



ORDINARY COUNCIL MEETING CONFIDENTIAL

Wednesday 20 March, 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 Confidential

Wednesday 20 March, 2024

BUSINESS PAPER

The Ordinary Council Meeting Confidential of the Shire of Berrigan will be held in the Council Chambers, 56 Chanter Street, Berrigan, on Wednesday 20 March, 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.

A handwritten signature in blue ink, appearing to read 'K. Ewer', is centered on the page.

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."

STATEMENT OF ETHICAL OBLIGATIONS

In accordance with section 233A of the *Local Government Act 1993*, the Mayor and Councillors are bound by Oath or Affirmation of Office made at the start of the Council term, to undertake their civic duties in the best interests of the people of the Berrigan Shire Council. They must faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their ability and judgement.

DISCLOSURES OF INTEREST

Pursuant to the provisions of the *Local Government Act 1993*, the Berrigan Shire Council Code of Meeting Practice and the Berrigan Shire Council Code of Conduct, Councillors are required to disclose and manage both pecuniary and non-pecuniary interests in any matter on the agenda for this meeting.

In both cases, the nature of the interest must be disclosed.



This includes receipt of reportable political donations over the previous four years.

**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 21 February, 2024 be confirmed.

Recommendation: That the minutes of the Extraordinary Council Meeting held in the Council Chambers Wednesday 6 March, 2024 be confirmed.

5 DISCLOSURES OF INTERESTS



6 MAYORAL MINUTE(S)

6.1 Mayoral Minute - Acknowledgement of Staff

Author: Mayor, Julia Cornwell McKean
Appendices: Nil

Recommendation

That Council acknowledge and thank staff for their quick and professional response of staff to the emergency that occurred in the Council offices on 20 February 2024 and acknowledge the stress this may have caused them in the aftermath.

Background

On 20 February 2024, during Council's last Ordinary meeting, a medical emergency occurred in Council's reception area.

Staff responded immediately and professionally and waited with and cared for the patient until the ambulance arrived. This included closing and locking off the front door to avoid the issue of the patient becoming a "spectacle".

I would like to formally acknowledge the efforts and response of staff on the day. Their prompt unselfish actions in what was undoubtedly a stressful situation are appreciated. The elected body also noted the response and are grateful for their professionalism.

I have asked the CEO to consider commendations for the staff involved. Those will be received when the staff concerned join us for morning tea.



7 REPORTS OF COMMITTEES

Nil



8 REPORTS TO COUNCIL

8.1 Planning Proposal - PP2023-2603-92 Strathvale Road Berrigan

Author:	Manager Planning and Development, Sarah Griffiths
Strategic Outcome:	1. Sustainable natural and built landscapes
Strategic Objective:	1.1. Support sustainable use of our natural resources and built landscapes
Delivery Program:	1.1.1. Coordinate strategic land-use planning
Council's Role:	Regulator: The Council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery, government grants etc)
Appendices:	1. Planning Proposal - Strathvale (under separate cover)

Summary

Applicant:	James Laycock from Blue Print Planning
Owner:	McNaught's Grain and Fertilisers Pty Ltd
Proposal:	This report will outline what the submitted Planning Proposal is for, outline the Options available, and put forward a recommendation on the preferred Option to Council.
Location:	92 Strathvale Road Berrigan

Division:

In Favour:

Against:

Recommendation

That Council support the recommendation for PP2023-2603 to submit the Planning Proposal to Department of Planning and Environment (DPE) for Gateway Determination.

Purpose

The purpose of this report is for Council to determine if it supports submitting PP2023-2603 to the Department of Planning and Environment (DPE) for a Gateway Determination to rezone the land and alter the minimum lot size.



Background

This is an applicant (proponent) initiated Planning Proposal. The application, prepared by the applicant BluePrint Planning, outlines the proposal and provides justification. For proponent-initiated Planning Proposals, Council has the option to support the Planning Proposal and submit it to DPE for Gateway Determination, or, not to support the Planning Proposal but should make a decision based on its planning merits..

If Council does not support the Planning Proposal, the applicant can request that an independent Planning Panel carry out a rezoning review and evaluates whether the Planning Proposal should progress to DPE for Gateway Determination.

The decision on whether to support the Planning Proposal and submit to DPE for Gateway Determination is Stage 2 of 6 in any Planning Proposal process. These are the 6 Stages of any Planning Proposal process:

Stage 1- Pre-lodgement

Stage 2- Council to support or reject the Planning Proposal

Stage 3- Gateway Determination. Submit planning proposal to DPE, DPE confirms administrative requirements.

Stage 4- Post Gateway. Conditions prior to public exhibition.

Stage 5- Public exhibition and Assessment

Stage 6- Finalisation. DPE will make recommendations to Minister.

This Planning Proposal is considered to be a standard amendment to the Berrigan Shire Local Environmental Plan 2013 (LEP) and is therefore an LEP amendment seeking a change in planning controls, that are consistent with the existing Strategic Planning Framework, to a specific site.

As this report will outline, the Planning Proposal (LEP amendment) is relatively consistent with the Berrigan Land Use Strategy 2018, for the site.

Council act as the Local Plan Making Authority (LPMA) for Standard LEP amendments. This is important as Council can withhold finalisation of the LEP amendment until it is completely satisfied with the outcome.

Planning Proposal (LEP amendment)



Figure 1: Subject site

The subject site is known as Lot 2 DP1222893 addressed as 92 Strathvale Road and is approximately 16.19 hectares in total.

The Planning Proposal seeks to rezone the subject site from R5 (Large Lot Residential) to IN1 (General Industry). The proposed rezoning will facilitate the development of the site for bulk storage and integrate the subject site with a grain bunker which is located adjacent, to the west.

The rezoning will assist McNaught's Grain and Fertilisers Pty Ltd expand on their operation. The R5 (Large Lot Residential) zone prohibits the use of the subject site for rural industry and so rezoning the land is one of two ways that the land can be used for grain storage.

Option

Before assessing the Planning Proposal, and the first way (and proposed way) of how the land can be used for grain storage, it is important to define what rural industry is:

Rural industry means the handling, treating, production, processing, storage or packing of animal or plant agricultural products for commercial purposes, and includes any of the following—

- (a) agricultural produce industries,
- (b) livestock processing industries,
- (c) composting facilities and works (including the production of mushroom substrate),
- (d) sawmill or log processing works,
- (e) stock and sale yards,
- (f) the regular servicing or repairing of plant or equipment used for the purposes of a rural enterprise.

Note—



*Rural industries are not a type of **industry**—see the definition of that term in the dictionary.*



Figure 2: Current Land Zoning Map 6A (R5)



Figure 3: Current Minimum Lot Size Map 6A (2ha)

The following changes would be required to the Local Environmental Plan (LEP):

The Planning Proposal will require an amendment to the Land Zoning Map 006A of the LEP from R5 to IN1.

To ensure the minimum subdivision lot sizes are consistent with the underlying zone, the Minimum Lot Size would also require to be increased from 2ha up to 10ha. This will require an amendment to the Lot Size Map 006A of the LEP.

There are no proposed changes to the LEP instrument with regard to specific clauses and provisions. The intent of the Planning Proposal / amendment is to allow better and more efficient use of the subject site for agricultural production and rural industry.

Rural Industry is permissible in the IN1 (Industry) zone, RU5 (Village) zone, and, RU1 (Primary Production) zone. The question is, 'is one of these zones more appropriate than the others'?

To answer this question, the following is provided:

IN1 Zone: The land immediately west of the subject site is IN1 industry land, though it is used for rural industry by McNaught's Grain and Fertilisers Pty Ltd. There is not a lot of demand for genuine industrial zones in Berrigan, and so if McNaught's were not initiating this change, then the IN1 zone would not be the preferred zone.



RU5 Zone: The edge of the RU5 village zone is located to the south-west of the subject site. The lack of mains sewer is a reason to not re-zone this site, and so this option is not recommended.

RU1 Zone: RU1 primary production would be an acceptable zone for a rural industry use, but it would essentially mean that Council are 'back-zoning' from an urban use to a rural use. There may be financial implications in doing this, and so this option is not recommended.

In answer to the question, an IN1 Zone is therefore the most logical rezoning.

Options

Another option of how the land can be used for grain storage, and the alternative option to a rezoning, is to add *Rural Industry* to Schedule 1 of the LEP which is “**additional permitted uses for particular land**”.

If *Rural Industry* is added to Schedule 1 it becomes a land use which is permitted with or without development consent, and with or without conditions. On the subject site, it would mean that the underlying zone would remain as R5 (Large Lot Industry) but *Rural Industry* is no longer prohibited. Moreover it is permitted with or without development consent. Option 2 safeguards the subject site for future R5 (Large Lot Industry) use.

The proponent seeks a rezoning of the land to IN1 zone rather than considering Option 2 and using the “additional permitted uses” provision.

Rezoning is the preferred option when there is:

- Confidence that the land should be used ongoing as industrial.
- The chances of reverting back to residential are low.
- The additional permitted use may compromise the underlying zone by use of contaminants.

McNaught's Grain and Fertilisers Pty Ltd are well established in the area, and so rezoning would appear to be the preferred option.



Assessment

Environmental Planning and Assessment Act, 1979

The Act at Section 1.3 is supportive of this Planning Proposal particularly:

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,*
- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,*
- (c) to promote the orderly and economic use and development of land.*

Berrigan Local Environmental Plan (LEP) 2013

The Aims of the LEP at Section 1.2 are supportive of this Planning Proposal particularly:

- 2 (b) to provide for a range of development opportunities that contribute to the social, economic and environmental resources of Berrigan in a way that allows the needs of present and future generations to be met by implementing the principles of ecologically sustainable development.*

State Environmental Planning Policies (SEPP)

The consolidated SEPP's, in particular SEPP (Primary Production), SEPP (Employment and Industry) and SEPP (Housing) are quiet on the prospects of rezoning from a R5 (Large Lot Residential) to IN1 (Industrial).

Constraints of the subject site

Flooding- The subject site is not mapped or known to be subject to flooding.

Bushfire- The subject site is not mapped or identified in the DCP or LEP as a bushfire prone area.

Contamination- The subject site is not considered to have contamination potential based on any previous use.

Infrastructure - The subject site is adjacent to Strathvale Road which is a sealed Council road. The subject site has access to raw water (the raw water point that terminates at the boundary of High Street runs into the subject site). There is an unfiltered water meter for Strathvale Road (and so the subject site would benefit). Stormwater is likely to be a table drain. And in terms of sewer, pipes currently run as far as the corner of William Street and don't go to the subject site. An access point would therefore be needed to get to the subject site (noting that a low pressure sewer or an airated septic would be the likely outcome).

Berrigan Shire Local Strategic Planning Statement 2020-2040

Planning Priority 1 – Agriculture and Agribusiness



The Planning Proposal is facilitating agriculture and agribusiness in a round-a-bout way by rezoning land that allows rural industry.

Planning Priority 2 – Enabling Infrastructure

No impact.

Planning Priority 3 – Transport and Logistics

Rezoning the subject site and facilitating rural industry, will expand grain storage in areas close to existing transport routes and rural towns.

Planning Priority 4 – Visitor Economy

No impact.

Planning Priority 5 – Urban Amenity

The proposed industry expansion is encroaching on R5 Large Lot Residential land. If this land was already developed, then this Planning Proposal would likely get a different response from a Council Officer perspective. However, the subject site is the northern most R5 zone land in Berrigan Shire and is undeveloped with only a few scattered rural properties.

Planning Priority 6 – Protect and Enhance Cultural and Natural Environmental Assets

No impact

Draft Berrigan Shire Strategic Framework and District Plans - Local Environmental Plan Review March 2024

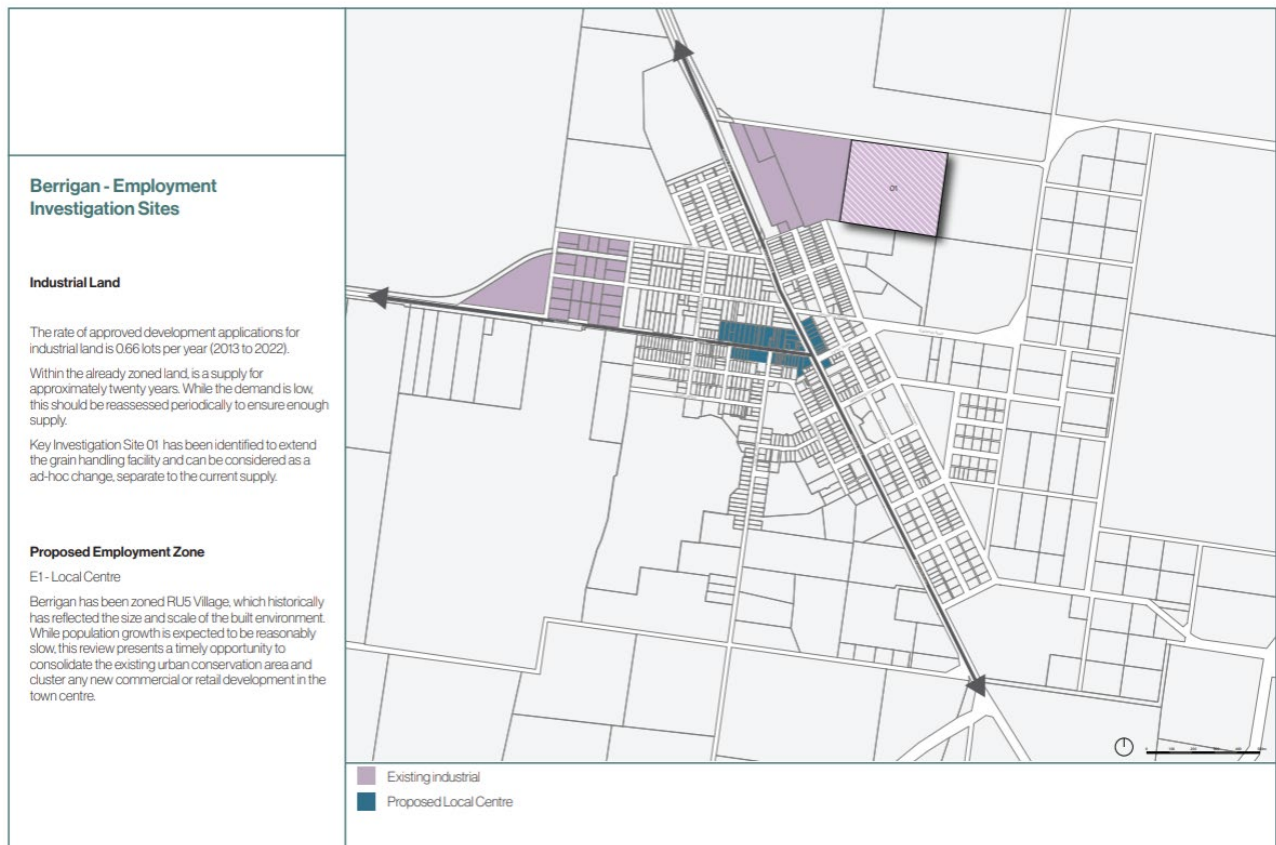
The Framework and District Plans are proposed to be endorsed by Council in March 2024, and significant work has been undertaken. The following can be noted from this work:

- 60% of respondents to the Community feedback said Council should set aside more land for industry.
- 80% of respondents cited a lack of industry and employment as a key community issue.
- The General Industry Berrigan section, speaks about the importance of providing employment and economic growth and that the industrial zones are firmly tied to transport networks to facilitate incoming and outgoing of goods.
- The Plan states there is demand for more industry land in Finley and Barooga.
- The Plan states there is slow growth in Berrigan and although there is some demand for Large Lot Residential in Finley, the lack of housing development in Berrigan for this product may show that there is an over-supply.

The Planning Proposal generally supports the Draft Berrigan Shire Strategic Framework and District Plans by:



- Acknowledging the lack of industrial land in the Shire.
- Acknowledging the growth of the other three towns for residential populations and the lack of residential growth in Berrigan.
- Allocating this land to be future industrial/employment (Area 01 on page 82).



Final Questions

Is the Planning Proposal consistent with the policy direction of Council?

Yes. As previously mentioned, while the subject site is currently zoned R5 Large Lot Residential the LEP review allocates it to be future industrial/employment land. As such, Council had already envisaged the non-residential use of the land. Consistent with community feedback to the Draft Berrigan Shire Strategic Framework and District Plans, the LEP identifies more industrial land in the Shire. Should the Planning Proposal's rezoning go ahead, it will facilitate a rural industry that will assist in the agricultural production of the Shire.

Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

This report has outlined an alternative way (Option 2) to achieving the desired outcome, by using the 'additional permitted uses for particular land' to not prohibit rural industry in a R5 Zone.



The possibility for contaminants on the subject site, the faith in McNaught's Grain and Fertilisers Pty Ltd ongoing presence in the area, and, the lack of housing demand in Berrigan at this time, means a rezoning (Option 1) is the preferred option.

Options

1. Support the recommendation to send the Planning Proposal to DPE for Gateway Determination, to rezone the subject site from R5 (Large Lot Residential) to IN1 (General Industry), and, amend the Minimum Lot Size from 2ha to 10ha.
2. Apply the subject site (land at Lot 2 DP1222893) to Schedule 1 of the 'additional permitted uses for particular land', to allow development for the purpose of Rural Industry.
3. Not support the Planning Proposal.

Conclusion

That Council support the Planning Proposal which is an amendment to the Berrigan LEP, and amend the Land Zoning Map (from R5 to IN1) and the Lot Size Map (from 2ha to 10ha) consistent with the Berrigan Strategic Framework & District Plans.

Appendix 1

Planning Proposal submitted by BluePrint Planning



8.2 Berrigan Shire Strategic Framework and District Plans

Author:	Director Strategic Planning and Development, Andrew Fletcher
Strategic Outcome:	<ol style="list-style-type: none">1. Sustainable natural and built landscapes2. Good government3. Supported and engaged communities
Strategic Objective:	<ol style="list-style-type: none">1.1. Support sustainable use of our natural resources and built landscapes2.1. Berrigan Shire 2032 objectives and strategic actions facilitate the effective governance by Council of Council operations and reporting3.1. Create safe, friendly and accessible communities
Delivery Program:	<ol style="list-style-type: none">1.1.1. Coordinate strategic land-use planning2.1.2. Meet legislative requirements for Council elections, local government and integrated planning and reporting3.1.1. Build communities that are home to more families and young people3.1.2. Facilitate all age healthy lifestyles and ageing in place3.1.3. Strengthen the inclusiveness and accessibility of our community2.1.1. Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan Shire 20321.1.3. Enhance the visual amenity, heritage and liveability of our communities
Council's Role:	<p>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)</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:	<ol style="list-style-type: none">1. Berrigan_SFDP_Mar24.pdf (under separate cover)

Recommendation

That Council

1. adopt the Berrigan Shire Strategic Framework and District Plans February 2024 and
2. direct officers prepare a Planning Proposal to amend the Local Environmental Plan in accordance with the adopted Berrigan Shire Strategic Framework and District Plans.



Purpose

The purpose of the report is for Council to adopt the Berrigan Shire Strategic Framework and District Plans (the strategy). The strategy is required to be adopted prior to undertaking a Planning Proposal to amend the Berrigan Local Environmental Plan.

Summary

The attached strategy is the culmination of considerable time, effort and engagement with the community, officers and councillors. The strategy defines the Council's planning aspirations and will form the basis for amending and updating the Local Environmental Plan through a planning proposal. To initiate the planning proposal the strategy is required to be adopted by Council.

Background

Habitat Planning have been appointed as the consultants engaged to review the Berrigan Shire Local Environment Plan 2013 and to prepare a Planning Proposal to amend and create a new Local Environment Plan (LEP).

The overall project was started in December 2021, which included agreeing on the project plan, consultation and the process. A key outcome Council wanted to achieve by the review was the need to identify additional land for residential and commercial; the urban environment.

The profile and issues paper were commenced in January 2022. This document resulted in the collection of data, reviewed all existing strategies, considered the urban and rural environment, internal consultation and was used as the basis of preparing the context report (and subsequent strategy).

The Berrigan Shire – Strategic Context Report July 2022 was drafted, outlining the broader strategic investigation. The report is the foundational document to inform the Strategic Directions Plan. To help prepare the Strategic Directions Plan, and in accordance with the agreed project plan, a reference group was formed, and significant consultation undertaken with residents, businesses and public forums to review the urban district plans.

The latest consultation occurred in October 2023, and the submissions received were reported to a Strategic Policy Workshop in December 2023, which have resulted in some changes to the strategy.

Council has received updates on the progress of this project at its Strategic Policy Workshops and Council Meeting. At most of these meetings the draft strategy has been provided and the approval of Council was sought to conduct public consultation and/or make suggested changes to the strategy. Officers have also had an open invitation to the councillors to discuss any changes to the strategy.

A broader issue of considering land adjacent to the towns (and in the wider Shire) to support primary industry was raised throughout the review, however this will be addressed through a separate strategy (Rural Land Use Strategy) as agreed at a Council Meeting in October 2023.

Process

Subject to Council adoption of the strategy, the next step will be to prepare a scoping proposal (pre-lodgement). This report is a summary of the amendments to the LEP (and can be broken into parts based on complexity), which is provided to the department and government agencies for review and comment.



To facilitate the process, the draft strategy has been provided to the relevant agencies and referral authorities to seek their feedback/comments. Once received these will be reviewed and the feedback will be incorporated into the scoping proposal.

The planning proposal will be initiated after the feedback is received by all to the scoping report. A timeframe is not yet known, however discussions with the department have outlined they will try and facilitate responses as soon as possible.



Source: Department of Planning and Environment – Local Environmental Plan Making Guide, Aug 2023



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

Delivery Program Items 1.1.1, 1.1.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2 & 3.1.3.

Issues and Implications

Policy

Implementing state, regional and local policy and achieving the delivery programs of the Community Strategic Plan and directions of the Local Strategic Planning Statement.

Financial

Adopting the strategy will have limited financial impact on the Council and is consistent with the agreed contract with the consultant.

Legal / Statutory

Adopting the strategy ensures Council are following the agreed process and enabling officers to proceed with the preparation of a planning proposal through the NSW Planning Portal.

Community Engagement / Communication

The community and agreed reference group have been consulted throughout the process and preparation of the strategy. When the planning proposal is prepared the department will determine the level of engagement with the community (and agencies), which officers will meet.

Human Resources / Industrial Relations (If applicable)

N/A.

Risks

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

1. Reputational

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

There is a risk that not proceeding will result in an outdated LEP (2013) and community concerns given the level of engagement.



2. Governance

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

The strategy provides clear direction and guidance to staff and the community, not proceeding could lead to breaches as a statutory authority (Council not meeting our obligations).

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

The strategy provides direction for population growth, if not implemented may result in strains on Council infrastructure and services.

Options

1. Council adopts the Berrigan Shire Strategic Framework and District Plans.
2. Council amends the Berrigan Shire Strategic Framework and District Plans.
3. Council abandons the Berrigan Shire Strategic Framework and District Plans.

Conclusions

The adoption of the strategy by Council is appropriate and allows officers to continue with preparing a planning proposal to amend the LEP. The other options may lead to major community and reputation damage and result in Council not meeting its obligations and policy direction.



8.3 Barooga Raw Water Intake

Author:	Operations Manager Sustainability, Vageesh Nonavinakere
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, in relation to the Barooga raw water intake

1. note the geotechnical investigation work undertaken to date and direct the Chief Executive Officer to continue investigations on available remediation options;
2. given the urgency of the matter, delegate authority to the Chief Executive Officer to determine the remediation method,
3. direct the Chief Executive Officer to provide a report to the next ordinary Council meeting on options to fund the remediation.

Purpose

The purpose of the report is to inform Council of plans to restore the distressed riverbank with remedial works and stabilise the eroded bank slope in order to protect our water intake facility.

Summary

Barooga Water Treatment Plant (WTP) sources raw water from the edge of Murray riverbank, located at the end of Buchanan's Road. Due to several flood events, the natural slope along the riverbank experienced significant erosion causing erosion and resulting in a relatively steep slope, exposing council's water intake facility.

The slope provides support to council's key infrastructure including intake pipes and associated pumps. Therefore, it is essential to reduce the risk of the interruption to the operation of the facility which could potentially lead to disruption of water services to Barooga town supply.

Background

The images below provide visual information regarding the site before and after the erosion. The first image was taken in 2019, the riverbank had green vegetation. After the recent several flood events, the failure of the slope has removed the vegetation and exposed our facility.



GHD Consultants were engaged last year (July 23), to understand the geology of the site. Geotechnical investigation work was carried out to determine the risk and instability of the riverbank slope. A borehole was drilled, soil samples collected for laboratory analysis, and in-situ tests conducted to study the stability and analyse the soil characteristics.

Image 2019



Figure 1 Aerial image of the site from 2019 (Metromap)

Images July 2023





Options for Remediation

In review of the severity of the erosion, we have consulted with GHD engineers and Soil Conservation Services (a business arm of DECCEW, NSW) to consider which remedial measures might best stabilize the river bank.

Both companies have recommended three different techniques to restore the riverbank and prevent further erosion.

Option1

Gabion mattresses / baskets (boxes) stacked in layers along the riverbank



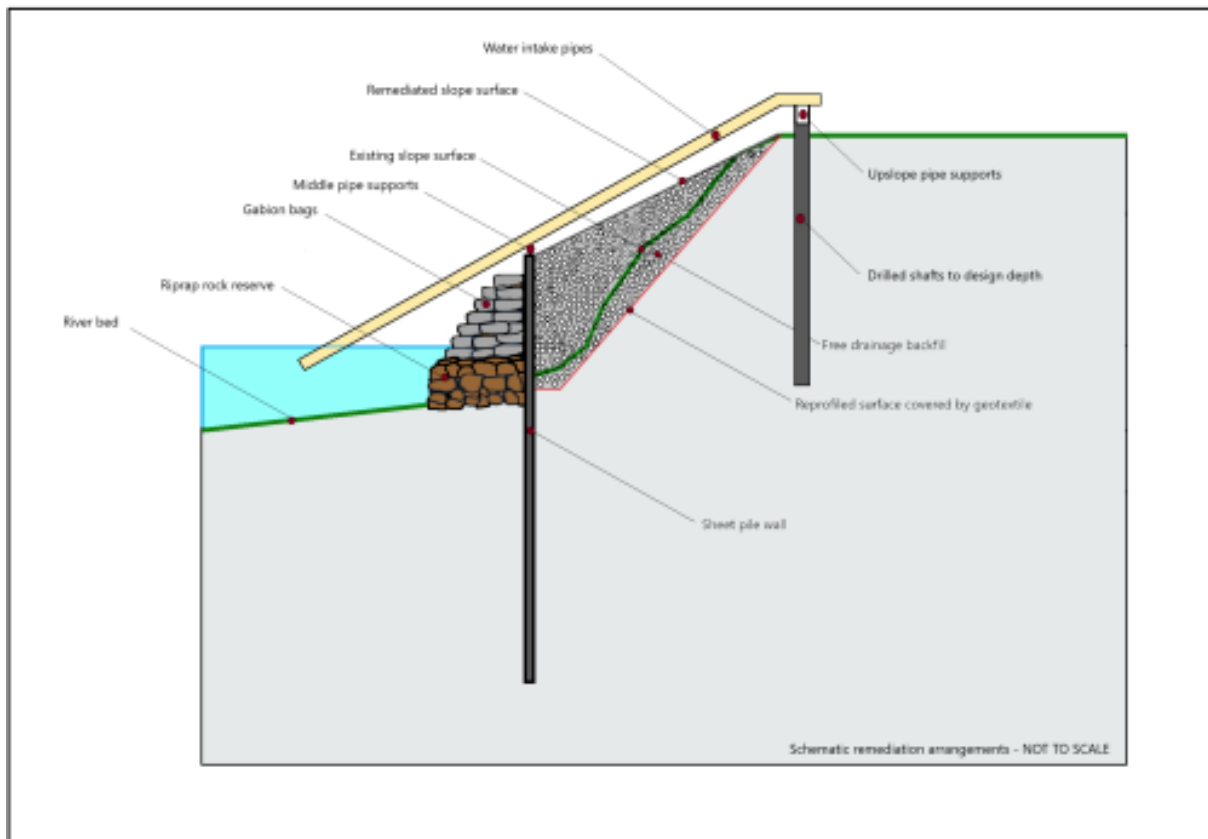
The gabion systems are a good concept to stabilize the riverbank. However, due to the flexible nature of the stones, can fail if they are filled inappropriately. Any movement in the bank or riverbed can shear the mesh if the scouring effect is great enough. It can also be expensive to transport the baskets as they are quite heavy. Further, they can be difficult to build and maintain.

Option 2

Sheet Piling with Riprap to the Toe End and Gabion Bag Overlay



Conceptual Bank Remediation Arrangement



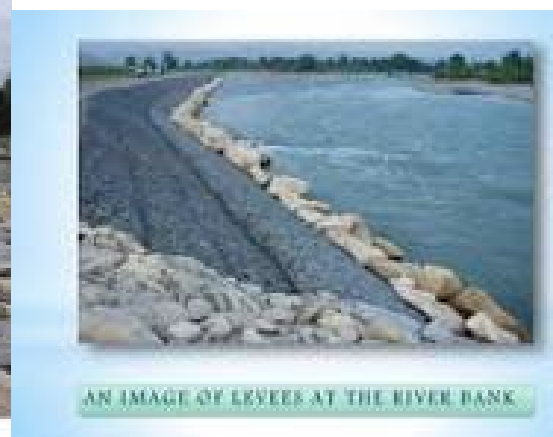
Sheet piling is another sustainable technique for guiding waterways and preventing riverbank erosion. This can be a cumbersome process. It requires access to both sides of the work (wet and dry sides) which can increase the costs of installation. Driving sheet piles can generate vibration and noise which may disrupt nearby structures. Maintenance will depend on the type of material used.

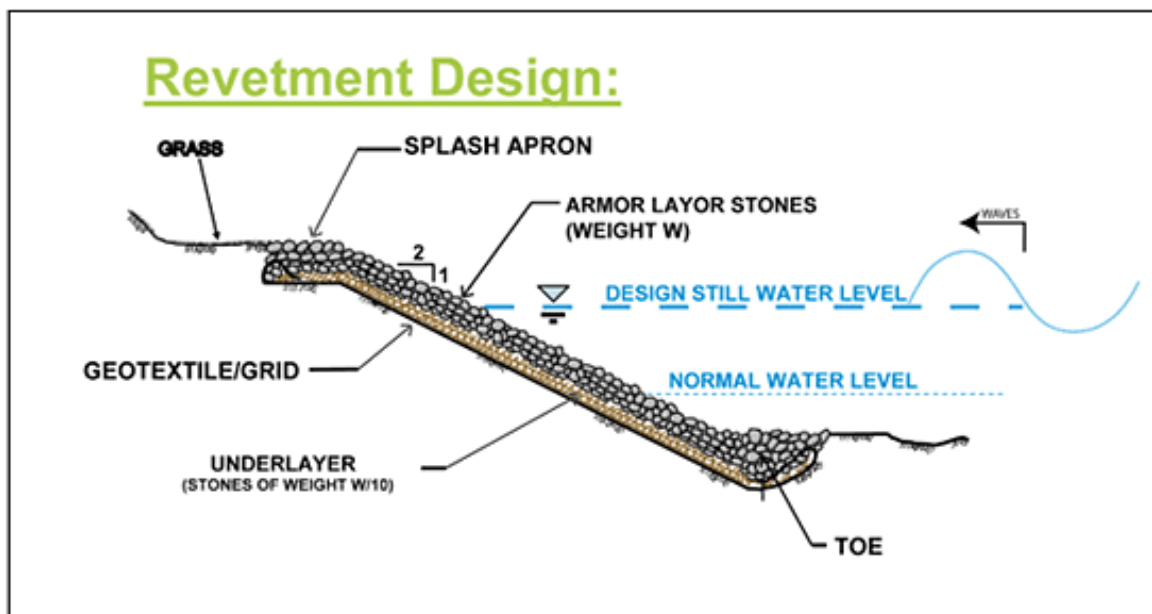
Option 3

Boulders / Rock Revetment



shutterstock.com - 1650414649





Boulder / rock revetment is the most common technique used to protect riverbanks and seawalls. It is comparatively cheaper than other techniques, primarily due to the low maintenance requirements after installation. Revetment installations are effective in protecting the banks from further erosion and act as a barrier to protect scouring from flooding events. They usually require low maintenance where they are properly designed and constructed.

Engineering Recommendations

GHD Consultants

GHD Engineers are recommending the Sheet Pile technique as their preferred remedial measure, including a combination of riprap base layer and overlaying gabion baskets.

