrees to relocate the Finley public transport bus stop to Wollamai Street, between Murray Street and Finley Street.

AUGUST

- Youth Development Committee looking for new members, fresh ideas or project proposals
- Tourism forum failure
- Julie Hunt presented with Australian Citizenship
- Controversy surrounding use of Tocumwal Aerodrome for National Aerobic Championship practice.
- Floods threaten tourist season
- 20 year Lease Agreement with the Berrigan branch of the Country Women's Association for 36-38 Chanter Street, Berrigan.
- adopt the Berrigan Shire Council Youth Development Grant Program Guidelines:

SEPTEMBER

- \$3,500 Donation to Tocumwal Men's Shed
- Debate on abolishing swimming pool charges

NOVEMBER

- Tourism future will now be "Events based"
- Finley Recreation Reserve Committee pushes for million dollar development
- Susan Hanley presented with Australian Citizenship
- Council received financial assistance from NSW government Natural Disaster Relief Assistance Program for damage to levee bank and Tocumwal Boat Ramp.
- Town meetings held to discuss future plans for towns
- Tocumwal Aerodrome Management Plan seeking public submissions
- Release of the draft Murray Darling Basin Plan
- Reopening of Tocumwal to Narrandera railway line investigated
- The Council announces the winners in its annual Alexander Garden Competition after the annual judging. The winners from each town of the best garden as viewed from the roadway/best environmentally friendly garden were:
 - Mr & Mrs Ken Mansell, 7 Hughes Street BAROOGA
 - Mr M Singleton, 29-81 Tongs Street FINLEY
 - Mr & Mrs CJ Way, 144 Jerilderie Street BERRIGAN
 - Mr & Mrs AD Stephens, 20 Cobram Street TOCUMWAL **(Overall winner)**

DECEMBER

- BBQ and shelter installed in Apex Park Berrigan
- Public meeting at Deniliquin on Murray Darling Basin Plan sending clear message to Authority
- Facelift of Tocumwal Foreshore projects gets underway

JANUARY

- Finley Library relocates into new building
- Australia Day awards were presented at Tocumwal to the following:

Citizen of the Year **Warwick Douglas**
Young Citizen of the Year **Mitchell Pether**
Sportsperson of the Year **Matthew Gorman**
Junior Sportsperson of the Year..... **Luke Moore**
Team/Community organisation of the Year..... **Berrigan Football Club Seniors Team**

FEBRUARY

- 50th Australian National Multi-Class Gliding Championships held in Tocumwal
- The *Berrigan Shire 2022: Community Strategic Plan* adopted

MARCH

- International Women's Day held at Berrigan Sportsground
- Unprecedented rainfall causes flooding
- Seniors Week film festival
- Community meetings held to consider flawed Murray Darling Basin Plan
- Opening of new Finley Library and Railway Park
- Seniors Week – access to information technology for seniors and 'Liveable Communities' workshop
- \$5000 provided to Albury Wodonga Carer Accommodation Centre
- Entered into a funding agreement with Tocumwal on the Murray Regional Tourism Board for the year ending 30 June 2013.
- Entered into the Memorandum of Understanding with Sun Country on the Murray Inc

APRIL

- 'Sandtastic' held at libraries
- The Council's 2011 Annual Business and Environment Awards were presented at Barooga with the following winners announced:
 - Business of the Year **Amaroo Aged Care Hostel**
 - Environment Award..... **"Kilpa" Andrea and Simon Mitchell**
 - Employee of the Year..... **Sandra Gray (Finley Medical Clinic)**
 - Business Person of the Year..... **Ashley Haynes**
 - 2011 People's Choice Business Of The Year..... **Amaroo Aged Care Hostel**
- National Youth Week at local libraries

MAY

- .Library Week – ‘Playing Miss Haversham’ at Finley Library
- Business Development Workshop held at Finley and Tocumwal
- Sale of land for unpaid rates
- Accepted funding agreement to construct secure storages for vehicles used for Community Transport services in Tocumwal and Jerilderie

JUNE

- ‘Strings’ festival held at Barooga
- Norma McMurray awarded Medal of the Order of Australia
- Adopted the Berrigan Shire Council Economic Development Strategy 2012-2016

Your Councillors



CR JOHN BRUCE

Mayor

Elected: 14 February 1998



CR BERNARD CURTIN

Deputy Mayor

Elected: 27 March 2004



CR FRED CUTHBERT

Elected: 27 September 1983



CR BRIAN HILL

Elected: 13 September 2008



CR VIV MCGEE

Elected: 27 March 2004



CR ELIZABETH MCLAURIN

Elected: 11 September 1999



CR COLIN JONES

Elected: 13 September 2008

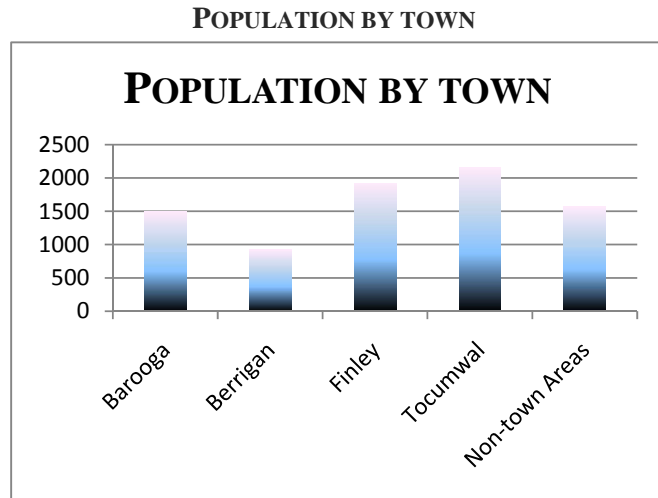


CR MATTHEW HANNAN

Elected: 13 September 2008

Berrigan Shire Council Profile

Berrigan Shire is strategically located on the Murray River, in the heart of the agriculturally rich Southern Riverina region of NSW. Covering 2067 square kilometres, the Shire had an estimated population of 8066 people and includes the towns of Barooga, Berrigan, Finley and Tocumwal. Based on historic Australian Bureau of Statistics information, Tocumwal is the Shire's largest town with a population of around 2154. Finley has a population of about 1921, Barooga around 1498, and Berrigan 922. The remaining population live in rural areas. Each town has a strong retail and service sector that meets the needs of its local and visiting population. The Shire also has health and education infrastructure that is the envy of other areas.



Agriculture in the area is diverse with livestock, pasture crops, grains, oilseeds, vegetables, fruit, wine grapes and dairy production among a range of agricultural pursuits. Unlike many other rural areas across Australia, all of the towns within the Shire are experiencing positive residential growth with the most rapid changes being seen in Tocumwal and Barooga. Growth in Barooga is largely being driven by industrial and commercial development across the river in Victoria, whilst growth in Tocumwal is being fuelled by the "inland sea-change" phenomenon that is bringing large numbers of retirees to the area.

Whilst primary production and tourism are the two largest industries in the Shire these have both been impacted over the preceding years through the effects of continuing drought and the global financial crisis. This year has seen a continuation of more natural rainfall patterns and river floods. While the floods have impacted on the tourism and retail sectors and created some issues for primary production they have filled long term water storages and create a more secure environment for these two key industries.

Berrigan Shire offers its population vibrant healthy communities where life is a pleasure. With the low cost of living, residents enjoy a laid-back lifestyle, recreational pursuits, good health services and the benefits of being close to major regional cities like Albury Wodonga and Shepparton, while Melbourne is just under three hours drive away. It's the type of location many can only dream of!

These attributes have led to a situation where all towns within the Shire are experiencing positive residential growth, with the highest growth rates being experienced in Barooga and Tocumwal. While this speaks well for the sustainability of the area, it does provide a number of challenges in terms of servicing the social and infrastructure needs of changing communities.

Organisational Profile

HISTORY

Berrigan Shire Council was constituted on 7 March 1906 with the initial meeting of the temporary Council held in the local Court House on 13 June 1906. The first meeting of the Council was held on Friday 30 November 1906.

TOWNSHIPS

The Shire includes the four townships of Barooga, Berrigan, Finley and Tocumwal.

AREA

2067 square kilometres.

POPULATION

The estimated residential population of Berrigan Shire as at 30 June 2012 as calculated by the Australian Bureau of Statistics was 8,066 people. The Council estimates that the urban population is increasing, while the rural population is in decline. Overall population is fairly stable with a slight increase in the last 12 months.

Estimated town populations are as follows:

Barooga	1,498
Berrigan	922
Finley	1,921
Tocumwal	2,154

The remaining population of approximately 1,570 persons live in rural areas of the Shire.

The Council commissioned .id Forecast to update its estimated population statistics.. .id Forecast projects that the population of the Council year will continue to grow by approximately 0.8% per annum with a total population growth of about 1,500 people over the next 20 years. Overall population figures for the Shire area have reduced by about 400 persons this year due to a correction in population figures by the Australian Bureau of Statistics.

COUNCIL STAFF

The Council is one of the Shire's major employers and employs approximately 85 full-time staff members.

VALUATION BASE

For the purposes of rating, "land value" may be defined as the value a parcel of land might be expected to realise if offered for sale, assuming that no improvement had been made (other than land improvements). As at 30th June 2012, the value of rateable property in Berrigan Shire was \$493,588,741.

ASSESSMENTS

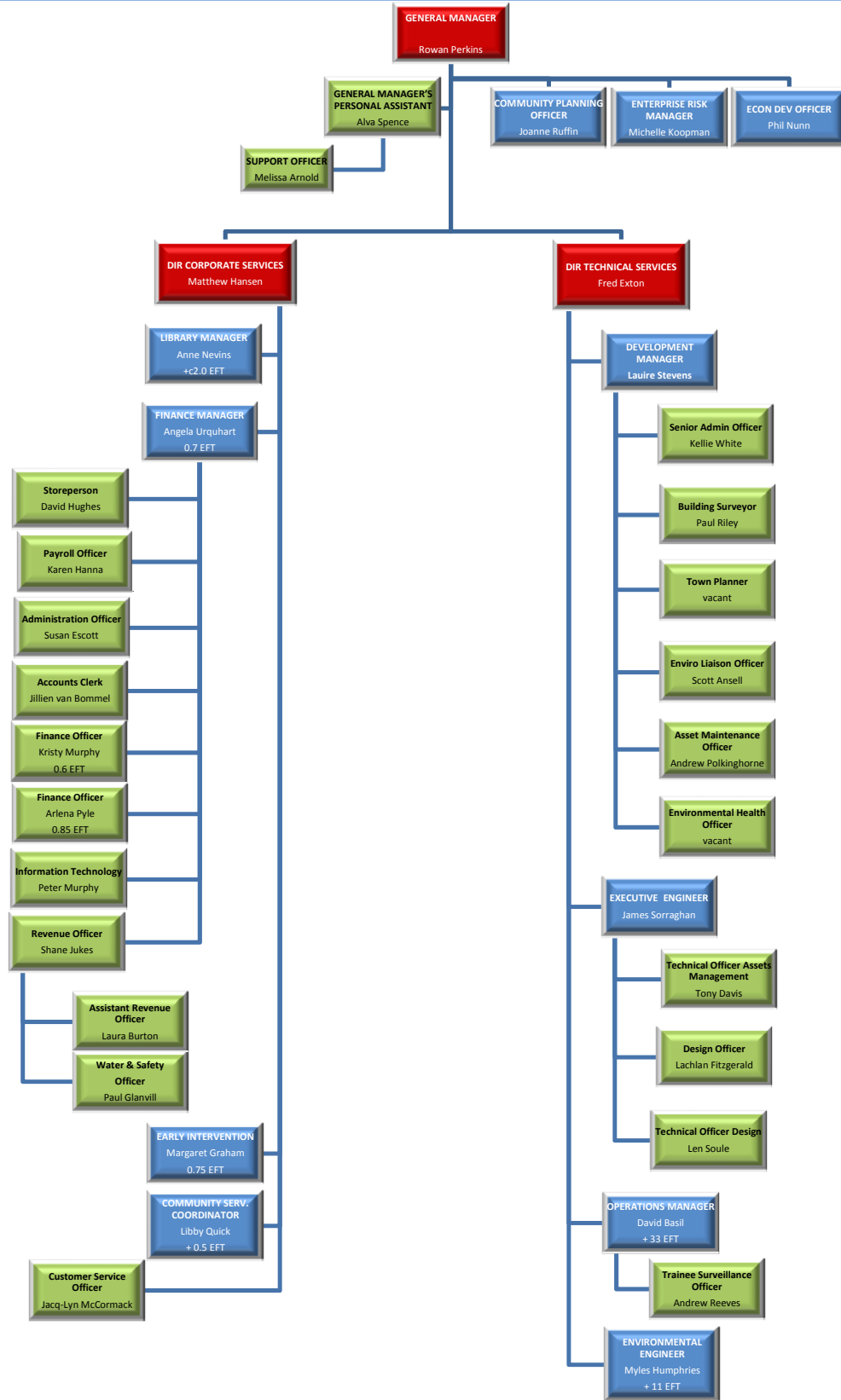
	No. of Assessments		%
	2012	June 2011	Change
Water	3643	3624	0.52%
Sewer	3416	3396	0.59%
General (Rateable)	4934	4927	0.14%

ROAD LENGTHS

Urban Roads	123 km
Rural Roads	1,137 km
Regional Roads	108 km
Total Roads	1,368 km

(The above total excludes the Riverina & Newell Highways (88km within Berrigan Shire), of which the Council has full financial responsibility for the outside trafficable improved pavement lanes of around 6km of road.)

Organisational Structure



Departmental Responsibility



GENERAL MANAGER

Director: Mr Rowan Perkins

Areas of Responsibility:

- Risk Management
- Community Planning
- Economic Development
 - Council Support
- Social & Cultural Planning

TECHNICAL SERVICES

Director: Mr Fred Exton

Areas of Responsibility:

- Roads
- Bridges
- Depot
- Animal Control
- Footpaths
- Drainage
- Parks & Gardens
- Water & Sewerage
- Health Services
- Building Control
- Waste Control
- Town Planning
- Aerodrome
- Council Buildings
- Development



CORPORATE SERVICES

Director: Mr Matthew Hansen

Areas of Responsibility:

- Administration
 - Finance
- Rates & Charges
 - Land Sales
 - Saleyards
- Early Intervention
 - Public Officer
- Community Assistance
 - Libraries
 - Swimming Pools
 - Bush Fire Control
 - HACC Services
 - Tourism
 - Human Resources
 - Cemeteries
 - Caravan Parks
- Social & Cultural Planning
- Requests for Information



Representatives on State/Regional Organisations and Council Committees

COUNCIL COMMITTEES

Committee	Representative
Technical Services	All Councillors with a quorum of 2
Corporate Services	All Councillors with a quorum of 2
Business and Economic Development	Crs. J Bruce, F Cuthbert, C Jones and B Curtin with a quorum of 2
Consultative Committee	Crs. J Bruce and V McGee
Barooga Advancement Group	Crs. J Bruce and C Jones
Finley Community Planning Committee	Crs. F Cuthbert, B Hill and M Hannan
Tocumwal Swimming Pool Committee of Management	Cr. E McLaurin and C Jones
Finley Recreation Reserve Committee of Management	Cr. B Hill and M Hannan
Finley Showground and Sporting Complex Committee of Management	Cr. M Hannan B Hill and Cr F Cuthbert (Chair)
Risk Management Committee	Mayor
Youth Development Committee	Mayor, Crs B Hill and M Hannan

REGIONAL ORGANISATIONS

Committee	Delegate/Representative
Central Murray County Council (Noxious Plants)	Crs. E McLaurin and V McGee
Central Murray Flood Plain Management Committee	Cr. E McLaurin and the Town Planner
Murray Darling Association	Crs. B Curtin and V McGee
Rural Fire Service District Liaison Committee	Crs. J Bruce, Director of Corporate Services and Cr V McGee as alternate delegate
Bush Fire Management Committee	Cr J Bruce, V. McGee and Director Technical Services
South West Arts	Crs. E McLaurin
RAMROC	The Mayor and the General Manager
Murray Valley Community Action Group	Crs V McGee and F Cuthbert
Inland Rail Alliance	Mayor, General Manager, Deputy Mayor to attend meetings
Narrandera to Tocumwal Railway Working Party	The Mayor and General Manager
Finley Tidy Towns Committee of Management	Cr. B. Hill
Sun Country on the Murray	Cr V McGee
Berrigan Shire Council Heritage Working Party	Cr E McLaurin

Committees of Management

The following Committees of Management operate under Section 355 of the Local Government Act, 1993:

- Australia Day Committee
- Barooga Advancement Group
- Barooga Community Botanical Gardens Committee
- Barooga Recreation Reserve
- Berrigan Conservation & Tidy Town
- Berrigan Shire Heritage Committee
- Berrigan Shire Youth Development Committee
- Berrigan Sportsground Committee
- Berrigan War Memorial Hall
- Berrigan War Memorial Swimming Pool
- Berriquin Community Toy Library
- Boomanoomana Landcare Committee
- Finley and District Historical Museum
- Finley Community Help Group
- Finley Pioneer Rail Committee
- Finley Railway Park
- Finley Recreation Reserve Committee of Management
- Finley Showground Sporting Complex Committee
- Finley Tidy Towns
- Finley War Memorial Hall & School of Arts
- Finley War Memorial Swimming Pool
- Fullers Road Landcare
- Mary Lawson Memorial Wayside Rest Committee
- Native Dog Landcare Group
- Retreat Public Hall
- Tocumwal Foreshore
- Tocumwal Friends of the Library Group
- Tocumwal Historic Aerodrome Museum
- Tocumwal Rail Preservation Committee
- Tocumwal Recreation Reserve Committee
- Tocumwal Swimming Pool Committee
- Tocumwal War Memorial Hall

Community Financial Report

The Community Financial Report is designed to interpret and explain the Council's financial position to interested parties, including the general community, in an easy to understand format. It is a summary only, more detailed information can be found in the Council's Audited Financial Statements which are at the rear of this report.

