



11 March, 2016

Council Meeting Notice

I hereby give notice that the Ordinary Meeting of the Murrumbidgee Shire Council is to be held in the Murrumbidgee Shire Council Meeting Rooms at Coleambally on Wednesday, 16 March, 2016 at 4.00pm.

Phil Pinyon
Interim General Manager

AGENDA

| | |
|--|-----------|
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MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING AGENDA

9 DECEMBER, 2015

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2. DRAFT Minutes Of The Ordinary Meeting Of Murrumbidgee Shire Council From 17 February, 2016

PRESENT: Councillors Austin Evans, Phillip Wells, Robert Black, Christine Chirgwin, Gavin Gilbert and Robert Curphey

IN ATTENDANCE: Phil Pinyon (Interim General Manager)
Sue Mitchell (Director Corporate Performance and Community)
Susan Appleyard (Acting Director, Health, Building and Planning)
Alison Balind (Executive Officer – Minute Secretary)
Stephen Goodsall (Assets Manager)
Gary Randhawa (Project Engineer)
Paul Goodsall (Project Officer)

The meeting opened at 4.00pm with Mayor Austin Evans reading the Council Prayer.

APOLOGIES

Nil

DRAFT MINUTES OF THE ORDINARY MEETING OF MURRUMBIDGEE SHIRE COUNCIL FROM 20 JANUARY, 2016

16018. Resolution

Moved Cr Chirgwin, Seconded Cr Curphey

That the minutes of the Ordinary Meeting of Murrumbidgee Shire Council from 20 January, 2016 be confirmed with the inclusion of Phil Pinyon (Project Officer).

CARRIED (6-0)

BUSINESS ARISING FROM MINUTES

Cr Evans: What type of flood event is the levee bank designed to address. The Asset Manager advised it was a 1 in 100 year flood.

DECLARATIONS OF INTEREST

Executive Officer: General Manager's Report Item 6.4. Non-significant, non-pecuniary interest – The Executive Officer spoke at the public inquiry at Coleambally on the impact of the Minister's merger proposal and the potential for rating changes on the Murrumbidgee community. Having made a declaration, the Executive Officer will remain in the meeting.

INFORMATION REPORTS

16019. Resolution

This Is Page 1 Of The DRAFT Minutes Of The Ordinary Meeting Of Murrumbidgee Shire Council, Held In The Council Chambers at Darlington Point commencing at 4.00pm on 17 February, 2016.

.....
MAYOR

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

Moved Cr Gilbert, Seconded Cr Curphey

That Council notes the contents of the Incoming Correspondence, Companion Animals Report and Development Applications Approved Under Delegation for information.

CARRIED (6-0)

COMMITTEE MINUTES

16020. Resolution

Moved Cr Chirgwin, Seconded Cr Gilbert

That Council notes the minutes of the Coleambally Australia Day Committee and the Darlington Point Townlife Committee for information.

CARRIED (6-0)

The Acting Director Health Building and Planning left the meeting, the time being 4.17pm.

GENERAL MANAGER'S REPORT

AMENDMENT TO 2016 COUNCIL MEETING SCHEDULE

16021. Resolution

Moved Cr Wells, Seconded Cr Chirgwin

That Council hold its March 2016 meeting on Wednesday, March 16.

CARRIED (6-0)

PHASE 1 AMENDMENTS TO THE LOCAL GOVERNMENT ACT 1993

16022. Resolution

Moved Cr Chirgwin, Seconded Cr Wells

That Council:

- a) Endorses the response to the proposed amendments to the Local Government Act 1993.**
- b) Lodges the response via the online Fit for the Future portal by the close of consultation on 15 March, 2016**

CARRIED (6-0)

This Is Page 2 Of The **DRAFT** Minutes Of The Ordinary Meeting Of Murrumbidgee Shire Council, Held In The Council Chambers at Darlington Point commencing at 4.00pm on 17 February, 2016.

.....
MAYOR

EXPRESSION OF INTEREST-2016 *CARPE DIEM* TOUR

16023. Resolution

Moved Cr Chirgwin, Seconded Cr Gilbert

That:

- a) Council lodge an Expression of Interest to the 2016 *Carpe Diem* Tour for a performance to be held within Murrumbidgee Shire.
- b) Council allocates an amount of \$1000, consisting of cash and in kind, to assist in enabling the 2016 *Carpe Diem* Tour to be performed within the Murrumbidgee community.
- c) Should Murrumbidgee be included in the tour schedule, that the event be referred to the relevant Townlife committee for further assistance.

CARRIED: (6-0)

FIT FOR THE FUTURE – MINISTER’S PROPOSAL

Cr Gilbert moved the following motion, seconded Cr Curphey

That Council:

- a) *Endorses the contents of the submission to support the proposal to merge Murrumbidgee Shire Council with the portion of Jerilderie Shire north of Yanco Creek (Attachment A).*
- b) *Lodge the submission with the Council Boundary Review ahead of the February 28, 2016 deadline.*

Cr Black moved the following amendment, seconded by Cr Chirgwin

That Council:

- a) *Endorses the contents of the submission to support the proposal to merge Murrumbidgee Shire Council with the portion of Jerilderie Shire north of Yanco Creek with the removal of the following sentence:
“It also outlines how research undertaken by this Council during the Fit for the Future process lends weight to the Minister’s proposal to merge our shire with the northern section of Jerilderie Shire above Yanco Creek.”*
- b) *Lodge the submission with the Council Boundary Review ahead of the February 28, 2016 deadline.*

The amendment was passed on the Mayor’s casting vote. The amendment became the motion.

16024. Resolution

Moved Cr Black, Cr Chirgwin

That Council:

- a) Endorses the contents of the submission to support the proposal to merge Murrumbidgee Shire Council with the portion of Jerilderie Shire north of Yanko Creek with the removal of the sentence:
"It also outlines how research undertaken by this Council during the Fit for the Future process lends weight to the Minister's proposal to merge our shire with the northern section of Jerilderie Shire above Yanko Creek".
- b) Lodge the submission with the Council Boundary Review ahead of the February 28, 2016 deadline.

The vote on the motion was tied three all and was carried on the casting vote of the Mayor.

FIT FOR THE FUTURE – JERILDERIE PROPOSAL

Cr Wells moved the following motion, seconded by Cr Gilbert

That Council not support the Jerilderie proposal and confirm this in writing to the Mayor and Councillors of Jerilderie advising that Murrumbidgee Shire's preference is the proposal presented by the Minister for a boundary adjustment to Yanko Creek.

Cr Evans foreshadowed a motion, being option b) as noted in the Council Agenda should the motion fail.

The vote on the motion was tied three all and lost on the Mayor's casting vote.

The Council meeting was adjourned on the request of Cr Wells for a short period of time at 5.14pm. The meeting resumed at 5.20pm.

Cr Black moved the following motion, seconded by Cr Chirgwin

That Council:

- a) ***defer a decision on support of the Jerilderie proposal as requested in their letter dated 26/1/16 so as to be until there is:***
 - ***clarity on the response from the Minister for Local Government to that proposal;***
 - ***an identified process advised by the Office of Local Government as to how that proposal will be dealt with;***
 - ***an opportunity for Council to consult with the Murrumbidgee Shire Council community regarding the Jerilderie proposal to assist Council in formulating a response to that proposal.***
- b) ***authorise the Interim General Manager to investigate the Jerilderie proposal to answer the questions raised by the community and councillors regarding the viability and financial merit of the proposal.***
- c) ***allocate up to \$10,000 to undertake the investigation.***

Cr Curphey moved the following amendment, seconded by Cr Gilbert:

That Council:

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.....
MAYOR

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

- a) *defer a decision on support of the Jerilderie proposal as requested in their letter dated 26/1/16 until there is:*
- clarity on the response from the Minister for Local Government to that proposal;*
 - an identified process advised by the Office of Local Government as to how that proposal will be dealt with;*
 - an opportunity for Council to consult with the Murrumbidgee Shire Council community regarding the Jerilderie proposal to assist Council in formulating a response to that proposal.*
- b) *authorise the Interim General Manager to investigate the Jerilderie proposal to answer the questions raised by the community and councillors regarding the viability and financial merit of the proposal.*
- c) *allocate up to \$10,000 to undertake the investigation.*
- d) *Defer the expenditure and investigation until the Minister has made a determination to refer the proposal from Jerilderie Shire Council of January 26, 2016 to the Chief Executive of the Office of Local Government and the public inquiry process is initiated.*

The amendment was carried (4-2). The amendment then became the motion.

16025. Resolution

Moved Cr Curphey, Cr Gilbert

That Council:

- a) **defer a decision on support of the Jerilderie proposal as requested in their letter dated 26/1/16 until there is:**
- clarity on the response from the Minister for Local Government to that proposal;**
 - an identified process advised by the Office of Local Government as to how that proposal will be dealt with;**
 - an opportunity for Council to consult with the Murrumbidgee Shire Council community regarding the Jerilderie proposal to assist Council in formulating a response to that proposal.**
- b) **authorise the Interim General Manager to investigate the Jerilderie proposal to answer the questions raised by the community and councillors regarding the viability and financial merit of the proposal.**
- c) **allocate up to \$10,000 to undertake the investigation.**
- d) **defer expenditure and investigation until the Minister has made a determination to refer the proposal from Jerilderie Shire Council of January 26, 2016 to the Chief Executive of the Office of Local Government and the public inquiry process is initiated.**

CARRIED (6-0)

DELIVERY PROGRAM AND OPERATIONAL PLAN REVIEW

16026. Resolution

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.....
MAYOR

Moved Cr Chirgwin, Seconded Cr Curphey

That the progress report on the delivery of projects, including capital, operational plans, and programs and services against the adopted Delivery Program 2013-17 for the period 1 July 2015 to 31 December 2015 be noted.

CARRIED (6-0)

FINANCE AND INVESTMENT REPORT FOR JANUARY, 2016

16027. Resolution

Moved Cr Black, Seconded Cr Wells

That Council:

- a) Notes the investment income for January, 2015.**
- b) Notes the investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulations and Council's investment policy.**
- c) Adopt the Investment Report for the month of January, 2015.**

CARRIED (6-0)

QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2015

16028. Resolution

Moved Cr Chirgwin, Seconded Cr Gilbert

That Council adopt the proposed revotes for income and expenditure shown in the financial report ended 31 December, 2015.

CARRIED (6-0)

COUNCILLOR QUESTIONS

Cr Black:

There is a large burrow being created at Coleambally tip. Has there been any consideration given to building a bund around the property?

Cr Gilbert:

Letter of complaint to be drafted to State Water regarding the flow of recreational water for Riverina Classic Fishing Comp.

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

COMMENT: This competition has been promised a 1.8 to 2.2m high river for the 3 years running. With each year not delivered. This year we had an environmental flow a week before and a rise 2 days later.

16029. Resolution

Moved Cr Gilbert, Seconded Cr Curphey

That Council write to Water NSW expressing Council's disappointment with the inconsistency of river levels at the time of the Riverina Classic and requesting that there be liaison prior to changes in releases into the river system ahead of this annual event.

CARRIED (6-0)

16030. Resolution

Moved Cr Curphey, seconded Cr Gilbert

That Council write to DPI Water and the environmental water holders to ensure the community has access to recreational water to ensure sufficient river levels to coincide with the Riverina Classic.

CARRIED (6-0)

NOTICE OF INTENTION TO DEAL WITH MATTER IN CONFIDENTIAL SESSION

16031. Resolution

Moved Cr Chirgwin, Seconded Cr Wells

That the meeting is closed during the discussion of the matters IC1 – Darlington Point Caravan Park Lease as on balance, the public interest in preserving the confidentiality of information outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would prejudice Council and individuals from achieving a 'best' outcome for the community and individuals involved.

The decision to close the meeting to consider this matter is recorded as follows:

- d) commercial information of a confidential nature that would, if disclosed:***
(i) prejudice the commercial position of the person who supplied it, or
(ii) confer a commercial advantage on a competitor of the council, or
(iii) reveal a trade secret,

CARRIED (6-0)

Having so resolved, Council moved into Closed Session, the time being 5:59pm.

16032. Resolution

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MAYOR

Moved Cr Chirgwin, Seconded Cr Gilbert

That Open Council be resumed.

CARRIED (6-0)

Having so resolved, the Council meeting was re-opened to the public, the time being 6.11pm. On resuming Open Council, the Mayor read the following resolutions that were passed in Closed Council as follows:

IC1 – DARLINGTON POINT CARAVAN PARK LEASE

16033. Resolution

Moved Cr Black, Seconded Cr Chirgwin

That:

- a) **The Darlington Point Caravan Park be leased to the person named within the report for a period of five years from 1 January, 2016 with an option for a further five years and the annual rental for the Darlington Point Caravan Park be the amount listed in the report for 2016 and thereafter be adjusted annually by movement in the Sydney Consumer Price Index for the preceding year ending 30 September.**
- b) **The proposed amendments outlined in the report be adopted.**
- c) **The draft Leases, as adjusted, be forwarded to the Lessee for comment.**
- d) **The draft Lease relating to the Crown Land section of the caravan park be forwarded to the Department of Primary Industries – Lands for the Minister's consent.**

CARRIED (5-1)

There being no further business, the meeting closed at 6.12pm.

3. BUSINESS ARISING FROM THE MINUTES

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

4. Draft Minutes of the Extraordinary Meeting of Murrumbidgee Shire Council from 7 March, 2016.

| | |
|-----------------------|--|
| PRESENT: | Councillors Austin Evans, Phillip Wells, Robert Black, Christine Chirgwin, Gavin Gilbert and Robert Curphey |
| IN ATTENDANCE: | Phil Pinyon (Interim General Manager) Alison Balind (Executive Officer – Minute Secretary) Stephen Goodsall (Assets Manager) Gary Randhawa (Project Engineer) |

The meeting opened at 5.30pm with Mayor Austin Evans reading the Council Prayer.

APOLOGIES

Nil

GENERAL MANAGER'S REPORT

FIT FOR THE FUTURE – JERILDERIE PROPOSAL

Moved: Cr Gilbert Seconded: Cr Curphey

That Council:

- a) Distribute information on the merger options to the community from March 8.
- b) Hold a Public Meeting ahead of Council's Ordinary Meeting on March 16.
- c) Undertake a survey of the community to determine its position in relation to the whole of Jerilderie merger proposal.
- d) Allocate up to \$13,000 for the information campaign and surveys to be undertaken.

Motion was lost (2-4)

16034. Resolution

Moved: Cr Black

Seconded: Cr Chirgwin

That Council:

- a) **Advise the community of the consultation and feedback process – distributed via web page, email, media release, Facebook from March 8.**
- b) **Distribute information to the community via the web page, email, newsletter, Facebook, letterboxing from Wednesday, March 16.**

This Is Page 10 Of The DRAFT Minutes Of The Extraordinary Meeting Of Murrumbidgee Shire Council, Held In The Council Chambers at Darlington Point commencing at 5.30pm on 7 March, 2016.

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MAYOR

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

- c) Hold public meetings in Coleambally on Monday, March 21 and Darlington Point on Wednesday, March 23.
- d) Undertake a survey of the community to determine its position in relation to the whole of Jerilderie merger proposal, consisting of paper-based/online survey or comment forms promoted with Information Distribution 2 - survey to close March 30. Telephone poll of random selection of between 300 and 400 residents. Phone poll to be conducted between March 24 and March 30.
- e) Allocate up to \$13,000 for the information campaign and surveys to be undertaken.

Carried (5-1)

Discussion was held on the initial financial assessment.

There being no further business, the meeting closed at 6.21pm.

This Is Page 2 Of The **DRAFT** Minutes Of The Extraordinary Meeting Of Murrumbidgee Shire Council, Held In The Council Chambers at Darlington Point commencing at 5.30pm on 7 March, 2016.

.....
MAYOR

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATIONS OF INTEREST

7. INFORMATION REPORTS

7.1 Incoming Correspondence

| Correspondent | Subject | Date received | Action Officer | Correspondence No. |
|--|---|---------------|----------------|--------------------|
| 1. Griffith Local Aboriginal Land Council | RE: Rates Exemption Lot 117 DP725672 – Mycotha Parish | 8/2/16 | RO | ICR1623689 |
| 2. Department of Primary Industry & Land | Road Closing Application | 9/2/16 | Locum | ICR1623698 |
| 3. Western Riverina Family Day care | Wester Riverina DC CSP Funding | 10/2/16 | Locum MFA | ICR1623700 |
| 4. Australian National Maritime Museum | Applications are now open for grants and internships through the Maritime Museums of Australia Project Support Scheme | 11/2/16 | Locum MFA | ICR1623706 |
| 5. Kell Moore Lawyers | Report on Council Legal Matters for Month of January | 12/2/16 | MFA | ICR1623719 |
| 6. Regional Development Australia | Riverina Regional Food Catering Guidelines Template | 12/2/16 | Mayor | ICR1623720 |
| 7. Taste Coleambally Committee | Seeking Permission for storage of festival banners | 18/2/16 | Locum | ICR1623741 |
| 8. Bevery Rose-Wiseman | Submission to the Local Shire Boundary Change in Murrumbidgee Shire Council | 18/2/16 | EA | ICR1623742 |
| 9. ALGA | 2016 National General Assembly of Local Government – Call for Motions | 22/2/16 | Locum EA | ICR1623764 |
| 10. NSW Government Department of Primary Industries | RE: Proposed Road Closings | 23/2/16 | Locum GIS | ICR1623802 |
| 11. Division of Local Government Department of Premier & Cabinet | Proposal for Jerilderie Shire & Murrumbidgee Shire Councils | 24/2/16 | Locum | ICR1623813 |
| 12. Office of the NSW Small Business Commissioner | Murray-Darling Basin Regional Economic Diversification Program | 25/2/16 | EA | ICR1623862 |
| 13. Heritage Darlington Point | RE: Darlington Point 150 Year Committee | 25/2/16 | Locum | ICR1623906 |
| 14. NSW Government Office of Local Government | Public Inquiry | 26/2/16 | EA | ICR1623861 |
| 15. NSW Government | NSW Environmental Trust – Waste Less, Recycle more grant | 26/2/16 | PE | ICR1623907 |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | | | | |
|--|---|---------|----------|------------|
| 16. Local Government NSW | Request for legal assistance approved | 26/2/16 | Locum EA | ICR1623908 |
| 17. State Library NSW | Assessment & Compliance Visits 2016-2019 | 29/2/16 | MFA | ICR1623905 |
| 18. Zurich Australia | Notice of Termination – CTP Agreement | 1/3/16 | MFA | ICR1633909 |
| 19. NSW Government Office of State Revenue | Repeal of Valuers Act 2003 | 2/3/16 | RO | ICR1633911 |
| 20. CICL | 15ML of temporary allocation transferred to the Coleambally Golf Club | 2/3/16 | Locum | ICR1633913 |
| 21. NSW Government Office of Local Government | The Process of viewing council merger proposals has now commenced | 2/3/16 | Locum | ICR1633914 |
| 22. NSW Government Health | Recent Pool Closures, requesting information on local inspections and closures | 2/3/16 | DES | ICR1633916 |
| 23. St Peters Catholic School | Letters from years 3 & 4 to Murrumbidgee Shire Council appreciating services provided to community | 3/3/16 | Locum | ICR1633928 |
| 24. Darlington Riverside Point Caravan Park | RE: Darlington Point Caravan Park Lease | 3/3/16 | Locum | ICR1633929 |
| 25. RMS | Road Maintenance Council Contract | 3/3/16 | GIS | ICR1633982 |
| 26. RMS | Road Maintenance Council Contract | 3/3/16 | GIS | ICR1633983 |
| | | | | |
| 27. Western Riverina Libraries | Committee Meeting Agenda Minutes | 7/3/16 | Mayor | IAM1634024 |
| 28. Daisy Lodge Pty Ltd | Results of Site Investigation & Quality Assurance Inspections for the Construction of a culvert under the Carrathool Rd | 7/3/16 | Locum | ICR1634022 |
| 29. United Services Union | RE: Employment Conditions, Salary System Structure & Rules | 7/3/16 | Locum | ICR1634023 |
| 30. Farrell Solicitors Goode | Your lease to Davey & Brunsdon | 7/3/16 | FO | ICR1634026 |

7.2 Companion Animals report

Since 10th February, 2016 the following has transpired in relation to companion animal activity within the Shire:

| | | | |
|--------------------------|---|--------------------------|---|
| Dogs newly registered | 2 | Cats newly registered | 0 |
| Dogs impounded | 7 | Cats impounded | 0 |
| Dogs released to owner | 3 | Cats released to owner | 0 |
| Dogs rehomed | 2 | Cats rehomed | 0 |
| Dogs currently impounded | 2 | Cats currently impounded | 0 |
| Dogs euthanized | 0 | Cats euthanized | 0 |

7.3 Development Applications Approved Under Delegation

| DA No. | Property Location | Works Undertaken | Description | Value |
|---------------|--|-------------------------|--------------------|--------------|
| CDC221516 | Lot 3 DP 234758, 35 Kingfisher Avenue, Coleambally | Construction | Carport | \$5,800 |
| CDC241516 | Lot 366 DP 259779, 32 Currawong Crescnt, Coleambally | Construction | Shed | \$12,000 |

RECOMMENDATION

That Council notes the contents of the Incoming Correspondence, Companion Animals Report and Development Applications Approved Under Delegation for information.

8. COMMITTEE MINUTES

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



| ATTENDANCE | |
|--|---|
| Meeting Opened 10:30am | PRESENT: |
| Names | Organisation/ Role |
| Phillip Wells phillip.wells@murrumbidgee.nsw.gov.au | Councillor |
| Stephen Goodsall stephen.goodsall@murrumbidgee.nsw.gov.au | Murrumbidgee Shire Council |
| Steve Manwaring steve.manwaring@environment.nsw.gov.au | Office of Environment & Heritage |
| John Catell jbcattell5@bigpond.com | Local Community Representation |
| Gavin Gilbert gavin.gilbert@murrumbidgee.nsw.gov.au | Councillor |
| Jon Gregory jon.gregory1@one.nsw.gov.au | SES Wagga Wagga |
| Ian Leckie ian.leckie2@one.nsw.gov.au | SES Wagga Wagga / Tumut |
| Craig McIntyre | SES (Visitor) |
| Fred Spain fred.spain@finance.nsw.gov.au | NSW Public Works |
| Peter McGaffin peter.mcgauffin@finance.nsw.gov.au | NSW Public Works (Principals Authorised Person) |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



APOLOGIES:

| Name(s) | Organisation/ Role |
|--|---|
| | |
| Phil Pinyon gmlocum@murrumbidgee.nsw.gov.au | General Manager, Murrumbidgee Shire Council |
| Robert Curphey robert.curphey@murrumbidgee.nsw.gov.au | Councillor |