The suggested concept design of sheet pile wall provides a hard engineered and robust solution to the riverbank. The remediation solution should be designed by a suitably experienced Geotechnical Engineer and GHD has been involved in the geotechnical works on this site to date.

Soil Conservation Services

Soil Conservation Services are specialised in executing flood and erosion control works along the river basin. The Rock Revetment method, building from the toe of the slope to the top of the bank has been suggested by them as the most cost effective method of protecting the bank. Again, it will require the design and installment to be undertaken by suitable experienced engineers, of which Soil Conservation Services have many on hand.



Barooga Raw Water Intake Riverbank Remedial Works Estimated Project Cost

As per GHD Consultants initial proposal, the estimated project cost is provided as per the below:

Description	Status	Cost
Geotechnical Investigation	Completed	\$55,500
High level project cost estimate	Completed	\$6,000
Detailed Design	To be approved	\$85,000
Estimating consultant after final design	Estimated	\$50,000
Tender ready and procurement	Estimated	\$60,000
Estimated construction cost estimate (high level)	To be tendered	\$520,000
Project management	Estimated	\$60,000
Intake pipe work removal and reinstall	Estimated	\$50,000
Contingency	Estimated	\$140,000
Total Estimated cost*		\$1,026,500

*The above estimated project cost subject to site conditions. Unknown factors could impact on the overall estimated cost.

Soil Conservation Services are yet to provide an estimate. They have advised that a proposal will be forwarded by the end of March.



Project Schedule

Item	Tasks	Month									
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
1	Detailed Design										
2	Project Estimator										
3	Tender Documentation										
4	Tendering										
5	Tender Evaluation and Contract Award										
6	Construction										
7	Intake pipes uninstall & reinstall										
8	Project Final inspection and sign off										

Considering GHD engineers' input and the complexity of the project using an experienced contractor, the time frame is estimated to take about 10months to complete. However, the time frame will vary depending on external factors such as the specialist contractor's availability, inclement weather, river height and so on.

Funding Plan

Berrigan Shire management staff have been speaking to several government department officers over the past few months, seeking help with possible funding/grants. The list of NSW Government departments we have approached to date are provided below:

- Depart of Climate Change, Energy, the Environment and Water (formerly DPIE),
- Department of Murray-Darling Basin Authority,
- Department of Soil Conservation Services,
- NSW Reconstruction Authority,
- NSW Public Works Authority and



- SSWP (Safe and Secure Water Program), DPIE

Unfortunately, our efforts in seeking funding have not been fruitful. We have been redirected to different departments listed above.

Since our request for funding have not been heard, we are left with the option of self-funding. Therefore, it is required to plan the works under the capital works program. Engaging with the project in this way will ensure the work's inclusion in our long term asset management planning strategy and therefore protect our critical asset into the future.

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

Water Supply Asset Management Plan

Issues and Implications

The issue for Council is that the bank is not technically land under our care and control, rather it is Crown Land on which our infrastructure is held. Spending money on securing our infrastructure is ensure the land is managed appropriately underneath that infrastructure. No departments at this time a willing to assist with funding the project and it is not eligible for flood or disaster relief funding.

Policy

N/A

Financial

There is significant cost to this project (\$1,026,500) which will need to come from Council's water fund.

Alternatively, it could be funded through a long term loan to ensure future generations pay for the upkeep and maintenance of the site as well. If this were to be considered considerable community engagement would be required as we would need to request a change to our current Operational Plan to do so. Given the proximity to the end of financial year, Council may choose to wait to do this as part of their normal budget process, however this would delay commencement of works.

Legal / Statutory

N/A

Community Engagement / Communication

Not required in this situation, however Council may wish to consider due to the critical nature of the infrastructure and the fact Council will be spending money to remediate a bank that is not technically our land.

Human Resources / Industrial Relations (If applicable)

The engagement of contractors and tender process can be managed in house.



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

Although the spend represents a minor financial loss for Council when considered against its operating budget, if works do not occur very soon, the impact on Council's financial position will be much greater with the replacement of the structure also possibly required to ensure Barooga's continued access to water.

2. 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

A further high water event or flood will damage the infrastructure further and may require replacement of the pipes, pump etc.

3. 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

Should another event occur and the raw water intake infrastructure lost, the community of Barooga and indeed the entire Shire would be affected as potable water would need to be sourced from other water treatment plants in the Shire until the infrastructure could be fixed.



Options

1. Approve the finalisation of investigations and allow the most suitable works to commence with funding from the water reserve fund.
2. Approve the finalisation of investigations and allow the most suitable works to commence with funding through a loan facility.
3. Do not approve the works until grant funding or co-funding can be sourced and accept the potential risk of losing the infrastructure altogether.

Conclusions

Considering the risk to our intake facility, it is suggested self-funding the project and commencing the design works as urgently as possible, whilst we continue exploring the funding opportunities to be the most prudent way forward.

Council may choose to delay the works pending the opportunity to consider a loan alternative through the budget process.

Staff believe we should wait for the proposal from Soil Conservation Services to assess against the GHD technique and offering. Once the preferred option is known we can develop a tender based on the preferred delivery method, as the funding required is significant. It is however doubtful there will be many applicants to undertake the work as it is a highly specialised field of engineering.

The tender will ask the tenderer to consider the life time maintenance costs of the project in their final tender offer.



8.4 Finance - Accounts

Author:	Finance Manager, Genevieve Taylor
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 29 February 2024,
- b) confirm the accounts paid as per Warrant No. 02/24 totaling \$2,232,663.71 and
- c) note the report on investments attached.

Purpose

This report is designed to inform Council of its cash and investments as at 29 February 2024 and for council to authorise expenditure for the month ending 29 February 2024.

Report:

- a) A Financial Statement covering all funds of the Council indicating the Bank Balances as at 29 February 2024 is certified by the Finance Manager.
- b) The Finance Manager certifies that the Cash Book of the Council was reconciled with the Bank Statements as at 29 February 2024.
- c) The Finance Manager certifies the Accounts, including the Petty Cash Book made up to 29 February 2024, totaling \$2,232,663.71 and will be submitted for confirmation of payment as per Warrant No. 02/24
- d) The Finance Manager certifies that all Investments have been placed in accordance with:
 - i. [Council's Investment Policy](#),
 - ii. [Section 625 of the Local Government Act 1993 \(as amended\)](#),
 - iii. [the Minister's Amended Investment Order gazetted 11 January 2011](#),



- iv. [clause 212 of the Local Government \(General\) Regulations 2021](#), and
- v. Third Party Investment requirements of the Office of Local Government Circular 06-70
- e) Funds have increased in February by \$1.5m and have decreased by \$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 29 FEBRUARY 2024

Bank Account Reconciliation

Cash book balance as at 01 FEBRUARY 2024

Receipts for FEBRUARY 2024

Term Deposits Credited Back

\$ 14,034,116.86

\$ 3,615,950.98

\$ 2,062,726.03

\$ 19,712,793.87

Less Payments Statement No 02/24

Bank Transfers

Electronic Funds Transfer (EFT) payroll

Electronic Funds Transfer (EFT) Creditors E043518-E043745

Term Deposits Invested

Loan repayments, bank charges, etc

Total Payments for FEBRUARY 2024

\$ -

\$ 706,560.76

\$ 1,460,695.80

\$ -

\$ 65,407.15

\$ 2,232,663.71

Cash Book Balance as at 29 FEBRUARY 2024

\$ 17,480,130.16

Bank Statements as at 29 FEBRUARY 2024

Plus Outstanding Deposits

Less Outstanding Cheques/Payments

Reconciliation Balance as at 29 FEBRUARY 2024

\$ 17,470,321.65

\$ 9,808.51

\$ -

\$ 17,480,130.16

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	\$ -	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	\$ 2,090,003.47	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-
						\$ 22,148,003.47	

Total Funds Held at 29 FEBRUARY 2024

\$39,628,133.63

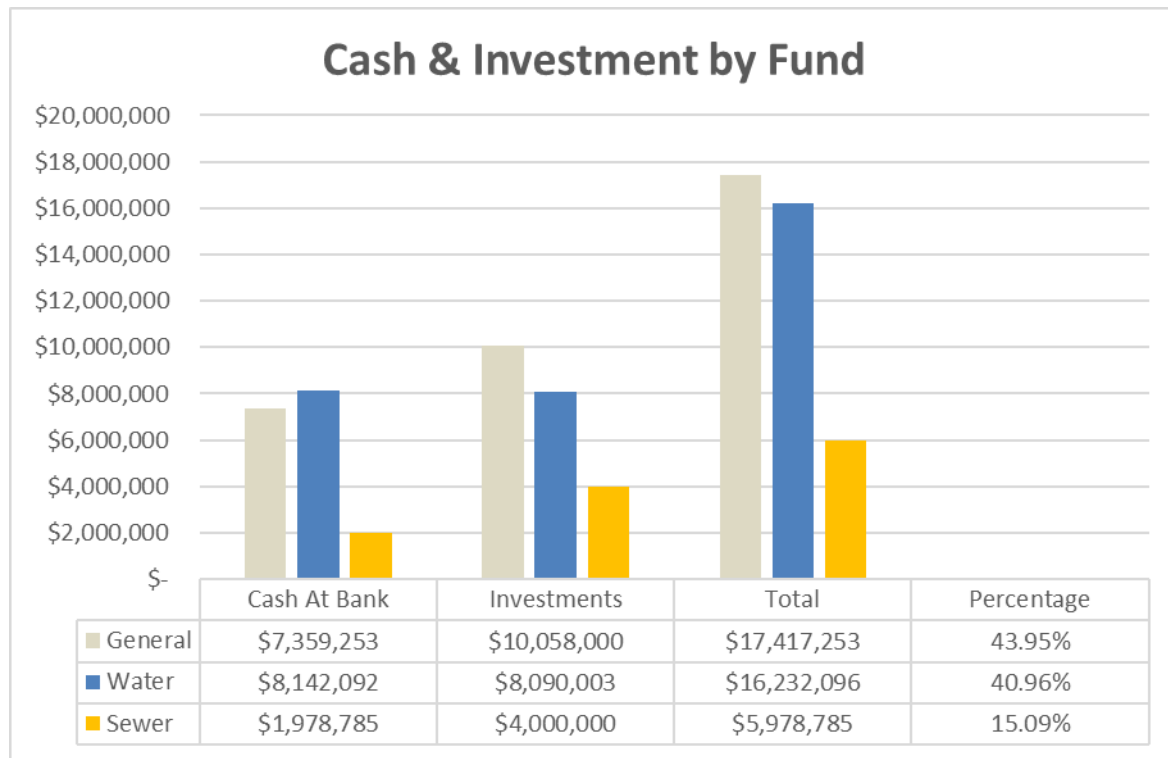
Genevieve Taylor - Finance Manager

*The Council also receives an additional 0.25% commission

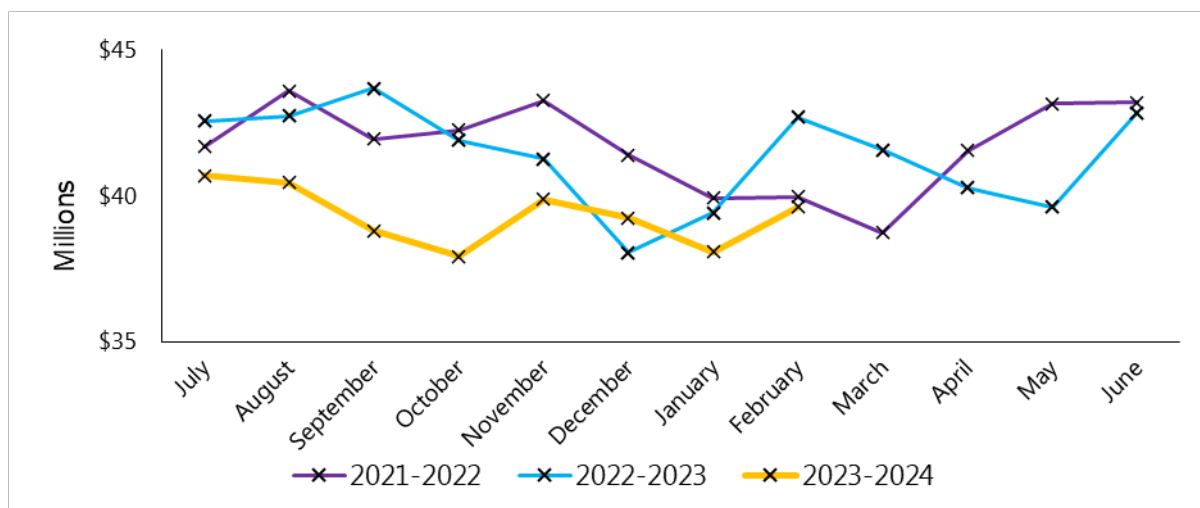
**The Council also receives an additional 0.20% commission



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

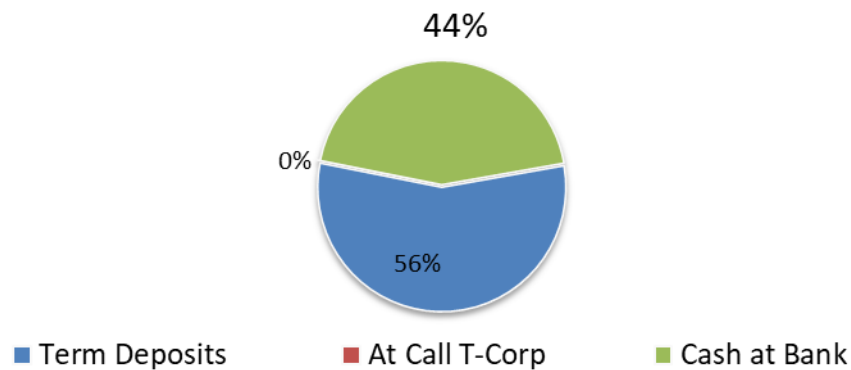


Total Cash and Investments

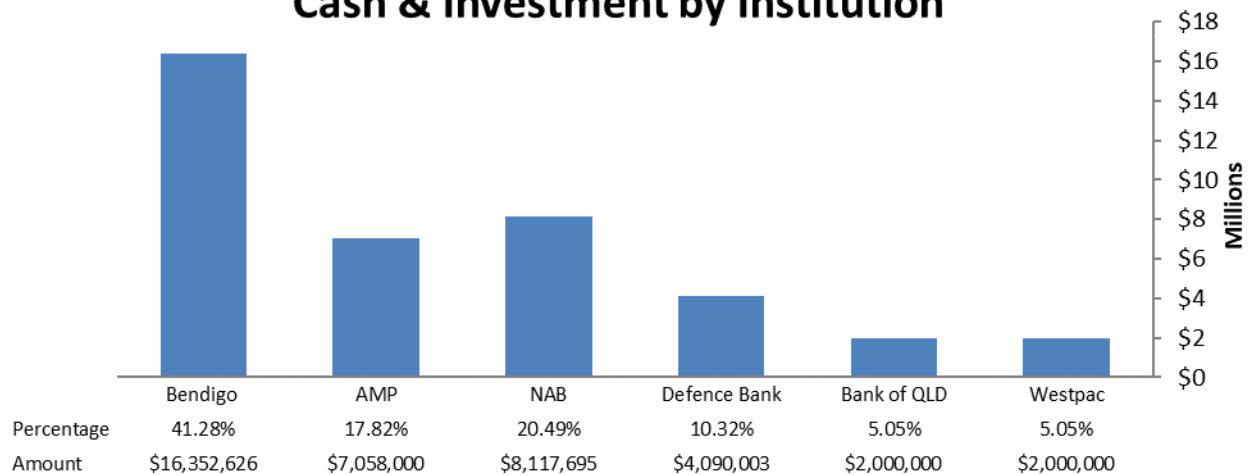




Cash & Investment by type



Cash & Investment by Institution

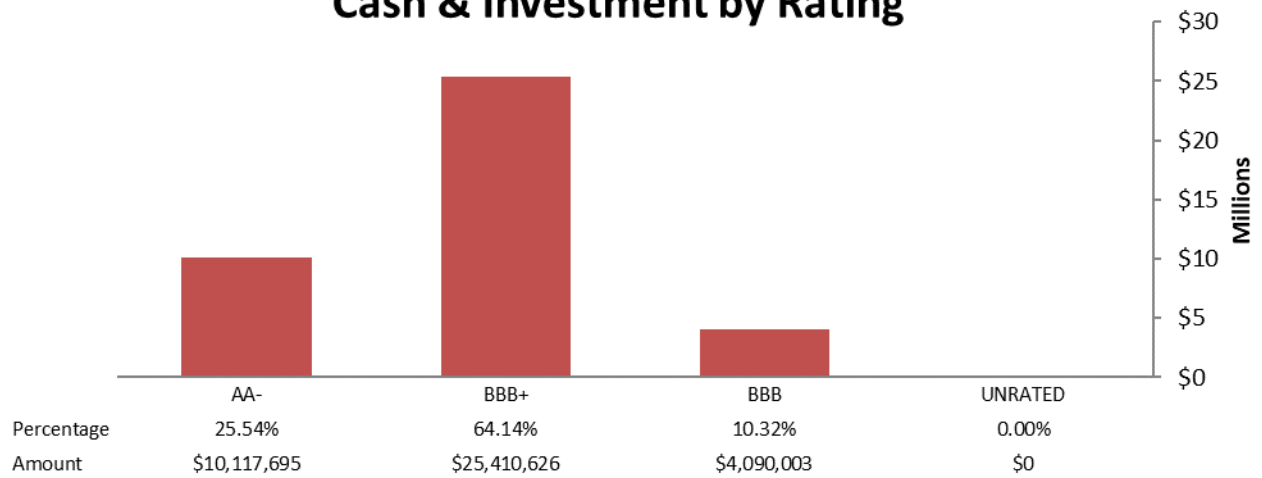


Prior Financial Institution	Term Deposits Credited Back			Maturity Date
	Term (Days)	Amount	Interest Rate	
AMP	241	\$2,062,726.03	4.75%	

Current Financial Institution	Term Deposits Invested / Reinvested			Maturity Date
	Term (Days)	Amount	Interest Rate	



Cash & Investment by Rating





8.5 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:	2.1.2. Meet legislative requirements for Council elections, local government and integrated planning and reporting
Council's Role:	Strategic Partner: The Council partners with other agencies, stakeholders, community groups etc in the delivery of a Council provided service or activity that aligns with Councils Strategic outcomes or Delivery Program.
Appendices:	<ol style="list-style-type: none">1. Local Traffic Committee Meeting Appendix - 22.02.2024.pdf (under separate cover)2. Local Traffic Committee Meeting Minutes - 22.02.2024.pdf (under separate cover)

Recommendation

That Council adopt the following recommendations from the Local Traffic Committee Meeting held on Thursday 22 February 2024.