Income Statement

These figures demonstrate that Berrigan Shire Council generated a small surplus for the 2011/12 financial year. This return to an operating surplus after last year's small loss is a positive sign for the Council. This surplus is inflated by around \$1m somewhat by an additional 25% of its 2012/13 Financial Assistance Grant paid in advance.

The Council also made an operating surplus after Capital Grants and Contributions. This is Berrigan Shire's first such surplus for 5 years. This means that the Council generated sufficient funds from its own activities to meet its expenses from its own activities and to meet the replacement and restoration of its assets into the future.

	2011/12 Result
Total revenue (funds received)	\$19.5 m
Less total expenses (funds spent)	\$17.6 m
Surplus	\$1.9 m

COMPARATIVE TREND ANALYSIS

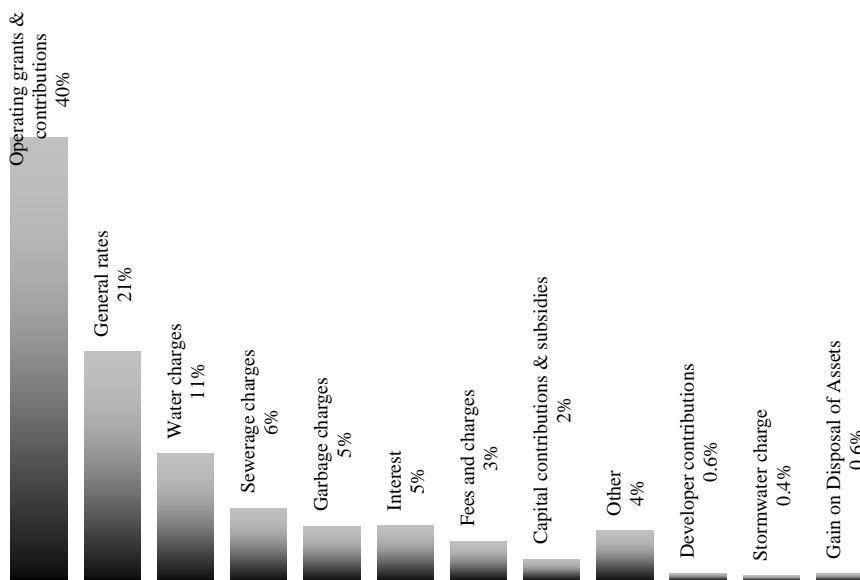
	2007/08	2008/09	2009/10	2010/11	2011/12
Revenue	\$16.2 m	\$19.2m	\$17.1m	\$17.7 m	\$19.5 m
Expenditure	\$15.2 m	\$15.9m	\$16.5m	\$17.8 m	\$17.6 m
Surplus	\$1.0 m	\$3.3m	\$0.6m	(\$0.1 m)	\$1.9 m
Surplus before Capital grants & contribution	(\$0.8m)	(\$0.4m)	(\$0.7 m)	(\$0.7 m)	\$1.4 m

Financial Situation

While the return to a surplus position is a positive sign the Council's financial position will still need to be closely monitored. Maintaining a surplus before capital grants and contributions will continue to be difficult due to a combination of:

- Rising costs of inputs such as labour and energy
- An inflexible revenue raising capacity due largely to the State Government's "rate-capping" policy
- Commitments to maintain its existing level of expenditure of roads as a result of accepting grant funding under the Federal Government's "Roads to Recovery" scheme

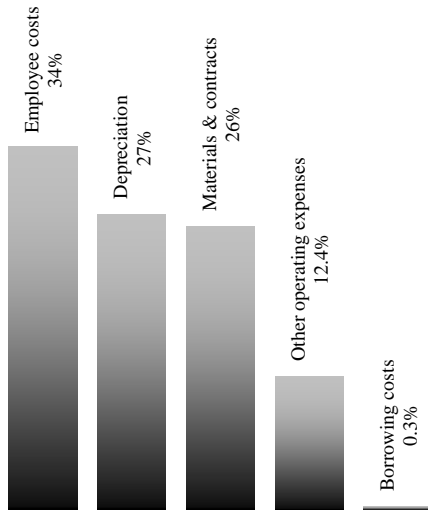
TOTAL REVENUE - WHERE DID THE MONEY COME FROM?



Revenue

Ordinary rates provide 21% of the Council's revenue, with the total of all rates and charges contributing 43.4% of total consolidated revenues. The balance is made up of user charges, government grants, interest and developer contributions – the largest item being operating grants and contributions (40%); the single most important source of revenue.

TOTAL EXPENSES – HOW WAS THE MONEY SPENT?



Balance Sheet

The Balance Sheet measures what the Council owns and owes to relevant stakeholders at the end of the financial year. The result of these two components determines the net wealth of the Council, which is the net wealth of the community.

The increase in the Council's net asset (equity) position is a result of the revaluation of the Council's other assets, offset somewhat by the small operating loss. This revaluation did not generate any new assets for the Council but brought to account the full value of these assets. On the other side, it will increase the Council's depreciation expense in future years.

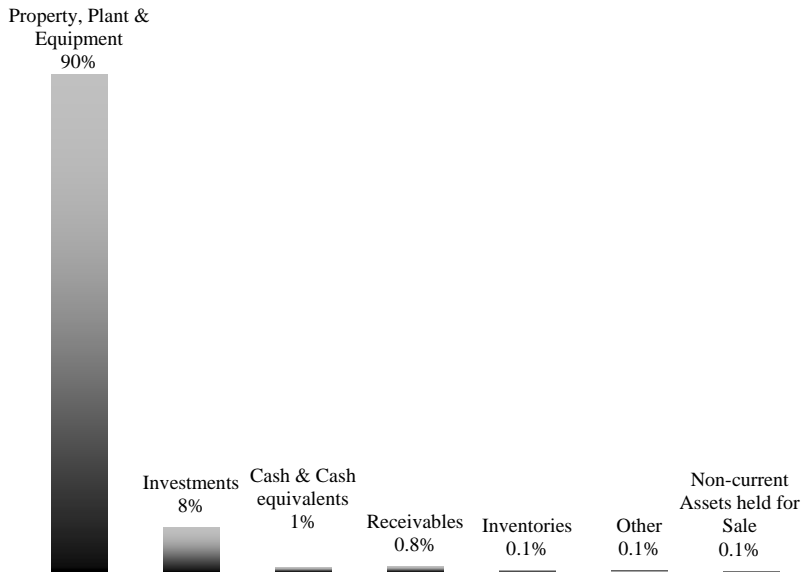
	2011/12 Result
Assets (what the community owns)	\$200.8 m
Less liabilities (what the community owes)	\$4.1 m
Equity (community wealth)	\$196.7 m

COMPARATIVE TREND ANALYSIS

	2007/08	2008/09	2009/10	2010/11 ¹	2011/12
Assets	\$176.8 m	\$182.0 m	\$190.9 m	\$197.7 m	\$200.8 m
Less Liability	\$3.9 m	\$4.0 m	\$3.9 m	\$4.0 m	\$4.1 m
Equity	\$172.9 m	\$178.0 m	\$187.1 m	\$193.7 m	\$196.7 m

¹These figures have been adjusted as a result of a correction of a prior period error relating to found assets.

WHAT DO OUR ASSETS CONSIST OF?



Property plant and equipment includes the Council's infrastructure such as roads, water supply, sewerage mains and treatment, and stormwater and drainage infrastructure. It also includes buildings owned by the Council, trucks and heavy machinery, and office equipment.

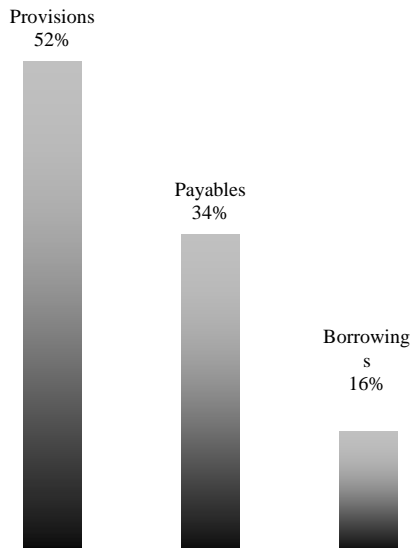
Property Plant & Equipment:	Total Value – \$181.3 m
Roads	51.8%
Water Supply	14.2%
Sewerage	8.6%
Buildings, Land & Improvements	14.7%
Other Assets	4.5%
Stormwater	4.2%
Plant & Equipment	1.6%

Cash assets include the Council's bank deposits, term deposits, managed funds and other cash holdings held for future use.

Receivables are the funds owed to the Council by other parties, including ratepayers, government departments and other organisations.

Inventories include the goods held by the Council for use in its operations such as fuel, gravel, pipes and the like.

WHAT DO OUR LIABILITIES CONSIST OF?



Provisions cover the amounts put aside by the Council for future commitments such as employee entitlements (annual leave, etc) and remediation of the Council's tips and quarries.

Borrowings include those amounts borrowed by the Council to fund investments in community assets.

Payables are amounts that the Council owes other parties and including government departments and suppliers. It also accounts for rates and charges paid in advance.

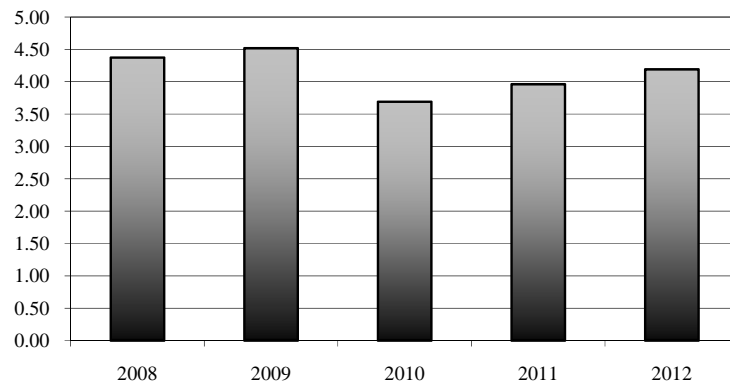
How Healthy is Council's Liquidity?

Another important indication in determining the financial health of an organisation is to measure its ability to meet commitments when they fall due. This indicator is commonly known as the working capital or liquidity ratio and examines the value between short-term assets and liabilities.

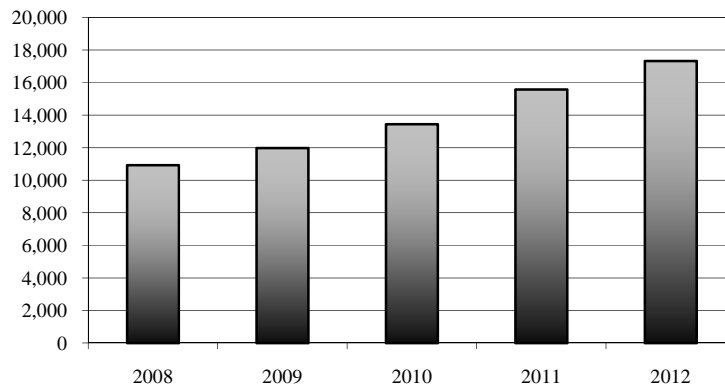
A result better than a one-to-one ratio reflects a strong ability by an organisation to have sufficient funds to continue to maintain its cash flows and hence meet its commitments.

The liquidity ratio indicates that the Council has the ability to pay its debts as and when they fall due. The stability of the ratio indicates the strength of the Council's position and is consistent with the strong liquidity position of prior years.

LIQUIDITY RATIO



CASH & INVESTMENT BALANCES FOR THE LAST 5 YEARS (\$000's)



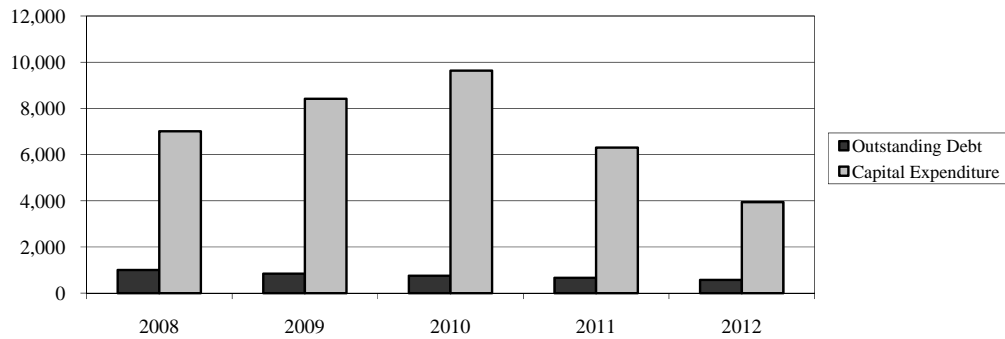
What is Council's Debt Strategy?

Berrigan Shire Council is required to effectively manage its level of debt while allowing for efficient use of loan funds where appropriate. To do this the Council has developed a debt strategy. In broad terms, the strategy allows borrowing in areas that create a financial return on the assets Council invests in – such as water supply, sewerage and property development. The strategy discourages borrowing for those activities where a financial return is not possible or desired, including road construction, offices, libraries and sporting facilities. The strategy allows the Council sufficient flexibility to borrow funds in these areas if necessary.

The following reflects the Council's total outstanding debt over the past five years, and the commitment to manage debt matched against a capital works expenditure program. The Council has been able to maintain its capital expenditure while continuing to repay loans.

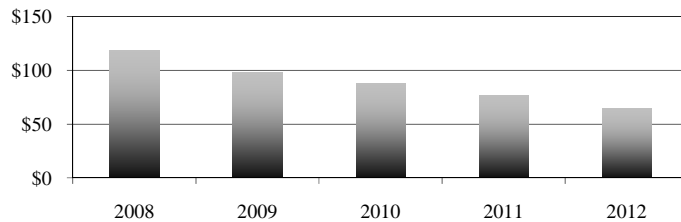
Berrigan Shire Council currently has one external loan - \$1 million for the reservoir at Finley Water Treatment Plant. At 30 June, an amount of \$568,000 remains outstanding and is due to be repaid in full in 2016/17.