SUMMARY OF MATTERS DISCUSSED

| | Description | Action By (person) |
|---|--|--------------------|
| 1 | <p>Funding</p> <p>Funding for Area's 3, 4 and 5A has been approved by OEH.</p> <p>Funding approved \$3,644,000 at the ratio of 8:1. Therefore a total funding amount of \$4,099,500 inclusive of Councils contribution.</p> <p>Funding term completion date is 28/2/2019</p> <p>Funding for the first Stage of the Flood Study has been approved by OEH</p> <p>Funding approved \$132,857 at the ratio of 6:1. Therefore a total funding amount of \$155,000 inclusive of Councils contribution.</p> <p>Funding term completion date is 30/5/2017</p> <p>It has been confirmed by Leah Andrews (OEH Funding Officer) that the acceptance of the above funding in writing by the Council has been received prior to the allocated deadline. This completes the successful funding process, we may now proceed with the Flood Study and the next stages of construction.</p> <p>Thank you to all who participated in the process.</p> | Note |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



| | Description | Action By (person) |
|---|--|--------------------|
| 2 | <p>Easement Process</p> <p>During the delay between stages, Stephen Goodsall has now joined the team as the Murrumbidgee Council Representative.</p> <p>Stephen has been working with Peter to move the Easement process forward.</p> <p>Current Status:</p> <p>The survey work to display the proposed easements on the properties has been completed.</p> <p>Face to face meetings have been held with each landholder to gain their agreement in creating an easement over the levee passing through their property.</p> <p>Currently four of the nine landholders have signed with another three having their issues dealt with prior to signing.</p> <p>The final two landholders require some further negotiation to get them across the line.</p> <p>The process can take time. It is important for all to know that we are doing everything we can to achieve a mutual agreement with each landholder.</p> <p>The project has been a great success so far and we all know one small disagreement can sour a whole project.</p> <p>The deadline for the easements is fast approaching and the end of March. We will not make this deadline.</p> <p>Peter McGaffin will be discussing the ramifications of this with Steve Manwaring prior to the next meeting.</p> <p>The probable outcome will be that any easements not lodged by the end of March will have to be paid for by the Council when the agreement is reached with each landholder.</p> <p>The four signed agreements have already been forwarded on to the solicitor for processing.</p> | PM / SG |
| 3 | <p>Design Report.</p> <p>The designs for Areas 3, 4, 5 and 6 are complete ready for tender.</p> | Note |
| 4 | <p>Construction Report</p> <p>Area's 1, 1A and 2 are now complete.</p> <p>Area 3 is to be tendered in the immediate future.</p> <p>Area's 4 and 5A will follow Area 3 in this funding period.</p> <p>Area's 5B and 6 will be constructed in the next funding agreement.</p> | Note |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



| | Description | Action By (person) |
|---|---|---|
| 5 | <p>Media Coverage</p> <p>Signage still to be completed and installed around the town.</p> <p>Gavin Gilbert and Robert Curphey are still to provide Ian Leckie with historical photos of flooding in Darlington Point</p> <p>The signage is important to promote levee awareness among the community.</p> <p>Robert and Gavin have identified 3 prominent locations in the town for signage to be erected. This information to be passed on to Ian Leckie.</p> | <p>IL</p> <p>GG / RC</p> <p>GG / RC</p> |
| 6 | <p>Community Consultation</p> <p>It was put to the committee that one of the key ideas the SES wish to bring to action is in the form of the community being engaged to actively participate in the writing of the Community Levee Plan.</p> <p>This would involve the community having direct participation and therefore ownership of the actions taken (especially when evacuation is involved) during a flood event.</p> <p>Three documents would be produced:</p> <ol style="list-style-type: none">1. A1 plan of the district2. Key contact list in the community3. Telephone tree <p>The SES work guide the public through the process at workshops.</p> <p>The outcome to be added to the L.E.M.P. and would be for Flood and Fire.</p> <p>It is envisaged the community would be strategically approached / invited to participate in the process.</p> <p>The critical first stage to this process being undertaken is for the flood study to be carried out. Once we have this document the SES can provide the best information to the community to base critical decisions on.</p> <p>The Darlington Point Community Safety Group (still to be formed) can then develop emergency processes for flood events on behalf of their community.</p> | <p>I.L.</p> |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



| | Description | Action By (person) |
|----------------|---|--|
| 7 | <p>Darlington Point Flood Study</p> <p>The Flood Study sub-committee level requirements are:</p> <p>Project Aims:</p> <ol style="list-style-type: none"> 1. To establish the requirements of the flood study for Darlington Point. 2. Complete a pre-consultancy estimate for the works. 3. Apply to OEH for funding in February, 2015. 4. Action the Flood Study <p>The funding has now been approved.</p> <p>The two studies that were deemed as required are:</p> <ol style="list-style-type: none"> 1. A rain intensity study (internal flood study) 2. Extended external flood study. <p>Once the flood study has been completed further studies and plans will develop:</p> <ol style="list-style-type: none"> 1. Flood Study 2. Floodplain Risk Management Study 3. Floodplain Risk Management Plan 4. Vegetation Management Plan (Local Land Services Involvement) <ul style="list-style-type: none"> • It was raised by Phillip Wells that Second Creek in North DP has been blocking and in a flood event is causing the surrounding flood waters to increase locally by up to 200mm. The capture of debris is a major issue and Local Land Services can assist here with the removal of vegetation etc to mitigate flood issues. • Lyall and Assoc and WMA Water were the two companies who undertook the flood studies at either end of the Darlington Point flood area. Both used a 2 Flow model and it will be recommended that the Flood Study use the same methodology. • Steve Manwaring to provide a template for the brief for the flood study to NSW Public Works. • Stephen Goodsall to check what LIDAR the council has and report back to the Flood Study Committee. | <p>PM / SM / JG / SG / FS</p> <p>Ongoing</p> |
| Form: OPE-511m | | <p>Page 5 of 7</p> <p>Apr 2009</p> |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS



| | Description | Action By (person) |
|----|---|--|
| | Darlington Point Flood Study (continued) <ul style="list-style-type: none">• Steve Manwaring also to check what LIDAR is available.• Modeller to be aware that Yanco Creek may need to be considered.• Gauge Rating to be checked. (ie what flood height = what flow rate)• A new gauge was installed post the 2012 flood. Jon Gregory to check the height of the electronic box. The manual gauge board will still be required.• The flood study committee to meet on Tuesday 23rd February, 1:00pm at the Wagga Wagga SES headquarters. (206 Fernleigh Road, Wagga Wagga)• Any committee member wishing to attend the Wagga Wagga Floodplain Management Committee meeting the same morning as the flood study sub-committee is welcome to do so. It is being held on Tuesday 23rd February, 8:30am at the Wagga Wagga Council Chambers. | SM Note Note JG All All |
| 8 | <u>Telstra Investigations</u> <p>Telstra investigations have been undertaken to locate the fibre optics along Kidman Way adjacent the club.</p> <p>This information will be passed on to the successful tenderer along with the contract documents stating it is the contractors responsibility to liaise with Telstra during the contract period prior and while undertaken any excavation works in the vicinity of the services.</p> | PMcG Ongoing |
| 9 | Please check the erosion of the walking track at the southern end of the massbloc wall and rectify. <i>Still requiring additional rock protection. Will be addressed with Area 3 Levee contract.</i> | P.McG |
| 10 | Private owner from North DP has approached council regarding modifications to a private levee. Jon Gregory to provide Council with relevant information to deal with the issue. | JG |
| 11 | The retaining wall and steps at Mr Woolners property will be included in the next tender as "Alternate Additional Works" | P.McG |
| 12 | This year's Floodplain Conference is being held in Nowra from Tuesday 17 th May to Friday 20 th May. Program attached. | All |

Meeting Closed: 12:00pm

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

DARLINGTON POINT FLOODPLAIN MANAGEMENT – CONSTRUCTION OF LEVEE

MINUTES OF MEETING 12

HELD ON 4/2/2016 AT DARLINGTON POINT COUNCIL CHAMBERS

NEXT MEETING

To be advised

DISTRIBUTION

Stephen Goodsall (MSC)

Steve Manwaring (OEH)

Peter McGaffin (NSW Public Works)

Fred Spain (NSW Public Works)

Robert Curphey (Councillor)

Gavin Gilbert (Councillor)

Phillip Wells (Mayor MSC)

Phil Pinyon (Locum GM MSC)

John Catell (Local Community Representation)

Jon Gregory (Wagga Wagga SES)

Ian Leckie (SES)



CONFERENCE PROGRAM

(as at 17th February 2016)

Tuesday 17th May 2016

8.00am – 9.00am **Pre-Conference Flood Workshop Registration**

| | | |
|------------------|-----------------------------|-------------------------|
| Session 1 | Concurrent Workshops | 9.00am – 10.30am |
|------------------|-----------------------------|-------------------------|

| | | |
|--|---|---|
| | Morning Workshop 1: Data Sharing Projects | Morning Workshop 2: Developing a Business Case for Flood Mitigation Works |
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| 10.30am – 11.00am Morning Tea |
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| Session 2 | Concurrent Workshops – continued | 11.00am – 12.30pm |
|------------------|---|--------------------------|

| | | |
|--|---|---|
| | Morning Workshop 1: Data Sharing Projects | Morning Workshop 2: Developing a Business Case for Flood Mitigation Works |
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| 12.30pm – 1.30pm Lunch |
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| Session 3 | Concurrent Workshops | 1.30pm – 3.00pm |
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| | Afternoon Workshop 1: Australian Rainfall and Runoff | Afternoon Workshop 2: Floodplain Risk Management 101 |
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| 3.00pm – 3.30pm Afternoon Tea |
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| Session 4 | Concurrent Workshops – continued | 3.30pm – 5.00pm |
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|--|--|--|
| | Afternoon Workshop 1: Australian Rainfall and Runoff | Afternoon Workshop 2: Floodplain Risk Management 101 |
|--|--|--|

5.00pm – 7.00pm **Conference Welcome Reception**
 Trade Display Area, Shoalhaven Entertainment Centre

Day One – Wednesday 18th May 2016

7.30am **Registration**

| | | |
|------------------|----------------|------------------|
| Session 1 | Plenary | Location: |
| | | Chair: |

8.30am **Welcome to Country**

Welcome from Host Council

Welcome from Floodplain Management Australia

Conference Opening

9.45am – 10.30am **Keynote Address**

10.30am – 11.00am Morning Tea

Session 2 **Concurrent**

| | 2A: Community Engagement, Consultation & Action | 2B: Flood Forecasting & Warning | 2C: Identifying Flood Risk, Modelling & Tools |
|--------------------------|---|--|---|
| 11.00am – 11.25am | A Society-first Approach to Flood Mitigation Neil Dufty , <i>Molino Stewart</i> | Could This Be The Answer? Accurate and Timely Flash Flood Forecasting Adam Berry , <i>Ipswich City Council</i> & Cameron Druery , <i>waterRIDE™</i> | The Evolution of Blockage Policy for Wollongong – 18 Years on from the 1998 Flood Rhys Hardwick Jones , <i>WMAwater</i> |
| 5 minute | Changeover | Changeover | Changeover |
| 11.30am – 11.55am | Planning for Resilient Floodplains Through Bottom-up Approaches: Lessons from Shoalhaven, NSW, Australia Silvia Serrao-Neumann , <i>Griffith University</i> | Bureau's Contribution to Improving the Quality of Flash Flood Warning Information Soori Sooriyakumaran , <i>Bureau of Meteorology</i> | Filling in the Gaps - Victoria's Regional Flood Mapping Program Rebecca Lett , <i>Department of Environment Land Water and Planning</i> |
| 5 minute | Changeover | Changeover | Changeover |
| 12.00pm – 12.25pm | Lessons from the FloodSafe Program- How And Why People Prepare for Floods Frances Taylor , <i>Monash University</i> | Constructing and Operating Melbourne's Flood Integrated Decision Support System David Kirby , <i>BMT WBM</i> | Overland Flow Path Mapping of Toowoomba Blake Boulton , <i>Water Modelling Solutions</i> |
| 12.25pm – 12.28pm | Trade Presentation: | Trade Presentation: | Trade Presentation: |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | | | |
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| 12.30pm – 1.20pm Lunch | | | |
| Session 3 Field Trips | | 1.30pm – 3.30pm | |
| <i>Takeaway Afternoon Tea included</i> | | | |
| Session 4 Concurrent | | | |
| | 4A: Land Use Planning & Legislative Issues | 4B: Structural Mitigation Works & Asset Management | 4C: 10 Minute Presentations |
| 3.40pm – 4.05pm | Of Doubts and Flooded Drains. The Artistry in Defining an Urban Overland Flowpath Allan Gear , <i>The Hills Shire Council</i> | Life Cycle Based Decision Support Framework for Assessing Sustainability of Structural Flood Mitigation Projects Mohammad Aminur Rahman Shah , <i>Griffith University</i> | 3.40pm – 3.50pm Dynamic Coupling of Floodplain Inundation and River Modelling for Sustainable Water Management Dushmanta Dutta , <i>CSIRO Land and Water</i> |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | 3.50pm – 4.00pm Identifying and Visualising Resilience to Flooding Via a Composite Flooding Disaster Resilience Index Tom Perfrement , <i>University of New South Wales</i> |
| | | | 4.00pm – 4.10pm All Shook Up: Encouraging the Sharing of Flood Data in NSW Aaron Grimston , <i>NSW State Emergency Service</i> |
| 4.10pm – 4.35pm | Overland Flowpath Mapping –Technical Considerations and Use Within the Context of Land Use Planning Alister Daly , <i>Water Technology</i> | Field Trials and Testing of Temporary and Demountable Defences in Newcastle Ben Patterson , <i>Royal HaskoningDHV</i> | 4.10pm – 4.20pm Converting River Murray Models from Finite Difference to Finite Volume Stephen Suter , <i>DHI Water and Environment</i> |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | 4.20pm – 4.30pm Going from Flood Studies to Highway Design – Challenges Faced and Lessons Learnt Nathan Cheah , <i>Arup</i> |
| | | | 4.30pm – 4.40pm The "Missing Link" in Urban Floodplain Management Tye Schlencker , <i>Schlencker Mapping</i> |

3

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | | | |
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| 4.40pm – 5.05pm | Flood Risk Management in the New Moreton Bay Regional Council Planning Scheme Kate Isles , <i>Moreton Bay Regional Council</i> | Addressing Flood Risk for Sydney Light Rail in a Highly Constrained Urban Area Shane Ruscheinsky , <i>Jacobs</i> | 4.40pm – 4.50pm Climate Shift in Southwest Western Australia: a Floodplain Manager's Perspective Damon Grace , <i>Department of Water</i> 4.50pm – 5.00pm Quantifying the Performance of Stormwater Systems Using TUFLOW Chris Ryan , <i>Catchment Simulation Solutions</i> |
|-----------------|--|--|--|

5.05pm

Close of Day One

7.00pm

Casual Dinner at Nowra School of Arts
"Sponsored by WMAwater"

Day Two – Thursday 19th May 2016

8.15am Registration (for 1 day attendees)

Session 5 Plenary

9.00am Welcome to Day 2

9.05am Address from Sponsor

9.10am – 9.55am Keynote Address

Session 6 Concurrent 10.00am – 10.55am

| | 6A: Community Engagement, Consultation and Action | 6B: Flood Resilient Urban Design and Building Design | 6C: State and National Solutions and Coordination |
|-------------------|--|---|--|
| 10.00am – 10.25am | From Conflict To Collaboration: Sea Level Rise Adaptation Planning With The Marks Point And Belmont South Communities Stuart Waters , <i>Twylfords</i> | Floodplain Management Innovation to Facilitate City Growth Paul Hackney , <i>Parramatta City Council</i> | The Total Flood Warning System Assessment Tool Michael Cawood , <i>Michael Cawood & Associates</i> |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |
| 10.30am – 10.55am | How and Why We Need to Measure Community Resilience to Flood, Bushfire and Cyclone Disasters Deanne Bird , <i>Risk Frontiers</i> | A Planning Decision Support Tool for Assessment and 3D Visualisation of Flood Risk to Buildings Sam Amirebrahimi , <i>The University of Melbourne</i> | Supporting Land Use Planning by Providing Improved Information from the Floodplain Management Process Duncan McLuckie , <i>NFRAG</i> |

10.55am – 11.25am Morning Tea

Session 7 Concurrent 11.25am – 12.55pm

| | 7A: Structural Mitigation Works and Asset Management | 7B: Flood Forecasting and Warning | 7C: Identifying Flood Risk, Modelling and Tools |
|-------------------|---|---|---|
| 11.25am – 11.50am | Managing Flood Risk from the Hutt River, Wellington, New Zealand and How This Management Approach Impacts Insurance Cover Sharyn Westlake , <i>Greater Wellington Regional Council</i> & Daniel Manolache , <i>FM Global</i> | The Reality of Flood Forecasting in South Australia – Maximising Forecast Response Time Christopher Wright , <i>University of South Australia</i> | The Lockyer Valley - 4 Years and 2 Design Events Later - a Review of Implemented Flood Risk Management Responses Quentin Underwood , <i>Lockyer Valley Regional Council</i> |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | <i>7A continued</i> | <i>7B continued</i> | <i>7C continued</i> |
|---|---|---|--|
| 11.55am – 12.20pm | Selecting the Appropriate Design Flood Event Erin Askew, WMAwater | Introducing the Bureau's New Hydrological Forecasting System Justin Robinson, Bureau of Meteorology | One Size Does Not Fit All – a Case Study of Flood Risk Described but Unabated Ailsa Schofield, Shoalhaven City Council |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |
| 12.25pm – 12.50pm | Looking for the Snake in the Grass: Lessons Learnt from Levee Visual Audits on the Lower Shoalhaven River Paul Hart, Royal HaskoningDHV | Flood Risk Self-assessment - Development of Simple Rainfall-based Triggers for Residents in Flash Flood Catchments Julia Roso, Just Roso | The Capabilities of Professional Judgment Versus Modelling in the Analysis of Floods and Flooding Greg McMahon, G M McMahon Consultants |
| 12.50pm – 12.53pm | Trade Presentation: | Trade Presentation: | Trade Presentation: |
| 12.55pm – 1.55pm Lunch | | | |
| Session 8 Concurrent 1.55pm – 3.25pm | | | |
| | 8A: Environment, Climate Change, Sea Level Rise | 8B: | 8C: 10 Minute Presentations |
| 1.55pm – 2.20pm | | Queensland: Driving Reform and Continuous Improvement in Floodplain Management Michael Shapland, The Office of the Inspector-General Emergency Management | 1.55pm – 2.05pm From Study to Study - Lessons Learnt from Implementation Nathan Evans, Newcastle City Council 2.05pm – 2.15pm Interactive Flood Hazard Information Visualisa – Data Anytime Anywhere Andy Wohlsperger, AECOM 2.15pm – 2.25pm Real Time Flood Forecasting of the August 2015 Floods in the St Georges Basin and Shoalhaven River Using HyFS Shangyou Zhang, Bureau of Meteorology |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | | | |
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| 2.25pm – 2.50pm | City Links Climate Adaptation Partnership Between the City of Gold Coast and the City of Semarang (Indonesia) Hamid Mirfenderesk, City of Gold Coast | 2.25pm – 3.25pm "Councillors Choice" | 2.25pm – 2.35pm Use of High Speed Flood Models for Flood Forecasting and Flood Intelligence Ben Caddis, BMT WBM |
| 5 minute | Changeover | | 2.35pm – 2.45pm Barriers in Achieving a Holistic Approach to Climate Change Adaptation: A Case Study on Risk Perceptions in the Hawkesbury-Nepean Region Shafaq Masud, UNSW |
| 2.55pm – 3.20pm | Floodplain Restoration in a Changing Climate Will Glamore, UNSW | | 2.45pm – 2.55pm A Planner in a Flooding World: Collaborating, Navigating and Delivering Land Use Planning Outcomes for Flood Management Jessie Keating, City of Ballarat |
| | Trade Presentation: | | 2.55pm – 3.05pm Managing Flood Risk to Future Development by Appropriate Forward Planning in Transport Infrastructure in the Upper South Creek Catchment, Camden Maria Pinto, Camden Council |
| | | | 3.05pm – 3.15pm Levee Management Guidelines in Victoria Viktor Brenners, Department of Environment, Land, Water and Planning |
| | | | Trade Presentation: |
| 3.25pm – 3.55pm Afternoon Tea | | | |
| 7 | | | |

Session 9 FMA Annual General Meeting 3.55pm – 5.30pm
"All FMA Members please attend"

| | | |
|------------------------|---------------------------------------|---|
| | 9A: FMA Annual General Meeting | 9B: HEC-RAS 5.0 2D Modeling Workshop |
| 3.55pm – 5.30pm | | |

5.30pm ***Close of Day Two****

7.00pm **Conference Dinner, Shoalhaven Entertainment Centre**
"Sponsored by NSW State Emergency Service"

Day Three – Friday 20th May 2016

8.30am Registration (for 1 day attendees)

Session 10 Plenary

9.00am Welcome to Day 3

Sponsor Address

9.10am – 9.55am Keynote Speaker

Session 11 Concurrent

| | 11A: Disaster Planning and Emergency Response | 11B: Land Use Planning and Legislative Issues | 11C: Flood Resilient Urban Design and Building Design |
|-------------------|--|--|---|
| 10.00am – 10.25am | 10, 100 or 10000, Who Knows? Extreme Temporal Patterns and Implications for Floodplain and Emergency Management James Stuart , <i>SunWater</i> | Using Insurance Claims and Hazard Data to Investigate Alternatives to Traditional Frequency-based Planning Controls Andrew Dyer , <i>Insurance Australia Group</i> | An Approach Towards Changing Development Controls for Flood Prone Areas to Enable Aspirations for Future Development and Growth; Ballina Shire Council Jacqui Bonnitcha , <i>Edge Environment</i> |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |
| 10.30am – 10.55am | Comparing Emergency Management Outcomes from 4 Floodplain Risk Management Studies in the Shoalhaven LGA Luke Evans , <i>Cardno</i> | Reports to Reality: Implementing Innovation Will Kershaw , <i>Harden Shire Council</i> | Urban Drainage Design - Detention Basins and Dam Safety Requirements Bronson McPherson , <i>NSW Public Works - Manly Hydraulics Laboratory</i> |
| 10.55am – 11.00am | Trade Presentation: | Trade Presentation: | Trade Presentation |

11.00am – 11.30am Morning Tea

Session 12 Concurrent

| | 12A: Identifying Flood Risk, Modelling and Tools | 12B: Disaster Planning and Emergency Response | 12C: Identifying Flood Risk, Modelling and Tools |
|-------------------|---|---|---|
| 11.30am – 11.55am | Dam Breach Analysis with HEC-RAS 5.0 2D - Improvements to Accuracy, Hazard Data Outputs and Efficiency, Case Examples Mark Forest , HDR Engineering | Practical Consideration of Emergency Response Classification of Communities Angela Toniato , NSW OEH | Uncertainty Theme - Flooding Class Actions and Inquiries - How Certain is Accepted Modelling and Mapping Currently in Place? Neil Collins , BMT WBM |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |
| 12.00pm – 12.25pm | A Design Variable Method for Estimating Flood Risk in Australian Coastal Catchments Seth Westra , University of Adelaide | SMART Infrastructure Facility, University of Wollongong Robert Ogle , University of Wollongong | The Value of Immediate Post – Flood Event Data Capture: Illawarra August 2015 Flood Event Paul Hart , Royal HaskoningDHV |
| 5 minute | <i>Changeover</i> | <i>Changeover</i> | <i>Changeover</i> |
| 12.30pm – 12.55pm | Challenges of Interpreting Flood Flow Estimate- A Case Study at Horsham (Walmer) Gauge in Wimmera River Abdul Aziz , Wimmera Catchment Management Authority | An Analysis of Human Fatalities from Flood Hazards in Australia 1900-2014 Andrew Gissing , Risk Frontiers | Floodplain Management: The Challenges Facing Council In An Ever Changing World Richard Dewar , WMAwater Pty Ltd |

Session 13 Plenary

| | |
|--------|--------------------------------|
| 1.00pm | Closing Ceremony |
| 1.30pm | Lunch |
| | **Close of Conference** |

9. GENERAL MANAGER'S REPORT

9.1 MURRUMBIDGEE SHIRE MERGER ANALYSIS

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| Council Meeting 16 March, 2016 PP:IGM – Murrumbidgee Shire Merger Analysis |
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EXECUTIVE SUMMARY

Murrumbidgee Shire is currently the subject of two merger proposals being investigated by the Office of Local Government. This report provides and overview of an analysis undertaken on behalf of Murrumbidgee Shire of both proposals.

RECOMMENDATION

That Council:

- a) **Note the information presented within the Murrumbidgee Shire Council Merger Proposal Analysis document.**
- b) **Defer making a decision in relation to the request by Jerilderie Shire Council for Murrumbidgee Shire Council to support a merger with the whole of the Jerilderie Shire Council local government area until there has been an opportunity for further community input into Council's decision in accordance with the decision taken at the Extraordinary Meeting of Murrumbidgee Shire Council held on 7 March, 2016.**
- c) **Hold an extraordinary meeting of Murrumbidgee Shire Council on Monday, April 4 to determine its position on this proposal following the approved community engagement and survey period.**

BACKGROUND

As Council is aware, Murrumbidgee Shire is the subject of a merger proposal with the part of Jerilderie Local Government Area which lies to the north of Yanko Creek and that the Minister for Local Government has referred this proposal to the Office of Local Government for investigation. On January 26, Jerilderie Shire Council resolved to seek the Minister's agreement to consider a merger between the whole of that Shire and Murrumbidgee concurrently with the Minister's proposal and have sought this Council's support for this second merger proposal. This proposal is currently the subject of an investigation being undertaken by Delegate Tim Stubbs on behalf of the Chief Executive of the Office of Local Government.

At its meeting on 17 February, 2016, Council resolved as follows:

That Council:

- e) ***defer a decision on support of the Jerilderie proposal as requested in their letter dated 26/1/16 until there is:***
 - ***clarity on the response from the Minister for Local Government to that proposal;***
 - ***an identified process advised by the Office of Local Government as to how that proposal will be dealt with;***

- ***an opportunity for Council to consult with the Murrumbidgee Shire Council community regarding the Jerilderie proposal to assist Council in formulating a response to that proposal.***
- f) ***authorise the Interim General Manager to investigate the Jerilderie proposal to answer the questions raised by the community and councillors regarding the viability and financial merit of the proposal.***
- g) ***allocate up to \$10,000 to undertake the investigation.***
- h) ***defer expenditure and investigation until the Minister has made a determination to refer the proposal from Jerilderie Shire Council of January 26, 2016 to the Chief Executive of the Office of Local Government and the public inquiry process is initiated.***

On February 19, 2016, Council was advised by the Delegate that the alternate merger proposal had been referred by the Minister to the Chief Executive Officer and as such, work was commenced on preparing the analysis of the merger proposal. Murrumbidgee Shire Council's Interim General Manager, following discussions and agreement with the General Manager from Jerilderie Shire Council, engaged the services of Mr Kerry McMurray to undertake the financial analysis. It was felt that Mr McMurray's knowledge of Murrumbidgee Shire's financial situation would allow for a thorough comparison of the merger proposals. Having Mr McMurray undertake this body of work also provided the opportunity for comparisons to be made using the same methodology in looking at the circumstances of each of the two Councils and the two options, thus avoiding any different interpretation that may have occurred if the work was done by different individuals.

In order to analyse both merger proposals it has been necessary to establish the current financial position of both organisations, examine assumptions, practices and policies used by both organisations, determine a number of agreed assumptions and develop modelling that objectively and as accurately as possible, reflects the future state of both merger proposals. The details of this analysis are included as "Attachment A" to this report. While there are no recommendations as to which of the two merger proposal is preferred – north of Yanco Creek or the whole of Jerilderie Shire – the report provides Councillors with good information to inform the Murrumbidgee Community. This information will allow both Council and the Community to properly assess which of the two merger proposals will produce the best outcomes for Murrumbidgee Shire from their individual perspectives.