- LTC1. Council note the review of speed zone for Golf Course Road / Vermont Street, Barooga is currently at assessment stage with Transport for NSW.
- LTC2. Council note the a review of speed zone for within town centre for Barooga will be undertaken by Transport for NSW.
- LTC3. Council note the a review of speed zone for within town centre for Tocumwal will be undertaken by Transport for NSW.
- LTC4. Council note the review of shared road accessing Town Beach, Tocumwal. Awaiting traffic data. Signage audit complete and assessed as appropriate. Traffic calming measures may undermine stability of road during flood events.
- LTC5. Council note concept design plan under review for pedestrian crossing assessment of Deniliquin Street, Tocumwal.
- LTC6. Council note the review of speed zone for Murray Street, Tocumwal will be undertaken by Transport for NSW.
- LTC7. Council note review of signage and line marking of Tuppal Road, Tocumwal.
- LTC8. Council note that speed management of laneways falls under urban default requirements, Council has responsibility. Transport for NSW advised laneways fall outside of speed zones for TfNSW.
- LTC9. Council note Transport for NSW does not support the location of the proposed signage.



- LTC10.** Council approve the application made by the Berrigan Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Thursday 25 April, 2024 and the temporary road closure of Chanter Street, Berrigan between the hours of 8.30am and 10.30am.
- LTC11.** Council approve the application made by the Finley Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Thursday 25 April, 2024 and the temporary road closure of Murray Street, Finley between the hours of 10.30am and 12.30pm.
- LTC12.** Council approve the application made by the Tocumwal Sub-Branch of the Returned Services League to hold their annual parade on ANZAC Day, Thursday 25 April, 2024 and the temporary road closure of Deniliquin Street, Tocumwal between the hours of 10.30am and 12.30pm
-

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 22 February 2024 are attached as "Appendix 1".

Other items discussed in general business to note:

- Buses – Pick Up / Drop Points – this matter has been dealt with by directly with Bus companies through Transport for NSW Transport Partnership team.
- Truck Route Signs – signs have been installed
- Request for bus stop on Riverina Highway, Berrigan. Request and information to be forwarded directly to Transport for NSW.
- Newell Highway sign removal – email photos / locations of signs to Transport for NSW.



- Berrigan Public School – school zone on Denison Street. Transport for NSW to email details of request.



8.6 Internal Audit Charter

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:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council 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. Internal Audit Charter - 20.03.2024 (under separate cover) 2. Office of Local Government Model Internal Audit Charter (under separate cover)

Recommendation

That Council,

1. having considered the Model Internal Audit Charter provided by the Office of Local Government and noting the recommendation from its Audit Risk and Improvement Committee adopt the Internal Audit Charter attached as Appendix 1 to this report.
2. include an amount of \$60,000 annually in its draft operating budget for the 2024/25 financial year and beyond to fund an internal audit function.

Purpose

This report puts forward an Internal Audit Charter (the Charter) for adoption by Council. The Charter has been reviewed by the Audit Risk and Improvement Committee (ARIC) and recommended for adoption.

Summary

ARIC have reviewed and recommended a proposed Internal Audit Charter and referred it to Council for adoption.

Council is required to have an internal audit function in place, along with a Charter, by 1 July 2024.

The proposed Charter has considered the model Internal Audit Charter supplied by the Office of Local Government. The proposed Charter recommended by ARIC is a much more user-friendly document and recognises Council's needs and available resources.



Background

From 1 July 2024, Council must adopt an Internal Audit Charter setting out how the Council will exercise its internal audit functions.

Attached as Appendix 1 to this report is a proposed Charter. The charter was prepared by Council staff in partnership with the ARIC chair and was endorsed and recommended for adoption at the ARIC meeting held 27 February 2024.

The proposed Charter is significantly different than the model Charter approved by the Office of Local Government. It is much shorter, written in plain language and better reflects the Council's specific needs and resources.

Council is obliged to consider the model Charter before adopting its own Charter. The model Charter is attached as Appendix 2.

Council must review the Charter once each Council term.

The model for internal audit in the proposed charter is to contract the function to a third-party provider or a panel of providers.

Once adopted Council staff would start the process of procuring an internal audit contractor or contractors. The function would come into effect from 1 July 2024 however planning and prioritisation would start immediately from adoption.

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

The internal audit function assists Council to deliver the following Delivery Program strategic objective.

2.1.3. Council operations and financial management support ethical, transparent and accountable corporate governance

Issues and Implications

Policy

NIL

Financial

While not included in the Charter specifically, Council has an obligation to ensure the internal audit function is sufficiently resourced to undertake its tasks.

Since its election in 2021, Council has been funding reviews that are in effect internal audits. These could be consolidated into an internal audit budget.

This could be in the range of \$60,000 per annum.

Legal / Statutory

Amendments to the Local Government (General) Regulation 2021 relating to the Internal Audit function will come into effect from 1 July 2024.

Relevant clauses from the amendments to the Regulation are below:

2160 Internal audit charter—the Act, Sch 6, cl 8A



(1) A council must adopt an internal audit charter setting out how the council will exercise its internal audit functions.

(2) The adoption must occur by resolution of the council.

(3) The council must consider a model internal audit charter approved by the Departmental Chief Executive before adopting an internal audit charter.

(4) An internal audit charter must be consistent with the Act and this regulation.

(5) The council must exercise its internal audit functions in accordance with the adopted internal audit charter.

216Q Persons exercising internal audit functions—the Act, Sch 6, cl 8A

The general manager of a council must ensure a person exercising internal audit functions in relation to the council

(a) has the resources necessary to properly exercise the functions, and

(b) is readily able to access—

(i) staff, information and records of the council necessary to properly exercise the functions, and

(ii) the Audit, Risk and Improvement Committee for the council

Human Resources / Industrial Relations (If applicable)

The Chief Executive Officer will delegate to me the Internal Audit Coordinator role as per clause 216P of the Regulation once the amendments come into effect on 1 July 2024.

Risks

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

1. Legal/Governance

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

Council breaching its legal obligation by choosing not to implement an internal audit function would almost certainly trigger action from the Office of Local Government to obtain compliance.

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

Again, Council choosing not to implement an internal audit function and be in breach of its legal obligations would impact the reputation of Council. The impact would be more severe if a significant incident arose which internal audit may have been able to detect or prevent.

Options

1. Adopt the recommended Internal Audit Charter attached to this report (recommended)
2. Refer the Internal Audit Charter back to ARIC with recommendations for amendment or inclusion.
3. Not adopt an Internal Audit Charter and not introduce an internal audit function.

Conclusions

Council is required to have an internal audit function, including a Charter, in place by 1 July 2024. Adopting this Charter allows Council staff to develop this function in time to meet this date.

The proposed charter is an improvement on the model Charter and could be adopted.



8.7 Finley Pony Club - request for financial assistance

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.2. Support community engagements through life-long learning, culture and recreation
Delivery Program:	3.2.1. Provide opportunities for life-long learning, culture expression and recreation
Council's Role:	Part Funder: The Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it.
Appendices:	1. Finley Pony Club - Request for Assistance

Recommendation

That Council:

1. confirm Resolution OCM 03/2024 to provide a contribution of \$500 to Finley Pony Club towards the Pony Club Victoria State Horse Trial Championship to be held in Finley in May 2024.
2. Inform Finley Pony Club of Council's decision.

Purpose

This report puts forward a funding request from Finley Pony Club for financial assistance from Council to upgrade their cross-country course for the upcoming Pony Club Victoria State Horse Trial Championship.

Summary

Finley Pony Club are seeking \$8,152.08 in financial assistance from Council for materials to bring their cross-country course to a compliant standard.

Finley Pony Club is a private, not-for-profit, organisation and the cross-country course is on private land. As such, any contribution would require public notice for 28 days as per s356 of the *Local Government Act 1993*. The timing of the notice period and the required works would also require an extraordinary meeting in April to consider the request.

Council has already resolved to make a \$500 contribution to the event under its event funding program. This is an appropriate level of support from Council.



Background

Finley Pony Club wrote to Council in December 2023 seeking unspecified financial assistance to host the Pony Club Victoria State Horse Trial Championship at Finley in May 2024

This request was presented to the ordinary meeting of Council held on 6 January 2024 where the Council resolved the following:

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.**

CARREID

Through my oversight, Council staff did not respond to Finley Pony Club in a timely matter to inform them of Council's decision.

Once the club was informed of the decision, they sent through a revised request (attached as Appendix 1 to this report) specifying the assistance the club is seeking.

The club is seeking financial assistance to purchase materials to bring their cross-country course to a compliant standard. The quoted cost of the materials is \$8,152.08 including GST.

In support of this request, the club note that the event will attract 150 to 200 riders to Finley for the event along with officials and family members. Once complete, the course will be the only compliant cross-country course within the Northern Zone – an area stretching from Cobram to Mildura and Hay to Rochester. This should make the venue more attractive for other events and for training.

Council should note the funding request comes from Finley Pony Club – a private, not-for-profit club and not the Finley Showgrounds and Sporting Complex Committee of Management. Further, the funds will be used to construct facilities on privately-owned land – not land under Council's control.

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

Council's Delivery Program includes the following item:

3.2.1. Provide opportunities for life-long learning, culture expression and recreation

Issues and Implications

Policy

Council's Community Assistance Policy does not allow for financial assistance in this case. That said, the Council can resolve to provide support outside the policy.



Financial

The Council retains a small “Community Works” allocation in its budget for one-off grants such as these. This allocation has already been exhausted in 2023/24 and Council will need to allocate additional funds from its unrestricted cash to fund this amount.

Legal / Statutory

Section 356 of the *Local Government Act 1993* (the Act) allows the Council to grant financial assistance via resolution.

There is a process that must be followed if financial assistance will lead to “private gain” as per s356(2) of the Act. In this case, the financial support will be provided to a private organisation for works to be conducted on private land. **The Council must therefore provide 28 days’ public notice** of the Council’s proposal to pass a resolution to provide the assistance.

There is a limited exemption for this requirement set out in s356(3) of the Act, which is not met in this case.

There is exactly 28 days between this meeting and the ordinary meeting scheduled for 17 April 2024. If the Council wanted to provide funding before the event in May, it would need to resolve to hold an extraordinary meeting at some stage after 28 days’ notice – most likely Wednesday, 24 April 2024.

Community Engagement / Communication

Any financial assistance that will lead to “private gain” as per s356(2) of the Local Government Act will require community consultation as discussed above.

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

A contribution of \$8,000 is low risk for the Council.



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

Council is under no obligation to contribute. There is a risk of reputational damage if the Council chooses not to contribute and the event does not proceed. Equally there is a risk if Council do contribute the event as the works would be on private land.

3. Governance/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 can be sanctioned if it does not meet its legal obligations when funding third parties.

Options

1. Council can confirm its decision to provide \$500 to assist with the costs of holding the event. (recommended). Event funding is included in Council's operational plan and is available to wide group of applicants and thus can be funded without providing notice.
2. Council can give notice of its intent to provide the requested assistance. In that case, Council could make the following resolution:

That the Council:

1. *provide notice as per Section 356(2) of the Local Government Act 1993 that it intends to resolve to contribute \$8,152.08 to Finley Pony Club for the upgrading of their cross-country event course. This funding is subject to*
 - a. *recognition of Council's support of the event on the day and via social media and*
 - b. *a report to Council detailing how the funds were spent.*
2. *Hold an extraordinary meeting of Council on Wednesday, 24 April 2024 to consider the proposed resolution and any submissions received in relation to the public notice.*



Conclusions

A contribution of \$500 as previously resolved is in line with Council's support of other community sports events.

Council can choose to provide funding for Finley Pony Club for their equipment on their land. This will require notice under the Act.



Finley and District Horse and Pony Club Inc.

P.O. Box 83

Finley N.S.W 2713



Ms Julia Cornwell McKean

Mayor

Berrigan Shire Council

56 Hunter St

BERRIGAN NSW 2712

Dear Julia

I am writing to you on behalf of Finley Pony Club. We are excited to announce that Finley Pony Club ground and Pony Club has been selected to host the Pony Club Victoria State Horse Trial Championship which is being run by Northern Zone Pony Club on the 11 and 12 May 2024.

Pony Club Victoria is a large organisation consisting of 10 zones with many small pony clubs within each zone. It is an honour for our town of Finley to be selected for this event. We expect to have between 150 to 200 riders aged from 10 to 25 compete at this event with their family members to support them. As well as judges and officials who will all be staying in Finley over the weekend. This event brings together a large contingent of like minded enthusiastic Pony Club equestrian people from all across Victoria and Southern NSW. We believe this event will create a good deal of excitement within the Finley community but will also have a significant positive effect on the town's economy.

Riders compete in 3 different phases over 2 days (Dressage, Show Jumping and Cross Country) the winners being the individual and teams with the least penalties against them. To be able to compete at this event riders and their horse are expected to compete and qualify at 3 other events in the last 12 months. As this is a Team event at Zone level it also brings 4 riders from each zone to compete together most of the time these riders have come from different clubs so this fosters many long lasting friendships.

We have been working very hard over the last 5 months to bring our grounds up to the standard expected for this type of event. Many of the local community groups of Finley are very excited about this Competition coming to Finley and have been assisting us in preparation ie Finley Lions and Finley Sporting Complex.

As part of this competition we have to upgrade the Finley Pony Club Cross Country Course to a State Equestrian Horse Trial Course under the Pony Club Victoria Rules. These rules have changed considerably since our course was built originally and although we have done ongoing maintenance



there was considerable jump changes due to the new rules brought out 12 months ago after 2 young riders were badly injured doing cross country. Our course is currently being remodeled but we have to rebuild 5 different courses at different heights, most of them with 20 jumps per course. Currently we have 30 replacement jumps to build and we have an amazing group of volunteers working on this project. Once finished our Finley Course will become the only Pony Club Victoria State Level Cross Country Course within the Northern Zone Pony Club. Northern Zone Pony Club goes from Cobram to Mildura as far south as Rochester and as far north as Hay. It is a large area and until last year had several cross country courses that were up to standard, but due to the floods in 2022 and early 2023 our zone lost 5 cross country courses to flooding on their grounds. This is one of the reasons Finley Pony Club ground has been selected because our course does not flood.