DEBT VS CAPITAL EXPENDITURE



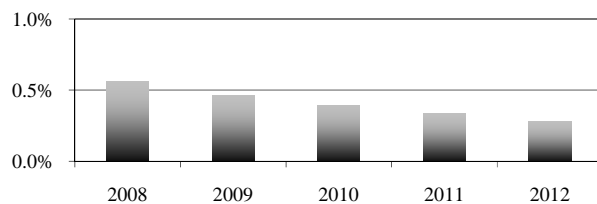
DEBT PER CAPITA

The debt per capita ratio shows how much debt is shared by the Shire's residents on a per capita basis. Council's debt per capita ratio has declined from \$119 to \$65 over the five year period.



PERCENTAGE OF ASSETS FUNDED BY DEBT

This percentage demonstrates the percentage of Council assets funded by debt. This ratio has shown a steady decline over the five year period and indicates that 0.3% of Council's assets are funded by debt. The ratio indicates that the Council maintains a minimal level of borrowings. The improvement in this ratio over the five year period has two main causes; the continuing debt repayment program and the increasing value of the Council's assets.



Statement of Cash Flows

The Council began the year with cash and investments valued at \$15.6m. The Council's cash position improved in 2011/12, with the Council finishing the year with cash and investments worth \$17.3m.

Looking forward, the Council's short and long term cash focus indicate that sufficient cash is available to meet recurring activities and planned future capital expenditure.

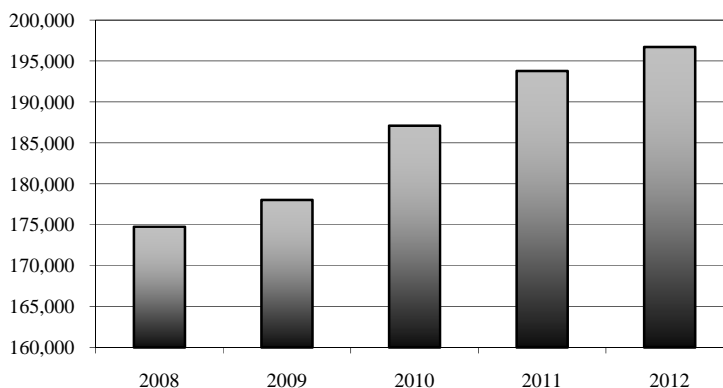
	2011/12 Results
Opening balance	\$2.0m
Plus cash received	\$20.7m
Less cash spent	\$21.4m
Cash available at year end	\$1.3m
Investments (term deposits, managed funds etc.)	\$16.0m
Total cash and investments	\$17.3m

	2010/11	2011/2
Net cash received from day to day trading operations	\$5.8m	\$6.4m
New loans	Nil	Nil
Purchase of assets (net)	\$3.9 m	\$5.2 m
Repayment of debts	\$0.1 m	\$0.1 m

Statement of Changes in Equity

This statement measures the change in the Council's net wealth and considers such items as retained earnings, re-valuations of the asset base and reserves held for future capital works.

ANALYSIS OF COMMUNITY WEALTH



The community ownership in the infrastructure and services the Council provides is growing steadily. A portion of the community wealth is cash-backed by an appropriate level of reserves held to plan for future projects, which, with financial planning, can place less reliance on loan borrowing in meeting the needs of the community.

The increase in community wealth in 2011/12 relates in the main to the Council's operating surplus. The Council also recognised some infrastructure assets for the first time in these statements and this also shows as an increase in community wealth.

Summary

It is pleasing to note that the Council has returned to making operating surpluses before capital grants and contributions. Maintaining this position will require strong spending discipline from the Council.

The Council will need to monitor its operating position closely to maintain its very strong balance sheet and cash position. Increases in the Council's costs combined with community pressure to provide a larger range of services at a higher quality on a fixed revenue base will test the Council's ability to maintain this position

The Council and the community have a strong desire to improve and upgrade the Shire's community infrastructure in the short to medium term. Unfortunately, funding from state and federal governments has become more difficult to access as "austerity" becomes the new buzzword.

As a result new capital projects may be required to be largely Council and community funded. It is important that in this process, the Council does not over commit itself and remove its flexibility to act independently in the future.

Corporate Services

Finance

2011/12 was an interesting year for the Finance and Administration team. The introduction of new budgeting and reporting requirements has ensured that the team was busy over the past twelve months.

Achievements

- **Finley Library:** The new Finley Library is now complete and is operational. The modern and attractive facility has proved popular with finley residents as well as library staff. It has also allowed for the co-location of the council's Early Childhood Intervention service which has improved the work environment for both services. The Berriquin Toy Library is expected to relocate to this facility some time in 2013.
- **Quarterly budget Review Statement;** this financial year saw the introduction of the new Quarterly Budget Review Statement; This financial year saw the introduction of the new Quarterly Budgeting and Reporting system. The system is designed to provide the Council and the community with a quarterly snapshot of the council's financial performance and position. The new system took some time to put in place but the process has assisted Council staff to improve their reporting to the Council.
- **Long Term Financial Plan;** As part of the new Integrated Planning and Reporting system, the Council has developed its first Long Term Financial Plan (LTFP – a major component of the Council's Resourcing Strategy. The LTFP projects the Council's financial performance, financial position and cashflow for a 10 year period, based on the Council's Asset Management Plans, existing Financial Strategy and some assumptions about revenue and expenditure growth. The plan and the assumptions behind it will need to be reviewed to improve the accuracy of the LTFP over time.

Challenges

A review of the Council's Information Technology system will take place in 2012/13. The Council's computer network needs upgrading to ensure the Council can continue to operate in a modern software environment. The Council will also review its Council administration

software. Its existing software provider was purchased by a competitor in 2010 and since then it has not been improved to meet the council's requirements. A new administration software system – the first since 2003 – would be a significant undertaking for the finance team.

Details of contract awarded for amounts greater than \$150,000

Contractor Name	Nature of Goods or Services	Contract Type	Estimate	Actual 2011/12
WesTrac Pty Ltd	Supply and Delivery of ERG Class WL8 Wheel Loader	Lump Sum	\$265,947	\$241,857.27
Ausroads Systems	Supply and Delivery of Emulsion Patching Truck	Lump Sum	\$370,744	\$344,211.73
Kennedy Property Investments	Purchase of Residential Property - 7 Carter Street, Berrigan	Lump Sum	\$208,000	\$181,347.23
RECivil Pty Ltd	Insitu Pavement Stabilisation 2012/13 Year	Schedule of Rates	\$223,506.15	

Rates and amounts written off during 2011/12

Section 607 of the *Local Government Act 1993*, and Section 131 of the *Local Government (General) Regulation 2005*, list the various circumstances under which either the General Manager or the Council can endorse the writing off of rates and charges, either by a written order of the General Manager, and/or the resolution of the Council. These write offs can include rates, charges and interest raised in error and small balances that are deemed to be economically unviable to recover.

Rates and amount written off during 2011/12 are as follows:

	Value
Ordinary/General Rates/interest	\$5,241.60
Annual Water charges/interest	\$1,772.70
Water Consumption/interest	\$535.24
Annual Sewer/Pedestal Charges/Interest	\$1,520.74
Garbage/Domestic Waste Charges/interest	\$1,267.42
Stormwater/Drainage Charges/interest	\$270.83
Interest/Legal/Other Charges	\$221.43
	\$10,829.96

Mayoral and Councillor Fees

The Council, pursuant to Sections 248 and 249 of the *Local Government Act 1993*, is required to pay annual fees to the Mayor and Councillors. The level of the fee is determined by the Council in accordance with the determination of the Local Government Remuneration Tribunal. In 2011/12 the total amount of money expended during the year on mayoral and councillor fees was as follows:

Fee	Value
Mayoral Fee	21,623.42
Provision of Mayoral Vehicle	18,392.03
Councillor Fee	78,936.13
TOTAL	118,951.58

* The Mayor contributed \$2,800 towards the cost of the Mayor's Vehicle

Councillor Fees and Expenses

Under Section 252 of the *Local Government Act 1993*, the Council is required to have a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor, and other Councillors in relation to discharging the functions of civic office. During 2011/12 the total amount expended was as follows:

Fee	Value
FACILITIES	
Office Equipment	96.58
Telephone	710.64
Meals & Refreshments at meetings convened by Council	4,860.72
Council Vehicles	18,392.03
TOTAL	24,059.97
EXPENSES	
Telephone - Calls	1,458.49
Conferences & Seminars	3,485.65
Training	0.00
Interstate Travel	0.00
Overseas Travel	0.00
Spouse/partner/accompanying person expenses	0.00
Carer of other related expenses	0.00
Legal expenses	2,945.11
Subscriptions	4,868.82
Insurance	1,999.00
Local Travel	7,607.02

Travel outside the LGA	4,254.07
Miscellaneous	77.27
TOTAL	26,695.43

The Council does not separately record interstate travel expenses given that it is situated on the New South Wales/Victorian Border.

A copy of the Council's policy for the payment of expenses and the provision of facilities for 2010/11 has been attached as Appendix 1.

Statement of the total remuneration

The Council employs one Senior Staff member on a performance based contract, being its General Manager. The total amount payable under this contract in 2011-12 was \$169,684 including fringe benefits, employment on-costs and business and private vehicle use.

Package Component	Value
Total value of salary component of the package	129,671
Total amount of any bonus payments, performance or other payments that do not form part of the salary component	0.00
Total payable superannuation (salary sacrifice and employers contribution)	31,888
Total value of non-cash benefits	4,218
Total payable fringe benefits tax for non-cash benefits	3,907
TOTAL VALUE OF CONTRACT	169,684

Donations and Grants

Under Section 356 of the *Local Government Act 1993*, a Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons/organisations for the purpose of exercising its functions. In 2011/12 Berrigan Shire Council made the following contributions under Section 356 of the Act.

Beneficiary	Grant Paid
Albury Wodonga Carer Accommodation	\$5,000
Barooga Accommodation Group	\$38,000
Club Barooga	\$5,670
Finley High School – "Waterwheel" magazine	\$200
Kendell Waste Services – Tocumwal Rodeo (waste collection)	\$745
Lions Club Berrigan – Cemetery Honorarium	\$3,340
Lions Club Berrigan – Hayes Park	\$5,000
Lions Club Finley – Cemetery Honorarium	\$5,900
Lions Club of Barooga – Kidsfest	\$100
Lions Club of Berrigan – KidsFest	\$100

Beneficiary	Grant Paid
Lions Club of Finley – KidsFest	\$100
Lions Club of Tocumwal – Skate Park maintenance	\$1,000
Lions Club of Tocumwal Honorarium	\$3,340
Mr Bob Bourke – sporting assistance K Spicer	\$100
NSW Rural Doctors Netwrok	\$3,000
South West Arts	\$7,067
Tocumwal Men's Shed-Toilets	\$3,500
Tocumwal on the Murray Tourism Board	\$88,000
TOTAL	\$170,161

In addition to the above contributions, the Council also provided assistance to the following Council Committees of Management as defined under Section 355 of the Local Government Act, 1993:

Committee	Contribution
Berrigan War Memorial Hall	\$6,860
Tocumwal War Memorial Hall	\$3,280
Berrigan War Memorial Swimming Pool	\$29,400
Finley War Memorial Hall & School of Arts	6,860
Finley War Memorial Swimming Pool	\$33,600
Barooga Recreation Reserve	\$10,390
Tocumwal Swimming Pool	\$29,400
Berrigan Sportsground Committee	\$9,540
Finley Recreation Reserve	\$10,220
Finley Showgrounds & Sporting Complex	\$10,480
Tocumwal Recreation Reserve	\$10,140
Total	\$150,603

Land Sales

In the interests of promoting continued economic growth and development, the Council periodically develops and sells freehold land for both industrial and residential purposes. The Council carefully manages and releases developed land in a manner that encourages and promotes private development of a suitable standard. In general, the Council places proceeds from developed real estate sales into a reserve to fund future land development, making the Council's land development activities self-funding.

During 2011/12 the Council sold two of its developed residential Lots. The Lots in the Council's "Malone Mews" subdivision remain listed with local agents.

Financial information on the sale of developed real estate is provided in Note 5 of the 2011/12 General Purpose Financial Statements.

Report on condition of public works (including public buildings, public roads and water, sewerage and drainage works)

Under Section 428(2 (d) of *the Local Government Act 1993*, the Council is required to provide a report on the condition of public works (including public buildings, public roads, and water, sewerage and drainage works) under the control of the Council as at the end of the financial year. The following statement outlines the estimated cost (at current values) of bringing assets to a satisfactory standard, and the programmed maintenance works undertaken in 2011/12. Additional information is available in Special Schedule 7 of the Annual Financial Statements.

\$'000

Asset Category	Estimated cost to bring to a satisfactory standard	Estimated annual maintenance expense	Program maintenance works for current year
Buildings	1,950	288	288
Public Roads	4,370	1,612	1,612
Water	700	820	820
Sewerage	850	607	607
Drainage Works	200	122	122
TOTAL	8,070	3,449	3,449

Administration

Legal Proceedings

The following is a summary of the amounts incurred by the Council during 2011/12 by way of legal proceedings taken by or against the Council.

The Council, through its insurers paid \$1,153 in legal expenses defending two public liability claims in 2011/12. Action on both matters appears to be complete.

Other Legal Proceedings

In 2011/12, the Council commenced new legal proceedings against 45 ratepayers and debtors, and incurred legal expenses throughout the year of \$38,500.

In addition, the Council conducted a Sale of Land for Unpaid Rates auction on 25th May, 2012. Of the four (4) properties that were originally advertised to be auctioned, two (2) were withdrawn before the sale due to the rates having been paid, or satisfactory arrangement having been entered into. The auction, directly and indirectly, reduced the amount of unpaid rates and charges by around \$68,000, whilst incurring legal and sale costs of around \$17,000.

External bodies exercising functions delegated by the Council

The Council does not delegate any functions to external bodies.

Interest in Companies

The Council did not have a controlling interest in any companies during the reporting period.

Partnerships, Co-operatives or Other Joint Ventures

The Council is a shareholder in the Strategic Purchasing Scheme which is a co-operative purchasing organisation that aims to provide high quality goods and services at the most competitive price to the Council.

The National Saleyards Quality Assurance Ltd. is a company of which the Council is a shareholder. The company aims to provide assistance to the owners of saleyards in implementing quality assurance principles in the operation of saleyards.

The Council is also a shareholder of Murray Irrigation Limited which is the irrigation water supply authority for the area in southern NSW bounded by Mulwala to the east and Moulamein to the west.

The Council is a member of Statecover Mutual and Statewide Mutual. These organisations provide Workcover and other general insurance respectively to member councils.

The Council is a member of RAMROC (Riverina and Murray Regional Organisation of Councils) which is a regional organisation of Councils that provides lobbying on regional issues and aims to eliminate duplication amongst the member Councils.

The Council is a member of the Shires Association of NSW which represents the views of councils by presenting councils views to governments, promoting local government to the community, and providing specialist advice and services. As part of the Council's membership to the Shires Association the Council is also a member of Local Government Procurement (LGP), which provides integrated procurement services to Councils.

Business Activities

The Council has not identified any Category 1 businesses as defined by the Department of Local Government's Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality (1997). The Council has however identified the following operations as Category 2 business activities:

- Water Service
- Sewerage Service

Despite being identified as Category 2 businesses, the Council's water and sewer services meet all reporting and competitive neutrality requirements for Category 1 business activities. Neither service has adopted the "corporatisation model" as they have been recognised as Category 2 businesses by the Council. In 2011/12 the turnover from water services was \$2.5m, including \$0.04m of contributed assets, slightly above the threshold for a Category 2 business activity. Turnover from the sewerage service remains below the threshold at \$1.6m, including \$0.02m of contributed assets.

The Council's pricing policy for all water and sewer services was reviewed in 2006/07 and a user-pays pricing system for water consumption was introduced.

The Council does not believe that there will be a significant level of complaints relating to competitive neutrality and has therefore resolved to include any complaints received within its adopted complaints mechanisms. At 30 June 2012 no complaints had been received for 2011/12.

