



ORDINARY COUNCIL MEETING

Wednesday 19 April, 2023

at 9:15

Council Chambers, 56 Chanter Street, Berrigan



Agenda

Our Vision

In 2032 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.

COMMUNITY STRATEGIC PLAN

Berrigan Shire Council's Community Strategic Plan Berrigan Shire 2032 is a common framework for measuring the achievement of Berrigan Shire 2032 strategic outcomes of:

1. Sustainable natural and built landscapes
2. Good government
3. Supported and engaged communities
4. Diverse and resilient business

The Community Strategic Plan can be found here:

<https://www.berriganshire.nsw.gov.au/council-governance/management-plans-codes-reports>

RISK MANAGEMENT POLICY & FRAMEWORK

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

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

The Risk Management Policy & Framework can be found here:

[Risk Management Policy and Framework](#)



Ordinary Council Meeting

Wednesday 19 April, 2023

BUSINESS PAPER

The Ordinary Council Meeting of the Shire of Berrigan will be held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 19 April, 2023 when the following business will be considered:-

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



KARINA EWER
CHIEF EXECUTIVE OFFICER

1 OPENING OF MEETING

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

Confidential matters of Council will not be audio recorded.

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

"We acknowledge the Traditional Owners whose country we are gathered on, and we pay respect to the elders, past, present, and future and extend respect to all First Nations People."

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

3.1 Apologies/Leave of Absence

Deputy Mayor Carly Marriott is on leave of absence from 19 April to 20 April

3.2 Applications for Leave of Absence

3.3 Attendance Via Audio-Visual Link

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

Recommendation: That the minutes of the Ordinary Council Meeting held in the Council Chambers Wednesday 15 March, 2023 be confirmed.

5 DISCLOSURES OF INTERESTS

6 MAYORAL MINUTE(S)

Nil

7 REPORTS OF COMMITTEES

Nil

7.1 Local Traffic Committee Meeting

Author:	Administration Support - Infrastructure, Natasha Rust
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.2. Meet legislative requirements for Council elections, local government and integrated planning and reporting
Council's Role:	Strategic Partner: The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.
Appendices:	1. LTC Appendices 23.02.2023.pdf (under separate cover)

Recommendation

That Council adopt the following recommendations from the Local Traffic Committee Meeting held on Thursday 23 February 2023.

- LTC1. Council to obtain traffic data to identify times and speed of vehicles regarding Berrigan Children's Centre – Trucks
- LTC2. Council note the review of speed zone for Jerilderie Road, Berrigan and that the request is progressing with Transport for NSW. (currently takes 3-5 months to undertake)
- LTC3. Council note the review of speed zone for Tuppal Road, near Pumps Beach and that the request is progressing with Transport for NSW.
- LTC4. Council note the review of speed zone for Snell Road, Barooga and that the request is progressing with Transport for NSW.
- LTC5. Council approve, subject to the Council obtaining a Road Occupancy Licence from Transport for NSW, the application made by the Berrigan Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Tuesday 25 April, 2023 and the temporary road closure of Chanter Street, Berrigan between the hours of 8.30am and 10.30am.
- LTC6. Council approve, subject to the Council obtaining a Road Occupancy Licence from Transport for NSW, the application made by the Finley Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Tuesday 25 April, 2023 and the temporary road closure of Murray Street, Finley between the hours of 10.30am and 12.30pm.

- LTC7.** Council approve, subject to the Council obtaining a Road Occupancy Licence from Transport for NSW, the application made by the Tocumwal Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Tuesday 25 April, 2023 and the temporary road closure of Deniliquin Street, Tocumwal between the hours of 10.30am and 11.30am.
-

Background

The Berrigan Shire Council Local Traffic Committee (LTC) meets quarterly as a technical review committee and is made up of a member of Transport for NSW, NSW Police, the Local Member of Parliament and a Councillor.

The Committee only advises the Council on matters for which the Council has delegated authority; being certain prescribed traffic control devices and traffic control facilities.

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to Transport for NSW or relevant organisations. Such matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC, however if Council does wish to act contrary to the unanimous advice of the LTC, or when the advice is not unanimous, it must notify Transport for NSW and the NSW Police and wait 14 days before proceeding.

Report

A copy of the business papers from the meeting held on Thursday 23 February 2023 are attached as "Appendix 1".

Other items discussed in general business to note:

- Golf Course Road / Vermont Street, Barooga Speed review
Council to await feedback from Transport for NSW.
- Notification of accidents – rural road accident notifications assist Council with applications for black spot funding.
- Bruce Birrel Drive – Culvert / Trees / Bend

Currently an 80km/h speed zone. There is a 2 lot sub division approved.

The next meeting for the Local Traffic Committee Meeting is scheduled to be held in May 2023 to review outstanding actions and new items.

8 REPORTS TO COUNCIL

8.1 NSW Public Libraries Association Campaign - Birth to Five - Read and Thrive

Author:	Deputy Mayor, Carly Marriott
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.2. Support community engagements through life-long learning, culture and recreation
Delivery Program:	3.2.1. Provide opportunities for life-long learning, culture expression and recreation
Council's Role:	Advocate: The Council may advocate to another government or other organisation for certain things to happen, this could range from a single event (such as writing to a Minister) through to an ongoing campaign
Appendices:	Nil

Recommendation

That Council write a letter of support under the Mayor's signature to relevant State Representatives supporting the Birth to Five – Read to Thrive Campaign

Report

On 17 March 2023 Council received an email from NSW Public Libraries Association (NSWPLA) requesting our support of their new campaign, Birth to Five – Read and Thrive.

The campaign seek to address the crisis in early childhood literacy and to support public libraries to assist in this critical time of learning.

Since the launch of the Renew Our Libraries campaign in 2018, NSWPLA have received an additional \$165 million in funding to the State's 364 public libraries. Those funds have purchased more books and resources, provided increased services and maintained longer opening hours across the public library sector.

The Renew Our Libraries campaign proved NSWPLA can respond to the issues being faced by communities and their connection to public libraries.

NSW is currently facing a crisis in early literacy, ranking 6th in Australia in reading literacy behind the ACT, Western Australia, Victoria, Queensland and South Australia and NSW has fallen below the Australian national reading age average.

For more information on the campaign please go to the following link -
<https://readandthrive.com.au/>



8.2 Previous Council Action Items Review

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Motion Audit Previous Council Assessment (under separate cover)

Recommendation

That Council

1. acknowledge all of the outstanding motions that are currently being addressed and direct each item to be added to the current Council Action list.
2. rescind motion 2019/43.3 that Council develop strategies aimed at creating growth in the aged care and health services sector and the food manufacturing area, noting Council's current work in Key Worker housing has the potential to provide supports in this area;
3. rescind motion 2020/148 noting the changed circumstances since this motion was passed. The house has been moved to Berrigan for Key Worker housing and the block will be placed out under a Call for Proposals shortly these projects will be reported to Council as they are progressed.;
4. rescind motion 2020/199 regarding the formation of a Floodplain Risk Management Committee, noting that the Flood Study required will be completed in August 2023 and a report will be presented to Council regarding those outcomes at that time.
5. rescind motion 2020/238 and direct Council staff to develop a Food Van Policy for the Shire that will outline the criteria within which Food Vans may operate within this Shire;
6. move that the refurbishment of the old aerodrome house, now located at Flynn Street in Berrigan, be refurbished as suitable key worker housing to accommodate Council staff;
7. regarding motion 2017/24 Council wish / do not wish to reconsider the installation of a footpath along Lawson Drive in Barooga under the half cost scheme;
8. determine to recommence the process to issue a demolition order for Lot 22 DP802966, 7 Davis Street Berrigan to ensure the illegal structure is removed from the site (2017/199);
9. determine to no longer pursue the development of a car and bike learner area in the Berrigan Shire area (2019/43.1);

10. regarding motion 2019/121, Council would / would not like to revisit the possibilities for the Old Recreation Reserve in Berrigan;
11. regarding motion 2020/37 Council would / would not like to pursue the development of a concept plan for an Indoor Play Centre in Finley (if Council do want to deliver this service staff will need to consider options for a potential site of the facility, the cost of delivering such a facility and the FTE required to do so);
12. regarding motion 2020/37.19, Council would / would not like a report to Council to explain the half cost scheme legislation and how it works;
13. regarding the repainting of the interior or the Berrigan Sportsground Clubrooms, exterior of change rooms and time keepers box, Council direct staff to XXXX (2020/55.vii); and
14. note the motions requiring further investigation and direct staff to ensure these are individually added to Council's Action Item list so progress on these matters may be provided.

Report

The purpose of this report is to finalise the audit of the previous Council's Action Items.

An in depth assessment of all Actions has found that most are in fact actioned and complete. The following however are either underway, require reconsideration, or require rescission of the original motion as events have now overtake the original action.

A full list of the Previous Action Items is provided at **Appendix 1**.

Projects not yet Complete

Motion No.	Project	Responsible Officer	Action
2017/29.5 and 2017/29.6	Councillor Induction	CEO	Development of Councillor Induction included in the development of an Induction Policy for Council
2017/29.8	Attraction of Settled Refugees	CEO	Report to April Council Ordinary meeting regards DAMAs and Labour Agreements for consideration
2017/156	Aboriginal Land Claims	DI	Cummeragunja LALC has withdrawn the Aboriginal Land Claim and the registrar has been notified. Awaiting the new Search results so the application can be amended, re-signed by Council and lodged with OLG.
2018/193	Management of Corellas	CEO / DSPD	A report was presented to the April SPW and April Council meeting directing staff to negotiate further with State Government and the grain

			wholesalers to work together on implementing the solution.
Motion No.	Project	Responsible Officer	Action
2018/245	Liquid Trade Waste	DI	Project currently on hold until alternate provider of specialist Liquid Trade Waste assessment can be identified. Will be included in the service review of IWCM
2019/43.6	Subdivision Code and Developers Guideline	DI	Awaiting a Draft Report from consultant. Well under way
2019/45.1	Finley Pedestrian Crossings	DI	Will be addressed with Murray Street works to be undertaken with TfNSW
2019/87	Webcasting Council meetings	EA	Keelan is currently investigating costs for provision of and implementation of this service for Council meetings
2019/110	Compulsory Acquisition of Crown Land	DI	This is for the extension of the Berrigan Landfill and remains ongoing
2020/06	Sixth Company Road naming	DCEO	A sign has been installed but there is no evidence the road naming has been made official. DCEO is working through process to complete the naming officially.
2020/37.9	Conduct a Climate Risk Assessment	ERM	Being undertaken as an Action Item on ERM's Professional Development and Action Plan for 2023
2020/37.10	Business cases for possible waste projects	DI / CEO	Resource Recovery Statement adopted. Resource Recovery Strategy to be developed will consider (tip shop, emoluments recycling, recycling mattresses, wood and building waste etc) as part of Strategy
2020/37.20	Community Satisfaction Survey	CEO	I can find no evidence this occurred as per the motion, however the Cultural Audit as presented at the April Ordinary Council meeting will include such survey.
2020/53	Compulsory Acquisition of Easement on Crown Land Tocumwal	DI	The NSW ALC has provided email advice for us to annex the easement on Tuppal Road Tocumwal to the Application to the OLG. NSW ALC will not withdraw the Land Claim, but the email may assist as a "desktop

			assessment” provides there is no increase in “risk” to the claimant.
Motion No.	Project	Responsible Officer	Action
			Awaiting receipt of the updated Search from the Registrar as a current Search is required to local and Application with the OLG to approve the acquisition
2020/55.i	New Machinery Shed at Tocomwal Recreation Reserve	DCS	Believe priorities have changed. Committee being followed up.
2020/55.iii	Replacement of swings at Barooga Botanical Gardens	ERM	The development of the Barooga library area’s early childhood playground and Adventure Playground distracted from these works. Now being investigated and progressed
2020/73	Town Beach Grey water	DI	A number of forces have led to the delay of the completion of this project. The Director Infrastructure is working to finalise this project as soon as possible.
2020/199	Flood Study	DI	Flood study currently underway. Final report due August 2023.
2020/225	Dawe Avenue Footpath	DI	This project has been put on hold though budget has been allocated. Council are awaiting the outcomes of the Finley Hospital redevelopment prior to investing in this footpath development.
2021/28.7, 2021/147	LEP Review	DSPD	Currently underway
New Motion	Flynn Street Property	DSPD	The aerodrome house was relocated to Flynn Street in Berrigan. The power will be connected shortly and then cladding may commence. Once completed the house will be used as Key Worker housing for Council staff.
	7 Flight Place – no new motion required	CEO	Call for Proposals to be adopted at April 2023 Ordinary meeting.

Motions Recommended for Recission

Motion No	Motion	Reason for Recission
2019/43.3	That the Council develop strategies aimed at creating growth in the aged care and health services sector and food manufacturing area.	I do not believe this is Council's remit. I think the work currently being done in the area of Key Worker housing has supplanted the need for strategies to grow what are private and State government investment areas.
2020/148	That the Council put the current block and house up for sale and conditioned with aviation use and subdivide the block	The house has been moved to Berrigan and currently being refurbished for key worker housing. See above for project outline
2020/238	That any applications for food vans be advertised for 21 days.	Food Van applications are assessed on merit when received and not advertised for 21 days unless there are planning grounds for the advertisement. Other Councils have developed a specific local activity policy to address key matters related to food vans within their LGAs

Motions for Reconsideration

Motion No	Motion	Reason for Reconsideration
2017/24	Half Cost Scheme 05-16-17 – Lawson Drive Barooga Street Footpath	Requires inspection and search of files to ensure entire process completed.
2017/199	Demolition of transportable building at 7 Davis Street Berrigan	The building in question remains empty and quite derelict. Does Council wish to recommence the process given no applications for development, nor approvals for its existence have ever been provided?
2019/43.1	Development of car and bike learner area	I can find no design works or investigations undertaken in this area. To provide such an area though would require significant Council capital investment.

Motion No	Motion	Reason for Reconsideration
2019/121	Old Recreation Reserve Berrigan, Development of Concept Plan	This motion provided that Council would consider any concept plan eventually provided to them however did not fund the development of a concept plan. I have been approached to see if Council would consider this site for a key worker housing development given the staffing requirements for Mowbray farms etc, for a private investment group. Would Council like to reconsider the possibilities for this site?
2020/37.19	Indoor Play Centre in Finely	Is Council still interested in pursuing this idea and having concept plans drawn up? If so where might such a centre go?
2020/37.19	Half Cost Scheme legislation	No report was provided as requested. Would Council still be interested in a report on this legislation and how it works?
2020/55.vii	Painting of interior of Berrigan Sports ground clubrooms and exterior painting of the change rooms and time keepers box	No budget was allocated for these works in the 2021-22 financial year nor since. Would Council like for this requirement to be reassessed, requoted and then committed to the 2023/24 budget?
2020/199	Flood Study	<p>The flood study is due to be finalised in August 2023 and will be presented to Council soon after. Do Council still want to pursue the development of an Advisory Committee?</p> <p>Given the recent flooding events do Council wish to create a Floodplain Risk Management Committee to consider the report when it is finalised and make recommendations to Council? I think ARIC can probably undertake this role.</p>

Motions Requiring further Investigation

Motion No	Motion	Comments
2017/31	Howe Street and Plumptions Road Intersection (sight distance concerns)	Visual inspection required to ensure trees have been removed and signage installed.
2017/129.1	21-23 Jerilderie Street – line marking	Visual inspection required to ensure work is done
2017/129.5	Old Adcocks Road and Fullers Road bus stop	Visual inspection required to ensure has been moved to a safer location
2017/175	Half Cost Scheme 01-17-08 Drohan Street Kerb and Gutter Construction	Inspection of the process after the initial report was written shows the project was completed and invoiced in May 2019.
2017/177	Road Closure – Clements Road	Requires inspection and search of files to ensure entire process completed.
2017/181.3	Trailer Parking installations and directional signage: 1. Wollamai and Murray Sts, Finley 2. Wollamia and Endeavour Sts, Finley 3. Pinnuck and Murray Sts, Finley 4. Endeavour and Pinnuck Sts, Finley “No caravan or trailer parking” sign in front of Essential Hair, Finley	Visual inspection required parking and signage installed.
2017/181.4	Lane No 948 – from Morris St to existing car park be one way	Visual inspection required to ensure signage installed.
2018/220	Hughes St Barooga Kerb and Gutter	Requires inspection and search of files to ensure entire process completed.
2019/45.2	Foundry Lane Finley – one way between Pinnuck and Wollamai Sts	Visual inspection required to ensure signage installed.
2019/58	Lawlors Road, Finley – part road closure	Requires inspection and search of files to ensure entire process completed.
2019/133	Bruce Birrell Drive Speed Limits	See 2021/129 Visual inspection required to ensure signage installed.

Motion No	Motion	Comments
2020/37.12	<ul style="list-style-type: none"> Denison Street median strip Jerilderie Street, Berrigan improvements Finley stormwater retention expansion 	Visual inspections required and search of files to ensure all processes complete
2020/83	Half cost scheme 01-19-20 – Bridge Street Tocumwal	Requires inspection and search of files to ensure entire process completed.
2020/94.1	Dementia friendly parking locations – Finley	This work has not been done and the Finley Dementia Friends Committee are still waiting on a response. Investigation of what is required will be undertaken and a report provide to Council for consideration
2020/94.2	Finley faded signs	Visual inspection of signs required. There is at least one unreadable blue sign on the way into Finley from the South. A list of all signs needing replacement will be sent to Transport for NSW requesting action.
2020/94.3	Litter Deterrent Signs installed on west side of Dean Street at 221 Newell Highway, Tocumwal	Inspection that sign has been located required, including if it needs replacement (if it is there)
2020/108	Half Cost Scheme 02-19-20 Jersey St, Tocumwal – Kerb and Gutter	Inspection of the process after the initial report was written shows the project was completed and invoiced in January 2022.
2020/108*	Partial Road Closure of Pinchbecks Road	Requires inspection and search of files to ensure entire process completed.
2020/235	Animal Rescue Signs Tocumwal and Berrigan	Check signs are installed
2020/249	Road closure of un-named road bisecting parts of Lots 1 and 2 DP521903	Requires inspection and search of files to ensure entire process completed.
2020/285	Half Cost Scheme 01-20-21 Coree Street, Finley – Footpath	Inspection of the process after the initial report was written shows the project was completed and invoiced in February 2022.

Motion No	Motion	Comments
2021/3	Tocumwal pedestrian crossing – review and relocation	Requires inspection and search of files to ensure entire process has at least commenced and been taken to Traffic Committee as requested.
2021/7	Informal track to be built between Jerilderie St Nth and Barooga St Nth, Tocumwal to be constructed	Requires inspection to see if done / maintained. If not may need to refer back to Council to determine if still a priority.
2021/19.1	Burkinshaw Street, Barooga – No Parking Signs	Requires inspection to ensure entire process completed.
2021/19.2	239-241 Murray Street, Finley – 15 min only parking signs	Requires inspection to ensure entire process completed.
2021/74.1	Reclassification of Coldwells Road and Chinamans Road to Residential Access roads	Requires search of files to ensure entire process completed.
2021/74.2	Updates to Transport Asset Management Plan	Requires search of files to ensure entire process completed.
2021/129	Bruce Birrell Drive – 50km / hr	Requires inspection to ensure in place (I believe they are).

8.3 Designated Area Migration Agreements and Other Visa Options for Supported Employment for Council

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.2. Strengthen strategic relationships and partnerships with community, business and government
Delivery Program:	2.2.1. Participate in networks that promote regional and cross-border collaboration, planning and service delivery
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	<ol style="list-style-type: none">1. BIRO - Visa options for employing workers in regional Australia2. Designated Area Migration Agreements (DAMA)3. Labour Agreements Information (under separate cover)

Recommendation

Council direction is sought

Report

This report is to provide Council an update on the matter of Designated Area Migration Agreements and other Visa options that may be available to Council to engage suitably qualified people to fill vacancies within our Organisational Structure. The direction of Council is sought as to how they would like staff to proceed to work in this space and seek to fill some of our more difficult to fill, skilled positions.

It should first be noted the Ms Edwina Hayes from Regional Development Australia (RDA) Murray is currently working to have the RDA Murray area reach a Designated Area Migration Agreement (DAMA) with the Department of Home Affairs. RDA Murray includes:

- Albury City Council
- Balranald Shire Council
- Berrigan Shire Council
- Edward River Shire Council
- Federation Council
- Greater Hume Shire Council
- Murrumbidgee Shire Council
- Murray River Council
- Snowy Valley Council

- Wentworth Shire Council

I will keep contact with Ms Hayes as to where this application is up to and when / how we might be able to access the Agreement.

A summary of the high-level information regarding various skilled visa options for employing workers in regional Australia is included at **Appendix 1**.

Information regarding DAMAs is included in **Appendix 2**.

An outline of each type of Visa is including below for your information:

Subclass 186 – Employer Nomination Scheme Visa

Direct Entry Stream

This visa lets skilled workers, who are nominated by an employer, live and work in Australia permanently.

- The person must be nominated by an Australian employer
- Their occupation must be on the relevant list of eligible skilled occupations; and
- They must have at least Competent English

The cost of these Visas is \$4,240 and processing times range from 42 days to 13 Months (90% of applications). Each applicant must undertake a positive skills assessment to ensure their qualifications align with Australian requirements.

Relevant occupations eligible to apply for this type of visa relevant to Berrigan Shire Council include:

- Accountant (General)
- Chief Executive of Managing Director
- Civil Engineer
- Civil Engineering Draftsperson
- Corporate General Manager
- Diesel Motor Mechanic
- Engineering Manager
- Environmental Engineer
- Motor Mechanic (General)
- Plumber (General)

Subclass 187 – Regional Sponsored Migration Scheme Visa

Visa applicants must:

- have the necessary skills for the job
- be nominated by an Australian employer
- meet Australian health and character requirements.

Direct Entry Stream

This visa option is closed to new applications

Temporary Residence Transition Stream

This visa allows skilled workers, who are nominated by their employer in regional Australia, live and work in Australia permanently

- They must be a transitional subclass 457 or subclass 482 worker
- Usually, they must have worked for their employer full-time for at least 3 years
- They must be nominated by their employer

The cost of these visas is \$4,240 and processing times range from 9 months to 17 months (90% of applications).

Each applicant must undertake a positive skills assessment to ensure their qualifications align with Australian requirements.

