



ORDINARY COUNCIL MEETING

Wednesday 21 February, 2024

at 9:00am

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 21 February, 2024

BUSINESS PAPER

The Ordinary Council Meeting of the Shire of Berrigan will be held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 21 February, 2024 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 original inhabitants 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

Nil

3.2 Applications for Leave of Absence

3.3 Attendance Via Audio-Visual Link

Nil



4 CONFIRMATION OF PREVIOUS MINUTES

Recommendation: That the minutes of the Ordinary Council Meeting held in the Council Chambers Wednesday 17 January, 2024 be confirmed.

5 DISCLOSURES OF INTERESTS



6 MAYORAL MINUTE(S)

6.1 Mayoral Minute - Cost Shifting onto Local Government

Author: Mayor, Julia Cornwell McKean

- Appendices:
1. LGNSW Cost Shifting Report 21/22 (under separate cover)
 2. 2023 Cost Shifting Survey Berrigan Shire Council (under separate cover)
 3. Cost Shifting Flyer (under separate cover)

Recommendation

That Council:

1. receive and note the findings of the LGNSW Cost Shifting Report for the 2021/2022 financial year,
2. direct staff to include the LGNSW Cost Shifting Report on Council's website so our community can access it and
3. ask the Mayor to write to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking to urgently address these costs through a combination of regulatory reform, budgetary provision and appropriate funding.

Background

Councillors

The pressure on councils to continue to provide services of appropriate standard to our communities is now extraordinary.

The unrelenting growth of cost shifting to councils, coupled with rate pegging, is increasingly eroding any possibility of financially sustainable local government. Cost shifting is risking the capacity of councils to deliver tailored, grassroots services to our communities and properly deliver and maintain vital local infrastructure.

Alarming, the latest research commissioned by Local Government NSW (LGNSW) shows the increase in cost shifting has been accelerated by various NSW Government policies.

As shown in the latest cost shifting report produced by independent consultants Morrison Low on behalf of LGNSW for the 2021/2022 financial year (www.lgnsw.org.au/costshifting) – included at **Appendix 1**, an amount of \$1.36 billion of expense has been moved to councils to try to fund. This is an increase of \$540 million since the last report from the 2017/2018 financial year and represents lost services, lost opportunity and lost amenity for all our residents and businesses.

On average, this represents an additional cost of \$460.67 for every ratepayer across the state.



Council participated in the survey and found of our \$45M budget, approximately \$5.9M is directly spent on shifting. This represents a loss of \$1,137.24 per rate payer or 65% of Council's rate revenue for this Shire alone.

The data provided by staff is an estimate and we intend in future to keep a closer eye on how much cost shifting impacts our community as it forms an important part of Council's budget management and advocacy platforms. Our submission in included at **Appendix 2** for your information. As you will see there are a number of areas for which sufficient data was unavailable.

With councils having to fund this ongoing subsidy for the State Government each and every year it means our communities get less or go without. They go without better roads, they go without better parks, they go without the important community services only councils provide. Councils and their ratepayers are effectively paying hidden taxes to other levels of government.

Our communities deserve better. Cost shifting must stop. Prior to the most recent state election the then Minns Opposition wrote to LGNSW acknowledging that cost shifting had undermined the financial sustainability of the local government sector.

Now in 2024, it is important to councils and communities that the NSW Government urgently address cost shifting through a combination of regulatory reform, budgetary provision and appropriate funding.

As a result, I move that Council:

1. receive and note the findings of the LGNSW Cost Shifting Report for the 2021/2022 financial year,
 2. direct staff to include the LGNSW Cost Shifting Report and flyer (**Appendix 3**) on Council's website so our community can access it and
 3. ask I to write to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking to urgently address these costs through a combination of regulatory reform, budgetary provision and appropriate funding (draft letter attached at **Appendix 4**).
-



7 REPORTS OF COMMITTEES

Nil

7.1 Local Traffic Committee Meeting

Author:	Operations Manager - Transport, Darron Freund
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:	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. Local Traffic Committee Appendices - 09.11.2023.pdf (under separate cover)

Recommendation

That Council adopt the following recommendations from the Local Traffic Committee Meeting held on Thursday 9 November 2023.

- LTC1.** Council note Transport for NSW advice regarding Jerilderie Street, Berrigan 50km/h speed zone has been extended to Berrigan Recreation Reserve.
- LTC2.** Council note the review of speed zone for Golf Course Road / Vermont Street, Barooga and that request is at assessment stage.
- LTC3.** Council note Transport for NSW advice that matter is for Council. Council to work with Finley High School to find a suitable solution with regards to pedestrian crossing at intersection of Tocumwal and Pinnuck Streets, Finley.
- LTC4.** Council approve the application made by Riverina Trekkers Inc. for an on road event from 17 March to 23 March 2024 between 8am and 4pm. The event is the Two Rivers Charity Tractor Trek subject to receiving a current certificate of currency for public liability listing Transport for NSW as an interested party.
- LTC5.** Council note request to Transport for NSW for speed zone review of Barooga town centre to 40km/h.
- LTC6.** Council note request to Transport for NSW for speed zone review of Tocumwal town centre to 40km/h.
- LTC7.** Council note request for Council to undertake community engagement around Apex Park Berrigan being the designated school bus pick up zone.



- LTC8.** Council note request for Council and Transport for NSW to undertake community engagement with schools, bus companies and social media around the designated bus stops / zones.
- LTC9.** Council note issue with tracks parking in Deniliquin Street, Tocumwal has been resolved.
- LTC10.** Council note monitoring of traffic movements within shared road accessing Town Beach area, Tocumwal, investigate traffic calming measures if applicable, audit of signage to see if fit for purpose. Council is also requested to undertake a media / social media campaign around fact that area is a shared vehicle, pedestrian area.
- LTC11.** Council note awaiting consultants' formal presentation of findings of assessment of pedestrian crossing at Deniliquin Road, Tocumwal between Murray Street roundabout and Duff Street.
- LTC12.** Council note request to Transport for NSW for speed zone review of Murray Street, to 80km/h to be extended out to Racecourse Road.
-

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 9 November 2023 are attached as "Appendix 1"

Other items discussed in general business to note:-

- Lawson Drive, Barooga – speed zone. Refer LTC5. Request with Transport for NSW
- Driveway, 1-3 Golf Course Road, Barooga – suggest that resident (NSW Police) install NO Parking / Keep Clear signage on Gate.





7.2 Roads Program, Flood Recovery and Grant Funding

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	4. Diverse and resilient business
Strategic Objective:	4.3. Connect local, regional and national road and rail infrastructure and networks
Delivery Program:	4.3.1. Develop and promote Berrigan Shire regional transport and freight infrastructure
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 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:	<ol style="list-style-type: none">1. Flood Recovery .001 Projects (under separate cover)2. DRFA Contracted Works (under separate cover)3. Flood Recovery .003 Projects T074. Flood Recovery .003 Projects T08 (under separate cover)5. Flood Recovery .003 Projects T09 (under separate cover)

Recommendation

That Council receive and note the content of this report and endorse the actions taken by the CEO in finalising the road works to be completed under both flood recovery funding and other relevant disaster recovery funding.

Purpose

At the Corporate Workshop, Council asked that a report be provided to the January Ordinary Council meeting outlining the roads and project timelines for reconstruction and maintenance works to be undertaken in Berrigan Shire to 30 June 2024.

Summary

The Director Infrastructure had been working remotely from mid November 2023 and resigned in January 2024. No report has yet been provided to Council as directed. I did provide a brief overview of plans for the management of the various funding at the December 2023 Ordinary meeting but noted I would bring a more detailed report as soon as the information was available.

This report is the detailed report promised.



Background

Council has received a considerable sum of money under the various grant funding arrangements as set out below. Each grant and the associated road infrastructure will be discussed separately in the body of the report.

- Disaster Recovery Funding Arrangements (DRFA) = \$4,701,068.48 – for Essential Public Asset Reconstruction Works (EPARW). Co-funding required of \$40,815 which is included in the above figure – works to be completed 30 June 2025
- Regional Emergency Road Repair Fund (RERRF) * = \$3,509,259 – works to be completed 31 October 2027
- Regional and Local Road Repair Program (RLRRP)* = \$2,503,0341 – works to be completed 31 October 2027
- Roads to Recovery (R2R) = \$1,800,000
- Block Grant (used for regional roads only) = \$1,081,000 – works to be completed 30 June 2024

* The RERRF and RLRRP have been combined to become tranches 1 and 2 of the RLRR fund. The REPAIR fund has been suspended whilst these grant amounts are being managed.

Disaster Relief Funding Arrangements (DRFA) – External Delivery

This funding is quite complex. We have been provided funding under two tranches – P.0081429 (Local Roads) and P.0081430 (Regional Roads). Each of those tranches is broken into 3 sections:

- .001 – Emergency Works – claims currently pending approval
 - Local Roads = \$355,799.85
 - Regional Roads = \$19,475.58
- .002 – Immediate Reconstruction Works – no applications nor funding has been provided under this program.
- .003 – Essential Public Asset Reconstruction
 - P.0081429 = \$3,798,697.74
 - P.0081430 = \$902,370.74

Total \$4,660,253.48

Originally the tenders were provided with Council providing the quarry products for the road works. This has proved inefficient and we will be going back to the tenderers to negotiate their providing the required quarry materials for each of the many work sites. It is not expected the changes to the tender will have large impacts on the overall value of the works. Staff have learned that this was an overestimation of the support they could provide and now realise having contractors deliver the required products will deliver the same results.

Emergency Works

Emergency Works have already been completed and a submission has been made for reimbursement of those amounts. The break up of those works has been provided in **Appendix 1**.



Essential Public Asset Reconstruction Works

The three contracts for this funding have been recently awarded by Council under tenders 07, 08 and 09.

Contract T07 is for pavement, sealing and concrete works shown in yellow in **Appendix 2**.

The works have been awarded to Olex Civil Constructions to a total value of \$445,721.34 ex GST (Motion OCM 354/23 – December Ordinary Meeting).

Works are scheduled to be completed prior to 30 June 2024.

The schedule of works for this package is included at **Appendix 2**.

Contract T08 is for unsealed works as indicated green in **Appendix 3**.

The works have been awarded to Lawrence Brothers Quarries to the value of \$472,254.93 ex GST (Motion OCM 354/23 – December Ordinary Meeting)

Works are scheduled to be completed prior to 30 June 2024.

The schedule of works for this package is included at **Appendix 4**.

Contract T09 is for unsealed works as indicated in red in **Appendix 2**.

These works were originally awarded to RECivil under motion OCM 354/23 however, on confirming the scope of works RECivil withdrew their tender and the tender was then awarded to Olex Civil Constructions to the value of \$982,128.30 (Motion OCM 020/24 – January Ordinary Meeting).

Works are scheduled to be completed prior to 30 June 2024.

It should be noted the total of these contracts is \$1,900,105.57, which is well within the amounts awarded for these works. The difference will allow us to manage contingencies and variations should they occur within acceptable ranges.

The schedule of works for this package is included at **Appendix 5**.

Any monies not spent under this funding must be returned to the funding pool unless other infrastructure which meets the definition of essential infrastructure (water utilities etc do not) are accepted. These can only be added if the works required relate directly to the September 2023 flood event. It would be difficult at this time to prove correlation.

Regional Local Roads Repair Program

This funding is also a little complicated. The Regional Road Repair Program (REPAIR) has been suspended until 2027. Two lots of funding were provided instead. These were:

- Regional Emergency Road Repair Fund (RERRF) – \$2,503,341
- Regional Local Roads Repair Program (RLRRP) – \$3,509,259

Both of the above funds are now administered under RERRF to a total value of \$6,012,600. No application process was required for this funding as it was provided to all disaster declared areas based on the kilometres of road in each affected LGA. For Berrigan that is 1,373kms.



No works have yet been allocated to this program however the following planning, design and estimates will be completed this financial year in order to commence works in the 2024-25 financial year:

- Haynes Court (requires reconstruction, kerb and gutter, stormwater and pavement works),
- Walter Street (requires kerb and gutter, stormwater and pavement reconstruction including reseal)
- Alexander Avenue (requires reconstruction and resealing with asphalt)

Roads to Recovery

This year we have \$1,800,000 to allocate to road works under the Roads to Recovery (R2R) funding stream. We have had issues with including our own source funding in the reporting. We have notification from the funding body that the requirement for own source funding is being reviewed as we are not the only Council to not meet this requirement in the 2022-23 Financial Year. If they do not waive the requirement, our R2R will be frozen which will mean it will be a reimbursement rather than a pre-payment essentially.

The following works are currently being completed:

- Barnes Road (\$500,000) – currently being formed, will be completed and sealed by end of March 2024
- Melrose Road (\$617,000) – works will commence mid March 2024 and be completed prior to 30 June 2024
- MR226 – Cobram to Barooga bridge works. The tender for this work is included in this agenda (February ordinary meeting) (\$800,000)

The total of the above is \$1,917,000, which does include allowance for the required own source funding for this financial year.

Block

Traditionally Council use Block grant for works on our Regional Roads (prefaced by MR generally). These were State Roads that were “gifted” to Councils with money for their maintenance. The money however has been static for a very long time and now does not wholly cover the repairs needed.

For the 2023-2024 financial year represents a total \$1,081,000 comprising:

- \$922,000 for road works
- \$78,000 for traffic facilities and
- \$81,000 for the supplementary component.

Of the Block Grant already used only MR363 – Berrigan Barooga Road – this is the section requires completion this financial year. The relevant section of road has currently been formed and is awaiting sealing. The sealing works will be completed by the end of March 2024. (\$155,000). All other roads have been allocated and completed to date under this funding.

We had planned to undertake works on MR564 (Berrigan Jerilderie Road) this financial year, however we will not have the funding or resources to complete the works this year. As such the design and



planning works will be undertaken in this financial year from the remaining Block Grant funds and be delivered in the 2024-25 financial year.

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

Staff are currently developing the four year roads Delivery Plan and subsequent 2024-25 Operational Plan. This information is intended to be provided at the March Ordinary Council meeting.

Issues and Implications

Council expressed their concern regarding the size of the delivery program given the significant extra funding provided due to the 2023-24 flooding event. This information is provided to reassure Council works and planning are being undertaken to ensure funding is allocated appropriately and work being divided amongst our internal works crews and contractors depending on the resourcing required.

Policy

N/A

Financial

The financial impacts for Council will always be own source funding. For budgeting purposes we will now be working with our depreciation values as being the quantum for own source funding. This will allow us to work out a full program based on a quantifiable asset renewals program.

Legal / Statutory

N/A

Community Engagement / Communication

It is intended Council will reinstate the “Projects” page on our website so that the community are able to check up on where all our relevant projects are up to (when they will be commenced, happening and expected completion dates). I have asked that budget information be included in the information provided so people have an understanding of how much it costs to deliver each project and just how far Council stretch the budget we have.

Human Resources / Industrial Relations (If applicable)

We have had a lot of staff turn over in the Infrastructure team, which has led to considerable loss of corporate knowledge. The work being undertaken now looks to restore that knowledge base and preserve it for the future.



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

These are significant sums of money and a large program of work. It is essential Council have confidence the team is able to deliver on the works and have a “handle” on oversight of those works being carried out under contract. I am increasingly sure we will be able to meet all obligations (barring any further significant events) including funding obligations to deliver our infrastructure projects in the coming years.