The Council provides regular advice to the public, including fax back forms and a complaints mechanism through the Council's website to encourage participation in relation to all customer service requests or complaints, including competitive neutrality issues.

Overseas Visits

No overseas visits were taken by Councillors, council staff or other persons while representing the Council during 2011/12 (including visits sponsored by other organisations).

Work Carried Out on Private Land

The Council did not make any resolutions regarding work carried out on private land in accordance with Section 67(3) of the *Local Government Act 1993*. The implication of the lack of any such resolution is that the Council did not provide any subsidised services on private land.

Privacy and Personal Information

In accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (the PPIP Act), the Council has prepared and implemented a Privacy Management Plan in June 2000.

All office staff and the managers of external services such as the Home And Community Care and Library Services received training on the provisions of the Act in November 2004 by an outside contractor, Timmins Consulting. All new staff members address privacy issues as part of their induction process. The Council makes all staff aware of the requirements under the Act and the Council plan.

The Council takes its responsibilities under the PPIP Act seriously and makes every effort:

- to ensure that its customers and any other stakeholders from whom personal information is collected are made aware of the uses that will be made of the personal information collected, e.g. details on application forms, proof of identity documents or other documents
- to ensure that such personal information is only used or disclosed in accordance with the PPIP Act

No complaints or enquiries on this matter were received during the financial year.

Statistical information on PIDs

	Jan 2012 – June 2012
Number of public officials who made PIDs	0
Number of PIDs received	0
Of PIDs received, number primarily about:	
Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Number of PIDs finalised	0

1.1. Note: The number of PIDs finalised only refers to PIDs that have been received since 1 January 2012.

Commentary on PID obligations

1.2. Berrigan Shire Council has established an internal reporting policy, adopted by the Council on 21 September 2011

1.3. The General Manager has taken action to meet their staff awareness obligations by briefing managers and other key staff and ensuring copies of the policy are available for all staff to peruse.

Human Resources

Human Resource Activities undertaken by the Council

The Council's primary human resource activities over the previous 12 month period relate to the:

- Training of staff to comply with WorkCover and other statutory regulations; and
- Development of Council's four year Workforce Management Strategy and Plan 2012 – 2016 which was informed by a survey of all Council employees.

No of employees	Training provided
23	Blue Card Training
4	Bonded Asbestos Removal
	All Staff Bullying & Harassment
8	Yellow card training
5	Confined Space Training
3	Drug & Alcohol Awareness
10	Working w/liquefied chlorine
1	Heavy Rigid Drivers Licence
1	Cert III water operator
2	Firearms Safety Training
1	Medium Rigid Licence
1	Chemical Application
1	Occupational Health Safety Diploma
1	Rates Officer Training
1	Australia Wide Taxation
1	Institute of Public Works Engineering Australia
1	Shadow Protect Tech Training
1	Fringe Benefit Tax
1	Local Government Managers Workshop
1	Front Desk Training

Equal Opportunity Management

The Council adopted the Berrigan Shire Council Equal Employment and Opportunity (EEO) Policy in July 2002. The Council supports this policy and ensures that it is understood and complied with by all employees. All employees have the opportunity to participate in the Council induction program that includes awareness of EEO.

In 2011/12 12 new staff members, approximately 12% of the total workforce, took part in this program.

Each individual within the council is treated on their ability to perform the duties of their job with no bias towards gender, race, ethnic background, religion, age, marital status or sexual preference. Access and facilities for the aged and disabled are taken into account in the design of new facilities, and the Council has the capability of offering a modified workplace for persons with a disability.

Community and Cultural Activities

The introduction of the Integrated Planning and Reporting Framework for NSW Local Councils has in the past 12 months, been the focus of Council's community engagement activities and led in February 2012 to Council endorsement of *Berrigan Shire 2022: our communities' social, economic, and environmental statement about the preferred future of our communities.*

SOCIAL/COMMUNITY PLAN 2008 - 2011 OUTSTANDING ACTIONS CARRIED FORWARD 2012

The strategies in the Social Plan 2008 – 2011 aimed to benefit eight specific target groups within the Shire:

- Children;
- Young People;
- The Aged;
- People with Disabilities;
- Aboriginal People;
- Women;
- People from Culturally and Linguistically Diverse Backgrounds; and
- Residents not part of the mandatory groups (i.e. the rural community and men).

Social and Community

Objective	Performance Indicator		Outcome/Status
The facilities at the Finley Recreation Reserve need upgrading and improving in line with contemporary standards	Investigate options for the redevelopment of the change rooms and social rooms at Finley Recreation Reserve. This will include options for funding the works	An agreed direction for future development of the Recreation Reserve	Working group established to develop plans and costings Funding parameters set Plans developed but estimated price required
The Council requires “off-the-shelf” community infrastructure designs and costs to be able to meet ever-shortening grant funding windows	Prepare a series of high quality designs for priority community infrastructure projects that meet identified community need. The designs will then be costed and Capital Expenditure Reviews prepared.	The Council will have the ability to quickly meet short grant funding deadlines with high-quality, well targeted projects that are fully costed. This should improve the Council’s chances of acquiring grant funding.	Priorities established at 2012 Corporate Workshop Work on town entry plans underway by Operations Manager
Children need support from caring adults and their community so that they can enjoy childhood!	We will celebrate Childrens Week with an event that will provide an opportunity for children to demonstrate their talents, skills and abilities	Children and their families will share with the broader community their talents and abilities	Kids Fest to be held Barooga 24 Oct Finley 26 Oct Berrigan 27 Oct Tocumwal 28 Oct Involves all schools, pre schools, lions, libraries, Centacare and Intereach Complete
Older residents are an invaluable resource in our communities	We will recognise the achievements and the contribution of our older residents during Seniors Week 2012	The achievements and contribution of older residents will be recognised and celebrated	Complete

International Womens Day	Host a Literary Luncheon	The contribution made by women in rural communities will be celebrated	Complete
International Mens Health Week	We will partner with a local health service provider and support promotion of International Mens Health Week	Issues related to the status of Mens Health locally will be highlighted and information provided on how to access services and support	Health Matters Workshop – Finley Football Club 19/6/2012 Complete
National Youth Week Celebrations	We will work with local youth provider or consortium of schools on the staging of a National Youth Week event	Young people aged 10 – 24 years will have the opportunity of being involved in and organising a Berrigan Shire Youth Week event	Reels & Stacks Youth Cinema 19 April And Finley High School Youth Day 5 th April Complete
The Council's Accommodation Scholarship at Charles Sturt University Wagga Wagga campus is not achieving its objective of encouraging local tertiary students to study locally and to maintain ongoing links with their community	Review the current operation and promotion of the Scholarship	An ongoing opportunity will be provided to local tertiary students to maintain social and economic links with their local community	Scholarship Awarded 5 applications received using updated model and promotion of the scholarship Complete
The community benefits significantly from its active volunteer complement however there is a concern that volunteers are ageing and not being replaced	Develop a volunteering strategy.	A set of clear actions will be identified that can be effectively implemented to expand the number of younger volunteers.	Project brief approved by DCS and initial meetings held with Volunteers Carried forward for inclusion in 2012 Liveability & Ageing Strategy

Access and Equity

Access and equity strategies are defined by the NSW Department of Local Government as those activities that benefit the broad community and/or particular target groups.

Council endorsed in March 2011 its Social Justice Framework which broadly defines for Council Officers, Staff and the broader community the Berrigan Shire Council's social justice obligations and how Council applies the *New South Wales Social Justice Strategy* principles of:

- Equity
- Access
- Participation; and
- Rights to Council planning and service delivery.

In addition whole of Council implementation of Council's Social Justice Framework, Council also sponsored of the following social and community events and extended for a further 12 months the implementation of its 2008 – 2011 Social Plan.

Community events included:

- **KidsFest** held during *Children's Week* 2011. *KidsFest* was attended by over 500 children and their families and was held over a 4 day period in partnership with local schools, service clubs and community service agencies.
- A **Literary Luncheon** hosted by Council Library Services celebrating *International Women's Day* 2012 was attended by approximately 120 residents who enjoyed an inspiring conversation with Yarrowonga based author Kerry Clarke
- Our **Seniors Week 2012** event was a **Liveable Communities Workshop** which considered whether our communities are ageing friendly and how communities 'add to the quality of life' experienced by older residents. Attended by residents, developers, planners and service providers this workshop facilitated by the New South Wales Council on the Ageing was well attended and appreciated by participants.
- **Youth Week 2012** re-introduced the cinema to Finley with the first screening of the Finley Film Society – complete with popcorn and choc top ice-creams – *Red Dog the Movie* was screened. The Shire's Youth Development Committee Grants Program also sponsored a range of events and activities designed to the support the involvement of and participation of young people in their communities.
- **Health Matters for Men** – promoted men's health issues during **Men's Health Week 2012**. This Workshop was promoted and sponsored in partnership with the Finley Football Club, Centacare, NSW Department of Primary Industry, Murrumbidgee Health Services and Interreach and featured internationally renowned Men's Health Specialist Stephen Carroll.

Cultural and Linguistic Diversity

Berrigan Shire residents continue to be almost entirely from English speaking backgrounds. Of the 6.4% of the Shire population born overseas, 3.9% were born in English speaking countries. The remaining 2.5% (200 people) come from a diverse range of ethnic and linguistic backgrounds. In addition, only 1.3% of the population identify as being from an Aboriginal or Torres Strait Islander background.

As a result of the low levels of demand, the Council did not undertake any specific programs to promote services, or access to services, for people from culturally and linguistically diverse backgrounds. The development of Council's *Social Justice Framework* Council provides the platform for Council to ensure that its services are responsive to the needs of residents from culturally and linguistically diverse backgrounds.

Cultural Services

Berrigan Shire Council, in conjunction with South West Arts and after consultation with the community, adopted a new Cultural Plan in 2008 in accordance with the Cultural Planning Guidelines released by the Department of Local Government and the NSW Ministry for the Arts.

The Cultural Plan covers the period from July 2008 to June 2011. The Council resolved to extend this Plan for an additional 12 months until 30th June, 2012, to cover the period until the adoption of the new Community Strategic Plan. The Cultural Plan explored what mattered to Berrigan Shire residents and the community as a whole. The plan aimed to:

- Promote the cultural wellbeing of the Shire;

- Enable the Council to devise and implement cultural processes consistent with broader objectives;
- Enable the Council to identify and implement cultural processes consistent with broader objectives;
- Enable the Council to identify the interrelationships between its activities and policies and recognise the cultural implications for a genuine “whole of council” approach to cultural planning;
- Emphasise community engagement and creative expression of values and aspirations;
- Allow this expression of values and aspirations to inform council policies and decision, thereby bringing the culture of government to that of the communities within the Shire; and,
- Improve links with other spheres of government in order to increase opportunities for partnerships and funding.

Items in the Cultural Plan were incorporated into the Council's Management Planning process and copies of the Plan remain available in hard copy from the office or through the website.

PRINCIPAL ACTIVITIES – CULTURAL PLAN

Cultural

Objective	Performance Indicator		Outcome/Status
Visitors to the Tocumwal Aerodrome are given no indication of its historical significance.	Install an interpretative sign near the entrance to the Tocumwal Aerodrome, detailing the layout and some of the history of the aerodrome.	Users of the aerodrome and Tocumwal visitors will be given some idea of the size and scale of the air force base and its history.	To be combined with entrance works funded through Capital Works THAM has commenced planning for this project and will work in co-operation with the Council.

Library Services

The highlight of the 2011-12 year was the opening of the newly renovated Finley Library. With this spacious area we are able to move shelving to accommodate Plays, Film Nights and Exhibitions. IWD has become a much anticipated event for Berrigan while Barooga and Tocumwal remain busy with smaller groups such as Mah Jong, Tai Chi, Broadband for Seniors training and Story time sessions. The Libraries remain community hubs and reflections of their community needs, while loans slip, the digital age grows and database access increases, this being a huge asset to rural areas.

Lobbying and Advocacy

- Berrigan Shire Library Service work with Wrap-with-Love as collection points at our four Branches plus the Council runs a Branch v Branch competition as to which town can knit the most squares. Finley won in 2009 and 2011, with Berrigan coming a close second, after having won in 2010.
- Tocumwal Friends of the Library donated beautiful framed photographs of the 10 Bi Centennial Murals of 1988. These Murals depict all aspects of life in our shire and are a

wonderful local history resource of copies hanging in the Council Chamber, proudly displayed in Tocumwal Library.

- International Womens Day Luncheon with a special guest speaker is fast becoming a calendar favourite here in Berrigan. In March 2012, we invited Kerry Clarke, author of 'Hell's only half full', to tell the story of her grandmother, Lucy Little. Lucy grow up in Yarrawonga, had 9 children and lived through 3 centuries from 1893 to 107 years young. 120 attendees enjoyed the day.
- Youth Week : photographic competition titled ; ' Get Snapped Reading' there were some great ideas depicting reading and prizes went to the 'Go-Cart event' and 'Reading while skiing' on the Finley Lake.
- National Simultaneous Story time 'The Very cranky bear' with three branches participating and the fourth Branch ran the same programme on Thursday. 92 Students from all Preschools in the Shire attended.
- Library Week : 'Playing Miss Havisham' with Helen Moulder. 50 participants attended the Finley Library to enjoy an entertaining Saturday afternoon.
- Childrens Week Festival Shire wide – Library staff presented an interactive play 'Wombat Stew' with children each taking an acting part to become an animal character.
- Working with local Age Care Centres by co-ordinating volunteers to run reading sessions using the Words on Wheels [WoW program] purchased through Echuca Regional Library. This program consists of themes in which attendees have stories read to them, interact, and reminisce.
- 2011-12 School Holiday Programs: 'Paper Fashions': 'Fun with Felting' workshops: Summer Reading Program 2011/12 : Sandtastic cards.
- Weekly Preschool Storytime Sessions at each Branch

Strategic Partnerships

- Wrap-with-Love Inc.; all Branches are collection centres for knitted squares.
- Tai Chi lessons at Berrigan & Barooga
- Age Care Centres x 3 with 'WoW' program
- InterReach - Giggle & Wiggle & Friendship program :
- Broadband for Seniors Kiosk @ Tocumwal Library
- Scrabble group competition @ Berrigan
- MahJong group competition @ Barooga

Professional Development

- Staff studying through Box Hill TAFE x 2.
- Cobram Community House Microsoft Office 2010 x 2
- Cobram Community House Web.2.0 x 2
- South-West Zone representatives at Managers & Councillors meetings x 4

Sustainable Organisation

- Finley Library – renovated MIL building in Murray Street. Officially Opened 31st March 2012 by Mayor John Bruce.
- Work with Community Development Officer to implement aspects of the Shire's Strategic Community Plan.
- 2011/12 Loans down by 21% compared to 2010/11
- 2011/12 Door Count down by 17% compared to 2010/11.
- Digital access to e-audio and e-books agreement incorporating all S-W Zone Libraries and Bolinda Digital formalised in May 2012.
- Online Database use improving. Shire Library Website in six months of 2012 had 323 hits
- Your Tutor [online housework help] access count 244.

Aged Services

Berrigan Shire Council coordinates a Home and Community Care (HACC) Service which is designed to assist the frail aged and disabled, and their carers, to remain in the comfort of their homes and retain their independence for as long as possible. Services are provided to clients in Finley, Berrigan, Barooga and Tocumwal, as well as Jerilderie Shire.

The HACC service is based in Finley at the Community Health Centre adjacent to Finley Hospital, and is co-located with other community health services.

Once again 2011/12 was a busy year for the HACC service, with the delivery of a number of services including the following:

- Meals on Wheels – a prepared meal service delivered to client's homes.
- Home Maintenance – a handyman service for minor repairs and garden maintenance.
- Home Modification – a handyman service that provides certain home modifications.
- Community Transport – provides assistance with individual transport for specialist and medical appointments.
- Social Support – offers a range of practical support services such as visiting and assistance with shopping.