Relevant occupations eligible to apply for this type of visa relevant to Berrigan Shire Council include:

- Accountant (General)
- Building Inspector
- Chief Executive of Managing Director
- Civil Engineer
- Civil Engineering Draftsperson
- Corporate Services Manager
- Customer Service Manager
- Diesel Motor Mechanic
- Engineering Manager
- Engineering Professionals
- Environmental Engineer
- Gardner (General)
- Human Resource Adviser
- Human Resource Manager
- Librarian
- Motor Mechanic (General)
- Occupational Health and Safety Adviser
- Park Ranger
- Personal Assistance
- Plumber (General)
- Records Manager

- Recreation Officer
- Surveyor
- Urban and Regional Planner
- Workplace Relations Adviser

Subclass 489 – Skilled Regional (Provisional) visa

These visa applications must:

- be nominated by an approved Australian employer for a job in regional Australia
- be under 45 years of age; and
- meet the skills, qualifications and English language requirements.

Extended Stay Pathway

This is a temporary visa. It is for skilled workers who want to live and work in regional Australia.

- The person must live, work and study in specified regional areas of Australia (our postcodes are included in these specified areas);
- The person must hold a subclass 475, 487, 495 or 496 visa

Visa holders may stay for 4 years for the date of when their current skilled visa (noted above) was granted. The cost of these applications is \$375 and there are no standard processing times available for this pathway as it is quite new.

Subsequent Entry Pathway

This is a visa for a member of a family unit of someone who holds a Skilled Regional (Provisional) visa (subclass 489) or a subclass 475, 487, 495 or 496 visa.

- They will need to live, work and study in specified regional areas of Australia
- They must be a member of the family unit of someone who holds a 475, 487, 489, 495 or 496 visa.

These visa holders may stay only until the visa of the family member ends. The cost of application is \$4,240 and is also a new option without known processing times.

Subclass 494 – Skilled Employer Sponsored Regional (Provisional) Visa

These visa applications must:

- Be nominated by an approved work sponsor;
- Have an occupation on a relevant skilled occupation list (see above)
- Have a suitable skills assessment for the occupation
- Be under 45 years of age
- Meet minimum standards of English language proficiency

Employer Sponsored Stream

This visa enables regional employers to address identified labour shortages within their region by sponsoring skilled workers where employers can't source an appropriately skilled Australian worker. The applicant must:

- Live, work and study in a designated regional area of Australia; and
- Can apply for permanent residence after 3 years from the time the visa is granted.

The visa is valid for 5 years and costs \$4,240. Processing times range from 4 months to 14 months.

Labour Agreement Stream

This stream is for skilled workers nominated by employers who have a labour agreement with the Australian Government. Visas are available for 5 years and cost \$4,240. Processing times range from 5 months to 9 months.

Information regarding Labour Agreements and how to implement them is included at Appendix 3.

Check visa details and conditions

Visa Entitlement Verification Online
(VEVO) tells you:

- ☒ Which visa
- ☒ Expiry date
- ☒ How long the visa holder
can stay
- ☒ Conditions (what the visa holder
can and can't do)

www.homeaffairs.gov.au/vevo

Did you know there are penalties for employing illegal workers?

For more information:

- www.fairwork.gov.au
- www.abf.gov.au

For more information on visa options
for employing workers in regional
Australia visit:

[www.homeaffairs.gov.au/
working-in-australia](http://www.homeaffairs.gov.au/working-in-australia)



Australian Government
Department of Home Affairs



Visa options
for employing workers
in regional Australia

08/2022

Labour agreements



Australian Government

Department of Home Affairs

Immigration and citizenship

Nominating a position

Designated area migration agreements

A designated area migration agreement (DAMA) is a formal agreement between the Australian Government and a regional, state or territory authority. It provides access to more overseas workers than the standard skilled migration program. DAMAs operate under an agreement-based framework, providing flexibility for regions to respond to their unique economic and labour market conditions.

A DAMA is a two-tier framework covering a defined regional area. The first tier is an overarching five-year deed of agreement (head agreement) with the region's representative. The second tier comprises individual labour agreements with employers under the settings of the head agreement for that region.

DAMA head agreements are between the Australian Government and a Designated Area Representative (usually regional bodies such as Chambers of Commerce, Regional Development Australia offices, or Shire Councils). They contain a range of occupations as well as agreed terms and concessions to skilled visa eligibility criteria, as negotiated between parties. Once a DAMA head agreement is established, businesses in the region may seek individual DAMA labour agreements under the head agreement terms and concessions.

Individual DAMA labour agreements are between the Australian Government and endorsed employers/businesses operating within the relevant designated region. They:

- are generally in effect for five years, and
- use the subclass 482 Temporary Skills Shortage (TSS), subclass 494 Skilled Employer Sponsored Regional (Provisional), and subclass 186 Employer Nominated Scheme (ENS) visa programs.

Employers must seek and gain endorsement from the Designated Area Representative before lodging a labour agreement request online through Immiaccount. The online form in Immiaccount outlines the requirements and supporting documentation required for labour agreement requests.

Where a DAMA labour agreement is approved, the business will be able to [nominate \(/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position\)](#) and [sponsor \(/visas/employing-and-sponsoring-someone/sponsoring-workers/learn-about-sponsoring\)](#) skilled and semi-skilled overseas workers for certain occupations (each DAMA Head Agreement covers a specified range of occupations).

DAMAs ensure employers recruit Australian citizens and permanent residents as a first priority. Among other things, employers must demonstrate a genuine attempt to recruit Australians prior to getting access to a DAMA labour agreement.

If your region is interested in a DAMA, email labour.agreement.section@homeaffairs.gov.au.
(<mailto:labour.agreement.section@homeaffairs.gov.au>)

For information about labour agreements or other options for regional areas, the following resources are available:

[Ask a question](#)

Labour agreements

- Regional migration (<https://www.homeaffairs.gov.au/visas/working-in-australia/regional-migration>)
- Labour agreements (<https://www.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/labour-agreements>)

There are currently 12 DAMAs in place. Below is a list of those DAMAs with links to the respective Designated Area Representative* websites that contain information on how to access each DAMA as well as which regions/locations/shires are covered:

- Adelaide City Technology and Innovation Advancement, SA: [Skilled & Business Migration](https://www.migration.sa.gov.au/local-employers/designated-area-migration-agreements) (<https://www.migration.sa.gov.au/local-employers/designated-area-migration-agreements>)
- East Kimberley, WA: [East Kimberley Chamber of Commerce and Industry](https://www.ekcci.com.au/ek-dama/about-ek-dama/) (<https://www.ekcci.com.au/ek-dama/about-ek-dama/>)
- Far North Queensland, QLD: [Cairns Chamber of Commerce](https://www.cairnischamber.com.au/fnq-dama), (<https://www.cairnischamber.com.au/fnq-dama>)
- Goulburn Valley, VIC: [Goulburn Valley](https://gvdama.com.au/) (<https://gvdama.com.au/>)
- Great South Coast, VIC: [Warrnambool City Council](https://gscdama.warrnambool.vic.gov.au/) (<https://gscdama.warrnambool.vic.gov.au/>)
- Northern Territory, NT: [Northern Territory Designated Area Migration Agreement](https://business.nt.gov.au/business/migration-information-for-business/northern-territory-designated-area-migration-agreement) (<https://business.nt.gov.au/business/migration-information-for-business/northern-territory-designated-area-migration-agreement>)
- Orana, NSW: [Regional Development Australia - Orana, NSW](https://www.rdaorana.org.au/migration/dama/) (<https://www.rdaorana.org.au/migration/dama/>)
- Pilbara, WA: [RDA Pilbara](https://www.rdapilbara.org.au/dama) (<https://www.rdapilbara.org.au/dama>)
- South Australia Regional, SA: [Skilled & Business Migration](https://www.migration.sa.gov.au/local-employers/designated-area-migration-agreements) (<https://www.migration.sa.gov.au/local-employers/designated-area-migration-agreements>)
- South West, WA: [Shire of Dardanup](https://www.dardanup.wa.gov.au/our-shire/about-us/south-west-dama.aspx) (<https://www.dardanup.wa.gov.au/our-shire/about-us/south-west-dama.aspx>)
- The Goldfields, WA: [City of Kalgoorlie Boulder](https://www.ckb.wa.gov.au/business-development/designated-area-migration-agreement/dama-overview.aspx) (<https://www.ckb.wa.gov.au/business-development/designated-area-migration-agreement/dama-overview.aspx>)
- Townsville, QLD: [Townsville Enterprise Limited](https://www.townsvilleenterprise.com.au/skills-and-migration/) (<https://www.townsvilleenterprise.com.au/skills-and-migration/>)

* Designated Area Representatives work closely with employers and stakeholders in their region to understand their unique labour needs and the broader community views. They undertake annual reviews of DAMA terms/operation and also endorse individual requests from businesses seeking access to DAMA arrangements, prior to the business lodging a DAMA labour agreement request with the Department of Home Affairs.

Last updated:
20 July 2022

8.4 Chief Executive Officer Application for Annual Leave

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	Nil

Recommendation

That Council approve the leave of the CEO from 31 July 2023 through to and including 21 August 2023 and approve Mr Matthew Hansen as Acting CEO during the period 1 August 2023 through to and including 21 August 2023.

Report

This report is to seek Council's approval of three week's leave for me.

I have been accepted into the Local Government Chief Officer's Group (you must be nominated by other Chief Officers in Local Government to be eligible). The group is meeting in Cairns from 26-28 July 2023 and I would like to attend that meeting. I will be at work during that time however so available to answer calls and attend to emails as required.

Matt Hansen will be on Long Service Leave at the time of that meeting, returning on 1 August 2023.

I would like to attend the meeting in Cairns and then holiday with family between Townsville, Mackay and Brisbane.

I have advertised for someone to fill the DCEO role whilst Matt is on leave (10 weeks) so feel it is ideal to extend that time for another 3 weeks to make it a 3 month secondment. I have at the time of writing, sent an email to all RAMJO Councils and to the Murray 4 Councils and will see if I receive any applications. If not I will advertise more widely through Seek or another platform as I believe it will be necessary to have the role covered for such an extended period of time.

8.5 Local Roads and Community Infrastructure - Phase 4

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.1. Create safe, friendly and accessible communities
Delivery Program:	3.1.1. Build communities that are home to more families and young people
Council's Role:	<p>Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council</p> <p>Part Funder: The Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it.</p> <p>Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs</p>
Appendices:	Nil

Recommendation

The direction of the Council is sought

Report

Berrigan Shire Council has been allocated \$877,527 under Round 4 of the Federal Government's Local Roads and Community Infrastructure program.

Council needs to determine how this funding will be used.

Background

The Department of Infrastructure, Transport, Regional Development and Communications has announced funding allocations for Phase 4 of the Local Roads and Community Infrastructure (LRCI) Program.

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Berrigan Shire Council has been allocated \$877,527 in Phase 4 of LRCI. Funding under this program will be available from 1 July 2023 with projects to be complete by 30 June 2025.

Unlike the NSW Government's Stronger Country Communities Program, this funding is allocated to Berrigan Shire Council specifically rather than to Berrigan Shire as a local government area.

Berrigan Shire Council does not need to apply to receive these funds, but it does need to nominate projects for approval

The guidelines and grant agreements are currently being prepared however in the previous phases funded two main activities.

- **Local Roads** — projects that involve the construction or maintenance of roads managed by local government with encouragement given to road safety projects.
- **Community Infrastructure** — projects that involve the construction, maintenance and/or improvements to council-owned assets that are generally accessible to the public.

All Community Infrastructure projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety.

Project nominations are not yet open however the Council may wish to consider what projects it may wish to propose.

Council has a range of masterplans and strategies it may wish to consider including:

- Mary Lawson Wayside Rest
- Tocumwal WAAAF Creek Walk
- Finley Lake

Council may wish to deliver some of its strategic objectives, including:

- The proposed carpark at Tocumwal and an upgrade of Barooga St.
- Shared paths connecting the four towns. For example, a 10 km shared path would link Tocumwal and Barooga networks
- Town entrance works and general streetscaping and tree planting. This could include upgrading Denison St in Finley as per the Coree St project.
- Construction or upgrade of local roads – including Murray St in Finley in partnership with Transport for NSW

Council may wish to consult with the broader community on suitable projects.

There is no requirement for the Council to make a binding decision at this stage however some guidance on suitable projects will assist Council staff to bring options to a future Council meeting.

8.6 Cultural Audit

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.3. Council operations and financial management support ethical, transparent and accountable corporate governance
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	<ol style="list-style-type: none">1. Cultural Audit - EOI Document_Part A_Sections 1-3 (under separate cover)2. Attachment 1 - AS4122-2010 - Consultancy (under separate cover)3. Attachment 2 - WHS018 - WHS Small Contractor Pack - 27.03.2023 (under separate cover)4. Attachment 3 - Berrigan Shire Council Boundary Map (under separate cover)5. Cultural Audit- Quotation Document_Part B_Provision of Professional Services (V2) (under separate cover)

Recommendation

That Council adopt the Cultural Audit as attached and direct the CEO to place the document out for tender.

Purpose

The purpose of this report is to seek Council's approval for a cultural audit to be undertaken to record works already completed or commenced in this area and to provide clear direction as to the next steps to be undertaken in the process of cultural improvement.

Summary

The findings recently published regarding the cultural issues and outcomes of Moira Shire Council has led to a desire to document the work already commenced and completed in the area of cultural improvement for Berrigan Shire Council and to provide Council with a clear project outline to continue the cultural improvement in a logical and planned way.

Background

Council has acknowledged some issues with the workplace culture of Berrigan Shire Council. Pulse surveys commenced last year that identified wages, communications and on call provisions as being the most problematic matters for staff.

A full review of the Organisational Chart and a review of the current salary positions of all staff has been undertaken with reports on those matters included with papers for this meeting.

Council staff have recently engaged a consultant to assist with a full review of Council's Salary Policy, Performance Management practices and Reward and Recognition Practices. The review of these documents is part of the larger project to overhaul the Workforce Development Plan.

The undertaking of a cultural audit is seen as the next step in this process of cultural improvement.

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

Workforce Development Plan

Issues and Implications

There will be issues that are identified that may be of concern to Council. This audit is an opportunity to systematically review Council's workplace culture and to ensure steps to improve that culture are undertaken.

Policy

WHS Policy

Risk Framework and Policy

Equal Opportunity Policy etc

Financial

The engagement of a consultant to undertake this work will have a financial cost to Council. I estimate between \$15,000 and \$30,000 due to the on-site nature of some of the review requirements. A report will be provided to Council regarding the costs as quoted.

Legal / Statutory

WHS legislation

Community Engagement / Communication

Some community engagement will be required as Council's response to customer requests are a symptom of internal culture and will need review to see if that has improved throughout the last two years.

Human Resources / Industrial Relations (If applicable)

This will take up some of my time and possibly our HR Co-ordinators as someone will need to oversee the engagement of the consultant to ensure they remain on track.

Risks

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

1. People and Culture

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

No workplace is perfect and Council does recognise it has some cultural issues that potentially align with the behaviours outlined in the Moira Shire report. Undertaking this audit will provide us with definitive information regarding our culture and advice as to steps required to improve that culture.

2. Financial

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

Financial risk of poor workplace culture can be very high with high staff turn over, loss of senior staff and poor financial management. All are symptoms of poor internal culture and need review.

3. Work Health and Safety

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

We have seen at Moira Shire the worst outcome of poor workplace culture. It is possible such behaviours exist at Berrigan Shire and therefore need to be reviewed as noted above.

4. Reputation

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

Ignoring, or not facing, poor workplace culture, could lead to significant reputational damage for Council, hence the need to understand the current workplace culture at Berrigan Shire and a clear plan for improvement programs.

Options

1. Undertake the cultural audit
2. Do not undertake the cultural audit
3. Hold off on undertaking the cultural audit until other planned works (Workforce Development Plan review etc) are completed.

Conclusions

It is fairly clear to me that staff do not in general believe Berrigan Shire has a workplace cultural problem. The comments seen in the Pulse Surveys and certainly some behaviours I have been forced to personally manage, would indicate there are issues that need to be addressed. I feel having an independent evaluation of the culture at Berrigan Shire Council will provide the evidence and information I need to progress with cultural change more effectively.

8.7 Organisational Chart - Update and Changes

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Full Organisational Structure (under separate cover)

Recommendation

That Council:

1. adopt the updated Organisational Structure; and
2. directly appoint Darron Fruend to the Operations Manager, Transport position due to his having acted in the position for 6 months and doing the job well in that time.

Purpose

The purpose of this report is to seek Council's approval of the updated Organisational Structure, which notes Council's increasing compliance requirements among other legislated responsibilities, recognises some positions are incredibly difficult to fill at the moment (such as concreters and mechanics) and that changes are in most part, changes to the types of positions Council needs into the future.

Summary

The report provides an update to the discussion held at the April SPW and considers that discussion.

Background

Executive Leadership Team

Director Corporate Services *

- To be advertised externally as soon as possible

Corporate Services

Appendix 3

Customer Experience Co-ordinator

- No suitable applicants were found
- Direct management of this team was returned to the Finance Manager for the medium term
- Role currently being trialled with another officer working across two roles

Customer Experience Team

- There will be four Customer Experience Team members instead of the usual 3 however that is offset by the fact only one is full time and the others will be part time.

Bendigo Bank Position

- Negotiating with Bendigo Bank to reduce operating hours and therefore impost of Council and the community to provide the service.

Further Suggestion – Financial Management Migration Implementation Officer

- It is suggested that as we move our Financial Management function to the Cloud, we will need a project officer to implement that change. The person will be engaged on a short-term contract of between 8 and 12 months.
- Will need to consider how this position might be paid for if Council agree to allow it.
- Without someone actively steering the work it will add workload to current employees and risk implementation not progressing properly or moving to the Cloud in a timely way.
- Will seek grant funding if that can be sourced

Infrastructure Leadership

Appendix 4

Assets and Engineering Management

- Position currently being advertised

Operations Manager – Resource Sustainability

- Position currently being advertised

Operations Manager – Transport (was Manager Operations)

- Reshuffle of many of old responsibilities to Overseers and Technical Support Officer
- Person currently doing the role is doing an excellent job in breaking the silos between indoor and outdoor staff
- Also attending to the requirements of the job really well.
- Request approval to directly appoint Darron Fruend to this position.



Surveillance Officer

- The move of the current technical officer to Operations Manager – Transport creates opening but at lower level.

Workshop Assistant

- Previous incumbent was promoted to Workshop Manager position
- Cannot source a mechanic (nor can any other Council in the area)
- Have outsourced small fleet (Council cars) to various workshops and small engines (mowers etc) also
- Workshop Manager only services large plant now
- Still need to consider what happens with light plant such as bobcats
- An assistant is envisaged to be more of a labourer to assist the Workshop Manager to undertake his role without having to do everything.

Design Engineer

- Will hold vacancy open to ensure there is provision for succession planning etc.

Graduate Design Engineer

- Position to be delimited as no longer required

Infrastructure - Maintenance

Appendix 5

Town Maintenance Labourer – Tocumwal

- Currently vacant

Town Beach Caretaker / Aerodrome Labourer

- Council needs to employ this person directly and the current contracting practice as we cannot find a person to take on the role.
- We believe adding slashing, spraying and low-level maintenance etc of the Aerodrome will make the role more appealing and provide some support to the Town Maintenance crew in Tocumwal. Position may also be able to fill a support role as an Aerodrome Reporting Officer. Slashing on the outskirts of Tocumwal is then also possible to help alleviate the work required of the Tocumwal Town Maintenance crew.

Hydro Vac Operator

- This would be a new position and would require the person to take on more of a leadership role in this position (managing one staff member)
- The position is needed as we really need two people to operate the hydro vac safely. There have been several safety matters and near misses associated with using the hydro vac as a sole operator (including being hit in the face with the steel attachment). We have had one mild concussion instance.

Infrastructure – Construction

Appendix 6

Infrastructure – Water and Sewer

Appendix 7

Reporting Officer

- Telemetry Officer previously made redundant
- This position would take some load of the Water and Sewer Overseer for monitoring of water, sewer and landfill and to manage reporting requirements in this area.

Plant Operator

- Currently the Landfill Supervisor has been “borrowing” a person from the Parks and Gardens team to undertake the work on the machinery required to manage the landfill in Berrigan.
- The Landfill Supervisor will however need to (and is very keen to) learn new skills such as methane monitoring and managing the resource recovery contract. This will free up time for the Director and Overseer to focus on the other needs of the Resource Recovery Area.
- A plant operator will not need to be highly skilled but will be an important resource as we move to resource recovery. It is expected the position will change over time as the requirements for resource recovery change.

Plant Maintenance

- The water and sewer team spend a lot of time on general maintenance which makes it difficult at times for them to do their normal service delivery
- Low pressure sewer pumps are a regular issue as are private supply of water where mains need maintenance and repair.
- It is suggested by the Overseers that two people will allow for the general maintenance requirements of the team and the pressure on current water and sewer staff to deliver their normal services less stressful decrease some of the overtime they generally require.

Strategic Planning and Development

Appendix 8

Trainee Compliance Officer

- Current Compliance Officer has little time to do anything other than manage dogs in the Shire.
- There is considerable other work that needs to be done including managing hoarding, unauthorised use of land (long term stays in caravans etc), public health inspections etc.
- Providing a trainee to support the Compliance Officer will assist the Compliance Officer to complete the works they need to do and allow for their leave to be taken without coming back to a large backlog of work that have not been attended to during the officer’s absence.
- Will also provide for succession planning of the Compliance Officer position. At the moment, if Scott leaves, we will have no one with the knowledge he has and risk losing a substantial amount of corporate knowledge.

Pest Animals Officer

- This was the other weeds officer, however with one person working on Noxious weeds full time (including undertaking private works), it was felt that focus on pest animals needed to be considered as well.
- The development of this position would allow Council to undertake 1080 baiting for foxes, rabbit management, feral cat management and a range of other pest vertebrate management requirements. The position may also be able to undertake private works and work with other Councils to recoup some of the costs of the position as occurs with the weeds position now.

Trainee Town Planner

- Internal movement to acknowledge gaining of qualifications and to allow future succession planning

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

Workforce Development Plan

Issues and Implications

There is a slight increase in number of employees though a number of positions (such as cement workers) are not able to be filled. These are being investigated to be delivered as Shared Services through RAMJO. This new organisation chart represents an increase in 5 FTEs if long term vacancies are included in the head count.

Policy

Nil

Financial

There is a minimal an overall increase of \$373,626 including the wages harmonisation report also included in this report. If any of the proposed positions are refused, this will reduce the

The Org Chart will undergo continuous review to ensure only needed positions are retained or moved to where needed.

Legal / Statutory

I am required by the *Local Government Act 1993* to consult with Council should I wish to make significant changes to the Organisational Structure.

Community Engagement / Communication

Nil

Human Resources / Industrial Relations (If applicable)

The changes will ensure Council can start to consider the compliance work it has not previously been able to address, provide for succession planning internally and move some positions to allow for new reporting lines. Discussion with all Managers at a workshop recently held has lead to these outcomes.