COMMENT

There are a number of factors on which Council sought clarification and these have been detailed within Mr McMurray's report. It is not the intention of this report to present a recommendation as to which of the two merger proposals is the most beneficial, as Council has previously indicated its desire to seek community input into its final determination.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Local Government Act 1993 - Sect 218
Local Government Act 1993 – Sect 23A

Local Government Act 1993 – Sect 263(3)

FINANCIAL

At the Ordinary Meeting of Murrumbidgee Shire Council on February 17, 2016, Councillors resolved to allocate \$10,000 to undertake the investigation into the merger proposals. In addition to this, at an Extraordinary Meeting on March 7, Council resolved to allocate an additional amount of funds, \$13,000, to the community engagement process to gauge the community's position in relation to the merger proposal.

INTEGRATED PLANS

D1.1 – Council leads the community by example demonstrating a high level of leadership and accountability

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

Councillors

ELT

OPTIONS

Council has options available in relation to the information in this report. Those options are:

- a) Note the information contained within the analysis document and defer a determination on whether it supports the request from Jerilderie Shire Council from January 26, 2016 until the end of the community engagement process as per the officer's recommendation.
- b) Council could make a determination as to whether it supports the request from Jerilderie Shire Council from January 26, 2016 and make a presentation accordingly to the Public Inquiry into the whole of Jerilderie Shire Merger proposal.
- c) Council could resolve to note the information only and take no further action in relation to the whole of Jerilderie Shire Merger proposal.

ATTACHMENTS

Attachment A (UNDER SEPARATE COVER): Murrumbidgee Shire Council Merger Proposal Analysis

Phil Pinyon

INTERIM GENERAL MANAGER

9.2 ADDITIONAL FUNDS FOR BARWIDGEE BOULEVARD RECONSTRUCTION

| | |
|--|--|
| Council Meeting 16 March, 2016 GR:PE –Additional funds for Barwidgee Boulevard Reconstruction | |
|--|--|

EXECUTIVE SUMMARY

Council allocated a budget of \$650,000 for the rehabilitation work at Barwidgee Boulevard to rectify and fix the ongoing drainage issues. The total budget amount was based on works including the rehabilitation of road pavement, replacing kerb and gutter and provision for suitable drainage. Due to some design complications, additional work needs to be carried out which involves residential stormwater run-off. Therefore, additional funds are required in order to effectively carry out the rehabilitation works.

RECOMMENDATION

That Council allocates an additional \$120,000 towards this project to be funded from Roads to Recovery allocations.

BACKGROUND

Barwidgee Boulevard was proposed to go under a major rehabilitation this financial year. One of the key reasons for the rehabilitation is the ongoing issue with drainage. The works initially required to fix the drainage issue included the rehabilitation of the road, replacing kerb and gutter and providing suitable drainage.

However, prior to the commencement of the proposed works, Council's engineering staff came across a previously unknown issue of shallow underground services laid across the road at various locations. This means that the underground services will interfere with the drainage works. Hence, the design has been reviewed and modified which will have a direct impact on the levels of the road. As a result of this change in design, additional work is required to be carried out to manage the residential stormwater discharge from the properties on the higher side of the street. That being said, the road pavement and the overall drainage profile of Barwidgee Boulevard will benefit greatly from the change in design as the new design cuts-off the stormwater discharge from the properties on the higher side of the street directly on to the road surface and instead, provides an independent storm water channel that feeds directly into the collection point.

COMMENT

The requirement for extra funds is essential in order to address all the known issues and carry out this project in an effective manner. The additional funds will enable the provision of extra stormwater works that will be of great value to the road pavement life and give the street a better overall drainage design.

CONSIDERATIONS (Statutory compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Austrorads: Design to road guide Part 5 Drainage design

FINANCIAL

Additional funds of \$120,000 will need to be allocated from the 2015-16 Roads to recovery funds for this project.

The table below outlines the cost breakdown for the project.

1. Road Reconstruction

| Length (m) | Width (m) | Total Pavement Area (m ²) | Unit rate (\$/m ²) | Total Cost of the road |
|------------|-----------|---------------------------------------|--------------------------------|------------------------|
| 850 | 8.1 | 6885 | 21.15 | \$ 145,617.75 |

2. Removal of existing kerb and gutter

| Length (m) | Unit rate (\$/l.m) | Total Cost |
|------------|--------------------|--------------|
| 1600 | 10 | \$ 16,000.00 |

3. Drainage Pits

| Quantity | Unit rate (\$/item) | Total Cost |
|----------|---------------------|---------------|
| 800 | 340 | \$ 251,000.00 |

4. Stormwater works

| Items | Quantity | Unit rate (\$/item) | Total Cost |
|------------------|----------|---------------------|--------------|
| Storm water Pipe | 30 | 3000 | \$ 90,000.00 |
| Pits | 5 | 2000 | \$ 10,000.00 |

5. Private restoration/rehabilitation works

| Items | Quantity | Unit rate (\$/item) | Total Cost |
|------------------------|----------|---------------------|--------------|
| Driveways Lawn repairs | 30 | 1000 | \$ 30,000.00 |

6. Kerb and gutter installation

| Length (m) | Unit rate (\$/l.m) | Total Cost (\$) |
|------------|--------------------|-----------------|
| 1600 | 66.02 | \$ 105,625.00 |

7. Installation of Drainage pits

| Quantity (m) | Unit rate (\$/item) | Total Cost |
|--------------|---------------------|---------------|
| 696 | 175.57 | \$ 122,195.00 |

| | |
|------------------------------|---------------|
| Total Project Estimated Cost | \$ 770,437.75 |
|------------------------------|---------------|

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

| | |
|------------------------|---------------|
| Total allocated Budget | \$ 650,000.00 |
|------------------------|---------------|

| | |
|---------------------------|----------------------|
| Additional funds required | \$ 120,437.75 |
|---------------------------|----------------------|

INTEGRATED PLANS

N/A

RISK MANAGEMENT

Nil

CONSULTATION / ENGAGEMENT

Brett Docherty Surveying

OPTIONS

- a) The recommendation as printed
- b) Council could resolve to commence this project with the initial allocated funds of \$650,000. Should council resolve this option, it will result in ongoing stormwater issues and road pavement failure reducing its expected useful life.

ATTACHMENTS

N/A

Gary Randhawa
Project Engineer

9.3 CHANGE IN ACCESS TO COLEAMBALLY LANDFILL FACILITY

| | |
|---|--|
| Council Meeting 16 March, 2016 GR:PE – Change in access to Coleambally Landfill Facility | |
|---|--|

EXECUTIVE SUMMARY

There is a need to review unauthorised and after hour access to Council's Landfill Facility in Coleambally.

RECOMMENDATION

That Council limits access to the landfill facility to times during open hours when the facility is staffed by Council personnel or under authorised supervision.

BACKGROUND

Local businesses and some general public have had out of hour's access to the Coleambally Landfill facility for the past few years. Council's landfill operator has advised of the regular occurrence of incorrect sorting and illegal dumping. As a result of mixed waste being tipped in the general Municipal Solid Waste (MSW) cell, the cells reach their maximum capacity a lot sooner than the designed life of the cells which leads to construction of new cells earlier than required.

Under the NSW EPA guidelines for Landfill operations, as a requirement to effectively manage the landfill, it is a prerequisite for the waste to be segregated in order to maximise the life of a cell. The recommended life of a cell by EPA is 3 years. Currently our cells have a life of 12-18 months which is well below the EPA recommendation. This is solely a result of very minimal or no segregation of waste. As a result, new cells are required to be constructed a lot earlier which increases the capital as well as the operational cost of our Landfill facility.

The photo below shows no waste separation in the general MSW cell.



COMMENT

Limiting access to the Landfill strictly during open hours will help minimise illegal dumping and maximise life of the cells. By restricting out of hours access, the ongoing issue of waste segregation will diminish and this will allow Council to cost effectively manage the landfill facility in accordance with the EPA Guidelines.

Prior to the implementation of the change in access, a letter will be sent out to the known users notifying them of the change in access to the landfill. Following this, the locks will be changed 5 days after the letters are sent.

CONSIDERATIONS (Statutory compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

NSW EPA Environmental Guidelines: Solid Waste Landfills

FINANCIAL

Should Council resolve to limit access to landfill during open hours, it would minimise the capital and operational cost of Coleambally landfill facility.

INTEGRATED PLANS

N/A

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

Executive Leadership Team

Riverina Waste Group

OPTIONS

- a) The recommendation as printed
- b) Council could resolve to continue to operate the Landfill site as is. Should Council resolve this option, it will contradict with the EPA guidelines and increase the capital and operational cost of the Landfill.

ATTACHMENTS

N/A

Gary Randhawa
Project Engineer

9.4 NSW WATER AND SEWER BEST PRACTICE MANAGEMENT FRAMEWORK

| | |
|--|--|
| Council Meeting 16 March, 2016 GR:PE – NSW Water and Sewer Best Practice Management Framework | |
|--|--|

EXECUTIVE SUMMARY

The [NSW Government's Best-Practice Management of Water Supply and Sewerage Framework](#) require local water utilities to prepare and implement a sound 30-year Integrated Water Cycle Management (IWCM) Strategy, which includes a Financial Plan.

RECOMMENDATION

That Council continue to work collectively with RAMROC Engineers' Group in developing the Integrated Water Cycle Management Strategy.

BACKGROUND

A 30-year IWCM Strategy addresses the complex linkages between elements of the urban water cycle (water supply, sewage and stormwater) and community expectations. This is done within the urban area and between the urban area and its water related physical and legislative operating environment. This multi-level transparent and systematic approach encourages cost-effective integration of these urban water systems in consultation with the local community. A sound 30-year IWCM Strategy developed using an evidence based analysis in accordance with the IWCM check list identifies the integrated water supply, sewerage and stormwater scenario that provides the best value for money on the triple bottom line basis of social, environmental and economic considerations.

The RAMROC Engineers' Group has been discussing options of preparing the IWCM Strategy collectively and also options of resource sharing in regards to engaging a consultant.

COMMENT

The completion of IWCM Strategy will see Council have an effective and sustainable water supply and sewer business. As this is a 30 year strategic document, it will help Council forecast and right size any necessary capital works projects and will be essential for the provision of appropriate, affordable, cost-effective urban water services.

CONSIDERATIONS (Statutory compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

NSW Best-Practice Management of Water Supply and Sewerage Framework

FINANCIAL

Council will need to allocate funds from Water and Sewer annual budget to develop the IWCM Strategy.

INTEGRATED PLANS

N/A

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

RAMROC

OPTIONS

- a) The recommendation as printed
- b) Council could resolve to work independently in developing the IWCM Strategy. Should council resolve this option, the cost would be higher; however, it may fast track the process.

ATTACHMENTS

N/A

Gary Randhawa
Project Engineer

9.5 COUNCIL POLICIES

| |
|---|
| <p>Council Meeting Date January 20, 2016 PP:IGM – Council Policies</p> |
|---|

EXECUTIVE SUMMARY

This report is for Murrumbidgee Shire Councillors to formally adopt policies which have been on public exhibition.

RECOMMENDATION

That Council adopts the following policy documents:

- 1. GRPP.02.01.08 Privacy Management Policy (Attachment A)**
- 2. GRPP.02.01.10 Complaints Management Policy (Attachment B)**
- 3. GRPP.02.01.11 Record Management Policy (Attachment C)**

BACKGROUND

In May 2014, Council was written to by the Office of Local Government in relation to a number of recommendations which remained outstanding from the Promoting Better Practice Review undertaken in 2011. Since that time, Council has formally acted on a number of the recommendations and the documents included as attachments were among those requiring attention.

These documents set clear guidelines for the way Council manages information from the point the information is collected through to how the information will be retained, used and disposed of. The Complaints Management Policy also establishes clear processes and timelines for the manner in which Murrumbidgee Shire Council deals with specific issues from the community.

At the Ordinary Meeting of Murrumbidgee Shire Council on January 20, 2016 it was resolved to endorse the Draft policies, those being GRPP.02.01.08 Privacy Management Policy, GRPP.02.01.10 Complaints Management Policy and GRPP.02.01.11 Record Management Policy, and place them on exhibition for a period of 28 days to allow for public comment. This exhibition period expired on February 29 with no submissions having been received on the draft policies. The policies are now before Council for adoption.

COMMENT

In formally adopting these policies, Council will be addressing issues identified during the Promotion Better Practice Review which were recognized as being of a high priority.

CONSIDERATIONS (Compliance/Risk Management)

Statutory:

Local Government Act 1993; Independent Commission Against Corruption Act, 1988; Public Interest Disclosure Act, 1984; Government Information (Public Access) Act 2009, Privacy And Personal Information Protection Act 1998

FINANCIAL

Nil.

INTEGRATED PLANS

D1.1.3 Ensure transparent, accountable and responsible leadership throughout Council

D1.1.2 Provide strong and effective governance

RISK MANAGEMENT

Fraud & Corruption Prevention, Business Continuity

CONSULTATION

ELT

OPTIONS

- a) The recommendation as printed is the preferred option.
- b) Council could determine not to endorse the policies as presented, amend them and then place them on public exhibition.

ATTACHMENTS

Attachment A: GRPP.02.01.08 Privacy Management Policy

Attachment B: GRPP.02.01.10 Complaints Management Policy

Attachment C: GRPP.02.01.11 Record Management Policy

Phil Pinyon

Interim General Manager



GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

| | Name | Position | Signature | Date |
|-----------------|----------------|-------------------------|-----------|------|
| Document Author | Kerry McMurray | Acting General Manager | | |
| Document Owner | Phil Pinyon | Interim General Manager | | |
| Authorised By | Council | N/A | N/A | |

| Document Revision History | |
|---------------------------|--------------|
| Revision Number: | 1 |
| Previous Reviews: | |
| Next Review Date: | October 2017 |

Adoption Date: March 2016

Amended Date: N/A

Name: GRPP.02.01.08 Privacy Management Policy

Revolves: N/A

Review Date: October 2017

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| | | |
|---|----------------------------------|--|
|  | Council Policy | |
| | Privacy Management Policy | |
| Policy Number: GRPP.02.01.08 | Department: Governance and Risk | |
| Effective Date: March 2016 | Division: Governance | |

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Adoption Date: March 2016
 Revokes: N/A
 Review Date: October 2017

Amended Date: N/A

Name: GRPP.02.01.08 Privacy Management Policy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

1. PURPOSE AND SCOPE

Council collects and records a great deal of personal information on residents and customers. Consequently it needs to ensure it is applying best practice in how it handles this personal information to ensure that privacy is maintained.

This Privacy Management Policy details how the organisation deals with personal information and health information it collects to ensure that it complies with the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

1.0 Applies to.

This policy is to apply to all Councillors, Council staff, contractors and consultants of the Council and Council Committees including those established under Section 355 of the Local Government Act 1993 and Privacy and Personal Information Protection Act 1998 (PPIPA). The PPIPA will be the overriding reference for any matters where they are a not specifically referenced by this document.

2. REFERENCE

| | |
|------------------------------------|--|
| Legislation / Recognized Standards | <ul style="list-style-type: none">• <i>Privacy and Personal Information Protection Act 1998</i>• <i>Health Records and Information Privacy Act 2002</i>• <i>Local Government Act 1993</i>• <i>Murrumbidgee Shire Council Code of Conduct</i>• <i>Government Information (Public Access) Act 2009</i> |
| Risk Assessment | |

3. INFORMATION PROTECTION PRINCIPLES

Council's procedures shall comply with the following protection principles identified under Section 33 of the PPIPA:

- (a) Collection of personal information for lawful purposes
- (b) Collection of personal information directly from the individual
- (c) Requirements when collecting personal information
- (d) Other requirements relating to collection of personal information
- (e) Retention and security of personal information
- (f) Information about personal information held by agencies
- (g) Access to personal information held by agencies
- (h) Alteration of personal information
- (i) Agency must check accuracy of personal information before use
- (j) Limits on use of personal information
- (k) Limits on disclosure of personal information

Adoption Date: March 2016
Revoke: N/A
Review Date: October 2017

Amended Date: N/A

Name: GRPP 02.01.08 Privacy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

4. MANAGEMENT AND TRAINING

Council shall maintain a 'Privacy Management Plan' to guide the organisation in privacy management.

Council will ensure that Councillors and staff undergo relevant training in the provision of privacy management.

5. DEFINITIONS

Personal Information

Personal information is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

Council considers the following to be publicly available publications:

- Information about an individual that is contained in a publicly available publication is not considered personal information.
- An advertisement containing personal information in a local, city or national newspaper.
- Personal information on the internet.
- Books or magazines that are printed and distributed broadly to the general public.
- Council Business Papers, or that part that is available to the general public.
- A public display on view to the general public.

Health information is defined as "personal information that is information or an opinion about;

- (i) The physical or mental health or a disability (at any time) of an individual, or
- (ii) An individual's express wishes about the future provision of health services to him or her, or
- (iii) A health service provided, or to be provided, to an individual."

6. POLICY STATEMENT

The following key principles form the basis of this policy:

6.1 Privacy Principles

- Council will not collect personal information unless it is for a lawful purpose directly related to a function or activity of council
- Council will only collect information from the individual to whom the information relates.
- Council will notify an individual that it has collected information on him/her.
- Council will take reasonable steps to ensure the information collected is not

Adoption Date: March 2016
Management Policy
Revolves:
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Name: GRPP 02.01.08 Privacy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

excessive and is accurate.

- That the information is kept no longer than necessary and is disposed of securely.
- Council will take reasonable steps to ensure the accuracy of personal information prior to use.
- Council will not use personal information for a purpose other than for which that information was collected.
- Council will take reasonable care not to disclose personal information.

6.2 Health Privacy Principles

- Council will not collect personal health information unless it is for a lawful purpose directly related to a function or activity of the Council.
- The information must be relevant, not excessive, accurate and not intrusive.
- Collection of health information will be in accordance with guidelines issued by the Privacy Commissioner.
- Council will make the individual aware of the information it has collected and the purpose it will be used for.
- Council will ensure that health information is kept no longer than necessary it is securely protected, and is disposed of securely.
- If Council holds health information that an individual can ascertain the nature of that information and can assess the accuracy of that information.
- That limits are applied on the use of health information so that it can only be used for its primary purpose unless consent has been obtained for secondary purpose uses.
- That limits are applied on the disclosure of health information unless consent has been obtained for a secondary purpose.
- Wherever lawful and practicable individuals will be given the opportunity of anonymity when entering into transactions or receiving health services from an organisation.
- Council will not transfer health information about an individual to any person or body who is in a jurisdiction outside of NSW or to a Commonwealth Agency unless there is a legal requirement to do so or consent has been given.
- Council will not provide health information to a health records linkage system unless consent has been provided.

6.3 Other Legislation

- Council will fulfil its obligations under the *Government Information (Public Access) Act 2009* which can override the *Privacy and Personal Information Protection Act, 1998*.

6.4 Public Registers Principles

- Council will not disclose personal information held in a public register unless the information is to be used for a purpose relating to the purpose of that register, or an Act under which the Register is kept.

Adoption Date: March 2016
Management Policy
Revises: N/A
Review Date: October 2017

Amended Date: N/A

Name: GRPP 02.01.08 Privacy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

6.5 Internal Review Principles

- Where a person who has requested information is aggrieved by the conduct of Council such a person is entitled to apply for an Internal Review which will be dealt with by Council's Public Officer.
- Council will notify the applicant in writing within 14 days of the completion of the review.

7. PERSONAL INFORMATION HELD BY COUNCIL

The Council holds personal information concerning Councillors such as:

- Personal contact information
- Complaints and associated matters
- Pecuniary interest returns
- Entitlements to fees, expenses, facilities and reimbursements
- Personal contact information

The Council holds personal information concerning its customers, ratepayers and residents such as:

- Rates records
- Names and addresses of suppliers, including bank details, names & addresses of customers which may include financial details.
- Development Applications and objections
- Details of office bearers on various Council committees.

The Council holds personal information concerning its employees such as:

- Recruitment material
- Leave and payroll data
- Disciplinary matters
- Pecuniary interest returns
- Wage and salary entitlements
- Health history
- Workers Compensation history

8. PUBLIC REGISTERS

A public register is defined in section 3 of the PPIPA:

Public register means a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).

Section 57 of the PPIPA provides:

1. The public sector agency responsible for keeping a public register must not disclose any personal information kept in the register unless the agency is satisfied that it is to be used for a purpose relating to the purpose of the register or the Act under which the register is kept.

Adoption Date: March 2016
Revises: Management Policy
Review Date: N/A
Review Date: October 2017

Amended Date: N/A

Name: GRPP 02.01.08 Privacy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

2. In order to enable the responsible agency to comply with subsection (1), the agency may require any person who applies to inspect personal information contained in the public register to give particulars, in the form of a statutory declaration, as to the intended use of any information obtained from the inspection.

Council holds the following public registers under the LGA: (Note – this is purely indicative. Council may, by virtue of its own practice, hold other Public Registers, to which PPIPA applies)

Section 53 – Land Register – The primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.

Section 113 – Records of Approvals – The primary purpose is to identify all approvals granted under the LGA.

Section 450A – Register of Pecuniary Interests – The primary purpose of this register is to determine whether or not a Councillor or a member of a council committee has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

Section 602 – Rates Record – The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land.

Council holds the following public registers under the Environmental Planning and Assessment Act:

Section 100 – Register of consents and approvals – The primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Section 149G – Record of building certificates – the primary purpose is to identify all building certificates.

Council hold the following public register under the Protection of the Environment (Operations) Act:

Section 308 – Public Register of licenses held – The primary purpose is to identify all licenses granted under the Act.

Council holds the following public register under the impounding Act 1993:

Section 30 & 31 – Record of Impounding – The primary purpose is to identify any impounding action by Council.

Members of the public may enquire only in accordance with the primary purpose of any of these registers.

9. SECONDARY PURPOSE OF ALL PUBLIC REGISTERS

Due to the general emphasis (to be found in the LGA and elsewhere) on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore disclosure of specific records from public registers would normally be considered to be allowable under section 57 of the PPIPA.

Adoption Date: March 2016
Revises: Management Policy
Review Date: October 2017

Amended Date: N/A

Name: GRPP 02.01.08 Privacy

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

However, requests for access, copying or the sale of the whole or a substantial part of the Public Register held by Council will not necessarily fit within this purpose. Where Council officers have doubt as to the intended use of the information, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

Council will make its assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

10. APPLICATIONS FOR ACCESS TO OWN RECORDS ON A PUBLIC REGISTER

A person wishing to have access to a public register to confirm their own details needs only to prove their identity to Council before having access to their own personal information.

11. PROCEDURE FOR INTERNAL REVIEW

Complaints or requests for an internal review must be made within 6 months of the complainant being first aware of the issue.

Complaints must be made in writing and addressed to:

The Public Officer
Murrumbidgee Shire Council
PO Box 5
Darlington Point NSW 2706

When a complaint or request for a review is received by the Public Officer, the process for the review is as follows:

1. The Public Officer notifies the Privacy Commissioner that a complaint/request for internal review has been received
2. The Public Officer appoints a Reviewing Officer to handle the complaint/request for internal review
3. The Reviewing Officer investigates the complaint/review and reports the determination back to the Public Officer
4. The Public Officer notifies the Complainant and the Privacy Commissioner of the determination.

12. SERVICE GUARANTEE

1. The review must be completed within 60 days of the lodgement of the complaint/request for internal review
2. The Complainant will be notified in writing within 14 days of the determination. Should a Complainant not be satisfied, he or she may lodge an appeal to the Administrative Decisions Tribunal, which will hear the matter and impose its own decision. It may also impose substantial damages for a breach of an information protection principle.

13. THE ROLE OF THE PUBLIC OFFICER

The role of Public Officer/s has been delegated by Council to the General Manager who has sub-delegated it to the Director Corporate Performance and Community as Public Officer.

| | | | | | |
|----------------|--------------|---------------|-----|-------|-----------------------|
| Adoption Date: | March 2016 | Amended Date: | N/A | Name: | GRPP.02.01.08 Privacy |
| Revises: | NA | | | | |
| Review Date: | October 2017 | | | | |

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GRPP.02.01.08 PRIVACY MANAGEMENT POLICY

The role carries primary responsibility for the following:

1. Assigning, monitoring and reporting internal review matters
2. Liaising with all staff to ensure their needs are met in relation to the PPIPA
3. Assisting with training and induction
4. Assisting staff in developing processes and procedures to enable staff, councillors, contractors and consultants to meet their obligations under the Act

14. IMPLEMENTATION

This policy will be implemented with reference to Council policies including, but not limited to:

- GRPP .02.01.01 - Code of Conduct
- GRPP .02.01.02 – Enterprise Risk Management Policy and Tool Kit
- GRPP .02.01.04 – Business Continuity Policy

As additional policies which may impact this document are update/created, this section of the Privacy Management Policy will be amended.

15. POLICY REVIEW

It is intended that this Policy will be reviewed periodically, at a minimum once every term of an elected Council, taking into account any further information or developments that may be to hand at that time.