The ongoing benefits to Finley and the Finley Pony Club of having a State Level Cross Country Course are huge as it means that riders will travel regularly to our club to train both privately and to do clinics. It also means that our grounds can be hired out more often to run Horse Trial Events on a smaller scale during the year at a benefit to both the club and town.

Our volunteers have been networking and sourcing power poles, fence posts and fallen trees to use to build jumps out and are progressing well. But due to the number of jumps we need to purchase some extra treated pine boards and metal screws, spikes to secure jumps together, and legally attach them to the ground so as they meet the new standards.

This is not a huge cost per jump but over the whole course it is adding up we have allocated savings to do this job but unfortunately there is more materials needed than we have money for. We are working on outside sponsorship and grants as well but could really use a hand very quickly as we have people ready to go to build this asset for the Club.

We would really appreciate it if the Berrigan Shire see yourselves able to provide us with funding/support to finish building this course. In the end the club will end up owning 110 cross country jumps designed and approved by our Course Builder who is a registered course builder for Equestrian Australia.

To show our appreciation we are happy to provide the shire with the naming rights and advertising on several of our jumps as well as putting an article in the Southern River News and the Country News about how wonderful Berrigan Shire.

We look forward to hearing from you in regard to this matter as soon as possible.

Regards

Andrew Hoskin
President
Finley Pony Club



WB HUNTER PTY LTD

P O Box 96
20-28 Florence Street
SHEPPARTON 3630

Email: araccounts@wbhunter.com.au

Phone: 03 5833 3999

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Website: www.wbhunter.com.au



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Page: 1

Revision:

CASH SALE

CASH

Deliver To

FINLEY PONY CLUB

QUOTE

0-72230



Phone:

Fax:

Order No:

Revision: 0

Expiry Date: 5/03/2024

Processed: 5/03/2024

Code	Description	Qty	Unit	Price	GST	Discount	Amount
TPS205024	Tan E Wet Sleeper 200 X 50 X 2.4 Long	57.00	EA	\$23.59	\$122.24		\$1,344.63
TPS207524	Tan E Wet Sleeper 200 X 75 X 2.4 Long	8.00	EA	\$32.35	\$23.53		\$258.80
TPS205030	Tan E Wet Sleeper 200 X 50 X 3.0 Long	26.00	EA	\$29.25	\$69.14		\$760.50
TPS207530	Tan E Wet Sleeper 200 X 75 X 3.0 Long	6.00	EA	\$43.80	\$23.89		\$262.80
TP07035	Treated Pine H3 70 x 35mm. MGP10 23/6.00	138.00	LM	\$4.74	\$59.47		\$654.12
TP14045	Treated Pine H3 140 x 45mm MGP10 50/6.00	300.00	LM	\$13.41	\$365.73		\$4,023.00
TP09045	Treated Pine H3 90 x 45mm MGP10 18/6.00	108.00	LM	\$7.85	\$77.11		\$848.23

Operator: Geoff Baker

Sales Person: Geoff Baker

** Quote Only - Pricing valid for 14 days from date of quote unless stated above - subject to availability of product **

Comments:

Total: \$8,152.08

INC GST \$741.10



8.8 Debt Management and Hardship Policy

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:	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) Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Debt Management and Hardship Policy 20.03.2024

Recommendation

That Council

1. revoke its:
 - (a) Debt Management and Hardship Policy adopted 17 April 2019 and
 - (b) Commercial Credit Policy adopted 19 February 2014
2. adopt the Debt Management and Hardship Policy attached to this report.

Purpose

This report proposes the Council adopt a revised Debt Management and Hardship Policy

Summary

Council is asked to adopt a new Debt Management and Hardship Policy. The proposed policy has been streamlined by removing much of the procedural matters, which will be determined under delegation by the Chief Executive Officer.

The proposed policy also includes relevant content from the Commercial Credit Policy, which is proposed for revocation.

Background

Attached as Appendix 1 to this report is a revised Debt Management and Hardship Policy.

The proposed policy amalgamates the following existing policies.



- [Debt Management and Hardship Policy](#) last reviewed in 2019, and
- [Commercial Credit Policy](#) last reviewed in 2014.

The policy is based on the [Debt Management and Hardship Guidelines](#) released by the Office of Local Government in 2018. The Guidelines were issued under [section 23A of the Local Government Act 1993](#) requiring all Councils in NSW to take them into account when developing and implementing debt management and hardship policies and procedures.

As part of this review, most of the procedural content of the existing Debt Management and Hardship Policy – i.e., the timeframes for collection etc. – have been removed and will be included in an associated administrative procedure.

The relevant portions of the Commercial Credit Policy have then been included in this policy to create a single policy covering Council's debtor management function.

The Council's existing debt management process has been very efficient with debt collection rates among the best in NSW while maintaining procedural fairness and demonstrating compassion and empathy where required. The proposed policy has been designed to continue this approach.

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

The policy has been developed to assist Council with the following Delivery Program objective:

2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance

Council's Financial Strategy 2021 includes the following action:

3.2 Continue to actively recover outstanding rates debt as identified in the Council's Revenue Policy.

Issues and Implications

Policy

The proposed policy will replace the existing Debt Management and Hardship Policy.

Other related policies include:

- Governance Policy
- Revenue Policy
- Contributory Footpath and Kerb and Gutter Schemes Policy

Financial

Prompt and efficient collection of debt is an important contributor to Council's overall financial stability.

Legal / Statutory

Council is obliged to consider the Debt Management Guidelines issued by the Office of Local Government in 2018. One of the aims of these guidelines was to reduce Councils using legal proceedings to collect outstanding rates as much as possible.



Community Engagement / Communication

Debt management requires constant engagement with outstanding debtors.

Human Resources / Industrial Relations (If applicable)

Council uses a debt management contractor to assist with collection. A contractor is only used after initial contact from staff has not generated a result.

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

Prompt collection of outstanding debt is an important part of Council's financial sustainability.

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

Poor debt collection processes create a risk of reputational risk.

3. Governance

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



The policy provides Council staff with a framework to comply with Council's legislative and regulatory requirements.

Options

1. Council can adopt the revised policy attached (**recommended**)
2. Council can adopt an amended policy.
3. Council can choose not to adopt a policy and refer to the Chief Executive Officer for reconsideration.

Conclusions

The proposed Debt Management and Hardship Policy meets Council's legal obligations and provides a solid framework for an efficient, yet compassionate approach to debt collection. I recommend Council adopt the policy.



Policy

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DEBT MANAGEMENT AND HARDSHIP

Strategic Outcome:	Sustainable natural and built landscapes	
Policy type	Statutory	
Date of Adoption:	20 March 2024	Minute Number:
Date for Review:	15 March 2028	
Responsible Officer:	Director Corporate Services	
Document Control:	Replaces the Debt Management and Hardship Policy adopted on 17 April 2019 and the Commercial Credit Policy adopted 19 February 2014	
Delivery Program Link:	2.2.2.3 Coordinate Council Investments, financial management, financial operations and processing.	

1. POLICY STATEMENT

To deliver its services, Council needs to collect funds owing to it in an efficient and effective manner. This includes prudent credit management and a fair and consistent debt collection process.

While all in the community are expected to pay their fair share, Council recognises some ratepayers and debtors suffer genuine financial hardship and will require assistance at times.

2. PURPOSE

This policy provides guidance and direction for Council officials when:

- providing credit to debtors,
- collecting outstanding debt, including rate and charges and
- making arrangements for debtors in genuine financial hardship.

The policy aims to ensure Council provides equitable treatment for all members of the community and maintains legislative compliance.

3. SCOPE

This policy applies to all debts and claims owed to Berrigan Shire Council.



Policy

4. OBJECTIVE

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

2.2.2.3 Coordinate Council Investments, financial management, financial operations and processing.

5. DEFINITIONS

Commercial credit: Credit extended by Council to a person in which the money, property, or service, which is the subject of the transaction, is primarily for business purposes.

Rates and charges: Those charges levied annually on a property, including General Rates (based on unimproved value of land), Water Access, Sewer Access, Pedestal (if applicable), On Site Sewer Maintenance (if applicable), Waste Services and Stormwater Management Service.

Rate instalment: The portion of the annual rates and charges due and payable on a quarterly basis, at the end of August, November, February and May respectively.

6. POLICY IMPLEMENTATION

6.1 Principles

When considering all debt management and hardship matters under this policy, Council will:

- treat all people fairly and consistently,
- consider all matters with complete confidentiality and
- treat people with respect and compassion in considering their circumstances.

6.2 Commercial credit

The Council has no obligation to offer credit to its customers or clients. The provision of credit is a privilege and not a right.

As a general rule, the Council will not offer credit to customers/clients of its services and facilities. Payment should be made either in advance or at the point of sale.

However, there are some limited circumstances where the Council will provide credit facilities.

6.2.1 When credit may be offered

Council may offer credit in circumstances where:



Policy

- requiring cash in advance is impractical for the Council or the customer,
- business operations for the Council are streamlined and/or
- excessive cash-handling at remote sites, or by employees working alone, can be avoided.

6.2.2 Application and approval

Commercial credit will only be offered after application. Approval may only be granted by the Chief Executive Officer or their delegate.

Council will develop procedures to manage the application and approval process and to determine what credit terms are offered.

Council can withdraw commercial credit at its absolute discretion.

6.2.3 Exemptions

The following charges and/or services are exempt from this policy. Credit and/or access to these services may still be restricted based on other Council policies and procedures.

- Ordinary rates
- Utility charges (Water access, Sewer, Domestic Waste Management, Garbage Collection, Stormwater)
- Water consumption charges
- Contributions for infrastructure per s217 of the *Roads Act 1993* ("Half-cost" schemes)
- Burial charges
- Expenses for uniforms, private use of vehicles, travel incidentals etc. charged to staff
- Developer charges
- Services provided to volunteer committees of the Council

6.3 **Collection**

All debt recovery action is carried out in line with provisions of the *Local Government Act 1993* and Office of Local Government Debt Management Guidelines 2018.

Council will develop debt recovery procedures consistent with these documents.

6.3.1 Rates and charges

Council understands some ratepayers and debtors, for a variety of reasons, may fall behind in payment of their Rate Instalments.

In these circumstances, Council prefers to make arrangements with ratepayers by either arrangement between:



Policy

- Council and the ratepayer to have outstanding balances paid up to date as soon as practicable, or
- a debt recovery specialist and the ratepayer to have outstanding balances paid up to date as soon as practicable.

6.3.2 Other debts

Debts other than rates and charges, will be payable to the Council from time to time. This may include payments to the Council in its regulatory role as well as payments to the Council for services provided on commercial terms.

Debt of this nature may be written off by Council staff in line with delegated authority if it is not commercially viable to collect.

Debts incurred for contributions to road, footpath and kerb and gutter works as per the *Roads Act 1993* – i.e., Half-cost schemes – will be managed in line with the Council's adopted Contributory Footpath and Kerb and Gutter Schemes Policy

6.3.3 Arrangements

At any stage in the debt collection process, the Council actively encourage ratepayers with outstanding balances to enter into payment arrangements.

On entering a payment agreement, Council and the ratepayer will agree a fair and reasonable amount which will pay outstanding monies owed in a timely manner.

Each arrangement will be individually tailored making allowances for ongoing living expenses and the ratepayer's personal circumstances.

Arrangements are contingent on the ratepayer communicating with Council and acting in good faith to meet the terms of the arrangement. If the Council does not consider the terms of the arrangement are being followed, the arrangement will be terminated, and the standard debt recovery process will continue.

6.3.4 Hardship

There are two types of financial hardship: ongoing and temporary. Depending on the type of hardship being experienced, individuals will have different needs which will require an amount of flexibility to reach a solution.

Consideration will be given cases of hardship only on the following grounds:

1. death/terminal illness,
2. temporary illness / serious accidents,



Policy

3. financial hardship,
4. unemployment,
5. natural disasters, and/or
6. valuation changes.

Ratepayers seeking assistance for financial hardship must formally apply with sufficient financial information to allow the Council to determine the application on merit.

Council will develop a set of procedures to assess and manage applications for hardship. These procedures will be made publicly available.

6.3.5 Reporting

The Chief Executive Officer or delegate will maintain a register of all hardship applications received by Council, including their outcome.

The Chief Executive Officer or delegate will report to Council quarterly on hardship application, including any shortfall in Council income resulting from any agreements.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Local Government (General) Regulation 2021*
- Office of Local Government – Debt Management Guidelines 2018

7.2 Council policies and guidelines

- Code of Conduct
- Berrigan Shire Council Financial Strategy (2021)
- Berrigan Shire Council Privacy Management Plan
- Governance Policy
- Revenue Policy
- Contributory Footpath and Kerb and Gutter Schemes Policy

8. RECORDS MANAGEMENT

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



Policy

9. REVIEW AND EVALUATION

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

10. DOCUMENT AVAILABILITY

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

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

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

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

Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

Ph: 03 5888 5100

Email: mail@berriganshire.nsw.gov.au

11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	17/04/2019	New Policy document	Director Corporate Services
2.0	20/03/2024	Incorporation of Commercial Credit, removal of procedural detail	Director Corporate Services

APPENDICES



8.9 Berrigan Water Tower - Mural Request

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	<ol style="list-style-type: none">1. Sustainable natural and built landscapes4. Diverse and resilient business3. Supported and engaged communities
Strategic Objective:	<ol style="list-style-type: none">1.1. Support sustainable use of our natural resources and built landscapes4.1. Strengthen and diversify the local economy and invest in local job creation and innovation3.2. Support community engagements through life-long learning, culture and recreation
Delivery Program:	<ol style="list-style-type: none">1.1.3. Enhance the visual amenity, heritage and liveability of our communities4.1.2. Support local enterprise through local economic and industry development initiatives and projects3.2.1. Provide opportunities for life-long learning, culture expression and recreation
Council's Role:	<p>Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council</p> <p>Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs</p>
Appendices:	<ol style="list-style-type: none">1. Request for Council to Consider Mural - Berrigan Water Tower

Recommendation

That Council:

1. note the intention of Berrigan Conservation Group and Tidy Towns Committee of Management (the Committee) to install a mural on the water tower at 12 Cobram St, Berrigan
2. as landowner, provide approval in principle for this project with final approval subject to an agreed Memorandum of Understanding between the Committee and Council setting out responsibilities for funding, project management and ongoing maintenance of the mural.

Purpose

The purpose of this report is to consider a community request for a mural to be installed on the Berrigan water tower, located on the corner of Cobram Road and Davis Streets.



Summary

Berrigan Conservation Group and Tidy Towns Committee of Management wish to install a large scale mural on the raw water tower at 12 Cobram St, Berrigan.

The tower is a Council asset and on Council land, so the Council has a role to **approve** the works as the owner

The Council is also the relevant planning authority to provide development **consent**.

Council is asked to give the Committee in-principal approval to proceed with the mural, subject to development of an agreed Memorandum of Understanding setting out the responsibilities of both parties. This will allow a development application to be lodged – with the landowner consenting.

A formal decision to proceed can be made when more information about the content and the cost is available.

Background

Berrigan Conservation Group and Tidy Towns Committee of Management (the Committee) are a volunteer committee of Council established under the provisions of s355 of the *Local Government Act 1993*.

The Committee have a broad delegation, including care, control and management of the Tank Paddock, the Police Paddock and the old Recreation Reserve as well as representing the Berrigan



community in the Keep Australia Beautiful Tidy Towns awards. The Committee also operate the Berrigan Community Garden on Barooga St, next to the pool.

Council staff were first approached by a Committee representative about installing a mural on the Berrigan raw water tower in February. Council staff informed the Committee what would be required to obtain development consent.

There were two main issues to address before a development application could be lodged. Firstly, the Committee has no legal status in its own right and cannot lodge a development application. To address this, the chair of the Committee will act as the applicant on behalf of the Committee.

The second matter was that the consent of the owner of the site is required before a development application may be lodged. The applicant was asked to formally write to Council to ask for its permission to lodge the application. On behalf of Council, I have given that permission.

It is important to note at this stage Council has only given permission to lodge an application.

It has not:

1. given approval for the works to proceed as the owner of the land, nor
2. granted development consent under the *Environmental Planning and Assessment Act 1979*

The **approval** process as landowner and **consent** process as regulator are separate processes. My role is to manage Council's position as landowner. The Strategic Planning and Development directorate will manage the consent process in line with their delegation and are working with the applicant on this already.