Risks

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

1. People and Culture

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

Council are currently experiencing high turn over. This is the experience of all Councils in the area at the moment, however, our staff are stating the amount of overtime being worked (and it is very high) is unsustainable. Increasing some staffing in key areas, and moving other vacancies to cover those costs, will alleviate the overworking issue. Council's sick leave statistics are commensurate with the amount of overtime being worked.

2. Reputation

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

The community do not like to see Council staffing increase. It is therefore possible councillors will face criticism for allowing this to occur. Council's service reviews, currently being undertaken however, will at specific points allow staff to talk with the community about the cost of providing specific services and a where reductions in service levels are agreed to, it is possible reduction of staffing may occur through normal attrition rates and as an outcome of any service level reductions.

Options

1. Approve the changes to the Organisational Structure as requested
2. Approved the Organisational Structure with the changes discussed at this meeting
3. Do not approve any changes to the Organisational Structure with the understanding some services will not be delivered.

Conclusions

The information provided above is part of a significant workshop held with all Managers to discuss the structure, their needs to deliver current service levels and some increasing expectations, and the future needs of Council. Managers were very honest in their discussions and agreed to moving a

number of positions rather than creating new ones. All are also open to Shared Service provision for difficult to fill positions if this helps Council to deliver the services needed and expected.

Overall I believe this is minimal change to achieve the outcomes Council has committed to and a great outcome in the larger work being undertaken to improve workplace culture, efficiencies and effectiveness.

8.8 NSW EV Destination Charging Program

Author:	Director Infrastructure, Rohit Srivastava
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.1. Create safe, friendly and accessible communities
Delivery Program:	3.1.3. Strengthen the inclusiveness and accessibility of our community
Council's Role:	Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	Nil

Recommendation

That Council adopt the locations of eight EV Charging stations across the Shire as noted in the report.

Purpose

The purpose of the report is to get approval of Council to install eight EV charging stations across four Shire townships.

Summary

Utilise grant funds (\$53,600) and Council's own budget (\$131,700) to install eight EV charging stations at locations mentioned below:

Site	Charger & Accessories	Expected civil works	Total cost	Funding approved	Council to fund
Apex Park, Berrigan	\$ 7,600	\$ 9,500	\$ 17,100	\$ 6,700	\$ 10,400
Hayes Park, Berrigan	\$ 8,400	\$ 8,900	\$ 17,300	\$ 6,700	\$ 10,600
Railway Park, Finley	\$ 7,600	\$ 10,000	\$ 17,600	\$ 6,700	\$ 10,900
Barooga Rec Reserve	\$ 7,600	\$ 9,500	\$ 17,100	\$ 6,700	\$ 10,400
Adventure Park, Barooga	\$ 8,400	\$ 8,500	\$ 16,900	\$ 6,700	\$ 10,200
Botanical Garden, Barooga	\$ 7,600	\$ 52,000	\$ 59,600	\$ 6,700	\$ 52,900
Splash Park, Tocumwal	\$ 8,400	\$ 13,500	\$ 21,900	\$ 6,700	\$ 15,200
Aerodrome Car Park, Tocumwal	\$ 7,600	\$ 10,200	\$ 17,800	\$ 6,700	\$ 11,100
Total	\$ 63,200	\$ 122,100	\$ 185,300	\$ 53,600	\$ 131,700

Background

Council has received a grant funding of \$53,600.00 to install eight Dual Port 22kW Charging stations under NSW EV Destination Charging Program. The funding is approved for 75% cost of specific type of chargers (only) that are installed at 'destination sites' around the Shire. The chargers are versatile and can charge all types of Electric cars and each charger will be able to power two vehicles at a time

(16 parking bays). This initiative will help us to achieve CSP's Strategic Outcome 3: Supported and engaged communities, by investing in Tourism needs and promoting EV transportation.

It should be noted that to meet the requirements of the funding agreement, sites MUST meet the following criteria:

- They must be on Council owned land or land that is under Council's care and control; and
- They must be within walking distance of a major shopping area; and / or
- They must be within walking distance of a major tourist attraction; and
- They must be close to a three-phase power supply.

The above requirements significantly restricted the available sites where EV chargers could be sited.

It is to be noted that the installations are required to be complete by August 2023.

As part of the funding application eight Electric Vehicle Charging Stations at four townships at the following locations were selected.

1. Apex Park – Berrigan
2. Hayes Park – Berrigan
3. Railway Park – Finley
4. Barooga Recreation Reserve Car Park (Near Sporties)
5. Adventure Park – Barooga
6. Botanical Garden – Barooga
7. Splash Park – Tocumwal
8. Aerodrome – Tocumwal

Each site is described below in detail – location and any specific issue/s identified after discussions with local electrical contractor.

Apex Park Car Park, Berrigan:



Figure 1: Initially proposed Scope



Figure 2: Revised Scope

Issues with Initially proposed Site:

- A. 100m Trenching and civil works
- B. Power upgrade from single phase to three phase (costs around \$5K)

Revised Scope 1:

- A. Location remains same.
- B. Line-marking and dedicated parking bays.
- C. Power will be drawn from nearby electrical pole and new point of supply will be installed.
- D. 35m Trenching and Civil works to install EV Chargers and electrical installation.

It is proposed to install EV charger at the revised location.

Hayes Park, Berrigan



Figure 3: Initially proposed site along State Highway (adjacent to Hayes Park)



Figure 5: Revision 1



Figure 4: Revision 2

Issues with Initially proposed Site:

- A. Trenching and civil works
- B. Power upgrade from single phase to three phase (costs around \$5K)
- C. Design Issues - Proposed site, located next to Park Toilets is too congested for EV and normal Car Parks.

Issues with Revision 1:

- A. Angled Parks are either too far from Hayes Park or may cut through footpath.
- B. Angled Park will cost for design and reinstatement of kerb, channel, and footpath (Inability to deliver within required timeframe).

Revised Scope 2:

- A. Three phase system available, only charger and fuses are required.
- B. Line-marking and dedicated parking bays for parallel parking.
- C. Power will be drawn from nearby electrical pole and new point of supply will be installed.
- D. 25m Trenching and Civil works to install EV Chargers and electrical installation.

Procurement of additional charger accessories, costing up to \$800.

It is proposed to proceed with the location shown under Revised Scope 2.

Railway Park, Finley

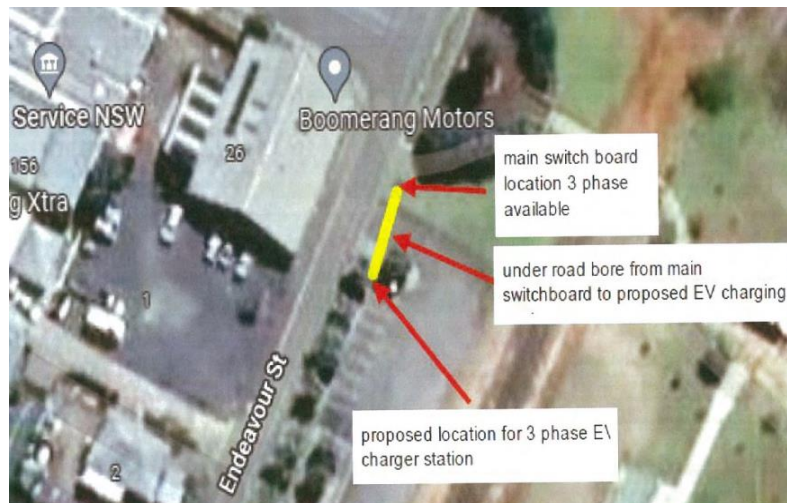


Figure 5: Railway Car Park, Finley

Revised Scope (No Change):

- A. Under boring and minor civil works to install EV Chargers and electrical installation.
- B. Relining for dedicated parking bays. Convert 3 spaces into one, EV to be installed between two car spaces.
- C. Fencing and Traffic Management

It is proposed to proceed with the identified location.

Barooga Recreation Reserve Car Park (Near Sporties)



Figure 6: Proposed Car Park

Revised Scope (No Change):

- A. 40m Trenching and minor civil Works to install EV Chargers and electrical installation.

- B. Clearing of Grass and small shrubs.
- C. Fencing and Traffic Management.
- D. Potential Scope: To alter access through Barooga recreation reserve.

It is proposed to proceed with the identified location.

Adventure Park, Barooga



Figure 7: Proposed Site

Revised Scope:

- A. Three phase system available, only charger and fuses are required.
- B. Line-marking and dedicated parking bays for parallel parking.
- C. Power will be drawn from Barooga Library supply unit.
- D. 50m Trenching and Civil works to install EV Chargers and electrical installation.
- E. Procurement of additional charger accessories, costing up to \$800.
- F. Fencing and Traffic Management

It is proposed to install EV charger with parallel parking at the site to minimise civil works.

Botanical Garden, Barooga:



Figure 8: Proposed Site (Option 1)

Community group has asked Council not to proceed with installation of EV chargers at the car park as there will be reduction in normal parking spaces (currently at 6 Nos.).

Proposal No. 1 - Construction of 3 additional spaces by relocating the existing boundary fences:

- A. Planning & Design. Additional roadworks to provide a left turning lane (on State Highway) may be required.
- B. Relocate and extend Wooden Fencing. Clearing of existing surface and Earthworks.
- C. Relocate & Demolish existing Shelter (Civic Guide).
- D. Two coat Bituminous Seal on current surface (450sq.m.).
- E. Line mark 6 car spaces with an additional DDA car park and two dedicated EV bays.
- F. 80m Trenching and Civil works to install EV Chargers and electrical installation. Fencing and Traffic Management.

Estimated Cost of Works: \$80,000 (TBC)

Estimated Timeframe: 8 months

Proposed Scope 2 - Construct two parallel parking bays on opposite side of the road:



Figure 9: Option 2 (Opposite Side of the road)

Scope will Include:

- A. Planning & Design for Footpath, Car park, Kerb & Channel - Inhouse
- B. Civil works including Line marking (Contractor) for dedicated parallel parking bays
- C. EV Dual port charger as approved.
- D. 30m Trenching and Civil works to install EV Chargers and electrical installation.
- E. Fencing and Traffic Management.

Estimated Cost of Works: \$40,000 (TBC)

Estimated Timeframe: 3 months

Proposed Scope 3 - Cancel the site and return funding.

It is proposed to proceed with Option 2.

Splash Park, Tocumwal



Figure 10: Initially proposed site in front of The Old Bank

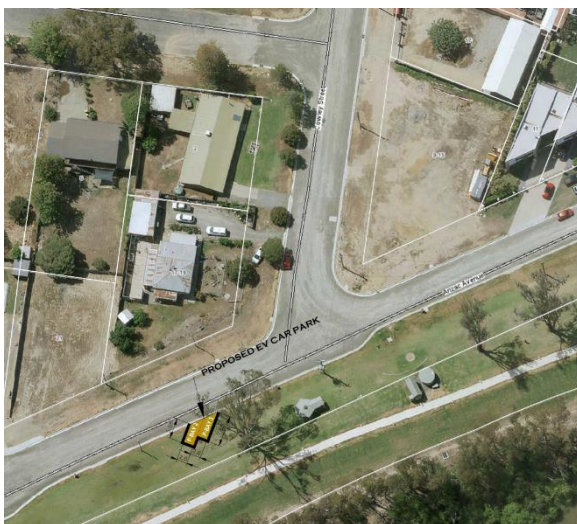


Figure 11: Revision 1



Figure 12: Revision 2

Issues with Initially proposed Site:

- A. Inability to conduct works due to power requirements as recommended by electrician.

Issues with Revision 1:

- A. Community has requested for parallel parking.
- B. Angled Park will cost for design and reinstatement of kerb, channel, and footpath (Inability to deliver within required timeframe).

Revised Scope 2:

- A. Three phase system available, only charger and fuses are required.
- B. Line-marking and dedicated parking bays for parallel parking.
- C. Power will be drawn from nearby electrical pole and new point of supply will be installed.
- D. 50m Trenching and Civil works to install EV Chargers and electrical installation.

- E. Procurement of additional charger accessories, costing up to \$800.

It is proposed to proceed with location marked under Revised Scope 2.

Aerodrome Car Park, Tocumwal



Figure 13: Initial proposal



Figure 14: Revision 1

Initially, the proposal was to install parking bays in front of Council Building at the Aerodrome facility. It is proposed the parking bays and charger to be installed in front of the Museum Garden as part of the new car park.

Revised Scope (No major Change):

- A. 80m Trenching and Civil works to install EV Chargers and electrical installation Fencing and Traffic Management.
- B. Line-marking and dedicated parking bays for right angled parking.
- C. Three phase system Available, only charger and fuses are required.
- D. Line-marking and dedicated parking bays for parallel parking.
- E. Power will be drawn from Barooga Library supply unit.

Fencing and Traffic Management (to be included as part of other works).

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

These installations will support the CSP's strategic outcome - Supported and engaged communities.

Financial

Council has received grant under NSW EV Destination Charging Program for a value of \$53,600. The grant projects are expected to be complete by Aug'23. Council has savings under various capital projects and it is recommended that we fund these installations utilising those savings.

Community Engagement / Communication

The project team has discussed locations of these EV chargers with relevant committees and have tried to accommodate requests, as per the availability of power supply/upgrade costs.

Risks

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

1. Financial

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

Project team has discussed all site locations with local electrician and the overall project cost is expected to be within reasonable estimate and there are funds available to complete the project.

2. Technology

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

Initially Council will make all eight EV chargers free of cost for community but depending up on the usage, there might be a proposal to start charging and recover costs. Council officers are discussing a software which would allow this to happen in the future.

3. Positive consequences

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

This project will enhance Council's reputation in the Region by facilitating charging for local and vehicles passing through our Shire.

Options

1. Adopt all eight EV charging locations as mentioned in the report.
 2. Adopt EV charging locations, with changes.
-

8.9 Finley Lake Master Plan

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.1. Create safe, friendly and accessible communities
Delivery Program:	3.1.1. Build communities that are home to more families and young people
Council's Role:	Strategic Partner: The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.
Appendices:	<ol style="list-style-type: none">1. 11.04.2023 2247 - Finley Lake Masterplan_Final - A3 LOW RES.pdf (under separate cover)2. 19.04.2023 Finley Lake Masterplan Cost Plan.pdf (under separate cover)3. 19.04.2023 Finley Lake Masterplan Feedback - Social media comments.pdf (under separate cover)

Recommendation

That the Council adopt the Finley Lake masterplan attached to this report and incorporate the actions from the masterplan into its suite of integrated planning and reporting documents.

Purpose

This report is provided to formally consider, and if suitable adopt, the proposed Finley Lake Masterplan.

Summary

Attached as Appendix 1 to this report is a proposed masterplan for Finley Lake.

The plan was developed in consultation with the Finley community and has been on public exhibition for 28 days.

Council is asked to formally adopt the Finley Lake Masterplan and include the items in the masterplan in its future capital works program and long-term financial plan.

Background

Council agreed to fund a masterplan for the Finley Lake Land Managers as a voluntary offset for acquiring land on the reserve for the new water treatment plant.

The initial scope of works was to deliver a modest plan that could be delivered by the volunteer Land Managers. After the initial consultation, it became clear that the Lake held a special place in the

imagination of the Finley community and as such the Finley community wished to see a more aspirational plan.

Council consented to the development of this more aspirational plan, noting the Council may need to play the lead role in delivering this plan. A cost plan prepared by a quantity surveyor is attached as Appendix 2 to this report

The Finley community was involved in the development of the plan through workshops and public meetings. A draft plan was placed on public exhibition for 28 days and feedback provided on the draft plan is attached as Appendix 3 to this report.

The proposed masterplan certainly delivers an aspirational vision for Finley Lake.

All of this will come at a significant cost and the designers see this as a 25-to-30-year vision. Council, in consultation with the community, will need to prioritise the various components of this project.

The Finley Lake Land Manager – a community committee that is independent of the Council – has identified that it will need Council assistance to deliver this plan and to maintain the reserve in the medium to long term.

Vision

Thomson Hay Landscape Architects, who prepared this plan – summarise it below

The Lake is where memories are made.

The aspirational community vision for the lake is summarised below:

- **Finley Lake (the Lake) is an inviting & attractive destination.** Travellers stop and stay, and locals gather here for recreation and events. It is a place for everyone to use. The Lake provides a multipurpose precinct with activities for all ages and is accessible to everyone. A calendar of community organised events, including water sport days, fishing days, and indigenous cultural activities, make the Lake a regional drawcard.
- **The lake is a cool & shady environment that is clean & tidy.** The aquatic and terrestrial environment is well managed. The stabilised banks provide ways to interact with the water, including fishing and bird watching. Improved paths provide all abilities access to journey through this beautiful space. People feel safe and relaxed in a family-friendly atmosphere.
- **The Lake supports a range of community activities and businesses.** The Caravan Park becomes a modern and contemporary facility. A custom-built commercial space provides food and drinks, supports water recreation and provides an historical display on the “Story of Water in Australia”. A new wharf supports the model boat club, as well as providing all abilities canoe/kayak access. New boat ramp parking provides safe and easy access for motorised recreational boats and offers a separate entrance to the off-the-leash dog area.
- **A rest stop on the Newell Hwy supports safe driving in the region.** A modern and exciting play space with a ‘Spanish Galleon’ celebrates an iconic Finley story and Australian alternative rock band Spiderbait in their hometown. A sandy beach provides a natural swimming area.
- **The Lake is a fishing paradise.** The Lake is stocked with native fish, and exotic fish are controlled. A wetland with diverse aquatic plants provides a fish breeding and nursery habitat as well as including living culture plants important to the rich culture of the Bangerang people.

- **A new island in the wetland protects the aquatic plants from boat waves as well as a protects the waterplay / swimming beach.** A cultural display and Bangerang artwork showcases and celebrates local first nations cultures and their connection to the Lake.

This Masterplan is based on extensive community and stakeholder consultation. The vision is a direct result of their input

This Masterplan Achieves:

- 2,750m of paths plus links to the schools and existing town path network;
- 2 rest stops on major highways;
- 1 regional play space;
- 1.6 hectares of wetland habitat and extensive terrestrial planting;
- Supports water activities including fishing, swimming, canoeing, kayaking, paddle boarding, remote control model boats & water skiing;
- Supports living culture and showcases the Bangerang history and cultural connections;
- Supports the diverse community needs; and
- A commercial space with economic opportunities

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

If adopted, this masterplan will need to be incorporated into the Council's suite of Integrated Planning and Reporting documents including the:

- Delivery Program
- Long Term Financial Plan
- Operational Plan

If the Council is to take responsibility for the delivery of this masterplan through control of the reserve, it may be required to develop a Crown Land Plan of Management for the reserve, especially if it wishes to enter into commercial arrangements as identified in the masterplan.

Issues and Implications

Financial

Full delivery of this plan is expected to cost around \$15m. This is obviously outside the Council's capacity to fund in the short term.

Delivery of the masterplan will require:

- componentisation and prioritisation of the sub-projects to best meet the overall objectives of the masterplan and available funding;
- funding from multiple sources including:
 - grant funds;
 - Council funds;
 - funds raised from the community; and

- partnerships with the private sector where appropriate.

This masterplan along with the extensive community consultation that has gone into its development, should assist in obtaining grant funding.

Council should also consider there will be considerable ongoing maintenance and operational costs that will need to be funded as new projects are delivered including mowing and gardening, cleaning, building maintenance, electricity etc.

Before each stage is delivered Council should – as identified in its Financial Strategy – undertake a formal Capital Works review.

Legal / Statutory

Finley Lake Reserve is Crown Land. The Council will need the consent of Crown Lands and the Finley Lake Land Manager before delivering any of these projects.

Various components will require development consent, including concurrence from other agencies including Transport for NSW for access to highways.

Community Engagement / Communication

As discussed above, the plan was developed in consultation with the Finley community.

The draft plan was displayed on Council's website and at Finley Library for community comment.

Risks

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

1. Financial

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

Implementation of the masterplan will be an expensive undertaking. The Council does not have the financial resources to fund the plan directly and will need to source multiple streams of funding.

Council should also undertake a capital expenditure review before delivering each sub-component of the plan to ensure it is financially sustainable over the medium to long term.

2. Reputational

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

The development and adoption of this masterplan will create an expectation from the Finley community that the Council is committed to delivering the plan. Council should be careful in its messaging, noting delivery of this plan in its entirety may take 25 to 30 years.

3. Natural environment

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

Works on the lake have the potential to impact the natural environment of the lake. As each sub-component of the plan is delivered Council should consider how best to mitigate any impact. This is most apparent with one of the higher priority actions identified in the plan – desilting.

Options

1. Council adopt the Finley Lake Masterplan as prepared – this is the recommended option
2. Council send the plan back to the consultants with required amendments
3. Council seek further clarification on the plan from the consultants
4. Council choose not to adopt a plan for Finley Lake

Conclusions

The Finley Lake masterplan is an ambitious document and one that looks to have the support of the Finley community. It promises to create a facility of which Finley and the broader Berrigan Shire community can be proud.

Council will need to carefully manage community expectations and financial resources to deliver this plan in a financially sustainable manner.

8.10 NSW Local Government Recovery Grants Program - Barooga Swing (Pedestrian) Bridge

Author:	Director Infrastructure, Rohit Srivastava
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.1. Create safe, friendly and accessible communities
Delivery Program:	3.1.2. Facilitate all age healthy lifestyles and ageing in place
Council's Role:	Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	Nil

Recommendation

That Council adopt Option 2, considering low usage of the pedestrian bridge.

Purpose

The purpose of the report is to request Council's guidance regarding the NSW Local Government Recovery Grants Program nominated project.

Summary

At February 2022 SPW meeting, Deputy CEO presented a report on Disaster & Recovery Funding. As part of the briefing, Council were informed it had received \$1million under NSW Local Government Recovery Grants Program and it was suggested we utilise these funds towards NSW Local Government Recovery Grants Program - Barooga Swing (Pedestrian) Bridge.

The bridge was under water for a considerable amount of time last year during high river levels. The bridge is subsequently closed for public until further notice, as it was deemed unsafe. Considering this grant allows rehabilitation of public assets not seen as essential and that do not meet the criteria for other disaster funding (i.e. playgrounds, other important community assets) the Barooga Swing Bridge was approved by the relevant agency.

Background

Council officers have subsequently engaged a bridge specialist (consultant) to inspect the bridge and make recommendations on:

1. how the existing bridge can be strengthened; and
2. the cost to replace the bridge with increased height (building back better).

The consultant inspected the bridge on Friday, 24 March 2023 and has submitted a detailed report on the condition of the bridge.

The consultant has found parts of the existing bridge to be non-compliant with current standards. Alignment of the bridge deck needs adjustment as it has moved due to pressure from water and debris, along with other bridge structure failures.