Overall servicing levels during the past 12 months over the range of assistance areas were as follows:

Servicing Area	Services Provided
Meals on Wheels	3886 meals delivered An average of 22 clients per month
Home Maintenance	41 Jobs completed
Home Modifications	68 Jobs completed 115 Total jobs requested for Modifications & Maintenance in this period.
Community Transport	2009 Total passenger trips 237 Individuals provided with transport Approximately 135,433 km travelled 1388 Trips for Service vehicles 621 Trips for Volunteer vehicles 1669 Trips for HACC funded clients 340 Trips for full cost recovery clients 30 Clients were assisted with Social Support 3081 Volunteer driver hours for the year

HACC Funding Transition - Under the National Health Reform Agreement, the Commonwealth Government will assume funding and program responsibility for basic community care services currently provided under HACC for people who are over 65 and Aboriginal and Torres Strait Islander people aged 50 and over. The States will be responsible for funding people under the age of 65 (under 50 years for indigenous Australians)

A key challenge for the service over the past 12 months was maintaining numbers in the meals on wheels and home maintenance and modification areas. With rising costs combined with a greater number of clients opting for aged care packages and accommodated living, and having more freedom of choice, these services have maintained numbers, with some areas, numbers have actually risen.

On-going funding for Non Emergency Health Related Transport has been approved by Southern NSW Local Health District. This service has been in high demand. This funding is specifically for use by people who do not fit the HACC criteria.

Many areas of the service are dependent on volunteers and staff. The service ensures that volunteers have adequate knowledge of workplace health and safety issues through face-to-face training and regular correspondence. We are happy to report that our volunteer base has stayed steady over the past twelve months. The Council would like to acknowledge the important role that these people play in providing support to the community's aged and disabled people.

Tourism

2011/12 saw the Council make some radical changes to the manner in which it supports the tourism industry. The new model will be rolled out in the 2012/13 financial year.

New model

The new model – to begin from July 2012 – will see the Council partner with Sun Country on the Murray Inc. for promotional and marketing activities designed to attract tourists to Berrigan and Moira Shires. Under the agreement, Berrigan Shire Council will contribute \$40,000 per year to support specific promotional, marketing or product development programs.

The Council will maintain its support for the Tocumwal Visitor Information Centre – providing an annual contribution of \$50,000 to Tocumwal on the Murray Regional Tourism Board (TMRTB) to help fund its operations. The Council will also provide TMRTB with subsidised access to the Tocumwal Foreshore kiosk once renovation works are complete.

In addition, the Council was a founding local government member of the Murray Regional Tourism Board (MRTB). Established as a cross-border partnership by Tourism Victoria and Destination New South Wales, MTRB has the responsibility to strategically develop the tourism industry along the Murray River “from Albury to Wentworth”.

The Council has also established an Events funding pool with an initial allocation of \$60,000 followed by \$20,000 per year from then on. This funding pool will be used to assist the community develop and promote new events designed to attract visitors to the Berrigan Shire.

Over and above this assistance, the Council has also committed to improve the amenity of popular visitor facilities such as parks, toilets, streetscapes and boat ramps to improve the visitor experience.

2011/12

In 2011/12 the Council provided funding to three groups to assist the tourism industry.

- **Tocumwal on the Murray Regional Tourism Board - \$88,000**
TMRTB provided tourism promotional and marketing activities for the towns of Tocumwal, Finley and Berrigan as well as operating the Visitor Information Centre in Tocumwal. Their activities focused on the following key areas:
 - Visitor Information and Technology Centre
 - Website
 - TV, radio and print promotion campaigns
 - Events and tours
- **Cobram Barooga Accommodation Group - \$38,000**
CBAG provided a range of promotional activities and events to support tourism in Cobram-Barooga. Support was provided through the organisation of events in their own

right and by supporting groups by way of “seed funding”. CBAG was required to report to the Council on a regular basis detailing their expenditure and its effectiveness. The group also ran a website and a television campaign.

The Council would like to thank both TMRTB and CBAG for the hard work and effort that both groups performed on behalf of the Council under the previous funding model.

Bush Fire Control

The Southern Border Team manages the Rural Fire Districts of Albury City, Berrigan, Corowa and Greater Hume Shire Councils by a Rural Fire Service Agreement.

The Southern Border Team occupies an area of 10,449 square kilometres covering the City of Albury and the Shires of Berrigan, Corowa and Greater Hume. Its southern boundary is marked by the foreshore of Lake Hume and the Murray River and extends 70km north of the Murray River. The eastern boundary is the village of Jingellic and the western boundary is 10km west of the town of Tocumwal.

The terrain ranges from hilly in the east, through gently undulating plains to irrigation areas in the west. Approximately 85% of the district's population lives in one city and 13 main towns and villages. The largest is the City of Albury. The 13 main towns have over 1000 people. There are numerous smaller villages and hamlets scattered over the Team area ranging in size from 1000 people to just a few. The remaining 15% of the population live in rural areas, with many occupying smaller allotments close to Albury, Corowa and along the Murray River and main roads.

In the eastern part of the Team there are large areas of State Forests and National Parks. The Carabost State Forest located on the eastern side of the Team covers 20,000 hectares. The Benambra and Woomargama National Parks are located in the central and southern areas and cover 32,500 hectares. There are several smaller State Forest reserves scattered mainly along the Murray River.

The main Melbourne to Sydney railway line traverses the Southern Border Team area. The team has a National Highway and four State Highways that also cross it. The Hume Highway traverses the area heading from Albury into the north-eastern part of the team area. The Riverina Highway, Olympic Highway and Newell Highway are the other State highways. There are several other major roads in the Team area.

EXECUTIVE SERVICES

The Senior Management Team comprises the Group Captains within the Team and has met 4 times during the year. Brigade members are encouraged to discuss any issue they have with their Group Officers who will bring it to the attention of the Senior Management Team for consideration.

The Senior Management Team develops the 4 year Business Plan for the Team. The plan includes the proposed budgets for the next four years, Brigade Station construction for the next 10 years, Tanker replacement for the next 10 years and the proposed Program and Action for the next 12 months.

The Annual Volunteer Forums were held on 10 and 11 October 2012 with representative from RFS Region along with Local Government in attendance. A total of 101 volunteers representing 36 brigades attended these forums. The outstanding service of retiring Group Officers Kevin Kilsby (6 years) and Mark MacCullagh (2 years) was recognised at the forums. Brad Carlon (Finley) and Mal Cook (Howlong) were elected to replace the retiring Group Officers.

Group Officers conducted their annual group meetings in March 2011, all of which were well attended by volunteers, along with a staff member.

During the year Sally Smith joined the Team as an Administration Officer at the Corowa Office.

INFRASTRUCTURE SERVICES

Replacement tankers were received for Billabong West (Cat 1), Thurgoona (Cat 1) and Walbundrie (Cat 2). A replacement Cat 1 for Howlong is on order and should be received before the 2012/13 fire season.

Funding was provided for the replacement of the Central Fire Station due to the Hume Highway bypass of Holbrook and is due for completion by October 2012. Preliminary work for the construction of stations at Buraja, Cookardinia and Hopefield was commenced.

MEMBERSHIP SERVICES

There are currently 56 Brigades, 2391 registered volunteers and 7 full time staff. During 2011/12, 99 new members were approved and 106 members resigned.

Staff attended all 56 Brigade Annual General Meetings during July/August 2011.

Long Service medals were presented to 276 volunteers during the year in recognition of their years of service to the community they live in and the Rural Fire Service. All recipients should be commended on their dedication and service.

Training courses provided during the year included:

- Bushfire Awareness
- Bush Fire Fighter
- Crew Leader Grassland
- Rural Fire Driving
- Chain Saw (Cross cutting- TFT)
- Senior First Aid
- Safe Working on Roofs
- Community Fire Fighting Unit
- Communication Assistant
- Breathing Apparatus Operator

A total of 215 volunteers attended these courses involving 2150 hours.

OPERATIONAL SERVICES

The above average rainfall resulted in below average number of incidents being attended by Brigades. A total of 187 incidents were attended by Brigades, of which 118 were grass/scrub/bush/rubbish (54 hectares), 4 structural fires, 58 Motor Vehicle accident and/or fires, 105 False Alarms/Good Intent Calls, 41 to assist another agencies (CFA, Police, NSWFB and SES) and 29 Other Calls.

During the bush fire danger period 72 permits to burn were issued.

Brigades and staff were involved in community education activities attending 57 events across the Team including School visits (local High, Primary and Pre-Schools), local shows, and talks to community groups on Fire Safety.

During the year a number of communities at higher risk in the event of fire activity were identified. To assist in engaging these residents, pre-season interactive Street Meetings were arranged prior to the fire season. The aim was to interact directly with residents at their properties, and have firefighters provide residents with feedback in relation to their property (ie. concerns with access, water supply etc). During these Street meetings the Team also talked to residents about

their properties' preparedness and hazard identification, Bush Fire Survival Plan, and answer any questions. This information would also be valuable to Brigades as part of pre-incident planning. At this stage the following high risk areas have been highlighted to conduct Street Meetings: Gerogery West, Jindera West, Mulwala SW, Tocumwal South, Balldale.

Funding was provided for hazard reduction works across the Team. This funding was provided to Local Government, Forest NSW and National Parks and Wildlife Service to assist in carrying out hazard reduction works such as grazing, slashing, burning and spraying roadsides. State Mitigation Support Services carried out hazard reduction work on public lands to increase the safety of townships and communities across the Team area. In the autumn hazard reduction burns were carried out on Ferndale Rd in the Woomargama area and Nail Can Hill in Albury.

The Bushfire Danger Period commences on 1 November each year unless the Senior Management Team, after consulting with Captains, considers the conditions appropriate to vary this date.

Technical Services

In February and March 2012, extreme rain events were experienced resulting in serious flooding in all townships. Fortunately only a few properties experienced water over their floor and the result of the storms were more an inconvenience for the majority. However, not everyone was fortunate with some properties suffering serious damage. The Council's road assets also suffered serious damage and this required a lot of effort from our maintenance crews to restore access to rural properties.

The need to focus our resources on these works has again disrupted the completion of some capital works and resulted in projects being carried forward to be completed in the 2012/13 financial year.

Major works that were completed included reconstruction of The Rocks Road, Browns Road and part of Adcocks Road.

Planning and building staff have again had a quiet year in relation to development. Work on the proposed new Local Environmental Plan has continued and if all goes well it should be in place by the end of this year.

Roads

Road maintenance and repairs are undertaken in accordance with the Council's *Strategic Business Plan – Road Assets*, which identifies and prioritises the work to be undertaken.

In 2011/12 the following projects were completed:

URBAN STREETS

Kerb and Gutter works and associated road construction and drainage were completed in Kelly Street, Tocumwal and Nangunia Street, Barooga. A significant section of Nangunia Street, Barooga was also surfaced with asphalt and a further section will be completed in 2012/13.

Reseals were carried out on the following:

Finley - Harley, Hamilton and Walter Streets, Norman Lee and Louis Courts, Malone Mews and Mary Lawson Wayside Stop.

Tocumwal – Kelly, Adams and Cobram Streets and Anzac Avenue.

Berrigan – Momalong Street

REGIONAL ROADS

- Main Road 550 – Mulwala-Tocumwal Road. A total length of 2 km, was rebuilt, stabilised and sealed in two sections in the vicinity of Woolshed and Thorburns roads..

COLLECTOR ROADS (LOCAL ROADS)

- The Rocks Road. - the majority of this road (5.8km) was reconstructed including widening, stabilizing and sealing. There was a section of 0.6km of road that had been reconstructed in 2004 that did not require further work.
- Adcocks Road – 1.9km was reconstructed including widening, stabilizing and sealing from The Rocks Road to Browns Road.
- Browns Road – the full length of 0.8km was reconstructed including widening, stabilizing and sealing.

In addition to this construction work there were reseals applied to sections of Yarrawonga Road.

RESIDENTIAL ACCESS ROADS (LOCAL ROADS)

- Babbingtons Road – The seal was extended to Marian Drive.
- Thorburns Road – Road constructed and sealed from the Tocumwal – Barooga Road to Marian Drive.
- Reconstruction of Broughans Road was commenced from the Newell Highway end and will continue this year.

In addition to this construction work there were reseals applied to sections of Back Barooga Road and gravel resheets applied to sections of the following roads: Adcocks, Stock Route, Craigs, Boatrock, Withers, Old Berrigan, Closes, Nolans, Mortons, Wiltons, Yuba, School, Springfield and McCallums.

Sewer Services

Capital works carried out on sewer services was very minimal in 2011/12 and included upgrading of various pumps and pump controls as well as refurbishment of concrete structures and the Berrigan Sewage Treatment Plant.

Water Services

Infrastructure improvement works carried out during the year included:

Tocumwal - Construction of roofs for 2 concrete towers, Replacement of AC pipework at water treatment plant, Construction of steel and concrete retaining wall at water treatment plant, Replacement of high lift pump.

Barooga – Installation of automated pH and chlorine controller, Replacement of water main on Golf Course Road.

Berrigan – Repainting of the sand filter tank and clarifier tank at water treatment plant, Improvement to chlorine dosing system, Replacement of water main on Davis Street.

Finley – Construction of roof on the old steel, Refurbishment of pumps at water treatment plant.

Waste Management

Council has continued the operation of three waste collection facilities in the Shire with the Finley Recycling Centre, Tocumwal Hardwaste Landfill and the Berrigan Landfill. These facilities supplement the kerbside collection services for garbage and recyclables.

Drainage

The construction of a new drainage retardation basin was completed at Amaroo in Berrigan.

Levee Banks

Substantial repairs have been carried out to levee banks over the past two years to ensure they are serviceable in the event of a flood.

Kerb & Gutter

New Kerb and Gutter projects completed in 2011/12 as half cost schemes with adjoining property owners include:

- Kelly Street, Tocumwal – Creek section
- Nangunia Street, Barooga – between Hughes Street and Wiruna Street.

Footpaths

Footpath works during 2011/12 include:

- Banker Street, Barooga – Vermont Street to Amaroo Road
- Drummond Street, Berrigan – Chanter Street to Stewart Street.
- Apex Park, Berrigan

Street Lighting

The street lighting program did not progress in 2011/12, however, money allocated has been carried forward and will allow the addition of over 65 lights in 2012/13 to be spread over 4 towns.

Parks & Gardens

Berrigan Shire Council's routine maintenance on all parks and gardens within the towns is a continuing program.

Asset Management

The work done in preparing the asset management plans for all of Councils assets has been integral to developing the integrated council plan and resultant long term financial plan.

Stormwater Management Service Charge

Under clause 217(1) (e) of the *Local Government (General) Regulation 2005*, the Council is required as part of its Annual Report to provide a comparison of the actual stormwater

management services made available by the Council during the year with the projected stormwater management services that were proposed to be made available, together with a statement of the reasons for any difference between them.

Commencing in 2006/07 the Council implemented a Stormwater Management Service Charge of \$25 per residential property to assist in financing the implementation of works identified as necessary for the management of stormwater as set out in the Council's Stormwater Management Plan (Nov 2004) and as revised in December, 2008.

The Council's Management Plan established that proceeds raised through the charge would be used to fund repayment of the internal loan from the Council's sewerage fund to carry out significant capital works specified in the Stormwater Management Plan and which have previously been completed. It was anticipated that these funds will be complemented by developer charges.

During 2011/12 drainage capital works projects to the value of \$365,785 were carried out in accordance with priorities identified in the Stormwater Management Plan. This compared to a budget amount of \$510,134 for capital works identified in the plan. An amount of \$451,215 will be carried forward to 2012/2013.

PRINCIPAL ACTIVITIES – INFRASTRUCTURE

Objective	Performance Indicator		Outcome/Status
Limited capacity of the Tocomwal tip, increasing the operational cost of the Tocomwal tip and increasing the amount of waste coming into the landfills.	Develop a waste management plan	Identification of areas in which technological measures should be taken to eliminate or minimise certain types of waste. Outline of waste streams and quantities to be managed and ensuring that the capacity and cost of tips operation are optimum. Long term planning for waste disposal with the focus on reducing the waste, increasing recycling and recover material resources.	Broad ranging audit to provide data and waste strategy by consultants during 2 nd half of 2012. Tis will provide input to Council's Waste Management document in 2012/13
The community and the Council face many competing demands for resources for future infrastructure requirements to allow the community to develop and grow.	Develop a prioritized Infrastructure Master Plan	The Council and the community will have a clear identification of priority projects to be pursued in the future.	Complete
	Include priority projects from the Infrastructure Master Plan in the Council's future planning documents and Corporate Plan.	The Council and the community will be able to assess progress with achievement of priority projects.	High priority projects included in endorsed CSP Complete

Development and Building Control

Development activity throughout the Shire has been steady with a slight increase over the last year. The majority of development activity has consisted of dwellings and ancillary development such as additions, sheds, pools and the like. The two river towns of Barooga and Tocumwal attracted the majority of development within the Shire.