Rationale

The Committee have several aims with this project.

Firstly, they wish to include the work on the Silo Art trail network. The Committee believe the work would be a tourist attraction and bring visitors to the town. They believe the work will inspire the Berrigan Shire community to develop complementary large-scale murals to create a destination attraction.

Secondly, the water tower is utilitarian and not very attractive. The tower is prominently located adjacent to Apex Park and the main street. An attractive at work would enhance civic pride and pride of place.

Technical considerations

The water tower is the main reservoir for unfiltered (raw) water distributed to customers for outdoor use. Any works on or around the tower should not interfere with this prime purpose.

The water tower was constructed in the 1950s making it approximately 70 years old. The normal useful life of a reinforced concrete tower is 80-100 years. There is no sign of structural defect in the tower at this stage so it could be assumed the life of this tower is likely to be closer to 100 years.

I have not been able to find information on the useful life of a large scale "silo art" mural. One of the earliest silo art projects was at Brim in 2016. My understanding is that repair and repainting is now required.

The water tower weeps and will require sealing before a mural is applied.



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

Council's Delivery Program includes the following strategic outcomes.

- 1.1.3. Enhance the visual amenity, heritage and liveability of our communities
- 3.2.1. Provide opportunities for life-long learning, culture expression and recreation
- 4.1.2. Support local enterprise through local economic and industry development initiatives and projects

Issues and Implications

Policy

Council adopted a Public Art Policy in November 2023. The policy includes the following clause relating to planning.

To deliver the best outcome for the public from an aesthetic, functional and economic basis, public art should be considered (where appropriate) from the earliest planning stages of capital work projects. This allows for the design and function to influence the art and vice versa. Planning in this way also enables public art commissions to include diverse art forms, practices, and styles in response to each unique infrastructure project, site and context.

The policy also states the following on murals.

Murals and street art are important art forms in their own right, with a long history and the ability to respond to architecture, culture and social contexts. It is also recognised murals and street art treatments can be used as a graffiti management tool.

Where appropriate, murals will be used to improve open space amenity and streetscapes. Murals and/or street art projects should focus on addressing gaps, facilitating, and fostering opportunities for emerging artists, artists from diverse backgrounds and those with capacity to produce high quality murals.

Council recognises the ongoing interest in murals and street art from artists, community members and businesses and will endeavour to play a facilitating role to enable private commissions. Reference documents such as fact sheets will be produced to provide information and guidance in this space.

In terms of murals and street art (including but not limited to paste up, stencil and spray-art) Council's role is:

- *service provision (graffiti management projects) particularly in coordination with private property owners,*
- *facilitation - by providing information and guidance and commissioning.*

Financial

Anecdotal evidence suggests painting the water tower will cost somewhere between \$100,000 to \$250,000. The Committee have not identified a funding source at this stage other than it is likely to be a combination of grants and community fundraising.



The Committee and Council will need to come to an agreement on ongoing maintenance, if any, and eventual replacement/renewal in time.

While the water tower is an asset owned by the water fund, the water fund would not legally be allowed to fund these works.

Legal / Statutory

NIL

Community Engagement / Communication

There will need to be community consultation at some stage. This could be in conjunction with the notification required as part of the development application.

Human Resources / Industrial Relations (If applicable)

NIL

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

Poor management or oversight of the project may see Council required to fund overruns. Council needs to be involved throughout the planning and delivery process.

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

This is a highly visible public art project which will have intense public interest. Any decision by Council not to proceed will also create public interest and discussion.



Options

1. Council can provide in-principal support for the project subject to entering into a Memorandum of Understanding with the committee.
2. Council can choose to not permit a mural on the water tower.

Conclusions

At this stage, there is little risk in Council providing in-principal approval for the Committee to proceed. There is still much work to be done before the Council can give final approval to proceed.



Equity Park

Berrigan

THE GENERAL MANAGER

BSC

Karina Ewer

30/1/2024

Dear Karina

I am writing to Council as chairman of Berrigan Conservation Group & Tidy Town Committee in regard to an exciting proposed project for our town.

The project is to paint the BSC owned Water Tower in Cobram Street with a mural .This is a very drab piece of infrastructure in the centre of town

We are seeking permission and help from BSC ,we believe this project will bring visitors to Berrigan and put us on the Silo/Water Tower ART TRAIL, which is a very popular tourist route

Thankyou for considering this project which was first brought to Councils attention in 2018 in our submission to 4 year delivery plan

Yours sincerely

Mark Ryan



8.10 Performance and Suspension Orders Procedural Framework

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:	Service Provider: The full cost (apart from fees for cost recover, grants etc) of a service or activity is met by Council
Appendices:	1. Performance and Suspension Orders Procedural Framework (under separate cover)

This report is for information only.

Report

The Office of Local Government (OLG) has published a revised framework for issuing performance and suspension orders (**Appendix 1**). The revised framework has been updated so it is consistent with current statutory requirements.

The framework provides information for councils on the process followed when performance improvement orders and / or suspension orders are being considered or issued. The information provided includes details in relation to the appointment of temporary advisors, financial controllers and interim administrators.

The revised framework and information sheets for councils and members of the public are available on [OLG's website](#).

Councils remain responsible for their own performance. The Minister for Local Government and OLG continue to encourage and support councils to voluntarily take actions to improve. Performance improvement, compliance and suspension orders may be used to ensure councils and individual councillors take the actions required to address any performance issues.

Decisions on what action(s) should be taken will be based on the nature and seriousness of the performance issue and the response of the council.



8.11 Statement of Support

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. Statement of Support

Recommendation

That Council adopt the Statement of Support and allow the CEO to publish it both on Council's website and social media accounts.

Report

The decision to move to the three-bin system is not a decision of Council in essence. The NSW Government has mandated that all Local Government Areas will have to roll out the system no later than 1 July 2025. For this Council, an opportunity to go to group tender came up which has allowed us to bring in the new system early and with considerable financial support. Going later or on our own would have cost the community significantly more than is the case in the current circumstance.

The NSW Government mandate is a direct result of the federal government's policy for Australia to reach Net Zero by 2050 – a promise that was made at the COP26 Global Climate Summit.

I believe councillors and staff have tried to find the best outcome for the community with the roll out of this service. That has not stopped what are cruel comments on social media, abuse both over the phone and in person of our staff, nor threats against councillors.

I would like to release the attached statement. I would be happy to release it in conjunction with the Mayor as that may have more bearing. I will take your advice on that matter. I believe something needs to be said. Once approved it will be appropriately branded before publication.

With the elections coming up, I also do not want the practice of trolling to be given a wider platform. Unfortunately, councillors and prospective councillors cannot advertise through Council media so we cannot manage the comments for you. This will mean those comments will need to be managed by you personally. I do have concerns to be honest. I think it a real deterrent for those thinking of running for Council when they see the way some in the community treat councillors and staff.



It is time to call out the disrespectful, inappropriate and cowardly commentary that has recently been directed towards our staff, Councillors, and our Mayor.

From time to time there are community issues that challenge us and not everyone will agree with the decisions made in these circumstances. There is however, absolutely no excuse for abuse.

People can feel extremely powerful when all that is in front of them is a keyboard and screen. What they have no knowledge of is the impact of their actions.

It is often said Local Government is the closest level of government to the people, so I admire anyone who puts up their hand to be a Councillor.

Councillors do their best to make good decisions on behalf of the entire community, not just a few residents or single community group. The balance can be incredibly difficult to manage, especially when it is between legislated obligations and the best outcomes for our community.

Our Councillors come from all walks of life and are generally united by a desire to make our community a better place. Taking on these roles should not mean they can become a target for unfair and often insensitive trolling online. Nor should it be that accepting a job at Council means you are suddenly subject to hateful comments and irrational behaviour.

There is a misconception held by some people that because Councillors are elected by the community they are 'fair game' and it is acceptable for them to be the subject of such attacks. This is absolutely not the case. No one in our community should have to put up with this.

Please remember that when your hurtful comments are responded to by "Berrigan Shire Council" that is a staff member. A person you probably engage with as a friend or family member in the community. Often they are responding out of working hours, particularly late at night, to ensure Council's engagement with the community is consistent and informed.

As we prepare to vote in this September's Local Government elections, it is also important to demonstrate that Berrigan Shire Council prioritises the wellbeing of Councillors and will support those who are willing to take on this essential leadership role.



Sometimes, difficult and unpopular decisions have to be made. Our Councillors take this part of their job extremely seriously and consider a range of information to support their decision making.

Once Council makes a decision, staff are then charged with the responsibility of implementing those decisions.

Our customer experience team take more than 50,000 phone calls each year. I am often astounded by the way some members of our community treat our staff. Whilst many conversations are polite and reach resolution quickly, some involve swearing and threats. It should be remembered our Councillors and our staff are also members of this community.

The Berrigan Shire Council is a transparent and accountable organisation. You are able to engage with us and share your opinions on any topic. You are welcome to attend our meetings and see how decisions are made. You are always welcome to be part of the decision making process.

Councillors and staff value the 'local' aspect of Local Government and the 'service' aspect of public service. Both are seen as a real opportunity to serve our community through the level of government that has the most effect on community outcomes.

I am asking people to keep personal attacks out of their correspondence with Councillors and staff.

Please think again before you press send or pick up the phone.



8.12 Correspondence Incoming and Outgoing February to March 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
Advocate: The Council may advocate to another government or other organisation for certain things to happen, this could range from a single event (such as writing to a Minister) through to an ongoing campaign
- Appendices:**
1. All Incoming Correspondence (under separate cover)
 2. All Outgoing Correspondence (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
12 February 2024	Public Accounts Committee	Karina Ewer	Email / Letter	19 February 2024
13 February 2024	Telstra	Karina Ewer	Email	13 February 2024*
14 February 2024	Mr Stuart Jacobs (Special Commission of Inquiry into Healthcare Funding)	Mayor Julia	Letter / Email	Meeting attended 7 March 2024



DATE	FROM	TO	TYPE	RESPONDED DATE
15 February 2024	JJ Cassar APM (new Region Commander for Police)	Cr Hannan	Letter / Email	N/A
15 February 2024	Joint Select Committee on Protecting Local Water Utilities from Privatisation	Mayor Julia and Karina Ewer	Email (requesting response to supplementary questions)	19 February 2024**
16 February 2024	Department of Planning, Housing and Infrastructure	Karina Ewer	Email (unsuccessful in funding for Development Contribution Plan)	N/A
20 February 2024	Renee Brooker	Mayor Julia	Email	N/A
20 February 2024	United Services Union	Karina Ewer	Letter via Email (funding of LG)	N/A
21 February 2024	Melanie Hill	Karina Ewer	Application form for Sister City Arrangement with Newcastle	N/A
29 February 2024	Mayor Julia	The Hon Kristy McBain MP	Thompson's Beach and Kennedy Park	Letter
11 March 2024	Frank Zaknich, CEO Albury City Council	Mayor Julia and Karina Ewer	Albury Wodonga Hospital – Mayoral Minute	N/A
12 March 2024	Catherine Major	Mayor Julia	Partnership Opportunity and Supporting Community Initiatives	12 March 2024

* Email note confirming I would be the contact for the time being.

** Provided in separate information report to Council to this meeting



OUTGOING

DATE	FROM	TO	REGARDS	TYPE
19 February 2024	Karina Ewer	Public Accounts Committee	RFS Assets Accounting Inquiry	Letter / Email
1 March 2024	Mayor Julia	The Hon Chris Minns MP	Cost Shifting and its effects on BSC	Letter / Email
1 March 2024	Mayor Julia	The Hon Ron Hoenig MP	Cost Shifting and its effects on BSC	Letter
1 March 2024	Mayor Julia	The Hon Daniel Moohkey MLC	Cost Shifting and its effects on BSC	Letter
3 March 2024	Karina Ewer	Jill Ludford CEO MLHD	Key Worker Housing	Letter
12 March 2024	Karina Ewer	Ms Major	Partnership Opportunity and Supporting Community Initiatives	Email

* Matt Hansen is preparing the supplementary response to the PAC inquiry into NSW Rural Fire Assets accounting.



8.13 CEO Annual Leave Request

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:	Nil

Recommendation

That Council approve the CEO's request for annual leave for the following dates:

- 22 to 26 April 2024 (noting 25 April is a public holiday) and
- 22 July to 5 August 2024.

During these periods of leave Deputy CEO, Matt Hansen will act into the position of CEO.

Report

I am requesting leave for the periods as follows:

- Monday 22 to Friday 26 April 2024, noting 25 April 2024 is the ANZAC Day public holiday and
- Monday 22 July to Monday 5 August 2024 inclusive.

I have not taken leave since early August 2023. Given the next election is in September, when I return from leave I will be focused on preparing for the election, with information sessions etc for the community. Post the election I will be working with the new Council to settle into delivery of the 2024-25 Operational Plan so do not believe I will be able to take any further leave for some time.

Matt Hansen is available during these times to act as CEO.



8.14 Cobram Barooga Business and Tourism Event proposal 2024 - 2025

Author:	Manager Economic Development & Tourism, Merran Socha
Strategic Outcome:	4. Diverse and resilient business
Strategic Objective:	4.2. Diversify and promote local tourism
Delivery Program:	4.2.1. Partner with regional Tourism Boards (Murray Regional Tourism Board or similar)
Council's Role:	Part Funder: The Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it.
Appendices:	1. Cobram Barooga Business and Tourism Event proposal 24/25 (under separate cover)

Recommendation

That Council will consider the financial contribution of \$30,000 in next financial year's budget of 2024/25 to the Cobram Barooga Business and Tourism Event Program.

Report

Cobram Barooga Business and Tourism Inc. (CBBT) have submitted a proposal to Council requesting a contribution of \$30,000 to their annual events program.

The Council has contributed to the program for the past 3 years, eliminating the need for each event to make separate application to the Council for funding. Moira Shire Council also contributes to the program acknowledging the cross-border benefit of the annual program.

The Berrigan Shire Council Strategy for the Visitor Economy 2022-2026 identifies, in its SWAT analysis, Sport Tourism as opportunity for the region and the ongoing success of the CBBT program is turning the "opportunity" into a "strength". The quality of sporting facilities in the Berrigan Shire was recognised in the audit of facilities that was undertaken by Sports Marketing Australia when they first visited the region on 2017.

Seven of the nine events in the CBBT 23/24 Program have already been held and the results have been very good from an attendance perspective with accommodation operators in Barooga and Tocumwal benefiting from events that are held outside the peak holiday seasons. This was especially obvious during the Victorian Universities Mixed Ultimate Games held in June with over 200 competitors plus accompanying officials. Spendmapp data indicates that the highest spend day in January 2024 occurred during the Murray River Festival of Golf and highest spend day in February 2024 occurred during the Beach Volleyball.



The total proposed hosting cost for the 2024/2025 is \$180,000 with a projected return on investment for the community of \$3,999,615. The direct and indirect spend is calculated using the Council's event impact model that is supplied as part of Economy id.

The financial contribution to CBBT needs to be considered in the overall financial budget for Council. Therefore it is suggested in the recommendation is that the amount will be included in the budget but subject to consideration and final adoption.



8.15 Finley Senior Citizens Hall - Plan of Management

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 3.1.3. Strengthen the inclusiveness and accessibility of our community
Council's Role:	Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs
Appendices:	1. Finley Senior Citizens Hall - Plan of Management (under separate cover)

Recommendation

That Council, noting that no submissions were received while on public exhibition, adopt the Finley Senior Citizens Hall Plan of Management attached as Appendix 1 to this report.

Report

At its ordinary meeting on 17 January 2024, Council resolved the following.

That the Council:

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

CARRIED

Council placed the draft plan on the "Have Your Say" page on the Council website and advertised the plan on Facebook (twice) and on the Bulletin Board page in the Southern Riverina News and Cobram Courier.

No submissions were received by the closing date of 6 March 2024. As such, the plan can be adopted.



8.16 Caravan Parks in Berrigan Shire - external review

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	4. Diverse and resilient business
Strategic Objective:	4.2. Diversify and promote local tourism 4.1. Strengthen and diversify the local economy and invest in local job creation and innovation
Delivery Program:	4.2.1. Partner with regional Tourism Boards (Murray Regional Tourism Board or similar) 4.1.2. Support local enterprise through local economic and industry development initiatives and projects
Council's Role:	Asset Owner: As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc) the Council has a responsibility for capital, operating and maintenance costs 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. Berrigan Shire - Caravan Park report - confidential (under separate cover)

Recommendation

That Council

1. receive and note the Overview of Berrigan Shire Caravan Parks and Campgrounds prepared by ODIN360 and attached to this report,
2. provide a publicly accessible version of this report to the operators of the caravan parks and campgrounds included in the report and
3. direct the Chief Executive Officer to investigate and report back on the following recommendations (Council direction is sought)
 - a.
 - b.