Options

The Consultant has proposed three options:

Option 1 - Immediate Requirements for replacing like with like and the same barrier

- ☐ Clean the structure and remove all debris and loose material build-up from deck surface, ramps, and footings. These works will aid with conducting a detailed inspection from the contractor to form their construction management plan.
- ☐ Dispose of timber.
- ☐ Re-align and adjust the cable profiles to square up the bridge deck.
- ☐ Replace all timber barrier members.
- ☐ Replace timber Kerbs.
- ☐ Install new steel grating to deck.
- ☐ Wire brush and paint the steelwork pylons, beams and handrail.
- ☐ Apply lanotec grease to the cables.
- ☐ Check the condition of the cables and saddle at the top of the pylons.
- ☐ Apply corrosion protection to any bolt or hanger showing signs of corrosion.
- ☐ Re-install wire rope barrier horizontals.

The cost for this work is quoted as **\$96,000+GST** including labour and materials to complete the works. When this work is being done, it is recommended the underside of the deck is cross braced to resist lateral forces from future floods. An additional cost of \$10,000+GST would be required to complete the cross-bracing works.

This option would require considerable maintenance on a regular basis to keep the bridge operational in the longer term.

Option 2 - Immediate Requirements for replacing timber with steel and new compliant barrier.

- ☐ Structural Engineer design and documentation for bridge works.
- ☐ Clean the structure and remove all debris and loose material build-up from affected surfaces.
- ☐ Dispose of timber.
- ☐ Re-align and adjust the cable profiles to square up the bridge deck.
- ☐ Replace all timber members with appropriately sized steel members.
- ☐ Replace timber kerb with 125x75x3.0 RHS.
- ☐ Install new bridge barrier with 12mm balusters at max 120mm centres fixed top and bottom 42mm diameter CHS rails fixed to verticals. The new barrier height would be 1200mm above the deck to comply with current standards.
- ☐ New cross bracing to underside of deck to resist lateral flood forces.
- ☐ Install new steel grating to deck.
- ☐ Wire brush and paint the steelwork pylons, beams and handrail.

- ☐ Apply lanotec grease to the cables.
- ☐ Check the condition of the cables and saddle at the top of the pylons.
- ☐ Apply corrosion protection to any bolt or hanger showing signs of corrosion.
- ☐ New barrier to ramp

The cost for this work is quoted as \$140,000+GST which allows for labour and materials to complete the works.

This option would also require significant ongoing maintenance to ensure the bridge remains serviceable for the long term.

It should be noted that Option 1 & 2 does not consider raising of the existing bridge. If there is another similar flood event, the bridge will again be subjected to similar horizontal forces (for which it is not designed).

Option 3 – New Bridge

A new pedestrian bridge to replace the current bridge, or a new one near the township. To meet all current standards and allow for all abilities access, the bridge would be increased to 2.5m wide minimum between handrails. A new bridge spanning 30 to 40m for example and allowing for a steel trussed bridge will cost in the order of \$225,000+GST. This site would require approach ramps, and these could be an additional \$125,000+GST given the potential height difference to ensure the bridge would be above the 1%AEP flood. At this stage, Council should allow for \$350,000+GST for a new bridge structure with ramps.

The consultant has also provided us with the life of the asset once either of the Options are implemented. Providing the recommended work is undertaken and routine maintenance inspections are carried out, the structure can be expected to have life of about 40 years for Option 1 and 60 years for Option 2 with significant maintenance intervention and 100 years for Option 3 without significant maintenance intervention.

To proceed with Option 3, a detailed design and tender document will be prepared by a consultant once geo-technical investigations are complete at the site.

An estimate project cost to proceed with Option 3 are presented below:

Item	Cost (excl GST)
Detailed Design & Tender Documents	\$12,000
Geo-technical investigations	\$10,000
Expected demolition cost of existing bridge (including disposal)	\$30,000
Expected cost of new bridge	\$350,000
Project Management Cost	\$15,000
Total Cost	417,000
Project Contingency (10%)	\$41,700
Total Project Estimate	\$458,700

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

Nil

Issues and Implications

Considering the pedestrian bridge is closed due to it being unsafe, it is recommended that one of the Option mentioned in the report is adopted.

Financial

The project has been approved under the NSW Local Government Recovery Grants Program for a value of works as \$1million. Any savings after completing one of the Council approved options will be utilised to get another qualified project under the grant approved and completed.

Legal / Statutory

Council has legal obligation to ensure the bridge is safe to use before it is opened to community.

Community Engagement / Communication

It is understood that the options will be presented to the community at Councillors listening post at Barooga on 11 April 2023.

Risks

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

1. Financial

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

The grant funds available can fund any of the three options. Savings from the overall grant funds will be utilised for other qualified project under the grant.

2. Health & Safety

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

The bridge has been assessed by a consultant, expert in bridges and the bridge has been found to be unsafe. It is necessary to rectify flood damages and make it compliant to the existing standards.

3. Positive consequences

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

Local community has been waiting for the bridge to be opened again. Once the adopted option is implemented, the community is expected to be pleased.

Options

1. Adopt Option 3, considering flood events are becoming more frequent. OR
2. Adopt Option 2, considering low usage of the pedestrian bridge.

Conclusions

The Barooga Swing Bridge is important to the community and they are looking urgently to understand when works will commence and how long they will take so they may recommence using the facility.

8.11 Finance - Accounts

Author:	Finance Manager, Tahlia Fry
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.3. Council operations and financial management support ethical, transparent and accountable corporate governance
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Berrigan_Monthly Investment Review_March 2023.pdf (under separate cover)

Recommendation: that the Council:

- a) Receive the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 March 2023,
- b) Confirm the accounts paid as per Warrant No. 03/23 totaling \$3,712,380.40 and
- c) Note the report on investments attached

Purpose

This report is designed to inform Council of its cash and investments as at 31 March 2023 and for Council to authorise expenditure for the month ending 31 March 2023.

Report:

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 March 2023 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 31 March 2023.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 31 March 2023, totaling \$3,712,380.40 and will be submitted for confirmation of payment as per Warrant No. 03/23
- d) The Finance Manager certifies that all Investments have been placed in accordance with:
 - i. [Council's Investment Policy](#),
 - ii. [Section 625 of the Local Government Act 1993 \(as amended\)](#),
 - iii. [the Minister's Amended Investment Order gazetted 11 January 2011](#),
 - iv. [clause 212 of the Local Government \(General\) Regulations 2021](#), and

v. Third Party Investment requirements of the Office of Local Government Circular 06-70

e) Funds have decreased in March by \$1.1M which has been in line with the same period last year. Funds continue to decrease as expected due to Council's current capital works plan and ongoing increases in operational costs.

Overall funds have increased by \$2.8M compared to the same period last year, mainly due to the recent receipt of grant funding made available to council.

Statement of Bank Balances as at 31 MARCH 2023

Bank Account Reconciliation

Cash book balance as at 01 MARCH 2023	\$14,636,182.81
Receipts for MARCH 2023	\$ 2,599,555.77
Term Deposits Credited Back	\$ -
	<u>\$17,235,738.58</u>
Less Payments Statement No 03/23	
Bank Transfers	\$ -
Electronic Funds Transfer (EFT) payroll	\$ 937,947.46
Electronic Funds Transfer (EFT) Creditors E041893-E042174	\$ 2,708,089.87
Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 66,343.07
Total Payments for MARCH 2023	<u>\$ 3,712,380.40</u>
Cash Book Balance as at 31 MARCH 2023	<u>\$13,523,358.18</u>
Bank Statements as at 31 MARCH 2023	\$13,521,554.76
Plus Outstanding Deposits	\$ 1,803.42
Less Outstanding Cheques/Payments	\$ -
Reconciliation Balance as at 31 MARCH 2023	<u>\$13,523,358.18</u>

INVESTMENT REGISTER

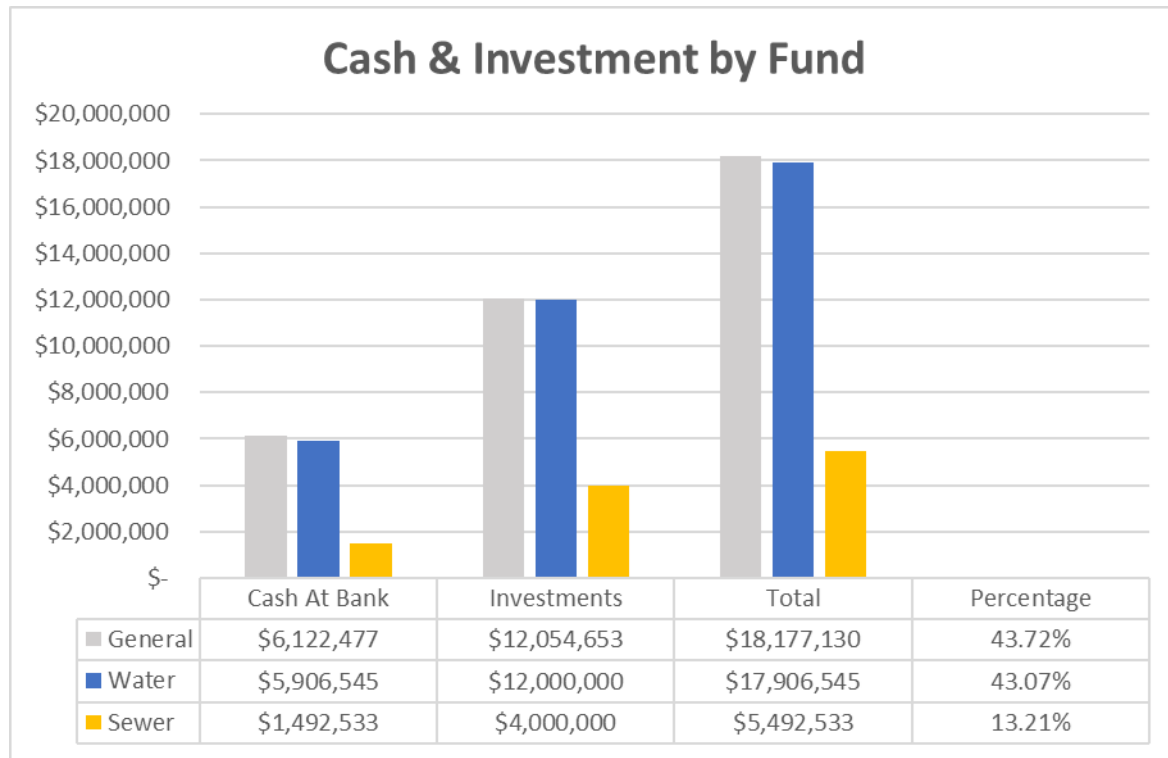
INSTITUTION	FUND	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL	S&P RATING
AMP	GENERAL	133/17	365	**2.90%	23/05/2023	\$ 1,000,000.00	BBB+
AMP	GENERAL	125/16	365	**2.90%	31/05/2023	\$ 2,000,000.00	BBB+
AMP	WATER	136/18	243	**4.35%	19/06/2023	\$ 2,000,000.00	BBB+
AMP	SEWER	144/19	365	**4.50%	23/03/2024	\$ 2,000,000.00	BBB+
AMP	GENERAL	149/23	730	**5.00%	25/10/2024	\$ 2,000,000.00	BBB+
Bank Of Queensland	GENERAL	147/22	365	3.15%	29/05/2023	\$ 2,000,000.00	BBB+
Bank Of Queensland	WATER	153/23	731	4.60%	18/11/2024	\$ 2,000,000.00	BBB+
Bendigo Bank	WATER	142/18	365	*2.50%	26/09/2023	\$ 2,000,000.00	BBB+
Bendigo Bank	GENERAL	146/20	365	*2.50%	28/09/2023	\$ 5,054,653.00	BBB+
Defence Bank Limited	WATER	138/18	365	4.50%	11/01/2024	\$ 2,000,000.00	BBB
NAB	SEWER	151/23	214	4.20%	1/05/2023	\$ 2,000,000.00	AA-
NAB	WATER	148/23	365	4.50%	28/09/2023	\$ 2,000,000.00	AA-
WESTPAC	GENERAL	150/23	365	4.55%	29/09/2023	\$ 2,000,000.00	AA-
						<u>\$ 28,054,653.00</u>	
Total Funds Held at 31 MARCH 2023						<u>\$41,578,011.18</u>	

Tahlia Fry - Finance Manager

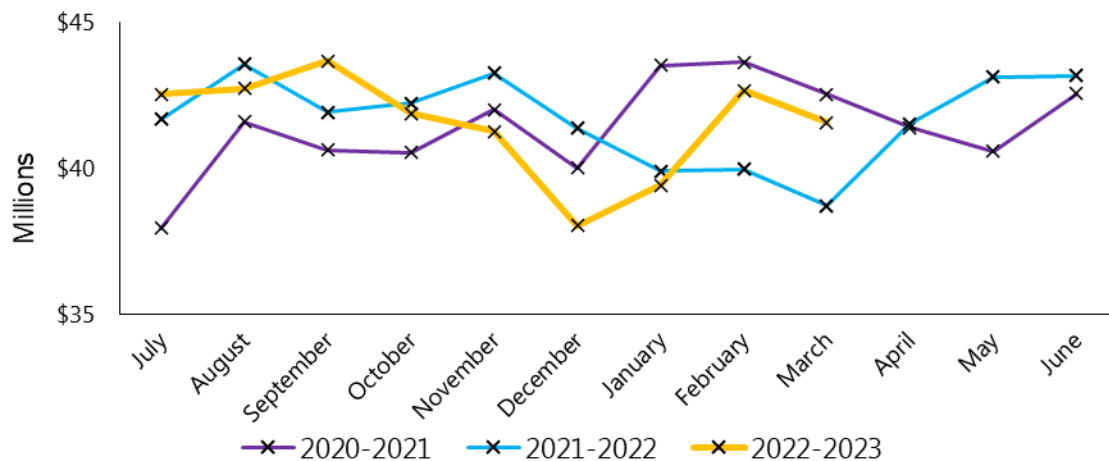
*The Council also receives an additional 0.25% commission

**The Council also receives an additional 0.20% commission

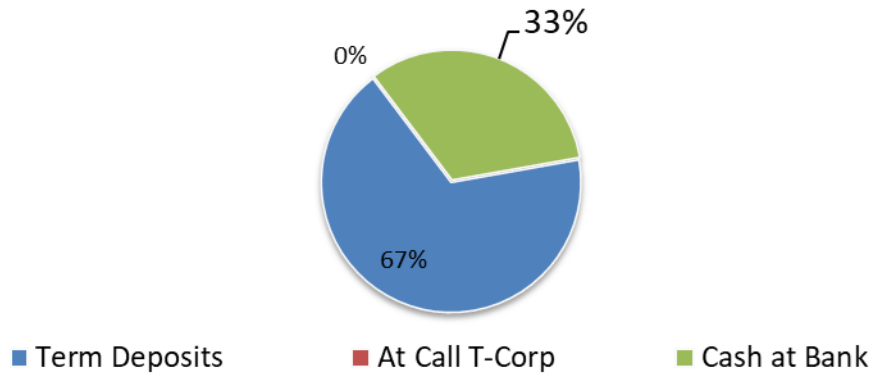
Total Funds held between General, Water and Sewer are as follows:



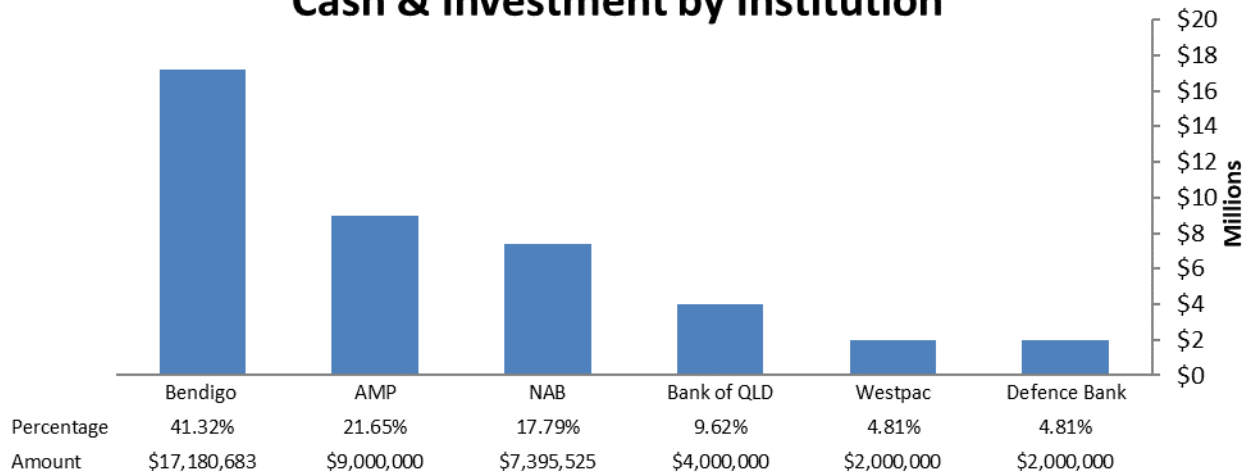
Total Cash and Investments



Cash & Investment by type



Cash & Investment by Institution



Term Deposits Credited Back

Prior Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
AMP BANK	365	\$ 2,000,000.00	**1.25%	23/03/2023

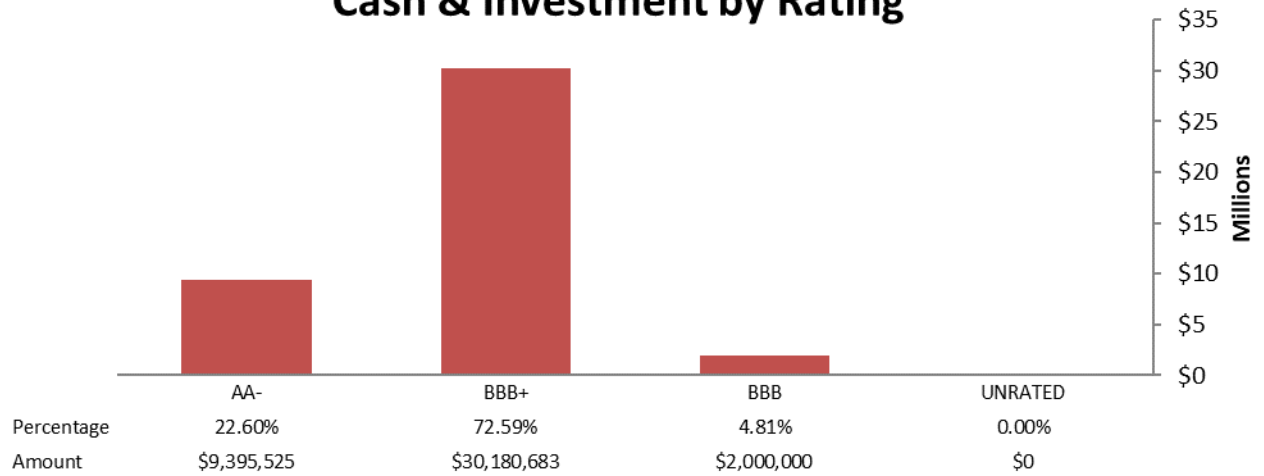
Term Deposits Invested / Reinvested

Current Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
AMP BANK	365	\$ 2,000,000.00	**4.50%	23/03/2024

*The Council also receives an additional 0.25% commission

**The Council also receives an additional 0.20% commission

Cash & Investment by Rating



8.12 Tocumwal Carpark

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	4. Diverse and resilient business
Strategic Objective:	4.1. Strengthen and diversify the local economy and invest in local job creation and innovation
Delivery Program:	4.1.2. Support local enterprise through local economic and industry development initiatives and projects
Council's Role:	Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. 05.04.2023 Tocumwal Car ParkOPTION PL03.pdf

Recommendation

That the Council

1. develop a plan to construct a car park on Barooga St, Tocumwal, excluding land under 9 and 11 Barooga St, Tocumwal
2. after consultation with Tocumwal Rotary, demolish the old Tocumwal hardware shop at 15 Murray St, Tocumwal
3. demolish the house at 11 Barooga St Tocumwal

Purpose

This report considers a proposed design for the redevelopment and expansion of the Barooga St carpark at Tocumwal

Summary

Council has been in negotiations with the owner of 9 Barooga St, Tocumwal about the acquisition of that property to add to land already owned by Council to construct a new carpark.

The owner is not willing to sell the block in its entirety but was willing to partner with Council on a proposal to realign his parcel and 11 Barooga St (owned by Council) with Council retaining some for its carpark and the owner retaining some for a private development.

The plan attached as Appendix 1 to this report is the result of negotiations with the owner.

The plan will provide Council with an additional 16 car parks over the 120 carpark spaces that can be constructed on the land already controlled by Council.

On this basis, Council staff recommend not proceeding with the acquisition of 9 Barooga St and constructing the car park on the land under the current car park and the former Tocumwal Motel site, including the hardware store.

Council staff also recommend the demolition of the house on 9 Barooga St and consideration be given to a commercial and/or residential development on this site, either by Council or by the private sector.

Background

In late 2020, Berrigan Shire Council acquired the Tocumwal Motel site at 13-21 Murray St Tocumwal, including the Tocumwal Motel and the former Tocumwal hardware shop.

Council acquired this land with the specific purpose of constructing additional off-street parking. The land is adjacent to an existing off-street car park owned by Council.

In mid-2021, the Council demolished the tired and somewhat dilapidated Tocumwal Motel, to ensure that it did not attract squatters and/or rough sleepers. The original plan also anticipated that the Council would demolish the old hardware shop immediately, however the previous General Manager negotiated an arrangement with the Tocumwal Rotary club to use the premises on a temporary basis while the Council prepared its plans.

In early 2022, the Council acquired 11 Barooga St. This was a strategic purchase to allow the Council to extend the proposed carpark further if it chose or to develop commercially. The Council also attempted to purchase 13 Barooga St but was unsuccessful. 11 Barooga St is vacant.

11 Barooga St is separated from the existing Council carpark by 9 Barooga St. This property is owned by the operator of a local business.

Council staff approached the owner in mid-2022 to offer to purchase this property. The owner was unwilling to sell the lot but was willing to consider options where Council may be able to acquire some of 9 Barooga St in return for part of 11 Barooga St and cash. This would be subject to the owner approving the proposed design of the carpark.

The owner has plans for 11 Barooga St and would like to develop a mixed-use development of some description.

Design

Council staff worked through several iterations of proposed carpark concept plans before coming up a design that met the 9 Barooga St owner's approval.

The concept plan is somewhat different than the plan considered by the previous Council.

This concept plan includes:

- Up to 122 car park spaces
- A small retail/commercial development along Murray St from the laneway to Barooga St. The Council could develop this itself or sell to a developer.
- Entry from Barooga St only. There is no access to the carpark from the laneway for vehicles to minimise vehicle traffic in the laneway.
- Four accessible parking spaces with accessible ramps leading out of the carpark

- Long vehicle parking – either on Barooga St or in the carpark. Bringing long vehicles into the carpark does reduce the number of parks available.