2. Community

	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 road delivery program forms the most significant part of Council's budget. There is an important opportunity for Council to share the story of our success in delivering what is four times our normal delivery this year alone. Keeping the community engaged with the works will be an important story to tell, and keep telling.

3. Built 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



Council is facing considerable population growth in the coming years and needs to ensure all infrastructure damaged in relevant climate events is built back to be more resilient in the future. Juggling both requirements is a risk for Council so the planning work we are undertaking now will be essential to ensure we mitigate those risks as much as is possible.

Conclusions

This is a considerable body of work. The report is intended to address the concerns raised by Council about our ability to manage the work required. There have been some issues with the Director Infrastructure leaving in January, however I believe we have managed the risks associated with that vacancy. Future planning and programs will be in place when the new Director arrives and I will be able to give a detailed hand over to the new Director as a result.



T07		
<i>Local Roads</i>		
site_id	treatment	Quoted Amount
ROAD NAME		
Yarrowonga Rd	In-situ stabilisation - including additional material as required	\$12,583.52
Woolshed Rd	In-situ stabilisation - including additional material as required	\$1,316.88
Warmatta Rd	Pothole Repairs	\$557.85
Springfield Rd	In-situ stabilisation - including additional material as required	\$3,292.20
South Coree Rd	In-situ stabilisation - including additional material as required	\$1,755.84
Silo Rd	In-situ stabilisation - including additional material as required	\$18,363.16
Sherwins Rd	In-situ stabilisation - including additional material as required	\$5,413.84
Shands Rd	In-situ stabilisation - including additional material as required	\$3,292.20
Quirks Rd	In-situ stabilisation - including additional material as required	\$6,730.72
Pyles Rd	In-situ stabilisation - including additional material as required	\$7,901.28
Peppertree Rd	Pothole Repairs and In-situ stabilisation - including additional material as required	\$34,149.22
Old Toc Ber Rd	In-situ stabilisation - including additional material as required	\$7,462.32
Oakenfall Rd	In-situ stabilisation - including additional material as required	\$3,292.20
Narrow Plains Rd	In-situ stabilisation - including additional material as required	\$2,341.12
Melrose Rd	In-situ stabilisation - including additional material as required	\$26,996.04
Maxwells Rd	In-situ stabilisation - including additional material as required	\$2,926.40
Lower River Rd	In-situ stabilisation - including additional material as required	\$57,430.60
Lawlors Rd Ber	In-situ stabilisation - including additional material as required	\$6,950.20
Larkins Rd	In-situ stabilisation - including additional material as required	\$9,876.60
Denison St Ber	Bitumen spray seal 2 coat	\$3,159.00
Coldwells Rd	In-situ stabilisation - including additional material as required	\$31,166.16
Caseys Rd	In-situ stabilisation - including additional material as required	\$6,584.40
Caramar Rd	In-situ stabilisation - including additional material as required	\$21,582.20
Battens Rd	In-situ stabilisation - including additional material as required	\$71,769.96
P.0081429.003 Total		\$346,893.91
<i>Regional Roads</i>		
MR564	In-situ stabilisation - including additional material as required	\$26,191.28
MR550	In-situ stabilisation - including additional material as required and Bitumen spray seal 2 coat	\$84,942.96
MR226	In-situ stabilisation - including additional material as required and Bitumen spray seal 2 coat	\$32,265.32
P.0081430.003 Total		\$143,399.56
TOTAL		\$490,293.47



8 REPORTS TO COUNCIL

8.1 Council Election 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:	2.1.2. Meet legislative requirements for Council elections, local government and integrated planning and reporting
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) Facilitator: A step further from advocacy where the Council may try to bring parties together to work out a solution to an issue affecting the Council area
Appendices:	1. Technology Assisted Voting Report (under separate cover)

Recommendation

That Council:

- move / retain the August Ordinary Council meeting being XX August 2024,
- nominate 9 October 2024 as the first meeting date of the new Council and
- nominate 9 October 2024 as the induction date of the new Council

Report

This report is to update Council on matters concerning the upcoming September Local Government Elections (14 September 2024).

Key Election Dates

Monday 22 July 2024

- Advertising for enrolments

Monday 5 August 2024

- Start of regulated period for electoral material
- 8am lodgement of nominations open
- 6pm close of roll for the purposes of being a candidate, nominator and roll printing

Tuesday 6 August 2024



- Lodgement of postal vote applications

Monday 12 August 2024

- Last day to lodge second half-yearly political donations disclosures

Wednesday 14 August 2024

- Close of nominations and close of register of candidates and groups

(Note: Candidate, group and third party campaigner registrations for the purpose of accepting political donations and making payments for electoral expenditure opened on the day after the last local government elections for the local government area)

- Registration of electoral materials open

Thursday 15 August 2024

- 2pm Ballot paper draw conducted
- 2pm Uncontested elections declared (this is where fewer than 8, or only 8, people nominate for this Council)

Friday 16 August 2024

- Caretaker Period begins

Monday 19 August 2024

- Postal pack distribution begins

Monday 2 September 2024

- Telephone voting registration and voting opens
- 5pm Postal voting application close
- Registration of third-party campaigners close

Friday 13 September 2024

- Pre-poll voting period closes (times will be posted closer to the date)
- Telephone voting registration closes
- Caretaker Period ends

Saturday 14 September 2024

- 8am to 6pm Election day
- 1pm Telephone voting closes
- 6pm Regulated period for electoral material ends

Sunday 22 September 2024

- Last day to lodge annual electoral expenditure disclosure

Friday 27 September 2024

- 6pm End of postal vote return (subject to legislation change)

Monday 30 September 2024



- Progressive distribution of preferences

Tuesday 1 October 2024

- Progressive distribution of preferences
- Progressive declaration of results

Wednesday 2 October 2024

- Progressive distribution of preferences
- Progressive declaration of results

Thursday 3 October 2024

- Progressive declaration of results

Monday 7 October 2024 (Public Holiday)

Last Ordinary Council Meeting

As the caretaker period commences Friday 16 August 2024, Council may wish to:

- move the last Council meeting date to 7 August 2024 after the SPW or instead of the SPW,
- move the last Council meeting date to 14 August 2024. This is a week after the SPW and will put staff under pressure to prepare the required agenda, or
- leave the Council meeting as scheduled for 21 August 2024. Council can still have a meeting, they cannot however make decisions about starting new projects, spending uncommitted funds, or make decisions about planning matters however that may be controversial. General business can continue such as decisions on projects already under way.

First Meeting of the New Council

The proposed timetable for counting and results is relevant to councils for meeting planning purposes, particularly the first meeting of the new Council following election day.

As in 2021, the close of receipt of completed postal votes is 13 days after the election day. That means postal votes can be received by the NSW Electoral Commission up to 6pm on Friday, 27 September 2024. Final councils and distributions of preferences will commence on Monday, 30 September 2024, with election results in each area progressively announced from Monday, 30 September 2024 to Wednesday, 2 October 2024.

Candidates have 24 hours after results are announced to lodge a request for a recount, should they wish to do so. Unless a recount request is under consideration, or a recount is to be conducted, results will be declared by the returning officers as soon as practical after the recount deadlines pass, from Tuesday, 1 October 2024 to Thursday 3 October 2024.

An election is only complete once results have been officially declared, meaning a meeting cannot be held until the results have been officially declared.

Official results will be published on the Electoral Commission's website immediately following each declaration and a copy will be provided to me.

I would therefore suggest the following (subject to change if there is a recount requested):



- Wednesday 9 October 2024 – Election of Mayor and Deputy Mayor (9.00am to 10.00am)
- Wednesday 9 October 2024 – Councillor Induction (shorter for returning Councillors)
 - Returning Councillors 10.30am to 12.00pm
 - New Councillors 12.30pm to 4.00pm
- First Ordinary Council meeting 16 October 2024

Induction Program

Last time I engaged a person to do the induction program. I would like feedback as to whether you felt this worthwhile I would prefer I ran the session.

If there are any topics in particular you think should covered (things you wish you knew) please let me know so I can ensure those are included with any induction program delivered.

Pre-Election Information Sessions

I will be running the information session as the price for someone else to do so was exorbitant at about \$3,000 travel and accommodation. They were 3.5-hour sessions so I feel this far too long for someone working out if they want to run or not.

I will run sessions in each of the towns and offer both day and evening sessions. I usually run them for about one hour and provide time for attendees to ask questions.

We will be approaching each of you to do a short clip to camera about what has been the most rewarding thing you have achieved as a Councillor and what the hard stuff has been.

It should be noted the NSW Electoral Commission will also be running their online webinars and Q&A sessions for prospective Councillors. I will include the link to those sessions in the information packs provided at the information sessions I run and on our website.

Technology Assisted Voting

The Electoral Commission has published the final report into technology assisted voting. The report makes recommendations about future options for technology assisted voting in NSW.

The report's findings were informed by stakeholder submissions and consultation. There are no findings that impact the 2024 Local Government elections. As at the 2023 NSW State election, technology assisted voting will only be available to electors who are blind or have low vision, via telephone voting.

The Commission's report is included at **Appendix 1** for your information.



8.2 Correspondence Incoming and Outgoing January to February 2024

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:	1. All Incoming (under separate cover) 2. All Outgoing (under separate cover)

This report is for information only.

Report

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

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

Incoming

DATE	FROM	TO	TYPE	RESPONDED DATE
22 January 2024	Bill Daly	Councillors	Email (both in Outgoing list)	24 January 2024
23 January 2024	The Hon Catherine King MP and the Hon Kristy McBain MP	Mayor Julia	Invitation to ACLG	N/A
30 January 2024	The Hon Ryan Park MP	Mayor Julia	Email	N/A
7 February 2024	Sonia Makira, GIPA Specialist, Health Infrastructure	Karina Ewer	Email / letter – GIPA Application – Finley Hospital	N/A



OUTGOING

DATE	FROM	TO	REGARDS	TYPE
16 January 2024	Karina Ewer	NSW Ambulance	GIPA Request – Tocumwal Ambulance	Email
24 January 2024	Mayor Julia	Bill Daly	Australia Day Date	Email
25 January 2024	Karina Ewer	Infrastructure NSW	GIPA Request – Finley Hospital	Email
31 January 2024	Mayor Julia	Wes Fang MP	Finley Hospital and Tocumwal Ambulance	Email
5 February 2024	Karina Ewer	The Hon Sussan Ley MP	Telstra Monopolistic Behaviour	Email



8.3 Mild 2 Wild Memorandum of Understanding

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:	<p>Facilitator: A step further from advocacy where the Council may try to bring parties together to work out a solution to an issue affecting the Council area</p> <p>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.</p>
Appendices:	1. Memorandum of Understanding Mild to Wild (under separate cover)

Recommendation

That Council endorse the Memorandum of Understanding between Mild2Wild Custom Car Club and Berrigan Shire Council and direct the Chief Executive Officer to arrange for signing and implementation.

Purpose

The purpose of this report is to consider the Memorandum of Understanding (MOU) prepared for Mild2Wild Custom Car Club (M2W).

Summary

The Berrigan Shire Council has been asked to enter a non-binding MOU with M2W, to ensure the continued delivery of the Murray River Rod Run.

The MOU looks to ensure Council are able to work more closely with the M2W club so the Murray River Rod Run continues to grow as a significant bi-annual tourism event.

Background

During the 202-2023 financial year, Council were able to secure funding to assist a number of events in the Shire focused on Covid Recovery. The Murray River Rod Run was one of those events.



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

Strategic Partnerships Framework and Policy

Issues and Implications

The intent of the MOU is to allow for Council's assistance to support the Murray River Rod Run as a major event in the community and to provide the committee with some guidance as to how to interact with Council on this matter to ensure our timely support.

Policy

N/A

Financial

Council does not offer financial support in this document. If the club request access to grant funding through Council, that will be presented to Council as is normal practice. The MOU will provide a mechanism that demonstrates Council support where the club choose to apply for grant funding directly with relevant funding bodies.

Legal / Statutory

N/A

Community Engagement / Communication

The outcomes of the MOU will be reported through our Annual Reporting process.

Human Resources / Industrial Relations (If applicable)

N/A



Risks

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

1. Governance

Likelihood	Consequence				
	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 MOU is not a legally binding agreement. The document is designed to provide framework to engagement regarding the delivery of the Murray River Rod Run event.

Options

1. Endorse the MOU as presented.
2. Endorse the MOU with changes.
3. Do not endorse the MOU as presented.

Conclusions

MOUs have proved to be an effective mechanism with which to engage with various stakeholders. This is one of the least complex MOUs but will provide the club an opportunity to engage with Council within an agreed framework and to provide evidence of support should they choose to apply for grant funding.



8.4 Water Reform Agenda

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:	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:	<ol style="list-style-type: none">1. Water Reform 2024 Call for Submissions (under separate cover)2. Water Reform Submission - Berrigan Shire Council (under separate cover)

Recommendation

That Council endorse the submission made by the CEO to the Water Reform Inquiry 2024

Report

On 21 January 2024 I was made aware of the Call for Submissions to the National Water Reform Inquiry 2024. I immediately contacted the Mayor and we decided, given the now two week turn around time, the best form of response that met the criteria was case study.

The call for submissions is attached at **Appendix 1** for your information.

I undertook considerable research for the time allowed and sent the draft document to Mayor Julia on Friday 26 January 2024 after the Australia Day celebrations.

Mayor Julia edited the draft document and returned it to me on 29 January 2024. I submitted on the same day. The submission provided to the national inquiry is included at **Appendix 2**.



8.5 National General Assembly - Motions for Adoption

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:	<ol style="list-style-type: none">1. 2024-NGA-Motions-Discussion-Paper (under separate cover)2. DRAFT Berrigan Shire Council - NGA Motions V2 (under separate cover)

Recommendation

That Council adopt the motions for the National General Assembly as outlined below:

1. The National General Assembly calls upon the Australian Government to address the limitations in the intergovernmental financial transfer system, particularly Commonwealth transfers to local government, by undertaking a comprehensive review to provide for reform of the current system. Any review should specifically include consideration of the practice of cost shifting to local government and assess the implications for service delivery as a direct result of cost shifting practices.
2. The National General Assembly calls upon the Australian Government to address the challenges faced by local government sustainability by implementing programs to enhance infrastructure management and integrate plans into long-term financial strategies. Specifically, the importance of local governments providing linked freight routes that meet increasing heavy vehicle requirements are required to strengthen the communities' trust in all levels of government as infrastructure providers.
3. The National General Assembly calls upon the Australian Government to actively re-engaged with the provision and supply of social and affordable housing through collaboration and effective implementation that includes the strategies that tackle the root causes of homelessness at the local level.



Report

The Australian Local Government Association (ALGA) advocates on behalf of Australia's 537 Local Councils for funding and policy outcomes that support local governments to delivery better results for their communities.

Each year ALGA hosts the National General Assembly (NGA) in Canberra where councils discuss current and emerging issues and advocate to the Federal Government regarding the priorities facing the local government sector.

The motions passed at NGA inform ALGA's strategic direction and national advocacy objectives. It is therefore important each Council submits motions if they feel strongly about any matter being faced by their community as the themes are often similar throughout the nation and this assists ALGA to represent Councils more fully.