Adoption Date: March 2016
Replaces: Management Policy
Review Date: October 2017

Amended Date: N/A

Name: GRPP 02.01.08 Privacy

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GRPP.02.01.10 COMPLAINT MANAGEMENT POLICY

| | Name | Position | Signature | Date |
|-----------------|----------------|-------------------------|-----------|------|
| Document Author | Kerry McMurray | Acting General Manager | | |
| Document Owner | Phil Pinyon | Interim General Manager | | |
| Authorised By | Council | N/A | N/A | |

| Document Revision History | |
|---------------------------|--------------|
| Revision Number: | 1 |
| Previous Reviews: | |
| Next Review Date: | October 2017 |

Adoption Date: March 2016

Amended Date: N/A

Name: GRPP.02.01.10 Complaint Management Policy

Revolves: Murrumbidgee Shire Council – D.401 Complaint Handling Procedure

Review Date: October 2017

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| | |
|---|--------------------------------------|
|  | <h1>Council Policy</h1> |
| | <h2>Complaint Management Policy</h2> |
| Policy Number: GRPP02.01.10 | Department: Governance and Risk |
| Effective Date: March, 2016 | Division: Governance |

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GRPP.02.01.10 COMPLAINT MANAGEMENT POLICY

1. PURPOSE AND SCOPE

To provide guidance on the management of complaints that facilitates a consistent, fair and equitable process for resolution.

1.0 Applies to:

This Policy applies to complaints covered by the following definition.

A complaint is generally any formal expression of dissatisfaction with Council's policies and procedures, quality of service or follow up communication. It includes dissatisfaction with the outcome of a decision, level or quality of service, the failure to adhere to a policy or a procedure or the behaviour of an employee or agent that can be acted upon.

The following are regarded by Council as requests rather than complaints and as such are not covered by this Policy.

- Requests for service eg collection of waste, repairing of pothole or clearing of drains
- Reports of hazards eg fallen trees
- Requests for information or explanation of policies, procedures or decisions of Council
- Concerns about neighbours or neighbouring properties eg barking dogs, unauthorised works
- An objection to a Council decision
- Submissions relating to an item on public exhibition or a notification
- An internal grievance (Governed by Council's internal policy framework)

2. REFERENCE

| | |
|------------------------------------|--|
| Legislation / Recognized Standards | <ul style="list-style-type: none">• Ombudsman NSW complaint handlers toolkit• Practice Note 9 – Complaints Management in Councils |
| Risk Assessment | <ul style="list-style-type: none">• |

3. DEFINITIONS

3.0 Complaint

An expression of dissatisfaction with the Council's policies, procedures, charges, agents, or quality of service presenting the opportunity to improve in these areas.

3.1 Complainant

Person or organisation making a complaint.

3.2 Compliment

An expression of praise or appreciation of the actions, quality of service or behaviour of the Council, an employee or department.

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3.3 Grievance

An expression of dissatisfaction by an employee of Council about the way in which they have been treated by another member of staff (including a supervisor).

3.4 Public Interest Disclosure

An allegation of corrupt conduct, maladministration, and serious and substantial waste that may be subject to the Public Interest Disclosures Act 1994.

4. TYPES OF COMPLAINTS

Listed below are the different types of complaints that may be received by Council. Complaints classified as 'General complaints' will be dealt with under this policy. The other types of complaints listed below are covered under separate policies because they may have external reporting requirements or they may be required to be dealt with by an external agency therefore are not dealt with under this policy.

4.1 General Complaints

General complaints are an expression of dissatisfaction with Council's policies, procedures or quality of service. They will be dealt with and resolved by the organisation and have no specific statutory reporting obligations.

4.2 Complaints against staff

Complaints made against a member of staff are to be directed to the Public Officer in writing. The complaint will then be referred to the General Manager and managed in accordance with the Local Government State Award and the appropriate policy or protocol (see above for related policies/protocols/procedures).

All complaints made against staff will be documented on the employee's personnel file. A response regarding the complaint will be provided to the customer in writing.

If a complaint against a staff member is in breach of the Code of Conduct the complaint will be managed under section 4.3 of this policy.

4.3 Complaints with statutory reporting requirements

4.3.1 Complaints concerning the Code of Conduct

Complaints concerning corrupt conduct, maladministration, serious or substantial waste or misuse by Councillors or Staff are covered under the Code of Conduct and will be dealt with in accordance with these requirements. The complaint handling procedure for code of conduct complaints is specified in Council's Code of Conduct.

4.3.2 Public Interest Disclosures

Public Interest Disclosures are covered by Council's Public Interest Disclosures – Internal Reporting Policy and will be handled in accordance with that policy.

4.3.3 Allegations Under Child Protection Legislation

Complaints relating to child protection are dealt with in accordance with Council's Child Protection Policy.

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**GRPP.02.01.10 COMPLAINT MANAGEMENT POLICY****4.3.4 Competitive Neutrality Complaints**

An actual or potential competitor of a Council business may make a complaint if it believes that it is being adversely affected through a failure to adopt competitive neutrality – that is, Council is operating with an unfair competitive advantage. Competitive Neutrality complaints must be in writing and will be referred to Council's Public Officer who will acknowledge and investigate the complaint and will provide a response within twenty-one (21) days.

4.3.5 Privacy Complaints

Complaints relating to privacy and breaches of the Privacy & Personal Information Protection Act 1998 are to be referred to the Public Officer. Complaints regarding privacy are dealt with in accordance with Council's Privacy Management Plan.

4.4 Trivial, frivolous, vexatious complaints and those not made in good faith

Complaints that the public officer determines to be trivial, frivolous, vexatious or not made in good faith will not be investigated. These complaints will be recorded in Council's Corporate Information System and the complainant will be notified that the matter will not be investigated and the reasons for this decision.

4.5 Anonymous Complaints

While anonymous complaints will be recorded, Council will generally only act on them where the matter is of a safety or serious nature and there is sufficient information in the complaint to enable an investigation to be undertaken. The decision on whether to investigate will be made at the discretion of the Public Officer.

5. TIMEFRAME FOR COMPLAINT HANDLING

| Timeframe | Action |
|-----------------------|--|
| Immediate | Complaints lodged by phone and 'in person' will be acknowledged at time of receipt. |
| Within 1 day | All complaints will be recorded in Council's electronic document management system. All complainants who provide contact details will be provided with written acknowledgement of the complaint. |
| Within 10 days | Written or electronic complaints - the staff member dealing with the complaint will provide acknowledgement and aim to give a timeframe for resolution of the matter where it is complex or requires investigation. |
| Within 28 days | Council will aim to address the full complaint or keep the complainant informed of progress. For long and complicated issues updates will be provided at periodic intervals with the interval determined by the nature of the issue. |

Please note: Where a complaint relates to matters of a criminal nature, the investigation of such complaints is at the behest of an agency external to Council and the above timeframes should only be used as a guide.

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6. UNREASONABLE COMPLAINANT CONDUCT

Unreasonable complainant conduct is any behaviour by a complainant which, because of its nature or frequency raises substantial health, safety or resource issues for the organisation or staff. Such conduct can be categorised as unreasonable persistence, unreasonable demands, unreasonable lack of co-operation, unreasonable arguments or unreasonable behaviour. Council's strategy will depend on the circumstances of the unreasonable conduct but may include terminating unproductive conversations, refusing to respond to correspondence on issues that have been previously addressed or requiring contact with a specific officer only or via a particular medium.

7. ABUSIVE OR THREATENING COMPLAINANTS

Abusive and threatening behaviour by complainants will not be tolerated. Where personal abuse or vulgar language is used the communication may be terminated at the discretion of the subject employee and may involve the employee walking away from the complainant, termination of a telephone call, blocking future emails from the sender or returning offending letters to the sender unanswered.

8. COMPLAINANT RIGHTS OF APPEAL

Internal Review - Should the complainant be dissatisfied with the handling or determination of a complaint, they will be provided with the relevant information regarding rights of appeal and may request that an internal review of the complaint be conducted.

External Review - should the complainant be dissatisfied with the internal review they will be provided with the relevant information regarding rights of appeal and may seek a review by the:

- NSW Ombudsman on 1800 451 524 or at www.ombo.nsw.gov.au - for complaints about the conduct of staff, enforcement matters and the administrative conduct of Council itself.
- Independent Commission Against Corruption (ICAC) on 1800 463 909 or at www.icac.nsw.gov.au - for complaints that a Council official has acted corruptly.
- Division of Local Government (DLG) on 4428 4100 or at www.dlg.nsw.gov.au - for complaints about the overall functioning of Council, pecuniary interest issues, tendering or Councillor misconduct

9 POLICY IMPLEMENTATION

This policy will be implemented with reference to Council policies including, but not limited to:

- GRPP.02.01.01 - Code of Conduct
- GRPP.02.01.08 - Privacy Management Policy

As additional policies which may impact this document are update/created, this section of the Privacy Management Policy will be amended.

10 POLICY REVIEW

It is intended that this Policy will be reviewed periodically, at a minimum once every term of an elected Council, taking into account any further information or developments that may be to hand at that time.

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| | Name | Position | Signature | Date |
|-----------------|----------------|-------------------------|-----------|------|
| Document Author | Kerry McMurray | Acting General Manager | | |
| Document Owner | Phil Pinyon | Interim General Manager | | |
| Authorised By | Council | N/A | N/A | |

| Document Revision History | |
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GRPP.02.01.11 RECORDS MANAGEMENT POLICY

1. PURPOSE AND SCOPE

- To ensure the management of Council's information resources and Records Management System, to provide timely and comprehensive information to meet operational business needs, accountability requirements and community expectations.
- To ensure the preservation of Council's corporate records through sound recordkeeping practices and the accurate capture of information to meet legal, evidential and accountability requirements.

1.0 Applies to.

This policy applies to all Council officials and relates to both physical and electronic records. This policy applies to all aspects of organisational business, all records created during business transactions and all business applications used to create records including email, databases and websites.

2. REFERENCE

| | |
|------------------------------------|--|
| Legislation / Recognized Standards | <ul style="list-style-type: none"> • State Records Act 1998 • Australian Standard AS/ISO 15489 – Records Management • Local Government Act 1993 • Government Information (Public Access) Act 2009 • Privacy and Personal Information Protection Act 1998 • Health Records and Information Privacy Act 2002 • Evidence Act 1995 • State Records General Retention and Disposal Authority: Local Government Records GA39 |
| Risk Assessment | |

2.0 Record Management**2.1 Records Management Program**

In accordance with s 12(2) of the *State Records Act*, Council will establish and maintain a records management program for the organisation. This is an identifiable organisational program directed towards achieving relevant corporate objectives.

These objectives are:

- Council maintains records to support its ongoing business activity and customer services, meeting accountability requirements and community expectations
- Records are managed as efficiently and effectively as possible
- Records are stored and able to be retrieved and used in a way which meets Council's needs
- Council complies with all external requirements concerning its records and

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records management practices including legal obligations under the *State Records Act*, the *Local Government Act 1993* and other relevant legislation.

2.1 Creation and control

Records must be created in all instances where there is a need for Council or an individual to be accountable for and/or provide evidence of decisions made or actions taken.

Records should be uniquely identified, classified and registered into the corporate records management system as soon as they are received or created.

The location of physical records should be kept up to date at all times to ensure that physical items can be located as required.

The records management system should be monitored regularly to ensure that the identification and retrieval of information meets the needs of the organisation.

Mail handling procedures should ensure that mail is dealt with in a timely manner and that the flow of correspondence throughout the organisation is as efficient as possible.

2.2 Storage and retrieval

Records must be stored in conditions which ensure that they are accessible and readily retrievable for the length of time that they are required.

Records which are no longer required for day-to-day access and which have been identified as having a specified temporary retention period (via the general disposal authorities) should be removed from the working office area.

To ensure their longevity, records which have been identified as having permanent or continuing value should be stored in conditions which satisfy minimum standards for permanent records.

Records should be stored in conditions which take into account their physical characteristics, sensitivity, retention period and expected access rate...

2.3 Retention and disposal

Council will take all reasonable steps to reduce the cost of storing records through the implementation of an appropriate disposal program. The program will include sentencing and the regular culling, transfer to archives and physical destruction of appropriate records in accordance with approved disposal schedules.

Disposal of official public records is governed by the *State Records Act 1998* and must only be carried out in accordance with the appropriate General Retention and Disposal Authority (GA39) by authorised officers.

Council records are State Records and may only be disposed with written authority of the General Manager.

Disposal must be documented in such a way to explain the rationale for the decision as well as provide evidence of their ultimate destruction.

Regardless of any legislative authority to dispose of a record, Council will not destroy records relating to a matter where it has been notified of impending litigation, application under the *Government Information (Public Access) Act* or other reason for legal discovery proceedings.

In regard to electronic records, Council's official record is regarded as the electronic

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image stored within the records system and not the 'paper' original.

2.4 Electronic record keeping

The business processes and systems of Council must operate to capture records which provide evidence of all business transactions conducted electronically and to ensure that those records are retained.

Consideration of the maintenance and disposal of official electronic records will be incorporated into the planning for Council's Information Technology systems.

Council officials are required to adhere to adopted procedures and ensure that electronic mail messages are managed in the same way as other mail.

2.5 Disaster recovery/business continuity

All reasonable steps are to be taken to ensure that Council's records are at minimal risk of damage or loss due to accident or disaster.

Council will develop and maintain a disaster recovery plan or business continuity plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures.

In the event of an accident or disaster Council will take all reasonable steps to ensure records are conserved according to current best practice.

2.6 Ownership

All records which are made or received by Council, or Council Officials, during the conduct of Council's business are corporately owned by Council and, consequently, are subject to the recordkeeping practices and procedures of Council.

Any contractual agreement for any operation or service contracted out by Council must include a consideration of recordkeeping issues.

3. DEFINITIONS

| | |
|-------------------------------|---|
| Accountability | The principle that individuals, organisations and the community are required to account to others for their actions. Organisations and their employees must be able to account to appropriate regulatory authorities, to shareholders and members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice. |
| Active Records | Records in frequent use required for current business. These records are usually stored in office space and equipment close to hand. |
| Administrative Records | These records include all aspects of the organisation's internal administration, including budget and finance matters, general correspondence, staff matters, Ministerial and Parliamentary papers, accommodation and management information systems, and the organisation's own agendas, minutes and business papers. |
| Appraisal | The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet the business needs, the requirements of organisational accountability and community expectations. |

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| Archives | The whole body of records of continuing value of an organisation or individual. Sometimes referred to as 'corporate memory'. |
| Business Activity | <p>An umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees.</p> <p>To support the continuing conduct of business, comply with the regulatory environment and provide necessary accountability, organisations should create and maintain authentic, reliable and useable records and protect the integrity of those records for as long as required. (AS ISO 15489 def 7.1)</p> <p>Records that document business activity are vital for supporting informed decision making, corporate memory and ensuring accountability.</p> <p>Records, including email, containing evidence of business transactions must be captured into EASE such as:</p> <ul style="list-style-type: none"> • A directive or approval for a particular course of action • Formal communications between internal officers or external agencies • Final versions of reports • Policy documents and statements • Formal minutes of Council and Committees. <p>This material is distinct from:</p> <ul style="list-style-type: none"> • Information-only messages • Duplicates or working copies • Private messages or personal comments between officers |
| Classification | The process of devising and applying schemes based on the business activities which generate records, whereby they are categorised in a systematic and consistent ways to facilitate the capture, retrieval, maintenance and disposal. Classifications includes determining document or file naming conventions, user permission and security restrictions on records. |
| Council Official | Includes Councillors, members of staff of Council and delegates of Council. |
| Disposal | A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. |
| Documents | Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information |
| Electronic Mail-Email | Email is a computer based message sent over a communications network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images, digitised voice and video or computer programs. |



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| Electronic messaging | Electronic messaging is a generic term encompassing all forms of electronically generated communication. This includes electronic mail for text messages, voice mail, electronic document exchange (Faxes), electronic data interchange (EDI), and multi-media communications such as tele/video conferencing and video text. It involves the electronic transmission of information as discreet electronic messages over computer-based data communication network or voice messages over a telephone network. |
| Evidence | Information that tends to prove a fact. Not limited to the legal sense of the term. |
| File | A file is a collection of documents which show organisational activities through an identifiable sequence of transactions. Individual documents on the file have relationships with each other, for example a letter and a reply, and a reply to that etc., which are preserved by being kept on file in the right order and are part of the evidence in the records. A file can be physical or electronic. |
| File Desktop Audit | A process conducted by Records staff on a weekly basis using a hand held device to detail the current location of files. |
| Functional Records | Records relating to the functional activities of the Organisation. |
| Inactive Records | Those records no longer required for the conduct of business and which may therefore be transferred to intermediate storage, archival custody or destroyed. |
| Recordkeeping | Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. |
| Recordkeeping System | Recordkeeping systems are business information systems capable of capturing, maintaining and providing access to records over time. |
| Record | Any document or other source of information compiled, recorded or stored in written form or on film or by electronic process, or in any other manner or by any other means. |
| Records | Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity. |
| Records Disposal Authority | A systematic functional listing of records created by State Records which plans the life of those records from their creation to their disposal. |
| Records Management | The discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectation. |
| Registration | The act of giving a record a unique identity in a recordkeeping system. |

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| Semi-active Records | Records that are no longer frequently used by the organisation in the conduct of its activities and functions (ie once or twice a year). |
| State Archive | Records that are appraised as having continuing value and have been selected for permanent preservation. When they are no longer required for use by an organisation, custody of the record is transferred to the State Records Authority. |
| State Record | Any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office, whether before or after the commencement of the State Records Act. |
| Storage | The function of storing records for future retrieval and use. |
| Tracking | Capturing and maintaining information about the movement and uses of records. |
| Transaction | The smallest unit of business activity; uses of records are themselves transactions. |

4. POLICY STATEMENT

4.0 Policy relevance

Council has defined formal recordkeeping responsibilities in accordance with the State Records Act 1998 (NSW), which requires public officers to 'make and keep full and accurate records of their activities and to establish and maintain a records management program in conformity with standards and best practice'. Council recognises its regulatory requirements as a NSW Local Government Authority, and is committed to the principles and practices set out in the Australian Standard for Records Management (AS ISO 15489).

The policy aims to:

- promote an integrated framework for dealing with Records Management;
- ensure consistency and fairness in the manner in which the council deals with Records Management;
- ensure compliance with legislative requirements under the Local Government Act 1993 and the State Records Act 1988;
- promote awareness of the requirements of the relevant Acts with respect to Records Management;
- make Council's policies and requirements for Records Management readily accessible and understandable to the public.

The management of records is an essential part of any organisation and by implementing best recordkeeping practice, Council can ensure the creation, maintenance, protection, identification and retrieval of accurate and reliable records. Good record management practices are vital for ongoing day to day Council business activities and for internal and public accountability.

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Council's records are both electronic and paper and they need to fully support Council's business activities, accountability and cultural and historical heritage. Council currently uses the Synergysoft document management system for the storage of electronic records. Synergysoft is used to manage the registration, tracking, retrieval, security, storage and archiving of Council's files and documents.

Council is concerned with:

- managing records from the time they are created, for as long as they are required
- designing and managing systems to ensure that records are authentic and reliable
- providing a service to meet the needs and protects the interest of the organisation, its employees and ratepayers/clients
- capturing complete, accurate, reliable and useable documentation
- managing records as an asset and information resource.

5. POLICY IMPLEMENTATION

Staff members are to follow Standard Practice Notes and procedures in carrying out Records Management functions and use of records. In particular:

- Staff shall not alienate, relinquish control over, or destroy Records of the Organisation without authorisation to do so.
- Staff should ensure that Records in any format, including electronic documents and electronic messages, are captured into the organisation's Recordkeeping Systems.
- Staff are to handle Records sensibly and with care and respect in order to avoid damage to the Records and prolong their existence. Smoking, eating and drinking should not occur near Records or in Records storage areas.

Elected members, too, must display sound recordkeeping practices. In the "good Conduct and Administrative Practice" document prepared by the NSW Ombudsman, the following is recommended:

Agencies are obliged to make and keep full and accurate records of their activities. Public officials should help their agency meet this obligation by creating and maintaining full and accurate records of the work in which they are involved and of the decisions they make, including the reasons for those decisions. They should ensure the routine capture of these records into recordkeeping systems (Synergysoft), in the course of their duties. They should comply with requirements to keep and manage records which appear in relevant legislations, formal directives and guidelines.

Public officials should also be aware of the legal and administrative requirements which apply for the retention of public records. In this regard 'state records' include all



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documents of any kind made or received in the course of official duties by any person employed in a public office.

Public officials responsible for or in possession of public records must ensure that they are kept secure against unauthorised access, alteration, loss or destruction.

Further State Records makes the following recommendations:

Meetings

Make sure that someone has been delegated to make a record of the meeting, whether minutes or a simple summary of decisions. Ensure that decisions are clearly recorded. Record any dissent by participants.

Circulate the minutes or record of the meeting to other participants and sign or otherwise confirm the accuracy of the records.

Conversations

Make a record of significant business you conduct via the telephone or face to face.

Significant business can include:

- *Providing advice, instructions or recommendations;*
- *Giving permissions and consent; and*
- *Making decisions, commitments or agreements.*

Transcribe voicemail messages, or capture the message directly into your organisation's official records system.

Decisions and recommendations

Document the reasons for decisions or recommendations that you make.

Correspondence

File or attach email, letters, faxes and internal memos (sent or received) that relate to the work you do onto official files within your organisation's paper or electronic records system.

Drafting documents

File copies of drafts submitted for comment or approval by others, and drafts containing significant annotations, into your organisation's official records system.



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Elected Members are to keep thorough notes of meeting with the public as well as any meeting with developers or potential developers.

6. POLICY REVIEW

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner. **Note:** Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2016.

This policy may also be reviewed and updated as necessary when legislation requires it; or council's functions, structure or activities change; or when technological advances or new systems change the way that council manages Records.

9.6 LEVEE BANK EASEMENT – APPLICATION OF COUNCIL SEAL

Council Meeting

Day, Month, Year

SG:GIS/Assets – Levee Bank Easement – Application Of Council Seal

EXECUTIVE SUMMARY

Council is now undergoing the process of creating easements over the levee bank which surrounds Darlington Point on the southern side of the Murrumbidgee River. This process requires consultation with land owners and acquiring their signatures to grant approval for an easement on their property. Also included in this process is applying Murrumbidgee Shire Council's common seal to the Deed of Release.

RECOMMENDATION

That council endorses the current signatures already placed on the existing Deed of Release and Transfer Granting Easement and authorises the affixing of Council's Common Seal to all relevant documents as required.

BACKGROUND

As a part of the levee bank rehabilitation process, Council is required to place easements over the levee bank. Some of the levee bank runs through privately owned land and requires landowner approval to create the easements.

Post submission of the first four applications of easement, the solicitor has informed Council that the Council's common seal must be included on the documents for the process to be approved.

COMMENT

The process which is involved with the easement process is to:

- Survey the levee bank where it lies on private property and install an easement with an agreed offset of 1.5m from the levee toe where applicable. Produce survey plans showing the easement locations.
- Draw up a Deed of Release and Transfer Granting Easement document
- Prepare and adopt a council resolution endorsing the use of the council seal on the Deed of Release
- Approach each land owner in regards to the easement and discuss any issues
- Reach agreement with the land owner and sign the documents.
- If no agreement is reached then the process of Compulsory Acquisition may need to be applied
- Affix the Council seal and have the General Manager and Mayor sign the documentation
- Send the documents to Council's solicitor for processing

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Regulation 400 of the Local Government (General) Regulation 2005 stipulates that the seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved that the seal be affixed.

FINANCIAL

NA

INTEGRATED PLANS

The easement process is a part of the Darlington Point Levee Rehabilitation Project.

RISK MANAGEMENT

The easement process is very important and is required to mitigate risk factors in the future.

The easement is created to enable Council and Emergency Services (or their representatives) unimpeded access to the levee for the purpose of maintenance or during a flood event. It therefore restricts the construction of any structure inside the easement boundaries.

It is also in place to negate actions that would compromise the intended designed function of the levee. For example the planting of trees with major root structures or the construction of un-engineered retaining wall on levee batters.

It is also important to the landholders that the access is limited to the above mentioned organisations and that the general public does not have access to the levee structure on private property.

CONSULTATION / ENGAGEMENT

There are a total of 9 easements to be processed for stage 2 and 3 of the levee rehabilitation. Of these easements 4 have been signed by the residents and Council but have no Council seal endorsed on them. The remaining 5 easements which require signatures will continue to be negotiated with between Council and the land owner.

Requirements

- To endorse the use of the seal on the easements for the Darlington Point levee rehabilitation
- Accept the currently signed easement signatures and endorse with the seal
- Endorse the future easements with Murrumbidgee Shire Council's seal

ATTACHMENTS

Nil

Stephen Goodsall

Assets Manager

9.7 LOCAL GOVERNMENT NATIONAL GENERAL ASSEMBLY

| |
|---|
| Council Meeting 16 March, 2016 PP:IGM – Local Government National General Assembly |
|---|

EXECUTIVE SUMMARY

The National General Assembly of Local Government is to be held in Canberra from 19-22 June 2016. The National General Assembly provides the opportunity for councils throughout Australia to contribute to the development of national local government policy and receive updates on the major policy issues facing local government.

RECOMMENDATION

- (a) Council nominate the Mayor and General Manager (or nominees) to attend the 2016 National General Assembly of Local Government from 19-22 June 2016.**
- (b) Councillors proposing to submit draft motion(s) for the National General Assembly of Local Government to forward those draft motion(s) to the General Manager by Wednesday 30 March 2016. The draft motion(s) will be reported to the Ordinary Meeting of Council on Wednesday 20 April 2016 for Council's consideration.**

BACKGROUND

The theme for the 2016 National General Assembly of Local Government is "*Partners in an Innovative and Prosperous Australia*". The program will be focused on debating and discussing the role that local government plays in boosting productivity and showcasing innovation and best-practice. The National General Assembly brings the local government sector together providing a platform for thought provoking discussion and serious consideration of the development of policies on issues of national significance.