However, finding a concept plan that met with the approval for the owner of 9 Barooga St did compromise the layout of the carpark. As can be seen, in return for allowing the Council to acquire the street frontage of 9 Barooga St, the owner would like to retain an area of 829m² for his warehouse/residence development – made up of the back of both 9 and 11 Barooga St.

From the Council's perspective, this means Council will purchase both 9 and 11 Barooga St and retain for its own use 524m² – an area that will only allow an additional 16 lots. While Council and the 9 Barooga St owner will need to negotiate the terms of any purchase/exchange, this proposed design does not appear to be an efficient use of the land – regardless of the cost.

Council could consider constructing formal angle parking in Barooga St in conjunction with the construction of the carpark. This would also create many new parks a short block away from the town centre through the carpark or down Morris St past the Post Office.

Options

There are several options available to the Council.

1. Build the carpark on land that Council currently owns and abandon plans for the purchase of 9 Barooga St.

This is the simplest and cheapest option. Overall, the Council would lose a maximum of 16 carparks and potentially only 12.

Council would need to consider what it would intend to do with 11 Barooga St. It could hold as a piece of strategic land or sell and release the property back into the housing market.

Council staff inspected the house on 11 Barooga St last week. It is in poor condition and Council staff consider the land holds more value without the house on the site.

2. Negotiate with the owner for the purchase of 9 Barooga St and hold 524m² with Barooga St frontage – as per the attached design.

This land could be developed into a carpark although as argued above it would not be a very effective use of the land. Alternatively, the Council could develop the land itself – potentially a residential and/or commercial development.

This use would be consistent with the Council's vision of an extended Tocumwal commercial district.

3. Look to compulsorily acquire 9 Barooga St for public purposes – i.e., to develop a carpark.

Rather than negotiate with the owner to acquire a piece of land too small to effectively develop into a carpark, Council could consider looking at compulsory acquisition of 9 Barooga St. The Council could also consider acquiring 13 Barooga St through a similar process.

This would quite clearly be unpopular with the owners of those lots and potentially the broader community. It could also be an expensive and time-consuming task. It would however once complete allow the Council to develop the area in a very flexible manner to achieve the best overall result.

Advice from Council staff is to:

- abandon plans to purchase 9 Barooga St

- construct a new car park on the land under the existing car park and the Tocumwal motel site – including the demolition of the old hardware building
- demolish the house on 11 Barooga St and explore alternate uses for the site.

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

Council is in the process of developing a structure plan for the Tocumwal business and commercial district which will identify areas for commercial and retail expansion.

Issues and Implications

Financial

Council has not identified a funding stream for the construction of the car park nor has it prepared a detailed estimate of the construction cost.

Legal / Statutory

The *Land Acquisition (Just Terms Compensation) Act 1991* governs the property acquisition process if Council chose to take that route.

Community Engagement / Communication

Undertaking a compulsory acquisition process would require extensive consultation with the owner of the property.

The attached design requires the demolition of the old hardware store on the corner of Barooga and Murray St, currently occupied by Tocumwal Rotary Club second-hand shop.

Risks

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

1. Financial

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

Until the costs of construction are known and a funding source identified, it is difficult to determine the Council's financial exposure.

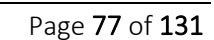
The Council will need to consider how it will develop the proposed commercial area fronting Murray St.

2. Reputational

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

A compulsory acquisition process is likely to be divisive and create community concern.

Tocumwal Rotary would like to retain occupancy of the old hardware building and are likely to oppose its demolition and replacement with a car park



8.13 Financial Review - January - March 2023

Author:	Finance Manager, Tahlia Fry
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.3. Council operations and financial management support ethical, transparent and accountable corporate governance
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	<ol style="list-style-type: none">1. March 2023 Budget Summary2. March 2023 Quarterly Budget Review Statement (under separate cover)

Recommendation

1. Note the third quarterly review of the 2022/23 budget and vote the funds contained therein as shown in **"Appendix 1"**
2. Note the March Quarterly Budget Review Statement attached also as **"Appendix 2"**

Report:

Circulated with the Agenda as **"Appendix 1"** is the Quarterly Financial Review for the period 1 January 2023 to 31 March 2023. This report takes into account all known factors and work variations until 31 March 2023 and later where possible, including moving some budget allocations to the 2023/24 financial year.

The revised budget deficit at 31 March 2023 is (\$179,000).

The revised budget is attributable to several factors including but not limited to the deferral of capital works into the 2023/24 budget, ongoing increased costs for operational and capital expenditure, increased expenditure in Councils move towards Cloud based software and ongoing consultant costs to alleviate staff shortages.

Generally, I would bring the budget into a surplus or break-even position by further budget cuts at the end of each quarter. However, current and expected wet weather forecasts are likely to reduce Council's capacity to deliver on all budgeted works in this financial year's budget so, come June we will likely see Council's actual cash expenditure fall into a cash surplus. If Council can finalise all budgeted works, we have \$4.9M of carried forward surplus' we can draw on to bring Council back into a cash surplus for the financial year.

Significant variations are detailed below. Variances which are unfavourable to the Council's result are shown with a (U) next to them and variances which are favourable are denoted with a (F).

ACCOUNT & DESCRIPTION	AMOUNT	F / U	REASON FOR BUDGET CHANGE
COUNCILLORS EXPENSES	(31,000)	U	BUDGET INCREASE TO \$85K PER ANNUM AS PER COUNCIL RESOLUTION
ADMIN MANAGEMENT PLAN EXPENSES	(10,000)	U	GOVERNANCE CONSULTANTS
ELECTION EXPENSES	15,000	F	CHANGED BUDGET FROM ANNUAL TO ELECTION PERIODS
BSC REBRANDING PROJECT	(20,000)	U	NOT BUDGETTED FOR INITIALLY OR ADEQUATELY
ADMIN CEO VEHICLE OPERATING EXP	10,000	F	BUDGET REDUCED DUE TO RECEIVE A MOTOR VEHICLE ALLOWANCE IN LIEU OF A COUNCIL CAR
ADMIN COMPUTER MTCE	(100,000)	U	ADDITIONAL SUPPORT & UPGRADES
ADMIN SOFTWARE LICENCING	50,000	F	BUDGET MOVED TO MAINTENANCE
ADMIN RISK MANAGEMENT OP EXP	(15,000)	U	IMPLEMENTATION OF QUARTERLY DRUG & ALCOHOL TESTING
ADMIN LEGAL EXPENSES INCL. GST	(20,000)	U	ADDITIONAL LEGAL ADVICE REQUIRED
ASSET REVALUATION EXPENSE	(55,000)	U	APV ASSET REVALUATIONS - 70% INCREASE IN 3 YEAR ROLLING QUOTE
CROWN LANDS PLANS OF MANAGEMENT	(66,000)	U	GRANT PROJECT
CORPORATE SERVICES EQUIPMENT	10,000	F	BUDGET NOT REQUIRED
REPLACE ASSET SOFTWARE	30,000	F	BUDGET REALLOCATED TO NEW LAPTOP ROLLOUT
DOCUMENT MANAGEMENT SOFTWARE	(10,000)	U	ADDITIONAL MICROSOFT 365 LICENCES
TECH SERVICES SALARIES - ENV.S	65,000	F	BUDGET REDUCED AS PER POSITION VACANCY
TECH SERVICES SALARIES - PROJECT MGR	90,000	F	SALARIES BEING COSTED DIRECTLY TO PROJECTS NOW
TECH SERVICE AOM VEHICLE OP EX	10,000	F	BUDGET REDUCED DUE TO RECEIVE A MOTOR VEHICLE ALLOWANCE IN LIEU OF A COUNCIL CAR
TECH SERVICE ENV VEHICLE OP EX	10,000	F	BUDGET REDUCED DUE TO RECEIVE A MOTOR VEHICLE ALLOWANCE IN LIEU OF A COUNCIL CAR

ACCOUNT & DESCRIPTION	AMOUNT	F / U	REASON FOR BUDGET CHANGE
TECH SERVICE EXE VEHICLE OP EX	10,000	F	BUDGET REDUCED DUE TO RECEIVE A MOTOR VEHICLE ALLOWANCE IN LIEU OF A COUNCIL CAR
TECH SERVICES OFFICE EXPENSES	(15,000)	U	INCREASE IN ENGINEERING SOFTWARE & SUBSCRIPTIONS DUE TO GRADUAL MOVE TO CLOUD BASED SOFTWARE
DONATIONS	10,000	F	WAAAF CREEK WALK SEATING
DOG ACT EXPENSES	10,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
RATES CERTIFICATE S603 - GST FREE	(12,000)	U	REDUCED APPLICATIONS
RISK MANAGEMENT TRANSFER FROM RESERVE	172,000	F	EMERGENCY ELECTRICAL REPAIRS
INFO TECH TRANSFER FROM RESERVE	74,488	F	MONEY FROM RESERVE USED TO FUND SOME OF THE NEW LAPTOP ROLLOUT
EXCLUDE PREVENT INVASIVE SPECIES	42,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
REDUCE IMPACT INVASIVE SPECIES	10,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
COUNCIL RENTAL HOUSING EXPENSE	12,000	F	DUE TO THE SALE OF DAVIS ST PROPERTY AND REDUCTION IN EXTERNAL LEASES
ENV. SERV LEGAL EXPENSES	(13,000)	U	ADDITIONAL LEGAL ADVICE REQUIRED
ENV. SERV CONSULTANCY	(46,000)	U	ADDITIONAL CONSULTANTS TO FILL STAFF VACANCIES
TIP OPERATIONS EXPENSES - BGN	20,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
HOOK LIFT BIN PURCHASE	100,000	F	PROJECT POSTPONED
COMPULSORY AQUISITION CROWN LA	98,000	F	PROJECT POSTPONED
LEVEE BANKS MTCE	10,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
SEPPELTS LEVEE	50,000	F	PROJECT POSTPONED
CEMETERY MAINTENANCE	(10,000)	U	ADDITIONAL OPERATIONAL EXPENSES
BGN ADDITIONAL WINTER DAM	50,000	F	PROJECT POSTPONED
RETIC OP EXP ELECTRICITY - FIN	(23,000)	U	INCREASE IN ELECTRICITY COSTS
RETIC OP EXP ELECTRICITY - TOC	(26,000)	U	INCREASE IN ELECTRICITY COSTS
FINLEY WAR MEMORIAL REFURB LRCIP3	(93,000)	U	GRANT PROJECT
POOL WATER TREATMENT EXPENSES	(10,000)	U	FINLEY PUMP REPAIRS

ACCOUNT & DESCRIPTION	AMOUNT	F / U	REASON FOR BUDGET CHANGE
BGA REC RES TOILET CLEANING	25,000	F	SERVICE NOT PROVIDED FOR ENTIRE YEAR
FINLEY SHOW GROUND RISK M'MENT	(72,000)	U	EMERGENCY ELECTRICAL REPAIRS
BGA REC RESERVE REDEVELOPMENT LRCIP3	(600,000)	U	GRANT PROJECT
BURKINSHAW ST BGA TOWNSCAPING LRCIP3	(40,000)	U	GRANT PROJECT
RESEAL SHANDS RD - MR356 TO ROCKLIFFS	(22,000)	U	INCREASED IN WORKS REQUIRED
RESEAL LOGIE BRAE RD - MCCALLISTER TO LARKINS	(30,000)	U	INCREASED IN WORKS REQUIRED
RESEAL LOWER RIVER RD - 150M STH OF LEVEE TO SOUTH	(43,000)	U	INCREASED IN WORKS REQUIRED
RESHEET EDNIES RD 0-2003	84,000	F	PROJECT POSTPONED
RESHEET CANALLA RD	15,000	F	PROJECT POSTPONED
RESHEET HOGANS RD	112,000	F	PROJECT POSTPONED
RESHEET SHERWINS RD 1585-5313	39,000	F	CHANGE IN PROJECT SCOPE
RESHEET WINTERS ROAD 0-2400	99,000	F	PROJECT POSTPONED
RESHEET BOXWOOD ROAD 0-2753	112,000	F	PROJECT POSTPONED
K&G MTCE & REPAIRS	55,000	F	PROJECT POSTPONED
MR226 FOOTPATH	64,000	F	PROJECT POSTPONED
BGA SWING BRIDGE REPAIR LGRF	(830,000)	U	GRANT PROJECT
NEW FOOTPATHS - VARIOUS LOCATIONS	50,000	F	PROJECT POSTPONED
TOCUMWAL BAROOGA RD - TOCUMWAL	39,000	F	PROJECT POSTPONED
TONGS ST WALKING TRACK	20,000	F	PROJECT POSTPONED
BRUTON ST - ANTHONY TO HANNAH	30,000	F	PROJECT POSTPONED
STREET LIGHTING - Operations	25,000	F	REDUCED OPERATIONAL COST DUE TO LED UPGRADE
SMART LIGHT STREETLIGHTING LRCIP3	(62,000)	U	GRANT PROJECT
TOC AERODROME CAR PARK (MUSEUM) LRCIP3	(210,504)	U	GRANT PROJECT
MARKETING CAMPAIGN	30,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR

ACCOUNT & DESCRIPTION	AMOUNT	F / U	REASON FOR BUDGET CHANGE
COMMUNITY EVENTS PROGRAM RRNSW	(301,708)	U	GRANT PROJECT
TOURISM EVENTS GRANTS	20,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
TOC TOURISM INFO CENTRE	15,000	F	BUDGET REDUCED - NOT REQUIRED THIS FINANCIAL YEAR
NSW ELECTRIC VEHICLE CHARGERS	(110,000)	U	GRANT PROJECT
SALEYARDS FACILITY UPGRADE	561,000	F	PROJECT POSTPONED
INDUSTRIAL & BUSINESS DEVELOPMENT	29,000	F	MOVED TO IT SUBSCRIPTIONS
BENDIGO BANK AGENCY	20,000	F	REDUCED OPENING HOURS
2022 STORM / FLOOD DAMAGE	(107,000)	U	FLOOD RECOVERY WORKS
CONSTRUCTION CERTIFICATE FEES	(10,000)	U	REDUCED APPLICATIONS COMPARED TO LAST FINANCIAL YEAR
DEVELOPMENT APPLICATION FEES - APPLI	(11,000)	U	REDUCED APPLICATIONS COMPARED TO LAST FINANCIAL YEAR
COMPLIANCE CERT. INSPECT - INCL. GST	(20,000)	U	REDUCED APPLICATIONS COMPARED TO LAST FINANCIAL YEAR
R2R ROADS TO RECOVERY GRANT	(657,710)	U	GRANT PROJECT
RMS DISASTER RECOVERY FUNDING - FLOOD DAMAGE	107,000	F	GRANT PROJECT
FIXING LOCAL ROADS GRANT	296,415	F	GRANT PROJECT
LOCAL GOVERNMENT RECOVERY FUND LGRF	1,000,000	F	GRANT PROJECT
SALE OF ENERGY SAVING CERTIFICATES	90,000	F	SALE OF COUNCILS ENERGY SAVING CERTIFICATES
RECONNECTING REGIONAL NSW COMMUNITY EVENT	60,000	F	GRANT PROJECT
DRIVE ELECTRIC NSW EV GRANT	54,000	F	GRANT PROJECT
RENTAL - OTHER REAL ESTATE INC. GST	(17,028)	U	DUE TO THE SALE OF DAVIS ST PROPERTY AND REDUCTION IN EXTERNAL LEASES
INTEREST - TERM DEPOSITS	(335,000)	U	TERM DEPOSIT INTEREST APPORTIONED INTO RELEVANT FUNDS
INTEREST - OTHER	40,000	F	ADDITIONAL AT CALL INTEREST

Quarterly Budget Review Statement

The March Quarterly Budget Review Statement is attached as “**Appendix 2**”.

The QBRS is designed to:

- facilitate progress reporting against the original and revised budgets at the end of the quarter;
- provide explanations for major variations; and
- enable the Responsible Accounting Officer (RAO) to indicate if the Council will be in a satisfactory financial position at the end of the financial year.

This QBRS does not make any additional changes to the Council budget over and above the changes identified in the “line-item” report above. The QBRS simply shows the budget changes in another format to arrive at the same result.

The line-item budget report, while prepared on an accrual basis, delivers a “cash” report to the Council – i.e. what is the net cash position of the Council given the budget it has adopted. It gives the Council some comfort that it has sufficient cash to undertake the program of works adopted in the budget.

The line-item budget also provides the Council with a complete list of all Council job cost accounts thus ensuring transparency regarding changes to Council programs and /or cost overruns. It is possible however to lose track of the important changes in the large report.

The QBRS, on the other hand, is prepared strictly on an accrual basis and in a format that is consistent with the Annual Financial Statements. While some of the basic transparency of the line-item budget has been lost, it does allow for tracking of the Council’s operating result from quarter to quarter to the end of the financial year.

Statements

The QBRS consists of six statements:

1. **Responsible Accounting Officer’s statement** – This is a statement from the RAO advising the Council of her opinion regarding the Council’s financial position.

If the RAO advises the Council that its financial position is not satisfactory, the RAO must provide the reasons for her concern and advice on what is required to remedy the situation.

2. **Income and Expenditure Budget Review Statement** – This is the budget equivalent of the Income Statement in the Annual Financial Statements. This report shows an updated projected operating result for the year and the effect of the proposed budget changes to the operating result.

- The first column shows the Council’s original budget as reflected in the Management Plan adopted by the Council in June.

- The next five columns show budget changes previously approved by the Council. In this case, this reflects Council's works brought forward from 2021/22 and other internal adjustments.
- The Revised Budget column shows the Council's budgeted result prior the changes adopted by the Council in the December quarter review.
- The highlighted Variations this Quarter column shows the effect of the changes adopted by the Council at the review; and
- The Projected Year End Result shows the Council's current position.
- Finally, the actual YTD figures show what the Council's actual result for the quarter. As the Council raises much of its rate revenue at the start of the financial year, this will be significantly more than the projected result for the year.

The March QBRS shows the Council is estimating to return an operating **surplus** before capital items for the 2022/23 year of \$1.89M; a decrease from the original estimate of a \$1.75M operating surplus.

3. Capital Budget Review Statement – This statement presents the Council's budgeted capital works program.

The first half of the table shows how much the Council is proposing to spend on capital projects while the second half demonstrates how the Council is preparing to pay for them. The statement also splits Council's expenditure into sub-categories of New Assets, Renewal Assets and Loan Repayments.

As per the Income and Expenditure Budget Review Statement, the Capital Budget Review Statement works from left to right from the original budget through the previously adopted changes through to the proposed changes and followed by the revised budget.

4. Cash & Investments Budget Review Statement – This statement attempts to show the movements in the Council's cash position and cash reserves as well as duplicating some of the investment and bank reconciliation detail provided in the monthly warrant report to the Council.

Again, the columns in this statement track the changes made as the year progress in the same manner as the previous two columns.

This report is in my opinion a very useful one for the Council as it allows the Council to track changes in its commitments and unrestricted cash.

5. Key Performance Indicators Budget Review Statement – This statement is designed to provide some simple financial indicators to give the Council a snapshot of how it is performing financially.

Unlike the earlier reports there is some freedom here for the Council to choose what indicators it would like to see included in the report. The finance team has chosen three that seem reasonably useful for the Council to track.

- Debt Service Ratio – an indicator of how much of the Council’s income is used to service its debt
- Rates & Annual Charges Coverage Ratio – an indicator of how reliant the Council is on its rates revenue
- Building and Infrastructure Renewal Ratio – an indicator of the Council’s effort in renewing its assets as they deteriorate.

The Debt Service Ratio is higher than previous years, reflecting the Council’s borrowings for recent capital projects including Tocumwal Foreshore and upgrades of Water Treatment Plants.

The Rates and Annual Charges Coverage ratio is on par with last financial year, reflecting the increased grant revenue received by the Council over the past two years.

The third indicator shows that the Council’s projected asset renewal ratio is 418%. This is well above the Fit for the Future benchmark of 100% for this ratio.