This year's NGA will be held in Canberra from 2-5 July 2024.

This year's event is Building Community Trust and aims to explore the critical importance of trust in governments, between governments, its institutions and citizens.

Motions must:

- be relevant to the work of local government nationally;
- not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications
- consistent with the themes of the NGA;
- compliment or build the policy objectives of ALGA and your state or territory local government association;
- propose a clear action and outcome ie call on the Australian Government to act on something;
- not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government;
- address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities;
- not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another;
- be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

The discussion paper outlining the theme of the NGA and the questions under which motions may be made, is included at **Appendix 1**.

Motions are due Friday 29 March 2023.



The purpose of this report is to seek Council's approval of any or all of the suggested motions provided, which have been reconsidered following feedback at the February Strategic Policy Workshop, in **Appendix 2**. Information must be provided with each Motion to ensure ALGA understand the reasoning behind the motion and to ensure it aligns with the theme document provided.



8.6 Construction of key worker housing - Lewis Crescent, Finley

Author:	Deputy Chief Executive Officer, Matthew Hansen
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:	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. Capital Expenditure Review - Key Worker Housing, Lewis St, Finley - 09.02.2024 (under separate cover)

Recommendation

That the Council

1. Call for tenders for the design and construction of two units to be constructed on 47 Lewis Crescent, Finley
2. The construction of the units to be funded by:
 - (a) \$300,000 from Council's Capital Works reserve
 - (b) a \$500,000 loan borrowed over a ten-year period with interest-only payments until redemption.

Purpose

This report proposes that Council call for tenders to construct key worker housing in Finley.

Summary

This report recommends that Council call for tenders to construct two townhouse-style units for key worker housing at Lewis Crescent, Finley.

The estimated construction cost is \$800,000, proposed to be funded by:

- \$300,000 drawn from reserves.
- \$500,000 borrowed over a ten-year period with interest-only payments until redemption.



The project will help address a clear and compelling concern – the lack of suitable housing for key workers.

Operating costs of the project over its 10-year life are expected to be covered by rental income.

The major financial risk associated with the project is uncertainty as to what price Council will obtain on the sale of the units in 2035. The financial model used in this report suggests net proceeds of \$850,000 from that sale would see Council break-even.

Works are expected to span the period between November 2024 and May 2025

Attached to this report as Appendix 1 is a Capital Expenditure Review supporting the development of this project.

The Review sets out:

- how the proposal aligns with Council's existing plans and strategies,
- the likely impact on Council's finances and
- the risks associated with proceeding.

As the estimated cost is less than \$1m, Council is not obliged to prepare and consider a Capital Expenditure Review. It does however provide Councillors the opportunity to consider the proposal in a holistic way.

Background

Berrigan Shire Council has identified a need for additional housing suitable for key workers required to relocate to the area. This is not only for Council employees, but also for workers in key areas such as health and aged care.

Discussions with Murrumbidgee Local Health District (MHL) and local aged care providers have also identified a similar gap in the rental market.

Evidence suggests rental accommodation in rural and regional NSW, including Berrigan Shire, is very tight. There are limited rental properties available, especially in Berrigan and Finley. Rents are relatively high – both as a proportion of the value of the property and as a proportion of renter income.

The quality of the rental stock is low, with most rental properties quite dated. Many are poorly insulated with unsatisfactory heating and cooling. Multi-unit dwellings are often very unattractive.

This project will provide additional suitable housing for key workers, in a manner aimed to be cost-neutral for Council.

Outline

The project is the design and construction of two (2) townhouse units on land owned by Council at 45 Lewis Crescent, Finley.

The units must be suitable for occupancy by a key worker relocating to Berrigan Shire and capable of housing a small family – up to four individuals, including two children. The units must incorporate off-street parking and suitable outdoor space.

The project scope includes:



- Design – to a detail suitable for construction.
- Development consent and other approvals.
- Construction of the units, including all trades.
- Connection of all services (power, natural gas, water, NBN).
- Construction of driveways and other property access (paths etc.).
- Construction of fences as required.
- Landscaping (low care, low water).

Outside this scope of works is Council's own project management and contract administration responsibilities. Council has the option to contract this work out.

Procurement model

This project will require specialist skills (i.e., building construction) not available to the Council. As such, the Council will need to use external contractors to deliver the works.

Procurement will be via a tender process as per NSW government legislation and the Council's Procurement and Disposal Policy and Framework.

The tender will be a **design and construct** contract with the successful tenderer first negotiating with Council on their proposed design followed by construction.

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

The project supports Council's implementation of [Berrigan Shire 2032](#) the Council's and our broader communities' Community Strategic Plan Strategic Outcomes:

2.0 Good government

3.0 Supported and engaged communities

Specifically, this project will meet the following Delivery Plan Objectives identified in the Council's [Delivery Program](#).

2.1.3.4.8 *Investigate options for key worker housing.*

3.1.4 *Coordinate and facilitate the delivery of potable water, public health and safety services.*

The Council's adopted [Financial Strategy 2016](#) lends support to this review. Relevant items in the strategy include:

1.2 *Prepare Capital Expenditure Reviews, including an assessment of lifecycle costs, for all new and/or upgraded infrastructure assets – with the exception of upgrades of roads, water mains and sewer mains.*

3.1 *Look to improve investment returns while managing investment risk through a diverse and secure investment portfolio.*

4.1 *Where appropriate and affordable, invest in community and infrastructure assets which directly boost the local economy and create employment.*



While not yet developed, Council has already identified key worker housing as an item to be addressed in the revised Workforce Development Plan.

Issues and Implications

Policy

- Key Worker Housing Policy
- Procurement and Disposal Policy

Financial

Capital cost

After consideration of various options this review recommends the Council adopt the following funding strategy for the capital cost of the project to be incorporated into the 2024/25 Operational Plan and budget.

- Use of \$300,000 from reserves representing the proceeds of the sale of 27 Davis St
- \$500,000 loan over 10 years with interest-only repayments
- Interest and other operating costs to be funded from rental income.
- Sale in 10 years with the proceeds of the sale paying the principal and surplus (if any) used to fund the development of new housing.

The use of an interest-only loan reduces the impact on Council's budget and operations over the 10-year life of the project. Interest payments for a 10-year interest only loan at 4.5% fixed for the term of the loan would be approximately \$1,885 per month or \$22,620 per year.

Council can reduce the cost of this loan by selling either:

- its newly relocated house on Flynn St, Berrigan or
- its 15-year-old townhouse on Carter St in Berrigan.

Operating cost

Interest payments for a 10-year interest-only loan at 4.5% fixed for the term of the loan would be approximately \$1,885 per month or \$22,620 per year.

Agent costs (5% of rent - \$1,560) and maintenance (approximately 1% of building cost - \$8,000) would also need to be factored in. Insurance costs would be marginal when considered inside Council's overall property portfolio.

Expense	Annual Cost
Finance - interest	\$22,600
Agent costs (5% of rent)	\$2,000
Maintenance (0.5% of building cost)	\$4,000
Insurance	\$1,000
Rates and charges	\$3,700
TOTAL	\$33,200



Comparison with similar units on the market indicate a likely rent of approximately \$385 per week – a rental yield of 5% on investment. Assuming the units are fully let, this would generate revenue of \$40,000.

Legal / Statutory

Council has the legal power to purchase land and buildings for its own use and to invest in real estate. Council will need to follow a procurement process in line with legislation and the NSW Local Government tendering guidelines.

Community Engagement / Communication

Council is committed to effective and meaningful community engagement and communications with our community are guided by our [Berrigan Shire Council Community Engagement Framework](#). In line with the Framework, the Council will **inform** the public about the works to be undertaken.

Human Resources / Industrial Relations (If applicable)

The project is expressly designed to attract and retain key workers in Berrigan Shire.

Risks

A complete risk assessment is included in the Capital Expenditure Review attached. 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 major financial risk is a decline in property values in Finley over time. This is possible but not likely.

2. 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



Unless Council takes measures to ensure suitable accommodation for key workers is available, there is a risk Council will not be able to provide essential services.

Options

1. Do nothing – i.e., do not deliver the project.

This option will see a continuation of the status quo – i.e., relying on the private sector to provide suitable key worker housing. This is the least expensive option and requires the least resources of Council.

This model has failed the Berrigan Shire community to this point, resulting in the current housing crisis. Finding suitable accommodation for key workers therefore continues to be an issue and will be for at least the short to medium term.

2. Purchase or lease existing housing for use by key workers.

Acquiring existing housing – either through a purchase or a lease – is perhaps the quickest solution.

Council has directly leased housing to sub-lease to key workers on an ad-hoc basis over the past three years. The ad-hoc nature of the arrangements made managing the lease and sub-leases very difficult with the owner, agent, employer, and employee often unsure of their rights and obligations. Management of short-term leases has also been time-consuming and has at times ended in conflict between the agent and Council.

Council has considered previously considered adopting a “Defence Housing” model of long term (up to 10 years) leases specifically designed to allow Council to repeatedly sub-let to key workers. This remains an option.

Purchasing existing housing is also an option and would allow Council to avoid the risks associated with construction. Existing housing may not be in a suitable location or be of a suitable standard. It also does not add to the overall housing stock.

3. Construct new housing.

Council owns vacant land in Finley in the new Lewis St sub-division. Council resolved to hold this land for key worker housing at the time of the release of the parcels for sale. This land is centrally located – close to the town centre and walking distance to the hospital and schools.

Constructing new housing would allow the Council to purpose-build something that meets the needs of key workers. It would also add to the housing stock in Finley.

It does expose Council to the risks inherent in managing construction contracts.

Conclusions

At some stage the Council will need to determine if it wants to operate in the key worker housing space. This report puts forward a model that management believe is affordable and sustainable.

The Council has previously considered the “Defence Housing” model where the Council calls for private operators to construct and own the housing and lease it to Council with a long-term lease. This model remains an option and would remove some of Council’s risk exposure relating to construction costs and future valuation changes. It does however allow for the private operator to factor in that additional risk when setting their rent – i.e., Council will pay more for a risk reduction.



Overall, management believe the risks in construction and future property values are moderate and manageable by Council and the best outcome is for Council to build (via a building contract) and own the units directly.



8.7 Privacy Management Plan

Author:	Deputy Chief Executive Officer, Matthew Hansen
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:	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. Privacy Management Plan 06.02.2024 (under separate cover)

Recommendation

That Council

1. revoke the Privacy Management Plan adopted 21 August 2013 and
2. adopt the Privacy Management Plan attached as Appendix 1

Purpose

This report proposes Council adopt a revised Privacy Management Plan (PMP)

Summary

Management have prepared a new Privacy Management Plan (PMP) to replace the PMP adopted in 2013. This addresses one of the recommendations adopted by Council from the Cultural Review and Compliance Audit conducted in 2023.

The new PMP is a complete rewrite and reflects better practice and the new requirements around data breaches. It is user-friendly and simple for staff to implement.

Background

Requirement

Section 33 of the *Privacy and Personal Information Protection Act 1998* (PPIPA) requires the Council to prepare a Privacy Management Plan (PMP).

The PMP must include the following:

- a) the policies and procedures to ensure compliance with the requirements of the Act,



- b) the dissemination of those policies and practices to persons within the agency,
- c) the procedures for internal review and
- d) other relevant matters.

Council last reviewed its Privacy Management Plan in 2013. This plan can be found on [Council's website](#).

Review

The Cultural Audit and Compliance Review commissioned in 2023 recommended Council review the PMP. There is no statutory requirement to periodically review the PMP but regular reviews are better practice.

The Information and Privacy Commission NSW (IPC) provides [written resources to assist with the preparation of these plans on its website](#).

Council staff have prepared a revised PMP, attached as Appendix 1.

Rather than an edit of the existing PMP, the revised PMP is a complete rewrite, with the aim of making the PMP easier for the public to interpret and simpler for staff to implement.

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

The Council has prepared this plan to contribute towards Berrigan Shire 2032 Strategic Outcome of Good Government and the objectives of other Council strategic plans.

- **Strategic Objective 2.1:** Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting.
- **Delivery Plan Objective 2.1.3.** Council operations and financial management support ethical, transparent, and accountable corporate governance.
- **Operational Plan Action 2.1.3.6:** Coordinate the delivery and management of Shire records and communications.

Issues and Implications

Policy

The Plan should be read in conjunction with Council's policies and procedures relevant to the protection of personal and health information and include:

- Code of Conduct
- Code of Meeting Practice
- Access to Council Information Policy
- Claims Management Policy
- Internal Reporting and Protected Disclosures Policy
- Information and Communication Technology Policy
- Communication Devices and the Internet Policy
- Customer Requests Policy



- Access Control Policy
- Legislative Compliance Policy
- Records Management Policy
- Records Management Business Rules
- Pre-Employment Assessment Policy
- Social Media Policy
- Risk Management Policy
- Website Privacy Statement
- CCTV Policy
- Workplace Surveillance Policy

Financial

There is no direct financial impact associated with the implementation of the PMP. Council operations will need to factor in compliance with the PMP in their costs.

Legal / Statutory

The protection of personal and health information is governed by a number of NSW and Federal Acts of Parliament that Council is subject to and includes:

- *Privacy and Personal Information Protection Act 1998* (PIIP Act)
- *Privacy and Personal Information Protection Regulation 2014* (PIIP Regs)
- *Health Records and Information Privacy Act 2002* (HRIP Act)
- *Health Records and Information Privacy Regulation 2017* (HRIP Regs)
- *Government Information (Public Access) Act 2009* (GIPA Act)
- *Government Information (Public Access) Regulation 2009* (GIPA Regs)
- *State Records Act 1998* (SR Act)
- Privacy (Tax File Number) Rule 2015 – s17 *Privacy Act (Cth) 1988* (Privacy Tax Rule)
- Privacy Code of Practice for Local Government 2000 (Privacy Code)
- Guide to Making Privacy Management Plans (IPC, August 2012)
- Privacy Management Plans – Checklist (IPC, June 2014)
- *Public Interest Disclosures Act 2022* (PID Act)
- *Local Government Act 1993* (LG Act)

These Acts of State and Federal Parliament contain specific provisions that describe the way personal and health information is to be handled by Council.

Community Engagement / Communication

There is no requirement to consult with the community on the development of the PMP.



Council must ensure the PMP is available on its website.

Human Resources / Industrial Relations (If applicable)

All Council staff handling personal information will need to be trained in the requirements of this plan and PPIPA.

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 little to no financial risk involved with the adoption and implementation of the PMP.

2. Legal

	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 must meet its obligations under PPIPA. The PMP is one of those obligations and will assist Council in meeting its other obligations.

3. 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 major data or privacy breach would have a significant detrimental impact on Council's reputation and community trust.

Options

1. Council may adopt the proposed PMP attached to this report (**recommended**)
2. Council can refer the PMP back to management with proposed revisions
3. Council can retain the existing PMP.

Conclusions

The proposed PMP is in line with better practice and meets the requirements of PPIPA. It includes the new requirements for data breaches and is easier to read and interpret.