The following tables and graphs indicate the type and location of specific development that has occurred across the Shire.

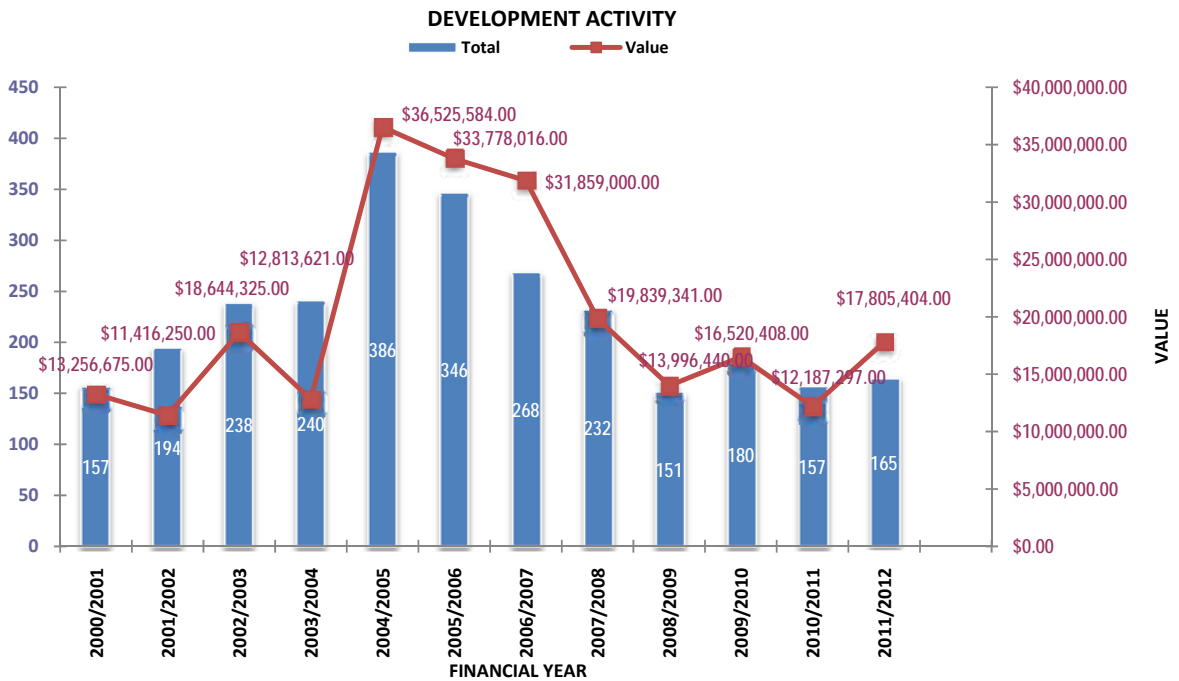
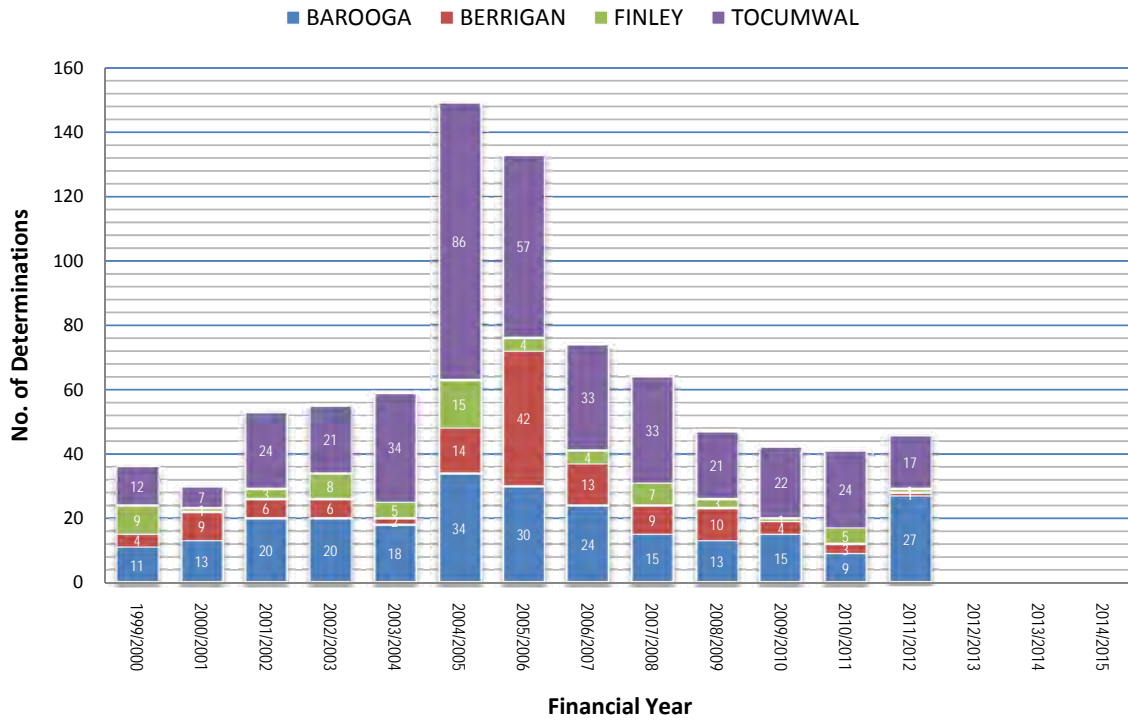
Type of Development

Type of Development	BAROOGA	BERRIGAN	FINLEY	TOCUMWAL	TOTAL
New Dwellings	27	1	1	17	46
Dwelling Additions, incl. Sheds, garages, private pools, gazebos and carports	16	10	16	28	70
Industrial Development	1	0	1	2	4
Commercial Development	1	5	6	8	20
Rural	2	0	1	2	5
Miscellaneous	2	2	3	4	11
Subdivisions (No. of Lots)	1 (4)	0	0	8 (128)	9
Total	50	18	28	69	165

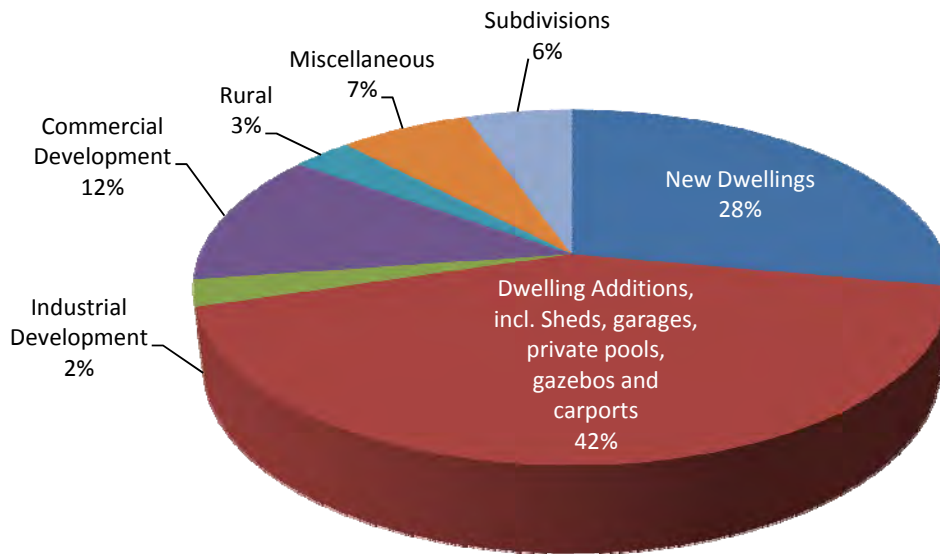
Value of Development

Type of Development	VALUE
New Dwellings	\$13,410,472
Dwelling Additions, incl. Sheds, garages, private pools, gazebos and carports	\$1,808,432
Industrial Development	\$190,000
Commercial Development	\$1,202,500
Rural	\$775,000
Miscellaneous	\$389,000
Subdivisions (No. of Lots)	\$30,000
Total	\$17,805,404

New Dwellings (DA)



Development Activity by Type



Animal Control

The return of good rain, good livestock numbers and good prices have resulted in another year of few problems requiring the Environmental Liaison and Enforcement Officer to respond to wandering animals on roads. Livestock owners are more aware of the implications and liabilities arising from inadequate fencing and supervision, and producers have a better understanding of the Council's environmental aims to revegetate and conserve lineal road reserves.

The care and responsible ownership of dogs continues to be an area of concern in all townships. The Environmental Liaison and Enforcement Officer is endeavouring to increase public awareness and responsible pet ownership through production of brochures, articles in the Bulletin page of the local newspapers and by visible presence in public places.

Clause 217(1)(f) of the NSW Local Government (General) Regulation 2005, requires the Council to provide a statement in the annual report on activities during the year in relation to the enforcement and compliance with the Companion Animals Act 1998 and Regulations.

The Council is required to complete and submit to the Department of Local Government a survey of seizures of cats and dogs annually before 30th September. This pound collection data was submitted as required.

The following statistics relate to companion animal control for 2011/12:

	NUMBER
Total Dogs Seized	72
Dogs returned to owner	8
Dogs impounded	64
Dogs released	16
Dogs Sold	3
Dogs Released to organisations to rehome	1
Dogs Euthanized – Unable to rehome	50
Cats impounded	2
Cats returned to owner	0
Cats euthanized – Unable to rehome	2
Penalty Infringement Notices Issued – DOGS	35
Penalty Infringement Notices Issued – LIVESTOCK	0
Value of Penalty Notices Issued	\$8,635

There were six incidents of dog attacks reported to the Department. It was not necessary to declare any dogs to be “dangerous” during the year.

Funding statistics in relation to animal management activities are set out in the table below:

EXPENSES 2010/11	\$ VALUE
Companion Animal and Livestock Impounding – Staff Salaries	76,829
Companion Animal and Livestock Impounding – Vehicle operating costs	15,821
Companion Animal and Livestock Impounding – Telephone expenses	589
Dog Food Expenses	1,477
Capital Works Improvements to Pound Facility	Nil

REVENUE 2010/11	\$
Companion Animal Registration Fee Reimbursement	1,528
Penalty Notices – Fines Received	4,643

The tables above clearly show that compliance and enforcement of the Companion Animals legislation is a significant burden upon Council resources. Section 85(1a) of the Act requires a Council to use any money paid from the fund to be applied only for purposes that relate to the management and control of companion animals in its area. Obviously, all money reimbursed to the Council from payment of registration fees into the Companion Animals Fund is quickly used.

Community education programs and strategies used to promote responsible pet ownership are limited to letterbox drop pamphlets and notices in the Council Bulletin page of local newspapers when considered necessary. The Council does not have any strategies in place to promote and assist with desexing of dogs and cats and relies upon established, differential registration fees as a motivation or deterrent.

Companion animals are kept in the pound for the prescribed periods and where young, well bred animals are not claimed, attempts are made to seek alternatives to euthanasia. Occasionally an RSPCA or Council shelter in a larger regional area such as Wodonga, Shepparton, Echuca or Albury will agree to accept an unclaimed animal from Council.

An off leash area was originally declared available at the “Old Recreation Reserve” in Berrigan but has not been widely used. The Council is currently investigating alternative sites for suitability as an off leash area in Tocumwal in response to requests from members of the

community. However it should be noted that the establishment and development of secure leash free areas would be a considerable cost burden that is difficult to justify when measured against the small revenue obtained from Companion Animal Registration Fees.

Upon introduction of the *Companion Animals Act 1989*, the Council adopted a Local Animal Management Plan (LAMP) and has since set about implementing the identified actions. Unsuccessful attempts have been made to establish a community consultation group to advise Council on companion animal issues.

State of the Environment Report

Preparation of a Supplementary State of the Environment Report for 2011/12 as prescribed in Section 428 of the *Local Government Act 1993*, has been undertaken by Habitat Planning consultants from Albury on behalf of most of the Councils in the Riverina and Murray Regional Organisation of Council (RAMROC) region.

The Councils of the Central Murray Region have used this approach over the last twelve years in an attempt to produce a more useful document with clear **pressure – state – response** models. That is, to identify the **pressure** that human activities have placed on their immediate environment and natural surroundings; to identify the current and projected **state** of the environment; and to identify and describe the **response** of councils, government agencies, industry and communities to the pressure on the environment.

A copy of the State of the Environment Report is attached as Appendix 3.

Planning Agreements

In accordance with Section 93G(5) of the *Environmental Planning and Assessment Act 1979*, Berrigan Shire Council did not have any planning agreements in force during 2011/12.

Council Facilities

Finley Livestock Exchange

The Finley Livestock Exchange is a modern ring selling saleyard that provides local producers the opportunity to sell cattle and sheep in an open market. In 2008/09 the Council made the decision to withdraw from the direct operations of the saleyard and lease the facility to a private operator on a short term basis to evaluate private operation of the facility. The Council has now entered into a long term lease of the facility. This decision was made after many years of drought and subsequent low throughput combined with ever increasing statutory and regulatory requirements.

The Council is still committed to the future operation of the yards and remains responsible for the facility in its capacity as owner and as the regulatory body regarding health and amenity.

Tocumwal Aerodrome

Tocumwal Aerodrome continues to operate under direct Council management.

The abatement of the drought has seen an increase in commercial operations at the aerodrome. The continuing uncertain economic times and the high value of the \$A has seen gliding and pilot training activities continue to be depressed.

The Council has provided an incubator facility at the aerodrome in a bid to simplify the transition process for businesses it hopes to attract to it. The Council is well advanced with the planning for an additional twelve lots at the aerodrome which it proposes to freehold to commercial operators.

The Council has continued to maintain the facilities at the aerodrome to a high standard and has commenced development of a new land release.

The Council has commenced development of 12 Lots at the aerodrome that will be marketed during 2012/13 with the aim of attracting more users to the aerodrome.

The Council believes the future of the aerodrome is positive, however the reality is that unless usage at the facility increases, it will struggle to justify the present level of Council investment.

Swimming Pools

The Council operates outdoor public swimming pools in Berrigan, Finley and Tocumwal during the summer months, usually between November and March. The pools are supervised by temporary employees and are maintained on a daily basis by Section 355 Community Committees of Management who set opening hours and ticket prices. The Council provides an annual operating budget and funding for repairs and maintenance of the pools. The committee undertake additional fundraising for equipment and improvements to the facilities.

Berrigan Shire Council provides \$92,400 in direct funding for swimming pool operation and spends another \$35,000 in staff wages and salaries treating the water. In addition to this the Council makes a significant financial contribution to improvements and maintenance of projects such as the new disabled toilets at Finley Pool.

In 2007 the Council commissioned the Royal Life Saving Society of Australia to undertake audits of its pools to identify hazards and prioritise future required works. From this audit, a range of necessary improvements, including improved signage, equipment and training was identified and a plan developed to address them. Implementation of the plan is continuing..

The Council also provides a financial contribution to the Barooga Sports Club who operates an indoor heated swimming pool and gymnasium in Barooga that operates year round and provides disabled access.

An unusually cold and damp summer made the 2011/12 season a challenging one for the Council. However, it was pleasing to see that sufficient lifeguards were found to allow all pools to operate until the end of the season.

Caravan Parks

Berrigan Shire Council controls caravan parks at Tocumwal and Berrigan. The Berrigan Caravan Park is managed by the Berrigan Lions Club with financial assistance from the Council to assist with the basic upkeep of the area. The Tocumwal Caravan Park has been leased to a private operator and this situation is continuing to reap benefits for the community and the Council.