Councils have been invited to submit motions for consideration at the National General Assembly of Local Government. To be eligible for inclusion in the NGA Business Papers, and then debate on the floor of the NGA, motions must be consistent with the following principles:

- 1. Be relevant to the work of local government nationally;
- 2. Be consistent with the themes of the Assembly;
- 3. Complement or build on the policy objectives of your state and territory local government association;
- 4. Propose a clear action and outcome, and
- 5. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions submitted by a Council are due no later than Friday 22 April 2016. Councillors proposing to submit draft motion(s) are to forward them to the General Manager by

Wednesday 30 March 2016. The draft motion(s) will be reported to the Ordinary Meeting of Council on Wednesday, 20 April 2016 for Council's consideration.

COMMENT

The 2016 National General Assembly (NGA) is most likely to be held in the lead up to the next Federal election. During this time, all national political parties focus on leadership, key messages, marginal seats and political campaigning. National policy initiatives enter the public domain and all Australians are asked to engage in the political process and choose between competing ideas, election promises and the numerous candidates across the nation. This would be an opportunity for Murrumbidgee Shire Council to be actively involved in Federal issues that impact on our local community.

Council's *Councillor Payment of Expenses and Provision of Facilities Policy* Section 5.5.2 states that:

"The Mayor and Councillors will be nominated and authorised to attend conferences by the Council, through resolution duly passed in open session at a Council Meeting"

The National General Assembly is one of the Annual Conferences indicated within the Policy for Council attendance.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

GRPP 02.02.07 Councillor Payment of Expenses and Provision of Facilities Policy

FINANCIAL

It is estimated that the cost of attending the National General Assembly (registration, travel, accommodation, meals etc) will be approximately \$2,000 per delegate. Early bird registration closes on 6 May 2015.

INTEGRATED PLANS

D1.1.1 - Continue to develop and participate in partnerships and networks that support the progression and response to community priorities

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

ELT

OPTIONS

- (a) Council participate in the National General Assembly of Local Government.
- (b) Council not participate in the National General Assembly of Local Government.

ATTACHMENTS

Attachment A: National General Assembly Call For Motions Discussion Paper

Phil Pinyon

INTERIM GENERAL MANAGER

Attachment A: National General Assembly Call For Motions Discussion Paper



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

**National General Assembly of Local
Government**

19 - 22 June 2016

Call for Motions Discussion Paper

**'Partners in an Innovative and
Prosperous Future'**

Motions should be lodged electronically at www.alga.asn.au no later than

11:59pm on Friday 22 April 2016.

Submitting Motions

The National General Assembly of Local Government is an important opportunity for you and your council to influence the national policy agenda.

To assist you and your council to identify motions that address the theme of the NGA, the ALGA Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the Paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and then debate on the floor of the NGA, motions must be consistent with the following principles:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the Assembly
3. complement or build on the policy objectives of your state and territory local government association
4. propose a clear action and outcome, and
5. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: *That this National General Assembly call on the Federal Government to restore indexation to local government financial assistance grants.*

Motions should be lodged electronically using the online form available on the NGA Website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 22 April 2016, electronically in the prescribed format.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. Motions may be edited before inclusion in the Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the Business Papers.

For more information, please contact Clare Hogan at ALGA on (02) 6122 9400.

Preamble

The 2016 National General Assembly (NGA) is most likely to be held in the lead up to the next Federal election. During this time, all national political parties focus on leadership, key messages, marginal seats and political campaigning. National policy initiatives enter the public domain and all Australians are asked to engage in the political process and choose between competing ideas, election promises and the numerous candidates across the nation.

Last year's NGA theme was '*Closest to the People - Local government in the Federation*'. The theme reinforced the vital role of local government in Australia's system of government. It built on the Government's Federation White Paper process, which sought to clarify roles and responsibilities of the levels of government and potentially better align funding with respective responsibilities. It also acknowledged the development of a Green Paper on Taxation. The NGA greatly assisted ALGA in its advocacy and participation in the reform process.

Since then there has been much debate on taxation reform, which will culminate at the 2016 Federal election.

In December 2015 the Council of Australian Governments (COAG) reset the national political dialogue. COAG committed to:

'... close collaboration in areas of shared responsibility, including competition, tax, innovation, infrastructure, cities and regulation, as well as in health and education. '

COAG leaders agreed the principles for a new national economic reform agenda should be:

'...to deliver for all Australians no matter where they live:

- a stronger, more productive and more innovative Australian economy, with more jobs, more opportunities and higher living standards
- fairness and equity, with protection for disadvantaged and lower income Australians, and
- more efficient and high quality services.'

The theme of the 2016 NGA – '*Partners in an Innovative and Prosperous Future*' – invites councils from across Australia to consider the role of local government in this agenda, and how councils can play their role in the delivery of these objectives.

Many of the services and infrastructure provided by councils are not only critical to the social, cultural and environmental well-being of their communities, but also to the economic prosperity of their regions and the nation more broadly.

The NGA debate on motions and associated discussions will seek to highlight how local government can be more agile in delivering those services to communities, as well as send a strong and unified message to the Commonwealth.

Introduction

The 2016 NGA theme is *'Partners in an Innovative and Prosperous Future'*.

This year, the NGA debate on motions and associated discussions will seek to highlight how local government can be more efficient and effective. The discussions will look at how local government, working in partnership with other levels of government, the private sector and the not-for-profit sector, can innovate and create a prosperous future for the community it serves.

This year's theme builds on the work of the 2015 NGA which focused on local government's role in the Federation. The Commonwealth Federation Discussion Paper 2015 sets a context in which motions for this year's NGA should be developed.

The theme *'Partners in an Innovative and Prosperous Future'* seeks to focus attention on the role that local government can play in creating a prosperous Australia. The Federation Discussion Paper notes that Australia today is very different from the country it was at the time of Federation and poses the fundamental question: '... does [the Federation] provide the system of national governance that Australians need right now, and will it help or hinder efforts to adapt and thrive in the vastly different economic, political and social realities of the 21st century?'

To put this question in a local government context:

Are the government systems (including our own), processes and priorities, in many cases set up decades ago, still appropriate today?

Are they delivering accessible and fair systems and are they a help or hindrance? Do they facilitate business activity and contribute to higher living standards, or are they a drag on the local economy? Are they necessary or do they duplicate effort?

Technological change has created opportunities, making many traditional models of business and government obsolete. Have these opportunities been taken up?

Participatory democracy is being enhanced through empowering individuals and local communities with new knowledge and new ways of engaging with each other and with governments. Are these opportunities been captured?

Australian productivity and living standards are comparatively high by world standards. However, the current national productivity and reform debate recognises that without reform, Australia risks being left behind on the world stage—meaning fewer jobs, lower economic growth, and reduced living standards.

COAG has responded positively to this challenge. All governments have committed to collaborate particularly in areas of shared responsibility, including competition, tax, innovation, infrastructure, cities and regulation, as well as health and education.

The 2016 NGA seeks motions that suggest reform, innovation in government operations and opportunities to partner with local government that will support Australia's prosperity.

Local government role in national productivity

Over several decades, the NGA has called on the Australian Government to recognise the importance of greater levels of investment in local and regional infrastructure. This advocacy has been, in part, built on equity considerations as well as productivity considerations.

The NGA has called on the Australian Government to increase Financial Assistance Grants and Roads to Recovery (R2R) funding. These calls have been predominantly based on the need for the Commonwealth to help achieve horizontal equity (i.e. an equitable level of municipal services across the country) and the need to assist local councils to rebuild and maintain local infrastructure, particularly roads.

The rationale for permanent R2R funding and additional freight investment is that essentially the purpose of R2R is to restore the capacity of local roads to a standard able to sustain social and economic services, whereas additional funding through freight investment would be required to improve the standard of roads to meet the higher service levels required to handle higher productivity vehicles and significantly higher volumes of freight traffic.

The NGA's calls to the Australian Government have also sought recognition that local infrastructure provides important economic services. Local roads, for example, are an essential component of the national road network and therefore add to local and regional productivity and, in aggregate, make a significant contribution to state and national productivity.

Community infrastructure also plays an important role in local and regional economic development by enhancing the quality of life for residents as well as helping to attract and retain population, skilled workers and a local and regional workforce. The State of the Regions Report in 2015, commissioned by ALGA and written by National Economics, showed that there is a strong economic rationale for ensuring that all regions in Australia prosper. The report confirmed OECD findings that regional inequality reduces national productivity.

Local government's objectives in local economic development are diverse. They recognise local circumstances, availability of resources and the impact of external factors such as privatisation, technological change, globalisation and structural industry changes. For some councils, particularly in rural and regional areas, the focus is on stemming the decline in population, loss of businesses and local employment. For others, it is a focus on working with local businesses and the local community to optimise economic development and opportunities for the area.

Local government can facilitate and support economic development but it is frequently criticised for impeding economic development by imposing additional costs on business including through regulation, creating red-tape, providing unsuitable infrastructure etc.

Australian councils contribute significantly to the productivity and economy of their regions by focusing their efforts in three key strategic areas:

- creating and maintaining the investment environment – ensuring the availability of appropriate physical and social infrastructure, striving to deliver a quality public domain, and ensuring sufficient housing diversity and lobbying on behalf of local and regional communities for sufficient community services such as education and training, health and well-being, community safety and emergency services
- facilitating new local investment – actively promoting business development through facilitating local economic development, strategic planning, working with business

associations/main street organisations, and active involvement with tourism or other business activities, and

- attracting external investment through the creation of new business and capital – working with regional bodies such as RDA, Austrade and developers to attract and create new businesses and investment.

Local government has a key role to play in the provision of support services and infrastructure that underpins local and regional economic development, and therefore local government plays an essential part in achieving higher productivity. In broad terms, actions geared to creating and maintaining the investment environment in local and regional communities are considered to be of prime importance to a majority of local councils and it is this area that ALGA has focused its greatest attention.

Local government is a natural leader in local economic development because councils know their local business communities, workforce and comparative advantages better than anyone else. Local people and businesses are the key to economic growth and development and councils are perfectly positioned to work with local stakeholders to drive a bottom-up, place-based approach to achieve prosperity. Every council's economic development activity will be different according to the unique structures and needs of their local economies, as well as the capacity of the council and community.

Questions

Given the importance of local and regional infrastructure are there any national initiatives that could further assist local government to support local and regional productivity?

Are there areas of reform that local government can explore to enhance economic development and productivity?

Partnering

The term *partner* as a noun is defined as '... a person who takes part in an undertaking with another or others, especially in a business or firm with shared risks and profits.' In the context of the 2016 NGA, it can be interpreted as '... how councils can take part in an undertaking with others, including sharing the risk, for the benefit of the community'.

Local government provides a vast array of services and local infrastructure, often in partnership with others including other governments, the private sector, the community and not-for-profit sector.

Example of partnerships include:

- the provision of a local swimming pool in partnership with the private sector, or a not-for-profit organisation, that provides the management service of that facility
- the provision of Meals on Wheels in partnership with the community not-for-profit sector delivering meals to residents at their homes, and
- the provision of Home and Community Care (HACC) to targeted groups of clients in the municipality, in partnership with the federal and state governments which provide funding.

Other examples include:

- councils partnering with a university to provide locally-relevant research to inform decisions on issues such as development applications in areas that could be effected by sea level change
- partnering with other councils to share resources and skills, and
- partnering with the private sector to develop new and innovative ways of delivering services, such as electronic planning or apps to report pot holes.

A key feature of each of these examples is that each party brings different expertise, skills, resources and experiences to the specific undertaking. The combination of these skills, expertise and resources frequently results in innovation and the provision of a service in a way that would not be possible by either party separately.

An alliance between local government and other partners creates new opportunities for business as well as innovative services, increased efficiency, cost savings and more accessible service to the benefit of the community.

Questions

Please note, where local government is mentioned in the following questions it refers to local government as a whole, not specific proposals for partnerships at a single council level. Questions are designed to draw out new ideas that could transform the delivery of services and infrastructure at a systemic level.

Are there new opportunities for the Australian Government to partner with local government to deliver Commonwealth services at the local level? What would be the role of the Commonwealth in such a partnership? How would this benefit the community?

Are there partnerships that could be developed to maximise the opportunities to innovate and provide simpler, smarter and more reliable services and infrastructure at the local level? If so, what are these opportunities and what would be the role of the Commonwealth in supporting these partnerships?

Are there opportunities for the private sector to partner with local government to speed up and improve a local government service or function? What role could the Commonwealth play in facilitating these opportunities?

Innovation

The Australian Government has declared its strong support for innovation. The Government's National Innovation and Science Agenda says innovation is:

'... at the heart of a strong economy—from IT to healthcare, defence and transport—it keeps us competitive, at the cutting edge, creates jobs and maintains our high standard of living. It's not just about new ideas, products and business models; innovation is also about creating a culture where we embrace risk, move quickly to back good ideas and learn from mistakes.'

The statement has a focus on a range of objectives including:

- entrepreneurship and leveraging our public research
- increasing collaboration between industry and researchers to find solutions to real world problems and to create jobs and growth
- developing and attracting world-class talent for the jobs of the future, and
- government leading by example by embracing innovation and agility in the way we do business.

Questions

What is the role of local government in this innovation agenda?

Are these objectives relevant to local government itself? For example, is its role in increasing collaboration between industry and researchers to find solutions to real-world problems and to create jobs and growth? If so, how can these solutions be shared to the benefit of all councils and their communities. How could the Australian Government help this to occur?

What can local government bring to the table as a partner? For example, does local government hold data that, having regard to privacy issues, could be shared with the private sector which could put it to innovative uses? How could the Australian Government support this?

Are there digital innovations that could be introduced to local government that would increase the efficiency of businesses working with local government and vice-versa. How could the Australian Government support this?

Is there a role for local government to help innovative start-ups to rapidly transform their ideas into globally competitive businesses by giving them mentorship, funding, resources, knowledge and access to business networks? If so, how could the Australian Government support this?

Resourcing

In the 2014-15 Federal Budget, the Government committed to provide \$2.2867 billion in Local Government Financial Assistance Grants (FAGs). However, the Government also announced it would pause the indexation of FAGs for the three years following that budget.

FAGs are a Commonwealth Specific Purpose Payment to local government paid through the State and Territory Governments. Payments are made to councils by jurisdictional Treasurers on the advice of state and territory Local Government Grants Commissions under the provisions of the *Local Government (Financial Assistance) Act 1995*.

The objects of the *Local Government (Financial Assistance) Act 1995* enable the Commonwealth Parliament to provide assistance to the states for the purposes of improving:

- (a) the financial capacity of local governing bodies
- (b) the capacity of local governing bodies to provide their residents with an equitable level of services
- (c) the certainty of funding for local governing bodies
- (d) the efficiency and effectiveness of local governing bodies, and
- (e) the provision by local governing bodies of services to Aboriginal and Torres Strait Islander communities.

Freezing the indexation of FAG's will reduce Commonwealth expenditures (and grants to councils) by more than \$925 million over the forward estimates. The freeze also means that the aggregate level of FAGs will be permanently reduced by almost 13 per cent, unless there is a future government decision to restore this base with a catch-up payment.

Councils are invited to submit motions to address this issue.

9.8 RIVERINA TOURISM PROMOTION CAMPAIGN

| |
|--|
| Council Meeting 16 March, 2016 PP:IGM – Riverina Tourism Promotion Campaign |
|--|

EXECUTIVE SUMMARY

The promotion of Murrumbidgee Shire as a destination has been limited to campaigns run by external organisations such as Riverina Regional Tourism. The purpose of this report is for Council to determine whether it wishes to continue with this arrangement and if so, to allocate appropriate funds to support this promotion.

RECOMMENDATION

That Council:

- a) Support both the Riverina destination and product development campaigns of Riverina Regional Tourism to the amount of \$3,250 plus GST.**
- b) Fund this contribution from Council's economic development budget allocation.**

BACKGROUND

At a meeting of Riverina Tourism Managers on February 24, plans for promotion campaigns were discussed. Due to other commitments, Murrumbidgee Shire was not represented at the meeting but has been contacted since the event with information about the campaigns and details of what the expected level of contribution would be should Council wish to be further involved. The two co-operative marketing options were presented and some feedback and ideas from member Councils were discussed. The information on the campaigns was presented to the meeting and the relevant slides form Attachment A. The pricing structure for each is determined by the size of the local government areas as well as relevance of and potential benefit from the campaign.

Campaign 1 (Riverina destination promotion with Taste theme) is designed to help increase the awareness of the Riverina as a whole and specific towns for Taste Riverina. Smaller councils, which might not have any Taste events, will still benefit from visitors travelling through to the larger towns and non-Taste events will still be promoted on the Taste website and printed collateral. In-region marketing of this campaign is to continue, similar to last year with printed programs and collateral, TV advertising and digital advertising. The Out-of-region marketing concentrates on Albury/Wodonga and ACT with the messaging to be more around destination awareness with Taste as the hook

Campaign 2 (Product development), one suggestion was to find one major sponsor who would be interested in developing tourism in the region and would benefit from increased visitor numbers, e.g. Qantas or Rex Airlines. Riverina Regional Tourism and operators can also work with a product development expert at Destination NSW at no extra cost and grants are available that can be applied for to use for product development. Additionally, it was discussed whether operators from LGAs which decided not to participate in the campaign

ORDINARY MEETING

16 MARCH, 2016

would be able to attend the expert sessions and it was suggested they could attend at a higher cost. It was also proposed to record the expert sessions and make webinars available for people who can't attend.

Councils have been asked to indicate whether they wish to be involved in one or both of these campaigns by Thursday, 24th March to allow budgets and campaigns for the year to be planned.

COMMENT

Council's internal tourism promotion within and external to Murrumbidgee Shire has, in recent years, been far from optimal for a number of reasons and has been very much reliant upon organisations such as Riverina Regional Tourism. While this Organisation's involvement has provided Council with a level of advertising it would not have otherwise secured, it is also a cost-effective way to ensure the Murrumbidgee region remains among those destinations chosen by a range of tourists.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

N/A

FINANCIAL

The costs of being involved will depend on the decision of Council. They are set out as follows:

1. Riverina promotion campaign (with Taste Riverina theme) \$1,750 + GST
2. Product Development \$1,500 + GST

Should Council elect to take part in both campaigns, the total cost would be \$3,250 + GST. Council currently has unexpended funds within its Economic Development Budget and, should it wish to nominate a source of funds, it would be recommended that these funds be used to cover the cost of these promotional campaigns.

INTEGRATED PLANS

B2.1.2.1 - Continue to support Riverina Regional Tourism development of marketing tools for the Riverina

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

Riverina Tourism Managers
Riverina Regional Tourism
ELT

OPTIONS

- a) The recommendation as printed is the preferred option.

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

- b) Council could determine to not be involved in future Riverina Regional Tourism Campaigns.
- c) Council could determine to be involved in either Campaign 1 or Campaign 2 only.

ATTACHMENTS

Attachment A: Presentation to Riverina Tourism Managers

Phil Pinyon

INTERIM GENERAL MANAGER

Attachment A: Presentation to Riverina Tourism Managers



Agenda Item 2

2015 Project wrap-up



2015 Project wrap-up

Websites

- Upgrade to all websites
- riverinatourism.com.au – 51,800+ unique visits (↑ 18%)
- tasteriverina.com.au – 21,600+ unique visits (8 months)
- riverinalocalist.com.au – 13,900+ unique visits (6 months)



2015 Project wrap-up

Social media

- RRT page - 2,396 Likes (↑ 131%)
- Taste Riverina page – 2,240 Likes (↑ 68%)



2015 Project wrap-up

Inside the Riverina

- Three editions published seasonally
- Supported by paid digital advertising
- Whole magazine + individual articles
- Media interest
- Website upgraded



Riverina Regional Tourism
Written by Yarnika Hendess 170 · December 11, 2015 · 

Long days in summer are perfect for taking your family out to discover the Riverina.



Inside the Riverina
Get the 'inside scoop' on popular Riverina gems this season.
INSIDETHERIVERINA.COM.AU

15,752 people reached

[Boost Post](#)

 Like  Comment  Share

Riverina Regional Tourism, Sandy Meyer, Craig Sinclair, Lisa Jane Cameron and 63 others like this.

22 shares 4 comments

Riverina Regional Tourism
Written by Yarnika Hendess 171 · January 27 at 9:58am · 

Visit Gundagai this summer to see Frank Rusconi's monumental masterpiece.



Inside the Riverina
Get the 'inside scoop' on popular Riverina gems this season.
INSIDETHERIVERINA.COM.AU [Learn More](#)

10,218 people reached

[Boost Post](#)

 Like  Comment  Share

Lisa Jane Cameron, Barbara Leigh, Wern Zerkner and 48 others like this.

2 shares 5 comments

 Lynette Corliss It's absolutely beautiful
Unlike · Reply · Message ·  1 · January 28 at 3:38pm

 Stephen Grace I have a great picture of that bridge. I will try and find it and post it
Unlike · Reply · Message ·  1 · January 28 at 10:24pm


 Hubie Hassell We camped near here, it was very nice, handy to the Town.
Unlike · Reply · Message ·  1 · January 29 at 8:58pm

 JudyndBryen Anderson Love the old bridge, it's a part of gund
Unlike · Reply · Message ·  1 · January 30 at 12:01pm

 Maggi Mackay What a beautiful photograph
Unlike · Reply · Message ·  1 · January 31 at 4:58pm

Riverina Regional Tourism
Written by Jasepal Hermann 171 · July 7, 2015 · 


We know you love seasonal ingredients that come straight from the farm. See our 'pick of the bunch' in the winter edition of inside the Riverina magazine. #Riverina @VisitNSW



Get Inside The Riverina
INSIDETHERIVERINA.COM.AU [Learn More](#)

20,707 people reached

[Boost Post](#)

 Like  Comment  Share

Saiden Barlow, Lisa Jane Cameron, Leah Walsh and 58 others like this.

Chronological +

Riverina Regional Tourism
Written by Yarnika Hendess 170 · January 22 at 2:04pm · 

Get up close to the animals at Altina Wildlife Park in Darlington Point.



Inside the Riverina
Experience popular Riverina gems this summer.
INSIDETHERIVERINA.COM.AU

11,469 people reached

[Boost Post](#)

 Like  Comment  Share

Lisa Jane Cameron, Glenda Ragatella, Lorella Bastianon and 28 others like this.

 Shauna James Derek Krogh
Like · Reply · Message · January 24 at 10:25am

 Bub Taylor This place is well worth the visit, excellent personal, friendly, obliging, beautiful people, in beautiful surrounds!!
Unlike · Reply · Message ·  1 · January 25 at 9:05am

 Warren Clarke Wonderful day out for all the family.
Unlike · Reply · Message ·  1 · January 26 at 8:31am

2015 Project wrap-up

Riverina Localist

- 1,000 people signed-up
- 500+ vouchers downloaded
- 170+ vouchers redeemed
- ~\$13,000 value generated through redemptions



2015 Project wrap-up

'Reunite in the Riverina' campaign

- Optional campaign for member Councils
- 87 reunions registered
- 904 visitors + 2,788 visitor nights recorded
- Value of visitor spending ~ \$265,000
- Return on investment 15:1





2015 Project wrap-up

wotif.com campaign

- Destination awareness & overnight bookings campaign
- Creative seen 900,000+ times on website
- 1,000+ people clicked
- Click-through rate 0.11% (double industry average)
- ~ 1.4 million impressions (re-targeting)
- 2,100+ views of landing page
- 2 newsletters x 1.3 millions users each





2015 Project wrap-up

wotif.com campaign

- Passengers per day
 - 837 (pre) vs. 893 (during)
- Room nights per day
 - 580 (pre) vs. 587 (during)
- Value bookings per day
 - \$61,851 (pre) vs. \$62,468 (during)



Agenda Item 3

2016 Project elements



2016 Project elements

Inside the Riverina

- 4 editions
- Operators selected for whole year
- Quality photography challenging

Targets

- 9,000 unique visits to insidetheriverina.com.au
- Reach 250,000 through Facebook promotion



2016 Project elements

Riverina Localist

- Sign-up campaign
- Redemption campaign
- Flyers for individuals + businesses to be created separately

Targets

- 1,500 *Localists* signed-up
- \$18,000 value through redemptions



2016 Project elements

Destination awareness + overnight stays campaign

- EOI undertaken – wotif.com selected
- Reduced budget
- June timing based on insights
- Two-phase campaign
 - 1st half: awareness focus – inspirational
 - 2nd half: sales focus – deals

Target

- Incremental growth of 4,934 visitor nights



2016 Project elements

Taste Riverina Festival

- Updated strategy for Festival
- Stricter adherence to event criteria
- Similar in-region marketing to continue
- Changes to out-of-region marketing:
 - Focus on Albury + ACT
 - Message is destination awareness with Taste as the theme

Target

- Increase revenue from Festival by \$88,000+



2016 Project elements

Product Development

- Seminar series with experts and successful operators
- Reinstate mentoring program
- Famil to other food/wine destinations

Target

- Four new quality agritourism products / experiences developed



Agenda Item 4

Co-operative marketing for LGA members



Co-operative marketing for member Councils

Campaign 1: Riverina destination promotion (Taste theme)

- Increases budget for out-of-region advertising
- Advertises Riverina to Albury + ACT
- Digital and TV advertising
- August / September timing
- Buy-in from \$1,250 - \$4,000



Co-operative marketing for member Councils

Campaign 2: Product Development

- Boosts budget for product development program
- Covers costs for experts to attend seminars
- Allows participation at low/no cost for operators
- Famil costs kept to minimum (small charge)
- April – November timing
- Buy-in from \$1,500 - \$2,500



9.9 COLEAMBALLY – FOOD AND FARM FESTIVAL

**Ordinary Meeting
16 March, 2016
SM:DCPC – Taste Coleambally – Food and Farm Festival**

EXECUTIVE SUMMARY

Council is in receipt of a request from the Taste Coleambally – Food and Farm Festival Committee seeking sponsorship of the Festival to be held 21st – 23rd October 2016.