8.8 Chanter Street Update

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	1. Sustainable natural and built landscapes
Strategic Objective:	1.1. Support sustainable use of our natural resources and built landscapes
Delivery Program:	1.1.3. Enhance the visual amenity, heritage and liveability of our communities
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. Facilitator: A step further from advocacy where the Council may try to bring parties together to work out a solution to an issue affecting the Council area
Appendices:	Nil

Recommendation

That Council

1. endorse the decision to adopt Option 2 to increase the project scope as outlined in Appendix 3,
2. direct the Deputy CEO to finalise negotiation with Essential Energy and sign any agreement required to accept the offered co-funding of \$252,000 for the works to be undertaken,
3. request the project manager to develop a formal project plan and engagement strategy to keep the community informed of progress on the Chanter St Undergrounding Project. These documents are to be included on Council's website for easy reference by the community.
4. report back to Council the outcomes of the next round of engagement with the community, including their feedback on the project plans and costs of reconnection.

Purpose

This report is to give Council an update on the Chanter Street project. This is one of Council's high risk projects (given the number of moving parts and value). I intend this style of update to be provide by project sponsors into the future.

Summary

This project was initiated by the owners of the properties along Chanter Street, Berrigan.

Essential Energy have agreed to co-fund the deliver of the project and extend its scope to include the Jerilderie Street cross overs. Essential Energy's co-funding offer is \$252,000.



Question 1: Do Council agree the extension of the scope of this project as being worth pursuing?

The co-funding arrangement reduces the cost of reconnection for the Chanter Street property owners from approx. \$15,000 each to approximately \$6,500 each.

It is important to note, reconnection to the power supply is a private matter. Council cannot force the owners to be reconnected as part of a Council arrangement. They can use their own electrician to do these works.

The previous Director Infrastructure and I made an offer to manage a joint procurement process for the owners to connect as a group, with the aim of saving the Chanter Street property owners money. They would not have to join this group procurement however.

Question 2: Do Council agree to make this offer to the community of an average of \$6,500 per property or is the subsidy offer made below more appropriate?

It is important to note, some properties may cost more than the average and some may cost less. The question may then be, is it fair to ask basic connections to subsidise the costs for more complex connections.

It may be preferred by Council to provide a subsidy of up to for example \$9,000 per property, rather than a flat cap cost of \$6,500.

In this way the subsidy could work as follows:

- Re-connection cost of \$8,000 – fully paid by Council
- Reconnection cost of \$11,000 – Council pays \$9,000 and owner pays \$2,000
- Reconnection cost of \$18,000 – Council pays \$9,000 and owner pays \$9,000.

In this option, everyone gets the same benefit without it necessarily costing Council more.

Question 3: If so, do Council agree to offer a repayment plan to those unable to pay in advance, or in a lump sum?

If Council commissions the private connection works it could enter into an arrangement with participating property owners to pay the debt over an extended period – in a similar manner to the “half-cost” scheme.

Council should note that unlike the half-cost scheme, this would not be a charge against the land and the debt would remain with the individual, even if the property was sold. This has obvious implications for debt recovery.

Question 4: If not, where would Council like staff to find the remainder of the funding? It will mean a current project will need to be shelved until at least the 2024-25 financial year.

Council is in the process of preparing its 2024/25 budget now. Council’s expenditure on roads needs to ring-fenced to ensure Council’s meets its funding requirements under Roads to Recovery meaning that savings would need to be found from community infrastructure programs (recreation reserves, halls, street beautification etc.) or service delivery.



Background

When the CEO first started a couple of property owners along Chanter Street came to see her to raise the issues they were having with maintaining their heritage properties due to the restrictions imposed by the vicinity of powerlines to their properties. Rooves, gutters, windows and facades have been unable to be maintained along Chanter Street as a result of the positioning of the overhead power lines.

Prior to applying for Stronger Country Communities Round 5, we held a public meeting with the owners of potentially affected properties on Chanter Street. There was strong support for applying for the funding and getting this project underway. Those present accepted there would be some cost to them for reconnection of their electricity but wanted to see what that quantum was. Council noted they would endeavour to keep the costs as low as they could.

When applying for the SCCF5, an estimate of the cost of the project was sought and provided by GPE HV. This was a pre-design quote, so it was a high-level estimate. The initial quote provided us an estimate of \$500,000 for the entire works. Given current rates of inflation and the increased scope of works, the quote was actually quite close for the time at which it was provided.

The attached community newsletter was provided to all affected property holders in September 2023 (Appendix 1) **92476** following the second community meeting. This was provided to give the community an idea of the process to be undertaken and timelines.

The CEO arranged a meeting for 4 October 2023 with Essential Energy (EE) to discuss this matter and others as part of our efforts to develop a better working relationship. Mayor Julia was present at that meeting. During the meeting Council was able to get agreement from EE to consider co-funding the project.

The then Director Infrastructure worked with EE on developing the project concept. EE offered two options (**Appendix 2** – Option 1 and **Appendix 3** – Option 2).

Council staff have insisted the entire works needed to be undergrounded as per the discussions we had had with the community. We felt the community were clear the existing connection sites were of primary concern as they were restricting access to facades, rooves and windows. Leaving them in situ would have reduced the exclusion areas but not eliminated them.

I have directed the finalised designs are based on Option 2 – the extension of the project across Jerilderie Street as indicated, including removal of all aerial connections and street crossings. This will ensure the line crossings across Jerilderie Street are also removed and will add to the community benefit. The removal of poles 6212631 and 6212309 will mean tree trimming in the vicinity of those poles will no longer be required, and will avoid similar encroachment issues for those buildings.

To me, extending the project scope demonstrates collaboration with a strategic partner. It is cheaper for EE to extend their works whilst we are doing ours, rather than returning later, or not at all. Essentially, EE are providing increased funding to cover the extra works they will do.

To that end, EE will now provide \$252,000 to the overall project. This is a considerable win for Council as EE has traditionally been strong in not engaging with this type of project. It should be noted the \$252,000 does represent an increase in scope at an additional cost. Staff will need to work out the net benefit, which may be less for Council.

The project budget has been included at **Appendix 4** for your information. As you can see in the budget the reconnection costs for each property have been reduced to \$6,500 per property. If other



funding options become available, staff will bring these to Council's attention. Without the co-funding from EE, the reconnection costs to each property would have been closer to the average of \$15,000 per property (reduced scope of delivery). That figure was discussed at the August community meeting so the new figure does represent a significant saving from original estimates.

It is envisaged, Council will be able to offer a payment plan to those properties affected by the reconnection costs. This may assist those not able to afford the full cost upfront. In these cases Council could offer a three year repayment timeframe with six monthly instalments. As this work cannot be attached to the land as a debt, the loans however would be unsecured. This is similar to how half-cost scheme arrangements work however so Council are familiar with the process.

Unfortunately, no formal project plan has been developed at this time for this project. That is currently being rectified. An overview of the project plan is included at Appendix 5. I have requested this be provided to me along with the engagement strategy immediately following this meeting as the direction of Council will be more fully understood.

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

Community Strategic Plan – whilst listening to the community regarding what they would like to see happen in Berrigan, a consistent theme in the township of Berrigan was to improve the main street streetscape to be more attractive.

Issues and Implications

This is a community directed project and communication with community will need careful and regular information. No information has been forthcoming since the newsletter attached. Including the project on our website with regular updates will be important.

Policy

Nil

Financial

The project is fully budgeted. The short fall is the primary consideration as to whether Council is comfortable asking the community to pay the amounts required to cover the cost.

Legal / Statutory

N/A

Community Engagement / Communication

A community engagement plan must be developed to ensure all stakeholders are kept informed at all times through the remainder of this project.

Human Resources / Industrial Relations (If applicable)

N/A

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

Given the works are primarily funded through Stronger Country Communities Round 5 and Essential Energy, the estimated short fall of \$141,654.60 is not a significant risk to our overall budget. As there is no co-contribution required under the SCC Round 5 funding, this is the only financial risk to Council, other than increased costs (note a 10% contingency has been added to the budget estimates to allow for inflation).

2. Community

	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 amount of money required by each property owner could leave Council exposed to some risk of criticism. Given we have worked quite hard to reduce the final costs, the communication with the community will be of highest importance.

3. Built 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

Not doing this work would mean those who own the properties on Chanter St would continue to not be able to maintain their properties. The continued deterioration of those properties could therefore lead to the risk of failure and possibly increased criticism to Council for not intervening when requested.



Options

1. Endorse the adoption of Option 2 project scope, including the co-contribution of Essential Energy as suggested
2. Request conversion of the project scope back to Option 1 (noting this will actually increase the cost to each property (to approximately \$10,000 each due to the reduced co-funding of Essential Energy))
3. Do not go ahead with the project

Conclusions

This is an important project for the Berrigan community and they have expressed a desire to have the power poles and street crossings completely removed. Given the significant negotiations already achieved, I feel the outcome offered is the best we can manage for the community.



8.9 Key Worker Housing - Lewis St, Finley

Author:	Deputy Chief Executive Officer, Matthew Hansen
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:	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:	Nil

Recommendation

That the Council

1. Call for tenders for the design and construction of two units to be constructed on 47 Lewis Crescent, Finley
2. The construction of the units to be funded by:
 - (a) \$300,000 from Council's Capital Works reserve and
 - (b) a \$500,000 loan borrowed over a ten-year period with interest-only payments until redemption.

Purpose

This report proposes Council call for tenders to construct key worker housing in Finley.

Summary

This report recommends Council call for tenders to construct two townhouse-style units for key worker housing at Lewis Crescent, Finley.

The estimated construction cost is \$800,000, proposed to be funded by:

- \$300,000 drawn from reserves and
- \$500,000 borrowed over a ten-year period with interest-only payments until redemption.



The project will help address a clear and compelling concern – the lack of suitable housing for key workers. Leaving matters to the market to accommodate has brought us to the position we, and every other Council find themselves in today.

Operating costs of the project over its 10-year life are expected to be covered by rental income.

The major financial risk associated with the project is uncertainty as to what price Council will obtain on the sale of the units in 2035. The financial model used in this report suggests net proceeds of \$850,000 from that sale would see Council break-even.

Works are expected to span the period between November 2024 and May 2025.

Attached to this report as Appendix 1 is a Capital Expenditure Review supporting the development of this project.

The Review sets out:

- how the proposal aligns with Council's existing plans and strategies,
- the likely impact on Council's finances and
- the risks associated with proceeding.

As the estimated cost is less than \$1m, Council is not obliged to prepare and consider a Capital Expenditure Review. It does however provide Councillors the opportunity to consider the proposal in an holistic way.

Background

Berrigan Shire Council has identified a need for additional housing suitable for key workers required to relocate to the area. This is not only for Council employees, but also for workers in key areas such as health and aged care.

Discussions with Murrumbidgee Local Health District (MHL) and local aged care providers have also identified a similar gap in the rental market.

Evidence suggests rental accommodation in rural and regional NSW, including Berrigan Shire, is very tight. There are limited rental properties available, especially in Berrigan and Finley. Rents are relatively high – both as a proportion of the value of the property and as a proportion of renter income (meaning they are not affordable).

The quality of the rental stock is low, with most rental properties being quite dated. Many are poorly insulated with unsatisfactory heating and cooling. Multi-unit dwellings are often very unattractive.

This project will provide additional suitable housing for key workers, in a manner aimed to be cost-neutral for Council.

At the ordinary meeting on 18 October 2023, Council resolved the following:

Moved: Cr Matthew Hannan

Seconded: Cr Renee Paine

That the Council, regarding the construction of key worker housing at 45 Lewis Crescent Finley, direct the CEO to prepare:

1. *a design and construct specification for the construction of two townhouses, and*



2. *a Capital Expenditure Review as per the Capital Expenditure Guidelines issued by the Office of Local Government, including considerations of other delivery models.*
3. *Both documents to be presented to a Council meeting no later than February 2024.*

CARRIED

The Capital Expenditure Review is attached to this report as Appendix 1.

The Executive Leadership Team postponed work on the design and construct specification until Council has an opportunity to review the Capital Expenditure Review and determine if the project would proceed.

Outline

The project is the design and construction of two (2) townhouse units on land owned by Council at 45 Lewis Crescent, Finley.

The units must be suitable for occupancy by a key worker relocating to Berrigan Shire and capable of housing a small family – up to four individuals, including two children. The units must incorporate off-street parking and suitable outdoor space.

The project scope includes:

- Design – to a detail suitable for construction.
- Development consent and other approvals.
- Construction of the units, including all trades.
- Connection of all services (power, natural gas, water, NBN).
- Construction of driveways and other property access (paths etc.).
- Construction of fences as required.
- Landscaping (low care, low water).

Outside this scope of works is Council's own project management and contract administration responsibilities. Council has the option to contract this work out.

Procurement model

This project will require specialist skills (i.e., building construction) not available to the Council. As such, the Council will need to use external contractors to deliver the works.

Procurement will be via a tender process as per NSW government legislation and the Council's Procurement and Disposal Policy and Framework.

The tender will be a **design and construct** contract with the successful tenderer first negotiating with Council on their proposed design followed by construction.

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

The project supports Council's implementation of [Berrigan Shire 2032](#) the Council's and our broader communities' Community Strategic Plan Strategic Outcomes:



2.0 Good government

3.0 Supported and engaged communities

Specifically, this project will meet the following Delivery Plan Objectives identified in the Council's [Delivery Program](#).

2.1.3.4.8 Investigate options for key worker housing.

3.1.4 Coordinate and facilitate the delivery of potable water, public health and safety services.

The Council's adopted [Financial Strategy 2016](#) lends support to this review. Relevant items in the strategy include:

1.2 Prepare Capital Expenditure Reviews, including an assessment of lifecycle costs, for all new and/or upgraded infrastructure assets – with the exception of upgrades of roads, water mains and sewer mains.

3.1 Look to improve investment returns while managing investment risk through a diverse and secure investment portfolio.

4.1 Where appropriate and affordable, invest in community and infrastructure assets which directly boost the local economy and create employment.

While not yet developed, Council has already identified key worker housing as an item to be addressed in the revised Workforce Development Plan.

Issues and Implications

Policy

- Key Worker Housing Policy
- Procurement and Disposal Policy

Financial

Capital cost

After consideration of various options this review recommends the Council adopt the following funding strategy for the capital cost of the project to be incorporated into the 2024/25 Operational Plan and budget.

- Use of \$300,000 from reserves representing the proceeds of the sale of 27 Davis St
- \$500,000 loan over 10 years with interest-only repayments
- Interest and other operating costs to be funded from rental income.
- Sale in 10 years with the proceeds of the sale paying the principal and surplus (if any) used to fund the development of new housing.

The use of an interest-only loan reduces the impact on Council's budget and operations over the 10-year life of the project. Interest payments for a 10-year interest only loan at 4.5% fixed for the term of the loan would be approximately \$1,885 per month or \$22,620 per year.

Council can reduce the cost of this loan by selling either:



- its newly relocated house on Flynn St, Berrigan or
- its 15-year-old townhouse on Carter St in Berrigan.

Operating cost

Interest payments for a 10-year interest-only loan at 4.5% fixed for the term of the loan would be approximately \$1,885 per month or \$22,620 per year.

Agent costs (5% of rent - \$1,560) and maintenance (approximately 1% of building cost - \$8,000) would also need to be factored in. Insurance costs would be marginal when considered inside Council's overall property portfolio.