Report

This report formally presents to Council the external review of Berrigan Shire Council Caravan Park and Campgrounds prepared by ODIN360 for Council consideration.



Background

In August 2023, the Council resolved to commission an external review of its caravan parks and campgrounds. The Council also chose to include the Finley Caravan Park in the review even though it is not on Council-controlled land.

Council commissioned ODIN360 to undertake the review. ODIN360 are a specialist tourism and events consulting firm.

This report is a high-level overview and provides several recommendations and next steps from ODIN360 for Council to consider in its continuing oversight of the parks and how they can best support the local visitor economy and economic development of the region.

The report contains commercially sensitive information and as such is **confidential**.

Recommendations

The recommendations from the report are shown below. The direction of Council is sought as to which of these recommendations it would wish to consider for implementation. These can then be factored into its Operational Plan and budget for future years.

Development of masterplans is a key part of the proposal and would assist with the delivery of many of the other recommendations. Council considered developing masterplans for each site in 2023 and chose not to proceed based on the cost.

The report also makes the strong point that the caravan parks are Council assets and Council should be using these assets to further its strategic direction. This should be built into the management model chosen by Council.

Berrigan Shire

- The share of users in commercial caravan parks in the region is below comparative regions. Whilst part of this is due to the level of 'free camping', the opportunity and need to grow the quality of the BSC operated parks and broaden their appeal is paramount.
- The current BSC owned parks are largely focussed on the older 'grey nomad' traveller and short term workers. If families are a strategic target market, then the current council owned parks are not meeting the needs of that market. The parks need to be encouraged to support that strategy by further investment in relevant products including cabins. To support the parks in that investment, BSC will need to continue to develop more events and activities that appeal to families and encourage the shops and restaurants to open for longer hours. Such events are more conducive to tourists staying in the town rather than out of town in free camp sites.

Berrigan Caravan Park

- **Park Expansion & Longer Lease:** consideration should be given to extending the park footprint to include the vacant land behind the park (if possible) and at that time a new longer-term lease could be negotiated with the current lessee to encourage (require) further investment.
- **Masterplan:** develop a plan to maximise the potential new expanded area and identify the new capital improvements required.
- **Amenities Block Upgrade:** replace old and tired facility.



- **Cabins:** install new higher quality cabins to appeal to both tourists and short-term workers.
- **Online bookings:** the park should develop its website to enable online bookings.

Finley Lakeside Caravan Park

Whilst the park is strictly outside the control of BSC, it was included in this overview to identify any high-level opportunities. In ODIN360's view these include:

- **Modern Cabin Accommodation:** opportunity to provide higher quality cabin accommodation for both workers and travellers.
- **Enhanced Camp Kitchen:** replace the current older facility.
- **Reception and Entrance Upgrades:** consider new entrance signage and more modern office as first point of contact.
- **Direct booking website:** develop a park website with online booking capability.
- **Better Integration with proposed Finley Lake Masterplan:** develop a plan to better connect the park with the proposed lake upgrades detailed in the Finley Lake Masterplan.

Tocumwal Tourist Park

- **Leverage and Grow New Tourism Cabin Accommodation:** focus on both workers and tourism accommodation leveraging the new 2 BR villas.
- **Bore Water Approval:** clarify issues regarding bore permit.
- **Amenities and Camp Kitchen Block Upgrade:** consider upgrade to both amenities and camp kitchen facilities.
- Consider Developing **Longer Term Masterplan** to create a Flagship caravan park that includes 'best practice and on trend' once lease has expired or as a condition of any sale of the lease.

Tocumwal Town Beach Primitive Campground

- **Site Definition, Spacing between Sites, Bookings and Regulatory Compliance:** ensure regulatory compliance by creating defined sites, 6m spacing between sites and pre booking capability. It should be noted this work will commence soon with the installation of the grey water system due to be completed by the end of May 2024.
- **Day Parking and Beach Access for Locals:** provide an area for the local community to park and access town beach for their own use. It should be noted the new Foreshore Committee are committed to assisting Council to make the area under the trees in particularly for family friendly and attractive to locals and tourists alike.
- **Improved Amenities Block:** upgrade the current amenities block but only with cold showers, to maintain a difference from commercial caravan parks. We would need to assess whether this meets the requirements to remain a primitive camping site.
- **Determining the Value to the Community:** conduct research on the value of the Town Beach campground to the community both in economic and social terms.



Accommodation, Facilities and Marketing

- BSC to **review the current trends in caravan and holiday parks** detailed in this report and identify those which will have most appeal for the target markets and seek to work with current lessees on making investments in such infrastructure or experiences, or alternatively include masterplans and capital obligations in subsequent leases.
- Encourage the individual parks to **work more closely together** on developing their own products and points of difference (rather than most chasing the same market), supported by council potentially through a **cooperative marketing model** – e.g., BIG4 Holiday parks was created by 4 parks doing this in Ballarat in 1978

Management models

- BSC to **consider whether leasing is the right model** if it wishes to have more control over the parks, taking into account risk, return and capital requirements. If it is, then the future leases should ensure continued capital upgrade requirements based on a proposed master plan.
-



8.17 Tocumwal Ambulance - GIPA request

Author:	Chief Executive Officer, Karina Ewer
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:	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. GIPA E24 86 Notice of Decision (under separate cover)2. 1. Document - Service Planning Methodology Sep 2023 (under separate cover)3. 2. Document - Clinical Services Plan (under separate cover)4. 3. Document - NSW Service Planning for Tocumwal_Redacted (under separate cover)5. 4. Document - Briefing Note M23.5182_Redacted (under separate cover)6. 5. Document - Briefing Note M23.2098_Redacted (under separate cover)

This report is for information only.

Report

At its ordinary meeting held on 6 December 2023, Council resolved the following.

Resolved OCM 001/23

Moved: Cr Julia Cornwell McKean

Seconded: Cr Renee Paine

That Council direct the Chief Executive Officer:

to lodge with Ambulance NSW an informal Access to Information request under the Government Information (Public Access) Act 2009, seeking the following information:

- *2021 ambulance service reviews assessing Tocumwal's needs as described in correspondence of Minister Hazzard 'I am further advised that NSW Ambulance conducts annual or more frequent reviews of demand growth' Ref: M20/8707*
- *2022 ambulance service reviews assessing Tocumwal's needs as described in correspondence of Minister Hazzard 'I am further advised that NSW Ambulance conducts annual or more frequent reviews of demand growth' Ref: M20/8707*



- *2023 ambulance reviews assessing Tocumwal's needs as described in correspondence of Minister Hazzard 'I am further advised that NSW Ambulance conducts annual or more frequent reviews of demand growth' Ref: M20/8707*
- *September 2023 Service Planning review of regional NSW*
- *Briefing documents and analysis to support the correspondence from The Hon Ryan Park MP to Dr Julia Cornwell McKean Mayor, Berrigan Shire Council Ref: M23/5182*
- *Briefing documents and analysis to support the correspondence from The Hon Ryan Park MP to Matthew Hannon Mayor, Berrigan Shire Council Ref: M23/2098*

CARRIED

This GIPA request was submitted on 16 January 2024 and a response with the requested information was received on 29 February 2024.

The requested information, heavily redacted by Ambulance NSW, is attached as an appendix to this report.



8.18 Delivering the Basin Plan 2021 Draft Framework - Berrigan Shire Council Submission

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:	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. Draft Media Release - Water - RAMJO.pdf2. FINAL RAMJO Response to Restoring our Rivers Framework - 4 March 2024 (under separate cover)3. Restoring our Rivers_Delivering the Basin Plan 2021 Draft Framework Submission (under separate cover)

Recommendation

That Council receive and note this report.

Report

The Draft framework for delivering the 450GL of additional environmental water was release on 30 January 2024 with consultation opening on the same day.

Mayor Julia went to RAMJO with a proposed media release that was rejected by the RAMJO group as they did not feel it align with principles of RAMJOs water position paper. That draft media release is attached at **Appendix 1**.

After the February Board meeting, RAMJO prepared its own response to the draft framework. That response is included at **Appendix 2**.

Mayor Julia and I felt it important to provide a response from Berrigan Shire itself as our opinions are clearly divergent from those of RAMJO on this matter at this time. Berrigan Shire Council's submission to the consultation is included at **Appendix 3**.



Berrigan Shire Council
56 Chanter Street, Berrigan NSW 2712
P 03 5888 5100
www.berriganshire.nsw.gov.au

For immediate release

23 February 2024

RAMJO COUNCILS DEMAND OUR VOICE IS HEARD

All mayors representing the Riverina and Murray Joint Organisation (RAMJO) met in Albury today to discuss the *Water Amendment (Restoring Our Rivers) Act 2023* and the impacts it will have on communities across the Southern Riverina. The RAMJO Mayors have issued a powerful call to action, demanding the Minns Government follow the example set by the Victorian Government and walk away from the Murray Darling Basin Plan.

Mayors, echoing the sentiments of our regional communities, expressed the urgent need for a reconsideration of policies that impact the Riverina and Murray regions.

"We strongly believe that our voices have been ignored in the ongoing water reform debate. The sole focus of decisions relating to the water agenda has been on the pursuit of environmental water flows, with little consideration for the broader impact on our community and many others like ours," Mayor xxx, of xxx stated.

Highlighting a critical flaw in the environmental flow argument, Mayor xxx, of xxx said, "There is no science behind the environmental flow argument. There is no proof that water 'recovered' from the system ever reaches the mouth of the Murray, as the oversimplified mathematics do not account for transmission losses, nor climatic conditions."

Mayor xxx of xxx expressed deep concern about the lack of consideration for productivity and social objectives in the current water reform agenda. "The effect on productivity and social outcomes has been completely ignored in the current water reform pursuit. Our communities deserve policies that balance environmental concerns with the economic and social well-being of the people."

Addressing the shortcomings in the National Water Initiative, Mayor xxx of xxx stated, "There are no nationally compatible characteristics of secure water access entitlements, and there is no transparent, statutory-based water planning framework, as promised by the National Water Initiative."





Berrigan Shire Council
56 Chanter Street, Berrigan NSW 2712

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All Mayors criticised the disregard for the agreed-upon targets of the Murray Darling Basin Plan. "The Murray Darling Basin Plan, agreed to recover 2,750GL/y of water for the environment and an additional 450GL/y through efficiency measures, has been completely ignored. Buybacks have become the easiest and cheapest option for the Federal Government, regardless of the economic and social costs to rural and remote communities," stated Mayor xxx of xxx.

The potential consequences of the 450GL buyback scheme are debilitating for all Basin communities. Mayor xxx of xxx stated, "The reduction in the consumptive pool caused by the 450GL buyback scheme will increase the price of water, reduce local spending, employment, and public services and increase the price of food, adding to cost-of-living pressures across the nation."

"The onus must be on the Federal and State Governments to ensure there are no negative impacts caused by the single-minded pursuit of the buyback scheme. Our communities demand a fair and balanced approach to water management that considers the well-being of all Australians, not just of those in Sydney," said Mayor xxx of xxx.

RAMJO representatives will be in Sydney on 14 March 2024 during the sitting dates of parliament, demanding an audience with the Premier and the Minister for Water to ensure the voices of Southern Riverina communities are heard and considered now and into the future.

ENDS

Further information:

Keelan McDonald

Communications, Marketing and Engagement

Berrigan Shire Council





8.19 Development Determinations for Month of February 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

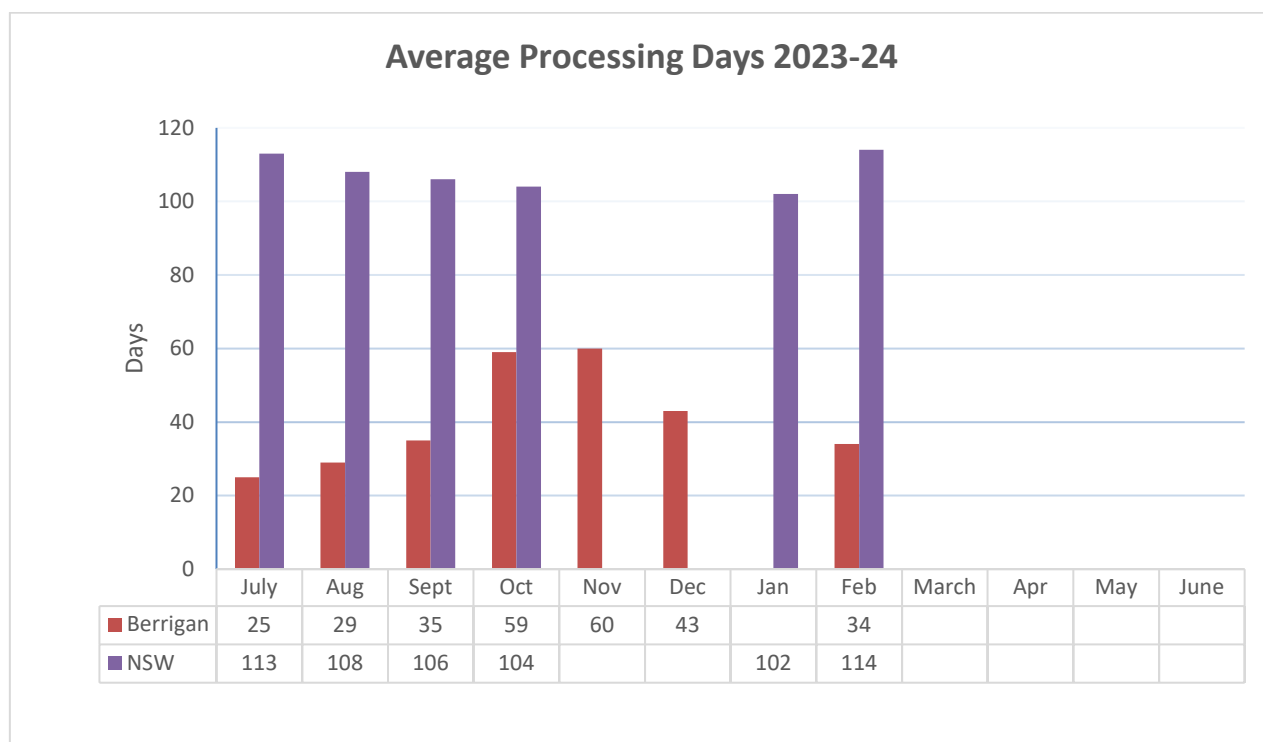
APPLICATIONS DETERMINED FOR FEBRUARY 2024

Application	Proposal	Property	Status	Work Value
13/24/DA/D1-M	BV Dwelling	10 Bushlands Road, Tocumwal	Approved	\$490,000.00
48/24/DA/D1	BV Dwelling & Attached Garage	8 Viceconte Court, Tocumwal	Approved	\$416,500.00
49/24/DA/D1	BV Dwelling & Attached Garage	14 Viceconte Court, Tocumwal	Approved	\$410,700.00
51/24/DA/D1-M	BV Dwelling & Attached Garage	Quicks Road, Tocumwal	Approved	\$600,000.00
58/24/DA/D5	Carport	86 Tocumwal Street, Finley	Approved	\$7,000.00
63/24/DA/D5	Residential Storage Shed	38-40 Charlotte Street, Tocumwal	Approved	\$15,433.00
56/24/DA/D5	Residential Storage Shed	6 Macfarland Street, Barooga	Approved	\$3,000.00
57/24/DA/DM	Renovation to Commercial Building (Barooga Hotel)	2-6 Vermont Street, Barooga	Approved	\$175,472.00



Key Performance Indicator – Development Assessment:

	Berrigan Shire Council (Feb 2024)	NSW (Feb 2024)
Average time taken to determine a Development Application ¹	43	No data available for Nov and Dec.
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 November and December. The table will be updated when we have access to the relevant information. Due to a change in IT Council officers do not presently have the data for January.

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.