6. **Contracts and Other Expenses Budget Review Statement** – This statement is an attempt to provide the Council with some detail about the Council’s new contractual arrangement and expenditure on consultancies and legal expenses
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	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
GOVERNANCE							
GOVERNANCE EXPENSE	(988,000)	(1,128,000)	(63,079)	(996,261)	(267,418)	(46,000)	(1,174,000)
GOVERNANCE REVENUE	-	3,000	-	13,247	(10,247)	182,000	185,000
	(988,000)	(1,125,000)	(63,079)	(983,014)	(277,665)	136,000	(989,000)
CORPORATE SUPPORT							
CORPORATE SUPPORT EXPENSE	(388,000)	(591,000)	1,114,128	(796,683)	(146,175)	(79,500)	(671,000)
CORPORATE SUPPORT REVENUE	239,000	145,000	-	54,797	90,203	(54,000)	91,000
	(149,000)	(446,000)	1,114,128	(741,886)	(55,971)	(133,500)	(580,000)
INFRASTRUCTURE							
INFRASTRUCTURE EXPENSE	(566,000)	(654,000)	713,621	(251,690)	(458,340)	177,000	(477,000)
INFRASTRUCTURE REVENUE	2,000	(26,000)	(27,000)	(19,401)	(6,599)		(26,000)
	(564,000)	(680,000)	686,621	(271,091)	(464,939)	177,000	(503,000)
PLANT SERVICES							
PLANT SERVICES EXPENSE	(1,388,000)	(1,423,000)	(905,254)	(1,068,245)	(354,755)	46,000	(1,377,000)
PLANT SERVICES REVENUE	1,388,000	1,423,000	600,000	932,607	490,393	(46,000)	1,377,000
	-	-	(305,254)	(135,638)	135,638	-	-
OVERHEAD							
OVERHEAD EXPENSE	-	-	(15,687)	(2,258,117)	2,252,804		-
OVERHEAD REVENUE	-	-	-	57,914	(57,914)		-
	-	-	(15,687)	(2,200,203)	2,194,889		-
EMERGENCY SERVICES							
EMERGENCY SERVICES EXPENSE	(234,000)	(297,000)	(78,152)	(293,058)	(3,942)		(297,000)
EMERGENCY SERVICES REVENUE	75,000	75,000	11,250	71,838	3,162	1,000	76,000
	(159,000)	(222,000)	(66,902)	(221,220)	(780)	1,000	(221,000)

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
INFORMATION TECHNOLOGY							
INFORMATION TECHNOLOGY EXPENSE	(486,000)	(749,000)	(93,941)	(678,034)	(109,499)	(30,000)	(779,000)
INFORMATION TECHNOLOGY REVENUE	40,000	56,000	-	-	56,000	74,488	130,000
	(446,000)	(693,000)	(93,941)	(678,034)	(53,499)	44,488	(649,000)
OTHER COMMUNITY SERVICES							
OTHER COMMUNITY SERVICES EXPENSE	(345,000)	(359,000)	(16,815)	(239,713)	(174,474)		(359,000)
OTHER COMMUNITY SERVICES REVENUE	2,000	1,805,000	-	1,251,021	553,979	1,000	1,806,000
	(343,000)	1,446,000	(16,815)	1,011,308	379,505	1,000	1,447,000
CEMETERY							
CEMETERY EXPENSE	(146,000)	(187,000)	(16,023)	(179,273)	(7,727)	(18,000)	(205,000)
CEMETERY REVENUE	137,000	137,000	-	109,645	27,355	4,000	141,000
	(9,000)	(50,000)	(16,023)	(69,627)	19,627	(14,000)	(64,000)
HOUSING							
HOUSING EXPENSE	(49,000)	(52,000)	(13,500)	(34,548)	(17,452)	11,000	(41,000)
HOUSING REVENUE	43,000	43,000	-	31,544	11,456	(7,000)	36,000
	(6,000)	(9,000)	(13,500)	(3,004)	(5,996)	4,000	(5,000)
BUILDING AND PLANNING							
BUILDING AND PLANNING EXPENSE	(561,000)	(794,000)	(123,447)	(702,660)	(82,340)	(63,000)	(857,000)
BUILDING AND PLANNING REVENUE	299,000	309,000	-	208,322	100,678	(30,500)	279,000
	(262,000)	(485,000)	(123,447)	(494,338)	18,338	(93,500)	(578,000)
BIOSECURITY							
BIOSECURITY EXPENSE	(552,000)	(574,000)	(3,631)	(377,195)	(196,805)	78,400	(496,000)
BIOSECURITY REVENUE	273,000	143,000	-	99,990	43,010	(9,000)	134,000
	(279,000)	(431,000)	(3,631)	(277,205)	(153,795)	69,400	(362,000)

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
DOMESTIC WASTE MANAGEMENT							
DOMESTIC WASTE MANAGEMENT EXPENSE	(2,775,000)	(2,131,000)	(422,660)	(1,248,923)	(924,077)	-	(2,131,000)
DOMESTIC WASTE MANAGEMENT REVENUE	2,775,000	2,131,000	20,250	1,646,833	484,167		2,131,000
	-	-	(402,410)	397,910	(439,910)	-	-
STORMWATER DRAINAGE							
STORMWATER DRAINAGE EXPENSE	(1,181,000)	(1,225,000)	(184,774)	(920,675)	(304,325)	(70,000)	(1,295,000)
STORMWATER DRAINAGE REVENUE	87,000	88,000	-	77,974	10,026		88,000
	(1,094,000)	(1,137,000)	(184,774)	(842,701)	(294,299)	(70,000)	(1,207,000)
ENVIRONMENTAL PROTECTION							
ENVIRONMENTAL PROTECTION EXPENSE	(668,000)	(608,000)	(30,079)	(61,764)	(546,236)	60,000	(548,000)
ENVIRONMENTAL PROTECTION REVENUE	23,000	-	-	-	-		-
	(645,000)	(608,000)	(30,079)	(61,764)	(546,236)	60,000	(548,000)
WATER SUPPLIES							
WATER SUPPLIES EXPENSE	(15,112,000)	(16,914,000)	(7,414,668)	(13,723,219)	(3,190,781)	59,000	(16,855,000)
WATER SUPPLIES REVENUE	15,114,000	16,914,000	494,250	5,112,618	11,801,382	(59,000)	16,855,000
	2,000	-	(6,920,418)	(8,610,601)	8,610,601	-	-
SEWERAGE SERVICES							
SEWERAGE SERVICES EXPENSE	(3,874,000)	(4,093,000)	(1,122,735)	(2,213,636)	(1,879,364)	(5,000)	(4,098,000)
SEWERAGE SERVICES REVENUE	3,874,000	4,093,000	481,500	3,011,455	1,081,545	5,000	4,098,000
	-	-	(641,235)	797,819	(797,819)	-	-
PUBLIC LIBRARIES							
PUBLIC LIBRARIES EXPENSE	(699,000)	(705,000)	(192,267)	(563,091)	(141,909)	5,000	(700,000)
PUBLIC LIBRARIES REVENUE	94,000	105,000	-	107,357	(2,357)	2,000	107,000
	(605,000)	(600,000)	(192,267)	(455,734)	(144,266)	7,000	(593,000)

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
COMMUNITY AMENITIES							
COMMUNITY AMENITIES EXPENSE	(980,000)	(1,218,000)	(309,968)	(821,315)	(396,685)	(80,000)	(1,298,000)
COMMUNITY AMENITIES REVENUE	108,000	20,000	-	25,087	(5,087)	6,000	26,000
	(872,000)	(1,198,000)	(309,968)	(796,228)	(401,772)	(74,000)	(1,272,000)
RECREATION							
RECREATION EXPENSE	(1,263,000)	(1,713,000)	(522,419)	(1,582,671)	(130,329)	(674,000)	(2,387,000)
RECREATION REVENUE	1,102,000	516,000	-	166,254	349,746		516,000
	(161,000)	(1,197,000)	(522,419)	(1,416,417)	219,417	(674,000)	(1,871,000)
SWIMMING POOL							
SWIMMING POOL EXPENSE	(483,000)	(502,000)	(80,673)	(402,300)	(99,700)	44,000	(458,000)
SWIMMING POOL REVENUE	112,000	112,000	-	84,185	27,815	(28,000)	84,000
	(371,000)	(390,000)	(80,673)	(318,115)	(71,885)	16,000	(374,000)
QUARRIES & PITS							
QUARRIES & PITS EXPENSE	(19,000)	(19,000)	(3,000)	(4,216)	(14,784)		(19,000)
QUARRIES & PITS REVENUE	19,000	19,000	-	-	19,000		19,000
	-	-	(3,000)	(4,216)	4,216		-
SHIRE ROADS							
SHIRE ROADS EXPENSE	(11,746,000)	(14,501,000)	(3,565,176)	(7,586,261)	(6,914,739)	(313,000)	(14,814,000)
SHIRE ROADS REVENUE	2,964,000	7,340,000	-	5,162,250	2,177,750	839,046	8,178,000
	(8,782,000)	(7,161,000)	(3,565,176)	(2,424,011)	(4,736,989)	526,046	(6,636,000)
AERODROMES							
AERODROMES EXPENSE	(359,000)	(363,000)	(119,011)	(205,060)	(157,940)	(210,504)	(574,000)
AERODROMES REVENUE	183,000	274,000	-	120,364	153,636	-	274,000
	(176,000)	(89,000)	(119,011)	(84,696)	(4,304)	(210,504)	(300,000)

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
CAR PARKING							
CAR PARKING EXPENSE	(8,000)	(71,000)	(6,000)	(70,353)	(647)	(1,000)	(72,000)
CAR PARKING REVENUE	145,000	145,000	-	-	145,000		145,000
	137,000	74,000	(6,000)	(70,353)	144,353	(1,000)	73,000
RMS							
RMS EXPENSE	(1,230,000)	(1,701,000)	(325,719)	(1,356,191)	(344,809)	-	(1,701,000)
RMS REVENUE	1,230,000	1,701,000	-	1,642,806	58,194		1,701,000
	-	-	(325,719)	286,614	(286,614)	-	-
CARAVAN PARKS							
CARAVAN PARKS EXPENSE	(24,000)	(31,000)	(11,250)	(24,729)	(6,271)	(2,000)	(33,000)
CARAVAN PARKS REVENUE	35,000	35,000	-	32,792	2,208	2,000	37,000
	11,000	4,000	(11,250)	8,063	(4,063)	-	4,000
TOURISM & AREA PROMOTION							
TOURISM & AREA PROMOTION EXPENSE	(470,000)	(548,000)	(54,337)	(452,223)	(104,777)	(236,708)	(785,000)
TOURISM & AREA PROMOTION REVENUE	126,202	133,000	-	25,975	107,025	60,000	193,000
	(343,798)	(415,000)	(54,337)	(426,248)	2,248	(176,708)	(592,000)
BUSINESS DEVELOPMENT							
BUSINESS DEVELOPMENT EXPENSE	(159,000)	(159,000)	(74,250)	(85,335)	(73,665)	(80,000)	(239,000)
BUSINESS DEVELOPMENT REVENUE	56,000	32,000	-	318	31,682	54,000	86,000
	(103,000)	(127,000)	(74,250)	(85,017)	(41,983)	(26,000)	(153,000)
BENDIGO BANK							
BENDIGO BANK EXPENSE	(55,000)	(55,000)	-	(24,096)	(30,904)	20,000	(35,000)
BENDIGO BANK REVENUE	104,000	104,000	-	74,178	29,822		104,000
	49,000	49,000	-	50,082	(1,082)	20,000	69,000

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
SALEYARDS							
SALEYARDS EXPENSE	(116,000)	(903,000)	(77,000)	(314,577)	(588,423)	561,000	(342,000)
SALEYARDS REVENUE	274,000	274,000	71,250	71,250	202,750		274,000
	158,000	(629,000)	(5,750)	(243,327)	(385,673)	561,000	(68,000)
REAL ESTATE DEVELOPMENT							
REAL ESTATE DEVELOPMENT EXPENSE	(5,000)	(43,000)	-	(42,570)	(430)		(43,000)
REAL ESTATE DEVELOPMENT REVENUE	497,000	554,000	-	596,369	(42,369)	(17,028)	537,000
	492,000	511,000	-	553,800	(42,800)	(17,028)	494,000
PRIVATE WORKS							
PRIVATE WORKS EXPENSE	(57,000)	(57,000)	(18)	(43,766)	(13,234)	-	(57,000)
PRIVATE WORKS REVENUE	61,000	63,000	-	52,099	10,901	-	63,000
	4,000	6,000	(18)	8,333	(2,333)	-	6,000
RATE							
RATE REVENUE	5,591,000	5,591,000	-	5,401,814	189,186		5,591,000
	5,591,000	5,591,000	-	5,401,814	189,186		5,591,000
FINANCIAL ASSISTANCE GRANT							
FINANCIAL ASSISTANCE GRANT	3,677,000	3,194,000	-	824,844	2,369,156		3,194,000
	3,677,000	3,194,000	-	824,844	2,369,156		3,194,000
INTEREST ON INVESTMENTS							
INTEREST ON INVESTMENTS	208,000	532,000	-	73,418	458,582	(295,000)	237,000
	208,000	532,000	-	73,418	458,582	(295,000)	237,000
DEPRECIATION CONTRA							
DEPRECIATION CONTRA	4,071,000	4,071,000	3,053,250	3,053,250	1,017,750		4,071,000

	2022-23 ORIGINAL BUDGET WITH CAPITAL WORKS & C/FWDS	REVISED DEC 22-23 BUDGET	MAR 23 COMMITMENTS	MAR 23 ACTUAL	MAR 23 UNDER / OVER BUDGET	MAR 23 BUDGET CHANGES	REVISED MAR 22-23 BUDGET
GRAND TOTAL	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)
	4,071,000	4,071,000	3,053,250	3,053,250	1,017,750		4,071,000
WORKING CAPITAL CONTRA							
WORKING CAPITAL CONTRA REVENUE	-	-	-	-	-		-
	-	-	-	-	-		-
BALANCE BROUGHT FORWARD							
BALANCE BROUGHT FORWARD	121,000	2,200,000	-	2,200,000	-		2,200,000
	121,000	2,200,000	-	2,200,000	-		2,200,000
Grand Total	(1,836,798)	(14,000)	(9,313,034)	(7,247,434)	6,548,833	(162,306)	(179,000)

8.14 Cemeteries Policy - For Adoption

Author:	Administration Support - Governance, Isobel Egan
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Policy No. 11 - Cemeteries Policy.pdf

Recommendation

That Council

1. revoke the Cemeteries Policy adopted on 19 November 2003; and
2. adopt the Cemeteries Policy attached as Appendix 1 to this report.

Purpose

Council is asked to adopt the new Cemeteries Policy

Summary

Attached as Appendix 1 to this report is the proposed Cemeteries Policy. This report has been on public exhibition and is now ready for Council to adopt.

Background

As Council will be aware, at the March Council meeting the Draft Cemeteries Policy was endorsed for public exhibition.

It has since been put up for public display for 21 days and a copy provided to all relevant stakeholders (Funeral Directors, Volunteers and Council Maintenance Crew).

The feedback received is as follows:

- No corrective feedback was received by Volunteers.
- No corrective feedback was received by Maintenance Crew
- Only received feedback from one funeral director regarding section 6.2 – requested that we shorten the notification time for burials. Staff believe shortening the timeframes will create problems if as it does not provide adequate time for arrangements to be made. It would also come at an increased cost to Council as we would be required to pay for grave digging outside

normal hours. Staff believe the only emergent reasons should be considered for shortened notification time such as in the case of some religious practices.

Relevance to Community Strategic Plan and Other Strategies /Masterplans / Studies

Council is currently developing Masterplans for its Cemeteries at Barooga, Berrigan and Finley and is considering its options for further development at Tocumwal.

Issues and Implications

Financial

Meeting the request of the Funeral Director to provide funeral services on weekends and public holidays will come at a cost and Council will need consider this.

Legal / Statutory

Policy has been developed under the *Cemeteries and Crematoria Act 2013*

Community Engagement / Communication

The policy went out on public exhibition for 21 days. Copies were provided to volunteers and Funeral Directors and was posted on Council's Website for public submissions.

Human Resources / Industrial Relations (If applicable)

Previously, Council staff had made themselves available 7 days a week to address cemetery matters such as burials. This practice has now ceased.

Risks

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

1. Financial

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

There is minimal financial risk associated with the adoption of this policy.

2. Reputation

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

Cemeteries are a service that people in the community feel very strongly about. It is important Council has a firm Policy for governing the operations of its Cemeteries.

Options

1. Adopt the Policy as written
2. Adopt an amended Policy
3. Send the Policy back to Council staff for further review

Conclusions

Council staff request the Policy be adopted as written.



Policy

11

CEMETERIES

Strategic Outcome:	Good government	
Policy type	Statutory	
Date of Adoption:	15 March 2023	Minute Number:
Date for Review:	17 March 2027	
Responsible Officer:	Deputy Chief Executive Officer	
Document Control:	Replaces Monumental and Lawn Cemeteries Policy as amended on 19.11.2003	
Delivery Program Link:	2.1.1 Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032	

1. POLICY STATEMENT

Cemeteries are an important community asset and provide essential infrastructure and services to the community.

However, our cemeteries are not only functional places for disposal of the deceased, they also serve the emotional, religious and cultural needs of our communities and provide a tangible link to the history of our Shire.

Berrigan Shire Council operates four cemeteries and is responsible for their operation and maintenance:

- Barooga Cemetery,
- Berrigan Cemetery,
- Finley Cemetery, and
- Tocumwal Cemetery

2. PURPOSE

The purpose of this policy is to provide a management standard for the sustainable administration, operations and maintenance of Berrigan Shire Council's cemeteries by:



Policy

- Providing clear guidelines for safe, consistent, and socially acceptable standards for those entering, working, or visiting Council-managed cemeteries;
- Ensuring that Council manages its cemeteries in line with the legislative requirements and best practice standards for cemetery operations; and
- Providing a dignified and responsive cemetery and memorial service to the community

3. SCOPE

This policy applies to:

- all cemeteries administered by Berrigan Shire Council;
- Councill Officers, community members, volunteers, and contractors

4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:

2.1.1 Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032.

5. DEFINITIONS

First Interment:	is the burial of the first person under the provisions of an existing interment right;
Second Interment:	The re-opening of an existing grave for a second interment (burial)
Monument:	means any structure, headstone, ledger, masonry, metal work, casting or other item memorialising a person where that item is placed in a Council cemetery;
Cemetery Register:	the register required to be kept by a cemetery operator in accordance with the <i>Cemeteries and Crematoria Act 2013 (NSW)</i> ;
Cemetery operator:	means Berrigan Shire Council;
Interment:	the placement of human remains in the earth, a columbarium, or some other structure. Interment applies equally to cremated and un-cremated remains;
Exclusive Right:	a contract between Council and an interment right holder permitting the right holder to place cremated or un-cremated remains in a particular plot in a cemetery or cremates in a columbarium or some other structure;



Policy

Exhumation:	the removal of human remains that have previously been interred into a burial plot;
Funeral Directors	profession in the management of funerals;
Lawn Cemetery:	the lawn areas of the cemetery permitting interment;
Monumental Cemetery:	the "older" areas of the cemetery that permit the use of monuments and are areas that allow for denominational interments;
Denominational	areas that were once controlled by a particular religious institute
Plaque:	a bronze plate that is fixed to a plinth, wall or other surface in commemoration of a person;

6. POLICY IMPLEMENTATION

6.1 Cemetery Operations

6.1.1 Cemetery Rules

The following is a list of general rules that apply to both members of the public and people undertaking work in the cemetery.

A person may not:

- damage, deface or interfere with burial plots and monuments;
- bury, inter or exhume any human remains, whether cremated or not without written consent from Council;
- carry out any works, including erection or repair of monuments without written consent from Council. Alterations, restoration or maintenance must be approved by Council staff;
- place glass in the cemetery, including glass ornaments or vases;
- Drive a vehicle speed or more than 10km per hour;
- park a vehicle on any known burial plot, verge or plantation, or in a manner which is likely to impede traffic;
- plant any tree, shrub, herbage or other plant without prior consent;
- bring an animal into any cemetery ground (with the exception of registered guide companion or assistance dogs)

Funeral Directors, Monumental Masons, contractors and volunteers are expected to abide by these rules where applicable.



Policy

6.1.2 Allocation of plots

Burial plots are allocated once Council receives an Application for Burial / Interment of Ashes.

For new interments into Council's lawn cemeteries, the next available plot will be allocated.

Council offers the services of Exclusive Right of Burial purchases (reservations) in its Monumental and Memorial Ashes areas only. An application for Exclusive Right of Burial must be completed and applicable fee paid at the time of purchase.

In the case of a burial request where no Exclusive Right of Burial has been purchased, family may request a preferred burial location, Council will endeavour to assist, however, may need to allocate location at its discretion.

A maximum of three coffin interments may occur in the same burial site within the lawn cemeteries with the approval of Council. The decision of triple depth must be made at the time of the first interment.

A maximum of two coffin interments may occur in the same burial site within the monumental area, with the approval of Council. The decision of double depth must be made at the time of the first interment.

The maximum number of burials (including cremated remains) is at the discretion of Council.

In some of the monumental areas of some cemeteries the choice of plot may need to be changed at the time of digging due to unforeseen circumstances, such as unmarked graves or underground obstacles.

Where a plot needs to be moved from the reserved location, the family will be notified, and a suitable site chosen for the burial.

6.2 **Burials**

6.2.1 Applications

All burials at Berrigan Shire cemeteries must be arranged through a Funeral Director.

Before the burial, the Funeral Director must complete the appropriate application form and ensure this form is signed by both the applicant and the Funeral Director before lodgment. The form must be lodged at least three (3) working days before the proposed burial date.

Berrigan Shire Council cemeteries are always open to the public, subject to temporary closures required for maintenance or public safety.



Policy

6.2.2 Burial times

Burials will be carried out between 10:00am and 3:00pm, Monday to Friday. Burials outside those hours are by special arrangement only.

Special arrangements can be made for burials that are requested on public holidays or over the Christmas/New Year holiday period, however, Council reserves the right to deny special requests. Additional fees will apply to cover Council's costs where any special arrangement occurs.

Where appropriate, Council will give special consideration for burials where religious requirements dictate.

6.2.3 Interments

All interments must be approved by Council's Cemetery services staff.

All burial arrangements of bodily remains must be made through a Funeral Director who will in turn liaise with Council.

For people wishing to reserve plots for future burials, an Exclusive Right of Burial can be arranged directly with Council.

6.2.4 Funeral Directors

Funeral Directors are to liaise with Council on relevant matters pertaining to funeral arrangements at Council Cemeteries.

Funeral Directors must specify when a coffin/casket will be oversize to ensure Council contractors are aware for digging purposes. Additional fees may apply for oversize burials.

Funeral Directors are to refer to Council for confirmation of any Council fees relating to the burial.

The allocation of plot location is undertaken by Council and not the Funeral Director.

6.3 **Interment of Ashes**

Interment of cremated remains can be arranged directly with Council.

Ashes may not be a first interment in any monumental or lawn section and may only be interred in a lawn or monumental grave, following a traditional burial.

If desired, ashes may be removed from a niche and interred later with a burial in a monumental or lawn grave.



Policy

6.4 Exclusive Right of Burial (Reservation)

A Certificate of Exclusive Right of Burial is essentially the reserving of a plot for future use.

Exclusive Right of Burials are only available in the Monumental and Memorial Ashes areas and are not permitted in the Lawn Cemeteries.

A Certificate of Exclusive Right of Burial (Reservation):

- Is a contract between the Council, and a right holder which permits the holder to place human remains in a burial plot or niche;
- Applies to the burial of remains (including cremated remains) in either a burial plot, or niche;
- Will only be granted on receipt of an Application for Certificate of Exclusive Right of Burial (Reservation) and payment of the appropriate fee;
- Will only be granted to one or two persons as joint holders;
- Is granted by Council in perpetuity and allows the right holder to inter the deceased and for their remains to be left undisturbed forever, subject to exhumation;
- Shall be refused if the applicant is a holder of another exclusive right of burial for another interment site;

Holders of an Exclusive Right of Burial must still submit an application for burial/interment and pay the relevant fees at the time of each burial and interment.

An Exclusive Right of Burial Holder may transfer the rights of their holding to another person only following application in writing to Council.

Once the transfer has been accepted by Council a new Certificate of Exclusive Right of Burial will be issued to the new holder.

If a person wishes to transfer the Exclusive Right of Burial to Council a full refund of receipted monies will be paid to the applicant.

6.5 Cemetery Maintenance

All maintenance in and around Council's cemeteries (excluding maintenance of graves and monuments) must be undertaken by authorised persons. This may include:

- Council staff,
- authorised Council volunteers,
- authorised contractors.



Policy

Council will maintain its cemeteries to an appropriate standard within the maintenance budget set by Council.

Council will adhere to the best-practice principles detailed in the [Cemeteries & Crematoria NSW Voluntary Code of Practice for Cemetery Maintenance](#)

6.5.1 Removal of items

Council reserves the right to remove:

- Any trees, shrubs, plants, flowers, etc. from a cemetery or from any grave therein as soon as, in the judgement of the Cemetery maintenance workers and/or volunteers, they become unsightly, dangerous, diseased, or when they do not conform to the standard maintained or desired within the cemetery;
- All wreaths and floral tributes from any grave after a period of seven days following interment;
- Any bottles, tins, cans or other article placed on a grave as a container for floral tributes, which may be detrimental to the appearance of the cemetery, including any vase or other container which has become broken or damaged.