Expense	Annual Cost
Finance - interest	\$22,600
Agent costs (5% of rent)	\$2,000
Maintenance (0.5% of building cost)	\$4,000
Insurance	\$1,000
Rates and charges	\$3,700
TOTAL	\$33,200

Comparison with similar units on the market indicate a likely rent of approximately \$385 per week – a rental yield of 5% on investment. Assuming the units are fully let, this would generate revenue of \$40,000.

Legal / Statutory

Council has the legal power to purchase land and buildings for its own use and to invest in real estate. Council will need to follow a procurement process in line with legislation and the NSW Local Government tendering guidelines.

Community Engagement / Communication

Council is committed to effective and meaningful community engagement and communications with our community are guided by our [Berrigan Shire Council Community Engagement Framework](#).

In line with the Framework, the Council will **inform** the public about the works to be undertaken.

Human Resources / Industrial Relations (If applicable)

The project is expressly designed to attract and retain key workers in Berrigan Shire.



Risks

A complete risk assessment is included in the Capital Expenditure Review attached.

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 major financial risk is a decline in property values in Finley over time. This is possible but not likely.

2. 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

Unless Council takes measures to ensure suitable accommodation for key workers is available, there is a risk Council will not be able to provide essential services.

Options

1. Do nothing – i.e., do not deliver the project.

This option will see a continuation of the status quo – i.e., relying on the private sector to provide suitable key worker housing. This is the least expensive option and requires the least resources of Council.

This model has failed the Berrigan Shire community to this point, resulting in the current housing crisis. Finding suitable accommodation for key workers therefore continues to be an issue and will be for at least the short to medium term.

2. Purchase or lease existing housing for use by key workers.

Acquiring existing housing – either through a purchase or a lease – is perhaps the quickest solution.

Council has directly leased housing to sub-lease to key workers on an ad-hoc basis over the past three years. The ad-hoc nature of the arrangements made managing the lease and sub-leases



very difficult with the owner, agent, employer, and employee often unsure of their rights and obligations. Management of short-term leases has also been time-consuming and has at times ended in conflict between the agent and Council.

Council has considered previously considered adopting a “Defence Housing” model of long term (up to 10 years) leases specifically designed to allow Council to repeatedly sub-let to key workers. This remains an option.

Purchasing existing housing is also an option and would allow Council to avoid the risks associated with construction. Existing housing may not be in a suitable location or be of a suitable standard. It also does not add to the overall housing stock.

3. Construct new housing.

Council owns vacant land in Finley in the new Lewis St sub-division. Council resolved to hold this land for key worker housing at the time of the release of the parcels for sale. This land is centrally located – close to the town centre and walking distance to the hospital and schools.

Constructing new housing would allow the Council to purpose-build something that meets the needs of key workers. It would also add to the housing stock in Finley.

It does expose Council to the risks inherent in managing construction contracts.

Conclusions

At some stage the Council will need to determine if it wants to operate in the key worker housing space. This report puts forward a model that management believe is affordable and sustainable.

The Council has previously considered the “Defence Housing” model where the Council calls for private operators to construct and own the housing and lease it to Council with a long-term lease. This model remains an option and would remove some of Council’s risk exposure relating to construction costs and future valuation changes. It does however allow for the private operator to factor in that additional risk when setting their rent – i.e., Council will pay more for a risk reduction.

Overall, management believe the risks in construction and future property values are moderate and manageable by Council and the best outcome is for Council to build (via a building contract) and own the units directly.



8.10 Road reconstruction - Tender No. T12-23-24

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	4. Diverse and resilient business
Strategic Objective:	4.3. Connect local, regional and national road and rail infrastructure and networks
Delivery Program:	4.3.1. Develop and promote Berrigan Shire regional transport and freight infrastructure
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 the Council

1. award T12-23-24 to Olex Civil Construction for the value of \$ 733,444.71 excl. GST and
2. authorises its Seal to be affixed to the above contracts in the presence of two signatories authorised to affix the Seal pursuant to Regulation 400 of the Local Government (General) Regulation 2021

Purpose

Report prepared by Council's consultant.

The purpose of the report is to confirm Council's approval to award tender number T12-23-24 for road reconstruction on MR226 Barooga-Cobram Road.





Summary

This project is funded under the Roads to Recovery (R2R) program. The budget for the project is \$800,000 excluding GST.

The project was put to market on 4 December 2023, with an extended closing date of 25 January 2024. The closing date was extended to enable pricing of a revised scope for the works.

Council received only one Tender for the works. The Tender received was accompanied by an Alternative Tender offering some proposed savings through work operations. These tenders are shown below:

Tender	Tenderer	Tender Price (ex GST)
Conforming	Olex Civil Constructions (Olex)	\$ 809,829.51
Alternative Tender	Olex Civil Constructions (Olex)	\$ 733,444.71

Background

Evaluation

The tender was evaluated as per the Council's Procurement Policy by the following panel members:

1. Council's Manager Assets
2. Council's Graduate Engineer
3. Representative from Partnear (Project Manager)

Following tender close, the evaluation panel members were informed of the respondent names and provided the opportunity to state any conflicts of interest, that would impact their impartiality in the assessment. No actual, potential or perceived conflicts of interest were identified by any of the evaluation panel members.

The evaluation panel found that the conforming tender submitted by Olex conformed to all aspects of the Request for Tender. The evaluation panel considered the Alternative Tender and found the Alternative Tender provided increased value for money for Council.

The grant timeline for completion and acquittal of the works is 30 June 2024. The tender program provided by Olex Civil shows completion before 31 May 2024.

Funding gap

Based on an estimate of 5% of project cost for Project Management, the forecast final cost for the Project is in the order of \$1.1M. Council therefore do not envisage claiming reimbursement to the full funded amount.

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

The works assist Council with Delivery Program action:

4.3.1. Develop and promote Berrigan Shire regional transport and freight infrastructure



Issues and Implications

Policy

Council has complied with its Tender Policy.

Financial

There is no funding gap or financial implications on the Council. The remaining R2R grant will be received prior to 30 June 2024.

Legal / Statutory

Council has complied with its obligations under the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the NSW Local Government Tendering Guidelines.

Community Engagement / Communication

As the project site borders with Moira Shire, Council staff have worked with officers from Moira Shire to minimise impacts of the works.

The project will be noted on TfNSW Live Traffic website to inform the travelling public of travel impacts.

Human Resources / Industrial Relations (If applicable)

The works will be done by external contractors, and project managed by the appointed Consultant (Partnear).

In the December 2023 Ordinary Meeting, Council delegated the role of Superintendent to Michael Eddie from Edward River Council.

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 budget allocated from the R2R grant is appropriate for the project.

2. Reputation (positive)



	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

Options

1. That Council award the contract to the recommended tenderer
2. That Council award the contract to an alternative tenderer
3. That Council not award the contract

Conclusions

It is recommended that Council award:

- **T12-23-24** to Olex Civil Construction for the value of \$ 733,444.71 excl. GST
-



8.11 NSW Severe Weather and Flood Grant

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:	3.1.2. 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

1. amend its program of works for funding under the NSW Severe Weather and Flood Grant to only include replacement of the playground and picnic shelter at the swing bridge precinct of Barooga Foreshore., and
2. proceed with these works immediately while awaiting funding approval from Office of Local Government

That Council

1. amend its program of works for funding under the NSW Severe Weather and Flood Grant to only include replacement of the playground and picnic shelter at the swing bridge precinct of Barooga Foreshore., and
2. postpone these works until formal funding approval is provided by the Office of Local Government

Purpose

This report is to provide Council with an update on expenditure under the NSW Severe Weather and Flood Grant at the "Swing Bridge" precinct of Barooga Foreshore.

Summary

Council has been advised by the Office of Local Government that it requires additional information from Council regarding the program of works it put forward for funding under the NSW Severe Weather and Flood Grant Program.



Council staff had proceeded on the basis this program had been approved and has signed contracts for works. Works however had not started. On learning of the OLG request, Council staff placed the contracts on hold while it reviewed the request and the program of works.

After this review, staff believe the proposed program should be narrowed to include only those items that staff believe are clearly eligible for funding – replacement of the playground and picnic shelter at the swing bridge precinct at Barooga Foreshore.

Under this funding program, Council can undertake projects immediately pending funding approval if they believe the projects are eligible under the funding agreement. However, any expenditure not approved for funding by OLG would be the responsibility of Council.

Council's direction is sought as to whether to proceed with the playground and shelter works immediately or to wait until the works are formally approved.

Background

Grant

Following the flood events in 2022, Council was provided a grant of \$1m under the NSW Severe Weather and Flood Grant Program. The \$1m was to be spent on community infrastructure not eligible for funding under standard Disaster Recovery Funding Arrangements (DRFA). DRFA funds reconstruction work on roads, stormwater, reticulated water, sewer and levees and explicitly excludes sporting, recreational and community facilities such as playgrounds, ovals, showgrounds, skate parks and swimming pools.

Under the funding guidelines (attached as Appendix 1 to this report) Councils were required to submit an overview of the projects or works proposed to be funded under the recovery grant of up to \$1 million (excluding GST). The Office of Local Government (OLG) then reviewed the proposed outline of works and confirm that a need for funding assistance has been demonstrated and that basic funding eligibility is met. OLG may request changes if required.

The program of works may be varied, by agreement between the Council and OLG, if required to address emerging recovery needs in response to AGRN 1030 and/or 1034 during the period to 30 June 2025, **only where** council can demonstrate that these works otherwise meet the eligibility criteria. Any variations must be approved in writing by OLG.

Funding may be used for recovery works or projects which are required due to the impacts of the 2022 events.

- Council will be required to submit a Program of Works including a project budget defining estimated total project costs made up of *eligible project costs* (up to \$1m of grant funding), *ineligible project costs* (council contributions) and *other funding contributions*.
- Council will be responsible for all ineligible costs, and any actual costs incurred over and above the approved capped amount.
- Any funds which are not expended by 30 June 2025 must be returned.

Funds may be expended on eligible project costs prior to submission of Program of Works. Councils will be required to repurpose or pay back all expenditure found not to have been spent in accordance with these program guidelines.



History

Council has lodged one project for funding under this program – “Barooga Swing Bridge Park” – i.e. the portion of Barooga Foreshore adjacent to the pedestrian bridge across Bullanginya Lagoon on Lawson Drive.

The project was nominated under the **built and/ or environmental recovery** category which allows for reconstruction or enhancement (disaster resilience) to directly impacted council or community owned infrastructure.

The initial program of works for the “Barooga Swing Bridge Park” project was initially only the repair/replacement of the pedestrian bridge itself. The cost of repair was unknown at the time. As it turned out, the works on the bridge were completed for \$145,000 – leaving \$855,000 to spend.

At the ordinary meeting of Council held on 18 October 2022, Council staff proposed spending the remaining funds on works at the swing bridge precinct as follows:

1. Shared path upgrade
2. New picnic shelter
3. Shade trees
4. Formalised parking
5. National Park map, activity guide and wayfinding
6. Replacement of the deteriorating retaining wall
7. Decommissioning and removal of the old playground.

In December 2024, Council committed to use any funding that may be remaining after the Barooga Foreshore works to replace the pedestrian bridges on the WAAAF Creek Walk. This project would be nominated under a different funding type allowing the construction of new infrastructure to mitigate/reduce the risk of future disasters.

Following Council endorsement of the playground replacement at the swing bridge precinct, Council staff lodged the following works program with OLG for approval.

Item	Estimate
Demolition	\$30,000
Kerb and channel and carpark	\$90,000
Footpath	\$70,000
Retaining wall	\$110,000
Shelter	\$100,000
Playground	\$200,000
Associated works (wayfinding etc.)	\$50,000
Contingency	\$35,000
Project management	\$15,000

To deliver the project as soon as possible, Council staff sought quotes for the playground and shelter replacement without waiting for the works to be approved by OLG. This is permissible under the funding agreement as the funding is designed to allow Councils to get on with repairs and replacement as soon as possible.

However, Council would be responsible to pay from its own funds any works it commissions that are not subsequently approved by OLG.



In January 2024, Council staff accepted quotes for both the playground and the shelter works and signed contracts. The contracts are approximately \$100,000 each.

Current situation

In February 2024, OLG informed Council it required additional information about the program of works before it could grant approval. Among other items, OLG required evidence that the infrastructure in question was directly impacted by the flood event. OLG also raised concerns about the amounts shown for “associated works” and project management.

Given there was now a question mark over the eligibility of the works, the CEO and I determined to place the contracts for the playground and shelter on hold until this issue was resolved. Both suppliers have indicated this will likely require them to amend their pricing and timeframes for works.

I have reviewed the program of works Council put forward and I have not been able to find evidence at this stage of direct impact on the carpark, footpath and retaining wall. I have evidence of direct impact on the playground and shelter. The associated works is largely signage and wayfinding and likely ineligible for funding.

After the review, staff propose amending the scope of works to include only the playground and shelter and defer the other works (which all have value) until an alternative funding stream appears.

Council may proceed with the playground and shelter immediately and limit its risk in delaying the contracted works. It would however expose itself to the risk that OLG would not approve the works and they would need to be funded by Council directly.

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

The proposed works are consistent with the Barrooga Town Masterplan developed in 2018.

Issues and Implications

Policy

Council complied with its Procurement Policy when sourcing relevant quotes.

Financial

The project is expected to be funded by the grant. There is a risk that Council will have to draw on its own funds if it proceeds with the Barrooga Foreshore works and they are subsequently not approved by the funders.

Community Engagement / Communication

Council consulted with the Barrooga community in the development of the Barrooga Town Masterplan from which this project has been drawn.



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 a clear financial risk if Council proceeds with the playground and shelter before approval. Delays in proceeding may see contracted prices increase.

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

Placing the contracts for the playground and shelter construction on hold has the potential to affect Council's reputation as a reliable customer and deter future suppliers. Not proceeding will impact Council's public reputation and its reputation with the funding body.

Options

1. Council can continue with items included in the program of works under the funding agreement, noting there is a risk the works may not be approved.
2. Council can revise the program of works to include only replacement of the playground and picnic shelter and continue with installation, noting there is a risk (albeit small) the works won't be approved.
3. Council can revise the program of works to include only replacement of the playground and picnic shelter, and place the project on hold until formal approval is received from the funding body.



Conclusions

Council has clear evidence the playground and shelter were directly impacted by the 2022 flood, and it is extremely likely those works would be approved by OLG. I am not aware of evidence of direct impact for the other items in the program of works and these would most likely not be approved under this funding proposal.

However, Council would be taking a risk by proceeding with the playground and shelter prior to approval and may wish to continue to hold off on construction until formal approval is granted.



8.12 HR Scan Dec 2023

Author:	HR Coordinator, Samala Armer
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 receive and note the report.

Report

On 31 December 2023, the Berrigan Shire Council workforce consists of:

Total FTEs*	Dec 2023
Male Employees	61
Female Employees	22
Total Actual Employees	101
Full Time Employees	83
Part Time Employees	9
Casual Employees	9

*FTE – Full Time-Equivalent

Council does not currently collect other diversity indicators other than binary sex models. A broader range of Equal Opportunity Employment statistics will be included in future when we



move to Pulse HR, such as ethnicity, disability etc. to ensure those measures are also being considered in recruitment in a considered and consistent way. Changes to these statistics will be included as part of the work being undertaken in the Workforce Planning Review project.