RECOMMENDATION

That Council determine the level of sponsorship and support to be allocated to the Taste Coleambally – Food and Farm Festival.

BACKGROUND

The Food and Farm Festival will be held in Coleambally between 21st and 23rd October, 2016. The Festival was last held in 2014 and was a very successful event. The events and activities are conducted as a result of volunteer efforts in organising the celebrations. In 2014, Council sponsored the event by providing Public and Product Liability Insurance through the Local Community Insurance Services to the value of \$1,354.79. Advice has been given that this year the public liability insurance will be covered under the Coleambally Chamber of Commerce insurance policy.

Festival Coordinator, Julie Bellato submitted a request to the Acting General Manager for Council's sponsorship of the Food and Farm Festival including a Sponsorship Prospectus (Attachment A). An earlier list of requests had been submitted in August, 2015 and a copy of that email is also attached (Attachment B). The February 2016 email includes an invitation for Council "to host an exhibit along the Festival Trail at the Main Street Festival on Sunday of the festival weekend" that requires Council's consideration and response.

COMMENT

Given the success of previous Taste Coleambally events within our community and that they are organised by a group of dedicated volunteers, Council's support would be well received.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Nil

FINANCIAL

Council's 2015/2016 budget includes an amount of \$20,000 for Community Grants. These grants are normally advertised in two rounds. The first round closed in October, 2015 and resulted in the allocation of \$13,550. Council had previously resolved at its July meeting to provide a \$500 donation to the Mystery Box Car Rally Team. The second round will be advertised within the next two weeks and applications will be presented to the April meeting for consideration. There will be \$5,950 available in this round. Council also has a budget

ORDINARY MEETING

16 MARCH, 2016

allocation of \$2,186 for miscellaneous donations/contributions of which \$1,525 has been expended.

INTEGRATED PLANS

A1.2 - Develop and grow a community understanding of shared responsibility

A3.2 - All members of our community have access to opportunities for social interaction

RISK MANAGEMENT

Nil

CONSULTATION / ENGAGEMENT

Taste Coleambally – Food and Farm Festival Committee

ELT

OPTIONS

- a) The recommendation as printed is the preferred option.
- b) Council could determine not to allocate funds or in-kind sponsorship of the Festival.

ATTACHMENTS

Attachment A: Sponsorship Prospectus from Mrs Julie Bellato on behalf of the Taste Coleambally – Food and Farm Festival.

Attachment B: Email list of requests from Mrs Julie Bellato on behalf of the Taste Coleambally – Food and Farm Festival.

Sue Mitchell

DIRECTOR CORPORATE PERFORMANCE & COMMUNITY

Attachment A: Sponsorship Prospectus from Mrs Julie Bellato on behalf of the Taste Coleambally – Food and Farm Festival.

2016 FESTIVAL OUTLINE

Our Festival Objectives

- Educate people on primary production and the importance of agriculture and water to our region & Australia
- Provide a platform for food and fibre producers to market and showcase their product/service
- Educate people on sustainable living through the use of local produce in cooking
- Support development of a cohesive arts community with interactive displays and workshops

TASTE COLEAMBALLY FOOD AND FARM FESTIVAL

FRI 21 – SUN 23 OCT 2016
Learn how farmers grow food for Australia and the world sustainably. See one of the most water efficient farming areas in Australia where one farm feeds an amazing 4,500 people every year of full water entitlement.

The Best of Coleambally's Food and Farming Heritage

Locally Grown COLEAMBALLY

FREE CLIMPING | HOME HOSTING MOTORHOMES & CARAVANS WELCOME

www.farm2food.net

Learn about agricultural food production and the importance of water to grow food and fibre. Associate locally grown commodities with the array of universally recognised brands commonly purchased at the supermarket. Embrace sustainable living using local produce in cooking. Enjoy arts and cultural workshops and entertainment for kids and adults.

Proposed Program...

FRI 21 OCT
Evening: Cocktail Party | Opening Art Exhibition

SAT 22 OCT
All Day: Art Exhibition | Farm Tours & Cellar Door | Poker Run
Morning: Fun Run Evening: 50 Mile Meal

MAIN STREET FESTIVAL SUN 23 OCT
7.30am: Poets Breakfast
9am-1pm: Festival Trail
Pioneer Heritage Centre • Paddock to Plate Precinct • Snack Shack with Coffee & Home-baked Meals • Guest Foodie • Rodney Dunn • Natural Fibre Showcase • Farmyard • Biodiversity Centre • Watering Hole • Entertainment & Street Performers • General Market Stalls • Children's Activities • Clydesdale Cart Rides • Art Precinct • Indigenous Welcome Dance, Cultural Workshops and Dance Classes • Indigenous Bush Tucker Expo • Art Exhibition and Competition • Meet the Maker • Observe prominent artists and networkers and their creations • Pop Up Poetry Recitations and Buskers • Kids and Adults Art Workshops

12.30pm: Food N Fibre Regatta
Locals & visitors are encouraged to enter this quirky event to run around an obstacle course carrying their team's home built boat featuring Australian and local food packaging.

1pm-4pm: Coly Cook Off
Cooking competition for kids and adults using local ingredients.

Guest Foodie – Rodney Dunn
Meet and eat with Rodney Dunn, food writer and chef, formerly of Coleambally, showing his love of using home grown, local ingredients to produce delicious meals. Rodney was the food editor of Australian Gourmet Traveller and now runs the successful Agrarian Kitchen cooking school in Tasmania.

Travellers are invited to stay for a while before and after the festival.

MORE INFORMATION www.farm2food.net
Email: tasteonly@gmail.com

Festival Coordinator: Julie Bellato 0419 412 429
Asst. Coordinator: Paula Clarke 0438 865 426
Secretary: Penny Sheppard 02 6154 9157

TASTE COLEAMBALLY FOOD AND FARM FESTIVAL



Why Taste Coleambally?

Taste Coleambally - Farm and Food Festival is all about bringing people up close and personal with what farmers in the Riverina do - that is grow food and fibre sustainably, using minimal chemicals and water. Coleambally Irrigation is one of the most water efficient delivery systems in Australia and each year an average Coleambally Irrigation farm feeds an amazing 4,516 people. In total the 487 farm units in the area feed 2.2 million people for an entire year, for each year they receive their full water entitlement. In 2012, the first Festival was born as part of 'Taste Riverina', which also combined with Sydney's Crave International Food Festival. The Festival is proudly supported by the Coleambally Chamber of Commerce and partners with many local organisations.

The 2016 Festival Weekend of 21-23rd October

The 2016 festival will power up the ways it offers the opportunity for our visitors to learn about what is grown right here in Australia. The festival shines a light on the bigger picture of Irrigated Agriculture and sustainable use of water. This festival assists all irrigators in the Riverina and across Australia by getting an important message across to as many people as possible, not only urban people, but local residents too.

We are offering a very special visitor experience in 2016 through a wider range of activities. We will boost visitor numbers through a focus on motor homers and by providing a Home Hosting system to expand the accommodation available. The first Festival in 2012 was extremely successful with positive reviews from all involved. The numbers grew for 2014's Festival and it is hoped to boost numbers further in 2016 with the extended lead time to organise the event, in addition to more widespread advertising.

A new objective for 2016 is to further leverage both Taste Riverina and the Festival program to ensure the event's sustainability, by supporting the development of a cohesive arts community for Coleambally. We are working with Western Riverina Arts and local artists to feature interactive displays and workshops at the festival and in its lead-up. New to the festival on Sunday is the Arts Precinct opening with the Poets' Breakfast, Indigenous Welcome, cultural workshops and dance classes, Bush Tucker Expo, Art Exhibition and Competition, Meet the Maker where prominent artists and metalworkers show their creativity, pop up poetry recitations and buskers and kids and adults workshops by Australian Artist, Linda McAulay.

A unique feature area of the festival is the **Festival Trail** where people can talk directly with farmers and food processors to learn about sustainable farming practices and the food and fibre they grow under irrigation. Hearing the Farm, Food, Fibre Story that brings groceries to our supermarket shelves, visitors will discover how modern irrigation techniques complement sustainable food production in the Riverina, encouraging them to associate locally grown commodities with the array of universally recognised brands they commonly purchase. There will be interactive displays with product samples, video presentations and more, will be interactive displays with product samples, video presentations and more.

The multicultural aspect of our community created by the influx of backpackers and regional workers from around the world, will be embraced, with backpackers and Woofers welcomed and encouraged to participate in all facets of the festival including cultural food and entertainment.

Festival Fun and Learning for All

Taste Coleambally - Food and Farm Festival begins on Friday 21st October with the opening of the festivities at a Cocktail Party launch of the Art Exhibition. On Saturday 22nd there will be a Fun Run, Poker Run, Farm Tours, Art Display and the hugely popular 50 Mile Meal. The Main Street Festival is Sunday 23rd and will launch with the Poets' Breakfast, Indigenous Welcome followed by the feature Festival Trail including the Paddock to Plate Precinct, Guest Foodie - Rodney Dunn, Cooking demos and tastings, FarmYard Tractor and Machinery display with Photo Booth for kids, Watering Hole with Cultural Entertainment, Pioneer Heritage Experience, Biodiversity Centre, Kids activities and Street Performances, Art Workshops & Meet the Maker Artisans, Clydesdale Cart Rides and ending the festivities with the Food & Fibre Packaging Regatta and the mouth watering Coly Cook Off.

Meet & Eat with our Guest Foodie - Rodney Dunn

Food Writer and Chef, Rodney Dunn, grew up on a farm in Coleambally. A chef's apprenticeship led him to Sydney where he worked under the esteemed Tetsuya Wakuda at his restaurant, Tetsuya's. Rodney then moved into food media, developing recipes for most of Australia's food



magazines, working as Food Researcher for the Better Homes and Gardens and authoring his first book, *Roasting*. Rodney has taught cooking at the Sydney Seafood School, Simon Johnson Providores and Accoutrement. He is Contributing Food Editor for the *Australian Gourmet Traveller Magazine*. His latest book, *The Agrarian Kitchen* contains 100 recipes and covers his move to Tasmania to set up The Agrarian Kitchen. Rodney will bring to the festival, his love of using home grown ingredients to cooking beautiful meals.

Our Marketing

Sponsorship investment will be supported by a sound marketing plan. This campaign will begin five months out from the Festival and will operate, in both local and out-of-area print and radio as well as TV news. Twenty thousand flyers will be distributed to Riverina Tourist Information Centres and at regional events including Farm Fairs. The website www.farm2food.net and Facebook page will also cover the event and a Twitter campaign will reach Foodies. The Committee will continue to access the appropriate design and communications expertise needed to take the Festival out to the market.

www.farm2food.net
email: tastecoly@gmail.com

Coordinator
Assistant Coordinator
Secretary

Julie Bellato 0419 493 429
Paula Clarke 0438 865 435
Penny Sheppard 02 69549157



Sponsorship

We are seeking strong organisations to come on board as Festival partners. If you are wishing to support your brand by an association with high quality, clean, green Australian-produced food then the Taste Coleambally - Food and Farm Festival is a good match for you. By sponsoring the Festival, your business will be supporting the Coleambally farming community as well as Australian farmers in general, by assisting them to increase awareness of the sustainable manner in which they produce food using our precious water resource. As our partner you will be encouraging Australians to buy high quality, clean, green Australian produced food and recognise our Australian brands and businesses. We value your sponsorship contribution to the festival and all sponsorship will be used to fund the overall costs of the Festival. See table below for sponsorship packages or we can develop a tailored package to your budget and exposure requirements, so feel free to contact Julie Bellato to discuss on 0419 493429 or tastecoly@gmail.com.

Sponsorship Levels and Benefits

| Sponsorship | PLATINUM \$5000-\$10000 | GOLD \$3000-\$4999 | SILVER \$2000-\$2999 | BRONZE < \$2000 |
|---|----------------------------|-----------------------|-------------------------|--------------------|
| What Your Firm Receives | | | | |
| Festival Naming Rights (Your firm) Taste Coleambally Food & Farm Festival | ✓ | | | |
| Detailed promotion across Festival advertising | ✓ | | | |
| Festival Program Flyers and Booklet | ✓ | ✓ | ✓ | ✓ |
| Facebook Page | ✓ | ✓ | ✓ | ✓ |
| Website | ✓ | ✓ | ✓ | ✓ |
| Verbal Publicity (MC) | ✓ | ✓ | ✓ | |
| Static Sponsorship Banner on site | ✓ | ✓ | ✓ | ✓ |
| Television, Newspaper, Radio promotion | ✓ | ✓ | ✓ | |
| Major Event Naming Rights (see banner example below) | | | | |
| Business logo on event flyer, pull up banner 1x2m | ✓ | ✓ | | |
| Event Naming Rights (see banner example below) | | | | |
| Business logo on event flyer, pull up banner 1x2m | ✓ | ✓ | ✓ | |

Please note - an offer of sponsorship does not guarantee a partnership. All offers will be considered by the Committee and those that best support the Festival brand will be chosen.

Festival | Event Naming Rights

Our 2014 sponsors have first option and may choose naming rights for the same event in 2016. In order for this to occur your support needs to be finalised by our printing deadline. Otherwise sponsorships are confirmed on a first-in basis so any company is welcome to sponsor at this level.

Platinum

Overall Festival naming rights. In the case of more than one Platinum sponsor, the Committee will work with those involved for the best benefit of all parties.

Gold Events

| | | |
|-------------------------------------|----------------------------|---------------------------|
| 50 Mile Meal | Art Precinct | Paddock to Plate Precinct |
| Biodiversity Centre | Guest Foodie – Rodney Dunn | Farmyard, Tractors |
| Watering Hole | Fun Run | Coly Cook Off |
| Food N Fibre Regatta | Poets Breakfast | Farm Tours |
| Cocktail Party Exhibition Opening | Natural Fibre Showcase | |

Silver Events

| | | |
|-----------------------------|----------------------|----------------|
| Pioneer Heritage Experience | Art Exhibition Props | Meet the Maker |
| Clydesdale Cart Rides | Art Exhibition | |

Bronze

| | | |
|------------------------------|------------------------|--------------------------|
| Event and competition prizes | Salami Competition | Art Workshops |
| Street Performances | Kids Activities | Jumping Castle |
| Food Court | Cultural Entertainment | Cooking demos & Tastings |



www.farm2food.net
email: tastecoly@gmail.com

Coordinator
Assistant Coordinator
Secretary

Julie Bellato 0419 493 429
Paula Clarke 0438 865 435
Penny Sheppard 02 69549157

Attachment B: Email list of requests from Mrs Julie Bellato on behalf of the Taste Coleambally – Food and Farm Festival.

From: Julie Bellato [<mailto:jbellato@bigpond.net.au>]
Sent: Tuesday, 25 August 2015 11:41 AM
To: Kerry McMurray
Cc: 'Austin Evans'; Christine Chirgwin; 'Peter Sheppard'
Subject: Requests for Taste Coleambally - Food and Farm Festival 2016

Hi Kerry

Following our meeting at Brolga Place a few weeks ago, here is the list of requests for assistance for 2016 Taste Coleambally Food and Farm Festival:

- Waterproof McInnis Square – Perspex at peak of roof
- Power points at each corner post of McInnes Square
- Scattered Power points in front of shop area – possibly in street light pole
- Outdoor power point on outside of toilet block on PO side and power point at back of PO facing Square
- PA system speakers in main street and McInnis Square
- MSC cover insurance for festival including Fun Run on Saturday
- Can we get permission for Motorhomes to park on Number 2 oval for the festival only
- The toilet at number 2 oval – if owned by shire could it be cleaned up and used by campers?
- Maybe Shire could put in new dump point near number 2 motorhome parking area
- Can council staff put up the orange plastic barriers around the festival area on Saturday afternoon leaving openings in various places for manned entry stations (The posts can be put in ready for orange mesh to be rolled out by 8am Sunday morning)
- Can Shire staff write the Risk Management Plan for the festival and assist us with Food Handling Regulations relative to the Festival
- Permission to erect the Rainbow tent on Friday before the festival near McInnes square (Its the largest tent 10x20m approx that we used in 2014 for the celebrity chef)
- Close off Brolga place for the Sunday of the festival (date TBC probably September). Possibly lollipop man at Kingfisher ave for people crossing street
- Erect an area along highway near town entrance for a 3m x 1m banner for the festival (can be used for other event advertising too)
- Put a link on your website for our festival website and add the event to your calendar of events
- We propose the Council purchase the following to be utilised as a community resource to be used by festivals and events of the shire, funerals and any public events. A hire agreement could be arranged as an income stream for a community fund so other organisations could hire these items also.
 - 200 plastic chairs (\$8 X 200 = \$1600)
 - 20 grey folding tables (\$60 x 20 = \$1800)
 - 10 3x3m gazebos (\$190 x 10 = \$1900)

MURRUMBIDGEE SHIRE COUNCIL

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- 10 6x3m gazebos (\$350 x 10 = \$3500)

Whilst it would be ideal to have this wish list, we realise it's a large outlay and these items could be purchased over a few years. Because our festival is promoting Farming, the exhibitors are not often selling anything and we are asking them to travel often long distances to display the end product that is made from the food, grains and fibre grown here, if we can offer them the gazebo, tables and chairs to use, it's easier for the companies not to have to cart these items as well as their promotional items.

The Committee really value the assistance and support of the Shire to grow this festival.

Kind Regards

Julie Bellato

Festival Coordinator

Taste Coleambally - Food and Farm Festival

Date: TBC 2016



9.10 PLAN OF MANAGEMENT – TIDDALIK WETLANDS AND BIRD SANCTUARY

Council Meeting

16 March, 2016

PP:IGM – Plan of Management – Tiddalik Wetlands and Bird Sanctuary

EXECUTIVE SUMMARY

The Local Government Act 1993 requires a Council to prepare a draft plan of management for community land (S.36). This report presents a Draft Plan of Management for Tiddalik Wetlands and Bird Sanctuary developed in accordance with the aforementioned Act. Section 38 of the Act outlines the requirements for public notice of a draft plan of management.

RECOMMENDATION

That in accordance with section 38 of the Local Government Act 1993 the draft Plan of Management for the Tiddalik Wetlands and Bird Sanctuary be placed on public exhibition for a period of twenty-eight days.

BACKGROUND

Some years ago Council provided work experience for an environmental science graduate and one of the projects undertaken by the graduate was the development of a Management Plan for the Tiddalik wetlands. The original document has been updated and is shown in Attachment A. The draft plan outlines a number of proposed actions in relation to maintenance and improvements. Generally the maintenance proposals are in accordance with current Council practice in relation to the wetlands with the exception of reed control in the southern end. The Tiddalik Management Committee would likely undertake this task with the assistance of Council.

Proposed improvements in the Plan include the following:

- Creation of the originally designed pebble beach in the south western corner.
- Creation of a sandy/pebble beach in front of the viewing platform.
- Construction of a shelter on the viewing mound.
- Provision of a bench/chair on western side opposite the viewing mound.
- Upgrading of footpath to wheelchair standard.
- Provide outdoor fitness equipment at four locations.
- Provide rubbish bins at entrances.

A ball park figure for the cost of these works is \$60,000 and these works could be undertaken over a number of years depending on the availability of funds in the annual budget. The original Tiddalik Wetlands Management Committee was deleted from Council's list of Committees at the September, 2011 meeting. After representations from the previous President of the Committee, Council resolved at the February, 2013 meeting to "call for nominations from the community for the Tiddalik Section 355 committee". An item will be included in the next newsletter calling for such nominations and a report will then be presented to Council for consideration.

Plans of management contain information on the natural environments, Aboriginal heritage, history, and recreational opportunities in a park. They are legal documents, explaining how community land will be managed.

The public notice referred to in the recommendation must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the Council.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Local Government Act 1993 (Section 38)

National Parks and Wildlife Act 1974 (Sections 72, 73)

FINANCIAL

There will be cost implications for Council and these have been included within the body of the report. However, the costs associated with this Plan of Management can be borne out across a two year period. Should Council support the recommendation within the report, it is feasible that the required funds could be allocated in the preparation of this forthcoming financial year's budget.

INTEGRATED PLANS

C1.1 - We have temporary custody of our natural environment and work to preserve it for future generations

C3.1 - We manage our infrastructure responsibly

D1.1 – Council leads the community by example demonstrating a high level of leadership and accountability

RISK MANAGEMENT

N/A

CONSULTATION / ENGAGEMENT

ELT

OPTIONS

- a) The recommendation as printed is the preferred option
- b) Council could resolve not to adopt this particular Plan of Management for Tiddalik Wetland and Bird Sanctuary. However, there is a requirement under the Local Government Act for a plan to be developed for this area.

ATTACHMENTS

Attachment A: DRAFT Plan of Management – Tiddalik Wetlands and Bird Sanctuary

Phil Pinyon

INTERIM GENERAL MANAGER

PLAN OF MANAGEMENT

TIDDALIK WETLANDS AND BIRD SANCTUARY

MURRUMBIDGEE SHIRE COUNCIL

**TIDDALIK WETLAND AND BIRD SANCTUARY
PLAN OF MANAGEMENT.**

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EXECUTIVE SUMMARY

Tiddalik Wetlands and Bird Sanctuary was created with a Centenary of Federation Grant from the Federal Government obtained by Heritage Darlington Point with the assistance of Murrumbidgee Shire Council.

Initially the land was used as a storm water retention basin and the opportunity to turn the area into a functional community facility was the catalyst for the grant application.

Planting of the more than 10,000 seedlings was completed in February, 2001 and the wetlands were officially opened by the Federal Member for Riverina, Kay Hull, on 12th May, 2001.

The project was supported by many organisations and individuals in the Darlington Point community and efforts of all were lauded in the local media.

Management of the reserve was initially undertaken by a Section 355 Committee of Murrumbidgee Shire Council. This Committee was disbanded in 2011 and Council resolved, at the meeting held on 20th February, 2013, to resurrect such Committee.

To assist the Management Committee and ensure that the optimum benefit is provided to the community this management plan has been developed to:

1. Provide feasible options for the operation, development and maintenance of the Tiddalik Wetlands and associated bird sanctuary.
2. Identify possible future problems and provide solutions.

1.0 INTRODUCTION

The main purpose of this plan is to:

1. Provide feasible options for the operation, development and maintenance of the Tiddalik Wetlands and Bird Sanctuary.
2. Identify possible future problems and provide solutions.

Definition of a wetland:

As stated by the RAMSAR Convention, a wetland is an area of marsh, fen, peatland or water whether natural or artificial, permanent or temporary, with water that is static or flowing, fresh, brackish or salt, including areas of marine waters, the depth of which at low tide does not exceed six metres.

Wetlands have been considered to be one of the most valuable and productive ecosystems in the world and provide many benefits that include:

1. Providing habitats for a variety of water birds, fish, frogs, invertebrates and many other wildlife species.
2. They are important in the recycling of nutrients in the system (for example: sewage treatment areas and nutrient/chemical runoff from adjacent urban/farming areas).

The Tiddalik Wetlands and Bird Sanctuary is an artificial wetland that was created in 2001 and is located between Campbell St and Britts Rd, in the south western part of Darlington Point. The site adjoins residential areas to the east and native bushland to the west. (Refer to Appendix 1 for the site map).

The native plant species that are currently present in the reserve are:

| <i>Latin name</i> | <i>Common names</i> |
|----------------------------------|-----------------------|
| <i>Bolboschoenus fluviatilis</i> | Marsh Club Rush |
| <i>Carex appressa</i> | Tussock Sedge |
| <i>Carex fascicularia</i> | Tassel Sedge |
| <i>Eleocharis acuta</i> | Common Spikerush |
| <i>Eleocharis spaciolata</i> | Tall Spikerush |
| <i>Isolepis nodosa</i> | Knobby Clubrush |
| <i>Juncus ingens</i> | Giant Rush |
| <i>Juncus usitatus</i> | Tussock Rush |
| <i>Lomandra hystrix</i> | Mat Rush |
| <i>Lomandra longifolia</i> | Spiny Headed Mat Rush |
| <i>Philydrum lanuginosum</i> | Frogsmouth |
| <i>Schoenoplectus validus</i> | River Club Sedge |
| <i>Triglochin procerum</i> | Water Ribbons |

Birds that are known to the area are:

| <i>Latin names</i> | <i>Common names</i> |
|-----------------------|---------------------------|
| Cacatua leadbeateri | Major Mitchell's Cockatoo |
| Eolophus roseicapilla | Galah |
| Gymnorhina fibicen | Australian Magpie |
| Corvus coronoides | Australian Raven |
| | Parrots |

A variety of frog and invertebrate species are also present in the Wetland Reserve.