The Tocumwal Caravan Park now operates at a small profit to the Council. No capital works were required by the Council during 2011/12.

The Council also operates a primitive camping area at Town Beach in Tocumwal. This area works on a permit system, with permits available through the Tocumwal Visitor Information Centre. This system is working well and is helping the Council to meet its public liability responsibilities for the management of this area and to provide low cost, traditional family camping opportunities.

Cemeteries

Berrigan Shire Council manages public cemeteries in Barooga, Berrigan, Finley and Tocumwal. The cemeteries are maintained by local community groups who are paid a small honorarium in return.

The Council is continuing its mapping program to spatially locate all burials and will soon publish information about Berrigan and Barooga burials on the Council website. Information on all burials is available at present by contacting the Council administration office.

PRINCIPAL ACTIVITIES – GOVERNANCE

Objective	Performance Indicator		Outcome/Status
The Council's existing financial management software will no longer be improved by the vendor.	Develop a Specification and an Expression of Interest document for the supply of new financial management software suitable for distribution to tenderers in 2012/13	The Council will be able to undertake the tender process and conversion process in 2012/13. Once installed, additional financial management system functionality will be available.	The Council has put aside \$150,000 for purchase of a new system and conversion. Tender process to start early 2013
Under the new Integrated Planning & Reporting system, the Council is required to prepare a Long Term Financial Plan	The Council will prepare a Long Term Financial Plan	The Council will have met its statutory responsibilities under IP&R	LTFP adopted June 2012 Complete
The Council's 2010 Community Survey identified that the Council's website could be improved by the inclusion of a "frequently asked questions" section.	The Council will develop and publish a "frequently asked questions" section on its website	Website users will have the ability to quickly access information regarding a range of Council services and issues	Webmatrix commissioned to undertake upgrade. Will require some staff time to develop FAQ list

Economic Development

Council's revised Economic Development Strategy 2012-2016 was adopted during the year. The strategy is built around these pillars:

- Investing in local job creation, retention and innovation
- Strengthening and diversifying the local economy
- Diversifying and promoting local tourism
- Connecting local, regional and national road, rail and aviation infrastructure.

The following priorities have been identified and pursued during the course of the year:

- Developing a design concept, and investment case for an enhanced Tocumwal Inter-modal facility
- Finish the development and release of the next stage of the Tocumwal Aerodrome Precinct Aviation Business Estate, and have additional businesses operating from the precinct.
- Understand, encourage and work with the Shire's business operators to build their business capacities, and that of the towns' business groups.
- Find new, or expand agricultural processing businesses and /or facilities in the Shire
- Fine new, or expand aged care businesses and/or facilities in the Shire
- Invest in the design and improvement of towns' entrances and public facilities.
- Facilitating events that have a significant potential for visitors to be established or grow.

Specific business orientated activities facilitated by Council during the year include:

Workshops

In conjunction with the Hume Business Enterprise Centre, new business operator seminars were conducted, and through the Australian Department of Industry, the Shire's manufacturing and engineering businesses were given briefings on the availability of grant assistance for projects that lead to improved energy consumption efficiencies.

Business and Environment Awards

The annual Berrigan Shire Business and Environment Awards were again successfully conducted during the early part of 2012. The objective of this activity is to showcase local businesses and people and to learn about locally available products and services.

Local Employment Expo

The local employment expo was not conducted during the year, but planning is underway to recommence the staging of this event in the coming year.

Encouraging Investment

Council officers continue to work with people seeking to establish or expand business operations within the Shire, and to pro-actively seek opportunities to create further economic activity in the Region.

Co-operation with business and tourism groups

The Council agreed to become a contributing partner to the Sun Country on the Murray Tourism Board from 1 July 2012, and has continued to be a financial member of the Murray Regional Tourism Board. Council officers have worked with Tocumwal Chamber of Commerce, Tocumwal on the Murray Tourism Board, Finley Chamber of Commerce, Berrigan District Development Association, Barooga Advancement Association and Barooga Accommodation Group to help these organisations to confirm and fulfil their purpose, and to facilitate the achievement of their respective objectives.

Objective	Performance Indicator		Outcome/Status
The Council does not have a clear direction and vision regarding its role in the promotion of tourism in the Shire.	Develop a Tourism Strategy identifying the Council's strengths and opportunities. This would also identify the direction to be taken by the Council	A shared vision and common strategic direction for the Council regarding its support for the tourism industry.	To start from July 2012 MOUs and agreements adopted and in place. Complete
The Council's 2005 Strategic Economic Development Plan needs to be updated to reflect the current economic environment and the Council's current priorities.	Prepare a new Strategic Economic Development Plan.	The Plan will provide an updated direction for the Council Economic Development Officer and the community.	Plan updated at June 2012 Council meeting Complete
There may be an opportunity to either grow an existing festival or event or develop a new one to increase visitation to the area and expand tourism and economic benefits for local communities	Investigate and possible development of new niche festival or an extension of an existing event.	Clarification of what event opportunities exist or can be developed and what actions would be required to take opportunities forward.	<ul style="list-style-type: none"> - Event Committee proposal/documentation adopted. - Committee request to this meeting - Community awareness commenced

Risk Management

In the 2011-12 year, Council has carried forward the Special Rate Variation funding to address risk issues as they have arisen, and to finalise works identified by the RLSSA at the pools.

During the year, areas where works were conducted included:

- Swimming Pools
- Recreation Reserves
- Barooga and Tocumwal Foreshore areas
- Tocumwal Cemetery
- Parks and Gardens

The 2011/12 year has seen an increasing focus on the risk assessment of trees in urban areas, and the subsequent mitigation and/or removal works.

Project/Program	Outcomes Achieved	Expenditure
Tree mitigation and removal	• Tocumwal Foreshore	\$25,825
	• Tocumwal Apex Park Arborist tree assessments and mitigation works	\$559
	• Tocumwal Cemetery Arborist tree assessments and mitigation works	\$530
	• Tocumwal Recreation Reserve – Pony Club – tree mitigation works	\$1,064
	• Barooga Foreshore – tree removal	\$3,299
Recreation Reserves	• Barooga Recreation Reserve - Installation of pedestrian crossing/signage	\$1,190
	• Finley Recreation Reserve – erection of emergency access signage and guide posts	\$556
	• Erection of underground services signage at <ul style="list-style-type: none"> ○ Berrigan Sportsground ○ Finley Recreation Reserve ○ Finley Showgrounds ○ Tocumwal Recreation Reserve ○ Barooga Recreation Reserve 	\$1,702
Pools	• Additional signage and installation of Emergency Eye Wash/Shower stations	\$4,457
Libraries	• Installation of railing for front steps at Finley Library	\$611
Playgrounds	• Replacement of non-compliant equipment at Tocumwal Foreshore	\$360
	• Erection of fencing at Apex Park, Berrigan	\$799
Parks/Gardens	• Lions Park, Barooga - removal of barbed wire fence	\$695
	• Erection of signage in Parks	\$421
Administrative Expenses	• Purchase of temporary security fencing	\$3,135
Signage	• Erection of signage at Amaroo Detention Basin	\$280
TOTAL EXPENDITURE		\$45,483
Carried forward from		\$(97,824)

2009/10			
Special 2010/11	Rate	Variation	\$(78,965)
Carried forward to 2010/11			\$(131,306)

In the final review of the 2009-2012 Risk Management Strategic Plan, the following areas were addressed in the 2011/12 year:

- Contractor Management
- Event Management
- Asbestos Management
- Fraud Control
- Emergency Preparedness

Principal Activities – Risk Management

In accordance with the Risk Management Strategic Plan, the following strategic objectives include:

- Governance – establish and maintain a risk management system that facilitates a structured approach to the management of all risks, across all areas.
- Compliance – keep up to date with relevant legislative obligations. Achieve and maintain compliance with these obligations.
- Financial – provide adequate human, financial and time resources to ensure the effectiveness and sustainability of the system. Effectively identify risks to these resources.
- Infrastructure – identify, assess and introduce measures to eliminate or reduce risk at community facilities.
- People – clearly define and communicate to staff, volunteers and contractors, responsibilities for managing risk.
- Emergencies – identify, prepare, document and inform stakeholders of emergency situations and procedures, at all areas under Council responsibility.
- Education – promote a culture that encourages people to proactively manage risk through education, instruction, information and supervision.

The following areas require further development:

Objective	Performance Indicator	Outcome/Status
Governance	Review Council's Customer Request and Suggestion policy and procedures.	→Carried forward Currently under review and development.
	Prepare documentation lists and develop, adopt and implement a written policy on 'Gathering Information'.	→Carried forward Currently under review and development.
Compliance	Establish plant and equipment procedures	→Carried forward Review of current procedures required. Risk assessments to be undertaken on all plant and equipment used by Council.
	Develop and implement an asbestos management plan including asbestos register.	✓ Partially complete Asbestos Register and Asbestos Management Plan completed. Implementation of all risk controls required. High priority items addressed.

Financial	Develop and maintain a fraud control plan specifying the results of the risk assessments, defining the effectiveness of control measures, and assist with making decisions on any measures and resources to be devoted to countering fraud	<p>✓ Partially complete Fraud Risk Assessments, Fraud Control Plan and Fraud Control Policy and Procedures developed and awaiting Council adoption.</p>
Infrastructure	Agree upon criteria for the selection and planting of trees in areas where trees may interact with services and structures.	<p>→ Carried Forward Criteria for selecting and planting trees to be determined with a flow chart defining the process and preferred species list, prepared.</p>
	Develop and adopt and implement a tree management policy.	<p>→ Carried Forward With some works partially completed, a policy reflecting Council's tree management is still to be developed.</p>
People	Volunteer Management	<p>→ Carried Forward System development will occur in response to Volunteer Strategic Plan.</p>
	Recruitment and Disciplinary Measures	<p>→ Carried Forward Development of Ageing Workforce Strategy included as part of Integrated Planning and Reporting.</p>
Emergencies	Develop an emergency plan and procedures to cover all work areas of Council including evacuation plans.	<p>✓ Partially complete Emergency procedures and plans to be extended to all Council controlled public buildings.</p>

Principal Activities – Risk Management

Objective	Performance Indicator		Outcome/Status
Changes to OHS legislation require identification and installation of Residual Current Devices's for all electrical equipment used in construction or in hostile situations	Identify all electrical equipment used in hostile situations and if safety switches are available; Install safety switches where required	Equipment compliant to OHS Regulations.	Items addressed for water and sewer. Other items identified during Test and Tag inspections. Partially complete
The Council's Risk Management Strategic Plan has identified a range of actions to improve the management of risk including occupational health and safety, and community safety.	In order to meet our requirements on 'Gathering Information" and in line with the policy, develop a comprehensive list of documentation used by each department	A register outlining internal and external documents used; Compliant documents in accordance with policy; Staff awareness of ensuring documents used must comply with policy and included on registers	60% of lists compiled to date. Upon completion documentation audits will monitor compliance

Develop awareness for staff on procedure for current Contractor Management system, in particular dealing with small contractors	Contractors are provided with documented general OHS and site specific induction on commencement of their contract; Contractors' ongoing performance and compliance with procedures or work method statements is monitored and checked on-site regularly; Record of contractor induction, performance, compliance and any incidents and/or accidents that occur during the contract term are maintained	Ongoing issue with awareness raised at toolbox meetings and contractors inducted on site as needed/requested Complete
Establish compliant chemical handling practices	Identified treatments through risk assessments will be implemented.	Registers have been compiled and risk assessments conducted. Identified risk treatments to now be implemented – this may involve additional storage/segregated areas. Complete and ongoing
Develop and implement asbestos management plan	Identified treatments regarding asbestos identification or removal will be addressed	Asbestos management plan developed – implementation occurring
Develop emergency plans and procedures to cover all work areas of Council including evacuation plans	Evacuation plans displayed in all common areas/public places with Council responsibility	Complete
	Emergency procedures will be effectively communicated to site contractors and authorised visitors	Not yet commenced
Review Council's Customer Request and Suggestions policy and procedures	Policy reviewed; Revised system implemented; Staff training in use of system; Integration of system with staff incident/risk reporting mechanisms	Not yet commenced Issues arising from flooding event to be considered in review

	Conduct risk assessments on areas identified in the StateCover OHS Audit Action Plan	Risk assessments to identify the following in all Council worksites: <ul style="list-style-type: none"> - Working at Heights - Plant and Equipment safety - Health surveillance - Workplace Amenities - First Aid 	Assessments identified during development of procedures and SWMS in accordance with new legislation <ul style="list-style-type: none"> - Heights (completed) - Health (completed) - Amenities (completed)
The risk of fraud is always present and should be considered as a part of the Council's operations.	Develop and maintain a fraud control plan specifying the results of the risk assessments, defining the effectiveness of control measures, and assist with making decisions on any measures and resources to be devoted to countering fraud	Measures to minimise vulnerability to fraud are implemented, in accordance with risk assessments.	Risk assessments have been completed with control measures to be determined. Draft Fraud Risk Policy and Plan developed to be presented to September Council meeting
A program of systematically identifying and addressing risks in Council owned buildings is to commence.	Conduct comprehensive risk assessments on all Council owned buildings.	Risks will be identified and prioritised in accordance with Council's risk management framework; Remediation works implemented in accordance with budgetary constraints.	Check list developed. To be completed with Building Maintenance Officer

Annual Statistical Report

The *Government Information Public Access Act 2010* requires the Council to publish in its Annual Report statistical details of Access Requests for the period 1 July 2011 to 30 June 2012. Comparative data is provided with 2010/11.

2010/11

Access Requests	Personal	Other	Total
New (including transferred in)	Nil	1	1
Brought forward	Nil	Nil	Nil
Total to be processed	Nil	1	1
Completed	Nil	Nil	Nil
Transferred out	Nil	Nil	Nil
Withdrawn	Nil	Nil	Nil
Total processed	Nil	Nil	Nil
Unfinished (carried forward)	Nil	1	1

2011/12

FOI Requests	Personal	Other	Total
New (including transferred in)	Nil	1	1
Brought forward	Nil	1	1
Total to be processed	Nil	1	2
Completed	Nil	2	2
Transferred out	Nil	Nil	Nil
Withdrawn	Nil	Nil	Nil
Total processed	Nil	Nil	Nil
Unfinished (carried forward)	Nil	Nil	Nil

No enquiries under the GIPA Act were received from the Ombudsman during the financial year ending 30 June 2012, nor were there any appeals under the GIPA Act to the District or Supreme Court.

The Council operates a very open policy and generally makes non-confidential information available to the community. The impact relating to the implementation of this requirement is therefore very limited.

Operational Information:

Administrative Offices: 56 Chanter Street, Berrigan NSW 2712

Postal Address: PO Box 137, Berrigan NSW 2712

Telephone: (03) 5888 5100

Facsimile: (03) 5885 2092

E-mail: mail@berriganshire.nsw.gov.au

Website: www.berriganshire.nsw.gov.au

Office Hours

8.00am to 5.00pm Monday to Friday

After Hours Emergency Contacts:

In the case of an emergency please contact the Council on (03) 5888 5100. A 24-hour emergency contact service is available through this number and the call can be diverted to the appropriate staff member on duty.

Library Hours

Library Hours	Berrigan	Finley	Tocumwal	Barooga
Monday	Closed	Closed	Closed	2.30-6.00
Tuesday	9.30-5.30	Closed	9.30-5.30	Closed
Wednesday	Closed	9.30-5.30	Closed	9.30-6.00
Thursday	9.30-5.30	Closed	9.30-5.30	Closed
Friday	Closed	9.30-5.30	9.30-12.30	2.30-6.00
Saturday	9.30-12.00	9.30-12.00	9.30-12.00	9.30-12.00

Berrigan, Barooga, Finley and Tocumwal Libraries are closed from 12.30pm to 1.00pm for Lunch.

Appendices

Appendix 1 – Payment of Expenses and Provision of Facilities Policy

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

PART 1 INTRODUCTION

This policy for the payment of expenses and the provision of facilities for Mayors and Councillors is effective from 18/10/2011, being the date it was adopted by the Council.