Staff Changes between August 2023 and December 2023

Resignations

Council had 13 staff resign between 1 August 2023 and 31 December 2023 (2 resigned due to personal/ family reasons, 11 due to other employment opportunities)

Appointments

There were 5 staff appointments between 1 August 2023 and 31 December 2023.

Recruitment

Current positions being or to be advertised include:

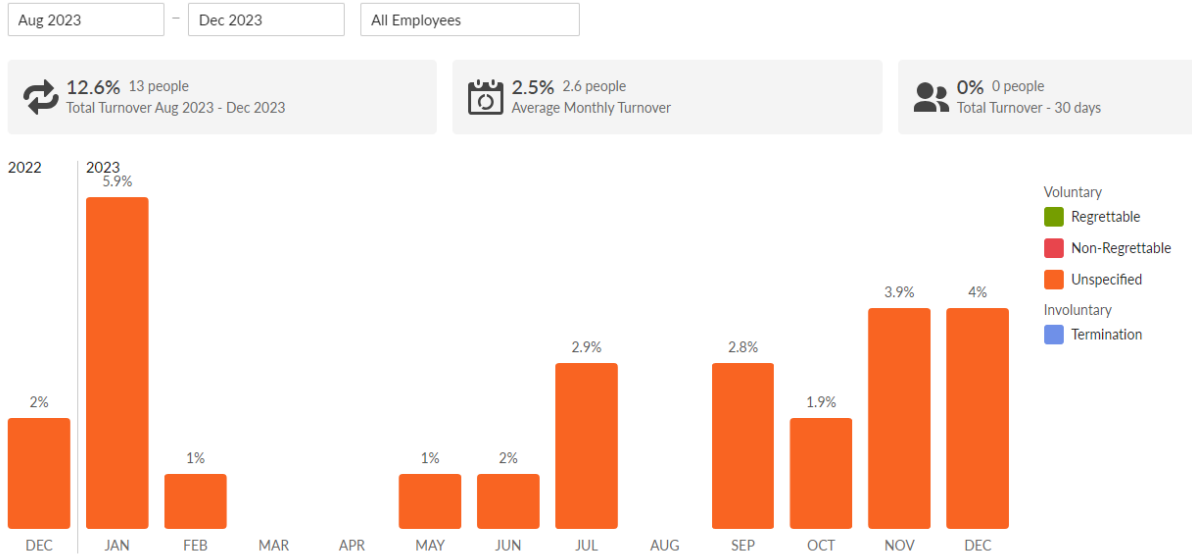
- Customer Experience Officer (Part-Time)
- Technical Officer = Building and Planning x 2
- P&MO Specialist – Grader Operator
- Aerodrome Maintenance & Reporting Officer – Interviews scheduled for Wednesday 21 February 2024
- IT Project Manager (2-year contract)
- Customer Service Officer – Libraries and VIC (Part-Time)
- Water and Sewer Maintenance Crew Member

Human Resources and the Executive Leadership Team continue to review vacancies within Council to assess what skills are needed prior to re-advertising a position when it becomes vacant, this is to ensure Council can deliver service to the community and complete required works.

Current Staff Turnover Rate

The turnover rate is expressed as percentage. It is worked out by dividing the total number of leavers in a year by the average number of employees in a year, then multiplied by 100.

At a strategic level, employee retention rates of 90% or higher are considered good and what Council is aiming for. Currently, we are still not able to achieve this goal - turnover is sitting at 22.77% - hence a 77.23% retention rate from December 2022 to December 2023. Given the current resignation rates it is expected, this percentage will not improve in the coming reporting periods.



Reasons given for leaving Council from August to December 2023 include the following:

Total Leavers	13
Other Employment	11
Retirement	0
Termination	0
Redundancy	0
Family – Travel	0
No Longer Required	0
Performance	0
End of Contract	0
Personal	2

Information regarding the reasons for leaving Council are taken from exit interviews where they are undertaken and resignation letters where that information is provided.

From August 2023 to December 2023 Council had two staff member leave for personal/family reasons and eleven to pursue further career opportunities.



Current Leave Balances (all Staff) – LEAVE ACCRUAL REPORT

Type	Total Hours Oct 22	Total Hours Jan 2023	Total Hours April 2023	Total Hours July 2023	Total Hours Dec 2023
Annual Leave	20,605	18,733	18,612	18,465	17,157
Long Service Leave	28,877	27,561	27,319	26,670	24,020

Excess Leave

42 employees currently hold excess leave with all employees having completed plans to reduce those leave balances. The majority of those excess leave holders have started to take their leave. Those holding excess leave are not shown separately for the purposes of this report.

As you can see leave accruals continue to decrease due to staff taking leave and having plans in place with relevant managers, CEO & HR Coordinator.

Absenteeism

Staff absenteeism is calculated by assessing sick leave taken (including any leave without pay where applicable) against the hours available. The calculation indicates year to date.

A healthy absenteeism rate is 1.5%. Absence in the workplace is an occasion or period of being away from work due to physical illness, stress-related illness, mental health days or the occasional “sickie” (false sick day), or absence due to other reasons that are not planned leave related (such as career’s leave).

High absenteeism is an indicator of negative job behaviour and should be monitored, certainly reasons for high absenteeism should be investigated.

Council’s absenteeism rate is currently sitting at 5.89%.

When considering the absenteeism rate, it is important to note that it has decreased by 875 hours from the last reporting period, this is a significant improvement from past periods.

I will continue to monitor the absenteeism from staff and report if an investigation is required in the future. Overtime has also decreased in the last reporting period.

Indicators

Council considered a set of Human Resource indicators shown in the table below.



Measure	Definition	January 23	April 2023	July 2023	Dec 2023	Trend
Full Time Equivalent (FTE) employed	As written. FTE based on standard 70-hour fortnight indoor and 76-hour fortnight outdoor	87	86	91	83	↘
Men		71%	70%	69%	73%	↗
Women		29%	29%	31%	27%	↘
Average salary	Average <u>annualised</u> salary, excluding overtime and allowances					
Men		\$67,355	69,732	73,488	78,354	↗
Women		\$72,965	85,601	89,670	83,207	↘
Outstanding leave balance (\$000)	Balance of leave outstanding					
Annual		\$801,290	\$916,009	\$882,494	\$817,390	↘
Long Service Leave		\$1,114,130	\$1,188,437	\$1,091,272	\$1,056,223	↘
Absenteeism (hours)	Absence from work (sick, career, compassionate etc.) over past 12 months	8,283	8,560	7,979	7,104	↘
Overtime rate	Overtime hours worked in the previous 12 months	8,006	8,449	8,397	8,510	↗



Measure	Definition	January 23	April 2023	July 2023	Dec 2023	Trend
Percentage of cost of the workforce	Salaries as a percentage of Operating Expense	N/A	N/A	N/A	N/A	
Turnover rate	Turnover of staff over previous 12 months	30.8%	27.5%	19.8%	23.7%	↗
Average tenure	Average length of employment for current staff	7.9 years	10.1 Years	9.3 Years	8.1 years	↘
Employee satisfaction	As measured by regular staff surveys on a scale of 1 to 5, with 5 being the highest	46/87	58/86	55/91	52/83	↘
Time to fill vacancies	Time between creation of a vacancy and commencement of a replacement (workdays)	N/A	N/A	N/A	N/A	

1. The percentages of male to female employees continues to show a gendered bias in Council. The statistics however do not show the fact that most female staff tend to work in the office environment where the male employees primarily tend to work in the construction and delivery environment. The construction and delivery services of Council hold the largest staff numbers, this will continue to skew the figures for the foreseeable future. It does not mean Council are not considering staff for “non-traditional” roles, rather those applying for positions with Council tend to apply along gendered lines due to the types of work offered in each environment.



2. The increase in the pay rates for male staff is due to the recent appointment of a male Director and male Manager during this period, these two positions had remained vacant for an extended period of time. The decrease in salary for female staff is due to the resignation of two office staff, positions were reviewed prior to going out for readvertisement when doing so the key accountabilities and skills required to complete the position had changed, this also means decrease in remuneration for those positions.
3. Annual and Long Service Leave balances have decreased due to staff taking leave and having their leave management plans in place. All staff with excessive leave have provided a leave plan to their Manager, CEO and HR Coordinator to ensure we can achieve downward trend. As you can see by the significant decrease in hours staff are committed to their leave plans that are in place.
4. Overtime has increased due to vacant positions within Council that have been hard to fill, despite going out for advertising on numerous times for the same position and on different platforms. Absenteeism hours have decreased which is having a positive impact across all areas of Council. Continuing to fill vacancies in a timely manner is hard, we are not the only Council struggling with recruitment and HR Coordinator is collaborating with our neighboring Council's to see how we can work together to bridge the gap and provide each other with support.
5. Over the past 12 months 23 staff have resigned from employment with the Council. Staff turnover in the last quarter has decreased slightly, with 11 staff leaving to pursue career other career opportunities with other organisations and 2 due to personal/family reasons. We will continue to collaborate with staff being open and transparent as we continue to review Council's current wage system and Salary Policy, this includes career progression and succession planning for all employees, this is on track and scheduled for implementation April 2024. In the current economic climate however, it will remain difficult to attract and retain staff. The project to review our Workforce Management Plan and accompanying policies and procedures are expected to assist many of the issues being experienced.

According to the [2022 Local Government Workforce Skills and Capability Survey](#) provided by the Australian Local Government Association, all local governments were experiencing a higher proportion of 'unplanned' turnover of up to 27%. In the last quarter and our turnover remains lower than that benchmark, we will continue to monitor as we strive to fill current skills vacancies in Council.

6. In 2022 the Employee Tenure Report from the Bureau of Labor Statistics indicates Local Government median tenure is 6.9 years. <https://www.bls.gov/news.release/pdf/tenure.pdf>. Whilst Council staff remain above that figure, I do expect the average tenure to drop as we have a number of long-term employees who have recently resigned from Council and more will retire throughout 2024.



7. Measures are taken from our employee Pulse Survey which is conducted quarterly. The Pulse Survey is a cultural survey which measures employee satisfaction with their work and conditions and allows continuous improvement suggestions to be provided. It has proved a valuable feedback platform for staff and managers.

Council's current software makes calculation of this metric difficult. HR Coordinator is in the process of working with Pulse to develop and implement the new HR Core management software, this includes a number of suites – HR Core, E-Recruitment (onboarding and offboarding), Performance Management, E-Learning, once this platform is fully implemented HR will be able to provide an accurate measure and be able to capture data that our current systems are unable to do.



8.14 Development Determinations for Month of January 2024

Author:	Administration Support - Building & Planning, Kelly Milich
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

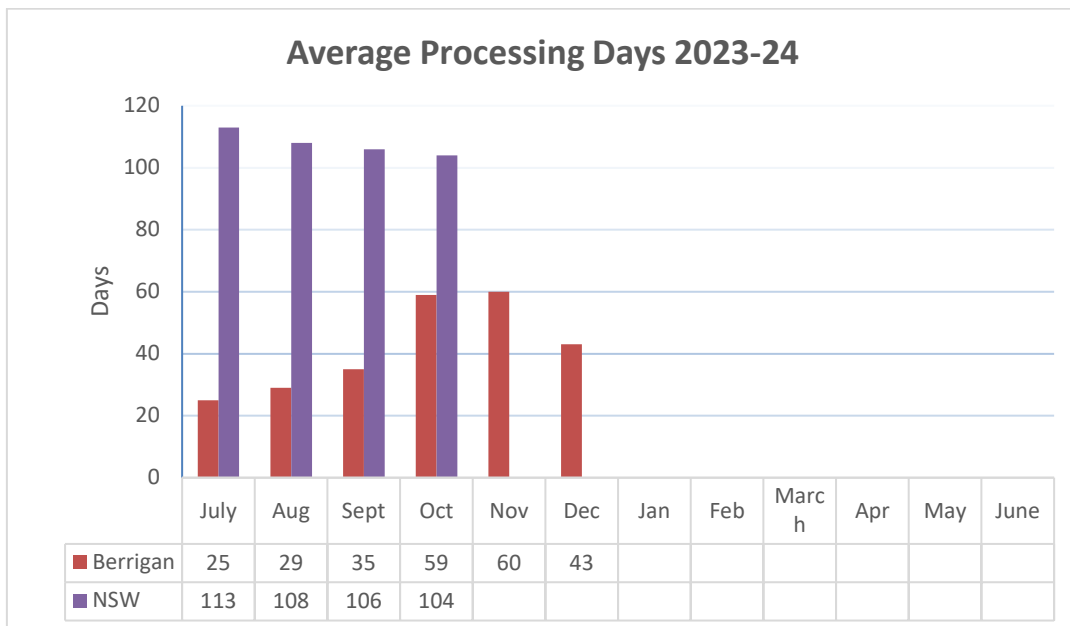
APPLICATIONS DETERMINED FOR JANUARY 2024

Application	Proposal	Property	Status	Work Value
32/24/DA/D1	2 x INDEPENDENT LIVING UNITS (1,2)	50 SCOULLAR STREET, FINLEY NSW 2713	Approved	\$371,195.00
47/24/DA/D1	SECOND DWELLING	36 SHORT STREET, TOCUMWAL NSW 2714	Approved	\$298,700.00
54/24/DA/D5	RESIDENTIAL STORAGE SHED	21 FLYNN STREET BERRIGAN NSW 2712	Approved	\$20,000.00
55/24/DA/D5	RESIDENTIAL STORAGE SHED	32 DENISON STREET, FINLEY NSW 2713	Approved	\$50,000.00
21/23/DA/D9	19 LOT SUBDIVISION	29-37 SHORT STREET, TOCUMWAL NSW 2714	Approved	.00



Key Performance Indicator – Development Assessment:

	Berrigan Shire Council (Jan 2024)	NSW (Jan 2024)
Average time taken to determine a Development Application ¹	43	No data available for Nov, Dec ² or Jan
Staff shortages through previous months is now having an impact on the assessment days. Officers are seeking to reduce the time taken.		



There is no available data on the NSW Planning Portal for January and February. The table will be updated next month.