The Council shall not be held liable, nor will it accept any responsibility for damage done for any reason or cause whatsoever or for the theft of any article placed upon a grave.

6.5.2 Contractors

All contractors, grave diggers and maintenance workers must have Council approval prior to undertaking works within a Council managed cemetery.

Contractors must provide evidence of the following to Council prior to engagement:

- Public Liability Insurance – minimum \$20 million
- Workers Compensation Insurance
- Work Health and Safety operating procedures

6.5.3 Volunteers

Council recognises, supports, and values the important role of volunteers in the community.

Volunteer groups working within the cemeteries must be authorised by the Council and approved as volunteers.

Volunteer groups must adhere to Council's Work Health and Safety Policy and any safe work method statements set by the Council.



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6.6 Exhumations

Exhumations will not take place without prior written consent from the Director General, NSW Department of Health and Council approval.

An exhumation may take place if it has been ordered by a court.

The applicant is responsible for all costs incurred in carrying out an exhumation.

6.7 Plaques

All plaques must be ordered through Council using the standardised Cemetery Plaque Order Form.

All details of the proposed plaque must be fully detailed on this form including any photos, emblems etc.

The authorised family/executor is responsible for arranging and ordering the plaque through the Council.

A design proof will be prepared by Cemetery Services staff and agreed upon with the family/executor prior to the ordering of any plaque.

Once a plaque arrives, only an authorised person may install the plaque. Authorised persons include:

- Council staff,
- Council contractor, or
- a person specifically authorised by Council – e.g., a monumental mason approved by Council

Additional costs over and above the standard plaque designs must be borne by the family/executor.

6.8 Monuments

6.8.1 Approval

All works carried out within any Council Cemetery must be approved by Council – this includes but is not limited to the establishment of a Memorial, Headstone or Plaque.

An authorised applicant or family member must submit the appropriate form, specifying details of size, construction, supports and materials and nominate a monumental mason or other suitably qualified person to undertake the works

6.8.2 Erection of a Memorial

Works must not be carried out or interfere with any services which may be being carried out in the cemetery.



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All monument works must comply with AS4204 – Headstones & Cemetery Monuments.

Any damage to the monument being worked on or any other monument in the cemetery related to the works being carried out must be repaired and restored by the mason.

No monumental work is permitted in the Council's lawn cemeteries.

6.8.3 Specifications

Where a full monument is requested there are specific opening dimensions which must be strictly observed.

- Width – minimum clearance between the inside face footing and piers shall be 790mm
- Length – minimum clearance shall be 2160mm

Should a request be made to reopen a grave which does not meet the above specifications and a monument is damaged – the costs of repairs are to be borne by the applicant.

The maximum external measurements of a full monument must not exceed the maximum width of the specified plot – 1200mm wide and 2400mm in length.

Burial Plots may have monuments that adjoin the burial plot beside it.

6.8.4 Maintenance of Structures

Council shall not be responsible for the upkeep, maintenance or repair of any monument or structure over a burial place.

It is the responsibility of the family or next of kin of the deceased to maintain the monument or memorialization and occupied grave site within a Council cemetery.

Council may act to remove any structure which has deteriorated to the point of being dangerous and in danger of falling.

Council may remove shrubs, trees or other vegetation that has been planted without written consent to be used as a memorial.

If a structure is identified as being unsafe Council undertake a Risk Assessment and all reasonable attempts will be made to notify the Right Holder of the site. If the Holder cannot be contacted following reasonable action the structure will be removed.

6.8.5 Monuments for Historic Graves

Where a grave is over 50 years old, it is subject to the Heritage Act 1977. Council will not issue a permit to erect a memorial or the like in respect of a burial site, which is over 50 years unless the



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proposed works conform to the requirements of the National Trust of Australia [Guidelines for Cemetery Conservation](#)

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Cemeteries and Crematoria Act 2013*
- *Cemeteries and Crematoria Regulation 2014*
- *Cemeteries & Crematoria (Amendment) Regulations 2018*
- *Public Health Act 2010 and its Regulation of 2012*
- *Heritage Act 1977*

7.2 Council policies and guidelines

- Work Health and Safety Policy

8. RECORDS MANAGEMENT

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>



Policy

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

Ph: 03 5888 5100

Email: mail@berriganshire.nsw.gov.au

11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	21.11.1995	New Policy document	General Manager
1.1	19.11.2003	Minor review (detail)	General Manager
2.0	15.03.2023	Major revision (detail)	Deputy Chief Executive Officer

APPENDICES

Nil

8.15 Development Application - 60-23-DA-D1 153 Seppelts Road, Barooga

Author:	Locum, Building and Planning Manager, Brendan O'Loan
Strategic Outcome:	1. Sustainable natural and built landscapes
Strategic Objective:	1.1. Support sustainable use of our natural resources and built landscapes
Delivery Program:	1.1.1. Coordinate strategic land-use planning
Council's Role:	Regulator: The Council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery, government grants etc)
Appendices:	1. Assessment Report Final_Seppelts Road_60-23-DA-D1 (under separate cover)

Recommendation

That Council support the Council Officers recommendation for DA 60-23-DA-D1 to approve the construction of a single dwelling (replacement dwelling) with deferred commencement conditions at 153 Seppelts Road Barooga.

Purpose

The purpose of this report is to assist Councils decision of DA 60-23-DA-D1 for the construction of a dwelling (replacement dwelling).

Summary

Applicant:	David Murphy
Owner:	Spud Nominees Pty Ltd
Proposal:	Construction of a single dwelling (replacement dwelling)
Location:	153 Seppelts Road Barooga

Division:

In Favour:

Against:

Background

Council has not been briefed about this application. The applicant stated that the Interim Development Order No. 1 applied to the subject house. This is clearly not the case as the IDO No.1 was introduced well after the house was constructed on the property.

Council officers have received legal advice from Kell Moore. The summary of the legal advice was:

- The dwelling in question was the first house on the lot and was erected before the introduction of the Interim Development Order;
- The planning controls when the dwelling was constructed are unknown;
- It is reasonable to assume that Council did not have an issue with the erection of the original dwelling;
- If Council sought to challenge the legality of the dwelling, they can rely upon the presumption of regularity;
- In light of the information we have been provided, it is reasonable to assume the dwelling was lawfully erected and thus satisfies the requirements of clause 4.2A(5) of the LEP which would enable the applicant to replace the existing dwelling.
- The second house was not considered as that was outside of instructions provided.

Proposal

The development proposes a replacement dwelling of the first house which was constructed on site. The construction date was circa 1950's. The proposed single storey house is to be situated a couple of metres behind the existing house. This will be a four bedroom house with carport and portico on the wings of the house. The house will have a hipped corrugated iron roof and predominantly brick construction. There will be a 10m setback from an existing wire fence which is the approximate location of the lagoon top of bank. The existing house will be demolished. The distance between the house and the true Murray River frontage is approximately 140m.

Assessment

Environmental Planning and Assessment Act, 1979

Supportive

Berrigan Local Environmental Plan 2013

The subject site is zoned RU1- Primary Production. Dwelling houses are permitted with consent. The Berrigan LEP (2013) is supportive with deferred commencement conditions.

Clause 4.2A (5) of the Berrigan LEP is for the erection of dwelling houses on land in certain rural and environment protection zones. The objective of the clause is to minimise unplanned rural residential development and enable the replacement of lawfully erected dwelling houses in rural and

environmental protection zones. The subject clause applies as the land is zoned RU1 and seeks consent for a replacement dwelling.

4.2A (5) of the Berrigan LEP gives legitimately built dwellings the opportunity to be replaced when modern controls applying to the site, have changed significantly enough to prohibit the dwelling. There are significant constraints that apply to this site including bushfire and flooding, however it does not appear to be the intention of Clause 4.2A (5) to allow a replacement dwelling on one hand, to then prevent the replacement on the other hand because of existing site constraints. The thought process must be that, the constraints would have been considered during the original approval and they should not prevent the replacement dwelling even if the constraints are better understood. Only a mandatory policy direction within the LEP or SEPP's could force some changes to the application or prevent it.

Clause 5.21 Flood Planning

The 1:100 flood level near of the Murray River near the site is 117.10RL. The RL's have been taken from a Red Gum Trunk near the pontoon and gantry on the Murray River from a 2016 Frank Rennick & Company Pty Ltd survey. The finished floor level of the replacement house should therefore be 300mm above 117.10RL.

Raising the level of the accessway is not a preferred outcome as this may have upstream or downstream impacts. Instead, an emergency management plan will be requested as a deferred commencement.

Clause 6.3 Terrestrial biodiversity

The DPE Biodiversity and Conservation provided referral advice. They indicated that although there was no proposed clearing of vegetation, the Bushfire Assessment Report identifies the need for an Asset Protection Zone (APZ) of 18m in all directions from the proposed dwelling. This may impact on the nearby riparian vegetation. The Biodiversity and Conservation referral recommends Council request evidence that the APZ can be implemented without clearing of vegetation.

As will be discussed the NSW RFS referral recommended a decreased APZ to 10m which is consistent with the proposed plans. However, the dwelling will need to be constructed to a BAL29 standard. With the 10m APZ, minimal vegetation will need to be removed to comply with APZ requirements.

Clause 6.4 Riparian lands and watercourses

It is inappropriate to have a new dwelling constructed 10m from the edge of a Murray River billabong. Setting the house back will make improvements to the riparian vegetation, and structural stability of the embankments.

Clause 6.7 Development on River Front Areas

Clause 6.7 of the LEP applies to river front areas, being land in the RU1 or E3 zones that is within 100 metres of the top of the bank of the river. Consequently, the provisions of this clause apply in this instance

6.7(2) states that despite any other provision of this Plan, development consent may be granted to development on land in a river front area only for the following purposes

- (a) boat building and repair facilities, boat launching ramps, boat sheds, charter and tourism boating facilities or marinas,
- (b) the extension or alteration of an existing building that is wholly or partly in the river front area if the extension or alteration will be located no closer to the river bank than the existing building,
- (c) environmental protection works,
- (d) extensive agriculture and intensive plant agriculture,
- (e) environmental facilities, recreation areas and recreation facilities (outdoor),
- (f) water recreation structures

In this instance, the applicant is seeking approval for a replacement dwelling rather than an extension or alteration to an existing building. Clause 6.7 is explicit that despite Clause 4.2A (5) for the replacement of the dwelling, Council can not grant development closer than 100m from the top of bank of the river. The definition of river in this scenario includes associated waterways including billabongs.

The Statement of Environmental Effects attempts to state that the development consent is an extension of (d) extensive agriculture and the dwelling is merely ancillary to this. This is not the case. The development consent is being issued for a dwelling and in addition the site appears to be used for housing and some minor grazing rather than extensive agriculture or intensive plant agriculture. The dwelling must be setback 100m from the top of bank of the billabong.

Clause 6.10 Essential Services

Clause 6.10 states that development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—

- (c) the disposal and management of sewage,

The development is proposed to be managed by an on-site effluent management system. The applicant was requested to provide a Land Capability Assessment to demonstrate the proposed dwelling effluent could be managed appropriately onsite without impact on water quality, waterways or other natural features. The applicant has chosen not to provide this information. Therefore, as a deferred commencement, a Land Capability Assessment must be provided which recommends the

preferred location and type of septic system, considering the high risk of flooding and potential for the system to be inundated with riverine flooding

Bushfire- The NSW RFS have provided conditional consent to the proposal. Conditional consent. The recommended APZ of 18m for a BAL12.5 by the applicant has been overruled by the NSW RFS. The referral conditions allow a 10m APZ which will not require as much vegetation removal. However the dwelling must be built to a BAL29.

DPE Biodiversity and Conservation Division. Response received. Council should consider waiting for the Tocumwal/Barooga Floodplain Risk Management Study to be completed. This might be the middle of 2023 and it is unacceptable to delay an application for this long. Council should request evidence that the APZ will not require the clearing of significant vegetation and perhaps trigger the need for a Biodiversity Offset Scheme. The APZ has been changed by the NSW RFS so this is no longer an issue. DPE would like sediment and runoff conditions included during construction.

Options

1. Support the recommendation for approval with deferred commencement conditions.
2. Support the recommendation for approval with changed conditions.
3. Set aside the recommendation for approval and refuse the application.

Conclusion

That Council support the Council Officers decision to approve DA 60-23-DA-D1 for the construction of a dwelling (replacement dwelling). Deferred commencement conditions apply including:

- the need to relocate the dwelling 100m from the top of billabong
- to prepare a Land Capability Assessment
- to prepare a Flood Emergency Management Plan

Conditions include the NSW RFS condition, that the house must be built to a BAL29 construction standard.

8.16 Development Determinations for Month of March 2023

Author:	Administration Support - Building & Planning, Melissa Kennedy
Strategic Outcome:	1. Sustainable natural and built landscapes
Strategic Objective:	1.1. Support sustainable use of our natural resources and built landscapes
Delivery Program:	1.1.1. Coordinate strategic land-use planning
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	Nil

Recommendation

That Council receive and note this report.

Report

APPLICATIONS DETERMINED FOR MARCH 2023

APPLICATION	DESCRIPTION	PROPERTY LOCATION	APPLICANT	OWNER	STATUS	VALUE	DAYS TAKEN	
48/23/DA/D1	BV DWELLING & ATTACHED GARAGE	277 LOWER RIVER ROAD, TOCUMWAL NSW 2714 (Lot4//DP594655)	FRANK GUNTHER	MR F & MRS SG GUNTHER	Approved 15-03-2023	\$ 700000.00	Active 106	Total 106
18/23/CD/M4	RESIDENTIAL STORAGE SHED	23 TAKARI STREET, BAROOGA NSW 3644 (Lot66//DP1123204)	SHARON ROWLAND	MR SR & MRS SM ROWLAND	Approved 07-03-2023	\$ 9000.00	Active 52	Total 52
21/23/CD/M5	INGROUND FIBREGLASS SWIMMING POOL	25 GOLF COURSE ROAD, BAROOGA NSW 3644 (Lot11//DP1121054)	OUTDOOR INDULGENCE	MR AJ & MRS KD CLARKE	Approved 07-03-2023	\$ 27149.00	Active 26	Total 26
83/23/DA/D1	BV DWELLING & ATTACHED GARAGE	15-17 BRUTON STREET, TOCUMWAL NSW 2714 (Lot1/26//DP758981)	KENNEDY BUILDERS	MR MK & MS JM DUNNE	Approved 17-03-2023	\$ 492000.00	Active 29	Total 29
82/23/DA/DM	GOOD TIMES IN TOCUMWAL FESTIVAL	467 TUPPAL ROAD, TOCUMWAL NSW 2714 (Lot4//DP752296)	4 FRIENDS FESTIVAL PTY LTD	SANDLOFT PTY LTD	Approved 10-03-2023	\$ 0.00	Active 0	Total 24
84/23/DA/DO	RURAL SHED	15955 RIVERINA HIGHWAY, FINLEY NSW 2713 (Lot1//DP804183)	CARDILLO CONSTRUCTIONS	MR MC & MRS TG DEAN	Approved 24-03-2023	\$ 180000.00	Active 34	Total 34
85/23/DA/D5	RESIDENTIAL STORAGE SHED	31 BOYD STREET, TOCUMWAL NSW 2714 (Lot4/14//DP758981)	ECHUCA SHEDS & GARAGES	MR GB EDWARDS	Approved 03-03-2023	\$ 96300.00	Active 0	Total 19
87/23/DA/D5	RESIDENTIAL STORAGE SHED	36 SHORT STREET, TOCUMWAL NSW 2714 (Lot1//DP1245062)	MATTHEW MILLER	MR GJ PHYLAND & MRS CJ WHITE	Approved 28-03-2023	\$ 7500.00	Active 31	Total 31
88/23/DA/D5	CARPORT	28-30 HENNESSY STREET, TOCUMWAL NSW 2714 (Lot6/2//DP758981)	JOANNE HAYNES	MR ML & MRS JL HAYNES	Approved 17-03-2023	\$ 9900.00	Active 23	Total 23
90/23/DA/DO	RURAL SHED	MURRAY STREET, TOCUMWAL NSW 2714 (Lot1//DP788345)	ALL SHEDS	MR AS & MRS JM PETERS	Approved 10-03-2023	\$ 70680.00	Active 11	Total 11

91/23/DA/D5	RESIDENTIAL STORAGE SHED	31 HONNIBALL DRIVE, TOCUMWAL NSW 2714 (Lot132//DP1281192)	FREEDOM BUILDING PERMIT SOLUTIONS	MR GK TERRY & MS WD DAVIS	Approved 09-03-2023	\$ 32201.00	Active 8	Total 8
93/23/DA/D1	BV DWELLING & ATTACHED GARAGE	4 BARKER STREET, TOCUMWAL NSW 2714 (Lot1/30/DP758981)	STONEWAY CONSTRUCTIONS	MR MS & MRS NJ RYAN	Approved 24-03-2023	\$ 810000.00	Active 16	Total 16
94/23/DA/D5	CARPORT	5 HORSFALL STREET, BERRIGAN NSW 2712 (Lot1//DP522442)	M & F SASSONS PTY LTD	MR SC & MRS TF DENNETT	Approved 28-03-2023	\$ 8800.00	Active 16	Total 16
27/23/CD/PC	INGROUND FIBREGLASS SWIMMING POOL	16 BERRIGAN ROAD, FINLEY NSW 2713 (Lot1/B/DP3407)	MURRAY RIVER CERTIFIERS	MRS J RUSSELL	Occupied 10-03-2023	\$ 19500.00	Active 0	Total 0
28/23/CD/PC	INGROUND FIBREGLASS SWIMMING POOL	27-28 KEOGH DRIVE, TOCUMWAL NSW 2714 (Lot36//DP1118257)	MURRAY RIVER CERTIFIERS	MR WI & MRS DJ MCSAENEY	Approved 20-03-2023	\$ 75510.00	Active 0	Total 0
29/23/CD/PC	INGROUND FIBREGLASS SWIMMING POOL	66 HONNIBALL DRIVE, TOCUMWAL NSW 2714 (Lot3//DP1250417)	WBCS	MR BJ HEATH & MS AC REDDING	Approved 27-03-2023	\$ 58936.00	Active 0	Total 0
30/23/CD/PC	INGROUND FIBREGLASS SWIMMING POOL	774 NEWELL HIGHWAY, TOCUMWAL NSW 2714 (Lot1241//DP785541)	MURRAY RIVER CERTIFIERS	MR SA BALDWIN	Approved 30-03-2023	\$ 19690.00	Active 0	Total 0
31/23/CD/PC	INGROUND FIBREGLASS SWIMMING POOL	6 BELINDA COURT, TOCUMWAL NSW 2714 (Lot12//DP270154)	MURRAY RIVER CERTIFIERS	MR BR COLLINS	Approved 30-03-2023	\$ 88015.00	Active 0	Total 0

Key Performance Indicator – Development Assessment:

	Berrigan Shire Council (Mar 2023)	NSW (Mar 2023)
Average time taken to determine a Development Application ¹	28.8	116 ²

¹ The average determination day figure is calculated by dividing the total number of days taken to determine all applications by the total number of determined applications. Determination days are measured as gross days – the total number of days lapsed between the lodgement and the determination of the application. Determination days includes the time taken for applicants to respond to requests for information from consent authorities.