This policy is made under Sections 252-254 of the Local Government Act 1993 (the Act), Section 403 of the Local Government (General) Regulation and in accordance with the Guidelines issued by the Department of Local Government (October 2009) in accordance with Section 23A of the Act. Broadly, the Act requires that the Council must annually adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and the other Councillors in relation to discharging the functions of civic office.

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

1.1 PURPOSE OF THE POLICY

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

1.2 OBJECTIVES AND SCOPE OF THE POLICY

The objectives of this policy are:

- To outline the details and range of benefits provided to Councillors by the Council in a transparent manner.
- To ensure that Councillors are reimbursed for expenses reasonably incurred in their performance of their role as a Councillor in a manner that is acceptable to the community.
- To encourage members of the community to seek election to the Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.

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

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

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

1.3 MAKING AND ADOPTION OF THE POLICY

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

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

If the proposed amendment is **not substantial** the Council is not required to provide public notice. The term “not substantial” should be taken to mean minor changes to the wording of the policy, or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities. Any **new** category of expenses, facilities and equipment included in the policy will require public notice.

1.4 LEGISLATIVE PROVISIONS

- Sections 252-254 of the Local Government Act 1993 – Payment of expenses and provisions of facilities.
- Section 428 of the Local Government Act 1993 – Annual reports
- Clause 217 of the Local Government (General) Regulation 2005 – Additional information for inclusion in annual reports.
- Clause 403 of the Local Government (General) Regulation 2005 – Payment of expenses and provision of facilities.
- Notional Agreement Preserving the Local Government (State) Award 2004.

1.5 OTHER GOVERNMENT POLICY PROVISIONS

- Department of Local Government Guidelines (May 2007) issued under section 23A of the Local Government Act 1993.
- Department of Local Government Circulars to Councils
- Circular 05/08 Legal assistance for Councillors and council employees
- Circular 08/24 Misuse of council resources
- Circular 08/37 Council decision making prior to elections
- Model Code of Conduct for Local Councils in NSW, particularly Use of council resources.
- ICAC Publication – No Excuse for Misuse, preventing the misuse of council resources.

1.6 OTHER RELEVANT COUNCIL DOCUMENTS AND POLICIES

- Policy 1 – Council Name Badges
- Policy 12 – Attendance at Local Government Conferences
- Policy 14 – Mayor’s Sedan
- Policy 90 – Private Use of Council Vehicles
- Annual Schedule of Fees and Charges
- Berrigan Shire Council Code of Conduct

1.7 REPORTING

Section 428 of the Act requires councils to include in their annual report:

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

PART 2 PAYMENT OF EXPENSES

2.1 GENERAL PROVISIONS

2.1.1 PAYMENT OF EXPENSES GENERALLY

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

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

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

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

Berrigan Shire Council operates an internal requisition process that will enable most expenses associated with attendance at conferences, seminars and training courses to be directly invoiced to the council. This system can be used to cover expenses relating to registration fees, travel and accommodation. Where possible, provision will also be made for the cost of meals and incidentals not covered by registration fees to be charged back to the Council. This system will help minimize out-of-pocket expenditures to Councillors.

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

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

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

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

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

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

In circumstances where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business trip or when receiving visitors, these gifts should be of token value and in accordance with any policy developed by the Council. Clarification of what token gifts and benefits are can be obtained from the Council's Code of Conduct, clause 8.1.

While this policy attempts to clearly articulate circumstances concerning the payment of expenses and provision of facilities it is possible that a dispute may arise regarding these. In circumstances where such a dispute does arise the dispute will initially be referred to the Council by the General Manager for the determination. In making its determination the Council may use the services of one of its appointed Conduct Reviewers, its Solicitor or other appropriate external resource to assist with that determination.

2.1.2 SPOUSE AND PARTNER EXPENSES

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

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

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

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

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

2.2 SPECIFIC EXPENSES FOR COUNCILLORS

2.2.1 TRAVEL

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

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

Where possible, a Council fleet vehicle will be made available to Councillors traveling outside of the local government area. These vehicles will need to be booked with the General Manager. On occasions, it may be appropriate for Councillors using council vehicles to leave from home or another pre-arranged location due to the departure time. In these circumstances it may be reasonable for the Councillor borrowing the council vehicle to obtain the vehicle the night before. Likewise Councillors returning to Berrigan after 5pm may arrange to return the vehicle the following morning.

2.2.2 LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

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

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

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

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

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

2.2.3 TRAVEL OUTSIDE THE LGA INCLUDING INTERSTATE TRAVEL

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

As a rural LGA it is often necessary for Councillors to travel outside of the Shire in the conduct of their official duties. Councillors traveling to meetings and events **within 200km of Berrigan Shire** do not require the specific approval of the Council or General Manager. Where possible, a council vehicle will be made available to Councillors traveling to events within 200km of the Shire. Where this is not possible Councillors will be reimbursed for the private use of their vehicle at the rate determined by the relevant Industrial Agreement for vehicle expenses and claimed as part of their monthly return.

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

Where the Council agrees for a Councillor to supply their own vehicle, the Councillor may claim a reimbursement for the use of their vehicle for the distance traveled at the rate specified in the relevant Industrial Agreement. Alternatively, where a Councillor chooses to use their own vehicle, and the Council related travel only forms part of the overall travel, the Councillor may claim for reimbursement of travel costs only calculated on the basis of the average fuel consumption of the vehicle and the distance travelled that relates to the Council purpose. If the Councillor chooses to use their own vehicle despite a council vehicle being made available, or without the prior agreement of the Council, they will be ineligible to claim a reimbursement for travel more than 200km from the Shire.

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

2.2.4 OVERSEAS TRAVEL

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

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

Before a proposal for overseas travel is approved, a detailed proposal, including nomination of the Councillors undertaking the trip, purpose of the trip, expected benefits, duration, itinerary and approximate costs, will be furnished to the Council as part of a council business paper.

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

2.2.5 REIMBURSEMENT OF MOTOR VEHICLE EXPENSES

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

Where travel is undertaken in a council fleet vehicle, where practicable, council vehicles should be refueled at the Council Depot in Berrigan, or alternatively the fuel card supplied with the vehicle may be used. If neither of these options is feasible, Councillors may use an alternative fuel distributor and claim reimbursement for the actual cost of fuel.

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

See also Section 2.2.3.

2.2.6 INFRINGEMENT NOTICES

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

2.2.7 VEHICLE SECURITY

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

2.2.8 TRAVEL USING OTHER FORMS OF TRANSPORT

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

2.2.9 EXTENDING TRAVEL ARRANGEMENTS

Councillors wishing to extend their stay in a destination they have visited for council purposes, or to travel to an alternative location, will require the prior approval of the General Manager. In such instances Councillors should recognize that the Council's responsibility for their travel ends when the business activity ends and not when they return home. Any additional costs incurred following the completion of the business activity, including meal costs and accommodation, are not considered to be reimbursable expenses.

2.2.10 ACCOMMODATION COSTS

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

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

The Council will not reimburse more than \$250 per night for accommodation, although Councillors are expected to select accommodation in conjunction with the General Manager and at a standard that is appropriate to the location and event.

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

Where a Councillor attends events that require travel outside of Berrigan Shire that would necessitate leaving home before 6am, returning home after 10.00pm, or an overall working day exceeding 10 hours, then the Councillor may include accommodation after the event in travel arrangements. This should be done in consultation with the General Manager.

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

2.2.11 INCIDENTAL EXPENSES

Reasonable out of pocket or incidental expenses associated with attending official functions, conferences, seminars or training courses that Councillors incur may be reimbursed upon the presentation of official receipts and the completion of the necessary claim forms. The Council will reimburse the actual cost of transport related expenses such as taxi fares, parking fees and road tolls. Other incidental expenses such as telephone or facsimile calls will be limited to \$20 per day, or such amount as may be negotiated with the General Manager.

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

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

Councillors may also claim reimbursement for meal or refreshments expenses incurred while attending business functions or meetings. In some circumstances it may be appropriate to offer an appropriate level of hospitality to non-council employees attending the meeting/function at the Council's request. Meals or refreshments of this nature should be modest and the costs of meals limited to those outlined above, unless prior approval has been received from the General Manager. In order for these expenses to be reimbursed, it is important that the Councillor involved organizes pre-approval of these expenses with the General Manager.

2.2.12 ATTENDANCE AT SEMINARS AND CONFERENCES

Policy 12 – *Attendance at Local Government Conferences* outlines the conferences that the council routinely attends and specifies who may take part. Attendance of Councillors at these events will be authorized by the Council in accordance with the policy.

Requests to attend seminars and conferences not specified in the aforementioned policy should generally be made in writing to the Council or the General Manager, outlining the benefits to the Council of attending the event. Approval for discretionary trips and attendance at conferences and the like should, where possible be approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to attend seminars or conferences outside of council meetings it should be given jointly by the Deputy Mayor and the General Manager.

After returning from the conference, Councillors should provide a written report to the Council on the aspects of the conference relevant to council business and/or the local community. This can be done as part of the general business section of a meeting of the Council.

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

2.2.13 TRAINING AND EDUCATIONAL EXPENSES

Berrigan Shire Council encourages its Councillors to undertake relevant training and skills development to ensure they carry out their functions as effectively as possible. Where possible, the General Manager will make Councillors aware of training and educational opportunities. Attendance at training activities will be by request to the Council or the General Manager who will determine the appropriateness of the request relative to the overall training requirements of all Councillors and budgetary levels established by the Council to provide Councillor training and development.

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

2.2.14 ATTENDANCE AT DINNERS AND OTHER NON-COUNCIL FUNCTIONS

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

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

The direct cost of attending such functions can be reimbursed as part of the Councillors normal monthly return. No payment will be reimbursed for any component of a ticket that is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit.

2.3 COMMUNICATION COSTS

2.3.1 COMMUNICATION DEVICES INSTALLED IN COUNCILLOR'S HOMES

The Council will provide each Councillor with a dedicated telephone/facsimile machine to use for official council business. The Council will meet all costs associated with the use of these machines to a maximum value of \$100 per Councillor per month. This amount includes line rental, other service charges, the receipt and transmission of facsimiles where these are related to official council business, and making of telephone calls related to official council business.

Where Councillors choose not to have a dedicated line provided, the Council will meet direct expenses associated with the use of telephone/facsimile services for official duties to a maximum of \$85 per Councillor per month.

Where the Councillor is issued a tablet-type device, the Council will meet the cost of a data plan to a maximum value of \$50 per month.

2.3.2 COMMUNICATION EXPENSES WHILE TRAVELLING

The Council will reimburse Councillors for all reasonable council business related communication costs incurred while traveling on council business. Where possible, Councillors traveling outside of the Shire will be provided with a Council mobile telephone for use in an emergency or for council business. These phones should be pre-booked with the Council's Finance Manager.

If for some reason, the Finance Manager is unable to supply a Councillor with a council mobile phone for travel outside of the Shire, the Councillor may be authorized by the Finance Manager to use a personal mobile telephone for the duration of the trip. Only when a Councillor has received pre-authorisation to use a personal mobile phone, will the Councillor be eligible to claim a reimbursement for their business related call costs.

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

The total of communication related expenses whilst traveling will be included in the Councillors \$20 daily limit for incidentals. Should the Councillor anticipate that this limit will be exceeded, they should contact the General Manager to make alternative arrangements.

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

2.3.3 BILLING ANOMALIES

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

2.3.4 CARE AND OTHER RELATED EXPENSES

To allow Councillors to undertake their council business obligations, Councillors are able to claim for the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members. These provisions only apply to council endorsed meetings (including working parties and committee meetings) and cover the period commencing 45 minutes prior to the meeting start and ending one hour after the completion of the meeting to an upper limit of \$15 an hour. All reimbursements are subject to the provision of an invoice and are on a per Councillor, not per care recipient, basis.

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

2.3.5 INSURANCE EXPENSES AND OBLIGATIONS

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

2.3.6 PUBLIC LIABILITY – PROFESSIONAL INDEMNITY

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

2.3.7 COUNCILLORS' AND OFFICERS' LIABILITY

This policy covers Councillors against claims made against them for any alleged wrongful acts in the course of their duties. Wrongful Act is taken to mean any act, error, mis-statement, misleading statement, misleading conduct, omission, neglect or breach of duty made, committed, attempted or allegedly made, committed or attempted by the insured person.

2.3.8 PERSONAL ACCIDENT

Councillors are covered, within specified limits, for any personal injury obtained while engaged in or on any activity related to their official council duties including travel to and from these activities. Full details of the insurance cover are available from the Council's Insurance Officer.

2.3.9 MOTOR VEHICLE INSURANCE

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

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

2.3.10. LEGAL EXPENSES AND OBLIGATIONS

The Council will reimburse the reasonable legal expenses of:

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

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

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

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where a matter has been referred by a general manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model code of conduct. In the case of a pecuniary interest or misbehavior matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local government.

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

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

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

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

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

2.4 ADDITIONAL EXPENSES FOR MAYORS

2.4.1 COMMUNICATION COSTS – MOBILE TELEPHONE

The Council will provide the Mayor with a mobile telephone, of a type specified by the General Manager, and will meet all council business related costs associated with the use of such telephone to a maximum value of \$200 per month.

Part 3 PROVISION OF FACILITIES

3.1.1. PROVISION OF FACILITIES GENERALLY

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

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

3.1.2. PRIVATE USE OF EQUIPMENT AND FACILITIES

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

Where more substantial private use occurs, Councillors will be expected to make a payment to cover the level of private use. This payment will be made on a full cost recovery basis and where appropriate charged in accordance with the Council's adopted Annual Schedule of Fees and Charges (i.e. for photocopying, facsimile transmission etc.).

3.2. SPECIFIC FACILITIES FOR MAYORS AND COUNCILLORS

3.2.1. OFFICE EQUIPMENT & SUPPLIES

The Council will provide each Councillor with a dedicated telephone/facsimile machine to use for official Council business. The Council will also provide all connection costs to initially establish such machines at a Councillor's residence or place of business. Costs associated with general maintenance of the equipment and consumables such as paper and ink will also be provided by the Council as required.

Councillors may also be provided with a tablet type device and associated hardware and software to facilitate electronic communication and storage of relevant Council documents.

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

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

3.2.2. OFFICE SPACE

Councillors wishing to conduct formal meetings have access to meeting rooms at the Council office in Berrigan. These rooms must be booked through reception.

3.2.3. SECRETARIAL SUPPORT

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

3.2.4. COUNCILLOR NAME BADGES

In accordance with the general policy of the Council (Policy 1 – *Council Name Badges*), all Councillors will be issued with a council name badge. Retiring Councillors will be permitted to retain their badges as a token of service to the Council.

3.2.5. BUSINESS CARDS

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

3.2.6. MEALS AND REFRESHMENTS

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

3.2.7. COUNCIL VEHICLES

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

3.3. ADDITIONAL MAYORAL FACILITIES

3.3.1. MAYORAL VEHICLE

This section is to be read in conjunction with council's general policy and in particular:

- Policy 14 – Mayor's Sedan
- Policy 90 – Private Use of Council Vehicles

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

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

Part 4 OTHER MATTERS

4.1 ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

On the completion of their term of office, extended leave of absence or at the cessation of their civic duties, Councillors are required to return all equipment and facilities issued by the Council within 28 days. This includes facsimile machines provided to Councillors, unused consumables such as ink, paper etc., and the mayoral vehicle and mobile telephone.

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

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

4.2 SUPERANNUATION

4.2.1 Councillor Contributions to Superannuation

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

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

Appendix 2 – Annual Financial Statements

Under Section 428(2)(a) of the Local Government Act, 1993 the Council must include a copy of the Council's Audited Financial Statements as part of its Annual Report.

Berrigan Shire Council

Financial Statements

For the financial year ended 30 June 2012

General Purpose Financial Report

Statement by Councillors and Management

Primary Financial Statements

Notes to the Financial Statements

Independent Auditor's Reports

Special Purpose Financial Report

Special Purpose Financial Reports

Notes to the Special Purpose Reports

Independent Auditor's Reports

Special Schedules