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 14 February 2024



APPLICATIONS PENDING DETERMINATION AS AT 31/01/2024

Application	Lodged	Proposal	Property
29/24/ACT/SW	19-01-2024	SEWER CONNECTION	9 PUTTER COURT, BAROOGA NSW 3644 (Lot104//DP1133352)
30/24/ACT/ZF	19-01-2024	WATER METER CONNECTION	15 CADDY CLOSE, BAROOGA NSW 3644 (Lot265//DP1287555)
31/24/ACT/ZF	19-01-2024	WATER METER CONNECTION	110-112 DENILQUIN STREET, TOCUMWAL NSW 2714 (Lot7/29/DP758981)
32/24/ACT/ZV	19-01-2024	WATER AND SEWER CONNECTION	8-14 FLYNN STREET, BERRIGAN NSW 2712 (Lot20/2/DP3329)
33/24/ACT/ZV	19-01-2024	MANUFACTURED HOME	41 LIBERATOR PLACE, TOCUMWAL NSW 2714 (Lot25//DP1190776)
43/24/CC/C1	22-01-2024	CARPORT	7 QUIRK STREET, FINLEY NSW 2713 (Lot5/32/DP242120)
34/24/ACT/ZG	24-01-2024	MINOR SEWER WORKS	55A DENILQUIN STREET, TOCUMWAL NSW 2714 (Lot2//SP35160)
46/24/DA/D9	29-01-2024	2 LOT SUBDIVISION	116 MURRAY STREET, TOCUMWAL NSW 2714 (Lot21//DP815339)
47/24/DA/D1	30-01-2024	SECOND DWELLING	36 SHORT STREET, TOCUMWAL NSW 2714 (Lot1//DP1245062)
48/24/CC/C1	31-01-2024	CANOPY	37 VERMONT STREET, BAROOGA NSW 3644 (Lot1//SP41416)

OTHER CERTIFICATES ISSUED FOR JANUARY 2024

	s10.7(2) Planning Certificate		s10.7(5) Certificate		735A Certificate		s9.34 Certificate		s6.24 Building Certificate		Swimming Pool Certificate	
	JAN	Year Total	JAN	Year Total	JAN	Year Total	JAN	Year Total	JAN	Year Total	JAN	Year Total
BAROOGA	8	35	0	1	0	0	0	0	0	0	0	1
BERRIGAN	0	27	0	8	0	6	0	5	0	0	0	2
FINLEY	5	61	0	6	0	3	0	3	0	0	0	0
TOCUMWAL	8	71	0	0	0	1	0	0	0	0	0	6
TOTAL	21	194	0	15	0	10	0	8	0	0	0	9



8.15 Finance - Accounts

Author:	Accountant, Taylah Hazelman
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:	Nil

Recommendation

That Council:

- a) receive the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 January 2024,
- b) confirm the accounts paid as per Warrant No. 01/24 totaling \$2,248,159.04 and
- c) note the report on investments attached.

Purpose

This report is designed to inform Council of its cash and investments as at 31 January 2024 and for council to authorise expenditure for the month ending 31 January 2024.

Report:

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 31 January 2024 is certified by the Director Corporate Services.
- b) The Director Corporate Services certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 31 January 2024.
- c) The Director Corporate Services certifies the Accounts, including the Petty Cash Book made up to 31 January 2024, totaling \$2,248,159.04 and will be submitted for confirmation of payment as per Warrant No. 01/24
- d) The Director Corporate Services 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 January by \$1.1M and have decreased by \$1.3M compared to the same period last year, predominately due to the ongoing increases in operational costs and the current capital works program.

Statement of Bank Balances as at 31 JANUARY 2024

Bank Account Reconciliation

Cash book balance as at 01 JANUARY 2024	\$ 14,825,131.42
Receipts for JANUARY 2024	\$ 1,457,144.48
Term Deposits Credited Back	\$ -
	<u>\$ 16,282,275.90</u>
Less Payments Statement No 01/24	
Bank Transfers	\$ -
Electronic Funds Transfer (EFT) payroll	\$ 1,108,044.95
Electronic Funds Transfer (EFT) Creditors E043518-E043745	\$ 1,074,145.74
Term Deposits Invested	\$ -
Loan repayments, bank charges, etc	\$ 65,968.35
Total Payments for JANUARY 2024	<u>\$ 2,248,159.04</u>
Cash Book Balance as at 31 JANUARY 2024	<u>\$ 14,034,116.86</u>
Bank Statements as at 31 JANUARY 2024	\$ 14,032,162.22
Plus Outstanding Deposits	\$ 1,954.64
Less Outstanding Cheques/Payments	\$ -
Reconciliation Balance as at 31 JANUARY 2024	<u>\$ 14,034,116.86</u>

INVESTMENT REGISTER

INSTITUTION	FUND	DEPOSIT NO.	TERM (days)	RATE	MATURITY DATE	INSTITUTION TOTAL	S&P RATING
AMP	WATER	136/18	241	4.75%	12/02/2024	\$ 2,000,000.00	BBB+
AMP	SEWER	144/19	365	4.50%	23/03/2024	\$ 2,000,000.00	BBB+
AMP	GENERAL	133/17	365	5.10%	23/05/2024	\$ 1,000,000.00	BBB+
AMP	GENERAL	149/23	730	**5.00%	25/10/2024	\$ 2,000,000.00	BBB+
AMP	GENERAL	125/16	365	4.55%	31/05/2025	\$ 2,058,000.00	BBB+
Bank Of Queensland	WATER	153/23	731	4.60%	18/11/2024	\$ 2,000,000.00	BBB+
Bendigo Bank	WATER	142/18	365	4.75%	26/09/2024	\$ 2,000,000.00	BBB+
Defence Bank Limited	WATER	138/18	365	5.25%	11/01/2025	\$ 2,000,000.00	BBB
Defence Bank Limited	SEWER	154/23	365	4.80%	1/05/2024	\$ 2,000,000.00	BBB
NAB	GENERAL	155/23	368	5.30%	30/09/2024	\$ 5,000,000.00	AA-
WESTPAC	GENERAL	150/23	365	5.28%	30/09/2024	\$ 2,000,000.00	AA-
						<u>\$ 24,058,000.00</u>	

Total Funds Held at 31 JANUARY 2024

\$38,092,116.86

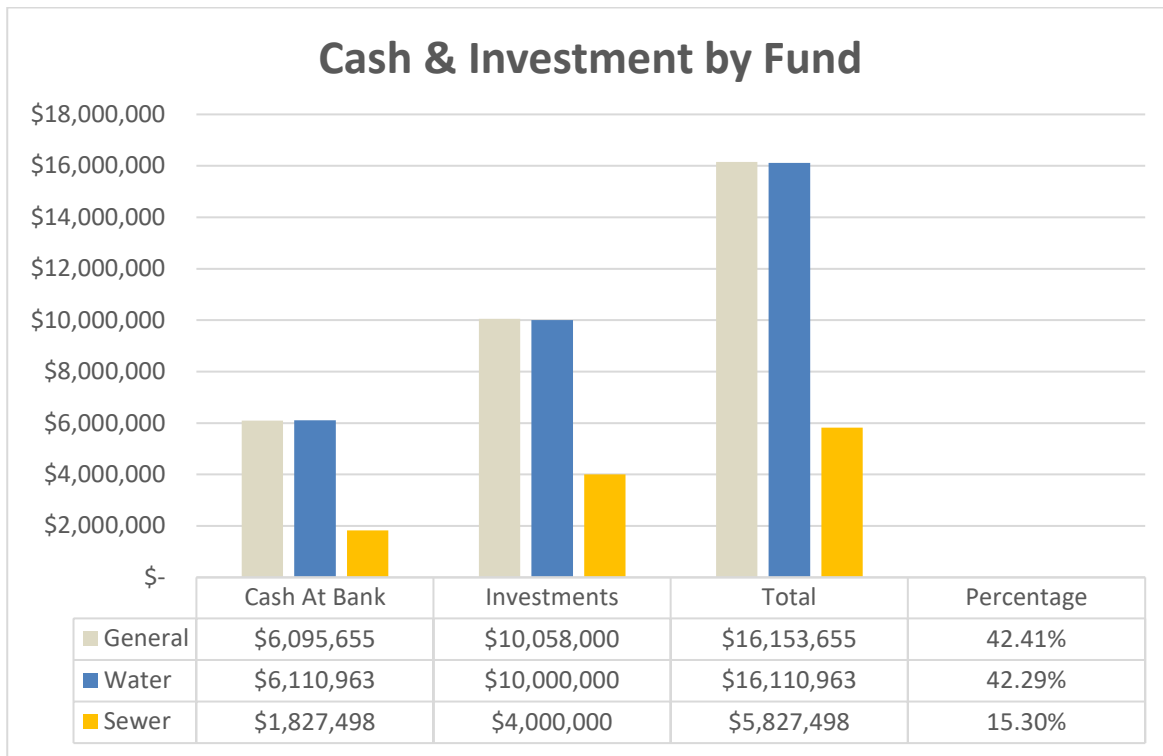
Tahlia Fry - Director Corporate Services

*The Council also receives an additional 0.25% commission

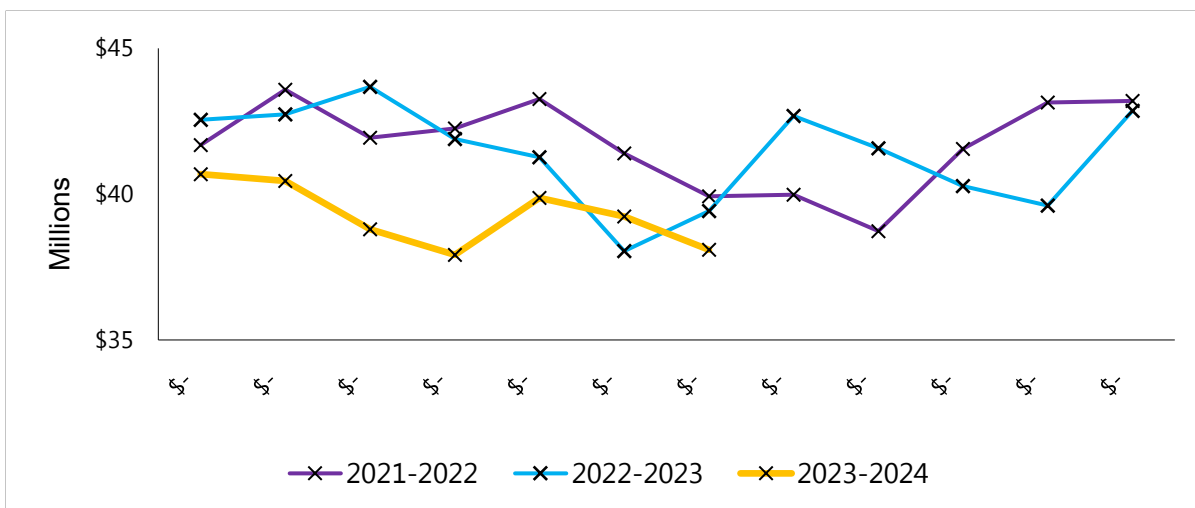
**The Council also receives an additional 0.20% commission



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

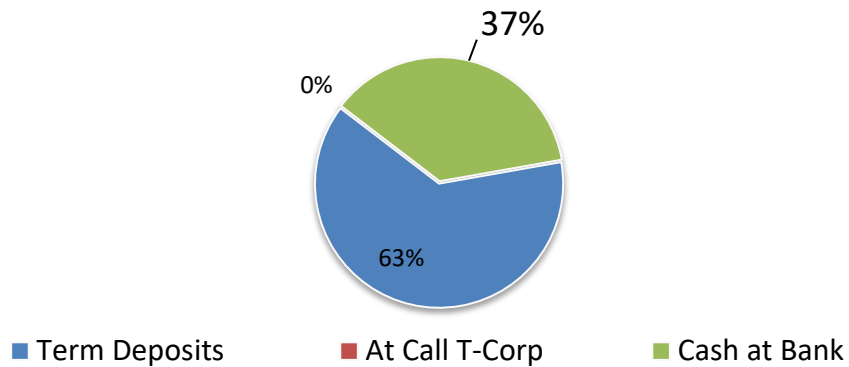


Total Cash and Investments

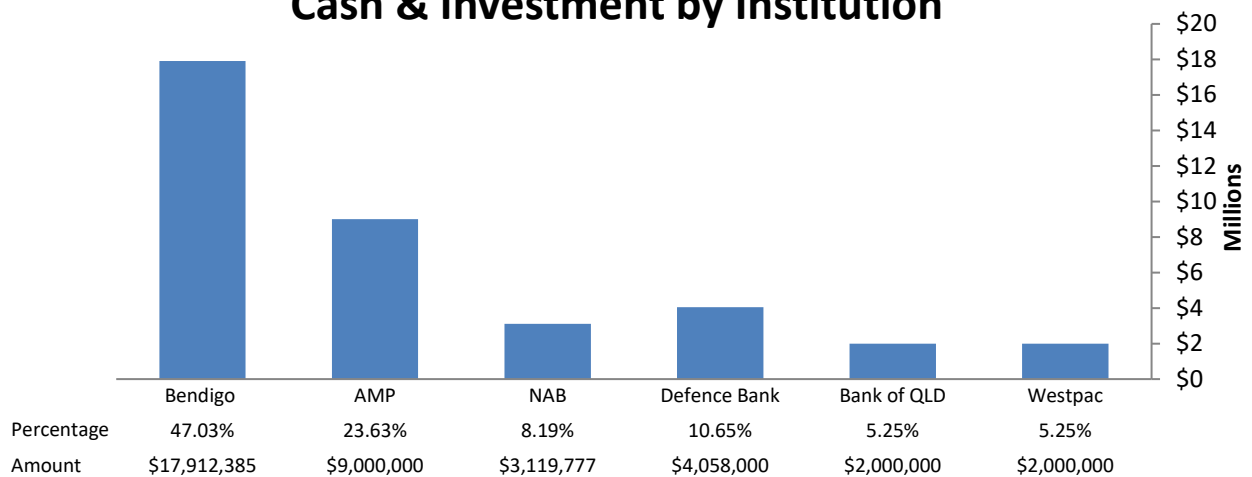




Cash & Investment by type



Cash & Investment by Institution



Term Deposits Credited Back

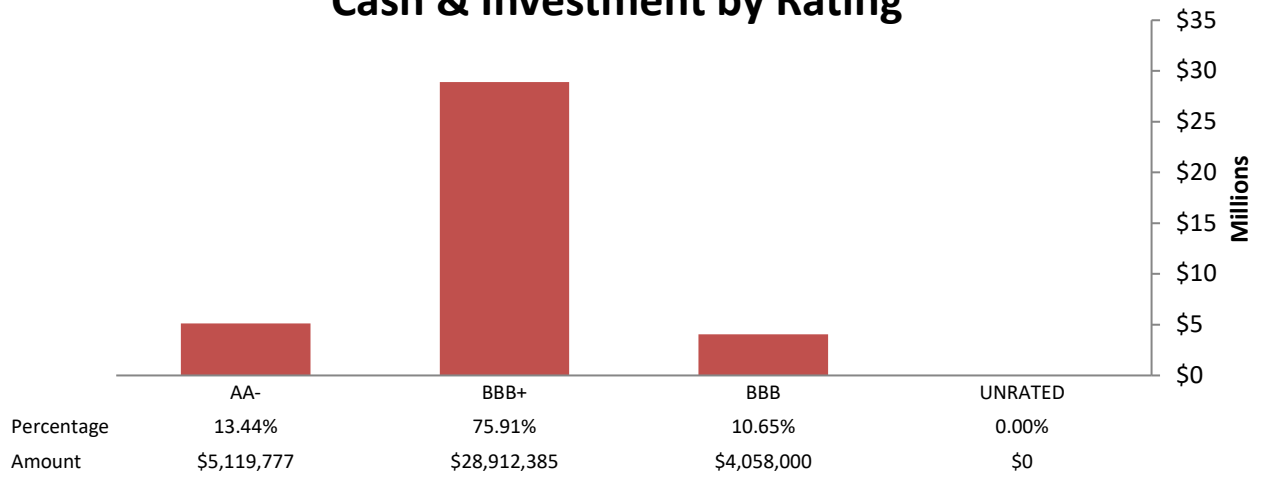
Prior Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
Defence Bank Limited	365	\$2,000,000.00	4.50%	11/01/2024

Term Deposits Invested / Reinvested

Current Financial Institution	Term (Days)	Amount	Interest Rate	Maturity Date
Defence Bank Limited	365	\$2,000,000.00	5.25%	11/01/2025



Cash & Investment by Rating





8.16 Barooga Water Intake

Author:	Chief Executive Officer, Karina Ewer
Strategic Outcome:	1. Sustainable natural and built landscapes
Strategic Objective:	1.3. Connect and protect our communities
Delivery Program:	1.3.1. Coordinate flood levee, local road, sewer and stormwater asset management and 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 note the report as presented and request a more detailed report and plan for remediation at the March Ordinary Council meeting.