² Source: <https://www.planningportal.nsw.gov.au/eplanningreport> accessed 12 April 2023

APPLICATIONS PENDING DETERMINATION AS AT 31/03/2023

Application No.	Date Lodged	Description	Property Location
208/21/DA/D3	26-05-2021	INSTALLATION OF 68KL UNDERGROUND LP GAS TANK	94-104 DENILQUIN ROAD, TOCUMWAL NSW 2714 (Lot117//DP752296)
24/22/DA/D9	03-09-2021	10 LOT SUBDIVISION	LAWSON DRIVE, BAROOGA NSW 3644 (Lot9//DP1150036)
108/22/DA/D2	21-03-2022	HIGHWAY SERVICE CENTRE	NEWELL HIGHWAY, TOCUMWAL NSW 2714 (Lot297//DP720267)
21/23/DA/D9	16-08-2022	19 LOT SUBDIVISION	29-37 SHORT STREET, TOCUMWAL NSW 2714 (LotB//DP403751)
31/23/DA/D9	09-09-2022	7 LOT SUBDIVISION	BRUTON STREET, TOCUMWAL NSW 2714 (Lot6//DP1275427)
50/23/DA/DM	18-10-2022	SHIPPING CONTAINERS	24-30 VERMONT STREET, BAROOGA NSW 3644 (Lot5/5/DP758057)
51/23/DA/DM	26-10-2022	STRAWBERRY FIELDS FESTIVAL 2023-2027	467 TUPPAL ROAD, TOCUMWAL NSW 2714 (Lot4//DP752296)
54/23/DA/D9	27-10-2022	6 LOT SUBDIVISION	66 MORRIS DRIVE, TOCUMWAL NSW 2714 (Lot2//DP270154)
57/23/DA/DM	27-10-2022	MUSEUM SHED	300-320 MURRAY STREET, FINLEY NSW 2713 (Lot7005//DP1019585)
60/23/DA/D1	28-10-2022	DWELLING	SEPPELTS ROAD, BAROOGA NSW 3644 (Lot4//DP659936)
76/23/DA/D9	21-12-2022	9 LOT SUBDIVISION	4 WIRRAWAY COURT, TOCUMWAL NSW 2714 (Lot50//DP1246486)
79/23/DA/D3	09-01-2023	INDUSTRIAL SHED	172 JERILDERIE STREET, BERRIGAN NSW 2712 (Lot1/6/DP758097)
81/23/DA/D5	02-02-2023	RESIDENTIAL STORAGE SHED	28 HUTSONS ROAD, TOCUMWAL NSW 2714 (Lot2//DP1263147)
89/23/DA/D5	21-02-2023	RESIDENTIAL STORAGE SHED	3 BROWNE STREET, TOCUMWAL NSW 2714 (Lot9/37/DP758981)
92/23/DA/D7	01-03-2023	ABOVEGROUND SHIPPING CONTAINER SWIMMING POOL	THE RIVERFRONT, BUSHLANDS ROAD, TOCUMWAL NSW 2714 (Lot20//DP286078)
95/23/DA/D5	07-03-2023	RESIDENTIAL STORAGE SHED	36 WILLIAM STREET, BERRIGAN NSW 2712 (Lot18/32/DP3353)
96/23/DA/D6	08-03-2023	ADDITIONS TO DWELLING	1 TOWNBEACH ROAD, TOCUMWAL NSW 2714 (Lot21//DP1048417)
98/23/DA/D5	15-03-2023	RESIDENTIAL STORAGE SHED	97 BRUTON STREET, TOCUMWAL NSW 2714 (Lot30//DP1089280)
99/23/DA/D5	15-03-2023	RESIDENTIAL STORAGE SHED	39 COBRAM STREET, TOCUMWAL NSW 2714 (Lot21//DP592230)
100/23/DA/DM	20-03-2023	TREE REMOVAL	29-35 KELLY STREET, TOCUMWAL NSW 2714 (Lot136//DP752296)
102/23/DA/DM	21-03-2023	MANUFACTURED HOME	122-124 FINLEY STREET, FINLEY NSW 2713 (Lot179//DP752283)
104/23/DA/D5	24-03-2023	RESIDENTIAL STORAGE SHED	60 MARIAN DRIVE, TOCUMWAL NSW 2714 (Lot1//DP1180527)
105/23/DA/D5	28-03-2023	CARPORT	49 KAMAROOKA STREET, BAROOGA NSW 3644 (Lot1//DP236533)

TIME TAKEN FOR ASSESSMENT OF APPLICATIONS LODGED AND <u>PENDING</u> DETERMINATION	Development Applications Pending Determination
<i>Less than 40 days</i>	10
<i>41 – 99 days</i>	3
<i>100+ days</i>	10
<i>Total Number of Development Applications Pending Determination</i>	23

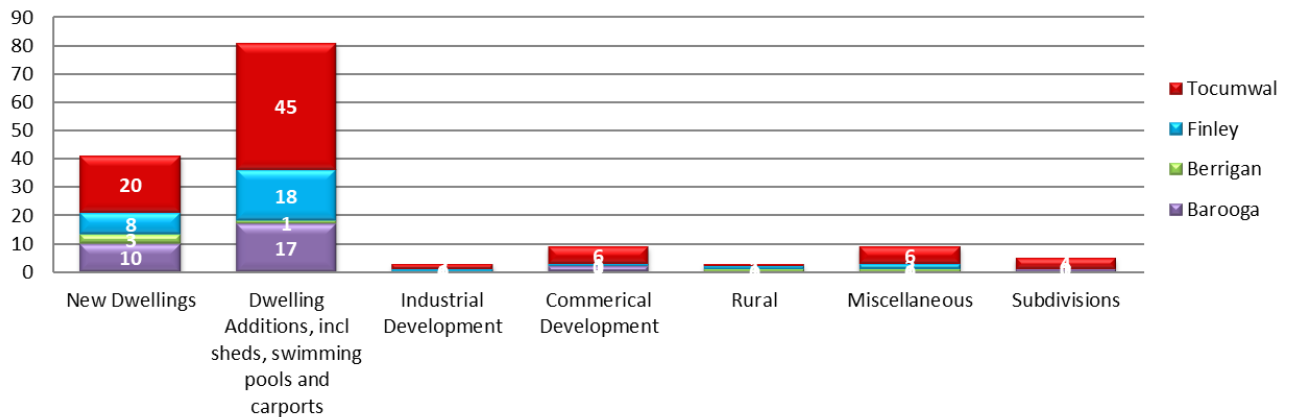
TOTAL APPLICATIONS DETERMINED / ISSUED (including modifications)

	This Month (Mar)	Year to Date	This Month's Value (Mar)	Year to Date Value
<i>Development Applications (DA)</i>	11	118	\$2,407,381	\$25,414,970
<i>Construction Certificates (CC)</i>	10	100	\$3,000,204	\$24,113,433
<i>Complying Development Certificates (CDC)</i>	7	33	\$297,800	\$5,102,286
<i>Local Activity (s.68)</i>	9	63	0	0

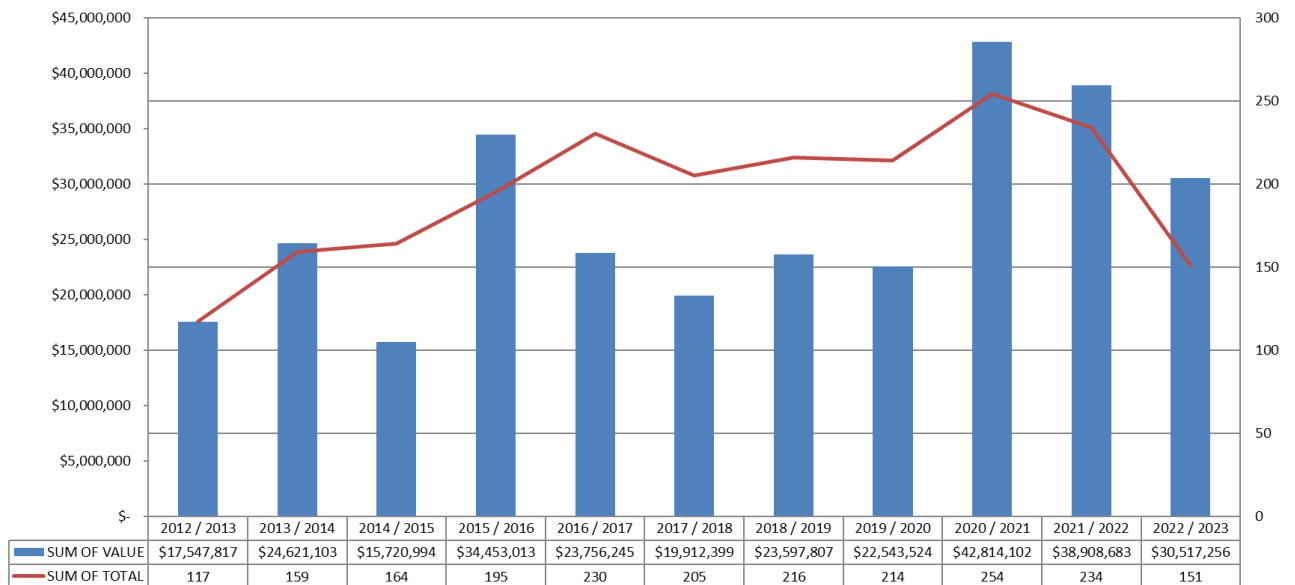
OTHER CERTIFICATES ISSUED FOR MARCH 2023

	s10.7(2) Planning Certificate		s10.7(5) Certificate		735A Certificate		s9.34 Certificate		s6.24 Building Certificate		Swimming Pool Certificate	
	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total	MAR	Year Total
BAROOGA	9	53	0	2	1	2	0	0	0	1	0	2
BERRIGAN	3	45	0	2	1	6	0	3	0	1	0	1
FINLEY	8	100	3	3	1	3	1	3	0	0	0	0
TOCUMWAL	28	136	1	6	2	5	2	4	0	0	0	4
TOTAL	48	334	4	13	5	16	3	10	0	2	0	7

DEVELOPMENT ACTIVITY 2022/2023 as at 31 March, 2023



DEVELOPMENT ACTIVITY as at 31 March, 2023



8.17 Council Action List Report

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 2032
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	<ol style="list-style-type: none">1. Outstanding Council Actions as of 13.04.2023 (under separate cover)2. Completed Council Actions from 15.03.2023 - 13.04.2023

Recommendation

That Council receive and note the Council Action List Report.

Report

The Council Action List Report, is designed to note the motion, and actions being taken to implement that decision, including the timeframe in which it is likely to be completed.

The following reports have been generated from your information:

- Outstanding Council Actions as of 13.04.2023
- Completed Council Actions from 15.03.2023 – 13.04.2023

Division:	Council	Date From:	15/03/2023
Committee:		Date To:	13/04/2023
Officer:		Printed:	13 April 2023 3:28 PM

Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	Srivastava, Rohit Srivastava, Rohit	Reports to Council	Barooga Tocumwal Shared Footpath
<p>Resolved OCM 051/23</p> <p>Moved: Cr Julia Cornwell McKean</p> <p>Seconded: Cr Roger Reynoldson</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. utilise funds under Table 1 towards construction of Barooga Tocumwal Shared Path Project; 2. accept the tender submission from Connex Group for a tendered price of \$374,201.74 (incl. GST) for Barooga and \$476,190.01 (incl. GST) for Tocumwal and award both the projects; 3. delegate CEO to enter into two Contracts under sign and seal for the values mentioned above; and 4. appoint Director Infrastructure as Contract Superintendent. <p style="text-align: right;">CARRIED</p> <p>22 Mar 2023 9:27am Srivastava, Rohit - Completion Completed by Srivastava, Rohit (action officer) on 22 March 2023 at 9:27:20 AM - Actioned. Budgets allocated and project awarded as per the Council resolution.</p>			

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	McDonald, Keelan Hansen, Matthew	Reports to Council	Berrigan Shire Council Draft Logo
<p>Resolved OCM 054/23</p> <p>Moved: Cr John Taylor</p> <p>Seconded: Deputy Mayor Carly Marriott</p> <p>That Council;</p> <ol style="list-style-type: none"> 1. adopt the logo set out below 2. authorise Executive Assistant to liaise with Tactical Directions Pty Ltd on the next steps of the rebrand, that being consultation on the suite of documents. <p style="text-align: right;">CARRIED</p> <p>13 Apr 2023 3:23pm McDonald, Keelan - Completion Completed by McDonald, Keelan (action officer) on 13 April 2023 at 3:23:45 PM - Logo has been adopted. In the process of brand guidelines</p>			

Division:	Council	Date From:	15/03/2023
Committee:		Date To:	13/04/2023
Officer:		Printed:	13 April 2023 3:28 PM

Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	Hansen, Matthew Hansen, Matthew	Reports to Council	Sewer dump point - Endeavour St, Finley
<p>Resolved OCM 058/23</p> <p>Moved: Cr Sarah McNaught</p> <p>Seconded: Cr Edward (Ted) Hatty</p> <p>That the Council remove the sewer dump point at Endeavour St, Finley subject to the agreement of the Finley Chambers of Commerce, Industry and Agriculture.</p> <p style="text-align: right;">CARRIED</p> <p>22 Mar 2023 9:58am Hansen, Matthew Verbal approval to remove provided to DCEO</p> <p>23 Mar 2023 5:39pm Hansen, Matthew Written confirmation from the Chamber</p> <p>28 Mar 2023 5:21pm Hansen, Matthew - Completion Completed by Hansen, Matthew (action officer) on 28 March 2023 at 5:21:39 PM - Sewer dump point removed 28 March 2023. Concurrence from Chamber obtained beforehand</p> <p>28 Mar 2023 5:29pm Hansen, Matthew Photo of removed dump point</p>			

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	Egan, Isobel Ewer, Karina	Reports to Council	Cemeteries Policy
<p>Resolved OCM 059/23</p> <p>Moved: Cr Julia Cornwell McKean</p> <p>Seconded: Cr John Taylor</p> <p>That Council:</p> <ul style="list-style-type: none"> • As a draft, adopt the Cemeteries Policy as set out in Appendix 1; and • place the draft policy on public exhibition for a period of 21 days with any public submissions received to be considered at the ordinary Council meeting to be held on 19 April 2023 <p style="text-align: right;">CARRIED</p>			

Division:		Date From:	15/03/2023
Committee:	Council	Date To:	13/04/2023
Officer:		Printed:	13 April 2023 3:28 PM

Action Sheets Report

22 Mar 2023 9:58am Hansen, Matthew - Reallocation

Action reassigned to Egan, Isobel by Hansen, Matthew - Isobel is the officer shepherding this policy through the approval process

22 Mar 2023 10:16am Egan, Isobel

Have sent to Bianca to be placed in Bulletin Board, Website and socials, Have sent to Berriquin Funerals and Cobram Funerals to read over, Have sent to all Cemeteries Volunteer Groups, Have sent to maintenance crew overseers

22 Mar 2023 10:21am Egan, Isobel - Completion

Completed by Egan, Isobel (action officer) on 22 March 2023 at 10:21:34 AM - Completed - please refer to notes from 22.03.2023. All relevant parties

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	McDonald, Keelan Hansen, Matthew	Notices of Motion/Questions with Notice	Notice of Motion - Proposed amendment to Agenda Deadlines
<p>Resolved OCM 063/23</p> <p>Moved: Deputy Mayor Carly Marriott</p> <p>Seconded: Cr Renee Paine</p> <p>That the Chief Executive Officer provide Councillors with the Agenda for its Ordinary meetings no later than the Friday prior to the next Ordinary Meeting or Strategic and Planning Workshop date.</p> <p style="text-align: right;">CARRIED</p>			
<p>13 Apr 2023 3:24pm McDonald, Keelan - Completion</p> <p>Completed by McDonald, Keelan (action officer) on 13 April 2023 at 3:24:03 PM - New dates applied</p>			

Meeting	Officer/Director	Section	Subject
Council 15/03/2023	Ewer, Karina Ewer, Karina	Action	City of Newcastle - Sister Council

Division:		Date From:	15/03/2023
Committee:	Council	Date To:	13/04/2023
Officer:		Printed:	13 April 2023 3:28 PM
Action Sheets Report			

Resolved OCM 069/23

Moved: Deputy Mayor Carly Marriott

Seconded: Cr Sarah McNaught

Chief Executive Officer formally approach City of Newcastle to embark on a 'Sister Council' arrangement with Berrigan Shire Council.

CARRIED

31 Mar 2023 7:48am Ewer, Karina

Letter sent under Mayor Hannan's signature to Mayor Newcastle City with cc to CEO 30/03/2023

31 Mar 2023 7:49am Ewer, Karina - Completion

Completed by Ewer, Karina (action officer) on 31 March 2023 at 7:49:29 AM - Letter sent

8.18 Local Government NSW Conference 2022 - Update

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting
Delivery Program:	2.1.3. Council operations and financial management support ethical, transparent and accountable corporate governance
Council's Role:	Advocate: The Council may advocate to another government or other organisation for certain things to happen, this could range from a single event (such as writing to a Minister) through to an ongoing campaign
Appendices:	1. Resolutions_2022_Conference.pdf (under separate cover) 2. Minister_Collins_to_LGNSW_2022_Annual_Conference_Resolutions.pdf

This report is for information only.

Report

Council was unable to attend the LGNSW Conference due to flooding at the time. Council did however have a number of motions considered at the Conference as per the resolutions record attached at **Appendix 1**.

Council is included in motions 38 (housing), 49 (skills shortages), and 74 (NSW Planning Portal)

Mayor Hannan and I received notification on 16 March 2023 regards a response from federal minister The Hon Julia Collins MP, Minister for Housing. Ms Collins' letter points to the one million new homes the Commonwealth government has promised to deliver over 5 years, commitments to availability payments and an additional 30,000 social and affordable houses committed to under the Housing Australia Fund. The letter is attached at Appendix 2.

Whilst I believe this is a step forward, very little of the housing will be in rural and remote Councils to support the crisis in these areas. As noted in the letter a National Housing Supply and Affordability Council was established in January 2023 and is set to examine barriers to institutional investment, finance and innovation in housing.

The National Housing Supply and Affordability Council Bill 2023 was introduced to parliament in February 2023 establishes the National Housing Supply and Affordability Council as an independent statutory advisory body.

The Board of the Committee as it currently stands is as follows:

- Susan Lloyd-Hurwitz (Chair) – CEO of Mirvac Group and has held positions at Macquarie Bank, Property Council of Australia, and the Green Building Council of Australia among others;

- Professor Rachel ViforJ, a prominent housing economist and member of the Steering Committee for the Asia-Pacific Network for Housing Research;
- Helen Waters Silvia – CEO of the Women’s and Girls’ Emergency Centre, a specialist homelessness service for women and families escaping domestic violence;
- Dr Marcus Spiller, a highly regarded urban economist and planner, and former member of the National Housing Supply Council; and
- David O’Loughlin – Urban Renewal Authority Director and former President of the Australian Local Government Association.

As further information comes through on the housing crisis and the work this Council will be doing, I will update Council



Julie Collins MP

**Minister for Housing
Minister for Homelessness
Minister for Small Business**

Ref: MC22-017515

Cr Darriea Turley AM
President
Local Government NSW
GPO Box 7003
SYDNEY NSW 2001

Darriea
Dear Councillor Turley

Thank you for your correspondence concerning the Local Government NSW (LGNSW) 2022 Annual Conference Resolution on housing and homelessness. I apologise for the delay in responding to you.

The Australian Government recognises the importance of adequate, affordable housing for all Australians. To help, it is bringing states and territories, the Australian Local Government Association, investors and representatives from the construction sector together under a National Housing Accord (Accord) to unlock quality, affordable housing supply over the medium term. Importantly, under the Accord all levels of government will consider how they can best use their own landholdings to support housing supply.

The Accord sets an aspirational target of one million new, well-located homes to be delivered over 5 years from 2024, as capacity constraints are expected to ease. All stakeholders will work together to achieve this target to address the supply gap of new homes as our population continues to grow.

Under the Accord, the Government will provide \$350 million over 5 years, with ongoing availability payments over the longer term, to support the delivery of 10,000 affordable dwellings. States and territories will also support up to an additional 10,000 affordable homes, increasing the dwellings that can be delivered under the Accord up to 20,000.

The combination of a more secure pipeline of supply and Government support through innovative financing will facilitate cost-effective superannuation and institutional investment in affordable housing.

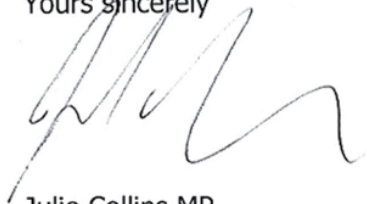
This commitment is in addition to the 30,000 additional social and affordable dwellings that will be supported through the \$10 billion Housing Australia Future Fund.

Parliament House Canberra ACT 2600 Australia

In addition, the Government has now introduced legislation to establish the National Housing Supply and Affordability Council. An interim Council was established on 1 January 2023 to begin its important work. A key early piece of work for the Council will be to examine barriers to institutional investment, finance and innovation in housing, as agreed through the Accord.

Thank you again for your letter.

Yours sincerely

A handwritten signature in black ink, appearing to read "Julie Collins".

Julie Collins MP

15/2/2023

8.19 Cross-Council Collaboration - Grant Funding

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	2. Good government
Strategic Objective:	2.2. Strengthen strategic relationships and partnerships with community, business and government
Delivery Program:	2.2.1. Participate in networks that promote regional and cross-border collaboration, planning and service delivery
Council's Role:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council Strategic Partner: The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.
Appendices:	Nil

This report is for information only.

Report

This report is provided to update Council on three significant cross Council grant funding projects currently being undertaken.

National Disaster Funding – Road Repairs

For this project Murray River, Edward River, Murrumbidgee, Federation and Berrigan Shire Councils are working together. Edward River Council is lead in this instance as they are providing the consultant contractor to co-ordinate the project.

All Councils have been undertaking engineering condition reports of all roads in each Shire. Councils have agreed they will manage their own local roads and those that only exist within each LGA boundary.

Councils will however, work together to address damage to the linking road network such as Lower River Road and others that move through and connect any of the five Council areas. Assessments are currently being undertaken through the Edward River consultant to assess the priority for all identified roads/

The next step will be to go to tender as one large project and work with the contractors to deliver the restoration and upgrade of relevant roads across the entire area. Edward River Council's consultant has huge experience in the same work in Queensland and is also co-ordinating the claims for repayment under National Disaster Recovery Funding.

Media and communications packages are being prepared so we can co-ordinate messages across all Shires regarding when works will commence, where they will be and how long they are expected to take etc. Some initial media will include the fact we are all working together on the delivery of these road repairs.

Rohit is currently working on this project as Berrigan Shire Council's representative. This may move to the Operations Manager – Transport as the project progresses.

Updates as to roads and plans will be advised as further development comes to hand.

Fixing Country Roads

A grant for \$3,722,015 has been granted. Murray Irrigation are providing the co-contribution of \$78,000. There is no cost to participating Councils.

Council's participating in this project are Murray River, Edward River, Federation and Berrigan Shire Councils. Murray River Council is providing lead on this matter and Jack Bond, Murray River's Director Infrastructure is co-ordinating responses etc.

Prior to applying for the grant, all Councils had agreed to which were the highest priority bridges in each Council area. Berrigan Shire has the most to attend to in this case. All High priority bridges will have engineering assessments undertake that will allow the required works on each bridge to be scoped.

Each Council will also be provided the information regarding each bridge so that decisions about upgrading road infrastructure for National Heavy Vehicle Regulation requirements can be considered (it will be important that if bridges are upgraded in the future after these findings that they are not damaged by inadequate road infrastructure being provided leading up to and away from each structure.

It could of course, also mean some bridges are removed and not replaced (where there is little to no traffic) or some become culverts (where they are needed but only low usage occurs).

This project will be co-ordinated through the Operations Manager – Transport in the Berrigan Shire.

Further updates will be provided as information comes to hand.

Regional Drought Resilience Planning

I put in an application with the support of Murray River, Edward River and Federation Councils. The reason we put it in is that we were included in the first tranche and knew an election was about to happen. There was therefore no guarantee further funding would come about later.

We were successful in obtaining \$560,000 being \$210,000 for the development of the Regional Drought Resilience Plan and a further \$350,000 for its implementation.

Berrigan Shire Council is lead on this project.

Murray River Council provided assistance to develop the Expression of Interest to commence this work and the EOI closes on 6 April 2023. All applications will be sent to me after this date and I will meet with all CEOs to award the contract.

The consultant will be required to undertake community engagement throughout all Council areas, develop the Regional Plan for each Council to endorse, put out for community feedback and adopt. They will then be responsible for the initial implementation of the plan which may include an Action Plan.

Again, once we have a delivery plan agreed with the consultant we will undertake co-ordinated media communications across all four Councils.

API Grant – Middleware Development for ePlanning Portal

We are working with Murray River, Edward River, and Federation and Councils to develop required middleware to work between the ePlanning Portal and Council's operating systems. The flooding in Murray River, Edward River and Federation Councils in particular delayed work progressing on this project.

I have been chairing these meetings though Rod Croft from Murray River has led the EOI process.

We met with five EOI applicants on 29 March 2023 with members from each Council including IT staff to assess their applications. Of that group two candidates were preferred. At the time of writing further follow up was required with each of the preferred candidates to finalise selection.

9 NOTICES OF MOTION/QUESTIONS WITH NOTICE

Nil

10 CONFIDENTIAL MATTERS

Recommendation

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

10.1 7 Flight Place - Call for Proposals

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

10.2 CEO Performance Plan Third Quarter Update

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

10.3 Wage Harmonisation Project

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

10.4 Unsolicited proposal - Worker housing (Late Covering Report)

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

11 MOTIONS WITHOUT NOTICE / QUESTIONS WITHOUT NOTICE

12 COUNCILLOR REPORTS

12.1 Mayor's Report

12.2 Verbal Reports from Delegates

13 CONCLUSION OF MEETING

The next Ordinary Council Meeting will be held on Wednesday 17 May 2023 from 9:15am in the Council Chambers, 56 Chanter Street, Berrigan.

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