2.0 POLICY FRAMEWORK

To ensure that all groups will have equal access to the wetland site for recreational activities, the following policies will need to be considered:

Landuse:

Encourage people/visitors to utilise the area for a variety of recreational activities that include walking, jogging, exercising and bird watching.

Consultation:

Utilise the advice for operations, development and maintenance given in the management plan.

Wetland Management:

The overseeing of any maintenance duties to the reserve will be undertaken by the Tiddalik Wetlands Management Committee and Murrumbidgee Shire Council.

Operations:

Review of maintenance programs to ensure that health and safety requirements and environmental requirements are being met.

Make amendments to maintenance programs if required.

3.0 MANAGEMENT ISSUES, OBJECTIVES AND STRATEGIES

Objectives:

To manage the Tiddalik Wetland and Bird Sanctuary effectively. To accomplish this, regular monitoring and maintenance of the site will need to be implemented to ensure that objectives within the management plan are met.

To manage Tiddalik Wetland Reserve to attract visitors to the site by providing recreational, tourist and education facilities and services.

To gain community and local school inputs into the management of the reserve.

To provide a diverse range of native wetland flora providing a variety of habitats for fauna that will be of conservation value and be recognised for its aesthetic appeal. Through these two avenues, Tiddalik Wetland and Bird Sanctuary may

be used to promote wetlands within Murrumbidgee Shire and surrounding areas.

3.1 Vegetation

3.1.1 Native Wetland Species

Objectives:

To protect native flora communities.

To enhance vegetation where appropriate to reduce erodibility of banks.

To reduce vegetation where appropriate to enhance view of the wetland from the viewing compound and the walking track.

To maintain environmental and conservation values.

Strategy:

- Native Species inventories and the monitoring of species abundance and diversity within the wetland reserve.
- Control and eradicate weed species.

Reed maintenance:

Objectives:

To maintain reed communities at a sustainable level.

Control the spread of reeds, as some native species may be lost due to being outcompeted for space and resources.

Strategy:

- Monitor and maintain reed abundance throughout the wetland for the following purposes:
 - They provide shelter, nesting and feeding sites for ducks and various water birds, frogs and many macro/micro invertebrates.
 - They are important in the filtering of sediments, facilitating removal of nutrients and reducing flow velocities.
- Thinning of excess reeds to prevent them from dominating the whole system and excluding other species from the habitat.
- Thinning of reeds from directly in front of the viewing compound to allow a clear view of the wetland and the habitat island.
- No removal of "dead" reeds, as they provide a very specific habitat to certain invertebrates, for example, cadisflies. The decomposing reeds will also replace the nutrients into the system that they have taken out, and act as a food source for some species.

3.1.2 Surrounding Area

Objective:

To establish native trees and shrubs surrounding the wetland.

To limit the planting of native vegetation to allow emergency/maintenance vehicle access.

Strategy:

- Plant native tree and shrub species in the area surrounding the wetland, as it will:
 - Provide habitats for birds and other terrestrial species.
 - Provide a more aesthetically appealing site to potential visitors.
 - Provide shaded areas for people to picnic in.
- Refer to Appendix 2 Native Plants of the Riverina Area.

3.1.3 Pest Plants

Weeds:

Objective:

To control or eradicate weeds in the reserve to prevent them from over-running the wetland and outcompeting native species for space and resources.

Strategy:

- Regular manual weeding to prevent weeds from outcompeting native flora in the system.
- Develop and implement a monitoring program for invasive species.
- Monitoring and weed removal should occur every three months for the first year and should then be re-evaluated to set an appropriate time frame.
- Plant native species that are competitive towards weeds.
- The use of biological chemical control such as Pro Bioactive Roundup which is an effective weed control that is not harmful to humans, birds, animals, fish, insects and other wildlife. Rapidly breaks down in water by microbes into natural harmless substances and is inactive in soil.

3.1.4 Pest Animals

Feral Animals

Objective:

To control the abundance of feral animals and preserve native species.

Strategy:

- Regular maintenance checks on the perimeter fences.
- If native species are observed to be declining, the consideration of replacing the barbwire fences with a more suitable style of fencing.

Mosquitos

Objective:

Limit the breeding and abundance of mosquitos in the area.

Strategy:

Environmental options:

- Remove floating vegetation and debris from the open water areas.
- Maintain depth of the wetland by dredging if necessary.
- Maintain water level fluctuations to disturb the larval stages.

Biological options:

- The presence of dragonfly nymphs, various beetles, bugs and frogs can reduce the population of mosquito larvae; they may not be adequate on their own.
- The introduction of native predatory larvivorous fish such as, *Hypseleotris compressa* (The Empire Gudgeon) and *Pseudomugil signifer* (Pacific Blue-Eye) species may help to control the mosquito population.

Pesticide options:

- Organophosphate: temephos is relatively target specific for mosquitos and is generally suitable for freshwater wetlands.
- Low mammalian toxicity, high to moderately toxicity for fish and birds.
- Insect growth regulator: methoprene is relatively non-toxic, poses little hazard to humans and non-target species, shouldn't have an effect on birds, moderately to slightly toxic to freshwater fish and toxic to frogs.
- Non-persistent in soils, unlikely to contaminate soils and is not likely to leach because it is rapidly bound/absorbed to soil. Degrades rapidly in water.

3.2 Recreation

Objective:

To encourage people to visit the site for a variety of recreational purposes.

Strategy:

3.2.1 Construction of sandy/pebble beaches

Objective:

Re-creation of the sandy/pebble beach on the edge of the wet areas for fauna to access the water.

Strategy:

Construct and maintain sandy beach directly in front of the viewing compound, to optimise chances of observing natural bird behaviours.

A second beach to be constructed near the outlet (Britts Rd) in accordance with the original design.

Refer to Appendix 3 for suggested locations.

3.2.2 Construction of a Walking Path

Objective:

To provide a safe path for visitors to walk on around the wetlands, that will optimise the view of the native flora and fauna.

To provide a path that fits in with the areas environmental scheme.

Strategy:

- Construct a walking path around the wetlands in accordance with the original wetlands design to make the wetland easily accessible to regular walkers/joggers.
- The track will act as guide as to where people can and can't walk in the reserve.
- Must be constructed from materials that are wheelchair friendly.

3.2.3 Construction of a Shelter

Objective:

To provide a shady retreat for visitors/birdwatchers.

Strategy:

- Construction of a small shelter on top of the viewing mound will allow optimal observation of bird species and other wildlife with minimal disturbance. It will provide shelter from environmental extremities (i.e. heat, sun, rain and wind).

3.2.4 Construction of Recreational Facilities

Objective:

To encourage people to visit and use the wetland area for recreational purposes.

Strategy:

- Construct a bench/chair in a shelter on the western side of the wetland opposite the viewing mound to provide the maximum view of the wetland.
- Install outdoor fitness equipment at least four locations adjacent to walking track.
- Provide rubbish bins at the entrances to the wetland.

3.3 Signage

Objective:

To maintain the current signs that communicate what is and is not allowed in the wetland reserve.

Strategy:

Signs erected at both entrances to the wetland reserve should state, as a minimum, the following:

- | | |
|------------------------------------|-------------------------|
| • Foot traffic only. | No cars or motorcycles. |
| • No fishing/yabbying. | No swimming |
| • Do not walk onto vegetated areas | |

3.4 Circulation/Linkages

3.4.1 Vehicular

Objective:

To restrict vehicle access to the wetland reserve, but allow easy access for emergency vehicles.

Strategy:

- All gates that allow access by vehicles should be locked. Keys to gates should be kept at the local Council office, emergency services and maintenance staff (if required).
- Location of a track for vehicles is suggested to be along the perimeter, as it will not impose any threats on the wetland and there is sufficient space available for trucks/maintenance vehicles to gain closer access to the wetland if necessary.

3.4.2 Pedestrian

Objective:

To allow easy access to the wetland reserve for potential visitors.

Strategy:

- Gates for pedestrian access need to be open at all times for easy access.
- Provide a walking track to ensure that there is access to sites of interest; for example, the lookout and the pebble/sandy beach areas.

3.5 Fire Management

Objective:

A fire management regime is required to protect visitors in the area and native species that inhabit the area.

Strategy:

- Although annual mowing of grass surrounding wetlands may result in small losses of habitats, it will greatly minimise potential fire risks to native plants and structures within the reserve.
- Remove any accumulated debris from storm activity.

3.6 Community Involvement & Education Programs

Objective:

To highlight the ecological importance of maintaining and restoring natural wetlands through environmental education programs.

Strategy:

- To get local schools and community groups involved in the restoration and maintenance of the wetland reserve.
- Student Activities may include:-
 - Conduct "mini" flora and fauna inventories.

- Collect and construct herbariums of native species the reserve.
- Seed bank collections for future replanting, or for use at other sites.
- Planting of native species in the surrounding area.
- Species abundance counts; both flora and fauna.
- Weed removal.
- Water quality testing.
- Removal of any litter left behind/not placed in bins provided from visitors.

Examples of student environmental wetland activities that can be carried out can be found at Natural Resources and Environment. www.dpi.vic.gov.au

- Volunteer Based Activities may include:-
 - Weed removal and maintenance.
 - Flora and fauna studies/inventory and abundance counts.
 - Replanting of native vegetation that has diminished.
 - Planting of native species in the surrounding area.
 - Seed bank collections.

3.7 General Maintenance

Objective:

To ensure that the wetland is a safe environment to visit at all times.

To ensure that the wetlands environmental values are protected.

Strategy:

Regular maintenance checks on the following:

- Fence: to ensure there are no holes/damage to them.
- Water Pump: to ensure that it is working properly for regular irrigation.
- Bins: to ensure that there is no overflow of rubbish.
- Chairs, tables and shelter: to ensure that they are safe to use and that they do not pose any threat to visitor safety.
- Walking path: to ensure that it does not pose any threat to visitor safety.

4.0 SUMMARY TABLE OF PERFORMANCE TARGETS, ACTION, PRIORITY AND ASSESSMENT

| Management Issues | Objectives & Performance Targets | Means of Achievement | Priority | Means of Assessment |
|----------------------------------|---|--|----------|--|
| Native Plant Biodiversity | <ul style="list-style-type: none"> • To protect and enhance native flora. | <ul style="list-style-type: none"> • Undertake flora inventories. | Medium | Monitor species abundance and diversity against primary inventory. |
| | <ul style="list-style-type: none"> • To reduce erodibility of banks. | <ul style="list-style-type: none"> • Monitor and maintain reed abundance throughout the wetland. | Medium | Reduction/control of bank erosion. |
| | <ul style="list-style-type: none"> • To maintain reed communities at a sustainable level. | <ul style="list-style-type: none"> • Thinning / relocation of excess reeds to prevent domination of the whole system. | Medium | Monitor the thickness of reed communities throughout all areas of the wetland. |
| | <ul style="list-style-type: none"> • To enhance view of the wetland from the viewing compound and the walking track. | <ul style="list-style-type: none"> • Removal of reeds from directly in front of the viewing compound to allow a clearer view. | Low | |
| | <ul style="list-style-type: none"> • To protect habitat for water birds, frogs and other invertebrate species. | <ul style="list-style-type: none"> • No removal of 'dead' reeds. | High | Monitor abundance of nesting birds and frogs in the wetland. |
| | <ul style="list-style-type: none"> • To establish native trees and shrubs around the wetland. | <ul style="list-style-type: none"> • Plant native tree and shrub species in the area surrounding the wetland. | High | Native plant species numbers increased. |

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| | | | | |
|--------------|---|--|------|--|
| Pest Species | <ul style="list-style-type: none"> To control and eradicate weeds. | <ul style="list-style-type: none"> Regular manual weeding. Develop and implement a monitoring program for invasive species. Biological chemical control of weeds. Pro Bioactive Roundup. Consult with NPWS staff to determine the best practice weed control methods. | High | Inspect and monitor the extent of weed infestation. |
| | | | High | |
| | <ul style="list-style-type: none"> To control the abundance of feral animals and preserve native species | <ul style="list-style-type: none"> Regular maintenance checks on the perimeter fences | Low | |
| | <ul style="list-style-type: none"> To control mosquito breeding and abundance | <ul style="list-style-type: none"> Remove floating vegetation and debris from the open water areas. Maintain depth of the wetland by dredging if necessary. Maintain water level fluctuations to disturb larval stages. Biological controls Pesticide controls Insect growth regulation; | Low | <p>Monitor population levels of mosquitos.</p> <p>Monitor the abundance of larvivorous fish.</p> |

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| | | | | |
|-------------------------------|---|--|-----------------------------------|--|
| Recreation | <ul style="list-style-type: none"> To attract visitors to the reserve by providing recreational facilities | <ul style="list-style-type: none"> Creation of a sandy beach directly in front of the viewing area. Creation of a pebble beach on the south-western edge of the wet areas in accordance with original design. Construct a walking track around the wetland that will optimise the view of the native flora and fauna. Construct a shelter on the viewing mound to provide shade and act as an observational point for birdwatchers. Construct bench/chair opposite the viewing area. Install outdoor fitness equipment along walking tracks. Maintain signs to communicate activities allowed in the reserve. | High | Monitor public response |
| Circulation / Linkages | <ul style="list-style-type: none"> To restrict vehicle access to the wetland reserve. To allow easy access to the wetland reserve for potential visitors. | <ul style="list-style-type: none"> Provide keys to gates to emergency services and maintenance staff. Gates to allow easy access for pedestrians. Provide a walking track to ensure access to sites of interest. | <p>Low</p> <p>Low</p> <p>High</p> | Feedback from emergency vehicle/maintenance drivers. |

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| | | | | |
|--|---|---|--------|--|
| | | | | |
| Fire Management | <ul style="list-style-type: none">• Develop a fire management plan to protect visitors and native flora and fauna species in the area. | <ul style="list-style-type: none">• Annual mowing of grass surrounding the wetland. Remove any accumulated debris from storm activity. | High | Number of fires in the wetland and the amount of native species protected. |
| Education and Community Involvement | <ul style="list-style-type: none">• To highlight the ecological importance of maintaining and restoring natural wetlands. | <ul style="list-style-type: none">• Get local schools and community groups involved in the restoration and maintenance of the wetland reserve. | Medium | Public involvement |
| Maintenance | <ul style="list-style-type: none">• To ensure that the wetland is a safe environment to visit at all times.• To ensure that the wetlands environmental values are protected. | <ul style="list-style-type: none">• Regular maintenance checks to be carried out on perimeter fences, the water pump, bins, chairs, tables, shelter, and the walking track. | Medium | Safety record Improved aesthetics |

Appendix 1
Site Map - Original Design

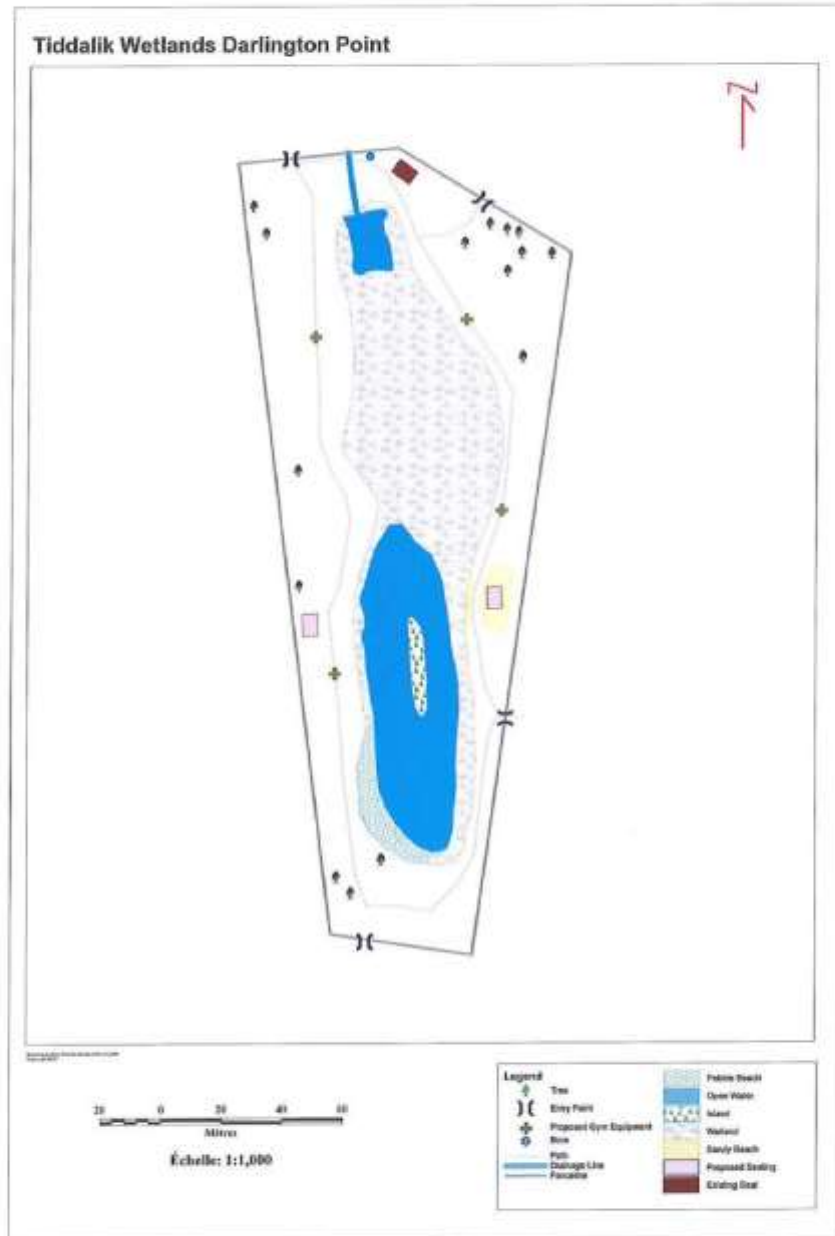


Appendix 2**Native Plants of the Riverina Area**

| <i>Latin Names</i> | <i>Common Names</i> |
|-----------------------------------|-------------------------|
| <i>Callitris glaucophylla</i> | White Cypress Pine |
| <i>Eucalyptus camaldulensis</i> | River Red Gum |
| <i>Eucalyptus largiflorens</i> | Black Box |
| <i>Acacia oswaldii</i> | Mijee (Umbrella Wattle) |
| <i>Acacia pendula</i> | Weeping Myall (Boree) |
| <i>Acacia salicina</i> | Cooba (Willow Wattle) |
| <i>Atriplex nummularia</i> | Old Man Saltbush |
| <i>Maireana decalvens</i> | Black Cotton Brush |
| <i>Chenopodium nitriaceum</i> | Nitre Goosefoot |
| <i>Eremophila longifolia</i> | Emubush |
| <i>Muehlenbeckia florulenta</i> | Lignum |
| <i>Rhagodia spinescens</i> | Spiny Saltbush |
| <i>Boerhavia dominii</i> | Tarvine |
| <i>Alternanthera denticulate</i> | Lesser Joyweed |
| <i>Austrodanthonia caespitosa</i> | Ringed Wallaby Grass |
| <i>Calostemma purpureum</i> | Garland Lily |
| <i>Enteropogon ramosus</i> | Curly Windmill Grass |
| <i>Sida corrugata</i> | Corrugated Sida |
| <i>Sida fibulifera</i> | Pin Sida |

The plants listed above are not a complete list, however, they are readily available from most native plant nurseries and have grown well when planted in plantations.

Appendix 3
Site Map including additions from Suggested Management Strategies.



9.11 FINANCE AND INVESTMENT REPORT FOR FEBRUARY, 2016

| | |
|---|--|
| Ordinary Meeting of Council 16 March, 2016 SM:SM – Finance and Investment Report of February, 2016 | |
|---|--|

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with a snapshot of the financial activity within the Organisation for the month of February, 2016.

RECOMMENDATION:

That Council:

- a) **Notes the investment income for February, 2016.**
- b) **Notes the investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulations and Council's investment policy.**
- c) **Adopts the Investment Report for the month of February, 2016.**

BACKGROUND

In accordance with Section 212 of the Local Government (General) Regulation, 2005 it is hereby certified that the investments detailed in the attached schedules have been made in accordance with Section 625 of the Local Government Act, 1993, its regulations and Council's current investment policy and strategy.

Management is striving to continue to build up cash and investment returns to provide ongoing financial stability and liquidity into the future.

Council's current investments stand at an amount of \$11,203,598.09 as at the end of February, 2016. It has collected 73% of its total rate income across all funds and the Statement of Bank Balances as at the end of February, 2016 shows an amount of \$11,227,574.93.

Reconciliation of Rates and Charges

| | ARREARS | 15/16 LEVY | REBATES | TOTAL | PAYMENT | BALANCE | % COLLECTED | |
|-------------------|----------------|------------------|----------------|------------------|-------------------|----------------|----------------|--|
| General Rates | 59,642 | 1,878,121 | -13,618 | 1,924,145 | -1,431,951 | 492,194 | 74% | |
| Garbage Charges | 24,898 | 109,120 | -7,218 | 126,800 | -87,305 | 39,495 | 69% | |
| Recycling Charges | 21,126 | 95,736 | -7,054 | 109,809 | -76,051 | 33,758 | 69% | |
| Lease Rental | 27,969 | 19,885 | 0 | 47,854 | -11,768 | 36,086 | 25% | |
| Town Imp. | 11,609 | 49,023 | -3,346 | 57,285 | -37,464 | 19,822 | 65% | |
| Water Supply | 95,583 | 278,990 | -8,369 | 366,204 | -277,176 | 89,029 | 76% | |
| Sewer Service | 36,474 | 267,727 | -11,113 | 293,089 | -207,498 | 85,591 | 71% | |
| Overpayments | -17,303 | 0 | 0 | -17,303 | 8,248 | -9,055 | 0% | |
| Total | 259,997 | 2,698,603 | -50,717 | 2,907,883 | -2,120,963 | 786,920 | 73% * | |

* Compared to percentage collected at the March Council Meeting 2015 - 69%

MURRUMBIDGEE SHIRE COUNCIL

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Council Investments

| Invest. No. | Invest. Type | S & P Rating | Institution | Invest. Date | Invest. Amount | Int Rate | Maturity Date | Terms Days |
|-------------|--------------|--------------|----------------|--------------|----------------------|----------|---------------|------------|
| 26/16 | Term Deposit | A-1+ | ANZ | 01-Dec-15 | 960,045.15 | 3.00% | 01-Mar-16 | 91 |
| 27/16 | Term Deposit | A-1 | METWAY | 08-Dec-15 | 1,018,098.25 | 2.95% | 08-Mar-16 | 91 |
| 28/16 | Term Deposit | A-1 | METWAY | 15-Dec-15 | 1,275,170.88 | 2.95% | 15-Mar-16 | 91 |
| 29/16 | Term Deposit | A-1+ | NAB | 23-Dec-15 | 800,000.00 | 2.95% | 22-Mar-16 | 90 |
| 30/16 | Term Deposit | A-1+ | ANZ-Les Wallis | 29-Dec-15 | 52,280.90 | 2.15% | 29-Mar-16 | 91 |
| 31/16 | Term Deposit | A-2 | Bendigo Bank | 30-Dec-15 | 220,576.01 | 2.45% | 30-Mar-16 | 91 |
| 32/16 | Term Deposit | A-2 | IMB | 12-Jan-16 | 507,676.46 | 2.80% | 05-Apr-16 | 84 |
| 33/16 | Term Deposit | A-1+ | NAB | 14-Jan-16 | 508,172.42 | 2.95% | 12-Apr-16 | 89 |
| 34/16 | Term Deposit | A-2 | IMB | 19-Jan-16 | 502,215.07 | 2.75% | 19-Apr-16 | 91 |
| 35/16 | Term Deposit | A-1+ | ANZ | 29-Jan-16 | 382,993.58 | 2.85% | 29-Apr-16 | 91 |
| 36/16 | Term Deposit | A-2 | IMB | 02-Feb-16 | 424,845.58 | 2.80% | 03-May-16 | 91 |
| 37/16 | Term Deposit | A-2 | IMB | 09-Feb-16 | 200,000.00 | 2.80% | 03-May-16 | 84 |
| 38/16 | Term Deposit | A-1+ | ANZ | 16-Feb-16 | 507,613.67 | 2.85% | 17-May-16 | 91 |
| 39/16 | Term Deposit | A-2 | Bendigo Bank | 18-Feb-16 | 700,766.14 | 2.45% | 18-May-16 | 90 |
| 40/16 | Term Deposit | A-2 | Bendigo Bank | 22-Feb-16 | 1,219,347.75 | 2.45% | 22-May-16 | 90 |
| 41/16 | Term Deposit | A-1+ | NAB | 23-Feb-16 | 533,989.04 | 2.95% | 24-May-16 | 91 |
| | | | | CBA | 1,296,878.82 | | | |
| | | | | Bendigo | 92,917.97 | | | |
| | | | | ANZ | 10.40 | | | |
| | | | | | 11,203,598.09 | | | |

The above investments have been made in accordance with the Local Government Act 1993, the Accounting regulations and Murrumbidgee Shire Council's investment policy.