APPLICATIONS PENDING DETERMINATION AS AT 28/02/2024

Application No.	Date Lodged	Description	Property Location
10/24/CC/C1	14-07-2023	ERECTION OF SHEDS TO BE UTILISED FOR THE PURPOSE OF DEPOT	4643 BAROOGA-TOCUMWAL ROAD, TOCUMWAL NSW 2714 (Lot1137//DP1190920)
13/24/DA/D1-M	18-07-2023	BV DWELLING	10 BUSHLANDS ROAD, TOCUMWAL NSW 2714 (Lot29//DP286078)
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)
30/24/RA/R12	23-01-2024	RURAL ADDRESS	WOOLSHED ROAD, TOCUMWAL NSW 2714 (Lot5//DP835666)
48/24/DA/D1	02-02-2024	BV DWELLING & ATTACHED GARAGE	8 VICECONTE COURT, TOCUMWAL NSW 2713 (Lot9//DP1274032)
13/24/CD/M4	02-02-2024	CARAVAN PORT	13 GYPSIE CRESCENT, BAROOGA NSW 3644 (Lot45//DP1110847)
49/24/DA/D1	02-02-2024	BV DWELLING & ATTACHED GARAGE	14 VICECONTE COURT, TOCUMWAL NSW 2714 (Lot20//DP1274032)
50/24/DA/D1	05-02-2024	BV DWELLING & ATTACHED GARAGE	14 VICECONTE COURT, TOCUMWAL NSW 2714 (Lot20//DP1274032)
51/24/DA/D1-M	06-02-2024	BV DWELLING & ATTACHED GARAGE	QUICKS ROAD, TOCUMWAL NSW 2714 (Lot1//DP1088371)
35/24/ACT/ZJ	06-02-2024	SEPTIC TANK INSTALLATION	4643 BAROOGA-TOCUMWAL ROAD, TOCUMWAL NSW 2714 (Lot1137//DP1190920)
36/24/ACT/ZF	07-02-2024	WATER METER CONNECTION	8 VICECONTE COURT, TOCUMWAL NSW 2713 (Lot9//DP1274032)
31/24/RA/R14	08-02-2024	ANZAC DAY MARCH 2024	80-86 JERILDERIE STREET, BERRIGAN NSW 2712 (Lot1//DP748872)
49/24/CC/PC	08-02-2024	ADDITIONS TO DWELLING	3/45-47 GOLF COURSE ROAD, BAROOGA NSW 3644 (Lot3//DP285002)
50/24/CC/PC	08-02-2024	ADDITIONS TO DWELLING	3/45-47 GOLF COURSE ROAD, BAROOGA NSW 3644 (Lot3//DP285002)
32/24/RA/R14	08-02-2024	ANZAC DAY MARCH 2024	63-67 TOCUMWAL STREET, FINLEY NSW 2713 (Lot2101//DP701844)
33/24/RA/R14	08-02-2024	ANZAC DAY SERVICE 2024	77-79 DENILQUIN STREET, TOCUMWAL NSW 2714 (LotA//DP373561)



38/24/ACT/ZF	12-02-2024	WATER METER CONNECTION	14 VICECONTE COURT, TOCUMWAL NSW 2714 (Lot20//DP1274032)
56/24/DA/D5	13-02-2024	RESIDENTIAL STORAGE SHED	6 MACFARLAND STREET, BAROOGA NSW 3644 (Lot19/2//DP758057)
57/24/DA/DM	13-02-2024	RENOVATION TO COMMERCIAL BUILDING (BAROOGA HOTEL)	2-6 VERMONT STREET, BAROOGA NSW 3644 (Lot12//DP1011568)
58/24/DA/D5	13-02-2024	CARPORT	86 TOCUMWAL STREET, FINLEY NSW 2713 (Lot25/21//DP758412)
39/24/ACT/ZV	13-02-2024	MANUFACTURED HOME	38 LIBERATOR PLACE, TOCUMWAL NSW 2714 (Lot34//DP1190777)
63/24/DA/D5	15-02-2024	RESIDENTIAL STORAGE SHED	38-40 CHARLOTTE STREET, TOCUMWAL NSW 2714 (Lot1/16//DP758981)
41/24/ACT/ZG	19-02-2024	LOW PRESSURE SEWER CONNECTION	4100 BAROOGA-TOCUMWAL ROAD, TOCUMWAL NSW 2714 (Lot12//DP835666)
42/24/ACT/ZF	20-02-2024	WATER METER CONNECTION	54 TESSIER DRIVE, TOCUMWAL NSW 2714 (Lot33//DP1250358)

OTHER CERTIFICATES ISSUED FOR FEBRUARY 2024

	s10.7(2) Planning Certificate		s10.7(5) Certificate		735A Certificate		s9.34 Certificate		s6.24 Building Certificate		Swimming Pool Certificate	
	FEB	Year Total	FEB	Year Total	FEB	Year Total	FEB	Year Total	FEB	Year Total	FEB	Year Total
BAROOGA	7	42	0	1	0	0	0	0	0	0	0	1
BERRIGAN	3	30	0	8	2	8	1	6	0	0	0	2
FINLEY	9	70	0	6	0	3	0	3	0	0	0	0
TOCUMWAL	7	77	0	0	2	3	2	2	0	0	0	6
TOTAL	26	220	0	15	0	14	0	11	0	0	0	9



8.20 Submission - Alternative Funding Models for Local Water Utilities (Late Covering Report)

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

Report not available at time of publishing the agenda, but will be provided prior to the meeting.



8.21 Moira Foodshare - 2024-25 contribution

Author:	Deputy Chief Executive Officer, Matthew Hansen
Strategic Outcome:	3. Supported and engaged communities
Strategic Objective:	3.1. Create safe, friendly and accessible communities
Delivery Program:	3.1.1. Build communities that are home to more families and young people
Council's Role:	Part Funder: The Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it.
Appendices:	1. MHA Care - Moira Foodshare 2024-25 funding request

Recommendation

That Council

1. inform MHA Care that Council will contribute \$15,000 to support Moira Foodshare in 2024/25 subject to MHA Care providing Council with deidentified data on the number of Berrigan Shire residents using the service and the quantity of food distributed and
2. allocate \$15,000 in its draft 2024/25 operating budget for the program.

Report

Attached as an appendix to this report is the Moira Foodshare funding submission for the 2024/25 financial year.

The submission requests a \$15,000 contribution from Council for 2024/25 – a \$5,000 increase.

MHA Care state the increase represents a 12% of annual forecasted expenditure for the program with inflation and increased demand leading to increased operational costs.

In the submission, MHA Care note Tocumwal, Finley, and Berrigan account for 12% of the food distributed by Moira Foodshare. Moira Foodshare operates from Finley Showgrounds weekly on Thursdays.

The food share program clearly meets a need in the community and could be supported.



MHA Care Ltd

**Moira FoodShare Funding Submission to Berrigan Shire Council
For the Financial Year 2024-25**

Page 1 of 6



INTRODUCTION

The Berrigan Shire and MHA Care Limited have developed a strong community wellbeing partnership through the shires support of implementing and administering our Moira FoodShare program at the Finley Showgrounds since 2022.

Moira Foodshare also supports residents of the Berrigan Shire through the Berrigan Lions Club and St Vincents, Tocumwal.

This partnership has allowed support of Berrigan Shire's most vulnerable residents facing hardship on a new and ongoing basis. This is provided through access to emergency fresh and non-perishable food supplies each week, predominantly every Thursday at the Finley Showgrounds.

Since 2022 the program has seen significant growth and provides a lifeline to many residents. The Finley program now supports on average over 400 residents each month, this is an increase of 75 residents from the previous year and now accounts for 12% of the total program food output.

Funding Assistance Requested

MHA Care would like to request support in funding for the of 2024-25 Berigan Shire budget:

- Operational costs to support the ongoing costs of the Moira FoodShare program in the Berrigan Shire of \$15,000.

This increase of \$5,000 reflects:

- 12% share of the total program forecasted expenditure for 2024/25.
- Increased operational costs due to inflation and demand.



Background Information

Moira FoodShare provides emergency and ongoing assistance through the distribution of free fresh and non-perishable food items to residents within the Moira and Berrigan Shires.

Food is sourced from local bakeries, supermarkets and growers while using a mixture of free and paid goods from Foodbank Melbourne and other suppliers to enhance variety and nutritional value.

This could not be achieved without the work of a new volunteer base established in Finley. Their value and commitment has enabled the program to grow further and source additional food locally through K&A Foods, Berrigan Bakery, and local supermarkets.

In 2024, inflation, interest rates and cost of living pressures have placed significant impacts beyond normal household budgetary pressures and has contributed to a significant increase in residents requiring support.

In the 2022/23 Financial Year Moira FoodShare distributed the equivalent of over 400,000 meals with an estimated face value more than \$3.5 Million dollars. This is over 200,000 kgs of food. Finley specifically required an increase of 10,000 kgs food to meet demand compared to the previous financial year.

The program supports residents of the Berrigan Shire in many locations.

1. The Finley Shopfront open every Thursday.
2. The Cobram Shopfront open every day.
3. Berrigan Lions and Tocumwal St Vincents through ad-hoc support.

In the 2024/25 Financial Year it is expected that demand will remain high with continued household pressures and the forecast increase in unemployment.

MHA Care remain conscious of ensuring the Moira FoodShare program is run efficiently while balancing the growing operational costs and added demand pressures. The program continues to be overseen by one paid coordinator position and a team of over 40 engaged and passionate volunteers.

Our coordinator has spent significant time with Albury and Shepparton FoodShare organisations building intellectual property, strengthening regional relationships, and refining our operations to improve efficiencies.

MHA Care is proud of the impact the Moira FoodShare program plays in strengthening our local communities. We see the program as an integral support pillar in supporting the most vulnerable residents within the Berrigan Shire in 2024-25 and into the future.



Current Challenges

With significant growth to address an increase in demand, Moira FoodShare is not immune to the challenges felt similarly to our clients. These include:

1. Reduced ability for local business to support the program in uncertain times.
2. Reduced availability to source and rescue food locally.
3. Increased need to purchase food to supplement donations.
4. Increased demand on coordinator managing relationships and a growing volunteer team.
5. Costs associated with modernising the current Moira FoodShare infrastructure.
6. Increased operational cost of fuel and utilities.

Conclusion

MHA Care would like to acknowledge the support of Berrigan Shire that has allowed the program to operate and undertake significant growth to meet the growing demand for this valuable community service.

We will continue to seek additional funding opportunities to support the program through increasing community donations and grant programs to ensure the viability.

The Moira FoodShare program has become an integral support network within the region. It provides a safe space for residents to go and reach out for support.

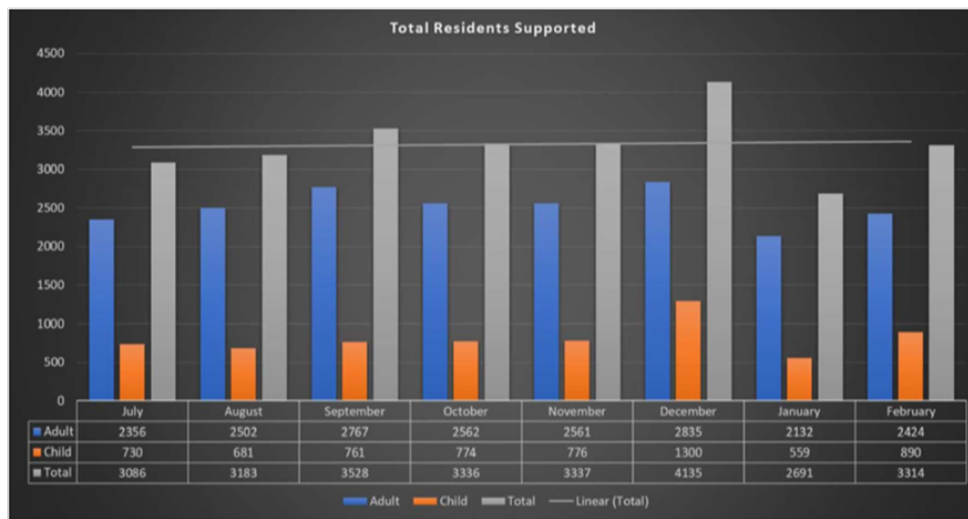
I welcome all Berrigan Shire Councillors and staff to attend or allow the opportunity to present to see firsthand the positive impact on our community.

Regards

James Rouel
Moira FoodShare Manager

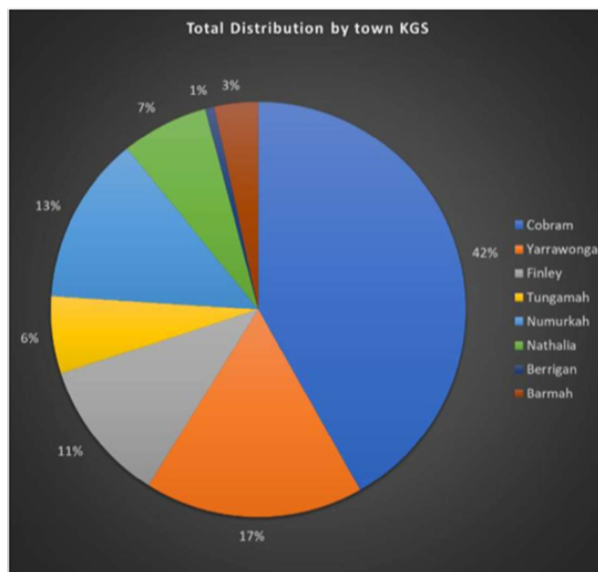


Appendix 1 – Total Residents supported.



This graph shows the number of individual clients that Moira FoodShare has serviced throughout the current 2023/24 Financial Year. It highlights the current trendline after a significant increase in 2022/23 and forecasts the level of support that will be required.

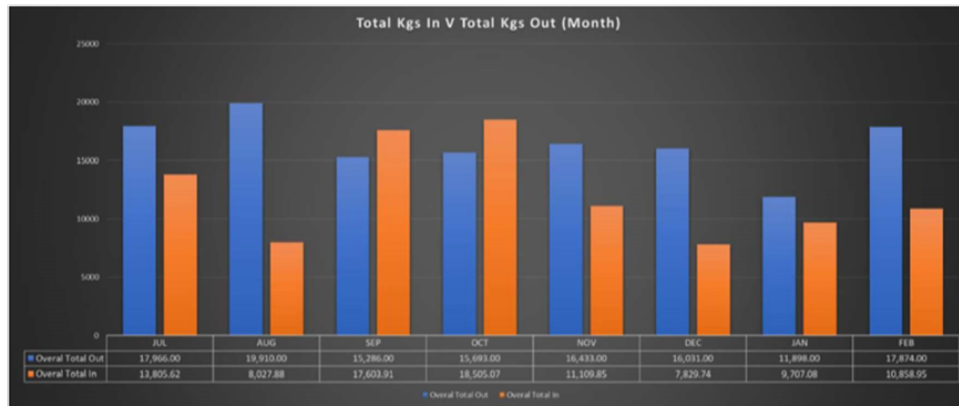
Appendix 2 – Food Distribution by town.



This graph shows the current distribution of food by town in the 2023/24 financial year. Finley, Berrigan, and Tocumwal combined accounts for 12% of the total program output.



Appendix 3 – Total Kgs in Vs total Kgs out.



This graph shows the pressure that current demand has had on our reserve of non-perishable goods in 2023/24. While relationship building has allowed the acquisition of free products current demand requires the purchase of extra product

8.22 ARIC members - Returns of Interest

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:	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:	Nil

Recommendation

That Council receive and note the tabling of the initial Pecuniary Interest Returns received from Audit Risk and Improvement Committee members.

Report

At its ordinary meeting held on 6 December 2023, the Council formally confirmed that the members of its Audit, Risk and Improvement Committee (ARIC) are designated persons as per Clause 4.8 of the [Berrigan Shire Council Code of Conduct](#) and required to submit Returns of Interest.

Returns of Interest must be submitted within three months of becoming a designated person.

Tabled at this meeting are Designated Persons Returns of Interests as required and in accordance with Clause 4.21 of the Berrigan Shire Council Code of Conduct duly completed by:

ARIC members:	Linda McRae Todd Bentley Angela Urquhart
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Note that in line with [Information Access Guideline 1](#) issued by the NSW Information and Privacy Commission, these returns, redacted where appropriate, will be hosted on the [Council website](#).

8.23 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 15.03.2024 (under separate cover)2. Completed Council Actions from 16.02.2024 - 15.03.2024 (under separate cover)

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 15.03.2024
- Completed Council Actions from 16.02.2024–15.03.2024



9 NOTICES OF MOTION/QUESTIONS WITH NOTICE

Nil



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 Confidential will be held on Wednesday 17 April 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](#).