Report

During the 2022-23 flood event, the water intake at Barooga was significantly compromised. The photographs below outline the extent of the damage suffered to the bank and the high risk this puts the water supply to the Barooga community at.







Unfortunately, water utility provision is currently not seen as “essential infrastructure” for the purposes of disaster relief funding. I was made aware the matter had not been addressed through the Manager’s meeting and our new Manager Sustainability. Obviously, staff are very concerned about the current situation. Some work has however been undertaken to commence consideration of the issue.

GHD consultants have already completed a Geological Technical report. As at today 14 February 2024, I approved their engagement to undertake the structural design works as per the below outline. The costs will be taken from Council’s water reserve funds as this is now urgent. We cannot wait until the winter rains come and hope our infrastructure is not damaged further as a result.

- GeoTech Investigation - \$49,990 (completed)
- Project cost estimation report - \$5,500 (completed)
- Structural Design works - \$60,000 - \$90,000 (works approved as per the above)
- Construction costs - \$600,000 (estimated remedial works with Gabion basket erosion management system)

Total estimated cost including design - \$750,000 to \$800,000 minimum

Supply Pipe Works, estimated cost (removing and reassembly in stages) - \$50,000 to \$100,000

Final estimated cost - \$900,000 including pipe and associated works.



The below illustrates what Gabion baskets are and how they are used to both reinforce the riverbank and prevent further erosion. The action of the rocks in the bags slows the water through the rocks and ensures riverine flooding damage is kept to a minimum in future, thus building resilience into the river bank in order to support our infrastructure into the future.



Staff are investigating if there are grant funding options available. The issue we keep coming up against however is that water utility provision is a commercial operation and therefore not eligible for funding. We have also approached our insurer and this infrastructure is not insurable.

Although the river bank is Crown Land, the Crown Land manager has not been determined at the time of writing. The above project costings do not include survey as I am also awaiting advice as to whether that will be required in this instance, which is generally the case where we are not the Crown Land manager.

A more detailed report, including project plans will be provided to the March Ordinary meeting.

8.18 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 16.02.2024 (under separate cover)2. Completed Council Action Items from 17.01.2024 - 16.01.2024

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 16.02.2024
- Completed Council Actions from 17.01.2024 – 16.02.2024

Division:	Council	Date From:	17/01/2024
Committee:		Date To:	16/02/2024
Officer:		Printed:	16 February 2024 8:39 AM

Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Watkins, Christie Fry, Tahlia	Reports to Council	Finley Pony Club - Request for Assistance
<p>Resolved OCM 002/24</p> <p>Moved: Cr John Taylor Seconded: Cr Renee Paine</p> <p>That Council provide a contribution of \$500 to the Northern Zone Pony Clubs Association of Victoria to assist with the Victorian State Pony Club Horse Trials to be held in Finley on 11-12 May 2024, subject to:</p> <ol style="list-style-type: none"> 1. recognition of Council’s support of the event on the day and via social media and 2. a report to Council detailing how the funds were spent. <p>AMENDMENT</p> <p>Moved: Cr Matthew Hannan Seconded: Cr John Taylor</p> <p>That Council delegate to the Chief Executive Officer to support the event up to the value of \$5,000 and work closely with Finley Pony Club on how this money is distributed for infrastructure upgrades; subject to further information and Public consultation as a Section 356. A report to is to be provided at the February Council Meeting.</p> <p style="text-align: right;">LAPSED</p> <p>Resolved OCM 003/24</p> <p>Moved: Cr John Taylor Seconded: Cr Renee Paine</p> <p>That Council provide a contribution of \$500 to the Northern Zone Pony Clubs Association of Victoria to assist with the Victorian State Pony Club Horse Trials to be held in Finley on 11-12 May 2024, subject to:</p>			

Division: Committee: Council Officer:	Date From: 17/01/2024 Date To: 16/02/2024 Printed: 16 February 2024 8:39 AM
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[Action Sheets Report](#)

1. recognition of Council’s support of the event on the day and via social media and
2. a report to Council detailing how the funds were spent.

CARREID

17 Jan 2024 1:34pm Hansen, Matthew - Reallocation

Action reassigned to Watkins, Christie by Hansen, Matthew - Christie and Tahlia handle community donation requests

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Ewer, Karina Ewer, Karina	Reports to Council	Power Purchase Agreement
<p>Resolved OCM 007/24</p> <p>Moved: Cr Roger Reynoldson</p> <p>Seconded: Deputy Mayor Carly Marriott</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. agrees to accept the proposal from Hunter Joint Organisation to tender for the purchase of power for Council’s large sites, and 2. authorises the CEO to accept a tender from the successful supplier under her existing delegation. 			
CARRIED			
<p>22 Jan 2024 10:39am Ewer, Karina</p> <p>Letter and signed MOU sent 22 January 2024</p>			

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Hansen, Matthew Fry, Tahlia	Reports to Council	Alcohol-Free Zone - renewal
<p>Resolved OCM 010/24</p> <p>Moved: Cr John Taylor</p> <p>Seconded: Cr Renee Paine</p>			

Division:	Council	Date From:	17/01/2024
Committee:		Date To:	16/02/2024
Officer:		Printed:	16 February 2024 8:39 AM

Action Sheets Report

That the Council:

1. adopt the proposal to establish alcohol-free zones in Barooga, Berrigan, Finley and Tocumwal attached as Appendix A,
2. invite representations and objections from
 - (a) persons and groups with the proposed alcohol-free zones
 - (b) the officer in charge of the police stations at Barooga, Berrigan, Finley and Tocumwal
 - (c) each holder of a licence in force under the [Liquor Act 2007](#) for premises that border on, or adjoin or are adjacent to the proposed alcohol-free zones
 with representations to close by 5pm, Friday 29 March 2024 and
3. consider all representations and submissions received relating to the proposal from the above invitees at its ordinary meeting to be held on 17 April 2024.

CARRIED

12 Feb 2024 1:35pm Hansen, Matthew

Proposed AFZs are on exhibition at <https://www.berriganshire.nsw.gov.au/Council/Have-Your-Say/Alcohol-Free-Zones-%E2%80%93-Proposal-for-re-establishment-2024-2028>, The AFZs and any comments will be brought to the March Council meeting for consideration

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Hansen, Matthew Fry, Tahlia	Reports to Council	Finley Senior Citizens Hall - Plan of Management
<p>Resolved OCM 011/24</p> <p>Moved: Cr John Taylor</p> <p>Seconded: Cr Edward (Ted) Hatty</p> <p>That the Council:</p> <ol style="list-style-type: none"> 1. endorse the Finley Senior Citizens Hall Plan of Management as a draft for public exhibition, 2. place the draft Plan on public exhibition on the Council website, the Council Administration Office and Finley Library until Wednesday, 21 February 2024, 3. invite submissions from the public on the draft Plan until Wednesday, 6 March 2024 and 			

Division:	Council	Date From:	17/01/2024
Committee:		Date To:	16/02/2024
Officer:		Printed:	16 February 2024 8:39 AM

Action Sheets Report

4. consider all submissions relating to the Plan at its ordinary meeting to be held on 20 March 2024.

CARRIED

12 Feb 2024 1:31pm Hansen, Matthew

Plan is on exhibition at <https://www.berriganshire.nsw.gov.au/Council/Have-Your-Say/Draft-Finley-Senior-Citizens-Hall-Plan-of-Management> , The plan and any feedback will be brought to the March meeting for adoption.

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Hansen, Matthew Fry, Tahlia	Reports to Council	Councillors Access to Information and Interaction with Staff Policy
<p>Resolved OCM 012/24</p> <p>Moved: Cr Matthew Hannan</p> <p>Seconded: Cr Renee Paine</p> <p>That Council</p> <ol style="list-style-type: none"> revoke the Staff and Councillors Interaction Policy adopted on 16 February 2022 and adopt the Councillors Access to Information and Interaction with Staff Policy attached as Appendix 1 			
CARRIED			
<p>12 Feb 2024 1:35pm Hansen, Matthew - Completion</p> <p>Completed by Hansen, Matthew (action officer) on 12 February 2024 at 1:35:03 PM - Policy has been adopted and circulated to staff</p>			

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Hansen, Matthew Fry, Tahlia	Action	Ensure that the Adventure Plus Playground is fenced and shade provided.
<p>Action</p> <p>Cr Carly Marriott requested that the Adventure Plus Playground be fenced and shade provided.</p>			
<p>17 Jan 2024 1:36pm Hansen, Matthew</p> <p>The Adventure Plus design includes retention of the existing fence and replacement of the previous shade sail. Councillors were informed via email on 17 January 2023</p>			

Division:	Council	Date From:	17/01/2024
Committee:		Date To:	16/02/2024
Officer:		Printed:	16 February 2024 8:39 AM

[Action Sheets Report](#)

17 Jan 2024 2:04pm Hansen, Matthew - Completion

Completed by Hansen, Matthew (action officer) on 17 January 2024 at 2:04:37 PM - The Adventure Plus design includes retention of the existing fence and replacement of the previous shade sail. Councillors were informed via email on 17 January 2023

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Fletcher, Andrew Fletcher, Andrew	Action	Barooga Bus Shelter

Action

Provide a report to the February SPW with any proposed plans that cover the area of the Bus Shelter in Barooga, starting with the Barooga Town Plan.

17 Jan 2024 1:39pm Hansen, Matthew - Reallocation
Action reassigned to Fletcher, Andrew by Hansen, Matthew - DSPD offered to prepare this report.

13 Feb 2024 12:36pm Fletcher, Andrew
Reported to SPW in February 2024. Will undertake works and demolish exterior concrete blocks and consider signage.

13 Feb 2024 12:37pm Fletcher, Andrew - Completion
Completed by Fletcher, Andrew (action officer) on 13 February 2024 at 12:37:44 PM - Reported to SPW in Feb - will undertake works

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Ewer, Karina Ewer, Karina	Action	Rocks Rd

Action

Cr Edward (Ted) Hatty requests that the preliminary update is brought to the February SPW.

25 Jan 2024 3:05pm Ewer, Karina
Report provided to February SPW as requested

25 Jan 2024 3:06pm Ewer, Karina - Completion
Completed by Ewer, Karina (action officer) on 25 January 2024 at 3:06:31 PM - Report provided as requested

Meeting	Officer/Director	Section	Subject
Council 17/01/2024	Watkins, Christie Fry, Tahlia	Reports to Council	Finley Pony Club - Request for Assistance

Resolved **OCM 002/24**

Moved: **Cr John Taylor**

Seconded: **Cr Renee Paine**

Division:		Date From:	17/01/2024
Committee:	Council	Date To:	16/02/2024
Officer:		Printed:	16 February 2024 8:39 AM
Action Sheets Report			

That Council provide a contribution of \$500 to the Northern Zone Pony Clubs Association of Victoria to assist with the Victorian State Pony Club Horse Trials to be held in Finley on 11-12 May 2024, subject to:

1. recognition of Council's support of the event on the day and via social media and
2. a report to Council detailing how the funds were spent.

AMENDMENT

Moved: Cr Matthew Hannan

Seconded: Cr John Taylor

That Council delegate to the Chief Executive Officer to support the event up to the value of \$5,000 and work closely with Finley Pony Club on how this money is distributed for infrastructure upgrades; subject to further information and Public consultation as a Section 356. A report to is to be provided at the February Council Meeting.

LAPSED

Resolved OCM 003/24

Moved: Cr John Taylor

Seconded: Cr Renee Paine

That Council provide a contribution of \$500 to the Northern Zone Pony Clubs Association of Victoria to assist with the Victorian State Pony Club Horse Trials to be held in Finley on 11-12 May 2024, subject to:

1. recognition of Council's support of the event on the day and via social media and
2. a report to Council detailing how the funds were spent.

CARRIED

17 Jan 2024 1:34pm Hansen, Matthew - Reallocation

Action reassigned to Watkins, Christie by Hansen, Matthew - Christie and Tahlia handle community donation requests



9 NOTICES OF MOTION/QUESTIONS WITH NOTICE

9.1 Notice of Motion - Recreation Reserves - Women and Girls in Sport

Author:	Mayor, Julia Cornwell McKean
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

I, Councillor **Julia Cornwell McKean**, hereby submit the following Notice of Motion to the Berrigan Shire Council's Ordinary Meeting of Council to be held on 21 February 2024.

Motion

That Council

1. supports and encourages participation of women and girls in sport with the s355 Committees on our recreation reserves to retain and improve service provision at Council's recreation reserves to ensure they are female friendly,
2. commits that the number of sanitary bins at each recreation reserve is not reduced,
3. commits to the s355 committees who manage our recreation reserves do not incur any additional costs above any formal agreements they may have previously had in place (subject to reasonable indexation) to allow for the continuation of that level of service and
4. provide for the Mayor to write to each s355 committee who manage Council's recreation reserves to inform them of this resolution.

Background

The tender for the provision of sanitary bins to all Council's public toilet facilities and reserves was undertaken as a direct result of a Council motion. The tender however did not assume services were already in place, particularly at our recreation reserves.

It is important we do not reduce the level of service provided to women and girls, particularly as, as a community, we are actively encouraging them into sports.

Seconded Cr Carly Marriott



9.2 Notice of Motion - Service Acknowledgement

Author:	Mayor, Julia Cornwell McKean
Council's Role:	Facilitator: A step further from advocacy where the Council may try to bring parties together to work out a solution to an issue affecting the Council area
Appendices:	Nil

I, Councillor **Julia Cornwell McKean**, hereby submit the following Notice of Motion to the Berrigan Shire Council's Ordinary Meeting of Council to be held on 21 February 2024.

Motion

That Council arrange a formal thank you / commendation for both Max and Cath Steward for their years of service to the Barooga community as owners / operators of the Barooga Local Post Office.

Background

Mr Max Steward has been involved in the post office in Barooga all his life. He took over ownership and management from his mother.

Barooga Advancement Group have asked if there is a formal way both Mr and Mrs Steward might be commended for all their years of service to the community. As this is not a Business Awards year, it was hoped some formal arrangement might be possible.

A link to the story provided by BAG on their Facebook page is included below:

[\(8\) Barooga Advancement Group | Facebook](#)

Seconded: Cr Carly Marriott



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 Road reconstruction - Tender No. T12-23-24 - Assessment

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

10.2 Rehabilitation fo Melrose Road - Tender No. T11-23-24

This matter is considered to be confidential under Section 10A(2) - (c), (d)(i) and (d)(ii) 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, commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.



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 20 March 2024 from 9:00am in the Council Chambers, 56 Chanter Street, Berrigan.

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