Bank Balances

| | | | | | |
|-----------------------------|--|--|--|--|----------------------|
| Unpresented Cheques | | | | | -723.60 |
| Outstanding Deposit | | | | | 24,700.44 |
| Combined Investment Account | | | | | 11,203,598.09 |
| Total | | | | | 11,227,574.93 |

Dissection of Combined Bank Account/Investment

| | | | | | |
|---|--|--|--|--|----------------------|
| General Fund Bank A/C | | | | | -74,025.79 |
| Bendigo Bank A/C | | | | | 27,784.86 |
| General Fund Investments | | | | | 7,599,381.83 |
| General Fund - Externally Restricted Funds | | | | | 97,925.31 |
| Coly Town Improvement Fund - Council Restricted Funds | | | | | 431,702.86 |
| Water Fund Bank | | | | | 768,744.95 |
| D/Point Water - Council Restricted Funds | | | | | 173,000.00 |
| Coly Water Fund - Council Restricted Funds | | | | | 324,000.00 |
| Sewer Fund Bank | | | | | 569,229.04 |
| D/Point Sewer Fund - Council Restricted Fund | | | | | 789,000.00 |
| Coly Sewer Fund - Council Restricted Funds | | | | | 346,500.00 |
| Trust Fund Bank | | | | | 122,050.97 |
| Trust Fund - Externally Restricted Funds-Les Wallis | | | | | 52,280.90 |
| | | | | | 11,227,574.93 |

CONSIDERATIONS (Statutory compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

Local Government Act 1993, Accounting Regulations

FINANCIAL

The actions taken comply with Council's current investment policy and strategy, and the Ministerial Order as provided by the NSW Office of Local Government.

INTEGRATED PLANS

D1.1.3 Ensure transparent, accountable and responsible leadership throughout Council

D1.1.2 Provide strong and effective governance

RISK MANAGEMENT

Nil

CONSULTATION / ENGAGEMENT (Who was involved in the process prior to writing the report)

N/A

OPTIONS

Nil

ATTACHMENTS

Author:

Sue Mitchell

Responsible Accounting Officer

9.12 WITHDRAWAL OF DEVELOPMENT APPLICATIONS AND PARTIAL REFUND OF FEES – 191415, 201415, 211415, 221415 & 231415 – POULTRY SHEDS.

Council Meeting

16 March 2016

SA:ADHBP – Withdrawal of Development Applications & Partial Refund of Fees – DA 191415, 201415, 211415, 221415 & 231415.

EXECUTIVE SUMMARY

The applicant has formally withdrawn the 5 applications, DAs 19-23 1415 and under the Environmental Planning and Assessment Regulation Council can refund part of the application fees.

RECOMMENDATION

That a total of \$8,146 be refunded to the applicant from the application fees for Development applications 191415, 201415, 211415, 221415 and 231415.

BACKGROUND

On 27 May 2015 Development applications 19-23 1415 (inclusive) were received by Council. Additional information was requested to ensure that the applications complied with the Environmental Planning and Assessment Act 1979 and Regulations 2000. The information had not been received.

On 22 February 2016, new development applications for 2 of the proposed sites were received by Council. The new applications comply with the Act and Regulation but cannot be approved until the applications lodged on the 27 May 2015 have been determined or withdrawn.

The applicant for DAs 19-23 1415 was notified that it would be best if the applications were withdrawn as Council can consider a partial refund of fees under clause 52 of the EP&A Regulation.

The request to withdraw the applications is attached.

52 Withdrawal of development applications

(cf clause 47 (4)–(6) of EP&A Regulation 1994)

(1) A development application may be withdrawn at any time prior to its determination by service on the consent authority of a notice to that effect signed by the applicant.

(2) An application that is withdrawn is taken for the purposes of the Act (sections 79 (6) and 89F (4) of the Act and clause 90 (3) of this Regulation excepted) never to have been made.

(3) The consent authority may (but is not required to) refund to the applicant the whole or any part of any application fee paid in connection with an application that has been withdrawn.

COMMENT

Council has no formal policy on refunding of application fees for applications that are withdrawn before determination. It is recommended that the cost of assessing the applications to date be taken from the fees paid and the remaining money be refunded.

The fees paid by the applicant total \$17,408.

To date the costs associated with the applications are as follows:

| | |
|----------------------|--------|
| Legal Fees | \$5612 |
| Administration Costs | \$550 |
| Planning Assessment | \$3100 |

Total Cost to Council \$9,262

Refund to applicant \$8,146.

CONSIDERATIONS (Statutory Compliance/Policy, Financial, Integrated Plan, Risk Management)

STATUTORY COMPLIANCE/POLICY

When an application is withdrawn prior to being determined, Council can refund part of the application fees if it wishes to under clause 52 of the Environmental Planning and Assessment Regulation 2000.

FINANCIAL

The option of subtracting the costs Council has incurred in assessing the applications to date and returning the remaining fees to the applicant is considered to be the most reasonable option to Council and the applicant in this instance.

INTEGRATED PLANS

NA

RISK MANAGEMENT

NA

CONSULTATION / ENGAGEMENT

NA

OPTIONS

1. Not refund any of the fees to the applicant
2. Refund part of the fees to the applicant
3. Refund all of the fees to the applicant

ATTACHMENTS

Attachment A: Letter withdrawing the applications

Susan Appleyard

ACTING DIRECTOR OF HEALTH, BUILDING AND PLANNING

Attachment A: Letter withdrawing the applications

From: Dickson, Elaine [REDACTED]

Sent: Thursday, 10 March 2016 4:15 PM

To: Susan.appleyard [REDACTED]

Cc: susan.appleyard [REDACTED]
[REDACTED]

Subject: Formal Withdrawal of Development Applications

Good Afternoon Susan,

RE: WITHDRAWAL OF DEVELOPMENT APPLICATIONS

In accordance with Section 52 of the *Environmental Planning and Assessment Regulation 2000*, and on behalf of the Applicant and Land Owner, Bartter Enterprises Pty Limited (part of the Baiada Group of Companies) we hereby formally notify Council that the following are Applications to be withdrawn.

- DA19 2014/2015
- DA20 2014/2015
- DA21 2014/2015
- DA22 2014/2015
- DA23 2014/2015

We understand that a portion of the assessment fees will be refunded by Council in due course. These should be sent directly to Mr Martin Ruggeri at Planning Matters.

Kind Regards and many thanks
Elaine

Elaine Dickson
National Environment & Sustainability Manager

A: 642 Great Western Highway, Pendle Hill, NSW 2145, Australia

P: (02) 9842 1150 **M:** [REDACTED] **F:** (02) 9896 4384

E: elaine_dickson@baiada.com.au

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

9.13 DA 131516 – WORMTECH PTY LTD

| |
|---|
| Council Meeting 16TH March, 2015 SA:DHBP – DA 131516-Wormtech Pty Ltd |
|---|

EXECUTIVE SUMMARY

Approval is recommended for Development Application 131516 for a Composting Facility at Lot 1, DP 1198807, 50 Conargo Road, Carrathool in accordance with section 80 (1) of the Environmental Planning and Assessment Act 1979.

BACKGROUND

| | |
|---------------------------------|--|
| APPLICANT | WORM TECH PTY LTD |
| PROPERTY | LOT 1, DP 1198807, 50 CONARGO ROAD, CARRATHOOL |
| PROPOSED DEVELOPMENT | COMPOSTING FACILITY |
| ZONING | RU1 – PRIMARY PRODUCTION |
| CONSENT AUTHORITY | MURRUMBIDGEE SHIRE COUNCIL |
| APPROVAL BODY | NSW ENVIRONMENTAL PROTECTION AUTHORITY |
| REASON(S) FOR REPORT TO COUNCIL | 1. DESIGNATED DEVELOPMENT 2. INTEGRATED DEVELOPMENT |

2014 approval was granted by the Western Regional Planning Panel for the Carrathool cotton gin which operates from the site.

September 2015 Worm Tech contacted Murrumbidgee Shire Council regarding the proposed development.

7 December 2015 Development Application 131516 was formally lodged with Council. The application is for the establishment of a composting facility at the cotton gin site utilizing the cotton trash. The proposed composting facility will process up to 20,000 tonnes of compost per annum.

23 December 2015 to 3 February 2016 the application was exhibited by way of notification to adjoining and adjacent land owners and advertisements in the Riverina Grazier (23 December 2015 & 13 January 2016) and The Area News (23 December 2015 & 8 January 2016). The exhibition period ended 3 February 2016. No submissions were received during the exhibition period.

COMMENT

ASSESSMENT IN ACCORDANCE WITH SECTION 79C

The application has been assessed in accordance with the Environmental Planning and Assessment Act 1979 and Regulation 2000.

DESIGNATED DEVELOPMENT

The application is defined as designated development under schedule 3 of the

Environmental Planning and Assessment Regulation 2000, section 13 – Composting facilities or Works

(a) that process more than 5000 tonnes per year of organic materials.

The proposed facility will generate up to 20,000 tonnes per year of organic materials. As required under the Act and Regulation the application was referred to several government agencies for assessment and comment. These referrals are dealt with in the referral section of this report.

INTEGRATED DEVELOPMENT

The application is integrated under section 91A of the Environmental Planning and Assessment Act 1979 and schedule 1 of the Protection of the Environment Operations Act 1997.

The EPA is the approval body for the schedule 1 activity under the Protection of the Environment Operations Act 1997.

The EPA has assessed the application and provided their general terms of approval (conditions) which are to be included in the determination of the application.

MURRUMBIDGEE LOCAL ENVIRONMENTAL PLAN 2013

The proposed composting facility is permissible with consent in the RU1 – Primary Production zone. It also complies with the aim of the plan:

1.2 (2)(a) to protect, enhance and conserve agricultural and horticultural land through the proper management, development and conservation of the natural and man-made resources.

The composting facility will recycle current waste products from several agricultural sources to create a product that can be used back on farm. The facility is co-located with the main source of waste material to be recycled, cotton trash, as the cotton gin. This will ensure that man made resources, notably the road network and electricity network will be utilized for both developments.

The proposed composting facility complies with the RU1 Primary production zone objectives:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*

The proposed composting facility will help maintain the natural resource base by providing farmers in the region with compost to use on farm as well as providing a new business in the area.

STATE ENVIRONMENTAL PLANNING POLICY (RURAL) 2008

The proposed composting facility complies with the aim:

- (a) to facilitate the orderly and economic use and development of rural lands and related purposes.

The facility will utilise existing infrastructure put in place for the cotton Gin and surrounding farms.

MURRUMBIDGEE DEVELOPMENT CONTROL PLANS

Neither plan applies to the proposed development.

THE LIKELY IMPACTS OF THAT DEVELOPMENT INCLUDING ENVIRONMENTAL IMPACTS ON BOTH THE NATURAL AND BUILT ENVIRONMENTS AND SOCIAL AND ECONOMIC IMPACTS IN THE LOCALITY.

An environmental impact statement was prepared for the proposed composting facility and has assessed the proposed impact on the site and surrounding areas.

The EIS reviewed the environmental impacts in relation to:

- Air quality (dust) and Odour
- Noise and Vibration
- Vehicular Access and Traffic Generation
- Potential Impacts on Water Quantity and Quality
- Biodiversity –Flora and Fauna
- Cultural Heritage.

Assessment of the EIS has been undertaken by several government agencies as well as the Council and it is considered that the proposed composting facility will not have any additional impact on the area and will provide a positive impact on the environment by recycling current waste products and providing an additional business in the area.

THE SUITABILITY OF THE SITE FOR THE DEVELOPMENT

The site is the best location for the proposed composting facility as it is located on the same site as its main source of organic waste material, plus it is located over 1km from the nearest dwelling.

ANY SUBMISSIONS MADE IN ACCORDANCE WITH THE ACT OR THE REGULATIONS

No submissions were made during the exhibition period by the public.

The application was referred to several agencies as required under the Act.

Roads and Maritime Services – From the information supplied, Roads and Maritime considers that the development is ancillary to the existing Cotton Gin and that the development will not generate significant traffic in addition to that generated by the approved Cotton Gin. No conditions recommended for inclusion on any determination.

Office of Environment and Heritage – No objection raised as long as conditions provided are included in any determination.

Department of Primary Industries – No object or conditions.

THE PUBLIC INTEREST

The proposed composting facility is considered to be in the public interest as it provides for the recycling of waste products from several agricultural sources, with a resulting product that can be used to grow future crops or pasture. It also will provide an economic benefit to the region by the establishment of an additional business in the area. Finally it will utilise existing infrastructure such as roads with minimal impact.

CONCLUSION

The proposed composting facility complies with the aims and objectives of all relevant Acts, associated regulations, Environmental Planning Instruments and section 79C of the Environmental Planning and Assessment Act 1979, therefore approval is recommended subject to conditions.

RECOMMENDATION

That consent be granted to Development Application No. 131516 for a composting facility, on lot 1, DP 1198807, 50 Conargo Road, Carrathool, dated 7 December 2015 as shown on Plan Number DA131516 and described in details accompanying the application under section 80(1) of the Environmental Planning and Assessment Act 1979, subject to the following conditions:

Murrumbidgee Shire Council.

1. The development shall take place in accordance with the plans and documentation submitted with the application. A copy of these are held by Council as plan No. DA131516.

Reason: To ensure compliance with the submitted plans.

2. Use of the site for the proposed development shall not take place until all conditions of this approval have been satisfied.

Reason: To ensure compliance with all requirements.

Office of Environment and Heritage Conditions

3. Works must avoid impacts to the biodiversity offset area protected by a Conservation Property Vegetation Plan (PVP) as required by condition MS7 for DA 161314 Carrathool Cotton Gin.
4. Details of all proposed vegetation and soil disturbance associated with the development, including water transport channels, vehicle washing facilities, vehicle turning bays and access tracks are identified along with assessment of the impact to threatened species or populations, ecological communities or their habitats due to this vegetation disturbance, and identification of methods to minimize the impact of the proposal.
5. The potential for impacts to Aboriginal cultural heritage due to stormwater construction be assessed by a suitably qualified person and relevant mitigation measures implemented prior to commencement of construction.
6. Vehicle movements in relation to the construction and operation of the composting facility are restricted to existing disturbed areas. Vehicles and machinery are to avoid the prior stream area and known sites as described in the Aboriginal Cultural Heritage Assessment provided as Appendix I to the Environmental Impact Statement.
7. The proponent engages a suitably qualified person to contact Aboriginal Cultural Heritage Inductions for the work force undertaking clearing or soil disturbance operations of areas not already impacted by irrigation.
8. A copy of the Aboriginal Cultural Heritage Assessment (appendix I of EIS) is kept on site including any amendments relating to the composting facility.
9. If any Aboriginal object is discovered and/or harmed in, on or under the land, the proponent must:
 - a. Not further harm the Aboriginal object
 - b. Immediately cease all work at the particular location
 - c. Secure the area so as to avoid further harm to the Aboriginal object
 - d. Notify the Office of Environment and Heritage (OEH) as soon as practicable on 131 555, providing any details of the Aboriginal object and its location.
 - e. Not recommence any work at the particular location unless authorised in writing by OEH.
10. Suitable and adequate physical protection measures be developed to secure and protect any unanticipated aboriginal objects from further harm should they be encountered while carrying out development activities.

NSW Environmental Protection Authority General Terms of Approval.

Administrative Conditions

A1. Information supplied to the EPA

A1.1 Except as expressly provided by these general terms of approval, works and activities must be carried out in accordance with the proposal contained in:

- The development application DA131516 submitted to Murrumbidgee Shire Council on 7 December 2015.
- The Environmental Impact Statement titled 'Proposed Composting Facility' and its Appendices dated 24 November 2015 relating to the development.

A2. Fit and Proper Person

A2.1 The applicant must, in the opinion of the EPA, be a fit and proper person to hold a license under the Protection of the Environment Operations Act 1997, having regard to the matters in s.83 of that Act.

Limit conditions

L1. Pollution of waters

L1.1 Except as may be expressly provided by a license under the Protection of the Environment Operations Act 1997 in relation of the development, section 120 of the Protection of the Environment Operations Act 1997 must be complied with in and in connection with the carrying out of the development.

L2. Waste

L2.1 The license must not cause, permit or allow any waste to be received at the premises, except the wastes expressly referred to in the column titled "Waste" and meeting the definition, if any, in the column titled "Description" in the table below.

Any waste received at the premises must only be used for the activities referred to in relation to that waste in the column titled "Activity" in the table below.

Any waste received at the premises is subject to those limits or conditions, if any, referred to in relation to that waste contained in the column titled "other Limits" in the table below.

This approval condition does not limit any other conditions included in an environmental protection license.

| Code | Waste | Description | Activity | Other Limits |
|------|--|--|------------|--|
| NA | Organics (including the cotton trash) | As defined in schedule 1, Division 2, Section 50 of the Protection of the Environmental Operations Act 1997. | Composting | A maximum of 18,000 tonnes received at the premises each year. |
| NA | Manure | As defined in schedule 1, Division 2, Section 50 of the Protection of the Environmental Operations Act 1997. | Composting | A maximum of 3,000 tonnes received at the premises each year. |
| NA | Food waste | As defined in schedule 1, Division 2, Section 50 of the Protection of the Environmental Operations Act 1997. | Composting | A maximum of 3,000 tonnes received at the premises each year. |

L3.Processing limit

L3.1 The premises must not receive or process more than 20,000 tonnes of the wastes permitted each year.

L4. Noise limits

L4.1 Noise from the premises must not exceed an Leq (15minute) noise emission criterion of 35dB(A) at any time, except as expressly provided by these general terms of approval.

L4.2 Noise from the premises is to be measured at the nearest sensitive receptor not associated with the premises to determine compliance with this condition.

Definition

Leq (15 minute) is the level of noise equivalent to the energy average of noise levels occurring over a 15 minute period.

Operating conditions

O1. Odour

O1.1 No condition of this Approval identifies a potentially offensive odour for the purposes of section 129 of the Protection of the Environment Operations Act 1997 (POEO Act).

Note: The POEO Act states that no offensive odour may be emitted from a particular premises unless potentially offensive odours are identified in the license and the odours are emitted in accordance with conditions specifically directed at minimizing the odours.

O2. Dust

O2.1 Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust from the premises.

O2.2 Trucks entering and leaving the premises that are carrying loads must be covered at all times, except during loading and unloading.

O3. Waste storage and windrow areas

O3.1 All waste storage and windrow processing must only occur in a bunded area on a compacted clay pad constructed consistent with section 5.1 of the EPA's Environmental Guideline: Composting and Related Organics Processing Facilities.

O3.2 The waste storage and processing pad must have an appropriately designed leachate and stormwater collection system consistent with section 5.2, 5.3, and 5.4 of the EPA's Environmental Guideline: Composting and Related Organics Processing Facilities.

O3.3. All leachate and contaminated stormwater must be retained on the premises.

O4. Incineration or open burning

O4.1 There must be no incineration or open burning of any material at the premises.

Monitoring and recording conditions

M1 Monitoring records

M1.1 The results of any monitoring required to be conducted by the EPA's general terms of approval, or a license under the Protection of the Environment Operations Act 1997, in relation to the development or in order to comply with the load calculation protocol must be recorded and retained as set out in conditions M1.2 and M1.3.

M1.2 All records required to be kept by the Licensee must be:

- In a legible form, or in a form that can readily be reduced to a legible form;
- Kept for at least 4 years after the monitoring or event to which they relate took place; and
- Produced in a legible form to any authorized officer of the EPA who asks to see them.

M1.3 The following records must be kept in respect of any samples required to be collected:

- The date(s) on which the sample was taken;
- The time(s) at which the sample was collected;
- The point at which the sample was taken; and
- The name of the person who collected the sample.

M2. Requirements to monitor waste

M2.1 The applicant must monitor the following information for each load of waste(s) received at the premises:

- (1) the registration number of the vehicle (only where the vehicle is not owned or operated by the applicant or their representative)
- (2) The time and date of receipt of the waste.
- (3) The generator of the waste (only where the waste being received is not cotton trash)
- (4) The type and quantity of the waste.

Reporting conditions

R1. Annual returns

R1.1 The applicant must provide an annual return to the EPA in relation to the development as required by any license under the Protection of the Environmental Operations Act 1997 in relation to the development. In the return the applicant must report on the annual monitoring undertaking (where the activity results in pollutant discharges), provide a summary of complaints relating to the development, report on compliance with license conditions and provide a calculation of license fees (administrative fees and, where relevant, load based fees) that are payable.

Mandatory Conditions for all EPA Licenses

Operating conditions

Activities must be carried out in a competent manner

Licensed activities must be carried out in a competent manner.

- This includes
The processing, handling, movement and storage of materials and substances used to carry out the activity; and the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

Maintenance of plant and equipment

- All plant and equipment installed at the premises or used in connection with the licensed activity:
Must be maintained in a proper and efficient condition; and

Must be operated in a proper and efficient manner.

Monitoring and recording conditions

Recording of pollution complaints

The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this license applies.

- The record must include details of the following:
The date and time of the complaint;

The method by which the complaint was made;

Any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;

The nature of the complaint

The action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and

If no action was taken by the licensee, the reasons why no action was taken.

The record of a complaint must be kept for at least 4 years after the complaint was made.

The record must be produced to any authorized officer of the EPA who asks to see them.

Telephone complaints line

The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the license.

The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

This condition does not apply until 3 months after an environment protection license takes effect.

Reporting conditions

Annual Return documents

What documents must an annual return contain?

The licensee must complete and supply to the EPA and annual Return in the approved form comprising:

A statement of Compliance; and

A Monitoring and Complaints summary.

A copy of the form in which the Annual Return must be supplied to the EPA accompanies this license. Before the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

Period covered by Annual Return

An Annual Return must be prepared in respect of each reporting, except as provided below

Note: The term "reporting period" is defined in the dictionary at the end of the license. Do not complete the Annual Return until after the end of the reporting period.

Where this license is transferred from the licensee to a new licensee,

The transferring licensee must prepare an annual return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the license to the new licensee is granted; and

The new licensee must prepare an annual return of the period commencing on the date the application for the transfer of the license is granted and ending on the last day of the reporting period.

Note: an application to transfer a license must be made in the approved form for this purpose.

ORDINARY MEETING

16 MARCH, 2016

Where this license is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an annual return in respect of the period commencing on the first day of the reporting period and ending on:

In relation to the surrendered license – the date when the notice in writing of approval of the surrender is given; or

In relation to the revocation of the license – the date from which notice revoking the license operates.

Deadline for Annual Return

The Annual Return for the reporting period must be supplied to the EPA by Registered post no later than 60 days after the end of each reporting period or in the case of a transferring license not later than 60 days after the date the transfer was granted (the “due date”).

Licensee must retain copy of Annual Return

The licensee must retain a copy of the annual return supplied to the EPA for a period of at least 4 years after the annual return was due to be supplied to the EPA.

Certifying of Statement of Compliance and signing of Monitoring and Complaints Summary

Within the Annual Return, the Statement of compliance must be certified and the Monitoring and Complaints Summary must be signed by:

- (a) the license holder; or
- (b) by a person approved in writing by the EPA to sign on behalf of the license holder.

A person who has been given written approval to certify a Statement of Compliance under a license issued under the Pollution Control act 1970 is taken to be approved for the purpose of this condition until the date of first review this license.

Notification of environmental harm

Note: The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

Notifications must be made by telephoning the EPA’s Environment Line service on 131 555.

The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

Written report

Where an authorised officer of the EPA suspects on reasonable grounds that:

- (a) where this license applies to premises, an event has occurred at the premises; or
- (b) where this license applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorized by this license,

and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the license applies), the authorized officer may request a written report of the event.

The licensee must take all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.

The request may require a report which includes any or all of the following information:

The cause, time, and duration of the event;

The type, volume, and concentration of every pollutant discharged as a result of the event;

The name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event; and

The name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;

Action taken by the licenses in relation to the event, including any follow-up contact with any complainants;

Details of any measures taken or proposed to be taken to prevent or mitigate against a recurrence of such an event;

Any other relevant matters.

The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

General conditions

Copy of license kept at the premises or on the vehicle or mobile plant

A copy of the license must be kept at the premises or on the vehicle or mobile plant to which the license applies.

The license must be produced to any authorized officer of the EPA who asks to see it.

The license must be available for inspection by any employees or agent of the licensee working at the premises or operating the vehicle or mobile plant.

Council Determination:

| Councillors For | Councillors Against |
|-----------------|---------------------|
| | |
| | |

MURRUMBIDGEE SHIRE COUNCIL

ORDINARY MEETING

16 MARCH, 2016

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Susan Appleyard

DIRECTOR HEALTH, BUILDING AND PLANNING

10 NOTICE OF INTENTION TO DEAL WITH MATTER IN CONFIDENTIAL SESSION

Ordinary Meeting

17 February, 2016

PP:IGM – Notice of Intention to Deal with Matter in Confidential Session

EXECUTIVE SUMMARY

It is necessary for the Council to adopt a resolution to formalise its intention to deal with certain matters in Confidential Session. A report regarding a matter which has, as one of its options the pursuit of legal action, will be presented to Council. The Local Government Act, 1993 requires the General Manager to identify those matters listed on the business paper which may be categorised as confidential in terms of Section 10A of the Local Government Act, 1993.

The decision to close the meeting to consider; is recorded as follows:

RECOMMENDATION

That the meeting is closed during the discussion of the matters Item Mayoral Minute 1 as on balance, the public interest in preserving the confidentiality of information outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would prejudice Council and individuals from achieving a 'best' outcome for the community and individuals involved;

The decision to close the meeting to consider; is recorded as follows:

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

Phil Pinyon

INTERIM GENERAL MANAGER

11. CONFIDENTIAL REPORT

11.1 SALE OF PROPERTY FOR UNPAID RATES

Please Note: Confidential Reports are removed for online publication.